

**NORTHWEST CENTRAL IL WORKS (NCI WORKS)
MEETING MINUTES
February 25, 2014**

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

Name	Present	Absent	Name	Present	Absent
James Andreoni	X		Tom McCawley		X
Dave Argubright		X	David Mennie		X
Ed Bochniak		X	Jean Millar		X
Mary Boogemans	X		Bill Norden		X
Kathy Brady		X	Joe Panzica	X	
Linda Burt	X		Lori Pemberton		X
Jim Carlson		X	Mike Phalen		X
Vicki Carlson		X	Tom Pigati		X
Debbie Clausen	X		Kevin Reibel		X
Dr. Jerry Corcoran	X		Cary Robbins	X	
Nancy Curran	X		Jennifer Robbins	X	
Kathy Day	X		Marvin Schultz	X	
Monte Flack		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		Tricia Wagner	X	
Deana Jones		X	Gerald Waszkowiak	X	
Dr. Joe Kanosky		X	James Weed	X	
Amy Liebing		X	DeAnna White	X	
Kevin Lindeman		X	Theresa Wittenauer	X	
Barbara Majeski	X				
Jon Mandrell		X			

OTHERS PRESENT: Pam Furlan (Executive Director/WIB, Business Employment Skills Team, Inc.), Jo Ann Johnson (Administrative Assistant, Business Employment Skills Team, Inc.), Dianna Schuler (Business Relations Manager, Business Employment Skills Team, Inc.).

Presentation

Cary Robbins introduced John Gvozdjak, President & Chief Operating Officer with Frantz Manufacturing Company to members. Mr. Gvozdjak provided members with an overview of a study that was conducted by Northern IL University, Center for Governmental Studies in partnership with Whiteside County Economic Development and Enterprise Zone, Northwest IL Development Corporation, Greater Sterling Development Corporation, Lee County Industrial Development Association, Black Hawk Hills Regional Council and U.S. Economic Development Administration (EDA). Mr. Gvozdjak explained that the purpose for this study was to determine the needs of manufacturing businesses in the area. He said that key economic clusters were identified as Machine

Manufacturing, Fabricated Metal Products Manufacturing and Agribusiness, Food Processing and Technology. Based on the data presented, these industries during the past 10 years has seen a decrease in the region but not necessarily nationally. Mr. Gvozdjak told members that NCI Works can help the manufacturing industry by helping to build the future workforce and find a way to get funding for manufacturing education and training to career centers. Mr. Gvozdjak stated that local career centers can start teaching skills to students while they are still in high school. He encouraged members to connect with the local career centers to learn about the programs that they can offer students.

Approval of Meeting Minutes

Jennifer Robbins motioned to approve the November 26, 2013 Meeting Minutes as presented. Motion was seconded by DeAnne White and carried.

New Business

Linda Burt announced that Tom McCawley and Lori Pemberton submitted their resignation to NCI Works. Motion was made by Jim Andreoni to accept these resignations with regret. Motion was seconded by Debbie Clausen and carried.

Linda Burt informed members that at the November 26, 2013 NCI Works Meeting individuals were appointed to the Youth Council. Linda said that Kathy Day was omitted from the original list that was presented. Motion to appoint Kathy Day to the Youth Council was made by Jim Andreoni. Motion was seconded by Nancy Curran and carried.

Committee Reports

One Stop Partner

Pam Furlan informed members that a copy of the December 19, 2013 One Stop Partner Committee Meeting Minutes were provided with the meeting materials. Pam said that a question has been raised by the IL Department of Employment Security and the action item to ratify the Approval of the Memorandum of Understand (MOU) needs to be tabled until a later meeting.

Business Liaison & Marketing

Since Linda Burt was not at the December 4, 2013, Business Liaison & Marketing Committee Meeting, DeAnne White provided members with an update. She said that the committee discussed at length social media and networking. DeAnne asked members to Like NCI Works on Twitter and Facebook. DeAnne told members that the Awards Banquet will be held following the March 24, 2014 NCI Works meeting however specific details will be worked out at the next committee meeting which is scheduled February 27, 2014 in Princeton. DeAnne said that there are only 3 members and invited others to join the committee.

Youth Council

Teresa Strum informed members that the Youth Council will be providing a career preparation/life skills program for the Safe School in LaSalle and Nachusa Campus School in Dixon. Teresa told members that the Youth Projects are going well and all on budget.

Regional Workforce Partnership Board

Cary Robbins provided members with an update from the Regional Workforce Partnership Board meeting that was held on January 14, 2014. He told members that one topic of discussion was that some members were not familiar with the legislative representation in our 8-county area. Cary said that a copy of the Legislative Districts in Illinois is enclosed as an informational item.

Pam provided an update on the Just Hire One (JHO) Plans for Lee & Whiteside Counties. She said that this program ran successfully in LaSalle and Bureau/Putnam Counties and now one will be held for Whiteside/Lee Counties area. The event started a few years, Pam said, when a Nancy Curran heard a report that said if every business would hire one additional person we could impact the national unemployment rate. Pam told members that in the past BEST/NCI Works partnered with the IL Department of Employment Security, Tri-County Opportunities Council, Experience Works and the local chambers of commerce. Tentatively, the event will be held in April or May.

