

NCI Works Zoom Meeting Minutes May 26, 2020

The NCI Works Meeting was called to order at 5:32 p.m. by Co-Chair Linda Burt. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
James Andreoni	X		Rhonda Krueger	X	
Dave Argubright		X	Rob Lentz		X
Ed Bochniak	X		Kevin Lindeman		X
Mary Boogemans		X	Terry McGuire		X
Linda Burt	X		Andy Mills		X
Debbie Clausen		X	Kris Noble		X
Dr. Jerry Corcoran	X		Dan Payette	X	
Marcia Derrer		X	Tom Pigati	X	
Sara Escatel		X	Kevin Reibel	X	
Abby Farrell	X		Cary Robbins		X
Dan Fitzgerald		X	Len Saunders		X
Carrie Folken	X		John Spencer	X	
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham		X	Teresa Strum	X	
Jill Guynn	X		Gerald Waszkowiak	X	
Patty Head	X		DeAnne White	X	
Linda Hessenberger	X		Robert White		X
Vanessa Hoffeditz	X		Justin Wiggins		X
Deana Jones	X		Marcie Wiley		X
James Knauf		X			

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Dianna Schuler, Annette Pace

Consent Agenda

Linda informed members that the Consent Agenda was included with the meeting materials. She told members that anyone can remove an item from the Consent Agenda list upon request for discussion. Linda said that each of the Committee Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. It was moved by Randy Freeman and seconded by Dr. Jerry Corcoran to approve the Consent Agenda as presented. Roll call vote was taken:

Name	Yes	No	Name	Yes	No
James Andreoni	X		Rhonda Krueger	X	
Dave Argubright			Rob Lentz		
Ed Bochniak	X		Kevin Lindeman		
Mary Boogemans			Terry McGuire		
Linda Burt	X		Andy Mills		
Debbie Clausen			Kris Noble		
Dr. Jerry Corcoran	X		Dan Payette	X	
Marcia Derrer			Tom Pigati	X	
Sara Escatel			Kevin Reibel	X	
Abby Farrell	X		Cary Robbins		

Dan Fitzgerald			Len Saunders		
Carrie Folken	X		John Spencer	X	
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham			Teresa Strum	X	
Jill Guynn	X		Gerald Waszkowiak	X	
Patty Head	X		DeAnne White	X	
Linda Hessenberger	X		Robert White		
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones	X		Marcie Wiley		
James Knauf					

Motion carried.

The following items were approved in the Consent Agenda:

- November 19, 2019 NCI Works Meeting Minutes
- Executive Committee Meeting (January 28, 2020 Report)
 - Approval of PY 2020 MOU Document (excluding Resource Sharing Agreement)
 - Approval of PY 2020 Local Plan
 - Approval of PY 2020 EDR #6 Regional Plan
 - Approval of PY 2020 EDR #5 Regional Plan
 - Approval of the Financial Reports (October & November 2019)
 - Approval of Trade and Trade Case Management Modifications
 - Approval of IE (Emergency) Grant Modification
- Executive Committee Teleconference Meeting (March 24, 2020 Report)
 - Approval of the Financial Reports December 2019 & January 2020
 - Approval of Resource Sharing Agreement for PY 20 Memorandum of Understanding (MOU)
 - Selection of One Stop Certification Review Team
 - Potential Policy Waiver(s) for Students during the emergency situation
- Employer Engagement Committee Teleconference (April 7, 2020 Summary)
- Youth Committee Teleconference Meeting (April 14, 2020 Minutes)
 - Approval for PY 19 Contract Modification from Bureau Henry Stark Regional Office of Education
 - Approval of PY 2020 Youth Projects
 - ◆ Bureau Henry Stark Regional Office of Education)
 - ◆ Regional Office of Education #35 (LaSalle, Marshall, Putnam Counties)
 - ◆ Regional Office of Education #47 (Lee, Ogle, Whiteside Counties)
 - ◆ West Carroll School District (Provider did not meet minimum specifications for proposal to be considered. They were looking to hire youth during the summer months in a work experience capacity. Information was shared with the appropriate staff to follow up with them)

Business Meeting

Oversight Committee Report

Gerald informed members that the Oversight Committee met prior to the NCI Works meeting and reviewed the Monthly Financial Statements and found them acceptable and recommended approval by the full Board.

Gerald also told members that the Oversight Committee reviewed the 3rd quarter report with Title I exceeding all performance measures. He said that the Oversight Committee recommends approval of the 3rd quarter report.

