

**Chief Elected Officials
Meeting Minutes
Monday, February 27, 2017**

The Chief Elected Officials meeting was called to order at 7:35 p.m. by Vice-Chairman Kim Gouker.

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

PROXY: Jim Wentling to Marilyn Shippert

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

Approval of Meeting Minutes

Kevin Reibel motioned to approve the October 24, 2016 Meeting Minutes. Motion was seconded by Ron Smith and carried.

Business Meeting

Review & Approval of the Local Plan & Regional Plan

Pam informed members that copies of the revised Local Plan & Regional Plan was included with the meeting materials. She told members that these Plans are due to DCEO on April 15 with a 30-day comment period commencing on March 15. Although these plans are not effective until July 1, 2017, Pam stated that in order to meet the deadline for the 30-day comment period and submission to DCEO staff are asking for CEO Approval tonight. She noted that the NCI Works Executive Committee approved these plans on behalf of the NCI Works Board. Pam told members that most of the changes to the Plans required an elaboration of the applicable sections. She stated that the changes were identified with red text. After review of the documents, Kevin Reibel motioned to approve the Local Plan and Regional Plan as presented. Motion was seconded by Steve Malavolti and carried.

Review & Approval of the Memorandum of Understanding

Pam reminded members that the Memorandum of Understanding (MOU) has 2 different components. There is the programs and services component as well as the budget section. The programs and services section, Pam said, is an agreement between the partners listed on the first two pages of the MOU which outlines how the services and programs will be delivered in the local workforce area. Again, Pam stated that the changes to the MOU were elaborations of what was presented in the original document.

Kathy informed members that the budget will include all of the one stop system costs. Kathy told members that the NCI Works Executive Committee agreed to release a Request for Proposal to negotiate

the costs. The first meeting is scheduled for Tuesday, February 28. Kathy pointed out that staff are required to have a total of 3 meetings at least 2 weeks apart in order for all of the partners to review the budgets that are due to DCEO on April 15. Kathy requested that the CEOs concur with the NCI Works Executive Committee's approval to utilize an outside firm to conduct budget negotiations for the one stop system costs. She told members that the firm that was selected to conduct the budget negotiations this year was less than the previous years. The cost, she said is \$3,380.00. Kathy informed members that she did not have a budget to present for their review and approval and asked how they wanted to proceed. During discussion, it was noted that the MOU, inclusive of the budget, had to be signed by each Chief Elected Official. After discussion, it was agreed that the Chief Elected Officials would meet on Monday, March 20, 2017, 5:30 p.m. at the Fiscal Office in Dixon.

Kevin Reibel motioned to approve the Programs and Services component of the MOU as presented. Motion was seconded by Robert Albrecht and carried.

MOU Budget Negotiation Contract

As stated earlier, Kathy informed members that the NCI Works Executive Committee authorized the release of a Request for Proposal (RFP) for an individual or company to provide Cost Negotiations for this year's One Stop Center. Kathy told members that the RFP was issued and based on the rating results, Workforce Enterprises Services was selected at a cost of \$3,860.00. Kathy asked members for authority to enter into a contract with Workforce Enterprise Services for \$3,860. Jim Duffy asked Kathy who rated the proposals. Kathy responded that she, another staff person and the co-chair of NCI Works rated the proposals. Jim then asked if an attorney reviews the contracts before they are signed. Kathy responded that the vendor has conditions and assurances to sign and a risk assessment is done before initiating contracts. Kathy explained that BEST, Inc. uses a boiler plate contract that is about 7 pages in length. Part of the contract is the Scope of Work which is provided in the proposal. Members then discussed the importance of having an attorney look over any legal documents. Ron said that he could ask Jo Daviess County Assistant State's Attorney to look over the document. Jim commented that he may be able to have someone in his States Attorney's Office do that as well. Kathy was asked to email the boiler plate contract to Ron first thing on Tuesday morning. Jim Duffy motioned to enter into a contract with Workforce Enterprises Services subject to the review of the attorney. Motion was seconded by Randy Freeman and carried.

Special National Emergency Grants Contracts

Kathy informed members that 2 Special National Emergency Grants were received totaling \$95,148. She said that one grant is conduct a Community Audit – Underemployed Study and the other is for a Process Mapping Project. The majority of these grant funds will go to the 2 contractors that were selected for the projects. Kathy said that Thomas P. Miller & Associates was selected to contact the Community Audit-Underemployed Study and Workforce Enterprise Services was selected for the Process Mapping project. Jim Duffy motioned to enter into contracts, subject to review of an attorney, with Thomas P. Miller & Associates and Workforce Enterprise Services. Motion was seconded by

Robert Albrecht and carried. Pam asked if these projects could start prior to the contract being signed. Jim responded that the projects cannot start until the attorney says so. Motion carried.

Request to Release a Request for Quote/Request for Proposal for Cyber Testing

Kathy told members that the HR Committee is in the process of working on some Internet Security and Password Protection Policies for the agency. She recommended that once the policies are adopted that a Request for Proposal be released for Cyber Testing of all systems used by BEST, Inc. Kathy told members that staff has some work to do before the RFPs can be released. Jim Duffy motioned to authorize the release of the Cyber Testing RFP. Motion was seconded by Steve Malavolti and carried.

Election of Officers

Randy Freeman motioned to nominate Kim Gouker, Chair; Jim Duffy, Vice-Chair; and Kevin Reibel, Secretary. Motion was seconded by Marilyn Shippert and carried.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Steve Malavolti and carried. Meeting adjourned at 8:05 p.m.

Jo Ann Johnson

Approved by:

Kevin Reibel
Secretary