



## Illinois Workforce Innovation Board

Bruce Rauner, Governor

James M. Schultz, Co-Chair  
John Rico, Co-Chair

Illinois Community College Board  
401 East Capitol Avenue  
Second Floor Conference Room  
Springfield, IL 62701  
September 17, 2015

### IWIB Welcome/Roll Call

The meeting was called to order at 1:03 p.m. Roll call was taken and a quorum was present.

**Present:** John Rico, Tom Ashby, Michael Conley, Julie Courtney, Elizabeth Dickson, Dr. Karen Hunter-Anderson, Jennifer Foster, Michael Massie, Marlon McClinton, Sandeep Nain, Barbara Oilschlager, Terri Payne, Eloy Salazar, Margi Schiemann, Mike Williams

**Present by Proxy:** James Schultz (Heidi Brown-McCreery), Dr. James Applegate (Nina Tangman), Hugo Chaviano (Chris Wieneke), Michel Perry (Frank Prochaska), Kris Smith (Louis Hamer), Tony Smith (Dora Welker), Gary Swango (Kristen Kubson), Michael Uremovich (Sharon Holder), Thomas Wendorf (John Mayolt), Diane Williams (Ethel Muhammad)

**Absent:** Henry Beards, Jim Dimas, Scott Frick, Honorable Esther Golar, Alicia Martin, Angela Mason, Jeff Mays, Janet Payne, Tom Prinske, Juan Salgado, Larry Walsh, Grover Webb, Sylvia Wetzell, Terry Wilkerson

### Approval of June 18, 2015 Minutes

Co-Chair John Rico requested the board members to review the June 18, 2015 minutes as provided in the meeting packet. Mr. Tom Ashby made a motion to approve the minutes as presented; Ms. Barb Oilschlager seconded the motion. The motion passed.

### Welcoming Remarks

Co-Chair Rico welcomed the board members and introduced Chair Director Shultz's proxy, Heidi Brown-McCreery, who is the Chief of Staff for the Department of Commerce and Economic Opportunity (Department of Commerce). Additionally, he introduced Ms. Jennifer Foster, the Deputy Director for Adult Education and Workforce, State Illinois High School

Equivalency Administrator at the Illinois Community College Board. He stated that Ms. Angela Mason, Associate Vice President of Urban Agriculture/Windy City Harvest at Chicago Botanic Garden was unable to attend the meeting and looks forward to her participation in the near future.

Co-chair Rico briefly provided an overview of the agenda which included: an update on the ongoing efforts to manage and implement the new workforce development framework of the Workforce Innovation and Opportunities Act (WIOA); an update on the progress made under the Workforce Data Quality Initiative (WDQI), a project in which Illinois received federal funding to support the development or enhancements of the longitudinal administrative databases that integrate workforce data and education data; a presentation with regard to the workforce development within the energy sector; and a discussion regarding a proposed revision to state and local board names, as well as, a discussion regarding future board meeting logistics and meeting schedule.

Co-chair Rico requested Mrs. Brown-McCreery to address the board members. Mrs. Brown-McCreery stated that Chair Director Shultz was currently on a business trip to meet with Asian officials regarding workforce development and she would be providing a report of the board meeting to him on his return. She thanked the Illinois Community College Board and Dr. Hunter-Anderson for hosting the September board meeting.

Mrs. Brown-McCreery mentioned that, as a result of the passage of Public Act 99-0409 in August, Department of Commerce was given the authority to release funds for current program year WIOA programs at the local level through the Federal Workforce Training Fund.

Mrs. Brown-McCreery mentioned the participation of many Illinois workforce leaders including a number of business representatives from the Illinois Workforce Development Board (IWDB) at the “Talent Pipeline Policy Academy Meeting,” which was held in late June. The National Governors Association Center for Best Practices convened stated officials from fourteen selected states to participate in the NGA policy academy which focused on aligning the education and training pipeline to the needs of the economy. The meeting provided an opportunity for state teams to work together to reform state action plans and budgets and incorporate strategies learned from peer states.

Co-Chair Rico acknowledged Ms. Kathy Schwab, Department of Commerce staff to the IWIB. He reminded members this was her last meeting in her current capacity as she is retiring from state service the end of November. He praised her for her professionalism and all her hard work and efforts over the years. He stated she would be greatly missed and wished her well.

