

**Chief Elected Officials
Meeting Minutes
Monday, June 26, 2017**

The Chief Elected Officials meeting was called to order at 7:07 p.m. by Chairman Kim Gouker.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Steve Malavolti		X
James Duffy			Kevin Reibel	X	
Randy Freeman		X	Ron Smith		
Kim Gouker	X		Jim Wentling		X

PROXY: James Duffy proxy to Kim Gouker, Ron Smith proxy to Kevin Reibel

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson

Approval of Meeting Minutes

Kevin Reibel motioned to approve the March 20, 2017 Meeting Minutes. Motion was seconded by Robert Albrecht and carried.

Business Meeting

One Stop Operator Agreement & Single Entity-Multiple Roles Agreement

Pam referred members to the One Stop Operator Agreement that was included with the meeting materials. She told members that this is a legally binding agreement between the Chief Elected Officials, NCI Works (local Workforce Board for Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam and Whiteside Counties), and the One Stop Operator Consortium. Pam told members that the Agreement outlines the roles and responsibilities of each party. She said that the roles and responsibilities were also listed in the Request for Proposal from the One Stop Operator during the procurement process. Pam commented that since the One Stop Operators is a consortium of partner agencies, all their costs are provided as in-kind and no payment needs to be made. She told members that some areas did hire a private entity to performance these responsibilities. Referring to Section IV of the Agreement (NCI Works and Chief Elected Officials Commitments and Responsibilities), Pam commented that information was taken from the NCI Works Bylaws. Pam continued by saying that the One Stop Operators will provide reports, data, information, etc. as requested and/or required by the NCI Works Oversight Committee, NCI Works and/or the Chief Elected Officials. Robert asked if the Agreement could be amended if needed. Pam responded that the Agreement can be modified by giving written notice.

Referring to the Single Entity-Multiple Roles Agreement, Pam told members that this document was developed by a consultant, Melanie Arthur. Pam commented that Melanie included information in the Agreement that summarizes the separation of duties and staff for key areas in each role. She said that the Table could be found on Page 2 of the Agreement. Pam told members that the One Stop Operators will need to disclose any potential conflicts of interest and recuse themselves from discussion and voting on matters that affect their role as a One Stop Operator as well as matters that affect their individual agency.

Robert Albrecht motioned to approve the One Stop Operator Agreement. Motion was seconded by Kevin Reibel and carried.

Robert Albrecht motioned to approve the Written Agreement for A Single Entity Performing Multiple Roles. Motion was seconded by Kevin Reibel and carried.

One Stop Operator Procurement Attestation

Pam informed members that under WIOA the One Stop Operator has to be competitively selected. Back in January, Pam said that the Chief Elected Officials and NCI Works Executive Committee contracted with a consultant to write a Request for Proposal so that BEST, Inc. was not a part of the process. She told members that another NCI Works Board Member handled the releasing of the Request for Proposal and accepted all bids that were received in response to the solicitation. Pam said that the One Stop Operator Procurement Attestation has a series of questions to confirm that BEST, Inc. complied with the rules, regulations, and policies for competitively selecting the Operator. Referring to Page 3, number 5 of the document, Pam stated that North Central IL Council of Governments (NCICG) will be added as they were one of the outside entities that conducted the procurement process. Kevin Reibel motioned to approve the One Stop Operator Procurement Attestation as corrected. Motion was seconded by Robert Albrecht and carried.

One Stop Center Certification

Pam informed members that the One Stop Center Certification Team completed a desk audit and tour of the One Stop Center in Ottawa. Pam told members that no action was required by the Chief Elected Officials.

PY 2017 Memorandum of Understanding

Referring to the Memorandum of Understanding (MOU), Pam told members that this document should now be final. She reminded members that the MOU consisted of a Programs and Services section that she was responsible for coordinating and the Budget section that Kathy

negotiated along with all of the Partners. Pam told members that the IL Department of Employment Security required some language changes since the document was approved previously. Kevin Reibel motioned to approve the MOU. Motion was seconded by Robert Albrecht and carried.

PY 17 Budget

Kathy informed members that DCEO now requires 104 spreadsheets to be completed as part of the budgeting process. She told members that instead of printing out the entire budget spreadsheets she will email them to all members. Referring members to the WIOA Program Funding handout, Kathy reviewed the PY 17 allocation for members. Kathy said that the last page of the handout includes WIOA Program Cumulative Registrants for PY 17. She said that Carrie and Dianna completed this information. Robert Albrecht motioned to approve the PY 17 Budget. Motion was seconded by Kevin Reibel and carried.

NCI Works Appointments

Pam presented three nominations to NCI Works. She told members Tim Farraher (Carroll County) and Jennifer Robbins (Jo Daviess County) resigned from NCI Works. Pam said that although Andrew Mills and Marcie Wiley are both from Carroll County, the CEO Bylaws allows for an individual from another county to be appointed to fill that vacancy. Pam told members that she has been in contact with Ron Smith about recruiting an individual for NCI Works that may be able to refill a vacancy from another county. Pam also stated that a resignation was recently received from Putnam County and has been in contact with Steve Malavolti about refilling that position. Pam informed members that Marcia Derrer is with the Northwestern IL Community Action Agency replacing Beth Murphy (Experience Works). Kathy commented that Marcia was on the Workforce Board LWA #4 prior to the merge. Robert Albrecht motioned to appoint Andrew Mills, Marcie Wiley and Marcia Derrer to NCI Works. Motion was seconded by Kevin Reibel and carried.

Other Business

Pam requested to attend the respective County Board Meetings during the month of August for the Workforce Development Week Presentations. Members agreed.

Public Comments

None

Adjournment

With there being no further business, Kevin Reibel motioned to adjourn. Motion was seconded by Robert Albrecht and carried. Meeting adjourned at 7:38 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in blue ink that reads "Kevin Reibel". The signature is written in a cursive style with a prominent initial "K".

Kevin Reibel
CEO Secretary