

**NORTHWEST CENTRAL IL WORKS (NCI WORKS)  
MEETING MINUTES  
March 24, 2015**

The NCI Works Meeting was called to order at 5:00 p.m. by Co-Chair Cary Robbins. Roll Call was taken.

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
James Andreoni		X	Amy Liebing	X	
Dave Argubright		X	Kevin Lindeman	X	
Ed Bochniak		X	Barbara Majeski		X
Mary Boogemans		X	Jon Mandrell	X	
Linda Burt	X		David Mennie		X
Jim Carlson		X	Jean Millar	X	
Vicki Carlson	X		Beth Murphy		X
Debbie Clausen		X	Bill Norden		X
Dr. Jerry Corcoran		X	Tom Pigati		X
Nancy Curran	X		Kevin Reibel	X	
Tim Farraher		X	Cary Robbins	X	
Monte Flack		X	Jennifer Robbins	X	
Carrie Folken	X		Marvin Schultz		X
Randy Freeman	X		John Spencer	X	
Janet Graham		X	Betty Steinert		X
Linda Hessenberger		X	Teresa Strum	X	
Vanessa Hoffeditz		X	Mark Szula		X
Dave Howell	X		Gerald Waszkowiak		X
Deana Jones		X	James Weed		X
Dr. Joe Kanosky		X	DeAnne White	X	
Mary Ann Kolls		X	Theresa Wittenauer	X	
James Knauf		X			

**OTHERS PRESENT:** Pam Furlan, Kathy Day, Jo Ann Johnson, Dianna Schuler, Cindy Kulas, Shelley Zinke, Jenny Lawrence

Approval of Meeting Minutes

Teresa Strum motioned to approve the November 25, 2014 Meeting Minutes as presented. Motion was seconded by Jean Millar and carried.

**NEW BUSINESS**

## Workforce Innovation and Opportunity Act (WIOA) Update

Pam informed members that the Workforce Innovation and Opportunity Act is on target to start July 1, 2015 even though the regulations have not been released. She said that the Core Partners have met a couple of times to learn about their respective programs. Pam continued by saying that the Department of Labor has put together some quick start action planners as a tool to help guide local areas on a specific topic. She said that the guide for Partnerships and Governance & Leadership are available now. The One Stop Partner and Youth guides will be released sometime in April. Pam suggested that these tools would be a great opportunity for the Executive Committee to begin discussion for the new board.

## **COMMITTEE REPORTS**

### **Executive Committee**

Linda Burt informed members that the Executive Committee met and acted on several items that needed to be ratified by the full Board.

#### Initial Transition Plan

Linda informed members that the Department of Labor has allowed local workforce areas to use up to 2% of their Workforce Investment Act (WIA) funds for WIOA transition activities. Pam commented that LWIA #4 budgeted \$50,000 for transitional activities and not the full 2% that was allowed. David Howell motioned to ratify the approval of the Transitional Plan as presented. Motion was seconded by DeAnne White and carried.

#### BRIDGE Contract Modification

Linda said that Streator High School is converting their computer system to Google Chrome Books for student use and requested to increase their contract by \$3,000. She said that this will allow Streator High School to purchase the Google Chrome Books for the students enrolled in the BRIDGE program. Jennifer asked why Streator High School was not purchasing the Chrome Books. Pam replied that the students in the BRIDGE program are enrolled in the WIA program and not as a Streator High School student. John Spencer motioned to ratify the approval of the BRIDGE Contract Modification as presented. Motion was seconded by Amy Liebing and carried.

#### Appointment of Carrie Folken to Youth Council

Linda told members that the Executive Committee appointed Carrie Folken to the Youth Council. She welcomed Carrie as a new NCI Works member.

### WIB Budget Revision

Linda informed members that a copy of the revised WIB Budget was included with the meeting materials. She said that the WIB Budget was reduced from \$28,700 to \$11,250. Vicki Carlson motioned to approve the Revised WIB Budget as presented. Motion was seconded by Jean Millar and carried.

### Update on 1E Grant(s) Application

Pam informed members that the 1E Grant will allow BEST to provide services such as schooling or work-based learning activities to individuals who were laid off due to a dislocation event. She said that signatures on the grant are being obtained tonight and no further action is required.

### Adult & Dislocated Worker Work Experience/Work Based Learning Policy

Pam told members that staff recently learned that the Work Experience Program under WIA is subject to the provisions of the Affordable Care Act (ACA). She said that anyone working 30 hours a week or more in the Work Experience program must be provided insurance. Pam explained that the Adult & Dislocated Worker Work Experience/Work Based Learning Policy was corrected after the Executive Committee acted on it. She said that the original action read "Maximum weekly hours will be capped at 30 hours to include time for meeting with the participant's career advisor and for job search". Pam said that the corrected policy reads: "Maximum weekly hours will be capped at 29 hours". After discussion, Teresa Strum motioned to approve the Adult & Dislocated Worker Work Experience/Work-Based Learning Policy as presented. Motion was seconded by John Spencer and carried.

