

**Chief Elected Officials
Meeting Minutes
Thursday, January 7, 2016**

The Chief Elected Officials meeting was called to order at 9:15 p.m. by Chairman Rick Ketchum.

Name	Present	Absent	Name	Present	Absent
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 October 26, 2015 Meeting Minutes as presented. Motion was seconded by Kevin Reibel and carried.

New Business

Review/Approval of Revised NCI Works Bylaws

Pam informed members that the Chief Elected Officials and NCI Works approved the WIB/CEO Agreement and Bylaws in separate documents. She told members that the Department of Commerce & Economic Opportunities requires that the information in the WIB/CEO Agreement must be incorporated into the Bylaws. Therefore, Pam presented a revised copy of the NCI Works Bylaws for members' consideration. Ron Smith motioned to approve the NCI Works Bylaws as presented. Motion was seconded by Jim Duffy and carried.

Other Business

Kathy informed members that staff will be applying for some additional trade applications within the next week. She said that the current Trade grant will not meet needs of potential enrollees. Kathy said that she is anticipating applying for a \$400,000 grant. Although this process for did not require any formal action, members voiced their consensus for Kathy to apply for the grant.

Jim Duffy started discussion regarding the Memorandum of Understanding (MOU) negotiation that was discussed during the training session prior to the BEST Board and CEO Meetings. Pam told members that she recently found out the names of the individuals responsible for negotiating the MOU for the Partners. She said that now that the names are available, a meeting will be convened and the process to develop the MOU can begin. Pam told members that if the members of NCI Works agree, Carrie Folken will be responsible for negotiating the MOU on behalf of BEST, Inc. and Kathy Day will be responsible

for negotiating cost. Kathy informed members that she is part of the Governance Group at the state level and they have developed MOU templates. Jim asked about the costs involved for the One Stop Centers. Pam responded that the IL Department of Employment Security does not consider the office in Sterling as a comprehensive One Stop because not all of the partners are involved. Whereby, the Ottawa office, Pam said, does have all of the partners contributing in some form to the One Stop System. Jim then asked about procurement of the One Stop Operator. Pam responded that NCI Works, as the local Workforce Board, would be responsible for letting out the Request for Proposal for the One Stop Operator. She state that the CEOs would need to be in agreement with the Workforce Board. Pam said that the specifications for the One Stop Operator are not yet available. Kathy stated that the state has secured some samples of One Stop Operator Request for Proposals that may be used as a template.

Kathy also told members that the cost allocation plan that is part of the MOU was originally due by the end of February but it has been extended.

Public Comments

None

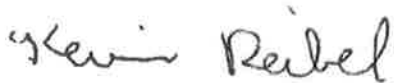
Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Ron Smith and carried. Meeting adjourned at 7:52 p.m.



Jo Ann Johnson

Approved by:



Kevin Reibel
Secretary