

**NCI Works
Meeting Minutes
November 28, 2017**

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

Name	PRESENT Il. Valley Community College	PRESENT Sauk Valley Community College	PRESENT Carroll County Housing Authority	PRESENT Highland Community College	ABSENT
James Andreoni					X
Dave Argubright					X
Ed Bochniak			X		
Mary Boogemans					X
Linda Burt	X				
Fidencio Campos					X
Debbie Clausen	X				
Vicki Carlson		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
Patricia Head		X			
Linda Hessenberger					X
Vanessa Hoffeditz					X
David Howell					X
Deana Jones					X
James Knauf					X
Rhonda Krueger	X				
Kevin Lindeman					X
Barbara Majeski					X
Lisa McCarthy			X		
Andrew Mills			X		
Tom Pigati	X				
Kevin Reibel			X		
Cary Robbins					X
Brandon Rumler					X
John Spencer					X
Teresa Strum					X

Gerald Waszkowiak	X				
DeAnne White					X
Robert White		X			
Marcie Wiley					X

OTHERS PRESENT (IVCC): Pam Furlan, Jo Ann Johnson, Tom Tester

OTHERS PRESENT (SVCC): Kathy Day

Chair Comments

Pam informed members that Vicki Carlson will be retiring from the Dixon Chamber of Commerce early next year and will be submitting her resignation from NCI Works. She noted that this will be Vicki's last meeting and members wished her well in her new ventures. Pam also told members that Dave Howell will be retiring at the end of December and will be relocating out of state. She said that he was supposed to attend this meeting, but his house was sold and he needed to move today.

As for new members, Pam told members that Amy Strawn has been appointed to NCI Works. Her appointment was sent to the Department of Commerce & Economic Opportunity today for certification.

Consent Agenda

Linda 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. Linda 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 Gerald Waszkowiak and seconded by Dr. Jerry Corcoran to approve the consent agenda, as presented. Motion carried.

The following items were approved in the consent agenda:

- NCI Works (September 26, 2017 Meeting Minutes)
- Employer Engagement Committee (October 3, 2017 Meeting)
- Youth Committee (October 10, 2017 Meeting)
- One Stop Partner Committee (October 12, 2017 Meeting)
- Business Liaison & Marketing Committee (October 27, 2017 Meeting)

Presentation

Carrie Folken provided members with an overview of the programs and services available by the Title IB Partner for Local Workforce Area #4 (LWA #4). Locally, she said that Business Employment Skills Team, Inc. (BEST, Inc.) provides Title IB services. Following a Power Point Presentation, that was included with the Meeting Materials sent prior to the meeting, Carrie shared with members the office locations and hours for BEST, Inc. She told members that

Workforce Innovation & Opportunity Act (WIOA) funding is allocated from the Department of Labor to the IL Department of Commerce & Economic Opportunity (DCEO). DCEO, through a formula, allocates the grant funds to the local areas. Carrie said that LWA #4 is one of 22 local areas that provides services under WIOA. For Program Year 2017 (July 1 – June 30), Carrie told members that the total allocation for is \$3,757,454 that is broken down by the 8 counties comprising of LWA #4. However, she said that since there is no budget at the federal level, we are operating on a continuing resolution that is set to expire on December 8. Although the WIOA funding has been allocated, without a federal budget, they can rescind the money. Carrie then provided a brief summary of the eligibility requirements for the Adult, Dislocated, Out-of-School Youth and In-School Youth. She said that the basic eligibility for everyone is that they need to be authorized to work in the United States and if they are a male 18 years of age or older, they need to be registered for the Selective Service. Moving on, Carrie provided members with a snapshot of the participants served during Program Year 2016. She explained that a Universal Customer is anyone that came into our offices to access self-service on the computers or use the resource room. Carrie noted that some of the services available to job seekers include: education, career planning and employment. Under WIOA, Carrie told members that the emphasis is on Work-Based Learning. Therefore, we have a Business Services Team that assists businesses with an array of opportunities. Also under WIOA, Carrie pointed out that there are common performance measures that all partners must meet and provided members with an overview. Carrie said that the Role of BEST, Inc. in the One Stop Centers is to: 1) provide career services to individuals in the Ottawa and Sterling Centers; 2) provide all of BEST, Inc. services in the Centers; 3) Represent one of the Partners on the One Stop Operator Consortium; 4) Have a presence in the Affiliate One in Sterling; 5) Work with the partners to follow the steps laid out in the MOU to create the framework to become an integrated service system. As for what NCI Works can do for BEST, Inc., Carrie said that as individual businesses, members could host a field trip as career exploration for our youth; serve as a work experience employer for our customers; serve as a speaker to students at career fairs and leadership days; use our services and facilities for recruitment; refer candidates for services; and hire our work ready customers in OJT, Incumbent Worker Training, and leadership activities when you have openings. As a governing Board, Carrie asked members to be the eyes and ears in the community for workforce needs and bring those issues to the table. She asked members to be the supporters of BEST, Inc. services to our legislators to articulate the needs and services in our area.

