

**One Stop Services Committee Meeting  
April 14, 2026  
Meeting Minutes**

Vanessa Hoffeditz called the One Stop Services Committee Meeting to order at 10:31 a.m. Roll Call was taken.

|                    | <b>Present</b> | <b>Absent</b> |                     | <b>Present</b> | <b>Absent</b> |
|--------------------|----------------|---------------|---------------------|----------------|---------------|
| Jim Carlson        | X              |               | Sarah McFarlane     | X              |               |
| Nathan DeLong      |                | X             | Terry McGuire       |                | X             |
| Emlee Dooley       |                | X             | Shayne Miller       | X              |               |
| Sara Escatel       | Proxy          |               | Mario Nunez Flores  |                | X             |
| Ryan Flannery      | X              |               | Stacey Parr         |                | X             |
| Sally Hanrahan     | X              |               | Dan Payette         | X              |               |
| Vanessa Hoffeditz* | X              |               | Dawn Roalson Zavada | Proxy          |               |
| Linda Kaiser       | Proxy          |               | Dianna Schuler      | X              |               |
| Rob Lentz          |                | X             | Rhiannon Seibel     | X              |               |
| Lori Logmann       |                | X             | Miriam Serrano      |                | X             |
| Sasha Logan        | Proxy          |               | Ahneke Thompson     | X              |               |
| Holly Melvin       | X              |               | Joel Torbeck        | Proxy          |               |

**Proxy:** Sara Escatel to Sarah McFarlane; Linda Kaiser to Vanessa Hoffeditz; Sasha Logan to Sarah McFarlane; Dawn Roalson Zavada to Sally Hanrahan; Joel Torbeck to Dianna Schuler

**Others Present:** Ryan Schaibel (UMOS, Inc.), Carrie Folken, Jo Ann Johnson

With this being the first meeting of the newly formed One Stop Services Committee, Chair Vanessa Hoffeditz asked members to introduce themselves and tell members about the agency/business they represent.

**Customer Satisfaction Survey Results**

Vanessa informed members that the Customer Satisfaction Survey was developed by the former One Stop Partner Committee to ensure the quality of services of the One Stop for both job seekers and businesses. She told members that the local area developed this survey but understand that the State is developing their own survey to determine the satisfaction of the One Stop Services throughout the State. In reviewing the results of the survey, Vanessa noted the positive feedback that was received and commented that individual staff members were also reported favorably. Jo Ann commented that the survey is an aggregate beginning in April 2025 and will end on June 30, 2026 which is the end of the Program Year. She said that the survey will start again on July 1, 2026 through June 30, 2027.

Dan Payette commented that the responses seem very positive and asked if more businesses could be contacted to complete the survey. Dianna Schuler responded by saying that the information is provided to all partners to solicit business input. Most of the business results in

the survey, Dianna said, is from those that participated in the Incumbent Worker Training program. Dan suggested combining surveys with business service partners to improve data collection, which Dianna agreed to discuss at the next Business Services Team. Vanessa mentioned that Tri County also faces challenges with dual survey completion and noted this is a widespread issue across the one stop system.

#### Program Services Team Update

Vanessa informed members that the Program Services Team Update was included with the meeting materials. She told members that this group is made up of line staff from the various Partnering Agencies that meet to discuss programs and services for their mutual customers.

#### One Stop Operator Update / Professional Development Cross Training Update

Ahneke Thompson reported that there was not much to update for the One Stop Operator. She said that they are working on the Cross Training Event on May 27 in Sterling. Ahneke told members that this is a good opportunity for staff to learn about the different programs and services from each of the One Stop Partners and encouraged them to send their staff.

#### Update on Career Preparation Skills Program

Sally Hanrahan provided an update on a long-running program that provides job search and career information to students at safe schools through speakers throughout the year. The program, Sally said, is wrapping up for the current year with one final presentation scheduled for the last week in April. Sally said that there are plans to shake up thing next year by focusing more on basic job search tips. Vanessa asked about using interest assessments. Sally confirmed that schools already have access to Illinois workNet's assessment tools to help guide students toward potential career paths. Sally asked Jim Carlson to think about a speaker on education.

