

**NCI Works Meeting Minutes  
(Hybrid Meeting)  
May 5, 2026**

The NCI Works Meeting was called to order at 12:04 p.m. by Co-Chairman Patty Head. Roll Call was taken.

| <b>Name</b>       | <b>Present</b> | <b>Absent</b> | <b>Name</b>         | <b>Present</b> | <b>Absent</b> |
|-------------------|----------------|---------------|---------------------|----------------|---------------|
| 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              |               |
| Deana Jones       |                | X             | DeAnne White        | X              |               |
| Bill Keene        | X              |               | Dawn Roalson Zavada |                | X             |
| Rob Lentz         |                | X             |                     |                |               |

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

Chairman's Comments / Executive Directors Comments

Carrie welcomed new members Brian Craft and Martin Butler to NCI Works. Carrie told members that Martin Butler replaced Terry McGuire and Brian Craft replaced Linda Hessenberger. Members introduced themselves.

Approval of Meeting Minutes

DeAnne White motioned to approve the March 3, 2026 Meeting Minutes. Motion was seconded by Dr. Tracy Morris. 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       | X          |           |
| Martin Butler     |            |           | 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        |            |           |
| Sara Escatel      | X          |           | John Spencer        | X          |           |
| Patty Head        | X          |           | Ahneke Thompson     | X          |           |
| Vanessa Hoffeditz | X          |           | Joel Torbeck        | X          |           |
| Deana Jones       |            |           | DeAnne White        | X          |           |
| Bill Keene        | X          |           | Dawn Roalson Zavada |            |           |

|           |  |  |  |  |  |
|-----------|--|--|--|--|--|
| Rob Lentz |  |  |  |  |  |
|-----------|--|--|--|--|--|

Motion carried.

## Committee Reports

### One Stop Services Committee

Carrie informed members that the One Stop Services Committee met and reviewed three Youth Proposals that were submitted to operate Youth Programs during PY 26 (July 1, 2026 – June 30, 2027). Carrie said that the committee recommended approving the Regional Office of Education #35 and Regional Office of Education #47 proposals pending funding levels and contract negotiations. She told members that the committee recommended not funding the Bureau Henry Stark Regional Office of Education proposal due to recruitment challenges and insufficient numbers over its 8-year history.

Vanessa Hoffeditz motioned to accept the One Stop Services Committee recommendation to approve the Regional Office of Education #35 proposal pending funding levels and contract negotiations. 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     | X   |    | Jesse Nauman        | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X   |    |
| Brian Craft       | X   |    | Len Saunders        |     |    |
| Sara Escatel      | X   |    | John Spencer        | X   |    |
| Patty Head        | X   |    | Ahneke Thompson     | X   |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X   |    |
| Deana Jones       |     |    | DeAnne White        | X   |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |     |    |
| Rob Lentz         |     |    |                     |     |    |

Motion carried.

Vanessa Hoffeditz motioned to accept the One Stop Services Committee recommendation to approve the Regional Office of Education #47 proposal pending funding levels and contract negotiations. Motion was seconded by Tom Piagi. 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     | X   |    | Jesse Nauman     | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette      | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati       | X   |    |
| Brian Craft       | X   |    | Len Saunders     |     |    |
| Sara Escatel      | X   |    | John Spencer     | X   |    |
| Patty Head        | X   |    | Ahneke Thompson  | X   |    |

|                   |   |  |                     |   |  |
|-------------------|---|--|---------------------|---|--|
| Vanessa Hoffeditz | X |  | Joel Torbeck        | X |  |
| Deana Jones       |   |  | DeAnne White        | X |  |
| Bill Keene        | X |  | Dawn Roalson Zavada |   |  |
| Rob Lentz         |   |  |                     |   |  |

Motion carried.

Vanessa Hoffeditz motioned to accept the One Stop Services Committee to not fund the Bureau Henry Stark Regional Office of Education. It was noted that the students that are currently enrolled in the Bureau Henry Stark Regional Office of Education program can be absorbed in the Adult Education Classes at IL Valley Community College. Motion was seconded by Danelle Burrs. 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     | X   |    | Jesse Nauman        | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X   |    |
| Brian Craft       | X   |    | Len Saunders        |     |    |
| Sara Escatel      | X   |    | John Spencer        | X   |    |
| Patty Head        | X   |    | Ahneke Thompson     | X   |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X   |    |
| Deana Jones       |     |    | DeAnne White        | X   |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |     |    |
| Rob Lentz         |     |    |                     |     |    |

Motion carried

## Business Meeting

### Approval of the Financial Reports Ending February 28, 2026

Jessica informed members that the Financial Reports ending February 28, 2026 were included with the meeting materials and she has nothing to add. Motion was made by Dr. Tracy Morris to approve the Financial Reports ending February 28, 2026. 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     | X   |    | Jesse Nauman     | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette      | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati       | X   |    |
| Brian Craft       | X   |    | Len Saunders     |     |    |
| Sara Escatel      | X   |    | John Spencer     | X   |    |
| Patty Head        | X   |    | Ahneke Thompson  | X   |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck     | X   |    |

|             |   |  |                     |   |  |
|-------------|---|--|---------------------|---|--|
| Deana Jones |   |  | DeAnne White        | X |  |
| Bill Keene  | X |  | Dawn Roalson Zavada |   |  |
| Rob Lentz   |   |  |                     |   |  |

Motion carried.