Reports

Workforce Innovation and Opportunity Act (WIOA) Update

Pam told members that the only thing she wanted to let members know was about the federal budget. She said that Carrie eluded to it in her presentation that a federal budget had not been passed yet, therefore, staff are waiting on final allocations.

Pam said that we are waiting to hear about the status of our local and regional plan that was submitted to DCEO in June. She said that we are continuing to move forward on the projects and initiatives that were outlined in the plans.

Special Projects

NCI Works Committee Initiatives Update

Pam informed members that each standing committee identified at least one initiative to focus on. She said the Employer Engagement Committee has selected to focus on Employee Retention, particularly those in entry level positions. The Targeted Populations Committee, Pam said, started to work on a model program to integrate/reintegrate the targeted populations (individuals with disability, returning citizens, and veterans) back into the workforce. Pam told members that some of the Targeted Population Committee recently visited the Kewanee Life Skills Re-Entry Center that offers a work readiness program to those individuals who will be released in 2 years. She said that program was very interesting. The Youth Committee, Pam said would like to develop a work readiness program for either foster children or foster children that will be aging out of the system soon. Promoting the Public Workforce System will be the initiative for the Business Liaison & Marketing Committee, Pam said. She said that the lack of knowledge about the public workforce system was identified in the State of the Workforce Report as a finding in our area. Pam said that the One Stop Partner Committee will also work with the Business Liaison & Marketing Committee on promoting the Public Workforce System. The One Stop Partner Committee, Pam said, will also define the roles of the partners to be sure there is consistency and collaboration of service delivery. Lastly, Pam said that the Oversight Committee will oversee the Partner Presentations that will provide education to members.

Lisa asked that the Partner Services Matrix be updated and sent to members.

Linda suggested that the Youth Committee collaborate with Perfectly Flawed that is an organization in the LaSalle-Peru area that works with foster children. Pam stated that if any member knows of any other organizations that work with foster children to let her know and she will reach out to them.

Healthcare Summit Update

Pam told members that Health Care Summits were held at Sauk Valley Community College and IL Valley Community College. She said that the Sauk Valley Community College Planning Team will be meeting on Thursday (November 30) to discuss their next steps. The Planning Team at Illinois Valley Community College has met twice and are moving forward to pursue a Medical Assistant Program, Pam said. Since the approval process with the IL Community College Board may take up to 2 years, Pam said, that Incumbent Worker Training funds may be used to train the current workforce. Pam also told members that she as contacted the National Center for Rural Health Professionals. She said that although they are located in Rockford they cover all 8 of our counties. The reason for the contact, Pam said, is that they are interested in being a part of the Healthcare Network as they are looking for sites for their third year medical students. Pam told members that the National Center for Rural Health Professionals has a program available to get kids interested in health care that is offered during the summer. She said that may be a program worth looking at.

NIMBLE: Northern Illinois Manufacturing Building Lifetime Employment

Pam referred members to the information that was included with the meeting materials regarding Northern IL Manufacturing Building Lifetime Employment (NIMBLE). She told members that NIMBLE is a regional collaborative of manufacturers interested in long-term relationship with the Region's Education/Training Providers to develop a world-class workforce. Pam told members that the project started in February 2016 with a grant from the Community Foundation of Northern Illinois to explore manufacturing talent pipeline in Boone, Winnebago, Stephenson and Ogle Counties. The talent pipeline model, Pam said, addressed the four core goals set by the US Chamber of Commerce's Talent Pipeline Model. Those goals include: reducing skills gaps that result in a better prepared manufacturing workforce; increasing job candidates' understanding or employer hiring expectations and requirements, and; improving job retention and placement options for employers, which positively impacts their bottom line costs; increasing student enrollments which benefits education and training providers. Pam noted that the information with the meeting materials included information about the planning process, proposed actions and "Lessons Learned". Continuing, Pam stated that we know that a talent pipeline is needed for the manufacturing industry and asked members if they would like to replicate this program in LWA #4. She said that there is going to be an opportunity for funding from DCEO and asked for their input. Pam suggested that staff work with the individual that was involved with the NIMBLE project that included Ogle County to see if the program could be replicated for the other 7 counties in LWA #4. After discussion, Linda Burt motioned to pursue the program to meet our needs and use whatever strategies are needed to secure funding. Motion was seconded by Robert White. Motion carried.