#### PY 25 Youth Provider Updates

Sally provided an overview of the current youth providers by referring to the Youth Contract Provider Update that was included with the meeting packet.

- Education Outreach Program – Regional Office of Education #47  
The Education Outreach Program provides services to WIOA-eligible out of school youth between the ages of 17-24 who reside in Lee, Ogle or Whiteside County. Youth are provided or linked with academic instruction that results in an Illinois High School Diploma as well as career readiness skills to help them secure and maintain employment.
- Step Ahead – Bureau County Regional Office of Education  
The Step Ahead program provides academic instruction to WIOA eligible youth from Bureau County who have dropped from school and wish to earn an Illinois High School Diploma. Due to the rural nature of the county, instruction is provided, usually one-on-one, at the local library in each youth community.

- Regional Work Study – LaSalle County Regional Office of Education  
The Regional Work Study program provides academic instruction and employment support to WIOA eligible youth who have dropped out of school and want to earn a high school diploma from their district high school. The program serves youth from LaSalle and Putnam counties. Instruction is provided at the Ottawa IVCC Center and Mendota Library.

Sally reported that the report also includes the program enrollment goals and project outcomes.

#### Selection of PY 26 Youth Providers

Carrie informed members that BEST, Inc. released a Request for Proposal for Youth Providers for PY 26 (July 1, 2026 – June 30, 2027). She said that each of the current providers submitted a Request for Funding. Carrie said that members of the NCI Works and staff read and rated each of the proposals. She told members that a summary of each of the ratings is included in the meeting materials. Carrie also noted that BEST, Inc., has not yet received the allocations for PY 26, so the final numbers will be agreed upon during negotiations.

Regional Office of Education #35 – Carrie reported that all raters recommended the Regional Work Study program be funded for PY 26. Vanessa Hoffeditz motioned to approve the Work Study Program with Regional Office of Education #35 pending funding and contract negotiations. Motion was seconded by Dianna Schuler. Roll Call vote was taken.

|                    | Yes     | No |                     | Yes | No |
|--------------------|---------|----|---------------------|-----|----|
| Jim Carlson        | Abstain |    | Sarah McFarlane     | X   |    |
| Nathan DeLong      |         |    | Terry McGuire       |     |    |
| Emlee Dooley       |         |    | Shayne Miller       | X   |    |
| Sara Escatel       | X       |    | Mario Nunez Flores  |     |    |
| Ryan Flannery      | X       |    | Stacey Parr         |     |    |
| Sally Hanrahan     | X       |    | Dan Payette         | X   |    |
| Vanessa Hoffeditz* | X       |    | Dawn Roalson Zavada | X   |    |
| Linda Kaiser       | X       |    | Dianna Schuler      | X   |    |
| Rob Lentz          |         |    | Rhiannon Seibel     | X   |    |
| Lori Logmann       |         |    | Miriam Serrano      |     |    |
| Sasha Logan        | X       |    | Ahneke Thompson     | X   |    |
| Holly Melvin       | X       |    | Joel Torbeck        | X   |    |

Motion carried.

Regional Office of Education #47 – Carrie said that all raters recommended the Outreach Program with Regional Office of Education #47. Dianna Schuler motioned to approve the Outreach Program with Regional Office of Education #47 pending funding and contract negotiations. Motion was seconded by Vanessa Hoffeditz. Roll Call vote was taken.

