

**Northwest Central IL Works (NCI Works)  
Meeting  
Tuesday, September 1, 2026  
12:00 Noon  
Business Employment Skills Team, Inc., 4110 Progress Blvd., Suite 1C, Peru, IL  
One Stop Center, 406 Avenue C, Sterling, IL  
or  
Join Zoom Meeting  
<https://us02web.zoom.us/j/87967035711>  
One tap mobile  
+13126266799, 87967035711# US (Chicago)  
+13092053325, 87967035711# US**

## **AGENDA**

Call to Order (Patty Head)

Roll Call

Chairman's Comments / Executive Directors Comments (Carrie Folken)

- NCI Works Membership Update
- Introduction of New Member (Kyle Knutti)

Approval of May 5, 2026 Meeting Minutes **(Page 1) (Action Item)**

### **Committee Reports**

- Executive Committee (July 7, 2026 (Patty Head/Carrie Folken) **(Page 11)**
  - Ratify the following actions:
    - ✓ Approval of the Financial Reports Ending May 2026
    - ✓ Appointment of Carrie Folken & Joel Torbeck to serve as Performance Negotiation Team
    - ✓ Appointment of Jo Ann Johnsn as Eligible Training Provider List (ETPL) Coordinator

### **Business Meeting**

- Review and Approval of the Financial Reports Ending June 30, 2026 (Jessica Green) **(Action Item) (Page 14)**
- Review & Approval of PY 25 Fourth Quarter Partner Report (Carrie Folken) **(Action Item) (Page 15)**
- Review of One Stop Partner Customer Satisfaction Survey (Carrie Folken) **(Page 16)**

## Other Business

- Review and Approval of Policies (these policies are being modified to reflect the State System of IWDS 2.0) (*Action Item*)
  - Youth Incentive Policy (Page 29)
  - Career Planning Policy (Page 30)
  - Selective Service Requirement for WIOA (Page 31)
  - Priority of Service Policy (Page 32)
  - Work Based Learning: Youth Work Experience and Job Shadowing Policy (Page 33)
  - Work Based Learning/Work Experience/Transitional Jobs and Job Shadowing Policy Statement (Page 35)
  - Provider Certification and Customer Choice (Page 37)
  - Individual Training Accounts (Page 39)
  - Follow Up Services (Page 40)
  - Supportive Service Manual (Page 41)
  - Youth Requiring Additional Assistance (Page 43)
- Request to transfer PY 2026 funds from the Dislocated Worker Grant to the Adult Grant (Jessica Green) (*Action Item*)
- Request to modify the Trade Grant for the period of October 1, 2026 – September 30, 2027 (Jessica Green) (*Action Item*)
- Request approval for any grant modifications (if necessary) (Carrie Folken) (*Possible Action Item*)
- Grant Updates (Carrie Folken)

### PY 2025 State of Illinois Supplemental Grant

With the closing of the year, all of our expected and planned services were completed on 6/30/2026. With 41 Work Based Learning individuals, 6 entered unsubsidized employment, and 4 retained employment with their work-based learning worksite. The others completed the program.

All Lunch and learns were completed. The 3 this quarter, 1 being virtual and 2 being in person attracted 30 Virtual, and 44 in person with the two events. All in all, businesses and individuals really enjoyed the events. Some comments on the evaluations read: Very prepared and engaged, fantastic presentation, loved her energy, content was relevant and presented in a great way...

Accessibility computers were purchased prior to this quarter.

### PY 2026 State of Illinois Supplemental Grant

I have applied for the new grant, but we have not received word back yet about the project.

- 1). Work Based Learning
- 2). Subscriptions for tools we use for workforce development

- 3). Career exploration field trips for mainly youth exploring pathways with businesses, post-secondary education and our team.
- 4). Lunch and Learn Virtual Events

### **Train the Trainer grant**

The training for the trainers has been ongoing. With "Office Hours" and Hypercare sessions. Staff have had their in-person 2-day hands on training and Joel and Kerri. The new IWDS 2.0 roll out wasn't as smooth as they had hoped. The system has a lot of bugs to work out.

- **DCEO Monitoring Letter**

We have received our PY 25 monitor findings letter from DCEO. We are in the process of completing our response for the couple of findings on the program side. One being a test in a file didn't have a name or date on it and the others were case note batching. Our response may be ready and submitted by the meeting. If that is the case, I will update the board of the responses and then will share the follow up from the State at the next meeting. Fiscal had no findings from the monitors.

- Partner Updates (Partner members) and Member updates (NCI Works members that want to update the board about their business needs)
- BEST Success Stories (Page 44)
- Next Meetings

✓ NCI Works Meeting – November 3, 2026

Public Comments

Adjournment