

**Youth Committee  
Meeting Minutes  
February 9, 2016**

The Youth Committee was called to order at 4:00 p.m. by Chair Teresa Strum. Roll call was taken.

<b>Name</b>	<b>Present (Dixon)</b>	<b>Present (Ottawa)</b>	<b>Absent</b>
Martha Anderson	X		
Tera Armstrong			X
Mary Boogemans			X
Linda Burt			X
Jim Carlson		X	
Debbie Clausen			<u>X</u>
Emlee Dooley	X		
Carrie Folken			X
Jill Guynn			X
Sally Hanrahan	X		
Vanessa Hoffeditz			X
Beth Hubbard	X		
Edna McManus		X	
Paula Rademacher	X		
Cary Robbins			X
Teresa Strum	X		
Gerald Waszkowiak			X
DeAnne White			X

**OTHERS PRESENT (Dixon):** Pam Furlan, Kathy Day

**OTHERS PRESENT (Ottawa):** Jo Ann Johnson

Approval of Meeting Minutes

Emlee Dooley motioned to approve the August 11, 2015 Meeting Minutes as submitted. Motion was seconded by Paula Rademacher and carried.

**New Business**

Committee Organization and Logistics

Since this was the first meeting of the newly formed Youth Committee, Pam asked members for their input regarding logistics for future meetings. Members agreed that the second Tuesday of the even

numbered months at 4:00 p.m. would be convenient. It was also agreed that the meetings would be held at the BEST, Inc. Fiscal Office in Dixon and the NCI Works One Stop Center in Ottawa.

### Review of Committee Responsibilities

Pam reviewed for members the list of Youth Committee responsibilities as it was outlined in the NCI Works Bylaws. Pam noted that the responsibilities of the Youth Committee did not change drastically from those of the Youth Council. She did tell members that the NCI Works Bylaws stated that 50% of all standing committees' membership must consist of NCI Works members. Pam stated that the Youth Committee had more non-NCI Works members so that Executive Committee members agreed to serve on the Youth Committee until a revision to the Bylaws can be made.

### WIOA Update

Pam provided members with a WIOA Update. She said that staff are beginning the development of 2 regional plans. She said that under WIOA there is a regional plan that serves as the umbrella for each of the local plans. Pam said that the regional plans develop strategies and industry sectors. The local plans, Pam told members, will support those sectors and strategies thereby providing a seamless sort of delivery system for job seekers and the business community. Pam told members that the planning process is progressing very well. The other part of the process, Pam said, is the development of the Memorandum of Understanding (MOU). This document, she said, will describe the delivery of programs and services in the local workforce area as the system costs information. In terms of the infrastructure, Pam told members that Ottawa will be the site for the One Stop Center and Sterling will be considered as an affiliate center. Pam said that the Illinois Department of Employment Security has determined that they will only financially support one Comprehensive One Stop Center which will be Ottawa. Pam told members that Carrie Folken was appointed to negotiate the MOU on behalf of BEST, Inc. programs and Kathy Day was appointed to negotiate the costs for the system. She said that the process is just beginning and will become effective July 1, 2016.

Pam told members that she was informed that the Regulations will not be released until June.

### Update on Career Preparation/Life Skills Programs

Sally provided a brief overview of the Career Preparation/Life Skills Programs to members. Sally told members that the programs are being offered at the LaSalle County Safe School, LaSalle County Circuit Breaker in LaSalle, Nachusa and Thome School (Rock Falls). In the beginning, Sally said that LaSalle County Circuit Breaker hit some bumps along the way, but they were straightened out so the programs are progressing. Sally said that Nachusa combined their classes so there is a larger group which sometimes makes it difficult for presentations. The program at Thome, Sally said, has about 8 students attending with 2 instructors that are heavily engaged in helping the students achieve.

Sally informed members that she will be developing an evaluation for the students and instructors. Once those results are summarized, Sally said they will be shared with the Youth Committee.

### Update on Current Youth Providers

Sally informed members that a copy of the Current Youth Providers report was included with the meeting materials. Members did not have any comments or questions regarding the report.

### Lee, Ogle, Whiteside Regional Office of Education Modification Request

Sally presented a modification request on behalf of Beth Hubbard with Lee, Ogle, and Whiteside Regional Office of Education (ROE). Sally told members that the Career Coordinator with the ROE submitted her resignation effective February 24, 2016. The ROE would like to offer the position to a current employee that works with the students in the program and does a good job. However, this individual does not have a Bachelor's Degree as required for the position. Sally told members that the Regional Office of Education is requesting to remove the Bachelor's Degree from the Job Description so that the position can be offered to an existing employee. After a lengthy discussion, Emlee Dooley motioned to include "Bachelor's Degree Preferred" to the qualification of the Career Coordinator. Motion was seconded by Jim Carlson and carried.

Beth Hubbard refrained from discussion and action regarding the Lee, Ogle, and Whiteside Regional Office of Education Modification Request.

### Educators Meeting Update

Pam told members that one of the continuing discussions at the Certified Manufacturing Executive (CME) group meeting is how to get young individuals interested in manufacturing. One effort underway, she said, is the coordination of Employer Forums that are being planned in the spring at IL Valley Community College and Sauk Valley Community College. These forums, Pam noted, will hopefully develop a pipeline from the education community to the manufacturing employers. Pam said that Employer Forum's will be held in Jo Daviess, Carroll and Ogle Counties areas at a later date.

### PY 2016 Request for Proposals

Pam informed members that the PY 2016 Request for Proposals and PY 2016 Request to Extend Contract Proposals will be sent on February 16. She said that if any member is interested in reading and rating the proposals BEST, Inc. receives to let her know. Teresa and Paula volunteered.

### Other Business

Sally informed members that staff has exhausted all avenues in getting a youth program started in the Jo Daviess and Carroll Counties area. In an effort to assist students in need of High School Equivalency tutoring, BEST, Inc. is hoping to contract with individuals to tutor the students. Sally said that the ad will be placed in local newspapers and posted to the BEST, Inc. website. Pam said that based on the need the hours will be flexible.

Pam (and Jo Ann) disseminated copies of the Youth Committee membership list.

Public Comments

None

Adjournment

With there being no further business, Edna McManus motioned to adjourn. Motion was seconded by Paula Rademacher and carried. Meeting adjourned at 5:13 p.m.

Jo Ann Johnson