|                    | <b>Present</b> | <b>Absent</b> |                     | <b>Present</b> | <b>Absent</b> |
|--------------------|----------------|---------------|---------------------|----------------|---------------|
| Jim Carlson        | X              |               | Sarah McFarlane     | X              |               |
| Nathan DeLong      |                | X             | Terry McGuire       |                | X             |
| Emlee Dooley       |                | X             | Shayne Miller       | X              |               |
| Sara Escatel       | X              |               | Mario Nunez Flores  |                | X             |
| Ryan Flannery      | X              |               | Stacey Parr         |                | X             |
| Sally Hanrahan     | X              |               | Dan Payette         | X              |               |
| Vanessa Hoffeditz* | X              |               | Dawn Roalson Zavada | X              |               |
| Linda Kaiser       | X              |               | Dianna Schuler      | X              |               |
| Rob Lentz          |                | X             | Rhiannon Seibel     | X              |               |
| Lori Logmann       |                | X             | Miriam Serrano      |                | X             |
| Sasha Logan        | X              |               | Ahneke Thompson     | X              |               |
| Holly Melvin       | X              |               | Joel Torbeck        | X              |               |

Motion carried.

Bureau Henry Stark Regional Office of Education – Carrie informed members that the majority of the reviews did not recommend funding the Step Ahead Program with the Bureau Henry Stark Regional Office of Education due to consistently unmet goals and high cost per based on the number of students enrolled. Carrie pointed out that this program has been running for several years and the program is struggling to get referrals from local schools. Jim Carlson asked if the students would be able to receive the services elsewhere. Carrie responded that they would be referred to the local Community College. She also noted that BEST would continue to work with the students for other services that they need. Sarah McFarlane concurred that the students would be able to attend the community college for HSE/GED.

Vanessa Hoffeditz motioned to not approve the Step Ahead Program for PY 26. Motion was seconded by Dianna Schuler. Roll Call vote was taken.

|                    | <b>Present</b> | <b>Absent</b> |                     | <b>Present</b> | <b>Absent</b> |
|--------------------|----------------|---------------|---------------------|----------------|---------------|
| Jim Carlson        | X              |               | Sarah McFarlane     | X              |               |
| Nathan DeLong      |                | X             | Terry McGuire       |                | X             |
| Emlee Dooley       |                | X             | Shayne Miller       | X              |               |
| Sara Escatel       | X              |               | Mario Nunez Flores  |                | X             |
| Ryan Flannery      | X              |               | Stacey Parr         |                | X             |
| Sally Hanrahan     | X              |               | Dan Payette         | X              |               |
| Vanessa Hoffeditz* | X              |               | Dawn Roalson Zavada | X              |               |
| Linda Kaiser       | X              |               | Dianna Schuler      | X              |               |
| Rob Lentz          |                | X             | Rhiannon Seibel     | X              |               |
| Lori Logmann       |                | X             | Miriam Serrano      |                | X             |
| Sasha Logan        | X              |               | Ahneke Thompson     | X              |               |
| Holly Melvin       | X              |               | Joel Torbeck        | X              |               |

Motion carried.

### Update on Supplemental Funds

Providing an update on the Supplemental Funds grant, Carrie reported that -

- Five Lunch and Learns have been either completed or scheduled. She mentioned that a Virtual Session will be held on May 7 if anyone is interested.
- Assistive technology computers have been purchased and operational at the Princeton BEST office and One Stop Center in Sterling.
- Work Based Learning is underway with 36 individuals enrolled.

Carrie said that she is looking for ideas for the PY 26 Supplemental Grant. She said she would be working on the application in June and would welcome any suggestions for programs. Carrie reminded members that the Supplemental Grant is state funds and not regulated by WIOA. Vanessa asked Carrie to send out the list of the projects that have been done already to spur some ideas.

### Partner/Member Updates

Vanessa reported that the Homeless Prevention Funding with Tri-County Opportunities Council is nearly depleted. She said that only funds for literally homeless individuals may be exhausted by the end of May. Vanessa said that the funding for next year programs would be available in July or August.

### Other Business

None

### Public Comments

None

### Adjournment

With there being no further business, Dianna Schuler motioned to adjourn. Motion was seconded by Rhiannon and carried. Meeting adjourned at 11:15 a.m.

Jo Ann Johnson