

**NCI Works  
Zoom Meeting Minutes  
November 2, 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        |         |        | Kevin Lindeman    |         |        |
| Mary Boogemans     |         | X      | Terry McGuire     | X       |        |
| Linda Burt         |         |        | Dwayne Mentgen    | X       |        |
| Danelle Burrs      | 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 |         |        |
| Patty Head         | X       |        | Teresa Strum      | X       |        |
| Linda Hessenberger | X       |        | Joel Torbeck      | X       |        |
| Vanessa Hoffeditz  | X       |        | Gerald Waszkowiak | X       |        |
| Deana Jones        | X       |        | DeAnne White      |         |        |
| Bill Keene         | X       |        | Justin Wiggins    |         | X      |
| James Knauf        |         | X      | Marcie Wiley      |         | X      |

**PROXIES:** Linda Burt to Cary Robbins, Ed Bochniak to Randy Freeman, DeAnne White to Cary Robbins, Amy Soltis-Strawn to Abby Farrell, Kevin Lindeman to Dan Payette

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

Chair Comments

Dwayne Mentgen, Director of LaSalle-Peru Area Vocational Center & SRAVTE, introduced himself to members. Carrie Folken noted that Dwayne is a new member to NCI Works.

**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 Dr. Jerry Corcoran and seconded by Teresa Strum 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         | X |  | Dwayne Mentgen    | X |  |
| Danelle Burrs      | X |  | Kris Noble        |   |  |
| Dr. Jerry Corcoran | X |  | Dan Payette       | X |  |
| Marcia Derrer      | X |  | Tom Pigati        |   |  |
| Sara Escatel       | X |  | Kevin Reibel      | X |  |
| Abby Farrell       | X |  | Cary Robbins      | X |  |
| Dan Fitzgerald     |   |  | Len Saunders      |   |  |
| Randy Freeman      | X |  | John Spencer      | X |  |
| Janet Graham       | X |  | Amy Soltis Strawn | X |  |
| Patty Head         | X |  | Teresa Strum      | X |  |
| Linda Hessenberger | X |  | Joel Torbeck      | X |  |
| Vanessa Hoffeditz  | X |  | Gerald Waszkowiak | X |  |
| Deana Jones        | X |  | DeAnne White      | X |  |
| Bill Keene         | X |  | Justin Wiggins    |   |  |
| James Knauf        |   |  | Marcie Wiley      |   |  |

Motion carried.

The following items were approved in the Consent Agenda:

- September 7, 2021 NCI Works Meeting Minutes
- Employer Engagement/Targeted Population Workgroup (October 5, 2021 Discussion)
- Business Liaison & Marketing Committee (October 6, 2021 Meeting)
- Youth Committee (October 12, 2021 Meeting)

### Business Meeting

Business Liaison & Marketing (DeAnne White / Linda Burt) (*Action Item*)

John Spencer informed members that the Business Liaison & Marketing Committee met and presents the following slate of officers for NCI Works:

Cary Robbins / Linda Burt – Co-Chairs  
 Amy Soltis Strawn – Vice-Chair  
 Patty Head – Secretary

Randy Freeman motioned to approve the Slate of Officers as presented. Motion was seconded by Deana Jones. 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      | X   |    | Dwayne Mentgen | X   |    |
| Danelle Burrs   | X   |    | Kris Noble     |     |    |

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

Motion carried.

### Oversight Committee

Gerald informed members that the Oversight Committee met prior to the NCI Works meeting and reviewed several reports and recommend the approval of the Revised June 2021, July & August 2021 Financial Reports, the Approval of the 1<sup>st</sup> Quarter Partner Report and the Partner Referral Form. Gerald said that the documents were included with the meeting materials.