Deputy Director Rodriguez also acknowledged Ms. Schwab. He stated she is making a career change and admired her initiative and goals for the future. He also wished her well and commended the work she did on behalf of the Department of Commerce and the IWIB for the past eight years.

### **Workforce Innovation and Opportunity Act (WIOA) Transition and Implementation**

Deputy Director Rodriguez provided a brief overview of activities pertaining to the transition of WIOA. He emphasized the importance of the “Talent Pipeline Policy Academy Meeting,” as it provided an opportunity to have discussions with the various Department Directors, the

Governor's Office, various businesses, and other stakeholders that will be impacted by the Unified Plan. He mentioned that the Interagency Team's role in the process was crucial as the members focused on the real vision of workforce, education, and economic development for the state instead of preparing just a required federal plan. He emphasized that the economic development was a critical piece of the Unified Plan as businesses need to be the front driver and not the end customer and by having stakeholders (local representation, teacher, workforce case management, or a business starting an internship program) engaged in the process has assisted in developing a strong Unified Plan.

Additionally, Deputy Director Rodriguez stated that regional planning will begin in the near future which will assemble various partners representing workforce, education, and economic development within each region. The assembled groups will have the task to analyze a series of data to understand and identify various economic variables such as: the aging population and the business trends, and from that analysis the group will identify specific goals and next steps to achieve the best economic development within each region within Illinois. Deputy Director Rodriguez encouraged every board member to be engaged in the regional process through ongoing taskforces, regional planning meetings, and other planning activities forthcoming in the next few months. He stated that the consulting group, Maher & Maher, who has been assisting Kentucky and Michigan with their state plans, will be assisting Illinois in developing regional plans for Illinois. Deputy Director Rodriguez outlined the timeline of the regional planning activities which included: 1) September 28<sup>th</sup> the agency field staff members would meet with regard to the regional planning process; 2) three regional meetings to be held on October 20<sup>th</sup> (Effingham), October 21<sup>st</sup> (Moraine Valley College, Palos Hills), October 22<sup>nd</sup> (Bloomington area) with each meeting having a facilitator which will present data with regard to workforce, education, and economic development to the key stakeholder; and 3) a Regional Planning Statewide Summit meeting will be held on December 10<sup>th</sup>.

Mayor Tom Ashby suggested that the Executive Committee to be reactivated which provided the ability for veteran board members to mentor newer board members; this would provide the new board members the opportunity to take an active role in the board activities, as well as, the regional planning process. He emphasized that the Executive Committee plays an important role with regard to how the state agencies can support Illinois businesses and encouraged anyone who would want to serve on the committee to do so. Ms. Barb Oilschlager requested a clarification regarding the Executive Committee current role. Co-Chair Rico stated that the Executive Committee had been previously established by the board; however, the Executive Committee had not been active and Mayor Ashby's request to reactivate it at this time would assist the newer board members to acclimate themselves to the various activities and processes. Mr. Mike Conley stated that this was his second board meeting he has attended and after the first board meeting he felt as if the board was in place to ratify what the Department of Commerce wanted and not the other way around. Mr. Conley stated he accepted the appointment to the board as he wanted to be part of the policy making and was excited to continue to take an active role and would look forward to the new member orientation process. Co-chair Rico welcomed him to the board and stated he and any other board member would be welcome to join the various taskforces.

Deputy Director Rodriguez introduced Ms. Jennifer Butler with Kerber, Eck and Braeckel Consulting, who provided a brief update on the components of the WIOA transition and implementation process. She provided a brief overview of the activities of the following three

components 1) the taskforce of IWDB, 2) the state-level interagency workgroups; and 3) the local-level task advisory groups.

First, Ms. Butler stated that the IWDB taskforce has been addressing key areas of the WIOA transition and implementation as outlined:

