

**NCI Works Meeting Minutes  
(Hybrid Meeting)  
November 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       | X       |        |
| Chris Blumoff      | 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       |        | Len Saunders        |         | X      |
| Linda Hessenberger | X       |        | John Spencer        |         |        |
| Vanessa Hoffeditz  | X       |        | Ahneke Thompson     | X       |        |
| Deana Jones        |         |        | Joel Torbeck        | X       |        |
| Bill Keene         | X       |        | DeAnne White        | X       |        |
| Rob Lentz          |         | X      | Dawn Roalson Zavada |         | X      |
| Terry McGuire      |         | X      |                     |         |        |

**PROXIES:** Deana Jones to DeAnne White, John Spencer to Dr. Tracy Morris

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

Approval Meeting Minutes

Jo Ann pointed out a correction to the September 2, 2025 Meeting Minutes. She noted that Dan Payette voted “yes” to approve the Diagnostic Medical Sonography program with Sauk Valley Community College. DeAnne White motioned to approve the September 2, 2025 Meeting Minutes as corrected. 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   |    |
| Chris Blumoff      | X   |    | Dr. Tracy Morris    | X   |    |
| Kevin Bressendorf  | X   |    | Jesse Nauman        | X   |    |
| Danelle Burrs      |     |    | Dan Payette         | X   |    |
| Sara Escatel       | X   |    | Tom Pigati          |     |    |
| Patty Head         | X   |    | Len Saunders        |     |    |
| Linda Hessenberger | X   |    | John Spencer        | X   |    |
| Vanessa Hoffeditz  | X   |    | Ahneke Thompson     | X   |    |
| Deana Jones        | X   |    | Joel Torbeck        | X   |    |
| Bill Keene         | X   |    | DeAnne White        | X   |    |
| Rob Lentz          |     |    | Dawn Roalson Zavada | X   |    |
| Terry McGuire      |     |    |                     |     |    |

Motion carried.

**Committee Reports**

Business Liaison & Marketing Committee

DeAnne White presented the slate of officers:

- Patty Head, Chair
- DeAnne White, Vice-Chair
- John Spencer, Secretary

With no nominations from the floor, DeAnne White motioned to accept the Slate of Officers as presented. Motion was seconded by Dr. Tracy Morris. Roll Call vote was taken.

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

Motion carried.

Oversight Committee Report

Linda Hessenberger informed members that the Oversight Committee met prior to the NCI Works Meeting and recommend committee approval on the following action items:

- Approval of the Financial Reports Ending August 31, 2025  
Joel Torbeck motioned to approve the Financial Reports ending August 31, 2025. Motion was seconded by Dr. Tracy Morris. Roll Call vote was taken.

| <b>Name</b>        | <b>Yes</b> | <b>No</b> | <b>Name</b>      | <b>Yes</b> | <b>No</b> |
|--------------------|------------|-----------|------------------|------------|-----------|
| Dave Argubright    |            |           | Holly Melvin     | X          |           |
| Ed Bochniak        |            |           | Shayne Miller    | X          |           |
| Chris Blumoff      | X          |           | Dr. Tracy Morris | X          |           |
| Kevin Bressendorf  | X          |           | Jesse Nauman     | X          |           |
| Danelle Burrs      |            |           | Dan Payette      | X          |           |
| Sara Escatel       | X          |           | Tom Pigati       |            |           |
| Patty Head         | X          |           | Len Saunders     |            |           |
| Linda Hessenberger | X          |           | John Spencer     | X          |           |
| Vanessa Hoffeditz  | X          |           | Ahneke Thompson  | X          |           |
| Deana Jones        | X          |           | Joel Torbeck     | X          |           |

|               |   |  |                     |   |  |
|---------------|---|--|---------------------|---|--|
| Bill Keene    | X |  | DeAnne White        | X |  |
| Rob Lentz     |   |  | Dawn Roalson Zavada | X |  |
| Terry McGuire |   |  |                     |   |  |

Motion carried.

