

**Northwest Central IL Works (NCI Works)
Meeting**

Tuesday, May 7, 2024

12:00 Noon

**Illinois Valley Community College, Room C325, 815 N. Orlando Smith Ave., Oglesby, IL
NCI Works One Stop Center, Conference Room C, 1550 First Street, Ottawa, IL
KSB Hospital, The 1897 Room, 403 East First Street, Dixon, IL**

Or by

Join Zoom Meeting

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AGENDA

Call to Order (Patty Head)

Roll Call

Chairman's Comments

Consent Agenda (Action Item)

Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.

NCI Works (March 5, 2024 Meeting Minutes) (Page 1)

Business Meeting

Committee Reports

- Youth Committee Report (April 9, 2024) (Page 8)
 - Approval of the PY 24 Youth Providers (Action Item)
 - Bureau Henry Stark Regional Office of Education
 - Regional Office of Education #35 (LaSalle & Putnam Counties)
 - Regional Office of Education #47 (Lee, Whiteside & Ogle Counties)
- One Stop Partner Committee Report (April 16, 2024) (Page 12)

Oversight Committee Report (Gerald Waszkowiak)

- Review and Approval of the Financial Reports Ending February 29, 2024 (Action Item) (Page 16)

- Review & Approval 2nd Quarter Title I Performance Report (*Action Item*) (Page 25)
- Review & Approval of 3rd Quarter Partner Report (*Action Item*) (Page 26)
- Review of the Partner Referral Report (Page 27)
- Review and Approval of the Sterile Processing and Surgical Technologist Program for IL Valley Community College (*Action Item*) (Page 28)
- Approval to Recertify the Medical Assistant Certificate Program for IL Valley Community College (*Action Item*)
- Approval to Recertify the Programs on the Attached List for Sauk Valley Community College (*Action Item*) (Page 31)

Other Business

- Review & Approval of the PY 24 Memorandum of Understanding (MOU) (*Action Item*) (Page 32)
- One Stop Operator Selection (*Action Item*) (Page 83)
- One Stop Certification Review Team (*Action Item*)
Request approval for the One Stop Certification Team to act on behalf of the NCI Works in reviewing the One Stop Center and submitting the proposal for Certification to DCEO (Carrie Folken)
- Request permission to apply for an Apprenticeship Grant, Supplemental Grant, Potential Youth Pathways Grant and any additional grants that would benefit the agency (*Action Item*)
- Request approval for any grant modifications (if necessary) (Carrie Folken) (*Possible Action Item*)
- Partner Updates (Partner members) and Member updates (NCI Works members that want to update the board about their business needs)

- **Apprenticeship Activities**

Movement on the purchase of training equipment for the Jo Carroll Energy apprenticeship at MIT began this quarter with \$30,703.23 (does not include shipping) of the \$35,906 budget being spent. Depending on the final shipping cost for the first order, additional purchases will be made to fully spend the budgeted amount. The first purchase has started to be delivered to MIT with the first piece having come this week (week of March 25th). The Virtual Reality Goggles for career exploration have been purchased and the first year agreement for the experiences has been completed with TransfR as the vendor. The goggles have been delivered.

Our 7th outreach event was held in February. We know exceed our goal in the number of events planned and another one is schedule for late April. Individual apprenticeship and Work Based Learning outreach contacts have reached 87 with a planned number of 175. The total of 87 is only through February. March reporting isn't yet due. We also anticipate our first apprentices beginning their training in April for Wolf Line Construction. We had planned for 17 apprentices between both Wolf Line Construction and Jo Carroll Energy. However, with the delays in equipment purchases Jo Carroll will not be able to begin their training until Fall 2024. The US Department of Labor did monitor our apprenticeship grant in March along with the state's award. The only item that was specifically mentioned concerning LWIA 4 during our exit interview at the end of the monitoring was the lack of inclusion of specific language about the funding source on our marketing/outreach material. That correction was made immediate. We should be receiving our final letter from DOL sometime in April.

