

**Northwest Central IL Works (NCI Works)
Meeting Minutes
Tuesday, March 22, 2016**

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

Name	Present at IL Valley Community College	Present at Sauk Valley Community College	Present at Highland Community College	Present at Kishwaukee Community College	Absent
James Andreoni	X				
Dave Argubright					X
Ed Bochniak			X		
Mary Boogemans	X				
Linda Burt	X				
Fidencio Campos		X			
Vicki Carlson		X			
Debbie Clausen	X				
Dr. Jerry Corcoran	X				
Tim Farragher					X
Monte Flack	X				
Dan Fitzgerald	X				
Carrie Folken	X				
Randy Freeman	X				
Janet Graham					X
Jill Guynn					X
Patricia Head					
Linda Hessenberger					X
Vanessa Hoffeditz	X				
Dave Howell					X
Deana Jones					X
James Knauf					X
Rhonda Krueger	X				
Mary Ann Kolls				X	
Amy Liebing					X
Kevin Lindeman	X				
Barbara Majeski					X
Beth Murphy					X
Bill Norden	X				

Name	Present at IL Valley Community College	Present at Sauk Valley Community College	Present at Highland Community College	Present at Kishwaukee Community College	Absent
Tom Pigati	X				
Kevin Reibel		X			
Cary Robbins					X
Jennifer Robbins			X		
Brandon Rumler					
John Spencer	X				
Teresa Strum		X			
Gerald Waszkowiak	X				
DeAnne White		X			
Theresa Wittenauer		X			

OTHERS PRESENT AT IL VALLEY COMMUNITY COLLEGE: Pam Furlan, Jo Ann Johnson, Bonnie Hayes

OTHERS PRESENT AT SAUK VALLEY COMMUNITY COLLEGE: Kathy Day, Dianna Schuler, Theresia Charley

OTHERS PRESENT AT HIGHLAND COMMUNITY COLLEGE: Mary Katos

Approval of November 24, 2015 Meeting Minutes

It was noted that Dan Fitzgerald was present at the November 24, 2015 NCI Works Meeting. Jim Andreoni motioned to approve the November 24, 2015 Meeting Minutes as corrected. Motion was seconded by Dr. Jerry Corcoran and carried.

Workforce Innovation and Opportunity Act (WIOA) Update

Pam Furlan provided members with an overview of the Local Plan, Regional Plans and Memorandum of Understanding. Referring to the Regional Plans, Pam told members that Ogle County is part of the Northern Stateline Region Plan that also includes Boone, Stephenson and Winnebago Counties. The other seven counties (Bureau, Carroll, JoDaviess, LaSalle, Lee, Putnam and Whiteside) are part of the Economic Development Region #6 that includes Henry, Mercer and Rock Island Counties. Pam told members that the Economic Development Region #6 Plan is being written by a group of members of the regional team. She said that they had their first meeting last Friday and did not have any information to present. However, Pam said that she prepared a summary based on several meetings and/or conference calls from the past few months that the regional team had. Pam told members that the Northwest (EDR #6) Regional Plan will focus on the following sectors: Manufacturing, Logistics and Healthcare. As a subset, Pam said, the group decided to look at Information Technology occupations that weave through

the Manufacturing, Logistics and Healthcare sectors. Pam said that there is labor market information that supports the selection of these sectors. Referring to the Northern Stateline Regional Plan, Pam told members that the same basic sectors will be the focus. Pam then told members that the Local Plan will include development of strategies and initiatives to carry out the goals of the Regional Plans.

Pam informed members that the Regional and Local Plans need to be available for Public Review and Comment by May 1. Therefore, she said that the drafts of the Regional and Local Plans will be submitted to the NCI Works Executive Committee and Chief Elected Officials during April 2016 for their respective approvals. Pam stated that all members were provided with copies of the summaries of the Regional and Local Plans and encouraged them to let her know if they have any questions or comments.

