

**NCI Works
Meeting Minutes
March 20, 2018**

The NCI Works Meeting was called to order at 5:30 p.m. by Co-Chair Cary Robbins. Roll Call was taken.

Name	PRESENT Il. Valley Community College	PRESENT Sauk Valley Community College	PRESENT Carroll County Housing Authority	PRESENT Highland Community College	ABSENT
James Andreoni	X				
Dave Argubright					X
Ed Bochniak			X		
Mary Boogemans					X
Linda Burt					X
Fidencio Campos					X
Debbie Clausen					X
Dr. Jerry Corcoran	X				
Marcia Derrer				X	
Sara Escatel	X				
Dan Fitzgerald					X
Carrie Folken	X				
Randy Freeman	X				
Janet Graham					X
Jill Guynn					X
Patricia Head					X
Linda Hessenberger	X				
Vanessa Hoffeditz					X
Deana Jones					X
James Knauf					X
Rhonda Krueger	X				
Rob Lentz					X
Kevin Lindeman	X				
Barbara Majeski					X
Lisa McCarthy					X
Andrew Mills			X		
Daniel Payette				X	
Tom Pigati	X				
Kevin Reibel					X
Cary Robbins		X			
Brandon Rumler					X
John Spencer					X
Amy Strawn	X				
Teresa Strum		X			
Gerald Waszkowiak	X				
DeAnne White					X

Robert White		X			
Justin Wiggins					X
Marcie Wiley					X

OTHERS PRESENT (Carroll County Housing Authority): Pam Furlan

OTHERS PRESENT (SVCC): Jo Ann Johnson

Accept Resignation

Pam informed members that Brandon Rumler submitted his resignation. She said that he wanted to thank everyone and commented that he enjoyed being a part of NCI Works. Brandon's resignation was accepted with regret.

Introduce New Members

Pam told members that four individuals were recently appointed to NCI Works. They include: Amy Strawn (Starved Rock Lodge), Rob Lentz (Walmart DC-Spring Valley), Justin Wiggins (Wiggins Computing), and Dan Payette (Blackhawk Hills Regional Council).

Consent Agenda

Cary informed members that the Consent Agenda was included with the meeting materials. He told members that anyone can remove an item from the consent agenda list upon request for discussion. Cary said that each of the Committee Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. It was moved by Dr. Jerry Corcoran and seconded by Jim Andreoni to approve the consent agenda, as presented. Motion carried.

The following items were approved in the consent agenda:

- NCI Works November 28, 2017 Meeting Minutes
- Executive Committee (January 23, 2018) Meeting
 - Approval of the PY 18 Youth Program Request for Proposal
 - Approval of the Revised NCI Works Procurement Policies
 - Approval of the NCI Works Conflict of Interest Policy
 - Approval of the One Stop Operator Request for Proposal
 - Approval of the October 2017 Financial Reports
 - Approval of the Funding Transfer from Dislocated Workers Program to Adult Program
 - Approval of the Revised BEST, Inc. Procurement Policies
 - Approval of Computer Purchases
 - Approval to Apply for DCEO Grants (Innovative Workforce, Talent Pipeline & Potential Youth Projects)
- Youth Committee (February 13, 2018) Meeting
- Business Liaison & Marketing Committee (March 7, 2018) Meeting
 - Approval of the Marketing Plan
 - Approval of One Stop Core Partner Promotional Cards

- ❑ Executive Committee (March 15, 2018) Meeting
 - Selection of One Stop Operator
 - Approval Talent Pipeline Manual Request for Proposal
 - Approval of the MOU Cost Sharing Negotiator Request for Proposal

Presentation

Sara Escatel, Director of Adult Education at IL Valley Community College was introduced. Sara provided an overview of the Adult Education programs that are offered at IL Valley Community College campus in Oglesby and the Ottawa Center. She told members that the Adult Education department has been in existence for 30 years providing adult basic education, citizen classes, Bridge to Careers transition program and literacy classes. Sara said that Adult Education staff meet with these students in their area so they do not need to travel to one of the IVCC sites. Sara provided membership with copies of brochures that listed the various programs and contact information. Sara said that the program is free and is funded by IL Community College Board (ICCB) through an annual grant process. Regardless of the program the student is enrolled in, ICCB is able to track the success of that individual through a statewide database. Sara told members that IVCC has students enrolled from all over the world in these programs. She said that students are referred to the Adult Ed program with barriers and special needs, however, the instructors work with them students and mentor them along their pathway. Sara encouraged members to look at the brochures and if anyone had any questions they are welcome to contact her.

Reports

Oversight Committee

Approval of the Financial Reports November/December 2017 & January 2018

Gerald reported that the Oversight Committee met prior to the NCI Works meeting and reviewed the November/December 2017 and January 2018 Fiscal Reports. He told members that the Direct Training Rate for the Adult and Dislocated Worker Program for January was 60.66%. Gerald said that the Work-Based Learning expenditure rate was 26.6%. In regards to the WIB Budget, Gerald informed members that the expenditure rate was 47% of the budget, however, expenditures will increase after the NAWB Conference at the end of March. Gerald told members that the reports were satisfactory and the Oversight Committee recommends their approval. Randy Freeman motioned to approve the November/December 2017 and January 2018 Fiscal Reports. Motion was seconded by Dr. Jerry Corcoran and carried.

Customer Feedback from One Stop Operators

Gerald informed members that the Oversight Committee reviewed the customer feedback information that was included with the meeting materials. He said that responses were favorable with complimentary statements.

