

**Chief Elected Officials  
(Hybrid) Meeting Minutes  
December 19, 2022**

The Chief Elected Officials meeting was called to order at 7:28 p.m. by Chairman James Duffy. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		X

**OTHERS PRESENT:** Carrie Folken, Jo Ann Johnson, Annette Pace, Joe Payette

Approval of Meeting Minutes

Wayne Reising motioned to approve the October 17, 2022 Meeting Minutes. Motion was seconded by Steve Malavolti. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		

Motion carried.

**Business Meeting**

Election of Officer(s)

Chairman Duffy informed members that the current officers include:

Chairman (James Duffy)  
Vice-Chairman (Kevin Reibel)  
Secretary (Wayne Reising)

Keane Hudson motioned that Jim Duffy remain as Chairman, Chris Flikkema serve as Vice-Chair and Wayne Reising remain as Secretary. With there being no further discussion, a Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		

Motion carried.

Approval to Apply for 1E Grant

Carrie requested approval to apply for a 1E (Rapid Response) Grant to serve individuals that are being affected by recent closures. Steve Malavolti motioned to approval of the Application for a 1E Grant. Motion was seconded by Kerwin Paris. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		

Motion carried.

Approval of Independent Negotiator for Memorandum of Understanding (MOU) for PY 23

Carrie informed members that a Request for Quote was released to interested individuals for an Independent Negotiator for the PY 23 Memorandum of Understanding (MOU). Carrie explained that the MOU document defines how the One Stop System in our Local Workforce Area will operator. The budget, she said, that has to be prepared each year, outlines the costs that each of the partners will contribute to run the One Stop System and more importantly, the One Stop Center that is currently located in Ottawa. Carrie told members that one proposal was received from Jeff Marcella. She said that 6 individuals reviewed and rated his proposal. The summary of the rating was included with the meeting materials. Carrie said that Jeff has done some business in our Local Workforce Area and he is familiar with the MOU and budget process. The agreement, Carrie said, would be for 3 years. Kerwin Paris motioned to approve proposal submitted by Jeff Marcella as the Independent Negotiator for the PY 23 MOU. Motion was seconded by Keane Hudson. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		

Motion carried.

CEO Acknowledgement & Designation Authority

Carrie referred members to the copy of the CEO Acknowledgement & Designation Authority form that was included with the meeting materials. She explained that the Chief Elected Officials for Local Workforce Area #4 are either the respective County Board chairperson or their designee for each of the Counties that comprise Local Workforce Area #4 (Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam and Whiteside). The fiscal agent, Carrie said, is the Business Employment Skills Team, Inc. which was designated by the CEOs. The CEO Acknowledgement and Designation Authority form designates the Co-Chairs and authorizes them to sign payroll checks and correspondence required by the State. This form does require each of the County Board Chairs and their designee to sign. Wayne Reising motioned to proceed with the signatures on the CEO Acknowledgement & Designation Authority form that will confirm that James Duffy and Kathy Enbom are the Co-Chairs for the Business Employment Skills Team Board of Directors along with the support of each of the Chief Elected Officials for LWIA #4. Motion was seconded by Chris Flikkema. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		

Motion carried.

#### Discussion Regarding CEO Bylaw Amendments & Local Workforce Board Representation

Carrie provided an overview of the Chief Elected Officials role in appointing members to the Local Workforce Board (NCI Works). She said that the census data is out of date and asked members for the approval to proceed in updating that information. Carrie said that the CEO Agreement needs to be published for 10 days before considering any changes. She asked that the CEO Agreement amendment be included on the February 27 Agenda. One other point, Carrie said, is that the Agreement allows for 2 representatives of the Chief Elected Officials to serve on NCI Works. Carrie said that Kevin Reibel and Randy Freeman were the Chief Elected Officials that served on NCI Works. She asked members if they wanted to retain representation on the NCI Works Board or if they wanted her to expand her reporting to include more of the NCI Works activities. Members held a discussion regarding NCI Works and the commitment. It was agreed that the CEO Agreement with updated census data will be published so that it can be acted on at the February 27, 2023 Meeting.

#### Request approval for any grant modifications

Carrie requested approval for a Trade Grant Modification that will add Case Management to the current Trade Grant. Wayne Reising motioned to approve the Trade Grant Modification as presented. Motion was seconded by Kerwin Paris. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		

Motion carried.

#### **Other Business**

Jim informed members that the 2023 Meeting Schedule was listed on the Agenda. The next meeting is February 27, 2023 following the BEST, Inc. Board of Director's Meeting.

#### Public Comments


None

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Steven Malavolti. Motion carried. Meeting adjourned at 8:10 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:  
  
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Wayne Reising  
Secretary