- 1) The “Talent Pipeline Policy Academy Meeting which Deputy Director Rodriguez had previously mentioned and she did not see a need to reiterate the information.
- 2) A discussion with regard to the number and location of the comprehensive centers as all local areas must have one comprehensive center as required by WIOA. The discussion and chief recommendation was centered on the concept of grandfathering as many sites as possible to preserve the continuity of services. She mentioned if the current site location was adequate and would meet the requirements of WIOA it would stand.
- 3) A discussion of the certification of the comprehensive centers as WIOA requires a center to be certified in order to receive infrastructure funding. It has been a priority to have criteria and standards in place to ensure the customers statewide receive a consistent method and approach to the delivery of the required services. Ms. Butler stated that the next two points that the task force addressed are inter-related.
- 4) The Governor’s guidelines associated with the infrastructure funding with regard to the WIOA requirement of the partner program to provide the hours to support the infrastructure of the comprehensive centers and the Governor’s requirement is to create a formula to collect and make funds available to support those infrastructure costs. As this relates to the infrastructure element, the taskforce had discussions on the best possible way to determine the method of allocating a partner’s proportional share of the infrastructure costs. She mentioned the square footage and full-time equivalent (FTE) are common methodology allocation tools; the taskforce has placed emphasis on the FTE methodology. This methodology would include those physically at the comprehensive center, as well as, those partners, who may be available remotely as the most effective service delivery possible needs to be used. Additionally, that task force has been defining what expenses would be paid for as it relates to the Governor’s requirements. The two elements of expense under WIOA that are mandated: 1) infrastructure costs which is defined as the actual non-personnel cost of operating the comprehensive centers, she mentioned that these costs are scripted within the WIOA language; and 2) shared system costs which are defined as the cost to operate the system in the area, the auxiliary officers, marketing and business outreach, and the economic development component. The shared system costs are not as scripted under WIOA and; therefore, an opportunity exists to define the costs and collaborate with regards to where the benefits are placed. Ms. Butler stated that the partners are required to pay on both, the infrastructure and the shared system costs. It is imperative that the partners stay engaged at the state and local levels in order for everyone to understand the requirements, contributions, and the benefits of meeting the requirements outlined within WIOA.
- 5) The last aspect of WIOA that the taskforce addressed was aligned with the roles of the IWDB which was in regard to setting the allocation formula for the state infrastructure. All the state level partners are required to contribute funding as articulated in the WIOA up to a specified cap; however, the manner in which the state level funds gets distributed to the local areas and the circumstances of funding is a responsibility of the IWDB.

Ms. Butler stated that collaboration at the state and local levels through the various workgroups would allow transition and implementation process to be as simplistic as possible; however, currently all parties involved must understand that the process must be a fluid process; participants have realized that the current stage in the process contains idea sharing, suggestion and potential recommendations which would be passed up the pipeline of approvals.

Ms. Butler provided a brief update on the State-Level Interagency Workgroups as the second component with regard to the transition and implementation of WIOA. She stated that the State-Level Interagency Workgroups consists of state partners with 3 primary groups (State-Level Partners, the Performance Accountability Group, and the MOU Infrastructure and Certification Group.) She stated that the State-Level Partners workgroup consists of the sixteen required partners under WIOA. The Performance Accountability Group, which includes the four core agencies, has the responsibility of meeting the six performance indicators which becomes effective July 1, 2016. She stated those individuals from those four core agencies who are gurus with performance measures and data sets are meeting to ensure all the structures and requirements under WIOA are being identified and implemented. The MOU Infrastructure and Certification Group, which includes the four core agencies' gurus who are most involved in MOU negotiations and the financial components with regard to the infrastructure costs, share system costs, and the certification assurances. The information and suggestions identified through the workgroups will be passed through the State-Level Interagency and again to the state and local levels to ensure a statewide, multi-level collaboration effort to meet the WIOA requirements.

Finally, Ms. Butler briefly provided an update on the Local Task Advisory Groups (TAGs). She stated the TAGs have a similar task as the State-Level Interagency Workgroups but with a focus at the local level; the TAGs consists of local partners with representation from the IWDB as one board member has been assigned. The Task Advisory Groups include: governance, planning, policy, operations, performance, technology, and youth; these groups have taken on a slightly different role than originally presented. As the implementation efforts have evolved, the focus of the TAGs has included more strategic discussions regarding the feasibility of implementing and workable at the local level regarding the various standards and practices as it relates to the frame work of cost sharing, criteria of certification comprehensive centers, the Governor's guidelines regarding the infrastructure costs, the negotiating MOU guidelines, and the framework for increasing service integration.

In conclusion, she emphasized that the degree of engagement from the local communities, the business sectors, and of the local workforce areas has allowed a high-level of insight, input, collaboration throughout the various workgroups to be successful in the vision and mission under WIOA. Additionally, by doing so, this has fostered an environment in which everyone has been engaged to create one voice which will produce a strong and realistically feasible implementation outcome for the state level to uniformly convey to the local areas which will give confidence that the state partners have established the position which will strengthen the state's efforts under WIOA. She stated in the months ahead, there will be ongoing work with a tight timeframe as all of the mechanical decisions need to be made and agreed upon by the end of the year in order to start the implementation process in January 2016 with everything in place by the end of the fiscal year, June 30, 2016.

