

**NCI Works  
Virtual Meeting Minutes  
September 5, 2023**

The NCI Works Meeting was called to order at 12:02 p.m. by Co-Chairman Patty Head. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
Dave Argubright		X	Rob Lentz		X
Lyndsay Bliss		X	Kevin Lindeman	X	
Ed Bochniak		X	Terry McGuire	X	
Mary Boogemans		X	Dwayne Mentgen	X	
Danelle Burrs	X		Dr. Tracy Morris	X	
Robin Dedmond Thompson	X		Marcie Mulholland		X
Marcia Derrer		X	Kris Noble	X	
Sara Escatel	X		Dan Payette	X	
Abby Farrell		X	Tom Pigati		X
Dan Fitzgerald	X		Cary Robbins		X
Janet Graham	X		Len Saunders		X
Patty Head	X		John Spencer	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones	X		Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
Rhonda Krueger	X		Justin Wiggins		X

**PROXIES:** Janet Graham to Rhonda Krueger, Kevin Lindeman to Bill Keene, Teresa Strum to DeAnne White

**OTHERS PRESENT:** Carrie Folken, Jo Ann Johnson

**Chairman's Comments**

Patty Head introduced Dr. Tracy Morris, President of IL Valley Community College to members. Dr. Morris provided a brief bio about herself and members introduced themselves to Dr. Morris.

Carrie reminded members that the Reappointment and Recertification process needs to be sent to the State by October 1. She told members that the process has changed and Jo Ann will be sending out the completed forms for signature through Docusign.

**Consent Agenda**

Patty informed members that the Consent Agenda was included with the meeting materials. She told members that anyone can remove an item from the Consent Agenda list upon request for discussion. Patty said that the May 2, 2023 Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. The other item on the Consent Agenda included the selection of the State Award Recipient for the Illinois Workforce Partnership Awards. Patty said that the Minutes from the Business Liaison & Marketing Committee's meeting of August 2, 2023 was also included with

the meeting materials to allow for full disclosure. Vanessa Hoffeditz motioned to approve the Consent Agenda. Motion was seconded by Kris Noble. Roll Call vote was taken.

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

Motion carried.

### Business Meeting

Gerald Waszkowiak informed members that the Oversight Committee met prior to the NCI Works meeting and recommended approval of the following:

- Approval of the Financial Reports March, April, May & June 2023
- Approval 3<sup>rd</sup> Quarter Title I Performance Report
- Approval of 4<sup>th</sup> Quarter Partner Report
- Approval to Recertify Training Program Recertifications from Illinois Valley Community College
  - Advanced Renewable Energy Technician Certificate
  - Agricultural Business Management
  - Agronomy AAS
  - Basic Dental Office Management Certificate
  - Business Administration
  - Business Management
  - Computer Network Administration
  - Computer Numerical Control (CNC) Operator
  - Cybersecurity Associate of Applied Science degree
  - Electronics & Electricians Associate in Applied Sciences
  - Emergency Medical Technician - Basic
  - Emergency Medical Technician – Paramedic
  - Heating, Ventilation and Air Conditioning Certificate
  - Medical Administrative Assistant

- Medical Billing and Coding
  - Phlebotomy Certificate
  - Process Operation Technology
  - Renewable Energy Technician Certificate
  - Engineering Technology
- Approval to Recertify Training Program Recertifications from Morrison Institute of Technology
    - Networking Administration
    - Engineering Technology
  - Approval to Recertify Training Program Recertifications from Sauk Valley Community College
    - Commercial Drivers License Program
    - Computer Information Systems: Business Software Specialist I
    - Computer Information Systems: Business Software Specialist II
    - Nurse Assistant

Gerald Waszkowiak motioned to accept the Oversight Committee' recommendation in approving the items listed above. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

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

Motion carried.