Pam informed members that the Regional Workforce Partnership Board talked about a "Volunteer" Job Fair for long-term unemployment individuals. She said that not-for-profit agencies who could use volunteers could participate in a job fair and interview perspective volunteers to help out with projects and tasks. Pam said that many employers are reluctant to hire individuals who have been unemployed for a long time because their skills may be lacking. She continued by saying that the event will be promoted as an opportunity for individuals to brush up on their skills and at the same time show employers that they are interested and willing to volunteer their services. Pam told members that she recently met with Dr. Jerry Corcoran and IVCC's volunteer coordinator in addition to IL Dept. of Employment Security and Experience Works about partnering on this event. She told members that it was still in its planning stages and will keep members informed.

Cary Robbins then informed members that after a discussion at the Regional Partnership Workforce Board (RPWB) meeting, it was decided to separate the RPWB into two sub-committees with one in the northern and one in the southern regions. Cary said that the northern region will serve Jo Daviess, Carroll, Lee and Whiteside Counties. The southern region, he said will serve LaSalle, Bureau, Putnam and Ogle Counties. Cary told members that he will chair the northern region and Debbie Clausen will chair the southern region.

Oversight

Gerald Waszkowiak informed members that the Oversight Committee did not meet prior to the NCI Works meeting as there was only one action item that needed to be addressed. Pam Furlan provided an overview of the 2nd Quarter Performance Report which was enclosed with the meeting materials. Pam told members that BEST is meeting or exceeding the Performance Standards. Jennifer Robbins motioned to approve the 2nd Quarter Performance Report as presented. Motion was seconded by Gerald Waszkowiak and carried.

Executive

Linda Burt informed members that the Executive Committee met and reviewed the NCI Works Committee Structure and meeting schedules. She told members that the Executive Committee has recommended that the NCI Works meet as a full Board in March, May, July, September and November. Due to weather conditions and the length of travel for most, she said that it was decided to not meet during January and February. Committees, Linda said would continue to meet on the months opposite the NCI Works meeting beginning in February. Committees do not normally meet during December, Linda said, so their last meeting of the year would be in October. Linda stated that if any action is needed during December through February that the Executive Committee would be able to call a meeting to take care of that action. Jim Andreoni motioned to concur with the Executive Committee's recommendation regarding the NCI Works meeting structure. Motion was seconded by Nancy Curran and carried.

Teresa Strum informed members that the Whiteside County Regional Office of Education submitted 2 modifications to the Youth Project. Copies of the modification requests were provided for members with the meeting materials. Teresa told members that the project was approved to serve only out-of-school youth. She said that they have submitted a modification request to serve up to 3 in-school youth. Teresa informed members that the Executive Committee, after a lengthy discussion, granted approval to make an exception for this one individual and allow him to be served by the project. Linda Burt stated that should there be a need to serve additional in-school students; Whiteside County Regional Office of Education can submit the request(s) on an individual basis. Debbie Clausen motioned to ratify the decision of the Executive Committee to allow the Whiteside County Regional Office of Education to serve the 1 in-school youth they identified in written correspondence in the project. Motion was seconded by Jim Andreoni and carried.

Teresa Strum presented the second modification from Whiteside County Regional Office of Education. Teresa explained that they did not hire one instructor as originally budgeted and requested to transfer some of those funds to allow enrolling an additional 8-10 youth in the welding program being offered at Sauk Valley Community College. Teresa told members that the welding program has been offered to previous students in the past and it is very successful. Debbie Clausen moved to ratify the decision of the Executive Committee to transfer funds between categories as presented. Motion was seconded by Tricia Wagner and carried.

Gerald Waszkowiak told members that the Executive Committee reviewed a Draft Budget for NCI Works. Linda Burt provided an overview of planned expenditures noting the Budget Total of \$26,250.00. Gerald Waszkowiak motioned to approve the budget as presented. Motion was seconded by Dave Howell and carried.

Other Business

No Place Like Home

Pam Furlan reported that 16,030 hits were received on the No Place Like Home webpage. She said that 11 businesses listed 20 job openings in addition to the 7 hospitals that have direct links to the webpage. Pam noted that 37 businesses are listed that represent an additional 108 occupations that are not currently open.

North Central IL Logistics Council (NCILC)

Pam informed members that Dave Smith will provide a presentation entitled “Part II – Generational Gap” at the March 20, 2014 NCILC Meeting, IL Valley Community College, 8:00 a.m. She said that Professor Bhattacharya will provide an Economic Forecast at the April 17, 2014 meeting also held at IL Valley Community College at 8:00 a.m. The May program is still be finalized, however, Inland Power Group will provide a program on dual fuel systems. On June 19, the program will be behavior based safety. Pam said she would provide members with a copy of the Press Announcement once the May program is confirmed.

Public Comments

None

Adjournment

With there being no further business, Jim Andreoni motioned to adjourn. Motion was seconded by John Spencer and carried. Meeting adjourned at 6:45 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans
NCI Works Secretary