- **Supplemental Grant Update**

Project Number 1

The local area had communication with homeless shelters and other community based organization to discover that a lack of computers to be used in the growing population of the shelters was a big issue. In one shelter particularly, they have seen an increase of over 20 people for a longer time span then in previous years at this time. Computers would be used for job search, online interviews, and education to better advance the residents to be job ready. In this project 2-3 computers would be purchased for each shelter or community based organization with the grant funds along with essential supplies needed for the job search. Some essentials supplies would consist of resume paper, printer, ink, and envelopes.

The very nature of a shelter indicates that most of the population will be accessing these tools in the evening and overnight hours which little to no access in the community would be available during those times. It is vital to our declining workforce pool to put the tools in the hands of individuals that could increase that population.

Update: Computers were purchased and delivered to Sterling, Peru and Ottawa Shelters along with Perfectly Flawed Foundation and Safe Journeys. Job search handouts were created and were given to them to review with interested candidates as well as resume paper and envelopes. All organizations were very thankful for the supplies. - **Completed**

Project Number 2

Professional Development in the form of an inclusive conference is needed in rural Illinois. Although workshops are offered online for a reasonable amount, some workforce professionals do not have in their budget, money for an in-person rural professional development opportunity to network with like professionals to aid in common workforce needs. This conference would be centered on Workforce Professionals, Educators and Business that have common needs to help assist todays and tomorrow's workforce. Some examples may include; mental health, job coaching, substance abuse, rural resources, and barriers to overcome. This conference would be paid for in total by this grant to allow for more individuals to participate on a very limited budget. Increasing the network to work together in a rural community will benefit all the interested parties.

Update: JoAnn has been working very hard on this conference. It will be May 1st at Starved Rock lodge. The day will have local speakers as well as a national speaker. The day will also have a resource fair for service providers of mental health. We are very excited to have this opportunity and so are our partners. We currently have over 100 registered for this event.

Project Number 3

Work Based Learning in the form of Work Experience for individuals who are not WIOA participants. This was brought up in conversation with the homeless shelters, the older workers, and also with individuals who may be involved in the court system. Allowing for a more structured staff assisted work experience to gain that positive work reference for individuals with all types of barriers. This would allow for individuals who may be having a hard time finding that perfect job/career to test the waters before jumping in. It also allows for the employer to invest without having 100% of the cost. Wages, Workers Compensation and FICA would be paid out of this grant. Number of hours, length of agreement and pay would depend on the occupation and the individual experience.

Update: We have 40-50 slots to fill. To date we have 46 slots filled with \$ 152,170.00 obligated out of the grant. We will continue to recruit and place until all the funds are obligated.

Project Number 4

“Work in the Real World” career exploration. This event would be located in two areas of the Local Workforce Area. It would be a career exploration event with presentations from local businesses to attract young local talent to stay or return to our local area. Careers in occupations that are in demand or are facing a large number of openings due to retirement will be represented as well as the military. This event will target high school students and college enrollees. Cost of the event will be paid for by this grant along with transportation, giveaways, and lunch.

Update: We are working with SVCC for 2 events before June 30, 2024 and the EFE (Education for Employment) from LaSalle County for 2 events.

Sauk events are a CTE introduction in April and then in June more of a business panel event from those CTE occupations.

LaSalle County EFE is a trip to the Apprenticeship school for 129 kids to Electrical, Carpentry and Laborers school.

The second event is a virtual reality day. After completing a job shadow and research, an occupation will be selected and then a salary will be given. With that salary they have to plan a month with the money that they would receive on the job. Of course, obstacles are thrown in their path and they have to plan for that.

For career exploration tools we will be purchasing 3 sets of virtual reality goggles and experiences for career advisors to take to job fairs, career expos and leadership activities.

Administration costs in the amount of 10% of the full grant amount would allow for overseeing and managing this grant.

Total Grant \$452,153.39

- Success Stories
 - BEST Success Stories (Page 86)
- Next Meetings:
 - ✓ Executive Committee Meeting – July 2, 2024
 - ✓ NCI Works Meeting - September 3, 2024

Public Comments / Recognition of Guests

Adjournment