**NCI Works Executive Committee**
**Zoom Meeting Minutes**
**January 6, 2026**

The NCI Works Executive Committee meeting was called to order at 12:01 p.m.by Chair, Patty Head. Roll call was taken.

| Name | Present | Absent | Name | Present | Absent |
|---|---|---|---|---|---|
| Patty Head | X | | John Spencer | X | |
| Vanessa Hoffeditz | X | | DeAnne White | X | |
| | | | | | |
| Holly Melvin | X | | | | |

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

Approval of the Meeting Minutes

DeAnne White motioned to approve the July 2, 2024 Meeting Minutes. Motion was seconded by John Spencer. Roll Call vote was taken.

| Name | Yes | No | Name | Yes | No |
|---|---|---|---|---|---|
| Patty Head | X | | John Spencer | X | |
| Vanessa Hoffeditz | X | | DeAnne White | X | |
| | | | | | |
| Holly Melvin | X | | | | |

Motion carried.

**Business Meeting**

Review and Approval of the Financial Reports Ending November 30, 2025

Patty referred to the Financial Reports ending November 30, 2025, stating that the reports looked good, and asked if there were any questions. Jessica informed the members that she had nothing new to add to the reports that were included in the meeting materials. DeAnne White motioned to approve the Financial Reports ending November 30, 2025. Motion was seconded by Patty Head. Roll Call vote was taken.

| Name | Yes | No | Name | Yes | No |
|---|---|---|---|---|---|
| Patty Head | X | | John Spencer | X | |
| Vanessa Hoffeditz | X | | DeAnne White | X | |
| | | | | | |
| Holly Melvin | X | | | | |

Motion carried.

NCI Works Committee Structure

Carrie referred members to the Committee Structure that was included in the meeting materials. She reminded members that currently, NCI Works has the following standing committees:

- Executive
- One Stop Partner
- Oversight
- Business Liaison & Marketing
- Employer Engagement
- Youth

Carrie reported that at the November 2025 NCI Works meeting, the committee structure was removed from the Bylaws to allow for a more meaningful and flexible structure. She shared that it has been difficult to find individuals willing to chair committees, noting in particular that the Youth Committee has been without a Chair since last summer despite outreach to members.

Carrie explained that she reviewed the tasks of the various committees and facilitated a discussion regarding the overall structure of NCI Works. Members discussed the purpose and workload of each committee and recommended the following changes:

- Disband the Oversight Committee, with information previously shared with that committee to be brought directly to NCI Works for approval.
- Combine the Youth Committee with the One-Stop Partner Committee.
- Disband the Employer Engagement Committee, with the option to reestablish it as a project or task force when specific needs arise.
- Retain the Business Liaison & Marketing Committee.

After discussion, Vanessa Hoffeditz motioned to consolidate the Youth Committee to the One Stop Partner Committee, eliminate the Employer Engagement Committee and Oversight Committee. Motion was seconded by DeAnne White. Roll Call vote was taken.

| Name | Yes | No | Name | Yes | No |
|---|---|---|---|---|---|
| Patty Head | X | | John Spencer | X | |
| Vanessa Hoffeditz | X | | DeAnne White | X | |
| | | | | | |
| Holly Melvin | X | | | | |

Motion carried.

**Other Business**

Pre-Program Planning Form for PY 26 Memorandum of Understanding (MOU)

Carrie informed members that the Pre-Program Planning Form for the PY 26 Memorandum of Understanding (MOU) was included in the meeting materials for informational purposes. She stated that the document was submitted to the Illinois Department of Commerce and Economic Opportunity (DCEO) at the end of December and outlines the timelines for preparation of the PY 26 MOU process.

Review of One Stop Partner Customer Satisfaction Survey

Patty reported that the surveys appear to be going well and that many positive comments have been received. Carrie echoed Patty's remarks, noting that the survey is receiving significantly improved responses system-wide now that all partners are utilizing it. Carrie further commented that implementation of the survey was one of the goals identified during the self-assessment completed several years ago.

Request approval for any grant modifications (if necessary)

None

Status Reports for Special Grants

Patty noted that the Status Reports for the Apprenticeship, Supplemental Grant, and Train-the-Trainer Grant were included on the agenda. Carrie informed members that funds were applied for and received to support Joel Torbeck serving as the Trainer for the new case management system, **IWDS 2.0**, which is scheduled to launch later this year. Carrie stated that Joel will provide training to staff within the Local Workforce Area as well as in the Rockford area on the new system.

Carrie also noted that Kerri Hicks is receiving training to serve as a backup trainer for Joel.

BEST Success Stories

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

NCI Works Meeting Schedule for 2026

Patty informed members that the NCI Works Meeting Schedule was listed on the meeting agenda. She stated that the next regular NCI Works meeting will be held on **March 3, 2026**. Patty also noted that, if needed, the next NCI Works Executive Committee meeting will be held on **July 7, 2026**.

Public Comments

None

Adjournment

With there being no further business, John Spencer motioned to adjourn. Motion was seconded by Vanessa Hoffeditz. Motion carried. Meeting adjourned at 12:28 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:
John Spencer
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John Spencer
Secretary