

**NCI Works Meeting Minutes
(Hybrid Meeting)
September 2, 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	Proxy		Dan Payette	X	
Patty Head	X		Tom Pigati	Proxy	
Linda Hessenberger	X		Len Saunders		X
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones		X	Ahneke Thompson	X	
Bill Keene	X		Joel Torbeck	X	
Rob Lentz		X	DeAnne White	Proxy	
Terry McGuire		X	Dawn Roalson Zavada	X	

PROXIES: Sara Escatel to Joel Torbeck; DeAnne White to John Spencer

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

Approval Meeting Minutes

Bill Keene motioned to approve the May 6, 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	X	
Ed Bochniak	X		Shayne Miller		
Kevin Bressendorf			Dr. Tracy Morris	X	
Danelle Burrs			Jesse Nauman		
Sara Escatel	X		Dan Payette	X	
Patty Head	X		Tom Pigati	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones			Ahneke Thompson	X	
Bill Keene	X		Joel Torbeck	X	
Rob Lentz			DeAnne White	X	
Terry McGuire			Dawn Roalson Zavada	X	

Motion carried.

Business Meeting

Carrie informed members that Teresa Strum resigned from NCI Work effective August 31, 2025. She told members that Teresa served as the Youth Committee Chair and her resignation leaves a void on the workforce board. Carrie told members that a new Youth Committee chair will need to be in place for their next meeting, which will be October 14. If anyone is interested in serving as the Chair of the Youth Committee or interested in being on the Youth Committee to let her know.

Carrie informed members that Chris Blumoff with FN Smith has been appointed to serve on NCI Works effective September 1, 2025.

Executive Director's Report

Carrie told members that this year the Local Workforce Board (NCI Works) needs to be recertified by the Governor's Office. She said that Jo Ann will be sending out the appointment/reappointment forms to all members this week and asked them to return them as soon as possible. The documents are due to the Governor's Office by the end of the month.

Committee Reports

Patty informed members that the Employer Engagement Committee, Business Liaison & Marketing Committee, Youth Committee and One Stop Partner Committee Meeting Minutes were included with the meeting materials. She said that these Minutes are provided as informational purposes only and reflects what each of the Committee's is working on.

Oversight Committee Report

Linda informed members that the Oversight Committee met prior to the NCI Works meeting and presented the actions recommended for approval.

Approval of the Financial Reports

Patty Head motioned to approve the Financial Reports ending June 30, 2025. Motion was seconded by Dawn Roalson Zavada. Roll Call vote was taken.

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

Motion carried.

Approval of the 4th Quarter Title I Performance Report

John Spencer motioned to approve the 4th Quarter Title 1 Performance 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	X		Shayne Miller		
Kevin Bressendorf			Dr. Tracy Morris	X	
Danelle Burrs			Jesse Nauman		
Sara Escatel	X		Dan Payette	X	
Patty Head	X		Tom Pigati	X	
Linda Hessenberger	X		Len Saunders		
Vanessa Hoffeditz	X		John Spencer	X	
Deana Jones			Ahneke Thompson	X	
Bill Keene	X		Joel Torbeck	X	
Rob Lentz			DeAnne White	X	
Terry McGuire			Dawn Roalson Zavada	X	

Motion carried.

Approval of PY 24 Fourth Quarter Partner Report

Patty Head motioned to approve the 4th Quarter Partner Report. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

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

Motion carried.

Review of the Partner Referral Report

Linda informed members that the Partner Referral Report was provided as information.

Review of One Stop Partner Customer Satisfaction Survey

Linda informed members that the One Stop Partner Customer Satisfaction Survey is a new document for the Oversight Committee to evaluate the services being provided through the One Stop System. Dr.

Morris gave kudos to the team that developed the survey noting thoroughness of the questions. Carrie said that the document was created by the One Stop Partner Committee which developed it from the self-assessment tool they completed previously. Carrie said that Committee wanted to capture the whole One Stop System and not just the Center. She said that it was a smooth process and showed a commitment from the partners to work together to better serve the individuals that use the services. Vanessa (Chair of the One Stop Partner Committee) encouraged partners to remind frontline staff to ask customers to complete the survey.