Next, Pam referred members to the handout including information on the Memorandum of Understanding (MOU). She told members that the MOU consists of 2 parts. The first one, Pam said, includes the services and delivery of services by the local partners. Pam reminded members that the partners include: BEST, Inc.; the Illinois Department of Employment Security; Illinois Department of Human Services – Vocational Rehabilitation; the Adult Education Departments at IL Valley Community College, Sauk Valley Community College, Highland Committee College and Kishwaukee Community College; the Illinois Department of Human Services – Division of Family and Community Services; Experience Works; Northwestern Illinois Area on Aging; Tri-County Opportunities Council; Northwestern Illinois Community Action Agency; Illinois Department of Corrections – Second Change Program; Tri-County Economic Development Alliance (TCEDA); Illinois Migrant Council; Carl Perkins/Career Technical Education Programs at IL Valley Community College and Sauk Valley Community College; and Dr. Jerry Corcoran from IL Valley Community College representing all 4 of the Community Colleges. Pam told members that the group of partners have been working together not only for our local plan but for the local workforce system.

Pam told members that we always thought we had two comprehensive centers (Ottawa & Sterling) in LWA #4, but she was informed that the Ottawa site was the only one that meets the requirements of a comprehensive One Stop Center. The reason is that there are more partners involved at the Ottawa site. Based on this information, Pam told members that the IL Department of Employment Security considers Ottawa to be the comprehensive center and Sterling will be considered an affiliate One Stop Center. We will be offering the same services, the difference, Pam said, is in the supporting structure.

The second part of the MOU, Pam said, is the cost sharing which Kathy Day will be conducting the negotiating. Kathy Day told members that the first meeting will be April 5 and she will get the information out to those partners who have the authority to negotiate costs.

The dates for the MOU submission, Pam said, is different from the Plans. She said that a copy of the draft budget needs to be submitted by April 30. The signed copy of the MOU, Pam said, is to be submitted on behalf of NCI Works and the Chief Elected Officials is due on July 5.

In closing, Pam said that she provided members with a lot of information and if they had any questions to let her know.

Reports

Executive Committee

Discussion of NCI Works Structure / Committee Chairs Appointments

Linda told members that the Executive Committee met and appointed the following members as Chairs/Co-Chairs to the Standing Committees:

- Oversight – Gerald Waszkowiak
- One Stop Partner – Vanessa Hoffeditz
- Business Liaison & Marketing – DeAnne White/Linda Burt
- Employer Engagement – Debbie Clausen/Carrie Robbins
- Targeted Populations – Vanessa Hoffeditz/Carrie Folken
- Youth Committee – Teresa Strum

Review & Approval of NCI Works Bylaws

Linda informed members that the Executive Committee met and reviewed the revised NCI Works Bylaws. Pam told members that when the initial Bylaws were submitted to DCEO as part of the NCI Works Certification process, they pointed out that some of the responsibilities were not included. Pam noted that the responsibilities were included in the NCI Works/CEO Agreement, but DCEO wanted them included in the Bylaws. Therefore, Pam said, that Bylaws were revised to include the responsibilities. Vanessa Hoffeditz motioned to ratify the action taken by the Executive Committee to approve the NCI Works Bylaws as corrected. Motion was seconded by Gerald Waszkowiak and carried.

Appoint Representative to Negotiate Memorandum of Understanding (MOU)

Linda told members that the Executive Committee appointed Carrie Folken to negotiate the Memorandum of Understanding (MOU) for LWIA #4 on behalf of the Business Employment Skills Team, Inc. Jim Andreoni motioned to ratify the action taken by the Executive Committee to appoint Carrie Folken to negotiate the MOU for LWIA #4 on behalf of the Business Employment Skills Team, Inc. Motion was seconded by Mary Boogemans and carried.

Approve Process for Cost Sharing Negotiations

Linda said that Kathy Day was appointed to negotiate the financial parts of the MOU for Business Employment Skills Team, Inc. Teresa Strum motioned to ratify the action taken by the Executive Committee to appoint Kathy Day to negotiate the financial parts of the MOU for the Business Employment Skills Team, Inc. Motion was seconded by Bill Norden and carried.

Update on Employer Forums

Pam informed members that the Employer Forums are being planned by the Business Employment Skills Team, Inc., IL Department of Employment Security, Department of Vocational Rehabilitation, Adult Education and the community colleges. She said that the event will be held at IL Valley Community College on April 6 and Sauk Valley Community College on May 19. Other events will be planned for Jo Daviess, Carroll and Ogle Counties at a later date.

