

**NCI Works Meeting Minutes  
(Hybrid Meeting)  
September 3, 2024**

The NCI Works Meeting was called to order at 12:01 p.m. by Co-Chairman Patty Head. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
Dave Argubright		X	Holly Melvin	X	
Ed Bochniak		X	Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel		X	Tom Pigati		X
Patty Head	X		Maryann Rice		
Linda Hessenberger	X		Len Saunders		X
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum		
Rob Lentz		X	Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada		

**PROXIES:** MaryAnn Rice to Joel Torbeck, Teresa Strom to DeAnne White, Dawn Roalson Zavada to Joel Torbeck

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

Chairman's Comments

Patty informed members that Rhonda Krueger, Janet Graham, Gerald Waszkowiak, Lyndsay Bliss and Kevin Lindeman have resigned from NCI Works. On behalf of the full board, Patty thanked these members for their service. Carrie noted that Ahneke Thompson, the office manager at the Sterling Office, will replace Rhonda Krueger and Holly Melvin replaces Janet Graham who retired at the end of June.

Executive Director Comments

Carrie told members that an undated Membership and Committee Structure lists were included with the meeting materials. She said that with the resignation of Gerald Waszkowiak, private sector members are needed desperately for the Oversight Committee. Carrie said that the Oversight Committee usually meets thirty minutes before the NCI Works meeting, via Zoom. Carrie asked members to let Jo Ann know if they would be interested in being a part of the Oversight Committee, or if they would like to join any of the other Committees that are on the list. Patty said that if a member is not listed on a Committee, to please consider volunteering to serve on a committee.

## 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 7, 2024 Meeting Minutes and the July 2, 2024 Executive Committee Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. Joel Torbeck motioned to approve the Consent Agenda. Motion was seconded by Bill Keene. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Patty Head	X		Maryann Rice	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz			Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

The following items were approved on the Consent Agenda:

- NCI Works Meeting Minutes of May 7, 2024
- NCI Works Executive Committee Meeting of July 2, 2024
- Approval of the Financial Reports Ending April 30, 2024
- Approval (Ratification) of the One Stop Center Certification
- Approval of the Dental Hygiene ASS Program at IL Valley Community College
- Approval to recertify the Nurse Aide Training Program at Castor Health Institute
- Approval to recertify the following Programs at IL Valley Community College
  - Accounting Certificate - Basic
  - Advanced Accounting Certificate
  - Advanced Automotive Technology
  - Advanced Renewable Energy Technician Certificate
  - Agricultural Business Management
  - Agronomy AAS
  - Auto Brakes, Suspension Alignment
  - Automotive Technology
  - Basic Automotive Technology
  - Basic Dental Office Management Certificate
  - Business Administration
  - Business Management
  - Certified Nursing Assistant

- Certified Nursing Assistant Refresher Course
- Certified Production Technician Program
- Computer Network Administration
- Computer Networking Certificate
- Computer Numerical Control (CNC) Operator
- Criminal Justice
- Criminal Justice Certificate
- Cybersecurity Associate of Applied Science degree
- Cybersecurity Certificate
- Dental Assisting
- Driveability
- Emergency Medical Technician - Basic
- Emergency Medical Technician - Paramedic
- Engine Performance
- Engineering Technology AAS
- GMAW Basic Welding Certificate
- GMAW Intermediate Welding Certificate
- GTAW Welding Certificate
- Heating, Ventilation, and Air Conditioning Certificate
- Industrial Electrician
- Industrial Electricians Certificate
- Industrial Maintenance Certificate
- Machinist Tool Die Certificate
- Manufacturing Technology
- Marketing
- Nursing (RN)
- Office Professional II
- OAW Welding Certificate
- Pharmacy Technician
- Phlebotomy Certificate
- Practical Nursing
- Renewable Energy Technician Certificate
- SMAW Basic Welding Certificate
- TDT Equipment Refresher Training
- Welding Construction AAS
- Welding Production AAS
- Certified Nursing Assistant

### **Business Meeting**

### **Committee Reports**

Patty reported that copies of the Meeting Minutes for Employer Engagement, One Stop Partner and Youth Committee were included with the meeting materials for informational purposes. She asked if members had any questions regarding these Committees.

