

**Chief Elected Officials  
Meeting Minutes  
Monday, April 25, 2016**

The Chief Elected Officials meeting was called to order at 7:47 p.m. by Chairman Rick Ketchum.

| <b>Name</b>     | <b>Present</b> | <b>Absent</b> | <b>Name</b>     | <b>Present</b> | <b>Absent</b> |
|-----------------|----------------|---------------|-----------------|----------------|---------------|
| Robert Albrecht | X              |               | Rick Ketchum    | X              |               |
| James Duffy     | X              |               | Steve Malavolti | X              |               |
| Randy Freeman   | X              |               | Kevin Reibel    |                | X             |
| Kim Gouker      | X              |               | Ron Smith       | X              |               |

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

Approval of Meeting Minutes

Jim Duffy motioned to approve the February 22, 2016 Meeting Minutes as submitted. Motion was seconded by Randy Freeman and carried.

Review & Approval of the Memorandum of Understanding

Pam told members that the Memorandum of Understanding (MOU) is a two-part document that explains the delivery of services and the systems costs in the operation of the local workforce system. Pam stated that she coordinated the meetings for the programs and services section while Carrie Folken negotiated the services on behalf of BEST, Inc. Pam stated that a neutral party coordinated the system costs side of the document while Kathy Day negotiated the budget for BEST, Inc.

Referring to the document, Pam pointed out that the first few pages identify the partners that were part of the development of the MOU. She said that these individuals were part of the series of meetings and/or conference calls that helped identify how their respective programs and services were going to be a part of the One Stop System.

Pam also referred members to the Matrixes in the MOU noting they list the Partners and the services available at the Local Comprehensive One Stop Center. Pam reminded members that in Local Workforce Area #4, the IL Department of Employment Security will only support one Comprehensive One Stop Center and it was determined to be in Ottawa. The Sterling Office, she said, will be considered as an Affiliate. Pam stated that all of the Partners listed on the MOU will be contributing towards the cost of the One Stop Center.

Pam told members that the Chief Elected Officials and Local Workforce Board has to submit the MOU to the State by April 30. She said that the NCI Works Executive Committee will be meeting tomorrow to take action on the MOU.

Kathy then presented the Shared Cost information for the One Stop Center. She told members that one of the Partners has questioned the facility costs for the Ottawa One Stop Center. The Partner, Kathy said, represents a state agency and is housed in the same building as the IL Department of Employment Security. Referring to the budget Kathy disseminated, she told members that the costs being questioned are for the cleaning services. The Partner, Kathy said, was under the impression that their cleaning services costs were included in the rent. Kathy told members that Central Management Services (CMS) is confirming these costs. Should the costs for the cleaning services be part of the Partner's rent, then the budget, Kathy said, would be reduced by \$18,000 and all other Partner's costs would be reduced. Kathy said that there is no indication that the costs will go up, only down. Kathy told members that all Partners agreed that if they are onsite they would help with the facilities costs and everyone would be responsible for the system costs that are included on the last page of the Shared Costs Budget. After discussion, Jim Duffy motioned to conditionally approve the Shared Costs Budget subject to answers received by CMS. Motion was seconded by Steve Malavolti and carried.

#### Review & Approval of the PY 16 Local Plan

Pam then provided an overview of the PY 16 Local Plan. She told members that the Local Plan covers the 8 counties comprised of Local Workforce Area #4. Pam noted that the Local Plan was put together by basically the same individuals who developed the MOU. The Plan, she said, provides an overview of how services will be coordinated, referral of customers and business initiatives. Pam stated that she will be including more initiatives with economic development in the final document.

After discussion, Robert Albrecht motioned to approve the PY 16 Local Plan for public comment. Motion was seconded by Kim Gouker and carried.

#### Review & Approval of the Regional Plans

Pam then provided a review of the Regional Plans. Pam disseminated some replacement pages that were submitted by Northern Stateline Region Economic Development Region (EDR #5). She told members that the handout replaces the first two pages that were originally submitted.

Referring to the Plan submitted by Northwest Region Economic Development Region (EDR #6), Pam stated that the first section provides some good demographics and labor market information. Pam informed members that Chapter Two of the Northwest Region Economic Development Region Plan is an outline and framework of the services that will be provided to the customers. Chapter Three, Pam said, will define the vision, goals and strategies of the 10-county economic development region.

Pam informed members that one of the plan writers from the Northern Stateline Region has asked for some input from our staff and that is being provided so she can complete Chapter 3 of that Regional Plan. Pam said that the Regional Plans development is a work in progress. The 30-day Public Review Comment period started May 2. After the review period, Pam said that staff will have 15 days to finalize the Plan and submit it to the IL Department of Commerce by July 1. Pam stated that members will receive a copy of the final Local and Regional Plans.

With there being no questions, Jim Duffy motioned to approve the Regional Plans as presented. Motion was seconded by Randy Freeman and carried.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Robert Albrecht motioned to adjourn. Motion was seconded by Ron Smith and carried. Meeting adjourned at 8:15 p.m.

Jo Ann Johnson

Approved by:

Kevin Reibel  
Secretary

Approved June 6, 2016