

**NORTHWEST CENTRAL IL WORKS (NCI WORKS)
MEETING MINUTES
November 26, 2013**

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

Name	Present	Absent	Name	Present	Absent
James Andreoni		X	Tom McCawley		X
Dave Argubright		X	David Mennie		X
Doug Bergren		X	Jean Millar		X
Ed Bochniak	X		Bill Norden		X
Mary Boogemans	X		Mark Orr		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	Amy Strawn		X
Linda Hessenberger		X	Betty Steinert		X
Vanessa Hoffeditz		X	Teresa Strum	X	
Dave Howell	X		Mark Szula		X
Deana Jones		X	Tricia Wagner		X
Dr. Joe Kanosky	X		Gerald Waszkowiak	X	
Amy Liebing	X		James Weed		X
Kevin Lindeman		X	DeAnna White	X	
Barbara Majeski		X	Theresa Wittenauer		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.).

Approval of Meeting Minutes

Vicki Carlson motioned to approve the September 24, 2013 Meeting Minutes as submitted. Motion was seconded by David Howell and carried.

New Business

Request for Information from LWIA #13

Pam informed members that Local Workforce Investment Area #13 (LWIA) requested some information about our local workforce area. Kathy Day said that the information that she provided to them was public information and allowable under the Freedom of Information Act. Kathy continued by saying that the information was being gathered by one individual to see what options may be available in the future. She said that LWIA #13 is also experiencing personnel changes. Pam told members that she wanted to let the Chief Elected Officials, Corporate Board and NCI Works Board members know of the request made from LWIA #13 and will continue to keep members informed.

Letter to Representative Mautino Regarding OMA

Pam reminded members that she put together a White Paper requesting a change to the Open Meetings Act to allow for the flexibility to hold meetings at separate locations and connect through technology. She said that she also drafted a letter to Representative Mautino on behalf of the NCI Works Board asking him to pursue this request through the General Assembly. Gerald Waszkowiak motioned to approve the letter as presented and have the co-chairs sign it. Motion was seconded by Jennifer Robbins and carried.

Accept Members Resignation

Linda Burt informed members that Mark Orr and Doug Bergren submitted their resignation to the NCI Works Board. Jerry Waszkowiak motioned to accept the resignations with regret. Motion was seconded by David Howell and carried. Pam commented that she has been working with the Chief Elected Officials to refill the vacancies.

Youth Council Appointments

Pam informed members that the NCI Works is responsible for the initial appointment of the Youth Council which is then submitted for approval by the Chief Elected Officials. A revised Youth Council Composition Summary Sheet was disseminated to members as the one that was originally submitted included an incorrect last name of an individual. After review, Kevin Lindeman motioned to appoint the following members to the Youth Council: Tera Armstrong, Ed Bochniak, James Carlson, Emlee Dooley, Sally Hanrahan, Linda Hessenberger, Beth Hubbard, Kevin Kleckner, Terry Madsen, Jon Mandrell, Jeannette Maurice, Edna McManus, Mary Stouffer, Teresa Strum. Motion was seconded by Ed Bochniak and carried.

Committee Reports

One Stop Partner

Pam told members that unfortunately a quorum was not present at the January One Stop Partner Committee meeting, so members took the opportunity to review the Resource Sharing Agreement which is part of the Memorandum of Understanding (MOU). Pam explained that the Resource Sharing Agreement is the budget which outlines what each partner will contribute to the One Stop System whether it is in-kind or monetary. The MOU, Pam said, defines how partners will provide services and referrals of customers within the One Stop System. The MOU is due to the IL Department of Commerce & Economic Opportunity by December 31, 2013. Pam asked the NCI Works members to give the One Stop Partner Committee the authority to act on behalf of the NCI Works Board in approving the MOU. She said that the MOU will be submitted to the NCI Works Board for ratification at the January 2014 meeting. Teresa Strum motioned to authorize the One Stop Partner Committee to act on behalf of the NCI Works Board in reviewing and approving the Memorandum of Understanding (MOU) for Program Year 2013. Motion was seconded by Dr. Jerry Corcoran and carried.

