

**Northwest Central IL Works (NCI Works)
Meeting Minutes
Tuesday, November 24, 2015**

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

Name	Present at IL Valley Community College	Present at Sauk Valley Community College	Present at Highland 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 Farraher				X
Monte Flack	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		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	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, Joel Torbeck, Laura Butterfield, Berta Scritchfield, Janet Torres

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

Introduction of Members

Cary Robbins welcome everyone and asked the new members to introduce themselves. News members included: Rhonda Krueger (IL Department of Employment Security), Jill Guynn (University of Illinois – Extension), Dan Fitzgerald (Horizon House), Patricia Head (FN Smith), Brandon Rumler (Rolling Hills Progress Center), Fidencio Campos (United Steel Workers – Local #63).

Cary told members that a copy of the Membership List was included with the meeting materials.

Cary also told members that NCI Works has been certified by the Governor’s Office as a Local Workforce Investment Board.

Approval of July 28, 2015 Meeting Minutes

Kevin Reibel motioned to approve the July 28, 2015 Meeting Minutes as presented. Motion was seconded by DeAnne White and carried.

Workforce Innovation and Opportunity Act (WIOA) Update

Pam Furlan provided members with a brief overview of the Workforce Innovation & Opportunity Act (WIOA) using a power point presentation. She told members that the Core Programs under WIOA

include the Title I Workforce Development Activities (Business Employment Skills Team, Inc.), Title II Adult Education, Title III – IL Department of Employment Security and Title IV – Vocational Rehabilitation. These core partners, Pam said, are responsible for developing and submitting a unified plan ensuring that employment and training services are coordinated and align with the state plan. Additionally, Pam told members, that a regional plan needs to be developed with the regional economic development regions. Pam said that in Local Workforce Area #4 (LWA #4) there are 2 Economic Development Regions. She said that 7 (Bureau, LaSalle, Putnam, Lee, Whiteside, Carroll & Jo Daviess) of the 8 counties reside in Economic Development Region #6. Ogle County, Pam said, resides in Economic Development Region #5. Pam told members that NCI Works will be a part of two Regional Plans and one Unified Plan. Pam told members that staff and partners are in the process of working through the requirements of the applicable plans. Continuing, Pam told members that the ultimate goal of NCI Works is to make sure that all workforce activities and education activities are aligned across the regions to ensure that job seeking customers are ready for the workforce. Pam outlined for members that different functions of the Workforce Board as identified in the handout. As under the previous program, Pam said that a Memorandum of Understanding (MOU) will be developed between the partners that will describe how services will be provided and coordinated throughout the One Stop System. Included with the MOU, Pam said will be the One Stop Center Infrastructure that will show how the partners contribute to the One Stop System. In closing, Pam identified Career Pathways, Priority of Service and Work-Based Learning activities for members.

Pam told members that the Plan will be due at the end of February or early March. This Plan, she said, will require a 30-day comment period and is due to the state at the end of March.

Detailed information regarding the Workforce Innovation & Opportunity Act will be provided by the presenter during WIOA Training in January. Pam said that she wanted to provide members with a brief overview prior to the training. Pam told members if they have any questions or would like further information to give her a call.

Business Meeting

WIB/CEO Agreement

Pam informed members that the WIB/CEO Agreement had been reviewed and approved by the Chief Elected Officials at their last meeting. She said that this document outlines the joint responsibilities of the Workforce Board and Chief Elected Officials. With there being no corrections, Vicki Carlson motioned to approve the WIB/CEO Agreement as presented. Motion was seconded by Linda Burt and carried.

Bylaws

Pam presented and reviewed the NCI Works Bylaws for members. She told members that the changes are identified in “red”. These changes, Pam said, are technical as required by the law. Pam said that there were a few sections highlighted that needs to be addressed. The first one (Section 2), she said,

outlines the Standing Committees for NCI Works. Pam pointed out that under WIOA non-members are to be appointed to serve on the standing committees. She said that if anyone knows individuals who would be interested in serving on any on the standing committees to let her know. The second one (Section 4), addresses terms of officers and standing committee chairs and the third one (Article IX) regards whether it would require a two-thirds or majority of the members present to enact the Bylaws. After discussion on these sections, Kevin Reibel motioned to approve the Proposed Bylaws as presented with the following amendments: accept the standing committee structure as outlined in Section 2; remove Section 4; and, require a majority of the members present to enact the Bylaws as stated in Article IX). Motion was seconded by Jim Andreoni and carried.