Employer Engagement Committee

OJT Wage Reimbursement

Debbie Clausen provided the Employer Engagement Committee meeting report. She told members that the Minutes from that meeting were included with the meeting materials. Debbie noted that the Employer Engagement Committee is recommending to increase the On-the-Job Training (OJT) Wage Reimbursement up to 75%. Debbie Clausen motioned to approve the recommendation to increase the OJT Wage Reimbursement up to 75%. Motion was seconded by Vicki Carlson. Pam told members that the committee also discussed establishing criteria for determining on what basis the percentage would be increased. Pam stated that currently, employers can receive up to 50% wage reimbursement. Under, WIOA, Pam said, the law allows for up to 75%. After discussion, the motion was carried. Kevin Lindeman abstained from discussion and voting.

Youth Committee

Lee, Ogle, Whiteside Regional Office of Education Modification Request

Teresa informed members that in addition to discussing the responsibilities and structure of the Youth Committee, they received a request a contract modification request from Lee, Ogle, Whiteside Regional Office of Education. She told members that they were requesting to remove Bachelor's Degree from the Career Coordinator Job Description. Teresa told members that the Youth Committee is recommending to revise the Career Coordinator Job Description to state that a Bachelor's Degree is preferred. Jennifer Robbins motioned to approve the recommendation of the Youth Committee to change the Career Coordinator Job Description to state that a Bachelor's Degree is preferred. Motion was seconded by Kevin Reibel and carried.

Teresa told members that under Other Business, Youth Committee members were informed that staff has exhausted all avenues in getting a youth program started in the Jo Daviess and Carroll Counties area. In an effort to assist students in need of High School Equivalency tutoring, BEST, Inc. is hoping to contract with individual(s) to tutor the students. Pam told members that BEST, Inc. did receive some applications for the Carroll County position, but nothing for Jo Daviess County. She said that she was going to contact Ron Smith (Jo Daviess County Board Chairman) about possible candidates and asked Jennifer Robbins if she knew of any individuals who might be interested in the position to let her know. Pam said that the Jo Daviess County position has been reposted with no end date for application.

One Stop Partner Committee

Vanessa informed members that the One Stop Partner Committee met and discussed the PY 15 Quarterly Report and the Resource Sharing Agreement. She told members that the committee also discussed the logistics and responsibilities of the One Stop Partner Committee. Vanessa said that Pam informed members that the IL Department of Employment Security will only recognize and support one Comprehensive One Stop Center which will be in Ottawa. Vanessa informed members that the One Stop Partner Committee identified issues/barriers that affect our clients (Lack of Public Transportation, Veterans, and Ex-Offenders). She said that the committee has referred Ex-Offender to the Targeted Populations Committee. The One Stop Partner Committee, Vanessa said, will focus on the Lack of Transportation and Veterans.

Targeting Population Committee

Carrie Folken informed members that since the Targeted Population Committee was new to the NCI Works structure their first order of business was to review their responsibilities and meeting logistics. She said that the discussed the hiring needs of individuals with disabilities, veterans and ex-offenders and other populations facing special challenges for employment. At this time, Carrie said, the committee has decided to not add any other targeted populations. Carrie told members that a Request for Proposal has been submitted for the development of an On-line Resource Mapping Guide. This instrument, she said, will help customers getting the resources and services that they need.

Business Liaison & Marketing Committee

DeAnne informed members that the Business Liaison & Marketing Committee met on March 1 and discussed 2 Action Items. She told members that due to low attendance the committee has proposed to combine the Local Awards Recognition with the Employers Conference. Theresa Wittenaur motioned to concur with the Business Liaison & Marketing Committee's recommendation to combine the Local Awards Recognition and Employers Conference. Motion was seconded by Vanessa Hoffeditz and carried.

Next, DeAnne told members that the Business Liaison & Marketing Committee will develop a "year of transition" Annual Report that cover Program Years 2014 and 2015. John Spencer motioned to concur with the committee's recommendation to develop an Annual Report covering both Program Years 2014 and 2015. Jim Andreoni seconded the motion. Motion carried.

Pam informed members that at the State level, Streator Unlimited was nominated and will receive a Business Leadership Award. She said that they will be attending the State Awards Luncheon in April and will be representing LWIA #4.