Gerald also informed members that the Oversight Committee did review the Title I Performance Assessment for LWIA #4 (Program Year 2021), Partner Referral Report and Resource Room Comments. He told members that DCEO recently monitored the Title I Program for Program Year 2021 and clerical errors were found and corrected.

### Committee Reports

Business Liaison & Marketing Committee Report

Patty reported that the June 15, 2023 Meeting Minutes from the Business Liaison & Marketing Committee were included with the meeting materials as an information item. No questions or comments were received.

Youth Committee Report

Patty noted that the Youth Committee Meeting Minutes from the Youth Committee's meeting of August 8, 2023 were included with the meeting materials as an informational item. No questions or comments were received.

**Other Business**Request authorization to apply for a 1E Grant for St. Margaret's Health / IL Valley Community Hospital (IVCH) influx of customers (if needed)

Carrie requested approval to apply for a 1E (emergency) Grant for customers affected by St. Margaret's Health / Illinois Valley Community Hospital layoffs. Carrie said that the grant is not needed at this time, but she is requesting the approval should it be needed before the next NCI Works meeting. Gerald Waszkowiak motioned to grant Carrie authority to apply for the 1E Grant if needed for the St. Margaret's Health / IL Valley Community Hospital employees that were affected by the recent layoff. Motion was seconded by Danelle Burrs. Roll Call vote was taken.

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

Motion carried.

Ratify the Approval of the PY 23 WIOA Grant

Carrie informed members that the PY 23 WIOA Grant was submitted to DCEO on June 6, 2023. At that time, she asked the Co-Chairs if they wanted to have a special meeting to approve the grant or if they felt comfortable to sign the grant and have it ratified at the next NCI Works meeting. Carrie reported that both Cary and Patty felt comfortable signing the grant and submitting it to DCEO. She said that the Program Planning and Budget information was included with the meeting materials if anyone had any questions. John Spencer motioned to ratify the PY 23 WIOA Grant as submitted to DCEO. Motion was seconded by Gerry Waszkowiak. Roll Call vote was taken.

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

Motion carried.

Approval/Acceptance of the Apprenticeship Expansion Grant

Carrie informed members that BEST applied for an Apprenticeship Expansion Grant through DCEO. She said that this is a one-year grant with an opportunity to apply for more funds up to a 5 year period. She told members that BEST was awarded \$110,000 to provide technical assistance to area companies/businesses in the development of apprenticeship programs that address company/business workforce needs. Technical Assistance Outreach covers 8 counties that BEST serves: Bureau, Carroll, Jo Daviess, La Salle, Lee, Ogle, Putnam, and Whiteside. BEST will also serve as a liaison to connect companies/businesses to the US Department of Labor Region 5 Office of Apprenticeship. Carrie said that this is the first year of this round of Apprenticeship Expansion Grant, grant Period is July 1, 2023 through June 30, 2024. Illinois can apply for an additional 4 years through competitive bid in 2024. She continued by saying that the first year staff will hold an additional 6 industry sector events to promote the development of new programs and the expansion of existing programs. We anticipate the standup of at least 1 additional program besides the ones at Jo Carroll Energy and Wolfline Construction. We also anticipate reaching 179 companies across all sectors based on our performance during our 2019 Apprenticeship Expansion Grant. We hope to be able to apply for and receive additional funding during the 2024 bidding process so that we can expand program such as those covered by the current grant as well as put more VR career exploration tools in area schools. Carrie noted that a list of what the grant

will cover is listed on the Meeting Agenda. Dan Fitzgerald motioned to approve the Apprenticeship Expansion Grant. Motion was seconded by Terry McGuire. Roll Call vote was taken.

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

Motion carried.

