

**NCI Works Meeting Minutes
(Hybrid Meeting)
May 7, 2024**

The NCI Works Meeting was called to order at 12:02 p.m. by Co-Chairman Patty Head. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
Dave Argubright		X	Terry McGuire	X	
Lyndsay Bliss		X	Dwayne Mentgen	X	
Ed Bochniak		X	Dr. Tracy Morris		
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble		
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		X
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		X
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger			Joel Torbeck	X	
Rob Lentz		X	Gerald Waszkowiak		X
Kevin Lindeman	X		DeAnne White	X	

PROXIES: Rhonda Krueger to Joel Torbeck, Dr. Tracy Morris to John Spencer, Kris Noble to Teresa Strum

OTHERS PRESENT: Carrie Folken, Dianna Schuler, Jo Ann Johnson, Jessica Green, Ahneke Thompson, Sherry Laible-White

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 the March 5, 2024 Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. Teresa Strum motioned to approve the Consent Agenda. Motion was seconded by DeAnne White. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	

Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Business Meeting

Committee Reports

Youth Committee Report

Teresa Strum reported that the Youth Committee met and reviewed the Youth Providers for PY 24 (July 1, 2024 – June 30, 2025). She said that the current PY 23 providers all reapplied for funding of their current projects. Referring to the April 9, 2024 Youth Committee Minutes that were included with the meeting materials, Teresa said that each of the providers were recommended for approval pending contract negotiations.

Danelle Burrs motioned to approve the Bureau Henry Stark Regional Office of Education project pending contract negotiations. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Joel Torbeck motioned to approve the Regional Office of Education #35 (LaSalle & Putnam Counties) project pending contract negotiations. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	

Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

John Spencer motioned to approve the Regional Office of Education #47 (Lee, Whiteside & Ogle Counties) project pending contract negotiations. Motion was seconded by Deana Jones. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

One Stop Partner Committee Report

Patty noted that the April 16, 2024 One Stop Partner Committee Meeting Minutes were included with the meeting materials for informational purposes.

Oversight Committee Report

Carrie Folken reported that a quorum was not available for the Oversight Committee meeting that was scheduled to meet prior to the NCI Works meeting. Therefore, Carrie provided those action items to the full Board.

Approval of the Financial Reports

Carrie told members that the Financial Reports ending February 29, 2024 were included with the meeting materials. Seeing no comments or questions, Linda Hessenberger motioned to approve the Financial Reports ending February 29, 2024. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Approval 2nd Quarter Title I Performance Report

Carrie provided a review of the Title I Performance Report that was included with the meeting materials. She said that Title I is currently meeting or within the threshold or exceeding any of the performance indicators. At this time, Carrie said that there are no areas of concern. John Spencer motioned to approve the Second Quarter Title I Performance Report. Motion was seconded by DeAnne White. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Approval of 3rd Quarter Partner Report

Carrie presented the 3rd Quarter Partner Report. She told members that each quarter each of the partner provides us with the number of individuals in our eight-county region they have served in their individual programs. This report, Carrie said, goes through March 2024. Vanessa pointed out the increase in numbers of veteran’s services with IDES. Ahneke Thompson noted that there has been an influx in activity with IL Job Link which resulted in those numbers increasing. Vanessa Hoffeditz motioned to approve the 3rd Quarter Partner Report as presented. Motion was seconded by Terry McGuire. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Review of the Partner Referral Report

Carrie said that the Partner Referral Report is provided for informational purposes to show that referrals that are being done between the partners.

Review and Approval of the Sterile Processing and Surgical Technologist Program for IL Valley Community College

Patty informed members that IL Valley Community College submitted the Sterile Processing and Surgical Technologist program for approval to the WIOA Eligible Provider List. Teresa Strum motioned to approve the Sterile Processing and Surgical Technologist Program to the Eligible Training Provider List. Motion was seconded by Danelle Burrs. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	

Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Approval to Recertify the Medical Assistant Certificate Program for IL Valley Community College

Patty said that the Medical Assistant Certificate Program at IL Valley Community College is up for recertification. Joel Torbeck motioned to approve the Medical Assistant Certificate Program at IL Valley Community College. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Approval to Recertify the Programs for Sauk Valley Community College

Patty informed members that several programs were up for recertification at Sauk Valley Community College. These programs include:

- Accounting
- Advanced Welder
- Agricultural Mechanics
- Agriculture Business
- Agriculture Production Technology
- Associate Degree Nursing
- Bookkeeping (Accounting) Certificate
- Commercial Drivers License Program
- Computer Information Systems: Business Software Specialist I
- Computer Information Systems: Computer Software Technology

- Computer Information Systems: Networking
- Computer Information Systems: Networking Specialist
- Computer Information Systems: PC Technician
- Computer Information Systems: Server Support Specialist
- Computer Information Systems: Windows Server Administrator
- Computer Information Systems: Business Software Specialist II
- Criminal Justice-Law Enforcement
- Criminal Justice: Corrections
- Electronics: Industrial
- Entrepreneurship & Small Business Management Entry Level Welder
- Machining & CNC
- Management
- Management Certificate
- Marketing
- Multicraft Technology
- Nurse Assistant
- Pharmacy Technician Program with Clinical Externship
- Phlebotomy Technician with Clinical Externship
- Practical Nursing
- Radiologic Technology
- Robotic Welding

Vanessa Hoffeditz motioned to approve to recertify the aforementioned programs for Sauk Valley Community College. Motion was seconded by Teresa Strum. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Other Business

Review & Approval of the PY 24 Memorandum of Understanding (MOU)

Carrie presented the PY 24 Memorandum of Understanding (MOU) to members. She said that the partners held three separate meetings for the development of the MOU narrative and budget. The narrative also includes a self-assessment that was completed by the partners. John Spencer motioned to approve the PY 24 MOU as presented. Motion was seconded by Joel Torbeck. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion Carried.

