

**BUSINESS EMPLOYMENT SKILLS TEAM, INC.
CHIEF ELECTED OFFICIALS' MEETING MINUTES
December 16, 2013**

The Chief Elected Officials' Special Meeting was called to order at 10:16 p.m. by Chairman Rick Ketchum.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Rick Ketchum	X	
James Duffy	X		Joe Panzica	X	
Kim Gouker		X	Kevin Reibel	X	
William Holmes	X		Ron Smith	X	

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

Approval of Meeting Minutes

Joe Panzica motioned to approve the October 28, 2013 Meeting Minutes as submitted. Motion was seconded by Robert Albrecht and carried.

New Business

NCI Works Youth Council Appointments

Pam disseminated a corrected copy of the Youth Composition Summary noting that Kathy Day was omitted from the one that was sent with the meeting materials. Pam informed members that the Youth Council is required by law. Jim Duffy motioned to approve the appointment of the following members to the Youth Council:

Tera Armstrong	Ed Bochniak	James Carlson
Kathy Day	Emlee Dooley	Sally Hanrahan
Linda Hessenberger	Beth Hubbard	Kevin Kleckner
Terry Madsen	Jon Mandrell	Jeannette Maurice
Edna McManus	Mary Stouffer	Teresa Strum

Motion was seconded by William Holmes and carried.

Discussion Regarding Memorandum of Understanding

Pam provided members with an overview of the Memorandum of Understanding (MOU). She explained that the MOU provides the framework for operating the Illinois workNet Centers which are located in Ottawa and Sterling. Pam said that the document outlines how the partnering agencies will work together to serve the constituents of the 8-counties that make up LWIA #4. She said that it defines

what services are available and which of the partnering agencies will provide the service(s). Another part of the document, Pam said, is the Resource Sharing Agreements for each of the Illinois workNet Centers. She explained that partners who are located in the Illinois workNet Centers are responsible for their costs either financially or in-kind. BEST, Inc., Pam said, will pay nothing to the Ottawa Illinois workNet Center since it has contributed its share in-kind. Pam said that she and Kathy will be meeting with the IDES Representative this week to determine the Resource Sharing Agreement for the Sterling Illinois workNet Center.

Pam informed members that the MOU is due to the IL Department of Commerce & Economic Opportunity by December 31, 2013. She said that NCI Works Board granted approval to the One Stop Partner Committee to act on their behalf in reviewing and approving the MOU. Pam asked if the Chief Elected Officials would be willing to give the One Stop Partner Committee the authority to act on their behalf noting that the document would be ratified at the next Chief Elected Officials meeting. Jim Duffy motioned to authorize the One Stop Partner Committee to act on behalf of the Chief Elected Officials in reviewing and approving the MOU. Motion was seconded by Kevin Reibel and carried.

Other Business

Discussion Regarding Request for Information from LWIA #13

Kathy informed members that she received a request for information from one of the Chief Elected Officials in Local Workforce Investment Area #13 (Rock Island, Mercer & Henry Counties). She said that they were gathering information about merging with another area. Kathy said that the information that they requested is public record and she (and Pam) wanted members to know about the request should they hear something in their respective areas. Kathy told members that she does not foresee a merger request coming and knows that Rock Island County does not want to merge with another area.

Public Comments

None

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Ron Smith and carried. Meeting adjourned at 8:35 p.m.

Jo Ann Johnson

Approved by:

Kevin Reibel
Secretary