Gerald then presented the Partner Report that reflected the number of individuals that were served by each of the respective partners. He noted that there was some concern regarding how the reporting was being done by the partners since some are not showing cumulative numbers. He said that staff will address this concern with the local partners in preparation for the 4th quarter report in September. Gerald said that the Oversight Committee did recommend approval of the Partner Report.

Next, Gerald said that due to the lock down, local partners did not make many referrals to respective partners, but indicated that the report was included with the meeting materials. No action was necessary.

Gerald also noted that the Customer Comments cards that were included were very complimentary of the One Stop Center. He did note that with the lock down of the One Stop Center the number of comments that were received was very low.

Gerald motioned to approve the recommendations of the Oversight Committee Meeting as presented. Motion was seconded by Tom Pigati. Roll call vote was taken.

Name	Financial Reports		3 rd Quarter Performance Report		Partner Report	
	Yes	No	Yes	No	Yes	No
James Andreoni	X		X		X	
Dave Argubright						
Ed Bochniak	X		X		X	
Mary Boogemans						
Linda Burt	X		X		X	
Debbie Clausen						
Dr. Jerry Corcoran	X		X		X	
Marcia Derrer						
Sara Escatel						
Abby Farrell	X		X		X	
Dan Fitzgerald						
Carrie Folken	X		X		X	
Randy Freeman	X		X		X	
Janet Graham						
Jill Guynn	X		X		X	
Patty Head	X		X		X	
Linda Hessenberger	X		X		X	
Vanessa Hoffeditz	X		X		X	
Deana Jones	X		X		X	

James Knauf					
Rhonda Krueger	X		X		X
Rob Lentz					
Kevin Lindeman					
Terry McGuire					
Andy Mills					
Kris Noble					
Dan Payette	X		X		X
Tom Pigati	X		X		X
Kevin Reibel	X		X		X
Cary Robbins					
Len Saunders					
John Spencer	X		X		X
Amy Soltis Strawn	X		X		X
Teresa Strum	X		X		X
Gerald Waszkowiak	X		X		X
DeAnne White	X		X		X
Robert White					
Justin Wiggins					
Marcie Wiley					

Motion carried.

Customer Feedback from One Stop Operators

Gerald noted that the customer feedback from the One Stop Center have been very complimentary. Pam pointed out that with the One Stop Center closed to the general public the comments cards were fewer than for previous meetings.

Pam informed members that as part of the One Stop Center Certification members will need to address what they would do if any negative comments were received. She said that if any negative comments were received from the One Stop Center that members would need to address them and include their response(s) in the meeting minutes as a matter of record. Luckily, she said we have only received positive comments from customers visiting the One Stop Center and those are also noted in the meeting minutes.

Other Business

One Stop Certification Review Team

Pam informed members that the One Stop Certification Review Team is responsible for certifying the One Stop Center in Ottawa. She said that typically we would send out the report and have the team visit on site and make sure that it meets the specifications outlined by DCEO. This information would then be provided to NCI Works for their review and approval before being submitted to DCEO. However, due the pandemic crisis we are not able to convene the team to conduct the review onsite. The One Stop Certification Review Team will be meeting via Zoom to review the application that needs to be prepared and submitted. Pam reminded members that the team consists of: Cary Robbins, Abby Farrell, Amy Soltis Strawn, Kevin Lindeman and Steve Martin. Pam asked members for NCI Works to authorize the One Stop Certification Review Team to act on behalf of NCI Works

in certifying the One Stop Center and submit the required documents to DCEO. Jim Andreoni motioned to authorize the One Stop Certification Review Team to act on behalf of NCI Works in certifying the One Stop Center and submitting the documentation to DCEO. Motion was seconded by Dr. Jerry Corcoran. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Andreoni	X		Rhonda Krueger	X	
Dave Argubright			Rob Lentz		
Ed Bochniak	X		Kevin Lindeman		
Mary Boogemans			Terry McGuire		
Linda Burt	X		Andy Mills		
Debbie Clausen			Kris Noble		
Dr. Jerry Corcoran	X		Dan Payette	X	
Marcia Derrer			Tom Pigati	X	
Sara Escatel			Kevin Reibel	X	
Abby Farrell	X		Cary Robbins		
Dan Fitzgerald			Len Saunders		
Carrie Folken	X		John Spencer	X	
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham			Teresa Strum	X	
Jill Guynn	X		Gerald Waszkowiak	X	
Patty Head	X		DeAnne White	X	
Linda Hessenberger	X		Robert White		
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones	X		Marcie Wiley		
James Knauf					

Motion carried.