Gerald Waszkowiak motioned to approve the June 2021 (Revised), July & August 2021 Financial Reports. 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         | X   |    | Dwayne Mentgen    | X   |    |
| Danelle Burrs      | X   |    | Kris Noble        |     |    |
| Dr. Jerry Corcoran | X   |    | Dan Payette       | X   |    |
| Marcia Derrer      | X   |    | Tom Pigati        |     |    |
| Sara Escatel       | X   |    | Kevin Reibel      | X   |    |
| Abby Farrell       | X   |    | Cary Robbins      | X   |    |
| Dan Fitzgerald     |     |    | Len Saunders      |     |    |
| Randy Freeman      | X   |    | John Spencer      | X   |    |
| Janet Graham       | X   |    | Amy Soltis Strawn | X   |    |
| Patty Head         | X   |    | Teresa Strum      | X   |    |
| Linda Hessenberger | X   |    | Joel Torbeck      | X   |    |
| Vanessa Hoffeditz  | X   |    | Gerald Waszkowiak | X   |    |
| Deana Jones        | X   |    | DeAnne White      | X   |    |
| Bill Keene         | X   |    | Justin Wiggins    |     |    |
| James Knauf        |     |    | Marcie Wiley      |     |    |

Motion carried.

Gerald Waszkowiak motioned to approve the 1<sup>st</sup> Quarter Partner Report. Motion was seconded by Randy Freeman. Roll Call vote was taken.

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

Motion carried.

Gerald Waszkowiak motioned to approve the Partner Referral Report. Motion was seconded by Randy Freeman. Roll Call vote was taken.

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

Motion carried.

### Other Business

#### Request to transfer up to \$500,000 from Dislocated Worker to Adult

Annette requested to transfer up to \$500,000 from the Dislocated Worker cost category to the Adult cost category. Annette explained that BEST, Inc. has had an increase in WIOA eligible adults coming in for services. She said that funds are available in a 1E (emergency) grant that can assist Dislocated Workers should the need arise. Annette said that once she reconciles the costs in December she will know the exact amount that will need to be transferred. Patty Head motioned to approve the request to transfer up to \$500,000 from the Dislocated Worker cost category to the Adult cost category. Motion was seconded by Gerald Waszkowiak. 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         | X   |    | Dwayne Mentgen    | X   |    |
| Danelle Burrs      | X   |    | Kris Noble        |     |    |
| Dr. Jerry Corcoran | X   |    | Dan Payette       | X   |    |
| Marcia Derrer      | X   |    | Tom Pigati        |     |    |
| Sara Escatel       | X   |    | Kevin Reibel      | X   |    |
| Abby Farrell       | X   |    | Cary Robbins      | X   |    |
| Dan Fitzgerald     |     |    | Len Saunders      |     |    |
| Randy Freeman      | X   |    | John Spencer      | X   |    |
| Janet Graham       | X   |    | Amy Soltis Strawn | X   |    |
| Patty Head         | X   |    | Teresa Strum      | X   |    |
| Linda Hessenberger | X   |    | Joel Torbeck      | X   |    |
| Vanessa Hoffeditz  | X   |    | Gerald Waszkowiak | X   |    |
| Deana Jones        | X   |    | DeAnne White      | X   |    |
| Bill Keene         | X   |    | Justin Wiggins    |     |    |
| James Knauf        |     |    | Marcie Wiley      |     |    |

Motion carried.

#### Request approval for any grant modifications (if necessary)

Carrie said that there was no need to request any grant modifications at this time. She told members that we will keep this item on the agenda so that if there is a need we have it listed as an Action Item and remain in compliance with the Open Meeting Act.