Program Year 17 Local Performance Measurers for Title IB

Gerald told members that the Oversight Committee reviewed the PY 17 Local Performance Measures for Title IB was included with the meeting materials. He said that Title IB exceeded all of their goals to date.

Approval to add the Agricultural Business Management Program at IL Valley Community College to the State of IL Approved Training List

Gerald said that IL Valley Community College submitted the Agriculture Business Management Program for approval to the State of IL Approved Training List. He told members that the Oversight Committee reviewed the program application and recommends that it be added to the State of IL Approved Training List. Gerald Waszkowiak motioned to approve the Agriculture Business Management Program at IL Valley Community College and add it to the State of IL Approved Training List. Motion was seconded by Rhonda Krueger and carried.

Partner Presentation

Gerald informed members that the Oversight Committee discussed the next Partner presentation and agreed that since the Division of Rehabilitation Services was not able to make the presentation at the NCI Works meeting today, that they will be able to do so at the May meeting.

Workforce Innovation and Opportunity Act (WIOA) Update

Pam referred members to the Marketing Plan that was included with the Meeting Materials that was part of the Business Liaison & Marketing Consent Agenda items. She told members that the State of the Workforce suggested that the public workforce system be promoted and in doing so, the Business Liaison & Marketing was asked to take on this initiative. Pam provided an overview of the tasks and descriptions and asked members to take a look at it at their convenience. Additionally, Pam said that a One-Stop Core Partner Promotional card is being developed to get the information out about the various partners located at the One Stop Center in Ottawa as well as the services that are provided. Pam said that they are still working on the affiliate site, which will be in Sterling.

Another item Pam brought to members attention is the approval of the One Stop Operator that was included in the Consent Agenda under the March 15, 2018 Executive Committee report. She reminded members that the contract with the LWA #4 Consortium (Illinois Department of Employment Security, Department of Human Services Division of Vocational Rehabilitation, IL Valley Community College Adult Education, Business Employment Skills Team, Inc.) will be for 3 years.

Pam informed members that the Executive Committee on March 15, 2018 also selected Workforce Enterprise Services to develop the Talent Pipeline Manual, however they asked for clarification regarding the role of the Steering Committee. Pam told members that she talked with representatives of Workforce Enterprise Services and confirmed that the role of the Steering Committee (which could be the Employer Engagement Committee) is to keep the project on track by providing oversight and guidance. She said that they Committee(s) may be asked to provide input along the way, but the development of the Manual will be done by the Workforce Enterprise Services. Pam then provided members with an overview of the Talent Pipeline Manual. She said that the application for funding is due to DCEO on May 1.

Special Projects

Innovative Targeted Population Initiative

Pam told members that no Request for Proposals were received in request for the Innovative Targeted Population Initiative grant. She said that staff will proceed and apply for the grant with the intentions of

developing curriculum to provide workshops for individuals with disabilities, returning citizens and veterans to either enter or re-enter the workforce. Pam said that the grant will address the challenges of these individuals as well as address the reservations of hiring the targeted population individuals with these barriers. She said that the 18-month grant is due May 1.

Healthcare Summit Update

Pam informed members that as a result of the Healthcare Summits that were held at IL Valley Community College and Sauk Valley Community College, meetings are now being held to identify the challenges and how to address them. Pam stated that the group at Sauk Valley Community College are addressing the need for a Certified Nurses' Assistant as a career and not as a stepping stone to the nursing program. At IL Valley Community College, Pam said that they are discussing implementing Certified Medical Assistance Programs. Pam said that they are also working with Incumbent Worker Training and Apprenticeship Programs to help hospitals fill the Medical Assistance vacancies.

One Stop Partner Committee Update / NCI Works Bylaws Revision(s)

Pam informed members that the One Stop Partner Committee is a standing committee of NCI Works. However, she said that the One Stop Operator oversees the day-to-day operation of the One Stop and many of the responsibilities are duplicated with other committees. She told members that it has been recommended to combine the One Stop Partner and Targeted Population Committee since both standing committees work with services, programs, job-seeking customers, etc. Pam said that it is the responsibility of the Executive Committee to recommend any changes to the Bylaws, but asked for authority to move forward. As there was no objection from members staff were told to move forward with dissolving the One Stop Partner Committee.

Other Business

Success Stories

Cary informed members that copies of Success Stories were include with the meeting materials and encouraged members to read them. He also said that Dianna Schuler sent out the NCI Works newsletter that also contained a success story.

NCI Works 2018 Meeting Schedule

Cary told members that the Agenda included the meeting schedule for 2018. Pam commented that since July is a busy month and staff find it difficult to draw attendance to that meeting, that perhaps the Executive Committee could meet in lieu of a full Board Meeting. Cary said that members can think about it and make that determination at the May meeting.

NCI Works Membership List

Cary informed members that a copy of the NCI Works Membership List was included with the meeting materials. He said that if any member had corrections to their information, to let Jo Ann know.

Illinois Workforce Innovation Board (IWIB)

Pam disseminated sections of the Illinois Workforce Innovation Board Strategic Plan to members. She said that one of the objectives is to accelerate and streamline communication and services with business partners. Another objective, Pam said is to increase board effectiveness through high quality training and resources for the state board and local workforce board. Pam told members that she will send out a link to the entire Strategic Plan and asked member to take a look at it. She said that she would like to have a discussion regarding these objectives at the May meeting.

Public Comments / Recognition of Guests

None

Adjournment

With there being no further business, Teresa Strum motioned to adjourn. Motion was seconded by Gerald Waszkowiak and carried. Meeting adjourned at 6.33 p.m.

Jo Ann Johnson

Approved by:



Mary Boogemans
NCI Works Secretary