

**ONE-STOP PARTNER COMMITTEE  
MEETING MINUTES  
April 14, 2016**

The One Stop Committee was called to order by Vanessa Hoffeditz at 10:07 a.m. Roll call was taken.

Name	PRESENT NCI Works One Stop, Ottawa	PRESENT BEST, Inc. Office, Sterling	PRESENT Kishwaukee Community College	ABSENT
Ed Bockniak				X
Carrie Folken				X
Janet Graham				X
Vanessa Hoffeditz	X			
Jim Knauf	X			
Rhonda Krueger	X			
Mary Ann Kolls			X	
Beth Murphy				X

**OTHERS PRESENT** (Ottawa): Pam Furlan, Jo Ann Johnson, Dianna Schuler, Jolien Eikleberry

Approval of the Meeting Minutes

Jim Knauf motioned to approve the February 11, 2016 Meeting Minutes as submitted. Motion was seconded by Mary Ann Kolls. Motion carried.

**Business Meeting**

WIOA Update

Pam informed members that the Local and Regional Plans are being developed and will be ready for Public Review and Comment by May 1. The final Plans need to be submitted to the Illinois Department of Commerce on June 15. Pam said that there is an opportunity to amend that Plans in October. She told members that most likely, the Plans will need to be modified once we know that PY 16 allocation, although, there may be a chance she receives them next week.

Pam said that the Memorandum of Understanding (MOU) has different effective dates. She told members that the Programs and Services section of the MOU has to be ready for implementation by July 1, 2016. However, Pam said, the MOU needs to be submitted to the IL Department of Commerce on May 15. The cost sharing information, Pam said, should be available next week. Pam stated that even though the negotiations are to be submitted in draft form July 1, they will not go into effect until July 1, 2017.

## One Stop Center Certification

Pam provided members with an overview of the One Stop Center Certification. She told members that in order for the One Stop Center to be certified certain criteria had to be met and it was a lengthy process. As an example, Pam told members that the local workforce board has to approve the hours of the one stop center and according to the criteria it has to be non-traditional hours. Pam told members that although the information she has on the certification process is still considered a draft, she will send it out to members for their information. The good news, Pam said, is that the certification does not need to be completed until July 1, 2017.

Continuing, Pam told members that a One Stop Operator will need to be procured. She told members that under the Workforce Investment Act (WIA) the One Stop Operator was a consortium consisting of BEST, Inc. IL Department of Employment Security and Tri-County Opportunities Council. Pam said, under WIA, the role of the One Stop Operator was simple. Under the Workforce Innovation & Opportunity Act (WIOA), Pam said that the role of the One Stop Operator will be more extensive. Pam commented that many consulting firms are interested in serving as a One Stop Operator because it could be profitable for them. She told members that she will suggest that the role of the One Stop Operator be kept simple and follow the scenario identified by Greg Newton and Melanie Arthur. As a reminder, Pam told members that their analogy was that the One Stop Operator be similar to a “mall manager” where the Core Partners were the anchor stores and the Partners were the boutiques. To begin with, Pam said that she would send out draft of the certification criteria for members to review.

## Memorandum of Understanding (MOU) Update & Discussion

Pam told members that Kathy Day will be conducting the negotiations for the cost sharing section of the MOU. Per Kathy, Pam said the negotiations are continuing and there will be a conference call scheduled for next week.

Referring to the Memorandum of Understanding (MOU) that was disseminated, Pam reviewed the document in its entirety. She told members that Section I lists all of the Partners as well as the authorized signatories. Section II, Purpose and Scope of MOU, Pam said, she took from the instructions. Section III Vision for the System, Pam stated that “the vision is to offer fully integrated and accessible employer driving and local workforce system in LWIA #4 that maximizes the resources of our education, workforce and economic development partners to develop the abilities and talents of our students, job seekers and workers which will enable them to work and our businesses to compete”. Pam commented that this vision is consistent with the state’s vision as well as the NCI Works mission statement. Under Section IV, Pam told members that she provided information about the partner meetings and Greg Newton’s webinar. Section V, Pam said, is Matrix of Services. She asked members to take a look at it and confirm that the information is correct. The Procurement of One-Stop Operator (Section VI), Pam said has been delayed until PY 17. Section VII, Pam stated, includes the names and locations of the Comprehensive One Stop Center(s) and Affiliate Sites. Pam stated that this information must match the information that is included in the IL Workforce Development System (IWDS) and Illinois workNet listings (IwN). Pam told members that if they want their offices listed on the