### Approval of PY 25 Third Quarter Partner Report

Carrie presented the Third Quarter Partner Report which includes the number of those served in the various Partner programs. Kevin Bressendorf motioned to approve the Third Quarter Partner Report for PY 25. 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     | X   |    | Jesse Nauman        | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X   |    |
| Brian Craft       | X   |    | Len Saunders        |     |    |
| Sara Escatel      | X   |    | John Spencer        | X   |    |
| Patty Head        | X   |    | Ahneke Thompson     | X   |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X   |    |
| Deana Jones       |     |    | DeAnne White        | X   |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |     |    |
| Rob Lentz         |     |    |                     |     |    |

Motion carried.

### Review of the Partner Referral Report

Carrie informed members that the Partner Referral Report was included with the meeting materials. She noted that this form shows the referrals being made between Partnering agencies.

### Review of One Stop Partner Customer Satisfaction Survey

Carrie reviewed the system wide One Stop Partner Customer Satisfaction Survey and noted that the report format may change as a new referral system is being developed by State Partners. She told members that starting July 1 new reporting period will start with new responses.

### Training Programs Approval

Carrie informed members that **Illinois Valley Community College** submitted new programs for inclusion on the Eligible Training Provider List. The programs include:

- ✓ Advanced Robotics, Mechatronics, and Automation Certificate
- ✓ AAS Skills Trade
- ✓ Basic Robotics, Mechatronics, and Automation Certificate
- ✓ Certified EKG Technician
- ✓ CISCO Comp TIA A Certificate

- ✓ EKG Technician (In Person)
- ✓ Help Desk Certificate
- ✓ Human Resources Professional
- ✓ Intermediate Robotics, Mechatronics, and Automation Certificate
- ✓ Project Management Essentials with CAPM@ Prep
- ✓ Skill Trades Certificate
- ✓ Sterile Processing Technician

Vanessa Hoffeditz motioned to approve the following programs offered at **Illinois Valley Community College**.

- ✓ Advanced Robotics, Mechatronics, and Automation Certificate
- ✓ AAS Skills Trade
- ✓ Basic Robotics, Mechatronics, and Automation Certificate
- ✓ Certified EKG Technician
- ✓ CISCO Comp TIA A Certificate
- ✓ EKG Technician (In Person)
- ✓ Help Desk Certificate
- ✓ Human Resources Professional
- ✓ Intermediate Robotics, Mechatronics, and Automation Certificate
- ✓ Project Management Essentials with CAPM@ Prep
- ✓ Skill Trades Certificate
- ✓ Sterile Processing Technician

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    | Abstain |    |
| Chris Blumoff     | X   |    | Jesse Nauman        | X       |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X       |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X       |    |
| Brian Craft       | X   |    | Len Saunders        |         |    |
| Sara Escatel      | X   |    | John Spencer        | X       |    |
| Patty Head        | X   |    | Ahneke Thompson     | X       |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X       |    |
| Deana Jones       |     |    | DeAnne White        | X       |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |         |    |
| Rob Lentz         |     |    |                     |         |    |

Motion carried.

Carrie informed members that starting July 1, the Eligible Training Provider list will be approved at the State level. She said that this will be the last time that NCI Works will need to approve training programs.

#### Training Programs Recertification

Bill Keane motioned to recertify the following training programs offered at **Castor**:

- ✓ Nurse Aide Training Program (CNA Training Program) (Sterling & Freeport Sites)

✓ Phlebotomy Training Program (Sterling & Freeport Sites)

Vanessa Hoffeditz motioned to recertify the following programs at **Illinois Valley Community College**:

- ✓ Advanced Automotive Technology
- ✓ Certified Nursing Assistant
- ✓ Criminal Justice
- ✓ Dental Assisting
- ✓ Dental Hygiene AAS
- ✓ Emergency Medical Technician - Basic
- ✓ Emergency Medical Technician - Paramedic
- ✓ Medical Assistant Certificate
- ✓ Medical Billing and Coding
- ✓ Nursing (RN)
- ✓ Pharmacy Technician
- ✓ Phlebotomy Certificate
- ✓ Practical Nursing
- ✓ Surgical Technician
- ✓ Truck Driver Training
- ✓ Truck Driver Training Advanced Proficiency Certificate
- ✓ TDT Equipment Refresher Training
- ✓ Welding Basic Construction Certificate
- ✓ Certified Nursing Assistant
- ✓ Emergency Medical Technician - Basic
- ✓ Accounting
- ✓ Advanced Welder

Motion was seconded by Kevin Bressendorf. 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    | Abstain |    |
| Chris Blumoff     | X   |    | Jesse Nauman        | X       |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X       |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X       |    |
| Brian Craft       | X   |    | Len Saunders        |         |    |
| Sara Escatel      | X   |    | John Spencer        | X       |    |
| Patty Head        | X   |    | Ahneke Thompson     | X       |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X       |    |
| Deana Jones       |     |    | DeAnne White        | X       |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |         |    |
| Rob Lentz         |     |    |                     |         |    |

Motion carried.

