

**Northwest Central IL Works (NCI Works) Executive Committee
Zoom Meeting Minutes
January 4, 2022**

The NCI Works Executive Committee meeting was called to order at 12:00 Noon by Co-Chair Cary Robbins. Roll call was taken.

Name	Present	Absent	Proxy	Name	Present	Absent	Proxy
Linda Burt			X	Amy Soltis-Strawn	X		
Patty Head	X			Teresa Strum	X		
Vanessa Hoffeditz	X			Gerald Waszkowiak	X		
Cary Robbins	X			DeAnne White		X	

OTHERS PRESENT: Sara Escatel, Randy Freeman, Deana Jones, Dwayne Mentgen, John Finfrock (Ogle County Board Chairman), Carrie Folken, Jo Ann Johnson, Dianna Schuler, Annette Pace

Approval of Meeting Minutes

Gerald Waszkowiak motioned to approve the January 5, 2021 Meeting Minutes. Motion was seconded by Vanessa Hoffeditz. Roll call was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Randy Freeman motioned to approve the May 10, 2021 Special Meeting Minutes. Motion was seconded by Gerald Waszkowiak. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Business Meeting

Approval of the Financial Reports

Annette provided members with an overview of the September and October 2021 Financial Reports. She reported that we are maintaining the 50% Direct Training Expenditure and working towards

meeting the 20% Work Based Learning requirement. Gerald stated that he reviewed the reports and found them satisfactory. Gerald Waszkowiak motioned to approve the September and October 2021 Financial Reports as presented. Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Approval of Modify 1E Grant

Annette requested to transfer funds between the Individual Training Account (ITA) line item to the Incumbent Worker Training (IWT) line item for the Rapid Response (1E) Grant. She told members that this transfer does not change the grant funding, only the line item totals. Randy Freeman motioned to approve the line item transfer in the Rapid Response Grant from ITA to IWT. Motion was seconded by Vanessa Hoffeditz. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Approval of Training Programs

Carrie informed members that three programs are being considered for approval. She said that the Medical Assistant Certificate with IL Valley Community College needs to be recertified so that it can remain on the Approved Training List. Gerald Waszkowiak motioned to approve the Medical Assistant Certificate program with IL Valley Community College. Motion was seconded by Cary Robbins. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Carrie informed members that new laws for CDL training requires an increased in training hours.

Therefore, the 160 Hour CDL training with Midwest Safe Driver, LLC and Sauk Valley Community College were submitted for recertification. Carrie noted that the training hours increased for both programs, however, Sauk Valley Community College’s program added college credit hours to their program that slightly increased their tuition.

Teresa Strum motioned to approve the 160 Hour CDL Program with Midwest Safe Driver, LLC. Motion was seconded by Gerald Waszkowiak. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Vanessa Hoffeditz motioned to approve the Commercial Drivers License Program with Sauk Valley Community College. Motion was seconded by Deana Jones. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Other Business

One Stop Operator Request for Proposal

Carrie informed members that every four-years the local workforce board releases a Request for Proposal for a One Stop Operator. She said that Vanessa Hoffeditz with Tri-County Opportunities Council has agreed to be the lead in releasing and receiving the Request for Proposals this year. Carrie reminded members that currently the One Stop Operator is a consortium of partners that oversee the day to day operation of the One Stop Center. She said that since there is a Title I representative on the Consortium, BEST, Inc. cannot be a part of this process due to the firewalls in place. Randy Freeman motioned to authorized Tri-County Opportunities Council to be the lead organization in releasing and receiving One Stop Operator Request for Proposals. Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel			Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	

Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Sara Escatel refrained from voting as she is one of the current members of the consortium. Motion carried.

Carrie informed members that Vanessa will be needing readers to review and rate the proposals when they are received. If anyone was interested in being a reader to please contact Vanessa.

Revised Work-Based Learning Work Experience & Job Shadowing Policy (for Youth)

Carrie presented a revision to the Work-Based Learning Work Experience & Job Shadowing Policies (for Youth). She explained that the policy is being updated to remove the hours cap that was specified in the policy. She said that staff still want to limit the maximum number of hours to 29 per customer, however, there are times when it is necessary and appropriate for a customer to exceed those hours. Vanessa Hoffeditz motioned to approve the Revised Work-Based Learning Work Experience & Job Shadowing Policies (for Youth) as presented. Motion was seconded by Amy Soltis Strawn. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Revised Work-Based Learning Work Experience & Transitional Jobs Policy (for Adults/Dislocated Workers)

Carrie explained that the request to revise the Work-Based Learning Work Experience & Transitional Jobs Policy (for Adult/Dislocated Workers) is the same as for the Youth mentioned earlier. Gerald Waszkowiak motioned to approve the Revised Work-Based Learning Work Experience & Transitional Jobs Policy (for Adults/Dislocated Workers) as presented. Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Grant Modification

Carrie informed members that staff are in the process of modifying the Opioid Grant in preparation for

receipt of incremental funding. She said that additional funds may be available that could be included with the modification. Therefore, she asked for approval to seek additional funds, if needed, for the Opioid Grant that would allow customers to be served through June 30, 2022. Vanessa Hoffeditz motioned to approve the Opioid Grant modification, if needed. Motion was seconded by Randy Freeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Opioid Grant Update

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

Apprenticeship Grant Update

Cary told members that information on the Apprenticeship Grant was included on the Agenda and asked Dianna if there were any further updates as she was part of the meeting. Dianna reported that we are still working to meet the goals of 5 new registered apprenticeship programs. She said that the State is look at implementing a State Apprenticeship Office rather than utilizing the US Department of Labor’s office. Dianna said that she is not sure how that will affect us at the local level, but will keep members informed about the outcome. Dianna also informed members that Ronda Kliman who was with the US Department of Labor Office of Apprenticeship retired at the end of December and she will be sorely missed as she was a valuable asset to businesses.

Success Stories

Cary encouraged members to read the success stories that were included with the meeting materials.

2022 NCI Works, Executive & Standing Committee Meetings Schedule

Members reviewed the 2022 Meeting Schedule for NCI Works, the Executive Committee and Standing Committees.

NCI Works Meeting Schedule:

- March 1, 2022
- May 3, 2022
- September 6, 2022
- November 1, 2022

NCI Works Executive Committee Meeting Schedule:

- January 4, 2022
- July 5, 2022

Standing Committee Schedule:

Employer Engagement, Business Liaison & Marketing, Targeted Population and Youth Committee to meet in February, April, June, August, October

Randy Freeman motioned to adopt the 2022 Meeting Schedule for NCI Works, Executive Committee & Standing Committees as presented. Motion was seconded by Patty Head. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Dwayne Mentgen	X	
Sara Escatel	X		Cary Robbins	X	
Randy Freeman	X		Amy Soltis-Strawn	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		

Motion carried.

Public Comments

Carrie expressed her appreciation to member for taking the time to attend the Executive Committee meeting today.

Adjournment

With there being no further business, Gerald Waszkowiak motioned to adjourn. Motion was seconded by Teresa Strum. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Linda Burt	X		Cary Robbins	X	
Patty Head	X		Amy Soltis-Strawn	X	
Randy Freeman	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Deana Jones	X		DeAnne White		
Dwayne Mentgen	X				

Motion carried.

Meeting adjourned at 12:42 p.m.

Jo Ann Johnson

Approved by:



Patty Head
NCI Works Secretary