### Talent Pipeline Grant Submission

Pam informed members that the U.S. Department of Labor has issued a Talent Pipeline Grant application that will allow local workforce areas to work with employers by providing training opportunities for employers through work-based learning activities such as Incumbent Worker Training, On-the-Job Training, etc. She said that this is a competitive grant and a commitment by the employer was needed before submitting the application. Pam recognized Dianna Schuler for her work in putting the grant together and submitting it to DCEO. She said that QMF and Metform have committed to utilizing the funds as Incumbent Worker Training for about 286 of their employees. Pam said that they are hoping to hear if the grant was approved soon. Theresa Wittenaur motioned to ratify the approval of the Talent Pipeline Grant Submission as presented. Motion was seconded by Jean Millar and carried.

### Use Incentive Grant for Work-based Learning Activities for Adult and Dislocated Workers

Pam informed members that the Incentive Grant, which is given for exceeding performance measures, can be used for any allowable purpose under the Workforce Investment Act. She said that locally, it is being recommend to use the \$21,777 as an additional source of funding to cover program activities for adults and dislocated workers. Pam said that the money needs to be spent by June 30, 2015. With there

being no objections, Teresa Strum motioned to ratify the approval to use of Incentive Grant funds for Work-based Learning Activities for Adults and Dislocated Workers. Motion was seconded by John Spencer and carried.

#### Increase ITA Cap from \$10,000 to \$13,000

Pam told members that the Executive Committee recommended to bring this request to the full board. She said that Individual Training Accounts (ITA) are given to individuals who are attending school under the WIA programs. Pam said that the lifetime cap of \$10,000 per person, which includes tuition, books and fees, was approved by the NCI Works under LWIA #12 and again during the merger of LWIA #4 and LWIA #12. Pam stated that under the previous LIWA #4, their life time limit was \$10,000, but it also included training materials such as nurse's caps, tools, etc. She continued by saying that waivers are allowed to increase the amount of the ITA cap should additional monetary assistance be needed. For budgeting purposes, Pam said that it is being recommended to increase the ITA Cap from \$10,000 to \$13,000. After discussion Dave Howell motioned to approve the ITA Cap from \$10,000 to \$13,000. Motion was seconded by Kevin Lindeman and carried.

#### Youth Work Experience/Work Based Policy

Pam presented the Youth Work Experience/Work-Based Policy to members. This Policy, she said, states that In-School youth cannot exceed 15 hours of work while school is in session and up to 29 hours a week when school is not in session. Out-of-School Youth, Pam said, cannot exceed a maximum of 29 hours a week. Jean Millar motioned to approve the Youth Work Experience/Work Based Policy as presented. Motion was seconded by Vicki Carlson and carried.

#### Youth Plan Modification

Pam provided members with an overview of the proposed Youth Plan Modification. She told members that modification will change the language to allow youth to work up to 29 hours per week and receive at least minimum wage. Jennifer Robbins commented that some employers may want the student to work up to 40 hours and was not in support of limiting the work week up to 29 hours. After discussion, Teresa Strum motioned to approve the Youth Plan Modification as presented. Motion was seconded by John Spencer and carried. 1 Opposed.

#### **Youth Council**

Teresa Strum provided members with an overview of the February 10, 2015 Youth Council meeting. She said that some adjustments were made to the Career Preparation/Life Skills Program for the LaSalle Safe School and overall the project is doing well. Teresa told members that the Youth Council will discuss expanding this program.

Teresa informed members that the Youth Projects with Streator High School, Whiteside Regional Office of Education, Bureau/Henry/Stark Regional Office of Education and LaSalle County Regional Office of Education are going well.

Teresa said that the Youth Council was given an update for the Work in the Real World event that was held at Sauk Valley Community College. She said that overall the majority of the responses were positive.

Teresa told members that Pam provided an overview of the changes under the WIOA for youth. Pam said that under the WIA program 30% can be spent on Out-of-School Youth. Under, WIOA, Pam said, that increases to 70%. Other changes, Pam highlighted, include changes in criteria and eligibility for in-school and out-of-school youth, performance measures, and ages. Pam stated that when the regulations are released, more details will be available.

#### Recommendation to Modify Current Providers Contract for an Additional 90-days

Teresa informed members that the Youth Council is recommending to extend contracts for the 4 current youth providers for 90 days. She said that this extension will allow the contractor to work with the students who will not be transitioning to the new program due to eligibility changes in the programs. If approved, staff will meet with the providers and ask them to submit an additional funding request so the funds could be set aside to allow for the completion of the program. Linda Burt motioned to approve the recommendation to extend current youth provider contracts for an additional 90-days. Motion was seconded by John Spencer and carried.