#### PY 21 Memorandum of Understanding Corrections

Carrie presented the revisions to the PY 21 Memorandum of Understanding. She said that the corrections were clerical in nature and did not change the scope of the document. Carrie told members that a copy of the letter that outlined the corrections and our response stating that the corrections were made was included with the meeting materials. She said that once approved by NCI Works the letter

will be signed by the two co-chairs and sent to DCEO. Vanessa Hoffeditz motioned to approve the PY 21 Memorandum of Understanding corrections as presented. Motion was seconded by John Spencer. 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         | X   |    | Dwayne Mentgen    | X   |    |
| Danelle Burrs      | X   |    | Kris Noble        |     |    |
| Dr. Jerry Corcoran | X   |    | Dan Payette       | X   |    |
| Marcia Derrer      | X   |    | Tom Pigati        |     |    |
| Sara Escatel       | X   |    | Kevin Reibel      | X   |    |
| Abby Farrell       | X   |    | Cary Robbins      | X   |    |
| Dan Fitzgerald     |     |    | Len Saunders      |     |    |
| Randy Freeman      | X   |    | John Spencer      | X   |    |
| Janet Graham       | X   |    | Amy Soltis Strawn | X   |    |
| Patty Head         | X   |    | Teresa Strum      | X   |    |
| Linda Hessenberger | X   |    | Joel Torbeck      | X   |    |
| Vanessa Hoffeditz  | X   |    | Gerald Waszkowiak | X   |    |
| Deana Jones        | X   |    | DeAnne White      | X   |    |
| Bill Keene         | X   |    | Justin Wiggins    |     |    |
| James Knauf        |     |    | Marcie Wiley      |     |    |

Motion carried.

#### Participant Support Payment Progress Policy Revision

Carrie informed members that one of the items we have in our Regional and Local Plans is that we provide support services to customers. Last year, she said, we went with a static amount for support services to follow the federal rate. At that time, Carrie said, we had the availability of funds to do so. However, that may not always be the case. Carrie then presented the following change to the policy:

“Reimbursement for transportation charges is set by the NCI Works Board and will be reviewed annually by staff and amount will be determined based on allocation and availability of funds not to exceed the federal rate. Reimbursement for TAA customer transportation is reimbursed at the lesser of 50% State of Illinois individual area per diem rate (if destination rate is not listed, Conus rate is used) or miles traveled times current mileage rate set by Federal Gov. found at GSA.gov. (Attachment N Client Mileage Claim)”

Carrie told members that this policy will be looked at annual by the management team to set a reimbursement amount. She told members that staff will have the best interest of the individual when making these recommendations.

Randy Freeman motioned to concur with Carrie’s recommendation to revise the Participant Support Payment as presented. Motion was seconded by Dr. Jerry Corcoran. 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         | X |  | Dwayne Mentgen    | X |  |
| Danelle Burrs      | X |  | Kris Noble        |   |  |
| Dr. Jerry Corcoran | X |  | Dan Payette       | X |  |
| Marcia Derrer      | X |  | Tom Pigati        |   |  |
| Sara Escatel       | X |  | Kevin Reibel      | X |  |
| Abby Farrell       | X |  | Cary Robbins      | X |  |
| Dan Fitzgerald     |   |  | Len Saunders      |   |  |
| Randy Freeman      | X |  | John Spencer      | X |  |
| Janet Graham       | X |  | Amy Soltis Strawn | X |  |
| Patty Head         | X |  | Teresa Strum      | X |  |
| Linda Hessenberger | X |  | Joel Torbeck      | X |  |
| Vanessa Hoffeditz  | X |  | Gerald Waszkowiak | X |  |
| Deana Jones        | X |  | DeAnne White      | X |  |
| Bill Keene         | X |  | Justin Wiggins    |   |  |
| James Knauf        |   |  | Marcie Wiley      |   |  |

Motion carried.

#### NCI Works Committee Update / Membership

Carrie told members that an updated Membership and Committee List was included with the meeting materials. She said that some of the committees are in need of members and asked everyone to take a look and if you are not on a committee to consider joining one.

#### One Stop Partners Update

Carrie asked if any of the One Stop Partners had updates regarding their programs and/or services.

Joel Torbeck (Title I (Adult, Youth, Dislocated Worker, Trade) said that he is in the early stages of putting together a Program Services Team that will bring line staff together to discuss services for mutual customers.

