

**NCI Works  
Meeting Minutes  
May 3, 2022**

The NCI Works Meeting was called to order at 12:03 p.m. by Co-Chair Cary Robbins. Roll Call was taken.

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

**PROXIES:** Vanessa Hoffeditz to Linda Burt, Kevin Lindeman to Joel Torbeck

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

**Presentation**

Carrie introduced Stephanie Englund with Project Open to members. Carrie said that during the past few years, the BEST, Inc. staff have been providing updates to members on the Opioid Grant. She said that during the past few years, staff have been working closely with Project Open and Stephanie is going to provide information on an initiative that may be of interest to employers.

Stephanie introduced members to the Recovery Friendly Workplace (RFW) initiative that Project Open has started with a grant for \$1,000,000. This grant, Stephanie said, is to address the social determinants of health as it relates to substance. She continued by providing specific information about the program and services that are available through Project Open. Stephanie shared the website (<https://theprojectopen.com/recovery-friendly-workplace-rfw>) and her contact information ([stephanie.englund@recoveryfriendlyworkplaceil.org](mailto:stephanie.englund@recoveryfriendlyworkplaceil.org) or 815-285-7899) with members should anyone wish to contact her about Project Open and/or the Recovery Friendly Workplace.

## 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. Kevin Reibel motioned to approve the Consent Agenda. Motion was seconded by Linda Burt. Roll Call vote was taken.

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

Motion carried.

The following items were approved in the Consent Agenda:

- March 1, 2022 NCI Works Meeting Minutes
- Youth Committee Report from the April 12, 2022 Meeting
  - Approval of PY 22 Youth Providers Pending Contract Negotiations
    - ✓ Bureau Henry Stark Regional Office of Education
    - ✓ Regional Office of Education #35
    - ✓ Regional Office of Education #47
    - ✓ Denied SRAVTE as PY 22 Youth Provider
- Targeted Population Committee/Workgroup April 19, 2022 Discussion

## Business Meeting

### Oversight Committee

Gerald informed members that the Oversight Committee met prior to the NCI Works meeting and recommending approving all items listed on the Agenda.

### Approval of the Financial Reports

Gerald Waszkowiak motioned to approve the January & February 2022 Monthly Financial Statements. Motion was seconded by Terry McGuire. 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			Rob Lentz		
Ed Bochniak			Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt	X		Dwayne Mentgen	X	
Danelle Burrs			Marcie Mulholland		
Dr. Jerry Corcoran	X		Kris Noble		
Marcia Derrer	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Abby Farrell			Kevin Reibel	X	
Dan Fitzgerald	X		Cary Robbins	X	
Randy Freeman	X		Len Saunders		
Janet Graham	X		John Spencer		
Patty Head	X		Amy Soltis Strawn	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones			Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
			Justin Wiggins		

Motion carried.

### Approval of 3<sup>rd</sup> Quarter Partner Report

Gerald Waszkowiak motioned to approve the 3<sup>rd</sup> Quarter Partner Report. Motion was seconded by Terry McGuire. 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			Rob Lentz		
Ed Bochniak			Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt	X		Dwayne Mentgen	X	
Danelle Burrs			Marcie Mulholland		
Dr. Jerry Corcoran	X		Kris Noble		
Marcia Derrer	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Abby Farrell			Kevin Reibel	X	
Dan Fitzgerald	X		Cary Robbins	X	
Randy Freeman	X		Len Saunders		
Janet Graham	X		John Spencer		
Patty Head	X		Amy Soltis Strawn	X	
Linda Hessenberger	X		Teresa Strum	X	

Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones			Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
			Justin Wiggins		

Motion carried.

Review of the Partner Referral Report

Gerald noted that the Partner Referral Report was provided as information only.

Approval to recertify the Truck Driving Program with Midwest Safe Driving

Gerald motioned to recertify the Truck Driving Program with Midwest Safe Driving. Motion was seconded by Terry McGuire. Roll Call vote was taken.

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

Motion carried.

Approval to include the Bookkeeping (Accounting) Certificate to the Approved Training List

Gerald Waszkowiak motioned to approve the Bookkeeping (Accounting) Certificate program with Sauk Valley Community College and add it to the Eligible Training Provider List. Motion was seconded by Terry McGuire. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Rhonda Krueger	X	
Lyndsay Bliss			Rob Lentz		
Ed Bochniak			Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	

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

Motion carried.

Approval to recertify the following training program with Sauk Valley Community College

Gerald motioned to recertify the following training programs with Sauk Valley Community College:

- Accounting
- Advanced Welder
- Agricultural Mechanics
- Agriculture Business
- Agriculture Production Technology
- Associate Degree Nursing
- Commercial Drivers License Program
- Computer Information Systems: Business Software Specialist I
- Computer Information Systems: Computer Software Technology
- Computer Information Systems: Networking
- Computer Information Systems: Networking Specialist
- Computer Information Systems: PC Technician
- Computer Information Systems: Server Support Specialist
- Computer Information Systems: Windows Server Administrator
- Computer Information Systems: Business Software Specialist II
- Criminal Justice-Law Enforcement
- Criminal Justice Corrections
- Electronics: Industrial
- Entrepreneurship & Small Business Management
- Entry Level Welder
- Machining & CNC
- Management
- Management Certificate
- Marketing
- Multicraft Technology
- Nurse Assistant
- Pharmacy Technician Program with Clinical Externship

Practical Nursing  
 Radiologic Technology  
 Robotic Welding

Motion was seconded by Terry McGuire. Roll Call vote was taken.

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

Motion carried.

### Other Business

#### Apprenticeship Grant Modification

Annette Pace informed members that the State, after reviewing, the expenditures allowed a time extension to 6/30/2022 for the Apprenticeship Grant. No increase dollar amount was awarded, just the time extension. Joel Torbeck motioned to approve the Apprenticeship Grant Modification as presented. Motion was seconded by Linda Burt and a Roll Call vote was taken.