MOU then we need to make sure that they are included in the IwN system. Jo Ann will ask Carrie about getting information to the partners about the IwN system.

Section IV explained that we've had meetings, and we had a Greg Newton webinar. Section VI does not take effect so we will work on it next year. Section VII the list of locations of the One Stop center and the affiliated sites and specialized centers. This has to match IWDS, currently this is only the BEST offices. If anyone wants there offices listed in the MOU, we have to make sure that it gets on IWN. Section 8 is regarding the cost sharing information. Section 9 is the referral process, which we need information from partners. Pam stated she referred referral directory that until we get the online version we will use paper and pencil. It then talks about services, this should include anything specific, something broad and generic. Section XI refers back to the matrix. Direct linkages—part of the directory but needs to be done before July 1. Amendment procedures took out of current MOU. Data sharing, Pam stated in the past we did sign with IDES that was the only one we were required to sign. Per the Department of Commerce where there are state required data sharing systems we need to sign onto those, if there is not agreements we would come up with a local procedure. Pam is open to any comments and any changes. Section VIII, Costs and Cost Sharing Services, Pam said was addressed earlier in the meeting. Under Section IX Referral Process, Pam told members that she stated that until an official online version of a referral form is in place, a paper referral form for all partners that staff are referring to will be utilized. Pam asked members to give review this section and let her know if additional information is needed. Sections X and XI, Pam said addresses Physical and Programmatic Accessibility. However, Section XI, Pam said, refers to “direct linkage” when technology is the method of contact. She asked members to review the Service Matrix and if the partner has checked “Direct Linkage” to list the means of contact. Since this “direct linkage” will be included in the Resource Directory, the information is needed before July 1. In regards to Section XII (Amendment Procedures), Pam stated that she used the procedures from the previous MOU but did include the following statement that was discussed at a recent MOU meeting: “It is understood that circumstances both outside the control of the partners (i.e., changes prompted by a funding cut or law change), or with control of the partners (i.e., a change in the nature of level of participation by a partner, or addition or exit of a partner) may cause the MOU Agreement to be amended”. Section XIII, Data Sharing, Pam noted that she stated that where statewide data sharing agreements exist, agencies that cans ign onto those agreement will do so. If there are no agreements, Pam said, we will need to come up with a local procedure and develop a common Release of Information. The Renewal Process (Section XIV) states that the agreement is for 3 years and the group will meet and review at the end of the agreement. In closing, Pam said that she is open for any comments or changes. Members complimented Pam on developing the MOU document.

### Regional and Local Plans

Pam informed members that a meeting was held a few weeks ago regarding the development of the Regional Plans. She told members that according to Mark Lohman, Executive Director of Partners in Job Training and Placement, the draft of the Economic Development Region #6 Regional Plan should be available next week. Pam said that once she receives a copy she will forward it out to all members.

Pam told members that her plan is to have the Local Plan out to members today. Pam told members that she would like their input on one section that specifically talks about how the Title I (BEST, Inc.) activities and how NCI Works is going to assure coordination with the Core Partners. She asked members to take a look at that specific section and let her know if she is on target. Pam stated that members will see a lot of the same information in the MOU and Local Plan. Pam asked members to get her their information by Monday so that it can be incorporated and submitted to the Chief Elected Officials on April 25 and Executive Committee on April 26.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Jim Knauf motioned to adjourn. Motion was seconded by Rhonda Krueger and carried. Meeting adjourned at 10:56 a.m.

Jolien Eikleberry / Jo Ann Johnson

*Approved June 9, 2016*