

**Northwest Central IL Works (NCI Works) Executive Committee  
(Zoom) Meeting Minutes  
January 2, 2024**

The NCI Works Executive Committee meeting was called to order at 12:02 Noon by Chair, Patty Head. Roll call was taken.

Name	Present	Absent	Proxy	Name	Present	Absent	Proxy
Patty Head	X			Teresa Strum	X		
Vanessa Hoffeditz	X			Gerald Waszkowiak	X		
John Spencer	X			DeAnne White		X	
Sara Escatel			X	Rhonda Krueger	X		
Deana Jones			X	Dwayne Mentgen	X		
Bill Keene	X						

**PROXY:** Sara Escatel to Rhonda Krueger, Deana Jones to Vanessa Hoffeditz

**OTHERS PRESENT:** Carrie Folken, Jo Ann Johnson, Jessica Green, Dianna Schuler

Approval of Meeting Minutes

Gerald Waszkowiak motioned to approve the January 3, 2023 Executive Committee Minutes. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

**Business Meeting**

Review and Approval of the Financial Reports Ending October 31, 2023

Jessica reported that she did not have anything to add to her Financial Reports that were included with the meeting materials. Teresa motioned to approve the Financial Reports ending October 31, 2023. Motion was seconded by John Spencer. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	

John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

Approval to Apply for IE Grant

Carrie requested approval to apply for a 1E Grant for individuals affected by recent closures. She said that she will apply for the grant only if an influx of customers come in for services. Vanessa Hoffeditz motioned to approve Carrie's request to apply for a 1E Grant, if needed. Motion was seconded by Gerald Waszkowiak. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

Application for the Trade Case Management Grant

Carrie informed members that BEST was under the impression that they would no longer receive Trade money, however that is not the case. She told members that since Trade is a mandated partner for the One Stop Center, DCEO is allowing local areas to apply for Trade funds. She said that of the \$13,799.06 grant, about \$4,000 will be used for the Partner share in the MOU and the other funds will be used for staff to assist those individuals affected by a Trade event. Carrie told members that new legislation is being proposed that may affect the Trade program in the future but, until the legislation changes, Trade is a required partner in the One Stop System. Gerald Waszkowiak motioned to authorize Carrie to submit a Trade Application as presented. Motion was seconded by Teresa Strum. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

Pre-Planning Guide PY 2024 MOU Modification

Carrie informed members that a copy of the Pre-Planning Guide for the PY 2024 Memorandum of Understanding (MOU) was included with the meeting materials as an informational item. Vanessa noted that she would get Jo Ann some address corrections for Tri-County Opportunities Council.

Request approval to post the PY 24 Regional & Local Plans for Public Review

Carrie informed members that the PY 24 Regional and Local Plans will be due to DCEO on March 30. However, a 30-day Public Comment Period is required. Carrie asked for the authority to post the PY 24 Regional and Local Plans to comply with the 30-day Public Comment Period. Carrie said that both Regional Plans and Local Plan will be acted on by NCI Works at their March 5 meeting. Vanessa Hoffeditz motioned to authorize Carrie to publish the Regional Plans and Local Plan by February 14 in order to comply with the 30-day Public Review. Motion was seconded by John Spencer. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

One Stop Center Location

Carrie told members that the MOU Planning Process will begin next week and one of the topics for discussion is the location of the One Stop Center. Carrie told members that the One Stop Center location is the decision of the Local Workforce Board (NCI Works). She said that since the One Stop System started, Ottawa has been the site for the Comprehensive Center. Carrie told members that the IL Dept. of Employment Security has opened a new facility in Sterling that may be considered as a potential site for the One Stop Center. Carrie said that the reason she is bringing this to members is that with the MOU Planning process starting One Stop Partners need to know, for budget purposes, where the One Stop Center will be located. A lengthy discussion was held regarding the pros and cons of having the One Stop Center in Sterling vs. Ottawa. It was noted that the Sterling IDES is centrally located for the Local Workforce Area which comprises 8 counties (Bureau, LaSalle, Lee, Putnam, Ogle, Whiteside, Jo Daviess and Carroll). Carrie noted that the Sterling location is in a fairly new building and totally accessible to the public. Patty asked if Carrie was going to address the location with the Partners. Carrie responded that the decision of the One Stop Center is a local Board decision, but she plans to address it with them at their meeting next week. Gerald asked if multiple locations for a One Stop could be established. Carrie responded that there could be multiple sites, but it comes down to the cost sharing for the system and most partners are not able to afford 2 sites. Vanessa told

members that since the pandemic and IDES has modified their schedules, it has been challenging for partners to see customers. After discussion, Vanessa motioned to explore options pertaining to the One Stop location and authorize Carrie the authority to do what is best for the Local Workforce area. Motion was seconded by Teresa Strum. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak		X
John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

