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NCI Works Meeting Minutes
(Hybrid Meeting)
September 1, 2026

The NCI Works Meeting was called to order at 12:04 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	
Martin Butler	X		Dr. Tracy Morris	X	
Chris Blumoff		X	Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs		X	Tom Pigati		X
Brian Craft	X		Len Saunders		X
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz		X	Joel Torbeck	X	
Bill Keene		X	DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz		X			

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

Chairman's Comments / Executive Directors Comments

Carrie informed members that a copy of the Membership List was emailed out earlier today and asked members to review it for accuracy.

Carrie welcomed new member Kyle Knutti was recently appointed to NCI Works. Kyle introduced himself to members by saying that is the Vice-President of Carroll Industrial Molds in Milledgeville and is looking forward to serving on the Board.

Approval of Meeting Minutes

DeAnne White motioned to approve the May 5, 2026 Meeting Minutes. Motion was seconded by Dan Payette. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Shayne Miller	X	
Martin Butler	X		Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	

Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried.

Committee Reports

Executive Committee

Patty told members that the Executive Committee met on July 7, 2026 and a copy of the Meeting Minutes were included with the meeting materials. Carrie said that the NCI Works Bylaws allows the Executive Committee to act on behalf of the full Board and the following actions needed to be ratified:

- 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

Dr. Tracy Morris motioned to ratify the actions taken by the Executive Committee on July 7, 2026. 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	
Martin Butler			Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried.

Business Meeting

Approval of the Financial Reports

Jessica informed members that the Financial Reports ending June 30, 2026 were included with the meeting materials. Kevin Bressendorf motioned to approve the Financial Reports ending June 30, 2026. Motion was seconded by John Spencer. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Shayne Miller	X	
Martin Butler			Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	

Docusign Envelope ID: 81A900CC-99B0-8BD5-8187-7EF482AAC9ED

Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried.

Approval of PY 25 Fourth Quarter Partner Report

Carrie provided members with an overview of the Fourth Quarter Partner Report that was included with the meeting materials. Joel Torbeck motioned to approve the Fourth Quarter Partner Report as presented. 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			Shayne Miller	X	
Martin Butler			Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried.

Review of One Stop Partner Customer Satisfaction Survey

Patty noted that the One Stop Partner Customer Satisfaction Survey was included with the meeting materials. She encouraged all members to review the survey.

Other Business

Approval of Policies

Carrie reminded members that as part of the Plan that members approved earlier this year included several policies for Title I (BEST, Inc.). Carrie said that the following policies needed to be updated to align with the new IWDS (Illinois Workforce Development System) 2.0 that the State launched in mid-July.

- Youth Incentive Policy
- Career Planning Policy

Docusign Envelope ID: 81A900CC-99B0-8BD5-8187-7EF482AAC9ED

- Selective Service Requirement for WIOA
- Priority of Service Policy
- Work Based Learning: Youth Work Experience and Job Shadowing Policy
- Work Based Learning/Work Experience/Transitional Jobs and Job Shadowing Policy Statement
- Provider Certification and Customer Choice
- Individual Training Accounts
- Follow Up Services
- Supportive Service Manual
- Youth Requiring Additional Assistance

Carrie told members that the Eligible Training Provider list used to be approved at the Board level, but now final approval is with the State.

As for the Youth Requiring Additional Assistance Policy, Carrie said that Title I (BEST) are allowed to serve up to 5% of youth that has a barrier.

DeAnne White motioned to approve the following policies:

- Youth Incentive Policy
- Career Planning Policy
- Selective Service Requirement for WIOA
- Priority of Service Policy
- Work Based Learning: Youth Work Experience and Job Shadowing Policy
- Work Based Learning/Work Experience/Transitional Jobs and Job Shadowing Policy Statement
- Provider Certification and Customer Choice
- Individual Training Accounts
- Follow Up Services
- Supportive Service Manual
- Youth Requiring Additional Assistance

Motion was seconded by Dan Payette. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Shayne Miller	X	
Martin Butler			Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried.

Docusign Envelope ID: 81A900CC-99B0-8BD5-8187-7EF482AAC9ED

Request to transfer PY 2026 funds from the Dislocated Worker Grant to the Adult Grant

Jessica requested to transfer funds between the Dislocated Worker Grant and Adult Grant. She said that at this time, she does not have the definitive amount of the transfer and will have a better idea after the fall billings are received from the colleges. Jessica said that she should have the amount available by the November meeting. Kevin Bressendorf motioned to approve the transfer of funds between the Dislocated Worker Grant to the Adult Grant. 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	
Martin Butler			Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried.

Request to modify the Trade Grant

Jessica requested to modify the Trade Grant for them to include an additional $4,800 to cover the costs through September 30, 2027. Joel Torbeck motioned to approve the Trade Grant Modification. Motion was seconded by Brian Craft. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Holly Melvin	X	
Ed Bochniak			Shayne Miller	X	
Martin Butler			Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried.

Docusign Envelope ID: 81A900CC-99B0-8BD5-8187-7EF482AAC9ED

PY 26 MOU Modification

Carrie informed members that she received correspondence from DCEO stating that the PY 26 MOU required a modification. She said that they wanted language in the MOU on the Disabled Parking Spaces at the Comprehensive One Stop in Sterling and how the layout of the Center would make everyone feel comfortable. Carrie said that the modifications have been prepared and if approved, Patty will be asked to sign the letter to send to DCEO. Kevin Bressendorf motioned to approve the modification to the PY 26 MOU as reported by Carrie. 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	
Martin Butler			Dr. Tracy Morris	X	
Chris Blumoff			Jesse Nauman	X	
Kevin Bressendorf	X		Dan Payette	X	
Danelle Burrs			Tom Pigati		
Brian Craft	X		Len Saunders		
Sara Escatel	X		John Spencer	X	
Patty Head	X		Ahneke Thompson	X	
Vanessa Hoffeditz			Joel Torbeck	X	
Bill Keene			DeAnne White	X	
Kurt Knutti	X		Dawn Roalson Zavada	X	
Rob Lentz					

Motion carried

Grant Updates

Carrie told members that the Grant Updates were listed on the Meeting Agenda. In regard to the PY 26 State of Illinois Supplemental Grant, Carrie said that the grant was approved and although we have not received the funds yet, the following projects were approved:

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

Partner Updates

None

BEST Success Stories

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

Next Meetings

Patty said that the next NCI Works Meeting will be on Tuesday, November 3, 2026 at 12:00 p.m. Dr. Morris reminded staff that November 3, 2026 is Election Day and some places will be closed. Carrie

Docusign Envelope ID: 81A900CC-99B0-8BD5-8187-7EF482AAC9ED

said that staff would solicit a survey to find out who would be affected and noted that proxies could be sent with another member.

Public Comments

None

Adjournment

With there being no further business, Joel Torbeck motioned to adjourn. Motion was seconded by Dr. Tracy Morris and carried. Meeting adjourned at 12:22 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:
John Spencer
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John Spencer
Secretary