After the presentation the board members discussed and asked several questions including the following: Ms. Barb Oilschlager asked if there was a high-level overview of the WIOA groups, responsibilities, and activities. Ms. Butler stated she could provide an overview of the presentation topics as well as additional important information; additionally, Ms. Lisa Jones stated that a monthly update has started to be emailed on behalf of the state-level interagency workgroup and the board members could be included on that communication. Additionally, she provided information regarding the Wednesday webinars that are held weekly which cover various policy issues and suggestions from the local areas and provide information on that subject matter. She stated that past speakers have included: Department of Commerce staff members who are experts regarding eligibility requirement and Mr. Doug Morton from Vocational Rehabilitation and the next series of webinars will focus on partner programs and the integration of services. She mentioned that the webinars are recorded and are uploaded to the Illinois workNet website to accommodate everyone's schedules. Mayor Tom Ashby thanked Deputy Director Rodriguez and Ms. Jones for hosting the webinars as the meetings are very informative and educational and encouraged the board members to take the time to participate.

Mr. Eloy Salazar expressed his concern with regard to the partners' cost sharing and how to enforce the partners to contribute. Ms. Butler stated that WIOA requires program partners to contribute up to a specified cap which is based on allocation funding within a program year. The collaboration among state level partners to walk through the law and what the law is requiring has been well received and this has been an indication of acceptance of responsibility by the state level partners. She stated that the dialogue amount the stakeholders haven't given any indication that agencies do not see the value of participating and not willing to contribute their proportionate share.

Deputy Director Rodriguez stated that at the interagency meeting earlier in the week, a discussion was held regarding this issue. He stated that based on the WIOA requirements, the Governor, the IWDB, the local areas and key stakeholders decide what will be the consequences for not meeting the determined obligations. Additionally, he stated that it is more than just putting dollars on the table but to ensure that the commitment to provide the services as agreed upon is there as well. Deputy Director Rodriguez reiterated what Ms. Butler had stated earlier with regard to the need of fluidity within the transition and implementation process as all engaged partners agree that the intent is to meet the defined obligations and determine which recommendations are feasible and not to create expectations that cannot be met. He compared WIA to WIOA by stating under WIA that there was not any additional funding for infrastructure and nobody had that conversation until WIOA was implemented; he stated that the ongoing planning process under WIOA will hopefully alleviate some of the issues. He emphasized the importance of having an agreement among state agencies in order to prevent false expectations of each other. At a time with diminishing budgets and when everyone is challenged to do more with less, it is important to think about technology and the role it should play into providing necessary resources and services versus physical location. Co-chair Rico thanked Deputy Director Rodriguez and Ms. Jennifer Butler and for the board members discussion regarding the WIOA implementation presentation.

### **Workforce Data Quality Initiative Presentation**

Ms. Patti Schnoor, the Department of Commerce, Office of Employment and Training's Interim Technology and Reporting Unit Manager provided an overview of the Workforce Data Quality Initiative progress and referenced the meeting handout entitled, "The Federal Imperative on

Workforce Outcomes.” She emphasized the Illinois Longitudinal Data system (ILDS) and the Illinois Workforce Data Quality Initiative (WDQI) are two federally funded statewide projects that have been charged with putting pieces of educational and work experience data together and framing them so that educators, researchers, and economic trending experts have a full picture of life-long pathways and achievements in order to identify best practices. The experts focused on these two side-by-side efforts are bringing pertinent workforce and education data currently stored in separate agencies together to better understand the return on investment of taxpayer-funded programs. Sharing data, within a completely private and secure data structure, will enable the state to analyze career trends, training demand industries, educate service providers, and overall create a resilient Illinois economy within a skilled workforce contributing to competitive advantages for strong businesses.

