

**Northwest Central IL Works (NCI Works)
Meeting Minutes
Tuesday, May 24, 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 | | X | | | |
| Linda Hessenberger | X | | | | |
| Vanessa Hoffeditz | X | | | | |
| Dave Howell | | | | | X |
| Deana Jones | | | | | X |
| James Knauf | | | | | X |
| Rhonda Krueger | X | | | | |
| Mary Ann Kolls | | | | | |
| 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 | | | | | X |
| John Spencer | | | | | X |
| Teresa Strum | | X | | | |
| Gerald Waszkowiak | | X | | | |
| DeAnne White | | | | | X |
| Theresa Wittenauer | | | | | X |

OTHERS PRESENT AT IL VALLEY COMMUNITY COLLEGE: Dianna Schuler

OTHERS PRESENT AT SAUK VALLEY COMMUNITY COLLEGE: Pam Furlan, Jo Ann Johnson, Kathy Day, Paige Fritz

CONNECTION BY TELEPHONE: Mary Ann Kolls, Kathy Day

Approval of Meeting Minutes

Linda noted that Dan Fitzgerald was in attendance at the March 22, 2016 NCI Works Meeting. His name was excluded from the matrix. Dan Fitzgerald motioned to approve the March 22, 2016 Meeting Minutes as corrected. Motion was seconded by Kevin Lindeman and carried.

Workforce Innovation and Opportunity Act (WIOA) Update

Pam informed members that she will address the Memorandum of Understand the Regional/Local Plans later in the meeting. At this point, she said, the key issue is WIOA funding.

Kathy informed members that BEST, Inc. received about a \$400,000 cut in funding for Program Year 2016. She told members that about \$117,000 will be transferred from Administration to Programs to offset some of the Program costs. Additionally, Kathy said that some of the Incentive Funds will also be used to help cover some of the Program costs. Overall, she told members that there is about a \$33,000 shortfall from last Program Year.

Reports

Youth

Teresa told members that the Youth Committee met and was informed that 75% of the funds need to be spent on out-of-school youth and 20% of youth spending needs to be on work-based learning activities.

Such activities, she said include internships and work experience. Teresa informed members that under WIOA additional barriers, such as a teen parent or foster child, may be considered for eligibility purposes for youth. In the past, she said, youth needed to be low income. Another change under WIOA, Teresa said is that individuals ages 16-24 may be considered for the youth program.

Update on Career Preparation/Life Skills Programs

Teresa informed members that the Career Preparation/Life Skills Programs are completed for this Program Year. She said that feedback on the programs will be discussed at the next Youth Committee meeting.

Approval of the PY 2016 Request to Extend Contracts

Teresa informed members that each of the current youth providers have requested to extend their current contracts. She said that the Regional Office of Education #35 is planning to serve 18 students during Program Year 2016 and requested \$86,040.06. The Lee, Ogle, Whiteside Regional Office of Education is planning to serve 110 students during Program Year 2016 and requested \$204,794.00. Bureau Henry Stark Regional Office of Education is planning to serve 12 students during Program Year 2016 and requested \$41,306.00. Streator Township High School is planning to serve 15 students during Program Year 2016 and has requested \$57,764.10. Kevin Reibel motioned to approve the project extensions requested by the Regional Office of Education #35; Lee, Ogle, Whiteside Regional Office of Education; Bureau Henry Stark Regional Office of Education; and, Streator Township High School. Motion was seconded by Linda Burt and carried.

One Stop Partner Committee

One Stop Center Certification Update

Vanessa informed members that the April 14, 2016 One Stop Partner Committee Meeting Minutes were included with the meeting materials. She told members that One Stop Center Certification criteria is being developed by the State.

Memorandum of Understanding (MOU) Update

Vanessa stated that a copy of the MOU was included with the meeting materials. She said that action will be taken on this document later in the meeting.

Regional & Local Plans Update

Vanessa told members that the Regional and Local Plans were available for Public Review.