Business Liaison & Marketing

Linda Burt provided an overview of the Business Liaison & Marketing Committee meeting. She said that the committee met and reviewed the goals for the coming year. Linda reported that 54 individuals attended the 2013 Employers Conference that was held on September 18, 2013 in Mendota, IL. She said that it is the recommendation of the Business Liaison & Marketing Committee to sponsor an Employers Conference in 2014. The committee also decided, Linda said, was to continue the distribution of an Annual Report. Linda told members that the Annual Report will include information from the former Partners for Employment and Local Workforce Investment Area #12. Linda said that a lengthy discussion was held regarding social media where committee members provided suggestions for improving the NCI Works Facebook and Twitter pages. Amy Liebing motioned to concur with the Business Liaison & Marketing Committee's recommendation to continue coordinating the Employer's Conference in 2014. Motion was seconded by Vicki Carlson and carried.

Oversight

Gerald Waszkowiak, Chairman of the Oversight Committee provided members with an overview of the Oversight Committee which met prior to the NCI Works meeting. Gerald informed members that the committee reviewed the committee structure and discussed potential projects. He said that Pam provided committee members with an explanation of the approval process for Training Providers. Gerald said that due to a short timeframe to approve new programs it was

recommended that a “Committee of 3” be established to initially approve training programs that are submitted to the local workforce area. He said that the “Committee of 3” will include: Kathy Day, Carrie Folken and Jo Ann Johnson. Gerald said that although the “Committee of 3” has authority to initially approve the programs, the action will be ratified at the next NCI Works meeting.

Next, Gerald informed members that the committee reviewed the PY 13 1st Quarter Performance Report for the Adult, Dislocated Worker and Youth Programs operated by the Business Employment Skills Team, Inc. Referring to the report that was provided in the meeting materials, Gerald pointed out that all negotiated performance goals were either met or exceeded.

Gerald Waszkowiak motioned to approve the recommendation to appoint Kathy Day, Carrie Folken and Jo Ann Johnson as the “Committee of 3” as presented above. Motion was seconded by Linda Burt and carried.

Gerald Waszkowiak motioned to approve the 1st Quarter Performance Report for PY 13 as presented. Motion was seconded by DeAnne White and carried.

Other Business

Bureau-Putnam Counties Just Hire One (JHO) Update

Pam told members that a Just Hire One (JHO) Program was held in LaSalle County last year and it proved to be a success. In summary, Pam told members that the Just Hire One event is a collaborated event between the local chambers, BEST, Inc., Experience Works and IL Dept. of Employment Security. The purpose, Pam continued is that a report indicated that if every business would hire one additional person it would impact the national unemployment rate. Pam stated that for every 500 people hired, the unemployment rate would drop by 1%. She said a JHO event was held for Bureau/Putnam Counties and 21 businesses participated. Pam said that 115 job seekers attended which resulted in 9 being hired. Pam thanked Debbie Clausen, Nancy Curran, Lori Pemberton and Vanessa Hoffeditz for participating in the JHO event.

No Place Like Home (NPLH) Update

Pam provided members with an overview of the No Place Like Home webpage. She said that the purpose for developing the webpage is to provide information, particularly to youth, about job opportunities that may be available in our area. Pam said that position posted to the NPLH webpage pay at least \$15.00/hour and may or may not be open at the time of posting. To date, Pam said that there were 15,237 hits to the webpage and it is the 3rd most viewed page on the NCI Works website. Pam said that 9 businesses have 16 openings and there are direct links to 6

hospitals. She continued by saying that there are 37 businesses are listed that represent an additional 108 occupations that are not currently opened. Pam encouraged members to contact her if they are interested in learning more about NPLH.

Work in the Real World Update

Pam informed members that 10th Annual Work in the Real World was held on November 1 at Sauk Valley Community College. She said that this event provides career information and had opportunities to talk with the presenters local businesses. Pam said that 37 businesses/presenters participated in this event. Pam thanked Deana Jones, Barb Majeski, Jon Mandrell and Teresa Strum for participating in the event. Pam said that although Bill Norden was not able to be at the event, he sent a representative from his business to participate.

Summer Program Update

Kathy Day informed members that the summer program ended on November 4. She said that 82 youth participated in the program which resulted in a 95% completion rate.

Rapid Response Meeting Update

Kathy Day told members that Kmart in Sterling will be closing in mid-January which will affect 79 full-time and part-time employees. She told members that a Pre Lay-Off workshop will be held for these individuals on December 12.

Public Comments

None

Adjournment

With there being no further business, Jim Andreoni motioned to adjourn. Motion was seconded by Teresa Strum and carried. Meeting adjourned at 6:37 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans
Secretary