Ms. Schnoor stated that for the past several years several state agencies have had intergovernmental data sharing agreements; however, under the WIOA it is imperative to continue to compile all the data within the state agencies which is comprised of workforce, education, and human services. These agencies include: Illinois Department of Commerce, Illinois Department of Employment Security, Illinois Department of Human Services, Illinois State Board of Education, Illinois Student Assistance Commission, Illinois Community College Board, and Illinois Board of Higher Education. She emphasized that each of these agencies operates independently but are working together to improve system connectivity through initiatives including the ILDS and the WDQI. To best serve an Illinois citizen who may be advancing through school, college systems, and into careers or businesses, the person at some point(s) are benefiting from various programs and services offered by some or all of these agencies; therefore it is essential for the agencies to provide clear and direct access to information and data on programs, customers, and outcomes.

Ms. Schnoor explained that state information systems support a myriad of regulations, reporting, and security requirements which are needed to carry out the day-to-day operations of each agency and their respective service providers. Some systems are used only by staff while others offer some form of public access through web applications. She emphasized in order to improve transparency, the goal of WDQI and ILDS has been to identify and merge useful data from workforce, education, and human services information systems; the combined data will provide citizens of Illinois intelligent options from which they can make informed decisions on programs and benefits available to them. Additionally, she mentioned that technology enhancements have been made and will continue over time to agency information systems through: common data model, data security and validity protocols, data sharing agreements, integration with web services based on modern best practices, and establishing a single sign-on and role management service.

Ms. Evelina Loescher, Illinois Department of Employment Security, Division Manager of the Division of Economic Information & Analysis explained the role of the labor market information with regard to the workforce outcomes as she continued to reference the presentation handout. She stated in the past, a conventional narrative would provide individual based measures derived from social security numbers with workforce outcomes being linked to program completion but disconnected from labor market status. In the enhanced narrative job-based measures the unit of analysis pairs the social security number and the employer unemployment insurance account with workforce outcomes being linked to program completion including labor market status

which provides enhanced information regarding the cross-sectional and time-series group information.

Ms. Loescher demonstrated how the integration of data systems has been beneficial to date when analyzing employment count with job count in a particular quarter versus how the data analysis was limited in the past. Additionally, she briefly explained additional enhanced narrative data analysis including: Illinois job attachment data compared the U.S. Census data for the same period; average monthly earnings by job attachments; average monthly earnings by industry; average monthly earnings by age within an industry; average monthly earnings for veterans; and average monthly earnings for older veterans.

In conclusion, Ms. Loescher briefly highlighted some of the outcome findings from the data as outlined in the various graphs in the meeting handouts. After a brief discussion with regard to the progression of the vision and the meaning of the information presented regarding the Illinois Workforce Data Quality Initiative, Deputy Director Rodriguez emphasized that the information presented has been outcomes to date. Additionally, he stated as the work progresses, the story behind the statistics would come to light. Mr. Mike Conley stated that the data may be so sprawling that the information gained from the data may be insignificant. Ms. Loescher stated that as additional data is collected and analyzed, it will important to establish the significant data to determine an accurate picture. Co-chair Rico thanked the presenters for the update on the progress made under the WDQI project.

### **Workforce Development and the Energy Sector Presentation**

Ms. Margi Schiemann with Nicor Gas and Dr. David G. Loomis with Illinois State University provided a presentation entitled, “Energy Sector Workforce Issues.” Ms. Schiemann stated that the energy sector is important to the economy by creating career pathways and expanding businesses and investments within Illinois. She stated the energy sector included: electricity, natural gas, nuclear, coal, renewables (wind, solar, biofuels, biomass, and hydro, petroleum, refineries, pipelines, and battery storage). She emphasized that the Center for Energy Workforce Development estimated that nearly 50% of the energy workforce will retire in the next five to ten years; the Illinois Department of Employment Security predicts there will be a growth of more than 50,000 energy-related jobs by 2022.

Dr. Loomis continued the presentation by stating that the Illinois Pathways is a State of Illinois STEM initiative designed to encourage students to explore academic and career interests, develop skills, and access employment in careers in sectors where there will be a demand for talent. Through the Energy Learning Exchange, he stated it is improving education, workforce and economic development coordination to build more effective talent pipelines by creating partnerships with education around talent pipelines, increasing access to training supports around the energy sector, cultivating workforce readiness systems and guidance, and reviewing data for continuous improvement.