John Spencer motioned to recertify the following programs at Sauk Valley Community College:

- ✓ 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
- ✓ Diagnostic Medical Sonography
- ✓ Electronics: Industrial
- ✓ Entrepreneurship & Small Business Management
- ✓ Entry Level Welder
- ✓ Heating, Refrigeration and Air Conditioning
- ✓ Machining & CNC
- ✓ Management
- ✓ Management Certificate
- ✓ Marketing
- ✓ Multicraft Technology
- ✓ Nurse Assistant
- ✓ Practical Nursing
- ✓ Radiologic Technology
- ✓ Robotic Welding

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

Motion carried.

DeAnne White motioned to recertify the following program offered at Morrison Institute of Technology:

✓ Network Administration

Motion was seconded by Vanessa Hoffeditz. 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     | X   |    | Jesse Nauman        | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X   |    |
| Brian Craft       | X   |    | Len Saunders        |     |    |
| Sara Escatel      | X   |    | John Spencer        | X   |    |
| Patty Head        | X   |    | Ahneke Thompson     | X   |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X   |    |
| Deana Jones       |     |    | DeAnne White        | X   |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |     |    |
| Rob Lentz         |     |    |                     |     |    |

Motion Carried

## Other Business

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

Carrie requested approval to transfer funds between the Dislocated Worker Grant to the Adult Grant to meet the 80% expenditure/obligation requirement by June 30. Bill Keene motioned to approve the transfer of funds between the Dislocated Worker Grant to the Adult Grant. 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     | X   |    | Jesse Nauman        | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X   |    |
| Brian Craft       | X   |    | Len Saunders        |     |    |
| Sara Escatel      | X   |    | John Spencer        | X   |    |
| Patty Head        | X   |    | Ahneke Thompson     | X   |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X   |    |
| Deana Jones       |     |    | DeAnne White        | X   |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |     |    |
| Rob Lentz         |     |    |                     |     |    |

Motion carried.



Request authority to submit modification to the Supplemental Grant

Carrie requested authority to submit a modification to the Supplemental Grant to reconcile line items within transfer limits. Vanessa Hoffeditz motioned to authorize Carrie to submit a modification to the Supplemental Grant to reconcile line items within transfer limits. 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     | X   |    | Jesse Nauman        | X   |    |
| Kevin Bressendorf | X   |    | Dan Payette         | X   |    |
| Danelle Burrs     | X   |    | Tom Pigati          | X   |    |
| Brian Craft       | X   |    | Len Saunders        |     |    |
| Sara Escatel      | X   |    | John Spencer        | X   |    |
| Patty Head        | X   |    | Ahneke Thompson     | X   |    |
| Vanessa Hoffeditz | X   |    | Joel Torbeck        | X   |    |
| Deana Jones       |     |    | DeAnne White        | X   |    |
| Bill Keene        | X   |    | Dawn Roalson Zavada |     |    |
| Rob Lentz         |     |    |                     |     |    |

Motion carried.

Request approval for any grant modifications (if necessary)

None

Grant Updates

Carrie informed members that the Grant Updates were provided on the Meeting Agenda. She told members that the Apprenticeship Grant was de-obligated and closed as of March 31 because local businesses favored in-house apprenticeships over registered apprenticeships.

Carrie told members that the supplemental grant is going according to plan. She said that the last Lunch & Learn will be held on May 7. She told members that the Assistive Technology Computers have been replaced at the One Stop Center and Princeton BEST Office, which was provided through the Supplemental Grant. Work Based Learning will continue through June. Carrie informed members that she will be applying for another Supplemental Grant for PY 26 and asked members for suggestions for programs.

Vanessa questioned whether businesses keeping apprenticeships in-house is a broader trend; Dianna explained it is a trend in rural Illinois and likely in other rural areas due to resource constraints and lower priority for establishing registered programs.

Carrie provided an overview of the Train the Trainer grant and said that Joel will train regional staff on the State's new case-management/data system to offset overhead costs.

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

Vanessa noted that Tri-County Opportunities Council has continued funding for short-term certification support, including full payment for CDL programs for qualifying participants and referral guidance for nine counties.

BEST Success Stories

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

Next Meetings

Patty informed members that the NCI Works Executive Committee will be meeting on July 7, 2026 and all members are welcome to attend. She said that the next NCI Works Meeting will be September 1, 2026.

Public Comments

None

Adjournment

With there being no further business, Vanessa Hoffeditz motioned to adjourn. Motion was seconded by Patty Head. Motion carried. Meeting adjourned at 12:40 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:  
  
81E46B827D1A46B...  
John Spencer  
Secretary