Supportive Service Transportation Policy

Carrie informed members that currently customers for the Adult, Dislocated Worker and Youth programs are paid \$.35 per mile for transportation while our TRADE customers receive the federal rate. BEST, Inc. is recommending to be consistent on all titles for mileage reimbursement be set at the Federal Rate and it will be reviewed prior to each new program year and that rate will be revised based on annual allocation as needed until it is determined that a permanent rate should be established. Carrie said that the current federal mileage reimbursement rate is 57.5. Dr. Jerry Corcoran motioned to accept the recommendation that all customers whether Adult, Dislocated Worker, Youth or Trade be paid the same mileage reimbursement. Motion was seconded by Jim Andreoni. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Andreoni	X		Rhonda Krueger	X	
Dave Argubright			Rob Lentz		
Ed Bochniak	X		Kevin Lindeman		
Mary Boogemans			Terry McGuire		
Linda Burt	X		Andy Mills		
Debbie Clausen			Kris Noble		
Dr. Jerry Corcoran	X		Dan Payette	X	

Marcia Derrer			Tom Pigati	X	
Sara Escatel			Kevin Reibel	X	
Abby Farrell	X		Cary Robbins		
Dan Fitzgerald			Len Saunders		
Carrie Folken	X		John Spencer	X	
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham			Teresa Strum	X	
Jill Guynn	X		Gerald Waszkowiak	X	
Patty Head	X		DeAnne White	X	
Linda Hessenberger	X		Robert White		
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones	X		Marcie Wiley		
James Knauf					

Motion carried.

Procedures to Waive Standing Local Policies During an Emergency Crisis

Pam noted that the approval to Waive Standing Local Policies During an Emergency Crisis was included as an action item under the Consent Agenda (March 24 2020 Executive Committee Meeting Report). She said that what she included with the meeting materials is the procedures that she was asked to prepare. This is being provided as an informational item and no further action is needed.

Opioid Grant Update

Information regarding the Opioid Grant was included on the Agenda. Members had no questions.

Apprenticeship Expansion Grant Update

Pam told members that we were awarded a grant for \$123,000 for the Apprenticeship Expansion Grant. She said that as soon as the Project Manager is hired we can begin to implement the grant.

Success Stories

Pam pointed out that copies of Success Stories were included with the meeting materials.

BEST, Inc. Preparedness Plan Update

Pam informed members that under the Governor's stay at home order, BEST, Inc. staff were given an option to work from home or office or a combination of the two. She told members that plans were in place to reopen and accept customers by appointment only. Honestly, she said that we thought we had a good plan until staff recently participated in a webinar where they addressed compliance, liability and reporting. The information was very informational and eye opening. Discussion was held and members asked for a copy of the power point presentation. Pam said that she would send it out to all members in the morning.

Jim asked how the state was going to handle performance measures and obligations. Pam told members that we are hoping that the Department of Labor will provide us waivers or hold harmless. She said that based on projections staff feel comfortable that we will be meet the expenditure obligations for PY 19, however, we need to wait to see where we are on June 20. Pam said that

Dianna has been working with businesses for Incumbent Worker Training so additional obligations are expected. It has been difficult, Pam said with businesses shutting down and our customers are not able to work. Annette then explained if obligations and expenditures were not met how the State would take back the funding that was not spent.

Chair Comments

On behalf of NCI Works, Linda congratulated Sara Escatel for being named the Adult Education Administrator of the Year Award and for Carrie Folken for being named as the new Executive Director for BEST, Inc. / NCI Works.

Linda then bid farewell to Pam and thanked her for her many years of leadership as Executive Director of BEST, Inc. and NCI Works. Other members chimed in with congratulatory wishes for Pam as she starts her retirement on May 29 after serving for 46 years in the workforce development. Pam was then presented with a token of appreciation. Pam then thanked members for their continued support and said that the NCI Works members are the best and said that she believes they will continue to do a heck of a job.

Next Meeting

Linda informed members that the next meeting will be July 28, 2020. At this time, the format of the meeting is undetermined, but members will be notified closer to the date.

Public Comments / Recognition of Guests

None

Adjournment

With there being no further business, Linda Burt motioned to adjourn. Motion was seconded by Dr. Jerry Corcoran. Meeting adjourned at 6:06 p.m.

Jo Ann Johnson

Approved by:

Patty Head
Secretary