

**Oversight Committee Meeting
Tuesday, May 23, 2017
Meeting Minutes**

The Oversight Committee was called to order at 4:30pm by Chairman Gerald Waszkowiak.

Name	Present Illinois Valley Community College	Present Sauk Valley Community College	Present Carroll County Housing Authority	Absent
Linda Hessenberger				X
David Howell	X			
Tom Pigati				x
Gerald Waszkowiak	x			

OTHERS PRESENT AT ILLINOIS VALLEY COMMUNITY COLLEGE: Pam Furlan

OTHERS PRESENT AT SAUK VALLEY COMMUNITY COLLEGE: Dianna Schuler

Approval of Minutes

David Howell motioned to approve the minutes from the March 21, 2017 meeting. Motion was seconded by Gerald Waszkowiak. Motion carried.

Business Meeting

Review of Performance Data

In reviewing the performance data, Gerald commented that it appears we have exceeded the current goals in all areas and that they should recommend that the full board accepts the report. Pam stated that there is a data lag to be aware of but that right now all titles were looking good.

Review and Approval of the Financial Reports February & March 2017

Kathy provided a summary for the committee since she could not attend the meeting. Kathy is attending the NAWDP Conference. Pam informed the members that they had the February and March reports to refer to. Pam went on to inform the members that the reports indicate that we are at 79.6% of the grant being obligated. Pam stated that by law we have to expend or obligate 80% in order to not lose any money. She informed members that we are right on target because we can include as obligations any of the students that will be attending in the summer and fall. Pam stated that in Adult and DW have to be at 40% on training and we are at 60.38%. We have to be at 20% of Youth in work based learning and we are at 27.6%. Finally, the WIB budget is at 60% expenditures through March, which is under budget. Gerald

motioned to recommend the board accepts the financial reports. David seconded the motion. Motion carried.

Review Committee Responsibilities to the One-Stop Center Operator and Local Workforce System

Pam referred members to the last page in there packet which identifies the purpose of the committee and the responsibilities of the committee going forward. Pam pulled out the ones that need to be worked on to discuss tonight. Pam informed the members that the role of the committee is to review what is going on, make sure it is in compliance, and make sure it is what the workforce board is looking at.

- Develop tool to use to evaluate the One-Stop Operator: Pam informed the committee that some of the things are actually part of the certification process for the One-Stop. She went on to state that the committee will need to start looking at the local and state criteria on which they want to evaluate the One-Stop Operator. She informed the committee that the One-Stop Operator is working on the document that will be submitted to the team for review which is due to the certification team by May 31, 2017 because the team will need to meet in June and do an on-site visit to the center in Ottawa. Some of the things that they will need to take into consideration when developing the tool include:
 - **Customer Satisfaction Surveys** that would be developed by the One-Stop Operator and reported to the committee. The committee will review them and to see if there is anything they want to address or ask questions on.
 - **Performance** is another area they will want to look at. Pam reminded the committee that the state still has not given the local areas any of the common measure of the Core Partners, but those will come.
 - Certain things that are required of the **Business Services Team**. Some requirements have been provided and there might be some new reports.
 - Different types of **Center Reports**: What are the number of customers coming in, are they being served appropriately, are they getting jobs?

Those are the types of things that will need to be looked at when evaluating the One-Stop Operator. The committee will need to be at least working on it by July 1, 2017. Gerald asked who the tool will have to be submitted to. Pam replied it will have to be submitted to the state. Gerald followed up by asking if the state has to approve it. Pam replied that they do not have to approve it but they probably will review it. Pam went on to explain that once the team certifies that the One-Stop Operator is ready to go, or at least has a plan to meet all the criteria, everything should be good. Pam did say that she would not be surprised if the state did pay us a monitoring visit to look at the documentation that the team looked at to make sure that criteria was being met.

- Oversee all Core Partners' performance reports for WIOA Common Measures: Pam stated that we, as yet, have nothing on this so it is basically tabled.
- Review performance requirement/goals of partner agencies: Pam stated that the committee might want to ask each of the Core Partners to give a brief summary of their services, their programs, and how they see their program fitting into the big picture of

what we're doing for our workforce system. So the committee may want to put together a template, form, or outline for them to follow so that the committee knows what each partner is doing and make sure that their goals are aligned with each other. At some point the committee may want to include others beside the Core Partners. Gerald ask what partners might be included beyond the Core Partners. Pam replied that it could include National Able (older worker program), with whom Pam has requested a conference call or meeting so they could tell her what their plans are to serve the 8 counties of NCI Works but she has yet to receive even a commitment from them to have a person on the workforce board. Gerald asked if they are a required partner. Pam replied that they are a required partner and are supposed to have representation on the workforce board. She also informed the committee that she has asked them what they anticipate their presence at the One-Stop Center would be and they haven't worked that out yet. Pam also informed the members that she has been told that under the President's new budget the program (older worker program) has been eliminated.

- Establish continuous improvement goals for local workforce system: Pam mentioned that this criteria is only for the initial certification. Once we get past the initial certification the state is going to work on continuous improvement criteria to keep improving things at the center and make sure we are providing quality services. Once we see what the state comes up with we can determine what additionally we want. Pam's concern is that the state may take some time to develop their criteria.
- Prepare an annual performance report: Pam shared copies of what had been done in the past and informed members that it had always just been BEST information. Now the report will need to include the system and we need to decide what we want to see from the system. Pam stated that we will need to know what type of information the partners will want to report. In the past we've included success stories, now we would like to include some of their successes. BEST has always reported the amount of funds spent on tuition. Other partners also pay tuition and that could be included. Partner information could also be included in the economic impact report that is included in the annual report. Pam stated that these are the types of information the committee needs to look at and decide what to include in the annual performance report. David asked if the report would be for the 4 Core Partners. Pam replied that it would be and that at some point we may want to add the others as well; Older Worker Program, Tri-County Opportunities Council, and Public Aid, especially for our common customers.

Other Business

None

Public Comments

None

Adjournment

With there being no other business David Howell motioned to adjourn. Motion was seconded by Gerald Waszkowiak. Motion carried. Meeting adjourned at 4:56 pm.

Dianna Schuler