

**ONE-STOP PARTNER COMMITTEE
MEETING MINUTES
February 11, 2016**

The One Stop Partner Committee was called to order by Acting Chair Janet Graham at 2:08 p.m. Roll call was taken.

NAME	PRESENT (Ottawa)	PRESENT (Sterling)	PRESENT (Savanna)	ABSENT
Martha Anderson		X		
Ed Bochniak			X	
Carrie Folken	X			
Janet Graham	X			
Vanessa Hoffeditz	X			
James Knauf	X			
Rhonda Krueger	X			
Mary Ann Kolls				X
Beth Murphy				X

OTHERS PRESENT (Ottawa): Pam Furlan

OTHERS PRESENT (Sterling): Jo Ann Johnson

Pam introduced Martha Anderson to members. Martha is a new member to the One Stop Partner Committee and represents Sauk Valley Community College Adult Education.

Approval of the Meeting Minutes

Jim Knauf motioned to approve the April 16, 2015 Meeting Minutes as submitted. Motion was seconded by Carrie Folken. Motion carried.

Business Meeting

PY 15 Quarter Report Update (Kathy Day)

Kathy informed members that no Resource Sharing Agreement was done for PY 15. She stated that the negotiations for PY 16 will be completed for the Program Year beginning July 1. Kathy informed members that a Request for Quote was released for an individual and/or company to negotiate the costs for the One Stop System. She said that two proposals were received and if any member would like to help rate them to let her know.

Pam stated that the same costs that were identified in the PY 14 Resource Sharing Agreement were to be used for PY 15. Pam asked Kathy if the partners received the forms to complete their quarterly expense reports for PY 15. Kathy responded that she would send the reports to the partners in March.

Committee Organization and Logistics

Pam told members that the first meeting was to review the logistics for future meetings. Vanessa suggested that the One Stop Partner Committee meet on the second Thursday of the even numbered months at 10:00 a.m. at the NCI Works One Stop Center, BEST, Inc. Sterling Office and Carroll County Housing Authority (Savanna). Members agreed that this arrangement would be acceptable.

Review of Committee Responsibilities

Pam then reviewed for members the responsibilities of the One Stop Partner Committee. She told members that these were the responsibilities included in the NCI Works Bylaws and other responsibilities could be added at any time. Pam also told members that the WIOA requires that non-workforce board members serve on standing committee. Therefore, Pam said she invited Martha Anderson to be a part of the One Stop Partner Committee. Pam continued by saying that Martha is also a part of the Memorandum of Understanding (MOU) Committee.

WIOA Update

Pam informed members that the WIOA Regulations are expected to be released in June. In terms of appropriations, Pam said that for Title I we are looking at level funding for next Program Year. She stated that the funding level could change, however, there is a continuing resolution through December 2016.

One Stop Center & System Update Information

Pam informed members that the IL Department of Employment Security will only recognize and support one Comprehensive One Stop Center. Pam reminded members that currently in LWIA #4 there are 2 One Stop Centers – one in Ottawa and one in Sterling. Pam said that under the new legislation, Ottawa will be the site for the NCI Works One Stop Center. The Sterling location will serve as an affiliate One Stop Center. The reason for this change, Pam said, is that the Sterling location has separate lease arrangements and not all partners are represented. At the Ottawa location, she said that all partners are represented. Pam stated that during the MOU negotiations it will be important for all partners to be aware that all services are coordinated and aligned and clients are served to the maximum level.

Memorandum of Understanding (MOU) Update

Pam informed members that the Memorandum of Understanding (MOU) is expected to be due in the spring. She told members that the MOU Committee will consist of two parts. The first one will be the programs and services that are offered in the One Stop System to job seekers and businesses. The second part, Pam said, is the costs of running the One Stop System in the local workforce area. Pam told members that the MOU group will be meeting soon to start developing the document.

MOU and Regional Plan Update

Pam told members that once the MOU is developed the local and regional planning process will begin. She informed members that the Regional Plans will serve as an umbrella for the local plans. Pam told

members that Local Workforce Area #4 resides in 2 separate Economic Development Regions. Seven of the eight counties (Bureau, LaSalle, Lee, Putnam, Whiteside, Jo Daviess, and Carroll) are part of the Northwest Economic Development Region with Rock Island, Mercer and Henry Counties. She told members that Ogle County is part of the Northern Stateline Economic Development Region that includes Stephenson, Winnebago and Boone Counties. Pam continued by saying that some One Stop Partner Committee members are already a part of the Regional Planning team and have begun developing the document. However, Pam said that if anyone would like to volunteer to be a part of the Regional Planning team to let her know.

