

**NCI Works Meeting Minutes
(Hybrid Meeting)
May 6, 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	X	
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	Proxy		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	Proxy	
			Dawn Roalson Zavada	X	

PROXIES: Vanessa Hoffeditz to Joel Torbeck; DeAnne White to Teresa Strum

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

Approval of Meeting Minutes

Deana Jones motioned to approve the March 4, 2025 Meeting Minutes. Motion was seconded by Dr. Tracy Morris. Roll Call vote was taken.

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

Motion carried.

Committee Reports

Youth Committee

Teresa Strum informed members that the Youth Committee met and reviewed proposals to Extend Contracts for Youth Providers. She told members that the Scope of Work remains unchanged for Program Year 2025. Teresa told members that the Youth Committee recommended to approve contract extensions for the current providers pending funding availability and contract negotiation.

Joel provided an overview of each of the projects by saying that the Regional Office of Education #47 provides a high school equivalency certificate. He said that the Regional Office of #35 and Bureau Henry Stark Regional Office of Education is credit recovery and they receive the High School Diploma from the high school they previously attended.

Linda Hessenberger motioned to approve to Extended the contract with Regional Office of Education #47. Motion was seconded by Kevin Bressendorf. Roll Call vote was taken.

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

Motion carried.

Dr. Tracy Morris motioned to approve to Extend the Contract with Regional Office of Education #35. Motion was seconded by Joel Torbeck. Roll Call vote was taken.

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

Terry McGuire			DeAnne White	X	
			Dawn Roalson Zavada	X	

Motion carried.

Joel Torbeck motioned to Extend the Contract with Bureau Henry Stark Regional Office of Education. Motion was seconded by John Spencer. Roll Call vote was taken.

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

Motion carried.

One Stop Partner Committee

In the absence of Vanessa Hoffeditz, Joel Torbeck informed members that the main topic of discussion at the One Stop Partner Committee meeting was the Customer Satisfaction Survey and how it was going to be implemented. He told members that Partners tested the survey using a QR Code which resulted in 45 responses in the first month. Joel said that it seems to be working well, but the Committee will tweak it along the way.

Jo Ann informed Partners that updated Direct Linkages do need to be completed and submitted with the Memorandum of Understanding (MOU) at the end of the month. She said that she will be sending the blank form for Partners to complete and return. If anyone needs a copy of the one completed last year, she said, to let her know and she will forward it to them.

Oversight Committee Report

Linda Hessenberger informed members that the Oversight Committee met prior to the NCI Works Meeting.

Approval of the Financial Reports

Linda said that the Oversight Committee reviewed the Financial Reports ending February 28, 2025 and found them acceptable. Joel Torbeck motioned to approve the Financial Reports ending February 28, 2025. Motion was seconded by Teresa Strum. Roll Call vote was taken.

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

Motion carried.

Approval of PY 24 Third Quarter Partner Report

John Spencer motioned to approve the Third Quarter Partner Report as presented. Motion was seconded by Kevin Bressendorf. Roll Call vote was taken.

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

Motion carried.

Review of the Partner Referral Report

Linda reported that the Partner Referral Report was included with the meeting materials to show the referrals made between each of the Partners.

Review of One Stop Partner Customer Satisfaction Survey

Linda referred members to the One Stop Partner Satisfaction Survey that was included with the meeting materials. She said that the One Stop Partner Committee implemented this survey to get feedback from customers about the One Stop System as a whole. Linda said that customers are asked to connect to the survey through a QR Code and answer a few questions about the service they received. The results

listed in the survey, Linda said, was done as a test prior to the implementation on April 1. Linda said that at the next meeting, the Customer Satisfaction Survey should have more information.

Linda informed members that the Oversight Committee also reviewed Training Program Recertification and recommends their approval.

Joel Torbeck motioned to approve the Truck Driving Training Program Recertification from Illinois Valley Community College. Motion was seconded by Dawn Roalson Zavada. Roll Call vote was taken.

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

Motion carried.

Teresa Strum motioned to approve the Truck Driving Training Program Recertification for Midwest Safe Driver, LLC. Motion was seconded by John Spencer. Roll Call vote was taken.

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

Motion carried.

Deana Jones motioned to approve the Engineering Technology Program Recertification for Morrison Institute of Technology. Motion was seconded by John Spencer. Roll Call vote was taken.

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

Motion carried.

Other Business

Request authority to submit modification(s) for Apprenticeship and Supplemental Grant budget lines as to not exceed the allowable 10% variance

Dianna Schuler told members that each year close to the end of a program year, we have to shore up all of the grants before closing them out. She said what we are asking for is the ability to modify the line items on Apprenticeship and Supplemental Grant to account for what is taking place. Dianna said that the Chief Elected Officials approved this action at their April 28, 2025 meeting. Dianna told members that we are not asking for any more money or we are not returning any money. Just making them accurate, she said. Linda Hessenberger motioned to give authority to submit modification(s) for the Apprenticeship and Supplemental Grant as presented by Dianna. Motion was seconded by Vanessa Hoffeditz (by proxy). Roll Call vote was taken.

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

Motion carried.

Request approval to submit modification(s) for WIOA Grants, if needed.

Dianna told members that under WIOA we have the ability to transfer funds between Adults and Dislocated Worker. She said that in order to ensure that the customers are being served, we are asking that, if need be, as we end our program year, we have the ability to do a modification to transfer funds. Teresa Strum motioned to approve the request to submit modification(s) for WIOA Grants, if needed. Motion was seconded by Dr. Tracy Morris. Roll Call vote was taken.

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

Motion carried.

Request approval for any grant modifications (if necessary)

None

Grant Updates

Dianna informed members that Grant Updates were provided on the Meeting Agenda. However, Dianna explained that the information on the Apprenticeship Activities is what was provided to that State in her quarterly report and she reported some updates. Dianna told members that she is very close to submitting everything for the Ottawa Fire Department so their staff can be dual accredited for firefighting and paramedic training. Dianna reported that Rochelle Elementary School is signing on to the para-pro to teacher program. She said that Sterling Schools has already established a program with Bloomboard, Inc. Dianna said that they will also be signing on to another new program that will allow para professionals that have their Bachelor's Degree to add their teaching certificate to it. Dianna also told members that she will be in the process of writing the PY 25 Apprenticeship Expansion Grant that will be due on June 22.

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

None

BEST Success Stories

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

Next Meetings

Patty informed members that the NCI Works Executive Committee will meet on July 1, 2025 via Zoom. She said that the next NCI Works Meeting will be September 2, 2025. Jo Ann informed members that due to the construction being done at Illinois Valley Community College, we are not able to hold the September of November at the College. Dr. Morris offered the use of the Board Room if needed.

Public Comments

None

Adjournment

With there being no further business, Linda Hessenberger motioned to adjourn. Motion was seconded by Shayne Miller. Motion carried. Meeting adjourned at 12:34 p.m.

Jo Ann Johnson

Approved by:

John Spencer
Secretary