Election of Officers

Kevin Reibel motioned to elect Cary Robbins and Linda Burt as Co-Chairs. Motion was seconded by Dave Howell and carried.

Linda Burt motioned to elected Debbie Clausen as Vice-Chair. Motion was seconded by Teresa Strum and carried.

Linda Burt motioned to elect Mary Boogemans and Secretary. Motion was seconded by Vanessa Hoffeditz and carried.

Committee Selection

Cary informed members that included with the meeting materials was a Committee List. He asked all members to select at least one committee that they would like to serve on and return the form to either Jo Ann or Dianna.

Cary told members that the Executive Committee will be getting together to review the Standing Committee membership and appoint chairs for the respective committees.

WIOA Training Discussion

Pam said that when discussion began about WIOA training it was suggested that the facilitator provide a one hour session prior to an NCI Works meeting followed by 15-minute learning sessions at each of the next meetings. Pam told members that when she presented this option to the BEST Board and Chief Elected Officials, they chose to have a special in-person training session. Pam said that she has been working with the facilitator to coordinate dates for this training session and wanted input from NCI Works members. Pam said that the Chief Elected Officials and BEST Board suggested the first week in January for the training session. Pam noted that NCI Works does not typically meet in January. She also stated that she is coordinating dates with the Quad City area to be included in the training also.

Pam commented that the training session for the BEST Board and Chief Elected Officials will be videotaped to allow for anyone to view it at a later date.

Vanessa asked about the length of time for the training. Pam responded that although she has not worked out the details with the facilitator she thought that a couple of hours would be acceptable.

DeAnne and Linda both stated that their business started using GoToMeetings to meetings and training and it works out very well.

Jim stated that if training was scheduled in a meeting setting that it may violate the Open Meetings Act.

In closing, Cary said that staff will check on the Open Meetings Act and will take into consideration the discussion held regarding the WIOA Training and let members know the outcome.

Approval of Training Programs (contingent that they apply with policy) (Enclosed)

Pam informed members that Sauk Valley Community College submitted the following programs for approval to the Statewide Training List:

Criminal Justice: Corrections

Office and Administrative Services: Legal Office Assistant

Office and Administrative Services: Medical Office Assistant

Jennifer Robbins motioned to approve the programs submitted by Sauk Valley Community College. Motion was seconded by Teresa Strum and carried.

Approval of Plan Modification

Pam presented the Plan Modification to members. Kathy (Day) informed members that the modification is requesting to transfer \$200,000 from the Dislocated Worker Program to the Adult Program. Kathy told members that BEST, Inc. received an additional Dislocated Worker grant so it allowed for the transfer to the adult program to serve low income customers. Kevin Reibel motioned to approve the Plan Modification as presented. Motion was seconded by Vanessa Hoffeditz and carried.

Open Meetings Act / Policy on Meetings via Electronic Means

Pam informed members that a copy of the Policy on Meetings via Electronic Means was included with the meeting materials. She also asked members to go through the Open Meetings Act (OMA) training if they have not already done it. Pam told members that the training is available online and if assistance is needed to contact Jo Ann.

Mileage Reimbursement

Pam told members that they are eligible to receive mileage reimbursement for any NCI Works or committee meeting(s) they attend. If members do not want to claim reimbursement for travel, Pam said that an option is available to donate their travel towards "in-kind". Pam explained that "in-kind" contributions can be used for any costs that are not allowed by the State.

WIB Budget

The WIB Budget was then presented. Pam explained that the budget is a listing of initiatives and projects that NCI Works plans to operate. She said that expenses for the NAWB Conference, postage, printing, annual awards banquet are some of the costs that will be taken from this Budget. Jennifer Robbins motioned to approve the WIB Budget as presented. Motion was seconded by Jim Andreoni and carried.

Other Business

Public Comments

Pam introduced Kim Gouker, Ogle County Board Chairman to members.

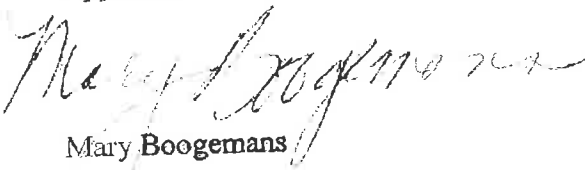
Adjournment

With there being no further business, Dave Howell motioned to adjourn. Motion was seconded by Linda Burt and carried. Meeting adjourned at 6:55 p.m.



Jo Ann Johnson

Approved by:



Mary Boogemans
Secretary

Approved by NCI Works March 22, 2016