

**MEETING OF THE
Board of Directors and Chief Elected Officials
Of
Northern Illinois Workforce Alliance**
(The Workforce Board serving Boone, Winnebago and Stephenson Counties)
Tuesday, March 1, 2016
RMAP Regional Design Center, 315 N. Main Street
Rockford, IL 61101

- I. Board Meeting Call to Order:** Karen Brown called the NIWA Board of Directors to order at 8:06 a.m.
CEO Meeting Call to Order: Jim Ryan of the City of Rockford called the Chief Elected Officials meeting to order at 8:06 a.m.

- II. Board Members Present (21):** Karen Brown, Linda Campos, Michelle Cassaro, Gary Evans, Jarid Funderburg, Dr. Daniel Grohens, Brian Halsted, Greg Harle, June Hazzard, Tim Hood, Beverly Long, Brad Long, Mike Mastroianni, Michael Nicholas, Amy Ott, Frank Rotello, Amanda Smith, Craig Steege, Mark Stefanic, Kimberly Wichman, Dave Young.

CEOs Present (4): Jim Ryan/Mayor Morrissey (City of Rockford), Chairman Bob Walberg (Boone County), Chairman William Hadley (Stephenson County), Dave Peterson (Winnebago County)

Guests and Partner Staff Present: Tom Austin, Darcy Bucholz, Cathy Cornelius, Pamela Fettes, Kim Haley, Jeff Hefty, Amy Heilman, Valerie Johnson, Robert Jones Jr., John Strandin, Ken Terrenoni, Dan White, Michael Williams.

- III. Approval of Consent Agenda:**
- a. NIWA/CEO Meeting Minutes (12/01/2015)
 - b. Youth Council Report
 - Youth Follow-Up Policy
 - c. Employer and Public Engagement Committee Report
 - Contract for Business Services Implementation
 - Incumbent Worker Policy
 - Communications and Branding Policy

Board Motion:	Halsted	Second:	Stefanic	Approved
CEO Motion:	Hadley	Second:	Peterson	Approved

IV. Finance Committee:

- a. Financial Reports (January 2016)**
- | | | | |
|----------------------|---------------|----------------------------|-----------------|
| Board Motion: | Hood | Second: Mastroianni | Approved |
| CEO Motion: | Hadley | Second: Peterson | Approved |

b. Budget Modification

A budget modification was approved by the Finance Committee. The budget modification incorporates actual allocations and actual carryover funds along with any changes to other grants into the original budget.

Board Motion:	Committee	Second: Stefanic	Approved
CEO Motion:	Committee	Second: Peterson	Approved

c. Contract for Regional Planning Services

The board was asked to authorize a contract with the Economic Development District of Northern Illinois (EDDNI) in an amount not to exceed \$20,500 to compile information, develop an outline, and write a 4-year Regional Workforce Innovation and Opportunity Act

(WIOA) Plan for the Northern Stateline Economic Development Region (Boone, Winnebago, Stephenson, and Ogle Counties) and assist with the development of a Local Plan. The Plans must be available for Public Comment during the month of May 2016 and finalized by June 30, 2016. The funds for this contract are available in the approved budget in the professional services line item.

Board Motion: Committee Second: Stefanie Approved
CEO Motion: Hadley Second: Ryan Approved
Chairman Walberg (Boone County) and Dave Peterson (Winnebago County) Abstained

d. Policy for Payment of Profit

Approve the Policy of Payment of Profit under Contract with For-Profit Organizations in the event a For-Profit Organization elects to propose or bid for an award of grant funding through the Northern Illinois Workforce Alliance, a policy determining the payment of profit to the for-profit organization(s) is necessary. The Finance Committee has reviewed the policy and recommends the maximum percentage of profit to be negotiated is seven percent (7%) of expenditures, excluding “pass through” funds such as supportive services, paid work experience, on the job training, etc. The policy provides specific procedures in establishing benchmarks that will be standard across all contractors performing the same scope of services, reporting, and payment provisions.

The Board members discussed adding the flexibility to exceed 7% with Board approval.

Motion to approve policy with amendment to exceed 7% to a maximum of 9%
Board Motion: Harle Second: Long Approved
CEO Motion: Hadley Second: Peterson Approved

V. NIWA By-Law Amendments

Approve the amendments to the Northern Illinois Workforce Alliance By-Laws. Amendments include:

- Edits to remove Workforce Investment Act (WIA) references and include WIOA language;
- Address the use of technology as an opportunity for meeting participation;
- Identify committees, as recommended in WIOA;
- Address the new Board composition requirements and number of members; and
- Identify the “Local Grant Recipient” as indemnified and additionally insured.

Board Motion: Long Second: Hood Approved
CEO Motion: Walberg Second: Hadley Approved

VI. NIWA Policy Meetings Via Electronic Means

Approve the Policy on Meetings Via Electronic Means. The policy provides rules and procedures for the meetings of NIWA’s Board and committees to be attended by members via audio or video conference under certain circumstances in compliance with the Open Meetings Act in order to make meetings more accessible to all Board members and committee members and to improve attendance and participation at all meetings of the Board and its committees.

Motion to send back to the Executive Committee for additional work:

Board Motion: Long Second: Steege Approved
CEO Motion: Hadley Second: Walberg Approved

VII. WIOA Transition Update

- a. **Regional Planning Update**-The Regional Planning Team, comprised of approximately 35 people, has been meeting on a regular basis and have just returned from Springfield where they met with the State and consultants from Maher & Maher to work on this project. They have been examining local market data and have come up with four (4) areas of focus for our Economic Development Region. Our Economic Development

Region covers Boone, Stephenson, Winnebago and Ogle counties. Those areas are Foods Manufacturing, Healthcare, Transportation and Logistics. There will also be a focus on IT skills to support the other areas. The Regional Plan will act as an umbrella that lays out the strategies for our region. Then the Local Workforce Areas will develop a Local Plan that outlines the action steps to implement the strategies of the Regional Plan. Our Economic Development Region has LWA3 and LWA4 so we will have 2 local plans. The local plan for LWA3 will cover Boone, Stephenson and Winnebago counties and the local plan for LWA4 will cover Ogle County. All plans must be drafted by April 30th and open for public comment during the month of May. Final Board/CEO approval will be at June meeting.

- b. **Customer Focus Groups & Key Informant Interviews**-Darcy presented the results of the Focus Groups of job seeking customers that was done by Karen Lytwyn.
- c. **The Workforce Connection Mapping Presentation**-Al Softley was contracted to do a mapping project of the public workforce system which includes 16-17 programs and he presented his results.

VIII. Member Comments: Brad Long shared that there will be a Building Trades Outreach Career Expo from April 4th-7th, 2016 and there will be an after-hours event to learn about opportunities in the building trades and the Carpenters Training Center for which all Board Members and CEOs are invited.

IX. Public Comment: Mike Williams wanted to reflect on the presentation that Al Softley just made and hopes that we do not widgetize customers and there are opportunities for all agencies to look at the big picture and work toward a common goal and right now we are still all separate. We need to look at individuals holistically and treat them and their families and work toward moving them toward self-sufficiency.

X. Adjournment: The meeting was adjourned at 10:01 am.

Respectfully submitted,

Cathy Cornelius

Date: April 26, 2016

Included in Meeting Packet
NIWA Meeting Minutes (12/01/2015)
CEO Meeting Minutes (12/01/2015)
Financial Reports January 2016
Program Year 2015 Budget Modification
Contract for Regional Planning Services (Action Form)
Policy for Payment of Profit (Action Form)
NIWA By-Law Amendments (Action Form)
NIWA Policy Meetings Via Electron Means (Action Form)