

**NCI Works
Meeting Minutes
May 28, 2019**

The NCI Works Meeting was called to order at 5:30 p.m. by Vice Chair, Debbie Clausen. Roll call was taken.

Name	Present Illinois Valley Community College	Present Sauk Valley Community College	Present Highland Community College	Present Carroll County Housing Authority	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				
Patty 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
Kris Noble		X			
Andy Mills				X	
Dan Payette					X
Tom Pigati	X				
Kevin Reibel				X	
Cary Robbins					X
John Spencer	X				
Amy Strawn					X
Teresa Strum					X
Patty Vladika					X
Gerald Waszkowiak	X				

DeAnne White		X			
Robert White					X
Justin Wiggins		X			
Marcie Wiley					X

OTHERS PRESENT (IVCC): Dianna Schuler

OTHERS PRESENT (SVCC): Jo Ann Johnson, Annette Pace, Cory Gabler (Steel River System)

OTHERS PRESENT (CARROLL COUNTY HOUSING AUTHORITY): Pam Furlan

OTHERS PRESENT (HCC):

Chair Comments

None

Small Business Panel Discussion

Debbie introduced the Small Business Panel to members:

- John Spencer (LaSalle County Broadcasting)
- Justin Wiggins (Wiggins Computing, LLC)
- Cory Gabler (Steel River System)

John Spencer started the discussion by saying that there are a lot of advantages to working in a small company (less than 100 employees). He said that LaSalle County Broadcasting has 3 stations with 18 employees. John told members that he started out with the company as the “morning guy” and moved up to Director of Operations. John informed members that recruitment and hiring challenges for small businesses is that they are limited in what they can pay. He said that LaSalle County Broadcasting has always paid at least slightly above market average to keep key employees and offered a quality benefit package. John said that being in a fairly rural area makes it difficult to attract and retain anyone from outside the area and there are very few people with communications background in this area. Although, John said that they have had some luck hiring local and training individuals for the position(s). John told members that LaSalle County Broadcasting currently has an opening and provided them with the email address to apply. In order to save money and resources, John told members that LaSalle County Broadcasting has barter for some software such as music scheduling and production suite. John said that LaSalle County Broadcasting is fortunate to have an engineer on staff, however, when he retires, they will use a contract engineer who may be contracted with other local stations. John told members that some of the occupations and minimum skill set needed they recruit for include: Sale (self-starter with confidence); on-air (ability to speak clearly and communicate directly with one person who you never see); and technical ability for operating broadcast equipment and audio editing.

Next, Justin Wiggins provided information about his small business. Justin informed members that he has 2 employees at Wiggins Computing, LLC in Dixon. He said that he likes the personal relationships that he has developed with coworkers and employees. In regards to recruitment and hiring challenges, Justin told members that it is difficult for a person with IT interests to stay locally in a rural area. He said that they want to work for Google or Microsoft in a big city and rural Illinois is not at all attractive to them, even though there is potential to earn a very nice living. Justin told members that he does coordinate with similar small businesses to save money and resources by sharing costs for training

and/or equipment. He told members that a lot of the work done by Wiggin's Computing is similar to an electrician, so he works with local electricians by sharing equipment, like their Bucket truck or scissor lift. Justin said that some of the occupations and minimum skill set needed that he recruits for is a cabling technician. He said that he likes to train people completely, so the best candidate for the job is someone that has worked a maintenance job. For the IT side of the company, Justin said that he looks for someone with problem solving skills. Justin commented that he found that students with degrees in IT do not have the necessary troubleshooting skillset that he needs for his company.

Cory Gabler with Steel River Systems in Rock Falls told members that his small business started in November 2016 and has under 70 employees at the current time. Steel River Systems, Cory said, is a collection agency for federal student loans. He told members that small businesses are flexible. Cory said that he grew up in the Rock Falls area and finds it satisfying to see his employees grow and improve their lives. Cory said that he believes that people to go work to work and not go to meeting. He said that he does not like meeting and does not want to get caught up in bureaucracy and avoids "red tape". As it relates to recruiting and challenges, Cory said that he does not have any. He said that employees at Steel River Systems must have government clearance. That he said, can be a challenge, but he has taken the position that we pay people very well (\$16.51/hour plus full benefits at entry level). Cory told members that meaningful interactions eliminated a lot of their hiring challenges. Continuing, Cory told members that they collaborate with businesses in their industry. He said that with the regulatory complex environment they want to make sure they are complying with rapidly changing laws to help them do a better job. In terms of barriers that the business has encountered, Cory said that they work in a very competitive market so you share what you can. Cory informed members that they are currently looking for a collection specialist position.

