

**Northwest Central IL Works (NCI Works) Executive Committee
(Zoom) Meeting Minutes
July 5, 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: Lyndsay Bliss, Sara Escatel, Randy Freeman, Terry McGuire, Dwayne Mentgen, John Spencer, Carrie Folken, Jo Ann Johnson, Annette Pace

Approval of Meeting Minutes

Randy Freeman motioned to approve the January 4, 2022 Meeting Minutes. Motion was seconded by Gerald Waszkowiak. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Lyndsay Bliss	X		Dwayne Mentgen	X	
Linda Burt			Cary Robbins	X	
Sara Escatel	X		Amy Soltis-Strawn	X	
Randy Freeman	X		John Spencer	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Terry McGuire	X		DeAnne White	X	

Motion carried.

Business Meeting

Employer Engagement Committee

Cary informed members that the Employer Engagement Committee Meeting Minutes from June 7, 2022 was included with the meeting materials as an informational item.

Approval of the Financial Reports

After a review of the Financial Reports, Terry McGuire motioned to approve the March & April 2022 Financial Reports. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Lyndsay Bliss	X		Dwayne Mentgen	X	
Linda Burt			Cary Robbins	X	
Sara Escatel	X		Amy Soltis-Strawn	X	
Randy Freeman	X		John Spencer	X	

Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Terry McGuire	X		DeAnne White	X	

Motion carried.

Approval to Recertify Programs with Castor and IL Valley Community College

Carrie reported that the CNA Program with Castor will be up for recertification in August. She stated that the Medical Billing & Coding Program and the Pharmacy Tech Program are also up for recertification in August. However, Carrie said, IL Valley Community College is also submitting additional programs that are up for recertification in November due to the fact that the individual that does the recertification process is retiring in August and she is making sure this project is done before she leaves. Therefore, Carrie told members that the following programs are submitted for recertification to the Eligible Training Provider List:

Castor - Nurse Aid Training Program

Illinois Valley Community College

- | | |
|--|---------------------------------------|
| Accounting | Engineering Technology AAS |
| Accounting Certificate | GMAW Basic Welding Certificate |
| Advanced Accounting Certificate | GMAW Intermediate Welding Certificate |
| Automotive Technology | GTAW Welding Certificate |
| Business Administration | Industrial Electricians Certificate |
| Certified Production Technician Program | Manufacturing Technology |
| Computer Network Administration | Marketing |
| Computer Networking Certificate | Medical Billing & Coding |
| Criminal Justice | Office Professional II |
| Criminal Justice Certificate | OAW Welding Certificate |
| Dental Assisting | Pharmacy Technician |
| Electronics & Electricians Associate in Applied Sciences | SMAW Basic Welding Certificate |
| Emergency Medical Technician – Paramedic | Welding Construction AAS |
| | Welding Production AAS |

Vanessa asked about the successes of the programs being sought for recertification. Carrie responded that information is only available on WIOA registered customers and not the whole student base attending the programs. Carrie did tell members that in order for programs to be considered for the Eligible Training Provider List they need to be included on the State’s Demand Occupation List.

John Spencer motioned to recertify that training programs submitted from Castor and Illinois Valley Community College. Motion was seconded by Teresa Strum. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Lyndsay Bliss	X		Dwayne Mentgen	X	
Linda Burt			Cary Robbins	X	
Sara Escatel	X		Amy Soltis-Strawn	X	
Randy Freeman	X		John Spencer	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	

Terry McGuire	X		DeAnne White	X	
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Motion carried.

Approval of the PY 22 Local Plan

Carrie informed members that the draft copy of the Local Plan was presented to NCI Works members at the March meeting. After the submission, Carrie told members that the Interagency Team that reviews the documents had some recommended changes. Referring to a copy of the LWIB Chair and CEOs Formal Revision Approval Letter that was included with the meeting materials, she pointed out the corrections and/or revisions that were made to the Plan document. Gerald Waszkowiak motioned to approve the PY 22 Local Plan corrections/revisions as presented. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Lyndsay Bliss	X		Dwayne Mentgen	X	
Linda Burt			Cary Robbins	X	
Sara Escatel	X		Amy Soltis-Strawn	X	
Randy Freeman	X		John Spencer	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Terry McGuire	X		DeAnne White	X	

Motion carried

Approval of the PY 22 EDR 5 Regional Plan & PY 22 EDR 6 Regional Plan

Following the same process as the Local Plan, Carrie informed members that the Regional Plans also had revisions and/or corrections as recommended by the Interagency Team. Carrie reminded members that Local Workforce Area #4 is part of 2 Regional Plans. She said that Economic Development Region (EDR) 5 includes Ogle County with the Rockford area and Economic Development Region (EDR) 6 includes Bureau, Carroll, Jo Daviess, LaSalle, Lee, Putnam and Whiteside Counties in addition to Local Workforce Area 13 (Rock Island area). DeAnne White motioned to approve the PY 22 EDR 5 and EDR 6 Plans corrections/revisions as presented. Motion was seconded by Amy Soltis Strawn. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Lyndsay Bliss	X		Dwayne Mentgen	X	
Linda Burt			Cary Robbins	X	
Sara Escatel	X		Amy Soltis-Strawn	X	
Randy Freeman	X		John Spencer	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Terry McGuire	X		DeAnne White	X	

Motion carried.

Approval of the PY 22 Budget

Carrie reminded members that at the May 3, 2022 NCI Works meeting staff were given authorization to enter into an agreement with DCEO and submit the necessary documents to establish the Grant. She

referred members to the WIOA Program Funding and Program Cumulative Registrants forms that were included with the meeting materials. Annette informed members that the local area received a cut of about \$200,000. Carrie informed members that the Opioid Grant and Apprenticeship Grant both expired on June 30. Vanessa commented that she appreciated the work that Kerri (Hicks) did with the Opioid Grant as it was a great benefit in the area. Cary asked about the future of the Apprenticeship Program. Carrie responded that the tasks for the Apprenticeship Grant will be completed the by the Business Service Representative in the local area. Teresa Strum motioned to approve the PY 22 Budget as presented. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Lyndsay Bliss	X		Dwayne Mentgen	X	
Linda Burt			Cary Robbins	X	
Sara Escatel	X		Amy Soltis-Strawn	X	
Randy Freeman	X		John Spencer	X	
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
Terry McGuire	X		DeAnne White	X	

Motion carried.

Request approval for any grant modifications (if necessary)

Carrie informed members that at this time there were not any additional grant modifications that needed to be approved. However, she did tell members that at the May meeting members granted permission for staff to transfer monies between titles if needed to do so before the end of the Program Year. Carrie reported that staff did not need to transfer monies between programs.

Other Business

Carrie reported that she did include an update on the Program Services Team on the Meeting Agenda. She told members that pre-covid an assessment was done and it was agreed that a Program Services Team, similar to the Business Services Team, would be created to help partner line staff work together with mutual clients. Carrie said that the Program Services Team did meet in May and agreed to continue with monthly meetings moving forward.

BEST Success Stories

Cary encouraged members to read the Success Stories that were included with the meeting materials. Jo Ann stated that there was a page missing so she will reissue the Success Stories to all members.

Other Business

Cary informed members that the next NCI Works meeting will be on Tuesday, September 6, 2022 at 12:00 p.m.

Public Comments

None

Adjournment

With there being no further business, John Spencer motioned to adjourn. Motion was seconded by Gerald Waszkowiak and carried. Meeting adjourned at 12:35 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in cursive script that reads "Patty Head".

Patty Head
NCI Works Board Secretary