**Oversight Committee Report**

Approval of the Financial Reports Ending June 30, 2024

Dr. Tracy Morris motioned to approve the Financial Reports ending June 30, 2024. Motion was seconded by Kevin Bressendorf. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Patty Head	X		Maryann Rice	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz			Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

Review & Approval 3<sup>rd</sup> Quarter Title I Performance Report

Terry McGuire motioned to approve the 3<sup>rd</sup> Quarter Performance Report for Title I. Motion was seconded by Patty Head. Roll Call was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Patty Head	X		Maryann Rice	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz			Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

Review & Approval of 4<sup>th</sup> Quarter Partner Report

Vanessa Hoffeditz motioned to approve the 4<sup>th</sup> Quarter Partner Report. Motion was seconded by Dr. Tracy Morris. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Patty Head	X		Maryann Rice	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz			Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

Review of the Partner Referral Report

Patty reported that a copy of the Partner Referral Report was included with the meeting materials. No action was needed.

Review of Resource Room Comments

Patty noted that copies of the Resource Room Comments were included from the Ottawa office. She said that comments were favorable.

**Other Business**

2024/2025 WIOA Performance Negotiations

Carrie said that each year WIOA Performance Negotiations are held with the State. She is requesting approval for her and Joel Torbeck to be appointed to serve as the negotiators on behalf of LWIA #4. Bill Keene motioned to appoint Carrie Folken and Joel Torbeck as negotiators for the 2024/2025 WIOA Performance Measures. Motion was seconded by Kevin Bressendorf. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel			Tom Pigati		

Patty Head	X		Maryann Rice	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz			Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

Approval of the Great Northwest Region of Illinois – Economic Development Region 6 Plan (as corrected)

Carrie told members that correspondence was received from DCEO regarding corrections needed to the Local Plan and the Great Northwest Regional Plan that were submitted early this year. For the Local Plan, Carrie told members that for the first time, our policies needed to be included with the Plan. There were 2 policies that were included that were not labeled correctly. Carrie said that the titles of the policies were corrected and resubmitted to the State. The corrections for the Great Northwest Regional Plan were done by Local Workforce Area 13 and submitted to the State. Vanessa Hoffeditz motioned to approve the Plans as corrected. Motion was seconded by John Spencer. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Patty Head	X		Maryann Rice	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz			Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

Discussion Regarding the November 5, 2024 NCI Works Meeting

Carrie informed members that several of the members will be off on November 5 as it is Election Day. She asked members if they wanted to reschedule the November meeting, or continue with the meeting and accept proxies from those that will not be attendance. After discussion, staff were asked to conduct a poll to see what the preference would be.

### Grant Application Updates

Carrie provided members with an overview of the Supplemental Grant that BEST, Inc. will be receiving. This year's project, Carrie said, includes a work based learning initiative working with the Sterling, Streator, and Walnut libraries. She said that a financial literacy program is being planned to help individuals gain knowledge on finances. Carrie said that staff are looking at a computer-based system similar to what the Dixon YMCA have. Another program under the Supplemental Grant will include a barrier reduction fund to include such that as work clothes physicals that they may need to be employable. Carrie said that a professional development conference is also being planned but on a smaller scale with the topic related to working with individuals who have Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder and/or Autism in an educational and workplace setting.

Dr. Morris told members that the IVCC Foundation will be sponsoring a presentation on October 3, 2024 relating to a similar topic.

### Request approval for any grant modifications (if necessary)

None

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

None

### Apprenticeship Activities

Patty referred members to the Meeting Agenda to read about the Apprenticeship Activities.

### Supplemental Grant Update

Patty said that an update on the Supplemental Grant was included on the Meeting Agenda and encouraged members to read it.

### Success Stories

Patty told members that BEST Success Stories were included with the meeting materials and encouraged members to take a look at them.

### Next Meetings

Patty said that we would notify members of the next NCI Works meeting.

### Public Comments / Recognition of Guests

No public comments. Dianna Schuler was recognized as a guest.

Adjournment

With there being no further business, Linda Hessenberger motioned to adjourn. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken


Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Dr. Tracy Morris	X	
Kevin Bressendorf	X		Jesse Nauman	X	
Danelle Burrs	X		Dan Payette	X	
Sara Escatel			Tom Pigati		
Patty Head	X		Maryann Rice	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz			Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

Meeting adjourned at 12:35 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:  
  
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 John Spencer  
 Secretary