

**NCI Works
Zoom Meeting Minutes
September 7, 2021**

The NCI Works Meeting was called to order at 12:00 p.m. by Co-Chair Cary Robbins. Roll Call was taken.

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

PROXIES: Amy Soltis-Strawn to Abby Farrell

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Dianna Schuler, Annette Pace, Marianne Rice, Rachel Curry

Consent Agenda

Cary informed members that the Consent Agenda was included with the meeting materials. He told members that anyone can remove an item from the Consent Agenda list upon request for discussion. Cary said that each of the Committee Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. It was moved by Gerald Waszkowiak and seconded by Randy Freeman to approve the Consent Agenda as presented. Roll call vote was taken:

Name	Yes	No	Name	Yes	No
Dave Argubright			Rhonda Krueger	X	
Lyndsay Bliss	X		Rob Lentz		
Ed Bochniak	X		Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt			Kris Noble	X	
Danelle Burrs			Dan Payette		

Dr. Jerry Corcoran	X		Tom Pigati	X	
Marcia Derrer	X		Kevin Reibel	X	
Sara Escatel	X		Cary Robbins	X	
Abby Farrell	X		Len Saunders		
Dan Fitzgerald			John Spencer		
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham	X		Teresa Strum	X	
Jill Guynn			Joel Torbeck	X	
Patty Head	X		Gerald Waszkowiak	X	
Linda Hessenberger	X		DeAnne White	X	
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones			Marcie Wiley		
James Knauf					

Motion carried.

The following items were approved in the Consent Agenda:

- July 6, 2021 NCI Works Meeting Minutes
- Employer Engagement/Targeted Population Workgroup Summary

Chair Comments

Bill Keene was introduced as a new member to NCI Works. Carrie informed members that she met Bill when they were both employed by the LaSalle County State's Attorney's office. Bill told members that he currently has his own law firm and is involved with many civic and school organizations.

Business Meeting

Oversight Committee

Gerald Waszkowiak provided members with an overview of the recommendations from the Oversight Committee meeting.

Review and Approval of the Financial Reports May & June 2021

Gerald informed members that copies of the May & June 2021 Financial Reports were included with the meeting materials. Based on the recommendations of the Oversight Committee, Gerald made a motion to approve the May & June 2021 Financial Reports as presented. Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Rhonda Krueger	X	
Lyndsay Bliss	X		Rob Lentz		
Ed Bochniak	X		Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt			Kris Noble	X	
Danelle Burrs			Dan Payette		
Dr. Jerry Corcoran	X		Tom Pigati	X	
Marcia Derrer	X		Kevin Reibel	X	

Sara Escatel	X		Cary Robbins	X	
Abby Farrell	X		Len Saunders		
Dan Fitzgerald			John Spencer		
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham	X		Teresa Strum	X	
Jill Guynn			Joel Torbeck	X	
Patty Head	X		Gerald Waszkowiak	X	
Linda Hessenberger	X		DeAnne White	X	
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones			Marcie Wiley		
James Knauf					

Motion carried.

Review & Approval of 4th Quarter Partner Report

Gerald informed members that Carrie pointed out that the 4th Quarter Partner Report had some adjustments as some of the Partners reported quarterly numbers instead of cumulative. He said that staff will correct the report for file purposes but did not see a need to reissue the report to members. Gerald made a motion to approve the 4th Quarter Partner Report as corrected. Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Rhonda Krueger	X	
Lyndsay Bliss	X		Rob Lentz		
Ed Bochniak	X		Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt			Kris Noble	X	
Danelle Burrs			Dan Payette		
Dr. Jerry Corcoran	X		Tom Pigati	X	
Marcia Derrer	X		Kevin Reibel	X	
Sara Escatel	X		Cary Robbins	X	
Abby Farrell	X		Len Saunders		
Dan Fitzgerald			John Spencer		
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham	X		Teresa Strum	X	
Jill Guynn			Joel Torbeck	X	
Patty Head	X		Gerald Waszkowiak	X	
Linda Hessenberger	X		DeAnne White	X	
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones			Marcie Wiley		
James Knauf					

Motion carried.