Targeted Population

On-line Resource Mapping Guide Update

Vanessa informed members that an On-line Resource Mapping Guide is in the process of being developed. She said that Carrie is working with Thomas P. Miller & Associates to create a skeleton of what the Resource Mapping Guide will look like. Pam commented that the project is progressing very

well and it is expected to meet the target date for completion. The next step, Pam said is to develop a Request for Proposal to put the Resource Mapping Guide online.

Identify barrier(s) for each targeted area

Vanessa told members that the Targeted Population Committee is in the process of identifying barriers for each of the following targeted populations: Individuals with Disabilities, Veterans and Ex-Offenders. She said that at the last meeting, Dan Fitzgerald presented a matrix that identified several barriers for Individuals with Disabilities. During the discussion at the committee meeting, other barriers were identified and were added to the matrix. Vanessa told members that the committee will use the template to identify barriers for Veterans and Ex-Offenders.

Referring to the list of businesses that hire returning citizens, Jennifer commented that some businesses may not be on the list who do hire returning citizens. Pam stated that there are many businesses that will not hire an individual with a background. She said that the list included with the meeting materials was provided by the Second Chance Program. Jennifer informed members of the Right Direction Program operated in Stephenson County Farm Bureau offers great opportunities for individuals from many walks of life. Jennifer suggested that the committee may want to look at benchmarking. Kevin (Reibel) noted that some businesses who hire returning citizens may not be included on the list.

Executive Committee

Cary informed members that a copy of the April 26, 2016 Executive Committee Meeting Minutes was included with the NCI Works meeting materials. He told members that the Executive Committee met to review and approve the Local and Regional Plans so that they could be made available for Public Review and Committee by May 2, 2016. Pam explained that the Public Review Period would end on June 2. She said that between June 2 and June 15 staff are to compile any comments received and incorporate them into the appropriate plan for final submission on June 30.

Approval of WIOA Local Plan (for Public Review)

Teresa Strum motioned to ratify the approval of the WIOA Local Plan (for Public Review). Motion was seconded by Vanessa Hoffeditz and carried.

Approval of Memorandum of Understanding (MOU)

Kevin Reibel motioned to ratify the approval of the Memorandum of Understanding. Motion was seconded by Dan Fitzgerald and carried.

Approval of WIOA Regional Plans (for Public Review)

Linda Burt motioned to ratify the approval of the Regionals Plans (for Public Review). Motion was seconded by Kevin Lindeman and carried.

Training Provider Update

Pam informed members that under the Workforce Investment Act (WIA) the Local Workforce Investment Board was allowed to appoint a committee of 3 to review and approve training programs. Under the Workforce Innovation & Opportunity Act (WIOA), the Local Workforce Board is also

allowed to appoint a committee of 3 to review and approve training programs. Pam said that the training programs would be submitted to the Oversight Committee and then to the Local Workforce Board for final approval. Vicki Carlson motioned to ratify the approval of the Executive Committee to appoint a committee of 3 (Carrie Folken, Joel Torbeck, Jo Ann Johnson) to review and approve training programs. Motion was seconded by Fidencio Campos and carried.

Oversight Committee

Gerald informed members that the Oversight Committee met prior to the NCI Works meeting and considered 6 action items that were included with the NCI Works Meeting Materials. He told members that the Oversight Committee recommends approval of the following agenda items:

3rd Quarter Performance Report for PY 2015

- Financial Reports (March 2016)
- Training Program for Sauk Valley Community College
- Training Programs for IL Valley Community College
- Training Programs for Whiteside Area Career Center
- Training Programs for Northeast Illinois Community College

Gerald motioned to concur with the Oversight Committee's recommendation to approve the

- Financial Reports (March 2016)
- Training Program for Sauk Valley Community College
- Training Programs for IL Valley Community College
- Training Programs for Whiteside Area Career Center
- Training Programs for Northeast Illinois Community College

Motion was seconded by Jennifer Robbins and carried.

