

**LWIA #4 CHIEF ELECTED OFFICIALS
MEETING MINUTES
July 29, 2013**

The Chief Elected Officials Meeting was called to order at 7:35 p.m. by Chairman Rick Ketchum. Roll call was taken.

MEMBERS PRESENT: James Duffy (Whiteside County Board Chairman), Kim Gouker (Ogle County Board Chairman), Rick Ketchum (Lee County Board Chairman), Joe Panzica (LaSalle County Board), Kevin Reibel (Carroll County Board Chairman), Ron Smith (Jo Daviess County Board Chairman), Gilbert Tonozzi (Putnam County Board Representative)

MEMBERS ABSENT: Robert Albrecht (Bureau County Board Representative)

OTHERS PRESENT: Pam Furlan (Executive Director, Business Employment Skills Team, Inc.), Kathy Day (Director, Partners for Employment), Jo Ann Johnson (Administrative Assistant, Business Employment Skills Team, Inc.)

Approval of Minutes

Joe Panzica motioned to approve the May 7, 2013 Meeting Minutes as submitted. Motion was seconded by Jim Duffy and carried.

New Business

Approval of PY 13 Performance Standards

Kathy informed members that a copy of the negotiated Performance Standards for PY 13 was enclosed with the meeting materials. She said that the Performance Standards were negotiated with the State of Illinois Department of Commerce & Economic Opportunity and become part of the Plan. Kathy noted that if Performance Standards are not met the IL Department of Commerce & Economic Opportunity would provide technical assistance. She said that if the local workforce area would continue to not meet the Performance Standards then a reorganization would be done of the local Workforce Area. However, Kathy stated that either the former Local Workforce Area #4 or Local Workforce Area #12 did not have any difficulty in meeting the negotiated Performance Standards. Kevin Reibel motioned to approve the PY 13 Performance Standards as presented. Motion was seconded by Ron Smith and carried.

Review and Approval of Youth Providers

Pam informed members that Request for Proposals were solicited to providers to operate a youth project during Program Year 2013. Pam said that in the past, these projects would be reviewed and acted on by the Youth Council, then the NCI Works and finally the Chief Elected Officials. Since the Youth Council is not established, Pam said that the NCI Works voted to approve the 5 programs (LaSalle

County Regional Office of Education, Streator Township High School, Bureau/Henry/Stark Regional Office of Education, Kishwaukee College and Whiteside County Regional Office of Education) submitted pending contract negotiations and are now being presented to the Chief Elected Officials for their approval. Pam provided an overview of the projects and referred members to the evaluation summary that was included with the meeting materials. Joe Panzica motioned to approve the 5 Youth Projects for Program Year 2013 pending contract negotiations. Motion was seconded by Gilbert Tonozzi. Members discussed the projects and the impact they will have on the youth in the area. Kathy told members that staff will be contacting youth agencies in the areas where a project was not submitted so that services are available to youth in each respective area. With there being no additional discussion, Motion carried.

Review and Approval of PY 13 Plan Modification

Pam provided members with an overview of the 5-year Plan. She said that the plan is modified on an annual basis and is submitted to the IL Dept. of Commerce & Economic Opportunity by the Chief Elected Officials in partnership with the Northwest Central IL Works (NCI Works). Jim Duffy motioned to approve the PY 13 Plan as presented. Motion was seconded by Kim Gouker. Pam disseminated a handout entitled "Issues of Note for Approval by Chief Elected Officials" (attached) and highlighted appropriate sections for members. Jim Duffy asked for information about the procurement policy. Pam stated that all purchases are procured and records are kept for each purchase. She said that some of the larger purchases (i.e. computers) do need the approval of the BEST, Inc. Board of Directors. However, most purchases only require the approval of the Executive Director. Jo Ann was asked to provide members with a copy of a procurement packet as a sample to show members. With there being no further discussion regarding the PY 13 Plan, motion was carried.

Review and Approval of Summer Youth Employment Program

Kathy Day informed members that Local Workforce Investment Area #4 was awarded \$240,000 to administer a summer youth employment program. She said that the grant will fund 75-80 youth in work experience opportunities from July 1 through August 31 at an average of 30 hours per week for \$9.00 per hour. Referring to a handout that was enclosed with the meeting materials, Kathy provided a breakdown of the youth to be served by county. She continued by providing members with an overview of the eligibility requirements for this program and highlighted some of the worksites that will be participating. Kathy said that as of Friday (August 2) there would be 35 youth working. With there being no further discussion, Joe Panzica motioned to approve the Summer Youth Employment Program as presented. Motion was seconded by Kevin Reibel and carried.

Workforce Investment Board (WIB) Appointment

Jim Duffy motioned to appoint Kevin Reibel to the NCI Works representing the Chief Elected Officials. Motion was seconded by Ron Smith and carried.

Youth Council Appointments

No action was needed at this time.

Other Business

Pam clarified that Chief Elected Officials will receive copies of all meeting notices and materials for the NCI Works, committees and Youth Council. She said that this information will be sent to them under separate cover and will not be part of the original email that is sent to the NCI Works members.

Kathy informed members that the BEST Office will be moving on July 31 from Rochelle to the Rock River Center in Oregon.

Public Comments

None

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Kevin Reibel and carried. Meeting adjourned at 8:30 p.m.

Jo Ann Johnson

Approved by:

Kevin Reibel, Secretary
Chief Elected Officials