Dr. Loomis continued to state that the Energy Learning Exchange’s members include: Nicor Gas, ComEd, Ameren, and other members from a total of ninety-four (94) entities which spans across the energy industry companies, education entities (university, community colleges, and schools), unions, workforce boards, career centers and various state agencies. He announced that Governor Rauner had issued a proclamation to the Illinois Energy Workforce Consortium to declare the week of October 12-18, 2015 was “Careers in Energy Week.” He stated last year’s



efforts included the distribution of 270 Energy Learning Exchange kits which included presentation materials and curriculum for the classroom for 270 teachers across Illinois. He shared several of the upcoming career awareness events as outlined in the handout materials.

Ms. Schiemann provided an overview of the CONSTRUCT Program, which is an 11-week job-readiness program which provides: CDL permit training, core academic review (basic math skills, reading skills, graphic arithmetic, mechanical and electrical concepts). She continued to state the program provides direct contact with the energy industry, industry specific trade skills, employment readiness (resume writing, interview skills, and career pathway planning), and job shadowing. In conclusion, she stated that the program supports sixty participants per year with no cost to the participant as twenty-three partnering companies and six agencies provide the necessary funding and resources for the program; currently the program has a 50% employment rate within the energy industry.

Ms. Schiemann and Dr. Loomis answered several questions regarding the energy sector presentation including Mrs. Brown-McCreery's question regarding the need for boots on the ground concept of meter readers within the energy industry. Ms. Schiemann stated that Nicor Gas views the employees, who are meter readers, as more valuable as they are the "eyes and ears" of what is going happening in the neighborhood with the ability to report non-life threatening to potential dangerous situations to the office prior to actually becoming dangerous for the community. Co-chair Rico thanked them for the informative presentation.

### **Action Items**

**Proposed Revision of the State Board and Local Board Names** – Deputy Director Rodriguez proposed to the board members that the state board and local board names reflect "innovation" instead of "development" as discussed at a previous board meeting. He proposed since the Workforce Innovation and Opportunities Act emphasizes workforce innovation that the current Illinois Workforce Development Board would be referred to as the Illinois Workforce Innovation Board, as well as, the local boards and areas would be referred to as Local Workforce Innovation Boards and Local Workforce Innovation Areas. He continued to state that this would help with the ease of the transition and reduce to costs of branding under WIOA. Ms. Margie Schiemann made a motion to accept the proposed revision with regard to changing the names of the state board, local boards, and the local areas to reflect the word "innovation." The motion was seconded by Mr. Marlon McClinton. Motion passed.

**December 2015 Meeting Date** – Deputy Director Rodriguez requested the board members to consider rescheduling the December 10, 2015 meeting to Tuesday, December 8, 2015 in order to accommodate staff members, board members, and other key stakeholders to attend the Regional Planning Statewide Summit meetings. Ms. Margi Schiemann made a motion to reschedule the quarterly board meeting to December 8, 2015 in order to accommodate the Regional Planning Statewide Summit meeting schedule. Mr. Sandeep Nain seconded the motion; motion passed.

**2016 Schedule/Logistics/Host** – Deputy Director Rodriguez referenced the meeting handout entitled, "2016 Meeting Schedule," which outlines the upcoming year's meeting dates and logistical information. He requested the board members to consider rescheduling the March 17, 2016 meeting to February 25, 2016 in order for his office staff to provide a presentation of the State Plan to the board which would need to be submitted in early March before the scheduled quarterly board meeting. Ms. Barb Oilschlager made a motion to reschedule the quarterly board

meeting to February 25, 2016 in order to accommodate the State Plan presentation to the board and the submittal deadline. Dr. Karen Hunter-Anderson seconded the motion; motion passed.

Additionally, Deputy Director Rodriguez informed the board members the need to acquire hosts for the quarterly board meetings, as well as, sponsors for the refreshments. He requested any corporation, entity, or person interested in hosting a meeting or sponsoring the refreshments to contact Ms. Kathy Schwab prior to November 30, 2015 in order for the 2016 meeting schedule to be updated and included in the December meeting packet.

### **Public Comment**

Co-chair Rico and Deputy Director again thanked Dr. Hunter-Anderson for hosting the September quarterly meeting at the Illinois Community College Board. Additionally, they thanked Mr. Sandeep Nain for sponsoring the meeting's refreshments. No further public comments were made.

### **Adjournment**

Co-chair Rico stated that the next meeting will be held on December 8, 2015 with the meeting location to be determined at a later date. Co-chair Rico asked for a motion to adjourn the meeting. Mr. Sandeep Nain made a motion to adjourn and seconded by Mr. Mike Williams. Motion passed. The meeting adjourned at 3:21 p.m.