

**NCI Works Meeting Minutes  
(Hybrid Meeting)  
March 3, 2026**

The NCI Works Meeting was called to order at 12:05 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	Proxy		Dan Payette	X	
Sara Escatel	X		Tom Pigati	X	
Patty Head	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	X	
Terry McGuire	Proxy		Dawn Roalson Zavada	X	

**PROXIES:** Danelle Burrs to Vanessa Hoffeditz; Terry McGuire to Sara Escatel

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

Chairman’s Comments

None

**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 each of the Committee Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. Bill Keene motioned to approve the Consent Agenda. Motion was seconded by Vanessa Hoffeditz. Roll Call taken.

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

Motion carried.

The following items were approved on the Consent Agenda:

- NCI Works Meeting Minutes of November 4, 2025
- Executive Committee Meeting of January 6, 2026

Dr. Tracy Morris motioned to approve the Financial Reports Ending November 30, 2025. Motion was seconded by Dawn Roalson Zavada. Roll Call was taken.

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

Motion carried.

**Committee Reports**

Carrie (Folken) reported that the Committee Meeting Minutes were included with the Meeting Materials. She pointed out that the Executive Committee, at their January meeting, restructured NCI Works. Carrie said that most of the business can be done by a Task Force or Ad Hoc group. She said that members were notified at each of the Committee meetings in February about this change. For those that may not have had time to read the Meeting Minutes, Carrie reported that the two Standing Committees that will remain are the Business Liaison & Marketing Committee and the Youth Committee & One Stop Partner Committee will combine to form the One Stop Services Committee. The Oversight Committee has been disbanded and all action items from that Committee, Carrie said, will be brought to the full Board meetings.

**Business Meeting**

Review and Approval of the Financial Reports

Patty Head motioned to approve the Financial Reports Ending December 31, 2025. Motion was seconded by John Spencer. Roll Call was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	

Ed Bochniak			Shayne Miller		
Chris Blumoff	X		Dr. Tracy Morris	X	
Kevin Bressendorf			Jesse Nauman		
Danelle Burrs	X		Dan Payette	X	
Sara Escatel	X		Tom Pigati	X	
Patty Head	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	X		Dawn Roalson Zavada	X	

Motion carried.

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

Patty presented the 3<sup>rd</sup> Quarter Title I Performance Report to members. Bill Keene motioned to approve the 3<sup>rd</sup> Quarter Title I Performance Report as submitted. Motion was seconded by Vanessa Hoffeditz. Roll Call was taken.

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

Motion carried.

Review & Approval of PY 25 Second Quarter Partner Report

Patty referred to the PY 25 Second Quarter Partner Report to members. Chris Blumoff motioned to approve the PY 25 Second Quarter Partner Report. 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		
Chris Blumoff	X		Dr. Tracy Morris	X	
Kevin Bressendorf			Jesse Nauman		
Danelle Burrs	X		Dan Payette	X	
Sara Escatel	X		Tom Pigati	X	
Patty Head	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	X		Dawn Roalson Zavada	X	

Motion carried.

Review of the Partner Referral Report

Patty informed members that the Partner Referral Report was included as an informational item. Carrie noted that the State will be integrating a new Illinois Workforce Development System (IWDS) starting in July and part of the new system includes a partner referral process.

Review of One Stop Partner Customer Satisfaction Survey

Patty referenced the One Stop Partner Customer Satisfaction Survey, commenting on the positive feedback.

**Other Business**

Approval of the Transfer of funds from the Dislocated Worker Grant to the Adult Grant

Carrie 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 for approval to transfer funds between the Dislocated Worker Grant to the Adult Grant, if needed. John Spencer motioned to grant approval to transfer funds between the Dislocated Worker Grant to the Adult Grant if needed. Motion was seconded by Dr. Tracy Morris. Roll Call was taken.

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

Motion carried.