- Approval of the 1<sup>st</sup> Quarter Title I Performance Report  
DeAnne White motioned to approve the 1<sup>st</sup> 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   |    |
| Chris Blumoff      | X   |    | Dr. Tracy Morris    | X   |    |
| Kevin Bressendorf  | X   |    | Jesse Nauman        | X   |    |
| Danelle Burrs      |     |    | Dan Payette         | X   |    |
| Sara Escatel       | X   |    | Tom Pigati          |     |    |
| Patty Head         | X   |    | Len Saunders        |     |    |
| Linda Hessenberger | X   |    | John Spencer        | X   |    |
| Vanessa Hoffeditz  | X   |    | Ahneke Thompson     | X   |    |
| Deana Jones        | X   |    | Joel Torbeck        | X   |    |
| Bill Keene         | X   |    | DeAnne White        | X   |    |
| Rob Lentz          |     |    | Dawn Roalson Zavada | X   |    |
| Terry McGuire      |     |    |                     |     |    |

Motion carried.

- Approval of PY 25 First Quarter Partner Report  
Dr. Tracy Morris motioned to approve the PY 25 First Quarter Partner 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   |    |
| Chris Blumoff      | X   |    | Dr. Tracy Morris    | X   |    |
| Kevin Bressendorf  | X   |    | Jesse Nauman        | X   |    |
| Danelle Burrs      |     |    | Dan Payette         | X   |    |
| Sara Escatel       | X   |    | Tom Pigati          |     |    |
| Patty Head         | X   |    | Len Saunders        |     |    |
| Linda Hessenberger | X   |    | John Spencer        | X   |    |
| Vanessa Hoffeditz  | X   |    | Ahneke Thompson     | X   |    |
| Deana Jones        | X   |    | Joel Torbeck        | X   |    |
| Bill Keene         | X   |    | DeAnne White        | X   |    |
| Rob Lentz          |     |    | Dawn Roalson Zavada | X   |    |
| Terry McGuire      |     |    |                     |     |    |

Motion carried.

Linda also noted that the Oversight Committee reviewed the Partner Referral Form and the One Stop Customer Satisfaction Survey and found them acceptable.

**Other Business**

Bylaw Amendment

Carrie referred members to the Bylaws Amendment that was included with the meeting materials starting on page 26. She told members that she is recommending having them more general so that we do not need to bring amendments back to the Board every time something needs to be updated. Carrie said that at the Executive Committee meeting in January, we will review the structure of the Board in terms of Committees and Workgroups. Bill Keene motioned to approve the Bylaw Amendments as presented. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

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

Motion carried.

Approval to Transfer up to \$400,000 from the Dislocated Worker Grant to the Adult Grant

Carrie requested approval to transfer up to \$400,000 from the Dislocated Worker Grant to the Adult Grant. She commented that staff are seeing a decline in dislocated workers coming into the program. However, the adult population continues to increase. Vanessa asked how much money would be left for the Dislocated Worker Grant. Jessica said that she didn't have the exact amount, but it was close to \$600,000. Carrie informed members that we have other opportunities should we have an influx of dislocated worker individuals that need our services. Kevin Bressendorf motioned to approve the transfer of up to \$400,000 from the Dislocated Worker Grant to the Adult Grant. Motion was seconded by DeAnne White. Roll Call vote was taken.

| Name               | Yes | No | Name             | Yes | No |
|--------------------|-----|----|------------------|-----|----|
| Dave Argubright    |     |    | Holly Melvin     | X   |    |
| Ed Bochniak        |     |    | Shayne Miller    | X   |    |
| Chris Blumoff      | X   |    | Dr. Tracy Morris | X   |    |
| Kevin Bressendorf  | X   |    | Jesse Nauman     | X   |    |
| Danelle Burrs      |     |    | Dan Payette      | X   |    |
| Sara Escatel       | X   |    | Tom Pigati       |     |    |
| Patty Head         | X   |    | Len Saunders     |     |    |
| Linda Hessenberger | X   |    | John Spencer     | X   |    |
| Vanessa Hoffeditz  | X   |    | Ahneke Thompson  | X   |    |

|               |   |  |                     |   |  |
|---------------|---|--|---------------------|---|--|
| Deana Jones   | X |  | Joel Torbeck        | X |  |
| Bill Keene    | X |  | DeAnne White        | X |  |
| Rob Lentz     |   |  | Dawn Roalson Zavada | X |  |
| Terry McGuire |   |  |                     |   |  |

Motion carried.