Request approval to apply for PROWD (Partners for Reentry Opportunities in Workforce Development) Grant

Carrie informed members that the PROWD grant is an initiative launched by the Department of Justice and Department of Labor to provide targeted employment services to federally incarcerated individuals as they approach community reentry. The initiative, Carrie said, is authorized under the First Step Act of 2018. They have given these funds to DCEO to oversee the program in Illinois. Carrie said that she was approached a few weeks ago to be a part of a listening call where she was asked to apply for funds since Thompson Prison is located in our Local Workforce Area. The funds, she said, would be used to support an advocate to help these individuals with resources to reintegrate themselves back in the community. The individuals would be given a cell phone, hot spot and computer to use to work with the advocate for case management, job search, etc. Additionally, they will be given up to \$20,000 to use for needs such as first and last month rent. Although there are 115 eligible individuals for this program in Thompson, the number given as a ball park for our area was 10. Carrie said that the program is voluntary, so not all may be interested in participating. Carrie told members that our staff has experience with working with these individuals and feel comfortable applying for the grant. Carrie said that the funds would funnel through our agency and we would have a full-time staff person running the program. The majority of the case management would be done electronically. Carrie told members that this is a three year grant, but does not have specifics since the Notice of Funding Opportunities (NOFO) have not been released. Kris Noble motioned to authorize Carrie to apply for PROWD Grant. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Rob Lentz		
Lyndsay Bliss			Kevin Lindeman	X	

Ed Bochniak			Terry McGuire	X	
Mary Boogemans			Dwayne Mentgen	X	
Danelle Burrs	X		Dr. Tracy Morris	X	
Robin Dedmond Thompson	X		Marcie Mulholland		
Marcia Derrer			Kris Noble	X	
Sara Escatel	X		Dan Payette	X	
Abby Farrell			Tom Pigati		
Dan Fitzgerald	X		Cary Robbins		
Janet Graham	X		Len Saunders		
Patty Head	X		John Spencer	X	
Linda Hessenberger	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Joel Torbeck	X	
Deana Jones	X		Gerald Waszkowiak	X	
Bill Keene	X		DeAnne White	X	
Rhonda Krueger	X		Justin Wiggins		

Motion carried.

Request approval to transfer funds between Adult and Dislocated Workers Grants, if needed before the November NCI Works Meeting

Carrie requested authorization to transfer funds between the Adult and Dislocated Workers Grants, if needed before the November NCI Works meeting. Carrie told members that costs will be evaluated after the first quarter and if a transfer is needed, it will need to be done before the next NCI Works meeting. Dr. Tracy Morris motioned to authorize Carrie to transfer funds between Adult and Dislocated Workers Grants, if needed. Motion was seconded by Dwayne Mentgen. Roll Call vote was taken.

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

Motion carried.

Requesting approval to apply for the State Supplemental Allocation

Carrie informed members that the State has set aside 5,000,000 to be awarded to Local Workforce Areas as Supplemental Grant Funds. Carrie said that a webinar is scheduled for later this week where more specific information will be available. She told members that BEST is slated to receive about \$452,153.39 based on a loss in allocations and rural and community needs. Carrie provided an overview of the grant and noted that it is due by October 1. After discussion, Gerald Waszkowiak motioned to authorize Carrie to apply for Supplemental Grant Funds. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

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

Motion carried.

Request approval for any grant modifications (if necessary)

Carrie noted that no other approvals were needed at this time.

Partner Updates (Partner members) and Member updates (NCI Works members that want to update the board about their business needs)

None were reported.

Apprenticeship Activities

Patty informed members that the Apprenticeship Activities was included on the meeting agenda as an informational item.

Success Stories

Patty pointed out that BEST Success Stories were included with the meeting material and encouraged members to read them.



NCI Works Meeting Schedule

Patty said that the next NCI Works meeting will be held both in person and via Zoom on Tuesday November 7, 2023 at 12:00 Noon.

Public Comments / Recognition of Guests


Carrie mentioned that Dianna Schuler was attending the meeting via Zoom.

Adjournment

With there being no further business, Bill Keene motioned to adjourn. Motion was seconded by Joel Torbeck. Motion carried. Meeting adjourned at 12:41 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:  
  
81E46B827D1A46B...

John Spencer  
Secretary