Review & Approval of 4th Quarter Performance Report

Gerald informed members that the Oversight Committee reviewed the 4th Quarter Performance Report and noted that all performance measures were met or exceeded for PY 20. Gerald made a motion to

approve the 4th Quarter Performance Report as reviewed by the Oversight Committee. Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Rhonda Krueger	X	
Lyndsay Bliss	X		Rob Lentz		
Ed Bochniak	X		Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt			Kris Noble	X	
Danelle Burrs			Dan Payette		
Dr. Jerry Corcoran	X		Tom Pigati	X	
Marcia Derrer	X		Kevin Reibel	X	
Sara Escatel	X		Cary Robbins	X	
Abby Farrell	X		Len Saunders		
Dan Fitzgerald			John Spencer		
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham	X		Teresa Strum	X	
Jill Guynn			Joel Torbeck	X	
Patty Head	X		Gerald Waszkowiak	X	
Linda Hessenberger	X		DeAnne White	X	
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones			Marcie Wiley		
James Knauf					

Motion carried.

Approval to Recertify Training Programs

Gerald told members that the Oversight Committee reviewed training programs for recertification from Illinois Valley Community College, Morrison Institute of Technology and Sauk Valley Community College. He said that the program information was included with the meeting materials and pointed out that the reason for the recertification was due to an update with the ONet Codes. Gerald made a motion to approve the following programs for recertification:

Illinois Valley Community College

- Advanced Renewable Energy Technician Certificate
- Agricultural Business Management
- Agronomy AAS
- Basic Dental Office Management Certificate
- Business Management
- Computer Numerical Control (CNC) Operator
- Cybersecurity Associate in Applied Science Degree
- Cybersecurity Certificate
- Heating, Ventilation & Air Conditioning Certificate
- Phlebotomy Certificate
- Process Operation Technology
- Renewable Energy Technician Certificate

Morrison Institute of Technology

- Engineering Technology

Sauk Valley Community College

- Agricultural Mechanics
- Agriculture Business
- Agriculture Production Technology
- Electronics: Industrial
- Entrepreneurship & Small Business Management
- Multicraft Technology

Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Rhonda Krueger	X	
Lyndsay Bliss	X		Rob Lentz		
Ed Bochniak	X		Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt			Kris Noble	X	
Danelle Burrs			Dan Payette		
Dr. Jerry Corcoran	X		Tom Pigati	X	
Marcia Derrer	X		Kevin Reibel	X	
Sara Escatel	X		Cary Robbins	X	
Abby Farrell	X		Len Saunders		
Dan Fitzgerald			John Spencer		
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham	X		Teresa Strum	X	
Jill Guynn			Joel Torbeck	X	
Patty Head	X		Gerald Waszkowiak	X	
Linda Hessenberger	X		DeAnne White	X	
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones			Marcie Wiley		
James Knauf					

Motion carried.

Other Business

Request to establish Trade Grant (20-661004)

Annette Pace asked members for approval to establish a Trade Grant starting October 1, 2021. Teresa Strum motioned to approve the establishment of a Trade Grant (20-661004) starting October 1, 2021. Motion was seconded by Randy Freeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Rhonda Krueger	X	
Lyndsay Bliss	X		Rob Lentz		

Ed Bochniak	X		Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt			Kris Noble	X	
Danelle Burrs			Dan Payette		
Dr. Jerry Corcoran	X		Tom Pigati	X	
Marcia Derrer	X		Kevin Reibel	X	
Sara Escatel	X		Cary Robbins	X	
Abby Farrell	X		Len Saunders		
Dan Fitzgerald			John Spencer		
Randy Freeman	X		Amy Soltis Strawn	X	
Janet Graham	X		Teresa Strum	X	
Jill Guynn			Joel Torbeck	X	
Patty Head	X		Gerald Waszkowiak	X	
Linda Hessenberger	X		DeAnne White	X	
Vanessa Hoffeditz	X		Justin Wiggins		
Deana Jones			Marcie Wiley		
James Knauf					

Motion carried.

Request approval for any grant modifications (if necessary)

Carrie informed members that at this time we do not have any grant modifications that require approval. She said that we will continue to keep this action item on the agenda in case future grants and/or modifications need approval. Carrie did inform members that probably after the first quarter we will be looking to transfer funds from Dislocated Worker to Adult.