Other Business

Work Based Learning: On-the-Job Training Interim Policy Revision

Pam informed members that the Work Based Learning: On-the-Job Training Interim Policy was approved at the March NCI Works Meeting. She reminded members that the policy allows for reimbursement of up to 75% of the employees wage if possible if the criteria that is set forth in the policy is met. Pam said that the policy allowed for training time to not exceed 6 months for any individuals. Since this policy was approved by NCI Works, Pam said, DCEO issued their policy that does not require that the contracts be limited to 6 months. Pam told members that staff are asking that the NCI Works Board eliminate that part of the policy should a contract be written in a higher skills area that would require more than a 6-month training period. Vanessa Hoffeditz motioned to approve the Work Based Learning: On-the-Job Training Interim Policy Revision as revised. Motion was seconded by Teresa Strum. 1 Nay. 1 Abstained. Motion carried.

Approval of the PY 16 Master Budget

Kathy reviewed for members the PY 16 Master Budget that was included with the NCI Works Meeting materials. She reminded members that she addressed the cuts earlier in the meeting. These forms, Kathy said provide a general budget to submission to the Department of Commerce. Kathy told

members that expenditures during the first quarter are limited. Jennifer Robbins motioned to approve the PY 16 Master Budget. Motion was seconded by Randy Freeman and carried.

Approval of the Memorandum of Understanding (MOU) & Cost Allocation Plan

Pam informed members that the initial approval of the Memorandum of Understanding & Cost Allocation Plan was addressed under the Executive Committee Report. Since then a few simple changes have been made to the documents. Pam referred members the National Farmworker Jobs Program found on Page 31. She said that the Partner expanded the "Service(s) to be Provided" column to include: "IMC also offers programs for eligible customers such as scholarships for occupational skills training for youth and adults and health education (e.g. breast cancer, agricultural worker safety protection)".

Referring to the Cost Allocation Plan, Kathy informed members that the National Farmworker Jobs Program column on the Delivery System Costs budget listed a \$313.74 balance and it should be zero.

Dan Fitzgerald motioned to approve the MOU and Cost Allocation Plan as presented. Motion was seconded by Vanessa Hoffeditz and carried.

Local Plan & Regional Plans

Pam provided members with an overview of the Planning Process. She said that both the 2 Regional Plans and Local Plan that covers our Local Workforce Area are in the 30-day comment period. Pam told members that the guidelines state that the Local Workforce Board, in conjunction with the Chief Elected Officials, are to submit the Regional Plan and then the Local Plan. For our area, Pam said, we have 2 Regional Plans and 2 Local Plans.

The Northern Stateline Economic Development Region (#5), Pam said has expanded the Plan from what was published on June 2. Pam told members that although their Plan is not final it will be by June 30.

Pam told members that the Northwest Regional Economic Development Region (#6) Regional Plan is still being developed.

The Local Plan, Pam said is somewhat finished. However, since the Local Plan is to align with the Regional Plans, Pam commented that there may need to be some revisions once the final Regional Plans are submitted to her.

Since the Regional and Local Plans are not complete at this time, Pam requested that authority be given to the Employer Engagement Committee, One Stop Partner Committee and Targeted Population Committee to approve the Local and Regional Plans on behalf of NCI Works. Pam told members that all three of these committees meet in June which is prior to the submission date of June 30. Jennifer Robbins motioned to authorize the Employer Engagement Committee, One Stop Partner Committee and Targeted Population Committee to approve the Local and Regional Plans on behalf of NCI Works. Motion was seconded by Kevin Reibel and carried. Pam stated that the Local and Regional Plans will be submitted to NCI Works for ratification at their July meeting.

Cary informed members that the next NCI Works meeting will be July 26, 2016.

Pam informed members that 6 Webinars from Melanie Arthur has been purchased. There are 4 webinars that are Workforce Board related and 2 that are geared towards Partners and Staff. Pam said

that the webinars will be offered between the May and July meetings. Once the information is confirmed, Pam said, she will send it out to everyone. Pam said that the webinars are between 60-75 minutes and are optional.

Public Comments

Pam introduced Paige Fritz to members. Paige, Pam said, is a Career Advisor and work out of the Sterling BEST, Inc. Office.

Adjournment

With there being no further business, Kevin Lindeman motioned to adjourn. Motion was seconded by Vanessa Hoffeditz and carried. Meeting adjourned at 6:22 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 has a long, sweeping tail that extends to the right.

Mary Boogemans
Secretary