Training Program Recertifications from Illinois Valley Community College

Dan Payette motioned to recertify the Pharmacy Technician program with IL Valley Community College. Motion was seconded by John Spencer. Roll Call vote was taken.

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

Dr. Tracy Morris abstained. Motion carried.

Dawn Roalson Zavada motioned to recertify the Medical Billing & Coding with IL Valley Community College. Motion was seconded by Joel Torbeck. Roll Call vote was taken.

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

Dr. Tracy Morris abstained. Motion carried.

Training Program Certification from Castor

Bill Keene motioned to approve the Dual Enrollment – CNA & Phlebotomist Certifications training program with Castor. Motion was seconded by John Spencer. Roll Call vote was taken.

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

Motion carried.

Training Program Certification from Sauk Valley Community College

Vanessa Hoffeditz motioned to approve the Diagnostic Medical Sonography program with Sauk Valley Community College. 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	X		Shayne Miller		
Kevin Bressendorf			Dr. Tracy Morris	X	
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			Ahneke Thompson	X	
Bill Keene	X		Joel Torbeck	X	
Rob Lentz			DeAnne White	X	
Terry McGuire			Dawn Roalson Zavada	X	

Motion carried.

Other BusinessRequest authority to submit PY 25 WIOA Grant Request

Carrie informed members that BEST received the allocation for the WIOA PY 2025 Grant and requested permission to submit the documents. Motion was made by Vanessa Hoffeditz to submit the documents to receive the PY 25 WIOA Grant. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

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

Motion carried.

Request to modify the PY 25 Memorandum of Understanding to include the National Farmworker Jobs Program (NFJP)

Carrie informed members that she received information from the State to include the National Farm Workers Jobs Program as a part in the PY 25 MOU. In our area, Carrie said, the United Migrant Opportunity Services (UMOS) will be providing services to those eligible individuals. As a Partner, Carrie said that they will be paying .25 which will decrease the current Partners contribution about \$100.00. Vanessa Hoffeditz motioned to modify the PY 25 MOU to include United Migrant Opportunity Services (UMOS) as a One Stop Partner in LWIA #4. Motion was seconded by Dawn Roalson Zavada. Roll Call vote was taken.

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

Motion carried.

Request approval for any grant modifications (if necessary)

None

Grant Updates

Carrie informed members that she modified the submission for the PY 25 State Supplemental Grant as they did not accept all of the projects. Carrie noted that the grant amount of \$245,611.00 remains the same. She said the projects that were approved included the Work Based Learning Opportunities/Barrier Reduction Fund, Financial Literacy, Workplace Skills & Life Skills Project, Lunch & Learn Programs and Accessibility Computer Updates in the Sterling American Job Center (AJC).

Dianna Schuler informed members that the Ottawa Fire Department for Firefighter/Paramedic Apprenticeship Program is on hold awaiting the approval of the City of Ottawa's City Council. Dr. Morris offered assistance on any Apprenticeship Program that Dianna may need help with. Dr. Morris said that the LaSalle County Regional of Education Office is partnering with Northern IL University for Paraprofessional Classes that are being held at IL Valley Community College. Vanessa suggested that Dianna contact Tri-County Opportunities Early Education program as they may be interested in an Apprenticeship Program.

Partner Updates (Partner members) and Member updates

None

BEST Success Stories

Patty reminded members to review the BEST Success Stories that were included in the meeting materials.

Next Meetings

Patty said that the next NCI Works meeting will be November 4, 2025, at 12:00 noon.

Public Comments

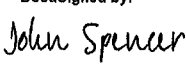
None

Adjournment

With there being no further business, Linda Hessenberger motioned to adjourn. Motion was seconded by Joel Torbeck. Motion carried. Meeting adjourned at 12:30 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:

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John Spencer
Secretary