Oversight Committee

Gerald informed members met and discussed the logistics and responsibilities of the Oversight Committee. He said that non-members are required to serve on the committee and asked if anyone knew of someone who might be interested to let Pam know.

Review and Approval of 4rd Quarter Performance Report for PY 2014, Review and Approval of 1st Quarter Performance Report for PY 2015 & Review and Approval of 2nd Quarter Performance Report for PY 2015

Gerald informed members that the Oversight Committee reviewed the 4th Quarter Performance Report for PY 14, the 1st and 2nd Quarter Reports for PY 15. He said that in all instances performance levels were met or exceeded. Gerald Waszkowiak motioned to approve the committee's recommendation to approve the 4th Quarter Performance Report for PY 14 and the 1st and 2nd Quarter Reports for PY '15. Motion was seconded by Vanessa Hoffeditz and carried.

Review and Approval of the Financial Reports (July 1, 2015 – February 29, 2016)

Gerald told members that the Oversight Committee reviewed the budget as it was presented and recommended approval. Gerald Waszkowiak motioned to approve the budget as it was presented. Motion was seconded by Mary Boogemans and carried.

Business Meeting

Review & Approval of the Memorandum of Understanding (MOU) Outline

Pam informed members that an approval of the outline for the MOU is needed. Linda Burt motioned to approve the outline for the MOU as presented. Motion was seconded by Gerald Waszkowiak and carried.

Review & Approval of the Local Plan Outline

Jim Andreoni motioned to approve the Local Plan Outline as presented. Motion was seconded by Teresa Strum and carried.

Review & Approval of the Regional Plans Outline

Gerald Waszkowiak motioned to approve the Regional Plans Outline as presented. Motion was seconded by Mary Ann Kolls and carried.

PY 14 Grant Modification

Kathy Day presented a PY 14 Grant Modification to members. She said that the reason for the modification is to move excess funds from the Transitional Line item to return to Youth and Dislocated Workers. Jennifer Robbins motioned to approve the PY 14 Grant Modification as presented. Motion was seconded by Kevin Reibel and carried.

PY 15 Grant Modification

Kathy Day presented a PY 14 Grant Modification to members. She told members that this modification will transfer up to \$60,000 from Dislocated Workers to Adult Program. Kathy told members that by transferring the money from Dislocated Workers to Adult will allow for more low income individuals to be served. Vanessa Hoffeditz motioned to approve the PY 15 Grant Modification as presented. Motion was seconded by Ed Bochniak and carried.

Proposal from Thomas P. Miller and Associates

Kathy informed members that the Executive Committee authorized the release of a Request for Proposal for an unbiased negotiator for the MOU Resource Sharing Agreement. Kathy said that a few proposals were received and Thomas P. Miller is being recommended as the entity to negotiate cost sharing for Shared Workforce system and Infrastructure Costs as required by the Governor in accordance with the WIOA of 2014. The cost, Kathy said, is \$7,476.00. Kathy told members that Thomas P. Miller has experience and is confident that they will accomplish the task with any problem. Vanessa Hoffeditz motioned to accept the proposal submitted by Thomas P. Miller at a cost of \$7,746.00. Motion was seconded by Fidencio Campos and carried.

Other Business

Linda noted that the next NCI Works meeting will be May 24, 2016.

Public Comments

Pam introduced Mary Katos who was attending at Highland Community College. Pam told members that Mary is the Business Relations Representative serving Carroll and Jo Daviess Counties. Pam then introduced Theresa Charley who was attending at Sauk Valley Community College along with Dianna Schuler. She told members that Theresa is the Business Relations Representing serving Ogle County. Next, Pam introduced Bonnie Hayes who was attending at IL Valley Community College. Pam said that Bonnie is the Trade Career Advisor serving Bureau, LaSalle and Putnam Counties.

Adjournment

With there being no further business, Jim Andreoni motioned to adjourn. Motion was seconded by Mary Boogemans and carried. Meeting adjourned at 6:40 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in cursive script that reads "Mary Boogemans". The signature is written in black ink and is positioned above the printed name and title.

Mary Boogemans
Secretary

Approved by NCI Works 5/24/2016