Pam asked the panel if they see any growth in their industries within the next 3 years.

John Spencer said that the national trend suggests that there is no growth. He said that LaSalle County Broadcasting feels confident that they can continue what they are doing. John said that they are looking to adding some digital equipment in the future.

Justin Wiggins replied that for the tech world the future looks bright. He added that security and access controls has grown tremendously and will continue to grow as new produces are introduced continually. He informed members that he is trying to hire an individual for IT to add to his company.

Cory Gabler said that they are continuing to grow and anticipate hiring another 30 individuals over the next 6 months. He said that individuals have a lot of debt and it does not go away easily. Cory told members that the financial crisis in 2008-2010 did not have a significant impact on his industry. Pam asked if he anticipated any challenges in hiring those 30 individuals. He explained that Steel River Systems is in a HubZone that allows them to compete for federal grants. The challenge, Cory said, it making sure that they find people within the HubZone for the positions.

Andy Mills commented that he has a small manufacturing shop and has been in operation for 42 years. He told members that most employees have over 20 year's seniority so he does not do much hiring. The bottom line, Andy said is to certainly sell your company to potential employees. Agreeing with the other presenters, Andy said that having a small business allows for flexibility. He told members that 40% of his employees are paid over \$70,000. The challenges, Andy said, is the need for specialists to do skilled jobs, such as CAD operators, and more apprenticeship money to get the younger generation involved. Andy told members that he does see growth in his company because the manufacturing

industry is returning to America. He said that during the past few years he has seen factories come back to production.

Status Report for Targeted Population Grant

Pam informed members that Kris Subler with Thomas P. Miller & Associates was not able to attend the meeting this evening. She said that a copy of the Executive Summary and Targeted Population Assessment Report was included with the meeting materials. Pam reminded members that the purpose for the study was to conduct an assessment of the hiring patterns of targeted populations in the eight-county region that have a disability, are returning from incarceration and/or are a veteran. Pam told members that we were hoping that Kris would be able to attend to provide an overview of the report, but if anyone has any questions, he could invite him to the July meeting. Kris Noble said that she was disappointed that they only conducted 13 interviews for the 8-county region. She said that she personally sent TPMA 15 contacts and was aware that other members sent them contacts also. Pam noted that even TPMA recognized that it was not what they had hoped for but they did try three different times to expand the survey. Pam said that we agreed that it is not statistically accurate, but it does give us an idea of the how employers are working (or not working) with the targeted population. Pam told members that the recommendations from TPMA is something that we can start with. Dan Fitzgerald added to Kris's comments by saying that he was disappointed that only 10 businesses were surveyed or interviewed. He stated that TPMA did not understand that a "self-help" business was basically a sheltered workshop. Dan said that he felt that they gave it their best effort, but was not satisfied with the outcome of the report. Pam said that these comments will be considered moving forward. Pam said that NCI Works has the authority and responsibility to either approve or not approve the report. She said that if the Board does not approve the report then TPMA will not be sent the final payment. Debbie told members that some of the answers to the survey questions we, as small businesses, already know since we work on them every day. She said that sometimes people do not respond. As an example, she said that if an unidentified number comes up on her caller ID at work, she does not answer it. That may have been the case with some of the businesses they called. Dan Fitzgerald said that he is not opposed to accepting the report, but felt TPMA was targeting too broad of categories. He said that we knew what we were getting, but was disappointed with the quantity of the data. Pam told members that although we thought we knew the answers we wanted the data to confirm. Basically, she said, the report said these are the issues and challenges that we are facing. Carrie said that although the numbers are low and the outcome may not be what we expected, she believes that they (TPMA) did their best effort to accommodate what we were asking them to do. Linda H commented that perhaps during the interviews it was hard to get people to get the information from them. Dan F stated that he thought they could have done a better job, but recommended that the report be accepted.

Consent Agenda

Debbie informed members that the Consent Agenda was included with the meeting materials. She told members that anyone can remove an item from the Consent Agenda list upon request for discussion. Debbie 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 Tom Pigati and seconded by Dan Fitzgerald to approve the Consent Agenda as presented. Motion carried.

