

**NCI Works Meeting Minutes
(Hybrid Meeting)
March 4, 2025**

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	Shayne Miller		
Kevin Bressendorf	X		Dr. Tracy Morris		X
Danelle Burrs		X	Jesse Nauman		X
Sara Escatel	X		Dan Payette		X
Patty Head	X		Tom Pigati	X	
Linda Hessenberger	X		Len Saunders		X
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones	X		Ahneke Thompson	X	
Bill Keene	X		Teresa Strum	X	
Rob Lentz		X	Joel Torbeck	X	
Terry McGuire	X		DeAnne White	X	
			Dawn Roalson Zavada		X

PROXIES: Shayne Miller to Joel Torbeck

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

Executive Director Comments

Carrie said that Dianna Schuler and Jessica Green with BEST, Inc. was in attendance.

Consent Agenda

Patty informed members that the Consent Agenda was included with the meeting materials. She told members that the Approval of the November 5, 2024 Meeting Minutes was the only item on the Agenda. John Spencer motioned to approve the Consent Agenda. Motion was seconded by Kevin Bressendorf. Roll Call vote was taken.

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

Motion carried.

Committee Reports

Patty informed members that Minutes from the Employer Engagement Committee (February 4, 2025), Youth Committee (February 11, 2025), and One Stop Partner Committee (February 18) were included with the meeting packet should anyone have any questions or want further information on what transpired during the respective meetings.

Oversight Committee Report

Linda Hessenberger told members that the Oversight Committee met prior to the NCI Works meeting. She said that the Committee reviewed and recommended approval for the Financial Reports ending December 31, 2024, the Second Quarter Title 1 Performance Report and Second Quarter Partner Report. Linda reported that all of these reports met with the committee’s satisfaction.

Approval of the Financial Reports Ending December 31, 2024

Tom Pigati motioned to approve the Financial Reports ending December 31, 2024. Motion was seconded by Joel Torbeck. Roll Call vote was taken.

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

Motion carried.

Approval Second Quarter Title I Performance Report

Vanessa Hoffeditz motioned to approve the Second Quarter Title 1 Performance Report. Motion was seconded by Bill Keene. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Shayne Miller	X	

Kevin Bressendorf	X		Dr. Tracy Morris		
Danelle Burrs			Jesse Nauman		
Sara Escatel	X		Dan Payette		
Patty Head	X		Tom Pigati	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		

Motion carried.

Approval of PY 24 Second Quarter Partner Report

DeAnne White mentioned that there was an influx in Veterans Services for the Second Quarter. Ahneke said that it was the way that the services were entered. She told members that there was a big push to get veterans entered into the system. Ahneke said that she would take another look at the numbers to make sure they are correct.

Tom Pigati motioned to approve the Second Quarter Partner Report. Motion was seconded by Teresa Strum. Roll Call vote was taken.

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

Motion carried.

Review of the Partner Referral Report

Linda said that the Partner Referral Report was included as an informational item to show the referrals between the Partnering agencies.

Review of One Stop Partner Customer Satisfaction Survey

On behalf of the One Stop Partner Committee, Vanessa informed members that the One Stop Partner Committee developed a Customer Satisfaction Survey for customers of the One Stop System. She said

that a draft of the Customer Satisfaction Survey was sent out to all partners asking them to share with their respective customers to confirm that this type of survey will work for the Oversight Committee since they will be reviewing the data. Members agreed with the use of the Customer Satisfaction Survey.

Training Program Recertifications from Illinois Valley Community College

Linda said that Illinois Valley Community submitted the following programs for recertification:

- Medical Administrative Assistant
- Truck Driver Training Advanced Proficiency Certificate
- Welding Advanced Construction Certificate
- Welding Basic Construction Certificate
- Welding Production Certificate

Joel Torbeck motioned to approve the following programs submitted by Illinois Valley Community College:

- Medical Administrative Assistant
- Truck Driver Training Advanced Proficiency Certificate
- Welding Advanced Construction Certificate
- Welding Basic Construction Certificate
- Welding Production Certificate

Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

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

Motion carried.

Training Recertifications from Sauk Valley Community College

Linda said that the following programs were submitted for recertification from Sauk Valley Community College:

- Pharmacy Technician Program with Clinical Externship
- Phlebotomy Technician with Clinical Externship

Kevin Bressendorf motioned to approve the following programs from Sauk Valley Community College:

- Pharmacy Technician Program with Clinical Externship
- Phlebotomy Technician with Clinical Externship

Motion was seconded by Teresa Strum. Roll Call vote was taken.

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

Motion carried.

Other Business

Approval of Report of Outcome for MOU Budget

Carrie informed members that the One Stop Partners met twice and came to an agreement for the Memorandum of Understanding (MOU) document and budget (resource sharing agreement). Approval is needed to authorize Patty to sign the Report of Outcome that needs to be sent to the Governor’s Office letting them know that Local Workforce Area #4 Partners are in agreement. Vanessa Hoffeditz motioned to authorize Patty to sign on behalf of the Local Workforce Board the Report of Outcome and submit the budget to the Governor’s Office. Motion was seconded by John Spencer. Roll Call vote was taken.

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

Motion carried.

Approval of the PY 25 Memorandum of Understanding (MOU)

Carrie presented the Memorandum of Understanding (MOU) document to members. She said that there were some minor changes to the document which is good for 3 years. Carrie told members that some of

the dates and costs needed to be updated. She said that all Partners were in agreement. DeAnne White motioned to approve the PY 25 Memorandum of Understanding as amended. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

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

Motion carried.

Grant Application(s) Updates

Request approval for any grant modifications (if necessary)

None

Partner Updates (Partner members) and Member updates

None

Apprenticeship Activities

Patty told members that the Apprenticeship Activities was included on the Meeting Agenda and encouraged them to read the program updates.

Membership List

Patty asked members to review the Membership List that was included with the meeting materials and if there were any corrections to let Jo Ann know.

BEST Success Stories

Patty encouraged members to read the BEST Success Stories that were included in the meeting materials.

Next Meeting

Patty told members that the next NCI Works meeting will be held on Tuesday, May 6, 2025.

Public Comments

Dianna Schuler informed members that the most recent "Getting to Work" Podcast has been posted to the NCI Works Website and YouTube. She provided that information in the Zoom Chat Box.

Tom Pigati asked how the federal funding cuts would impact the program. Carrie responded that although the BEST staff is not federal employees, the agency receives federal funds. She said that Continuing Resolution is set to expire on March 14 and she is watching it very closely to see if it will affect the WIOA funding. Carrie told members that BEST is at the mercy of Congress whether we receive funding.

Adjournment

With there being no further business, Linda Hessenberger motioned to adjourn. Motion was seconded by Joel Torbeck. Motion carried. Meeting adjourned at 12:28 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:

John Spencer

81E46B827D1A46B...

John Spencer

Secretary