#### One Stop Center Reopening Plan

Carrie informed members that we currently have a One Stop Center Reopening Plan for the Ottawa One Stop Center, which expires July 1, 2024. Carrie said that reopening plan is part of the Local Plan and MOU planning process, and therefore, if any changes are to be made, she is asking for the ability to make those changes during the planning process. If changes are to be made, Carrie said, they have to be done so before July 1, 2024. John Spencer motioned to approve being able to explore changing the One Stop Center Reopening Plan, if necessary. Motion was seconded by Patty Head. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

#### Discussion Regarding NCI Works Committee Structure

Carrie referred members to the current Committee structure that was included with the meeting materials. She said that she reviewed the current structure as well as the goals and responsibilities of each of the committees. Carrie told members that the new guidance for the Local Plans and Self-Assessment for Service Integration will add more responsibility for overseeing planning, processing, and identifying with all Partners. Carrie told members that her only recommendation would be adding a One Stop Partner Committee and fold in some of the responsibilities of the Targeted Population Committee. Carrie reviewed the goals of the Targeted Population Committee and most of those tasks falls under the guidance of the One Stop Committee.

Carrie told members that more oversight will be required by the Local Workforce Board in service integration. She said that before the pandemic, local partners and line staff met and set some goals for service integration. Such projects included an electronic referral system and partners manual. One of the goals, Carrie said, was to have the Workforce Board, Partner staff, and line staff get to know each other and collaborate on customers and services. Vanessa, chair of the Targeted Population Committee, told members that the committee is at a stumbling block because there is no money to achieve any of their goals. She said the committee comes up with ideas, but it has no chance of being implemented.

In regards to the Oversight Committee, Carrie said that a new evaluation tool will be developed that can be used for the One Stop System.

Vanessa stated that the One Stop Partner Committee will be a good fit to what we are trying to achieve and meets the requirements of the planning process.

Patty asked who the members would be on the One Stop Partner Committee. Carrie responded that it would be the One Stop Partners who are already voting members on NCI Works. Carrie told members that in 2018, before the One Stop Operators were part of the legislation, there was a One Stop Partner Committee.

Vanessa commented that the only recommended change is to the Targeted Population Committee and not to the Workgroup.

After discussion, John Spencer motioned to incorporate a One Stop Partner Committee to the NCI Works Committee Structure thereby removing the Targeted Population Committee from the structure. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Patty Head	X		Teresa Strum	X	
Vanessa Hoffeditz	X		Gerald Waszkowiak	X	
John Spencer	X		DeAnne White		
Sara Escatel	X		Rhonda Krueger	X	
Deana Jones	X		Dwayne Mentgen	X	
Bill Keene	X				

Motion carried.

Request approval for any grant modifications (if necessary)

None at this time.

**Other Business**

Program Services Team Update

Carrie informed members that an update from the last meeting with the Program Services Team

was included on the Meeting Agenda. If anyone has any questions, please let her know.

Status Reports for Special Grant

Carrie informed members that information regarding the Apprenticeship Grant, Healthcare Summit, Supplemental Grant projects, and Trade Grant was included on the Agenda. She encouraged members to read about the events that are happening in the local workforce area.

BEST Success Stories

Patty informed members that BEST Success Stories and Facebook posts were included with the meeting materials and encouraged everyone to read them.

Next Meeting:

Patty informed members that July 2, 2024 will be the next NCI Works Executive Committee meeting. Carrie said that the next NCI Works meeting will be on March 5, 2024.

Public Comments

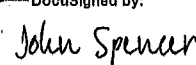
None

Adjournment

With there being no further business, Vanessa Hoffeditz motioned to adjourn. Motion was seconded by Gerald Waszkowiak and carried. Meeting adjourned at 1:04 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:  
  
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John Spencer  
Secretary