

**One Stop Partner Committee  
Meeting Minutes  
September 12, 2014**

The One Stop Partner Committee meeting was called to order 2:40 p.m. by Chairperson Vanessa Hoffeditz

**MEMBERS PRESENT:** Nancy Curran, Jim Knauf, Mary Ann Kolls, Vanessa Hoffeditz

**MEMBERS ABSENT:** Ed Bochniak, Kathy Day, Janet Graham, Jon Mandrell, Stacey Parr

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson

Approval of Meeting Minutes

Vanessa pointed out a correction to the June 19, 2014 Meeting Minutes. She said that the statement in the first paragraph should say "Vanessa pointed out that most of her customers are looking for other services and not necessarily a job". Jim Knauf motioned to approve the June 19, 2014 Meeting Minutes as corrected. Motion was seconded by Nancy Curran and carried.

**Business Meeting**

Menu of Services for Businesses and Individuals

Pam explained that the Menu of Services Brochure was disseminated to businesses at the Employer Forums held last month. She said that the purpose is to provide the information to employers about the types of programs and services that local partners have to offer them. Nancy asked if Greg Rivara had sent additional information to include. Jo Ann stated that the information that was provided in the brochure was the information that Greg sent to Pam several months ago. Nancy will follow up with Mr. Rivara as she had indicated to him that some services to employers was not included. Jo Ann commented that the Menu for Services brochure will be copied internally so changing the information will not be a problem.

PY 2014 Memorandum of Understanding

Pam informed members that since everything will be changing under the new legislation, the Department of Commerce & Economic Opportunities (DCEO) is directing the local areas to not make major changes to the MOU. After discussion, Mary Ann Kolls motioned to approve the PY 2014 MOU as presented pending approval from IDES. Motion was seconded by Vanessa Hoffeditz and carried. Jo Ann informed members that she will disseminate signature pages to partners and asked them to return them to her as soon as possible. Nancy said that she would let us know when she was given authority to sign the MOU.

## Employer Forums & Open House Update

Pam provided members with an update on the Employer Forums that were recently held at the NCI Works One Stop Centers. She said that it was a great opportunity for partners to get together and present their services to local employers. Pam told members that Ed Bochniak (Carroll County Housing Authority) suggested that the partners have a Job Fair at the local Housing Authority Offices throughout the local workforce area. Mr. Bochniak pointed out that individuals who reside at the Housing Authority facilities usually do not have the transportation or means to travel to a Job Fair event or to partnering agencies to check on eligible services. Pam noted that Mr. Bochniak was going to be attending a Statewide Conference where his other counterparts would be in attendance and he was going to see if they would be interested in such an event. Pam continued by saying it was suggested to survey the tenants to see what kind of skills they had and what type of jobs or training they might be interested in. After reviewing the results of the survey, Pam suggested that employers in need of those skills would be asked to participate in a job fair. Pam said that prior to the job fair partners could conduct a job search workshop preparing the job seekers by teaching them application and interviewing techniques.

The event that was held at the Ottawa Center brought on a similar discussion except it was for Veterans. Pam noted that businesses who were interested in hiring Veterans would be included in the job fair. Again, Pam stated that Partners would also be available to provide Veterans with services they have available. Nancy told members that a similar event was held in the past and was poorly attended by Veterans. She said that she is planning to follow-up with John (IDES Veterans Representative) to inquire why there was a lack of attendees. Jim continued by saying that John did a great job pulling agencies together and presenting a collection of resources but echoed Nancy's comment about the poor attendance. After a lengthy discussion, Nancy said that she would request information from IDES as to how many Veterans are considered unemployed. Although her data will be based on only those Veterans who applied for Unemployment, members felt that it would provide the committee with preliminary information to determine if there is a need for a Veterans job fair. Jim commented that the media reports how shameful the United States takes care of the Veterans, Disabled, etc. but it is uncertain how many of these people are accessing the services that are available. Vanessa stated that Tri-County Opportunities Council is having individuals come in for services who were unaware of the various services available. Jim agreed with Vanessa noting that the Department of Rehabilitation Services is seeing an increase in disabled individuals. Jim continued by saying that private businesses use some of their money to market their products and services. He said that the public agencies have the money available for services, but are unable to market (or advertise) it through a marketing campaign. In terms of marketing the services to the Veterans population, Jo Ann suggested that partners attend the meetings of the VFW, Marine Corp and American Legion and share with them the various services available. Jo Ann was asked to get a list of the various Veterans associations in the 8-county area. Nancy stated that Veterans are invited to workshops conducted by IDES and the turnout is very low. Members agreed to get more information and continue this discussion at the next meeting.

Vanessa commented that she has talked with Nicole from Manpower regarding LCN applications. She said that Nicole is in need of filling positions at LCN in Princeton. Jim said

that he has talked with her also. Pam said that Nicole is welcome to talk with the BEST staff in Princeton.

#### PY 13 Quarterly Reports Update

Since Kathy was not able to attend the meeting, Jo Ann said that she would follow-up with her to see if she was missing any quarterly reports. Note: As of 9/15, the only report that Kathy is missing is the one from the Sterling IDES Office. Kathy said that she would contact Bruce regarding the report.

#### Other Business

Next meeting is scheduled for October 16, 2014, 10:30 a.m. at the Sterling NCI Works Office.

#### Public Comments

None

#### Adjournment

With there being no further business, Jim Knauf motioned to adjourn. Motion was seconded by Nancy Curran and carried. Meeting adjourned at 3:30 p.m.

Jo Ann Johnson