#### **One Stop Partner**

In the absence of Vanessa Hoffeditz, Cary Robbins said that the February 19, 2015 One Stop Partner Meeting Minutes were included with the meeting materials.

#### **Regional Workforce Partnership Board – Northern Sub-committee**

Cary Robbins informed members that the February 2, 2015 Northern Sub-committee meeting was cancelled due to weather. No report was provided.

#### **Regional Workforce Partnership Board – Southern Sub-committee**

In the absence of Debbie Clausen and Monte Flack, Pam Furlan said that the February 3, 2015 Southern Sub-committee Meeting Minutes were included with the packet. There was no action taken at this meeting.

## **Oversight**

### Review & Approval of PY 2014 2<sup>nd</sup> Quarter Performance Report

In the absence of Gerald Waszkowiak, Jennifer Robbins presented the 2<sup>nd</sup> Quarter Performance Report. She said that performance standards have been met or exceeded. Linda Burt motioned to approve the 2<sup>nd</sup> Quarter Performance Report as presented. Motion was seconded by Cary Robbins and carried.

### **Business Liaison & Marketing**

Linda Burt said that the Business Liaison & Marketing Committee has completed the Annual Report and will be distributed in both hard copy and electronic format. She said that the quarterly newsletter will be issued soon and encouraged members to submit their profile for the spotlight section of the publication. Linda reminded everyone that the NCI Works website has been redesigned and encouraged members to view it and “like us” on Facebook and Twitter.

## **OTHER BUSINESS**

### No Place Like Home (NPLH) Update

Pam reported that 14 businesses listed 28 jobs in addition to the 4 community colleges and 13 health care providers that have direct links to their webpages.

### CME Update

Pam informed members that the Chief Manufacturing Executives (CME) group met in February and received an update on the internship program starting in LaSalle, Bureau and Putnam Counties. She told members that she will be meeting with Lisa McCarthy, Executive Director for Tri-County Economic Development Alliance (TCEDA), about a possible internship program in the Jo Daviess, Carroll and Whiteside County’s area.

### Other

Randy Freeman stated that he attended a Citizen Advisory Panel meeting recently and learned that some area businesses are struggling to find qualified candidates for their jobs. Jon Mandrell said that Sauk Valley Community College will be hosting a Career Fair on April 16 and suggested the businesses get involved. Linda Burt suggested that Randy get the information about these openings to Dianna Schuler (Business Services Manager with BEST, Inc.) so her staff may be able to find eligible candidates. Nancy Curran suggested that the businesses post their vacancies to Illinois Job Link.

Jon Mandrell informed members that the interview forums for the new President of Sauk Valley Community College are underway. He said that the forums are open to anyone interested and encouraged members to attend.

Pam announced that Sauk Valley Community College is no longer offering the Warehousing Program.

Pam shared with members' information she received about a leadership community initiative entitled "60 x 25. She said that the goal of the initiative is that 60% of adults (ages 25-64) will obtain a college degree or certificate by 2025. Pam told members that she heard the presentation at an event in Chicago and wondered if members would be interested in hearing the presentation. When asked about if our agency could achieve such a goal, Pam replied that those customers enrolled in the adult and dislocated worker program could be part of the 60%. After discussion, it was the consensus for Pam to contact the speaker about making a presentation at an NCI Works meeting about the 60 x 25 Initiative.

Randy Freeman addressed concerns about individuals who have fallen through the cracks in the systems. He said that these individuals have lost their license and inability to pay their fees and/or changes, they are not able to find transportation to work. Randy commented that these individuals are willing and able to work, but are unable to get there. He stated that these individuals want and need to work in order to pay off their fines. In closing, Randy commented that that there should be some way to allow these individuals back into the workforce. Linda suggested that this topic be placed on the next agenda.

## **BREAK**

### Awards Recognition

John Spencer announced and recognized the Individual Achievement Award winners. Deanna White recognized Tera Armstrong and Emlee Dooley for their contributions to the Career Preparation/Life Skills Program. Linda Burt, Amy Liebing, Jennifer Robbins, John Spencer, Monte Flack, Deana Jones and David Mennie were recognized for their Years of Service on the NCI Works Board. Tera Armstrong, Sally Hanrahan, Jeannette Maurice, Edna McManus and Mary Stouffer were recognized for their Years of Service on the Youth Council. Sally Hanrahan (25 years) and Joel Torbeck (20 years) was recognized for their Years of Services with BEST, Inc.

In closing, Linda thanked DeAnne for helping coordinate the event and thanked everyone for attending.

### Public Comments

None

Adjournment

With there being no further business, Cary Robbins motioned to adjourn. Motion was seconded by Jennifer Robbins and carried. Meeting adjourned at 6:45 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  
NCI Works Secretary