

**NCI Works Zoom Meeting Summary
September 22, 2020**

The NCI Works Meeting was called to order at 5:36 p.m. by Co-Chair Linda Burt. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
James Andreoni	X		Rhonda Krueger	X	
Dave Argubright		X	Rob Lentz		X
Ed Bochniak		X	Kevin Lindeman		X
Mary Boogemans		X	Terry McGuire		X
Linda Burt	X		Andy Mills		X
Debbie Clausen		X	Kris Noble	X	
Dr. Jerry Corcoran	X		Dan Payette	X	
Marcia Derrer		X	Tom Pigati		X
Sara Escatel	X		Kevin Reibel	X	
Abby Farrell	X		Cary Robbins		X
Dan Fitzgerald		X	Len Saunders		X
Randy Freeman	X		John Spencer		X
Janet Graham		X	Amy Soltis Strawn	X	
Jill Guynn	X		Teresa Strum	X	
Patty Head	X		Joel Torbeck	X	
Linda Hessenberger		X	Gerald Waszkowiak	X	
Vanessa Hoffeditz	X		DeAnne White	X	
Deana Jones		X	Robert White		X
James Knauf		X	Justin Wiggins		X
			Marcie Wiley		X

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Dianna Schuler, Annette Pace

Chair Comments

Due to the lack of a quorum, Linda told members that no action could be taken. She told members that each of the Standing Committee's meeting minutes were included with the meeting materials and encouraged members to read them.

Business Meeting

Gerald informed members that the Oversight Committee met prior to the NCI Works Meeting and reviewed and approved the following documents:

- Financial Reports June & July 2020
- 4th Quarter Performance Report
- 4th Quarter Partner Report
- Approved to add Castor Health Institute & their Certified Nurse Aide Training Program to Eligible Training Provider List
- Approved the Agriculture Production Technology Program at Sauk Valley Community College
- Approved the Agriculture Business Program at Sauk Valley Community College
- Approved to Recertify several Training Programs from Sauk Valley Community College

Gerald told members that Sauk Valley Community College also requested the removal of their Industrial Electronics Program as it is no longer offered as part of their curriculum.

Gerald also noted that Dianna Schuler recognized Tammy Nehrkorn (Business Relations Representative with BEST, Inc.) as being instrumental in getting Castor Health Institute to submit their Certified Nurse Aide Training Program for the Eligible Training Provider list.

Teresa Strum asked if there was a need for CNA programs in the Sterling Rock Falls area. Dianna responded that there is a need and Castor Health Institute trains their own Certified Nurse Aid students so it is a pathway to employment. Kris Noble responded that the nursing homes in the Sterling Rock Falls area are losing their staff to local hospitals so there is a need for CNAs.

Other Business

Trade Grant Application (19-661004)

Annette informed members that BEST, Inc. is requesting approval to submit the Trade Grant Application that will be effective October 1, 2020. She also requested approval to submit future modifications that increase Trade funding through September 30, 2021.

Opioid Grant Update

Carrie informed members that Kerri Hicks provided an update on the Opioid Grant that was included on the Agenda. DeAnne asked when the grant was due to expire. Carrie responded that the grant is to be completed on June 30, 2020, however, she said that there has been some discussion about extending the time frame due to COVID 19.

Apprenticeship Expansion Grant Update

Dianna reported that she provided a detailed summary that was included on the NCI Works Meeting Agenda. She said that the Navigator for the grant has been hired and has been attending extensive training. Dianna said that Agreements are signed with the Sauk Valley Chamber of Commerce, IL Valley Community College, Local Workforce Area #13, Northwest Illinois Economic Development and U.S. DOL Office of Apprenticeship. She told members that an informational meeting is being held with local chambers and economic development agencies so when they are talking with their businesses they can let them know that this opportunity is available. Dianna told members that she presented the information to the Certified Manufacturing Executives and already has one company that wants to develop an apprenticeship program. She said she will be meeting with that company tomorrow to discuss the details further. Dianna said that after the meeting with the local chambers and economic development agencies, she will meet with local educators to provide them with the information about this program.

Update on the 1E Small Business Grant

Dianna reminded members that 1E money was available to assist with businesses with Layoff Aversion due to the COVID crisis. She told members that BEST, Inc. submitted 28 applications to DCEO on behalf of area companies. From the initial applications, 20 businesses were awarded with grant funds; 1 business declined the grant after being approved and 3 business are in the process of being reimbursed. She said that breakout per county was listed on the Agenda, however, no one in Putnam County applied

for these funds. Dianna told members that BEST, Inc. has reimbursed some of the businesses and others are in the process of sending in their documentation for reimbursement.

DCEO Monitoring Update

Carrie told members that there was a finding with the fiscal office that they had cash on hand for more than 3 days. She said that Annette informed DCEO that fiscal drew down money to pay for the tuition bills from IL Valley Community College and Sauk Valley Community College, however when the actual bills came in they were less than expected due to classes being dropped in March due to COVID 19. DCEO accepted that explanation.

Success Stories

Carrie told members that success stories were included with the meeting materials. She said that in the future she is hoping to include success stories from partnering agencies.

NCI Works Meeting Survey & Next Meeting Date

Carrie informed members that we received 24 out of 37 completed surveys of times and dates for NCI Works meetings. The top 4 include:

- First Monday of the odd months before 2 -- 11
- Second Monday of the odd months before 2 -- 11
- Second Monday of the odd months before 5 --10
- First Monday of the odd months before 5 --9
- Keep it the way it is ----7

Carrie said that the reason we conducted this is because we are having such a hard time trying to come up with a majority to conduct business. With a 38 member board, 20 would have to be present for an electronic meeting (a quorum) and 11 for an in person meeting (majority of a quorum). Although 20 didn't respond to one specific time, we are seeing more able to commit to the early hours as well as earlier in the month.

Teresa suggested to stay away from the First Monday as Holiday's may fall on Mondays.

DeAnne suggested to ask what dates you cannot make since most members will make it work unless they already have a standing commitment for that day/time.

After discussion it was agreed to send out the survey to members with the top 4 choices to narrow down the selections.

Public Comments / Recognition of Guests

Linda asked Carrie how she was doing in her new role. Carrie responded that things are good. She will be attending each of the respective County Board meetings to share a success story and provide them with some statistical information. Carrie also told members that she is having surgery tomorrow and had to quarantine for the past 3 days. Members wished Carrie good luck on her surgery.

Dianna informed members that on the NCI Works website there are several podcasts that may be of interest to members. She told members that BEST, Inc. partnered with Workforce 180 to develop the

podcasts, but locally, John Spencer has been the talent putting them together. She told members that John takes care of scheduling the guests, doing the interview and editing in a very relaxed atmosphere. Dianna said that she wanted to recognize John for his contributions in making these podcasts successful.

Randy Freeman informed members that Carrie Folken recently presented information at the LaSalle County Board and he recognized Carrie for her outstanding job. He told members that she was absolutely fabulous and it was a very proud day to have to attend the meeting and share important information to county board members.

Adjournment

Members recognized that items on the agenda need to be approved in a timely fashion. Therefore, it was suggested that an Executive Committee be convened in order to discuss the actions that were listed on the September 22, 2020 NCI Works Agenda as well as a discussion regarding an amendment to the Bylaws to include proxy voting, if allowable. Meeting was adjourned at 6:06 p.m.

Jo Ann Johnson