The following items were approved in the Consent Agenda:

- NCI Works (March 19, 2019 Meeting Minutes)
- Employer Engagement Committee Report (April 2, 2019 Meeting Minutes)

- ❑ Business Liaison & Marketing Committee Report (April 3, 2019 Meeting Minutes)
 - Approval to increase the registration fee for the Employers Conference to \$40.00
- ❑ Youth Committee Report (April 9, 2019 Meeting Minutes)
 - Approval of PY 2019 Youth Projects Pending Contract Negotiations
 - Bureau Henry Stark Regional Office of Education
 - Regional Office of Education #35 (LaSalle, Marshall, Putnam Counties)
 - Regional Office of Education #47 (Lee, Ogle, Whiteside Counties)
- ❑ Targeted Population Committee/Workgroup Report (May 15, 2019 Meeting Minutes)
 - Approval to Accept the Hiring Assessment Report

Reports

Oversight Committee

Gerald informed members that the Oversight Committee met prior to the NCI Works meeting and discussed several items on their Agenda. He told members that the committee reviewed the February and March 2019 Financial Reports and found them to be satisfactory. Gerald told members that the Committee recommends approval of the Financial Reports as they were presented to the committee. Gerald said that the Partner Referral Report was provided for informational purposes and was included with the meeting materials. Next, he said that committee reviewed the Partner Report that was also included with the meeting materials and recommends approval by NCI Works. Gerald told members that a copy of the Performance Measures were also included with the meeting materials and it should be noted that all performance measures exceeded the levels. Gerald informed members that an Apprenticeship Program (Industrial Maintenance Mechanic) was added to the Eligible Training Provider list for Carus Chemical. Lastly, Gerald said that several programs were recommended for recertification from Sauk Valley Community College due to tuition increase.

Approval of the Financial Reports

Gerald Waszkowiak motioned to approve the Financial Reports for February & March 2019. Motion was seconded by Dr. Jerry Corcoran and carried.

Approval of Partner Report

Gerald Waszkowiak motioned to approve the Partner Report as presented. Motion was seconded by John Spencer and carried.

Recertified Sauk Valley Community College programs on the Eligible Training Provider List

Gerald Waszkowiak motioned to approve the recertification of the following Sauk Valley Community College programs to the Eligible Training Provider List:

- Accounting
- Accounting Certificate
- Advanced Welder
- Agriculture
- Associate Degree Nursing
- Commercial Drivers License Program
- Computer Information Systems: Business Software Specialist I

- Computer Information Systems: Computer Software Technology
- Computer Information Systems: PC Technician
- Computer Information Systems: Server Support Specialist
- Computer Information Systems: Windows Server Administrator
- Computer Information Systems: Business Software Specialist II
- Criminal Justice – Law Enforcement
- Criminal Justice: Corrections
- Dental Assisting Program with Clinical Externship
- Electronics: Microprocessor Maintenance
- Entrepreneurship & Small Business Management
- Entry Level Welder
- Industrial Electronics
- Machining & CNC
- Management
- Management Certificate
- Management Information Systems (MIS)
- Marketing
- Marketing – entry level
- Multicraft Technology
- Networking Associate
- Networking Specialist
- Nurse Assistant
- Pharmacy Technician Program with Clinical Externs
- Practical Nursing
- Radiologic Technology
- Robotic Welding

Motion was seconded by Mary Boogemans and carried.

Gerald noted that the following programs were removed from the Eligible Training Provider list because they are no longer being offered at Sauk Valley Community College:

- Administrative Assistant Certificate
- Criminal Justice: Justice Affairs
- Office and Administrative Services: Medical Office
- Office and Administrative Services: Medical Office Assistant
- Office and Administrative Services: Legal Office Assistant
- Web Design

He said no action is needed but it is being provided as informational.

Other Business

PY 18 Plan Modification

Annette Pace presented the PY 18 Plan modification to members. She said that this modification incorporates additional funding to the current grant in the amount of \$28,494.00. Annette told members that the modification also transfers an additional \$20,000 from the Dislocated Worker cost category to the Adult cost category and adjusts budgeted amounts per line item to better match anticipated expenditures. Vanessa Hoffeditz motioned to approve the PY 18 Plan modification as presented.

Motion was seconded by Linda Hessenberger and carried.

PY 19 Plan

Annette Pace then presented the PY 19 Plan to members. She told members that the Total Funds Available for this Plan is \$3,007,291 and covers the period of July 1, 2019 – June 30, 2020. Patty Head motioned to approve the PY 19 Plan as presented. Motion was seconded by John Spencer and carried.

Approval of the Memorandum of Understanding (MOU) (including Budget)

Pam provided an overview of the Memorandum of Understanding (MOU) for members. She said that this document is the agreement between all partners in the One Stop System and defines how programs and services will be delivered. She told members that some updates have been made to the original MOU document and they were included as a separate document with the meeting materials. Pam also told members that the Budget for the One Stop Center/System needs to be completed each year. This year, Pam said, National Able had some concerns regarding the percentage of the FTE and was not in agreement with the rest of the Partners. Pam told members that the Partners did meet earlier in the day and had a healthy discussion regarding the costs. After the Partners meeting, a roll call vote was taken and all Partners are in full agreement with the budget for the MOU. Therefore, Pam said, we are presenting the MOU and Budget to NCI Works for approval. She said that the same documents will be presented at the Chief Elected Officials meeting in June for their approval. Randy Freeman motioned to approve the MOU and Budget as presented. Motion was seconded by Gerry Waszkowiak and carried.