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

Dan Fitzgerald	X		Cary Robbins	X	
Randy Freeman	X		Len Saunders		
Janet Graham	X		John Spencer		
Patty Head	X		Amy Soltis Strawn	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones			Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
			Justin Wiggins		

Motion carried.

PY 21 WIOA Modification

Annette Pace told members that DCEO awarded an increase allocation of \$90,493 to the PY 21 WIOA Grant which requires a modification to that Grant. She said that periodically the state reassesses annual allocation for all local workforce areas and this was the surplus for PY 21. Dr. Jerry Corcoran motioned to approve the PY 21 WIOA Grant Modification as presented. Motion was seconded by Gerald Waszkowiak. Roll Call vote was taken.

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

Motion carried.

One Stop Operator Agreement

Carrie presented the One Stop Operator Agreement to members. She said that this Agreement outlines the roles and responsibilities of the One Stop Operators. Carrie reminded members that at the last NCI Works meeting, members voted that the One Stop Operators would be the consortium of the Illinois Department of Employment Security, Illinois Department of Human Services Division of Vocational Rehabilitation, Illinois Valley Community College Adult Education and Business Employment Skills

Team, Inc. Carrie said that the Chief Elected Officials approved the Agreement at their meeting last month. Linda Burt motioned to approve the One Stop Operator Agreement. Motion was seconded by Linda Hessenberger. 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			Rob Lentz		
Ed Bochniak			Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt	X		Dwayne Mentgen	X	
Danelle Burrs			Marcie Mulholland		
Dr. Jerry Corcoran	X		Kris Noble		
Marcia Derrer	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Abby Farrell			Kevin Reibel	X	
Dan Fitzgerald	X		Cary Robbins	X	
Randy Freeman	X		Len Saunders		
Janet Graham	X		John Spencer		
Patty Head	X		Amy Soltis Strawn	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones			Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
			Justin Wiggins		

Motion carried.

Review & Approval of PY 22 Memorandum of Understanding (MOU) Document & One Stop System Budget

Carrie presented the PY 22 Memorandum of Understanding (MOU) and One Stop System Budget to members. She told members that the Partners developed these documents and agreed that these are the final documents that need to be sent to the State. Teresa Strum motioned to approve the PY 22 Memorandum of Understanding (MOU) and One Stop System Budget as presented. Motion was seconded by Bill Keene. 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			Rob Lentz		
Ed Bochniak			Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt	X		Dwayne Mentgen	X	
Danelle Burrs			Marcie Mulholland		
Dr. Jerry Corcoran	X		Kris Noble		
Marcia Derrer	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Abby Farrell			Kevin Reibel	X	
Dan Fitzgerald	X		Cary Robbins	X	
Randy Freeman	X		Len Saunders		



Janet Graham	X		John Spencer		
Patty Head	X		Amy Soltis Strawn	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones			Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
			Justin Wiggins		

Motion carried.

### PY 22 WIOA Budget

Annette Pace told members that at this time, we have not yet received allocation for PY 22, however we expect it to be received before our next NCI Works meeting. She requested permission to enter into an agreement with DCEO and submit the necessary documents to establish the Grant. Patty Head motioned to authorize the BEST, Inc. staff to enter into an agreement with DCEO and submit the necessary documents to establish the PY 22 WIOA Grant. Motion was seconded by Linda Burt. 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			Rob Lentz		
Ed Bochniak			Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt	X		Dwayne Mentgen	X	
Danelle Burrs			Marcie Mulholland		
Dr. Jerry Corcoran	X		Kris Noble		
Marcia Derrer	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Abby Farrell			Kevin Reibel	X	
Dan Fitzgerald	X		Cary Robbins	X	
Randy Freeman	X		Len Saunders		
Janet Graham	X		John Spencer		
Patty Head	X		Amy Soltis Strawn	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones			Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
			Justin Wiggins		

Motion carried.

### Transfer Funds Request

Carrie requested for the ability to transfer funds, if necessary, between Adult and Dislocated Worker for the year end needs. Gerald Waszkowiak motioned to authorize the BEST, Inc. staff to transfer funds between the Adult and Dislocated Worker grants, if needed, for year-end needs. 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			Rob Lentz		
Ed Bochniak			Kevin Lindeman	X	
Mary Boogemans			Terry McGuire	X	
Linda Burt	X		Dwayne Mentgen	X	
Danelle Burrs			Marcie Mulholland		
Dr. Jerry Corcoran	X		Kris Noble		
Marcia Derrer	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Abby Farrell			Kevin Reibel	X	
Dan Fitzgerald	X		Cary Robbins	X	
Randy Freeman	X		Len Saunders		
Janet Graham	X		John Spencer		
Patty Head	X		Amy Soltis Strawn	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones			Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
			Justin Wiggins		

Motion carried.

Request approval for any grant modifications (if necessary)

Carrie told members that there was no request for any additional grant modifications at this time.

Opioid Grant Update / Apprenticeship Expansion Grant Update

Cary informed members that an update was provided on the Agenda for the Opioid Grant and Apprenticeship Expansion Grant.

Success Stories

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

NCI Works Meeting Schedule:

It was noted that the Executive Committee will meet on July 5, 2022 with the next NCI Works meeting being held on September 6, 2022

Public Comments / Recognition of Guests

It was acknowledged that Kacie McIntyre, Mary Ann Rice and Rachel Curry with the IL Department of Human Service Division of Rehabilitation Services were in attendance as well as Dianna Schuler, Business Relations Manager with BEST, Inc.

Adjournment

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

Jo Ann Johnson

Approved by:

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

Patty Head  
Secretary