Approval to modify the PY 24 WIOA Grant to true up the budget lines

Carrie requested approval to modify the PY 24 WIOA Grant to true up the budget lines. Vanessa Hoffedit motioned to approve the request to modify the PY 24 WIOA Grant to true up the budget lines. 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        |     |    | Shayne Miller       | X   |    |
| Chris Blumoff      | X   |    | Dr. Tracy Morris    | X   |    |
| Kevin Bressendorf  | X   |    | Jesse Nauman        | X   |    |
| Danelle Burrs      |     |    | Dan Payette         | X   |    |
| Sara Escatel       | X   |    | Tom Pigati          |     |    |
| Patty Head         | X   |    | Len Saunders        |     |    |
| Linda Hessenberger | X   |    | John Spencer        | X   |    |
| Vanessa Hoffeditz  | X   |    | Ahneke Thompson     | X   |    |
| Deana Jones        | X   |    | Joel Torbeck        | X   |    |
| Bill Keene         | X   |    | DeAnne White        | X   |    |
| Rob Lentz          |     |    | Dawn Roalson Zavada | X   |    |
| Terry McGuire      |     |    |                     |     |    |

Motion carried.

MOU Update

Carrie reported that DCEO has approved the PY 25 Memorandum of Understanding (MOU). She said it is in time to start planning the PY 26 MOU.

Appointment/Selection of an Impartial Negotiator for the PY 26 MOU

Carrie reminded members that last year she was appointed as the Impartial Negotiator for the MOU on behalf of NCI Works. Carrie asked members what their preference was for PY 26. She said that they could select an outside negotiator or retain her as the Independent Negotiator. Vanessa stated that Carrie did a great job last year and made a motion to appoint Carrie Folken as the Independent Negotiator for the PY 26 MOU. Ahneke Thompson seconded the motion. Roll Call vote was taken.

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

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

Motion carried.

Request approval for any grant modifications (if necessary)

Carrie said that no other grant modifications were needed at this time.

Grant Updates

Carrie told members that the update for the Apprenticeship and Supplemental Grants is included on the agenda. She said that Jessica has approved these grants in the system so funds will be available very soon. Carrie provided an overview of the Supplemental Grant programs that will be provided this year. She said that the projects include: Work Basked Learning Opportunities, Barrier Reduction Fund that will be tied to Work Based Learning, Financial Literacy, Workplace Sills and Life Skills Project, Lunch & Learn programs that will be both virtually and in person; and replacement of the accessibility computer at the Sterling American Job Center (AJC).

Partner Updates

Patty welcomed Chris Blumoff to his first meeting.

Dan Payette told members that Blackhawk Hills Regional Council is sponsoring a housing design competition aimed at creating innovative solutions for multigenerational living and universal design in Northwest Illinois. The competition, he said, will focus on creating affordable, sustainable, and accessible housing that meets the needs of the community. The deadline for submissions was October 17, 2025 and public voting began on October 24, 2025. If anyone is interested in voting, please contact Dan for the information. Dan also posted the link to the voting site in the chat box during the meeting.

Vanessa Hoffeditz said that Tri-County Opportunities Council is fully funded and providing services if you have someone in need.

BEST Success Stories

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

Updated NCI Works Membership List

Patty informed members that an updated NCI Works Membership List was included with the meeting materials. If anyone has any corrections, please contact Jo Ann.

Next Meetings

Patty informed members that the next NCI Works meeting will be on Tuesday, March 3, 2026 at 12:00 Noon. She said that NCI Works Executive Committee will be meeting on Tuesday, January 6, 2026 at 12:00 Noon via Zoom.

Public Comments

None

Adjournment

With there being no further business, Dr. Tracy Morris motioned to adjourn. Motion was seconded by Linda Hessenberger and carried.

Jo Ann Johnson

Approved by:

DocuSigned by:  
  
81E46B827D1A46B...  
John Spencer  
Secretary