Sara Escatel (Title II (Adult Education & Literacy) told members that she continues to meet on a monthly basis with the One Stop Operators to discuss the various programs.

Rhonda Krueger (Title III (Wagner-Peyser, UI, etc.) noted that the next One Stop Operator meeting is tomorrow morning when discussion is held about what the partners are doing.

Vanessa Hoffeditz (Community Services Block Grant) told members that they will be able to pay for license child care services beginning in 2022 for eligible customers. Marcia Derrer with Northwestern IL Area Agency on Aging (Jo Daviess County) said that transportation is critical in her area and she is trying to work with customers to help them maintain transportation through whatever means she can.

Janet Graham (TANF) said that she didn't have an update, but her staff is still working remotely. She said that a number of community partners are willing to work with their customers so referrals are starting to be made.

### One Stop Operator Update

Rhonda Krueger provided members with an overview of some incidents that have occurred at the One Stop Center in Ottawa. She told members that armed security is positioned at the front door and customers are allowed in if they have a scheduled appointment with either IDES, BEST or Tri-County Opportunities Council.

### Input from Providers and Businesses on how Child Care, or lack of, is affecting employees in the workplace

Carrie informed members that one of the Partners sent an email about different issues affecting mutual customers and one of them included child care. Carrie asked for input from providers and businesses on how child care, or the lack of it, is affecting employees in the workplace. Deana told members that their work hours are 3:30 p.m. – 2:00 a.m. and they do not seem to have problems with their employees obtaining child care. However, she did say that she does not know if people are not considering applying for a position with her business because of the lack of child care. Dan Payette stated that it would be interesting to know what the enrollment backlog is for child care centers. He said that Carroll County (Blackhawk Hills Region) has a waiting list of 50-80 people. Dan told members that within the Blackhawk Hills Region transportation and housing are a big concern. He said that businesses may offer day care on sight, but it is difficult to know whether everyone who needs the service is taking advantage of it. Dan continued by saying it would be worth knowing what the waiting list is like and the gap between the ones that need the service. Patty Head commented that most employers know what the prevailing wage rates are for day care. Vanessa told members that Tri-County Opportunity Council has developed a community action plan. She told members that they conducted an assessment survey that included child care. Vanessa said that she would send Carrie the child care piece of the community action plan that gives a snapshot of the survey results.

### Opioid Grant Update

Cary informed members that an Opioid Grant update was included on the meeting Agenda and encouraged members to read it.

### Apprenticeship Expansion Grant Update

Cary referred members to the meeting Agenda for the Apprenticeship Expansion Grant Update.

### Success Stories

Carrie thanked members for giving information for National Workforce Development month that was included on Facebook.

### Other Business

Dianna Schuler informed members that every year IL Workforce Partnership (IWP) does an annual awards where they recognize individuals and businesses for their contributions to the workforce system.



This year, IWP will be doing an online magazine instead of awards to recognize the achievements made by individuals and businesses. Dianna acknowledged that John Spencer will be recognized with a Business Leadership Award. Dianna told members that John has done a great deal of work that goes unnoticed and is pleased to announce this recognition and thanked John for all of his support.

Randy Freeman expressed concern about requiring licensed day care center staff to be fully vaccinated. He said this requirement will affect the Head Start program with Tri-County Opportunities Council which may force the shut down some of their centers. Danelle asked if staff could test for COVID if they are not vaccinated. Randy said that test would not be allowed since they are required to be vaccinated. Cary noted that this requirement will affect most manufacturing companies.

#### NCI Works Meeting Schedule

Cary pointed out that the meeting schedule for NCI Works was included on the Meeting Agenda.

#### Public Comments / Recognition of Guests

None

#### Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Dan Payette and carried. Meeting adjourned at 12:57 p.m.

Jo Ann Johnson

Approved by:



Patty Head  
Secretary