One Stop Site(s) Access Centers

Pam reminded members that at the last NCI Works meeting there was a discussion regarding Access Centers and Affiliates for the One Stop System. She told members that after the last NCI Works meeting she sent an email to the partners letting them know about the discussion and suggested that LWIA include Access Centers as part of the One Stop System. Pam stated that as an access site local offices do not need to be included in operating costs in the MOU nor do they need to go through the certification process. Vanessa asked if the American Job Center signage was required for the Access sites. Pam said that she will check into the signage requirements for Access Centers. Dan Fitzgerald motioned to designate partner offices as Access Centers in LWIA #4. Motion was seconded by Tom Pigati and carried.

Computer Purchase Request

Jo Ann informed members that BEST, Inc. is under a 5-year replacement policy for upgrading/replacing their computers in the Resource Rooms and offices. She said that at this time we are requesting to upgrade the RAM on 30 computers that are being used in the BEST, Inc. Office Resource Rooms. The majority of these computers were purchased in March 2014 and are scheduled to be replaced. Since these computers are still in working order are not necessarily used on a daily basis, we are recommending to increase the memory to 8 GB. The cost to increase the memory of these 30 computers is about \$900.00. She continued by saying the computer systems used by staff are in need of replacement. Therefore, Jo Ann requested to replace 8 desktop computers that are used by staff. These computers are used on a continual basis and are starting to have issues. The cost for replacing these computers is about \$4,800.00. She told members that she would need to go out for final bids on this equipment, but the estimated cost to upgrade and replace the computers is about \$5,700.00. Randy Freeman motioned to concur with Jo Ann's request to upgrade the Resource Room computers and replace the BEST, Inc. staff office computers as presented. Motion was seconded by Dr. Jerry Corcoran

and carried. Justin Wiggins refrained from discussion and abstained from voting as he may be interested in bidding on the project.

Individual Training Account Policy Revision

Pam referred members to the Individual Training Account (ITA) Policy that was included with the meeting materials stating that IL Valley Community College and Sauk Valley Community College (Sara Escatel & Sarah McFarlane) has requested a waiver to the policy for individuals that are enrolled in the ICAP (Integrated and Contextualized Adult Education Curricula) program at the community colleges. Pam told members that the ITA Policy requires the individual to have a high school diploma or high school equivalency. Sara provided members with copies of a brochure that provided information about the program stating that students enrolled in the ICAP program will be getting the GED/HSE while enrolled. Sara and Sarah requested that NCI Works waive the ITA policy for individuals in the ICAP program because by virtue of that program they will be getting their GED/HSE. Pam stated that the waiver only applies to those individuals enrolled in the ICAP program. The ITA policy will remain as is for other individuals enrolled in the BEST, Inc. program. Vanessa Hoffeditz motioned to approve the waiver to the ITA policy for ICAP enrollees only. Motion was seconded by Dan Fitzgerald and carried.

Status Report for Rapid Talent Pipeline Initiative (RTPI)

Dianna provided members with an overview of the Rapid Talent Pipeline Initiative (RTPI). Dianna told members that the core Business Services Team had their training recently and have started implementing the project. Members of the core Business Services Team, Dianna said, include: BEST, Inc., IL Dept. of Employment Security, Sterling Chamber of Commerce, and Blackhawk Hills Regional Council. Dianna told members that the Business Services Team are currently working on 3 projects. She said she will continue to keep members updated.

Health Care Summit Update

Dianna provided members with a Health Care Summit Update. She told members that IL Valley Community College approved the CMA program and has submitted it to ICCB for their approval. Dianna told members that IVCC has received an acknowledgement from St. Margaret's Health to do an Apprenticeship for the program.

Success Stories

Debbie informed members that success stories are included on Page 50 of the meeting materials and encouraged members to read them.

Next Meeting

Debbie reminded members that the next NCI Works meeting will be July 24, 2019.

Public Comments / Recognition of Guests

Randy Freeman informed members that good paying jobs are available through the operators union and encouraged members to refer individuals who may be looking for a job.

Pam thanked everyone for attending and apologized for the length of the meeting.

Adjournment

With there being no further business, John Spencer motioned to adjourn. Motion was seconded by Randy Freeman and carried. Meeting adjourned at 6:52 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans
NCI Works Secretary