Regarding the Local and Regional Plans, Pam told members that they are due to the Department of Commerce on June 1. However, since the Local and Regional Plans both require a 30-day Public Notice comment period, they need to be completed on or before May 1.

Pam told members that just recently the Governor issued new Planning Guidelines. Therefore, a modification to the Plans will need to be prepared in the spring of 2017 with an effective date of July 1, 2017.

Pam informed members that a statewide planning meeting is scheduled for February 23-24 in Springfield. This event, Pam said will be facilitated by a trainer hired by the State of IL to help the local and regional staff through the planning processes. She said that each region is allowed to bring 20 individuals to hear first-hand about the planning process and allow time to work together as a region.

Identify 1-3 Significant Client Issues

Pam reminded members that the One Stop Partner Committee identified the following issues/barriers that are affecting our clients: Lack of Public Transportation, Veterans and Ex-Offenders. Pam asked members if the committee would like to continue to address these issues. She explained that a Targeted Populations Committee has been established and they will address the hiring needs of Individuals with Disabilities, Veterans, Ex-Offenders and other populations facing special challenges to obtaining employment. After discussion, the One Stop Partner Committee members agreed to continue to work with Veterans and Lack of Public Transportation as barriers/issues affecting our clients. The Committee deferred the Ex-Offender population to the Targeted Populations Committee.

Other Business

In regards to previous discussion at the One Stop Partner Committee meetings, Ed Bochniak informed members that the Housing Authority was not able to get the support from the employer community to host a Job Fair. He said the he worked with staff from BEST, Inc. to hold a Job Fair on a Saturday in January, but the local businesses were not interested in participating. Pam asked by the event was being planned for a Saturday. Ed stated that the thought was that most people are working during the week and by hosting the Job Fair on a Saturday would all them to attend without missing any work. Ed continued by saying that during the month of February he will be renewing Lease Agreements with the tenants of the Housing Authority and he is planning to talk to them about their background and find out what types of jobs and/or careers they may be interested in. He hopes to have the information compiled in March. Ed also told members that he corresponded with the Housing Authority offices in the surrounding area and the tenants were not interested in a Job Fair. Pam asked if there was a requirement

for Housing Authority tenants to look for a job. Ed replied that if a tenant is not working they will be expected to provide community service. However, Ed did say that these requirements may be changing.

Discussion continued regarding incentives for the tenants to attend Job Fair types of events. Ed comments that he is an officer with GROW in Savanna and they have provided gas cards to those in need. Janet commented that some of the tenants may be dealing with mental health type of issues. Ed state that for some of the tenants their lifestyle is generational. He said that there are opportunities for individuals outside of Savanna but they refuse to leave or explore other opportunities.

Then discussion turned toward the development of a community service project such as a community gardens. Ed stated that he had property available at the Housing Authority that could be used for a community garden. Pam stated that she became award of a grant opportunity through Miracle Gro and suggested that Ed contact Sally Hanrahan (Youth Coordinator) or Sharel Wolber (Career Advisor) with BEST, Inc. to see how our agencies could collaborate on a community garden project. Ed stated that he could contact some civic organizations in his area for contributions. He also stated that the High School has a greenhouse that is not being used. It was agreed that Ed would follow-up with the BEST, Inc. to inquire about such opportunities.

Pam informed members that on March 23-24 BEST, Inc. staff will be attending WIOA training. She said that he will work with staff transitioning them to the new program in terms of business services and strategies. Pam told members that the first day and a half will be for the BEST, Inc. staff only. The afternoon of March 24, Pam stated, all Partner staff are invited to participate in the training. Pam told members that there is no charge for this training that will be held at the Mendota Civic Center, Mendota. Basically, Pam said, this is an open invitation for all partners to walk through how to serve the customers using Journey Mapping. Pam said that she would provide members with additional information as it becomes available.

Public Comments

None

Adjournment

With there being no further business, Jim Knauf motioned to adjourn. Motion was seconded by Janet Graham and carried. Meeting adjourned at 3:00 p.m.

Jo Ann Johnson