Vermillion Advantage

Pam provided an overview of the Vermillion Advantage Program for members. She said that this program has been operating in Vermillion County for almost 20 years with great success. Pam said this is basically an internship program for in-school youth that could possibly fit into the talent pipeline program discussed earlier. Pam commented that this program may be another option for funding opportunities. After discussion, Dr. Jerry Corcoran motioned to pursue grant funding opportunities to replicate the Vermillion Advantage program in LWA #4. Motion was seconded by Gerald Waszkowiak and carried.

Oversight Committee

Gerald Waszkowiak provided members with the Oversight Committee report. He told members that the committee met prior to the NCI Works meeting and reviewed the August and September 2017 Financial Report. Gerald said that the committee found the reports to be acceptable and recommended that they be approved. He continued by saying that one Customer Feedback from One Stop Operators was reviewed. The service the individual received, Gerald said, was complimentary. The next item, the committee discussed was the Memorandum of Understanding (MOU) Cost Sharing Negotiations. Gerald told members that according to the law, the negotiations for cost sharing of the one stop system must be one by an impartial private sector board member or by a consultant. He said that for the past two years an outside consulting firm was provided to conduct the negotiations. Gerald asked if there was a private sector board

member who would be interested in negotiating the cost sharing of the one-stop system. If not, he said that the Oversight Committee is recommending that procurement be conducted for those services. He said that cost is approximately \$5,000. Lastly, Gerald told members that the Oversight Committee recommended approval to use the Incentive Grant funds of \$22,693 for Cyber Security Assessment, Leadership Training and Lean Assessment of BEST, Inc. Processes. He stated that bids would be solicited from consulting companies to provide these services. Gerald Waszkowiak motioned to accept the recommendations from the Oversight Committee in approving the August & September 2017 Financial Reports, Procure Services for the MOU Cost Sharing Negotiations and Procure Services for conducting Cyber Security Assessment, Leadership Training and Lean Assessment of BEST, Inc. Processes. Motion was seconded by Tom Pigati and carried.

Other Business

PY 2017 Memorandum of Understanding (MOU)

Gerald Waszkowiak presented the Memorandum of Understanding (MOU) to members. Pam told members that the MOU reflects corrections to the original document that was approved by NCI Works in May. Pam said that the document required some additional modifications after being reviewed by DCEO. Pam provided members with an overview of the revisions identified in the September 28, 2017 letter from the WIOA Interagency Work Group. She also noted that a complete copy of the MOU was provided to members with their meeting materials. Gerald Waszkowiak motioned to approve the PY Memorandum of Understanding (MOU) as presented. Motion was seconded by Dr. Jerry Corcoran and carried.

Business Member Volunteers – IWIB Policy Groups

Pam informed members that the IL Workforce Innovation Board (IWIB) is looking for business member volunteers to provide input on some of the policies they will be developing. She said with the IWIB's focus on business engagement, business effectiveness and business involvement they are seeking input from business members of the local WIB. Pam told members that she will send out information when she receives it and encouraged members to provide input.

Speakers for Future Meetings

Pam informed members that one of her colleagues invited speakers in the manufacturing, logistics and healthcare industry to their local WIB meetings. She asked members to give some thought about having speakers attend the NCI Works meeting(s).

Success Stories

Pam informed members that Success Stories were include with the meeting materials and encouraged members to read them.

Election of Officers

Gerald Waszkowiak presented the proposed Slate of Officers as developed by the Business Liaison & Marketing Committee. The Slate of Officers for 2018 include:

Linda Burt & Cary Robbins, Co-Chair
Debbie Clausen, Vice Chair
Mary Boogemans, Secretary

Gerald asked if there were any nominations from the floor. With there being none, Gerald moved that the nominations be closed. Dan Fitzgerald motioned that the proposed Slate of Officers be the Elected Slate of Officers. Motion was seconded by Rhonda Krueger. Motion carried. Therefore, the officers for 2018 are as follows:

Linda Burt & Cary Robbins, Co-Chair
Debbie Clausen, Vice Chair
Mary Boogemans, Secretary

Meeting Schedule

Linda informed members that NCI Works will not meet as a full Board in January, however, the Executive Committee will meet on January 23, 2018. She pointed out that the March 27 Meeting will conflict with the NAWB Conference that is being held in Washington, DC. Tom Pigati motioned to move the March 27 meeting to March 20. Motion was seconded Ed Bochniak and carried.

Public Comments / Recognition of Guests


Pam introduced Tom Tester to members. She told members that she has talked with Tom about becoming a member of NCI Works and he was interested in attending a meeting to learn more about the Board.

Adjournment

With there being no further business, Dan Fitzgerald motioned to adjourn. Motion was seconded by Rhonda Krueger and carried. Meeting adjourned at 6:30 p.m.

Jo Ann Johnson

Approved by:


Mary Boogemans
Secretary

Approved _____