One Stop Partner Update

Rhonda informed members that the IL Department of Employment Security Office in Ottawa did open today by appointment only. She said that no appointments were scheduled for today, but there are some scheduled for tomorrow. Rhonda told members that an armed security guard is posted at the entrance door and another guard is sitting inside the door. She also noted that a staff member is available outside of the office as well giving customers flyers about the services that they have available and how to obtain those services. Rhonda told members that as far as filing for unemployment, nothing has changed. It is still an online process. She said that a date to full reopen has not been established but for now the best way to receive services is through appointments. Rhonda told members that staff are still available to help employers find employees.

One Stop Center Reopening Plans

Carrie informed members that in order for the One Stop Center in Ottawa to open a reopening plan had to be submitted to the State of Illinois. She said that any Partner that had anyone in the Center had to agree to the Plan before submission. Carrie told members that a copy of the Reopening Plan was included with the meeting materials so that they could see what type of planning had to go into opening the Center. Carrie also pointed out that the document was signed by the co-chairs of NCI Works and the chair of the Chief Elected Officials. No action from NCI Work was needed for the Reopening Plan.

PY 20 Youth Program Update

Referring to the PY 20 Youth Program Update that was included with the meeting materials, Carrie told members that normally this information would be included under the Consent Agenda in the Youth Committee Meeting Minutes. However, she said that the Youth Committee did not meet in August and thought it was important for members to see the results (and successes) of the Youth Providers for last Program Year. Carrie reminded members that Program Year 2021 (7/01/2021-6/30-2022) is an “extension year” so the youth projects will continue to add students to their respective program. Carrie pointed out that 30 individuals received their high school diploma and/or equivalency during Program Year 2020.

Opioid Grant Update

Cary informed members that an update about the Opioid Grant was included on the meeting agenda. Carrie told members that BEST, Inc. did receive the incremental funding for the Opioid grant that would extend the grant through June 2022.

Apprenticeship Expansion Grant Update

Cary said that the update for the Apprenticeship Expansion Grant was included on the meeting agenda.

Department of Commerce (DCEO) Monitoring

Carrie informed members that DCEO Program and Fiscal monitoring for PY 20 was completed on July 8th and an exit interview was conducted. She said that the State Monitors were very appreciated of all the work the staff did to help make this electronic review such a success. Carrie told members that there were no fiscal findings during the monitoring visit, however, there were a few clerical errors that need to be corrected. She said that staff are in the process of correcting those errors. Carrie told members that we have 30-days to respond to the State with the corrections and staff are in the process doing so.

Partner Updates/Success Stories

Carrie informed members that during August and September she attended or will be attended the respective County Board meetings to share successes with their members. She said that is the reason there is more than usual BEST (Title 1) Success Stories included with the meeting materials. Carrie told members that we, both BEST and NCI Works have been increasing our presence on Facebook. Carrie said that September is National Workforce Development Month and she would like to ask each NCI Works member to be spotlighted on the Facebook pages of what Workforce Development means to them. She said that she will be sending out a short questionnaire and asked members to participate.

Cary noted that Sauk Valley Community College Adult Education provided a FY 21 Overview of their program as a Partner Update.

NCI Works Membership List

Cary told members that an updated NCI Works Membership List was included with the meeting materials. If anyone had any corrections, he asked them to contact Jo Ann.

NCI Works Meeting Schedule

Cary reviewed the NCI Works and Executive Committee meeting schedule for members.

Public Comments / Recognition of Guests

Marianne Rice with the LaSalle DRS Office informed members that their office is still closed to the public. She said that she and Rachel Curry continue to work remotely. Marianne said that the coordinators are each in the office two different days during the week to handle the phone, paperwork, mailings, etc. There are two other coordinators, Marianne said, from the Home Service Program in the office as well on other days. She told members that support staff are there but the doors are not open to the public. Marianne said that DRS Counselors are accessible directly via their cellphones and email and they attend appointments virtually. Marianne assured members that services for DRS customers have not been disrupted and they are increasing outreach efforts to assist individuals with disabilities to become employed.

Randy Freeman thanked members for their prayers and support during his recent stay in the hospital while he was battling COVID. He told members that he is still fighting a blood clot in the lungs and will be off work for a while to heal.

Adjournment

With there being no further business, Dr. Corcoran motioned to adjourn. Motion was seconded by Bill Keene and carried. Meeting adjourned at 12:39 p.m.

Jo Ann Johnson

Approved by:



Patty Head
NCI Works Secretary