Approval of the Memorandum of Understanding (MOU) Outcome Report of Annual Budget Negotiations for PY 26

Carrie told members that the Partners met and are in agreement with the PY 26 Budget and requested authorization to submit the Report of Outcomes and the Budget to the State. Vanessa Hoffeditz

motioned to approve the request to submit the Report of Outcomes and Budget to the state on behalf of all LWIA #4 Partners. Motion was seconded by Dawn Roalson Zavada. Roll Call 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		
Chris Blumoff	X		Dr. Tracy Morris	X	
Kevin Bressendorf			Jesse Nauman		
Danelle Burrs	X		Dan Payette	X	
Sara Escatel	X		Tom Pigati	X	
Patty Head	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	X		Dawn Roalson Zavada	X	

Motion carried.

Review & Approval of the PY 26 Memorandum of Understanding (MOU)

Carrie told members that the Partners are also in agreement with the MOU Document and asked for approval to submit the document to the State. Dr. Morris asked if there were any significant changes to the document from previous years. Carrie responded that substantive structure remained the same with some language removed per the Governor’s Guidelines and modifications to reflect new SNAP participant regulations. Carrie emphasized continuation of self-assessment practices, staff cross-program knowledge, training and professional development and sustaining the Program Services Team work. Joel Torbeck motioned to approve the MOU Document. Motion was seconded by John Spencer. 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		
Chris Blumoff	X		Dr. Tracy Morris	X	
Kevin Bressendorf			Jesse Nauman		
Danelle Burrs	X		Dan Payette	X	
Sara Escatel	X		Tom Pigati	X	
Patty Head	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	X		Dawn Roalson Zavada	X	

Motion carried.

**PY 2024-2028 Plans Modifications**

Patty noted that due to the size of the Local and Regional Plans they were posted to both the NCI Works and BEST Websites.

Review & Approval of PY 2024-2028 Local Plan

Carrie provided members with an overview of the modifications to the 2024-2028 Local Plan. She said that most of the changes have been clerical in nature in order to comply with the Governor’s Guidelines. Some of the changes include:

- Removed “drive-through” language for job fairs.
- Added information about the Program Services Team that was launched after the self-assessment.
- Adjusted wording related to DEI to align with state guidance while preserving inclusive service aims.
- Confirmed the continuation of the Self-Assessment Guide for Partners
- Provided information on how Partners will help SNAP recipients with the recent changes.

Bill Keene motioned to approve the 2024-2028 Local Plan as presented. Motion was seconded by Vanessa Hoffeditz. Roll Call was taken.

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

Motion carried.

Carrie provided an overview of the EDR #5 and EDR #6 Regional Plans. She told members that Ogle County is part of the EDR #5 Plan and the remaining counties (LaSalle, Lee, Whiteside, Putnam, Bureau, Jo Daviess, Carroll) are part of EDR #6. Carrie told members that the Local Plan, which was just approved, becomes part of each of the Regional Plans and the Regional Plans become part of the State Plan. Modifications for these Regional Plans are similar to the Local Plan where most of the language change was in order to comply with the Governor’s Guidelines.

Review & Approval of PY 2024-2028 EDR #5 Regional Plan

Dr. Tracy Morris motioned to approve the PY 2024-2028 EDR #5 Regional Plan. 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		
Chris Blumoff	X		Dr. Tracy Morris	X	
Kevin Bressendorf			Jesse Nauman		
Danelle Burrs	X		Dan Payette	X	
Sara Escatel	X		Tom Pigati	X	
Patty Head	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	X		Dawn Roalson Zavada	X	

Motion carried.

Review & Approval of PY 2024-2028 EDR #6 Regional Plan

Dawn Roalson Zavada motioned to approve the PY 2024-2028 EDR #6 Regional Plan. Motion was seconded by Chris Blumoff. Roll Call vote was taken.

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

Motion carried.

Request approval for any grant modifications (if necessary)

None

Grant Updates

Carrie reported that updates on the Apprentice Grant, the Supplemental Grant and the Train the Trainer Grant were included on the Meeting Agenda.

Partner Updates (Partner members) and Member updates

None

BEST Success Stories

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

Next Meeting

Patty informed members that the next meeting will be May 5, 2026, 12:00 Noon.

Public Comments

None

Adjournment

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

Jo Ann Johnson

Approved by:

DocuSigned by:  
  
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John Spencer  
Secretary