One Stop Operator Selection

Carrie informed members that one proposal was submitted from a consortium of partners that include: Sauk Valley Community College Adult Education, Illinois Department of Employment Security and Business Employment Skills Team, Inc. to be the One Stop Operator for LWIA #4 in Sterling, IL. Carrie said that the proposal was reviewed and a copy of the evaluation instrument was included with the meeting materials. Vanessa Hoffeditz motioned to approve the partner consortium of Sauk Valley Community College Adult Education, Illinois Department of Employment Security and Business Employment Skills Team, Inc. as the One Stop Operator for LWIA #4 in Sterling, IL. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck		
Rob Lentz			Gerald Waszkowiak		

Kevin Lindeman	X		DeAnne White	X	
----------------	---	--	--------------	---	--

Joel Torbeck abstained from voting. Motion carried.

One Stop Certification Review Team

Carrie requested approval for the One Stop Certification Team to act on behalf of the NCI Works in reviewing the One Stop Center and submitting the proposal for Certification to DCEO. Carrie said that a Certification Team needs consist of 3 NCI Works members, one of which needs to be a business, and asked for volunteers. Vanessa Hoffeditz, Patty Head and Teresa Strum volunteered to serve as the One Stop Certification Team. Carrie noted that the One Stop Certification documents needed to be in to DCEO before June 30, so she is thinking that the Team would be able to meet in early June and do the walk through of the Center. Vanessa suggested that a Doodle Poll be done to determine the best dates for the walk through.

Request permission to apply for an Apprenticeship Grant, Supplemental Grant, Potential Youth Pathways Grant and any additional grants that would benefit the agency

Carrie told members that this is the time of year that DCEO and the Department of Labor start to release different grant opportunities for the local workforce areas. She said that staff are interested in applying for an Apprenticeship Grant, Supplemental Grant and a potential Pathways Grant at the very least. Carrie noted that these grant are beneficial to our area as they providing additional funding that can be used for staff and facility costs. Additionally, Carrie told members that the PY 24 Allocations will be released and she would like permission to submit those documents to DCEO when the funds are granted. Carrie asked members for permission to apply for an Apprenticeship Grant, Supplemental Grant, Potential Youth Pathways Grant and any additional grants that would benefit the agency as well as submit the PY 24 WIOA Allocation grant. Dan Payette motioned to authorized Carrie to apply for an Apprenticeship Grant, Supplemental Grant, Potential Youth Pathways Grant and any additional grants that would benefit the agency. Motion also included authorization to submit the PY '24 WIOA Allocation grant. Motion was seconded by Teresa Strum. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Dave Argubright			Terry McGuire	X	
Lyndsay Bliss			Dwayne Mentgen	X	
Ed Bochniak			Dr. Tracy Morris	X	
Danelle Burrs	X		Jesse Nauman	X	
Sara Escatel	X		Kris Noble	X	
Janet Graham	X		Dan Payette	X	
Patty Head	X		Tom Pigati		
Linda Hessenberger	X		Maryann Rice	X	
Vanessa Hoffeditz	X		Len Saunders		
Deana Jones	X		John Spencer	X	
Bill Keene	X		Teresa Strum	X	
Rhonda Krueger	X		Joel Torbeck	X	
Rob Lentz			Gerald Waszkowiak		
Kevin Lindeman	X		DeAnne White	X	

Motion carried.

Request approval for any grant modifications (if necessary) (Carrie Folken)

None at this time.

Partner Updates (Partner members) and Member updates (NCI Works members that want to update the board about their business needs)

None at this time.

Apprenticeship Activities / Supplemental Grant Update

Patty encouraged members to read the Apprenticeship Activities and Supplemental Grant Updates that were include don the Meeting Agenda.

Success Stories

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

Next Meetings

Patty told members that the Executive Committee will be meeting on July 2, 2024 with the full NCI Works Meeting being held on September 3, 2024.

Public Comments / Recognition of Guests

Jo Ann announced that Dianna Schuler and Jessica Green was in attendance. Additionally, Ahneke Thompson with IL Department of Employment Security in Sterling and Sherry Laible-White with IDHS, Division of Family & Community Services was in attendance.

Adjournment

With there being no further business, Joel Torbeck motioned to adjourn. Motion was seconded by Vanessa Hoffeditz and carried. Meeting adjourned at 12:43 p.m.

Jo Ann Johnson

Approved by:

John Spencer
NCI Works Secretary