

**Oversight Committee
Meeting Minutes
July 23, 2019**

The Oversight Committee was called to order at 4:51 p.m. by Chairman Gerald Waszkowiak.

Name	Present Illinois Valley Community College	Present KSB Hospital (Dixon)	Absent
Linda Hessenberger	X		
Tom Pigati	X		
Gerald Waszkowiak	X		

OTHERS PRESENT (Illinois Valley Community College): Pam Furlan, Carrie Folken, Jo Ann Johnson

OTHERS PRESENT (KSB Hospital): Dianna Schuler, Annette Pace, Jessica Green

Approval of Minutes

Tom stated that Annette Pace was not listed as present as on the May 28, 2019 Meeting Minutes. Tom motioned to approve the May 28, 2019 Meeting Minutes as corrected. Motion was seconded by Linda Hessenberger and carried.

Business Meeting

Review and Approval of the Financial Reports

Annette Pace reviewed the Financial Reports for members. She said that as of the end of May, 79% of the WIOA funds have been obligated. Gerald asked why the Total Dislocated Program Costs listed a projected deficit on the April reports. Annette explained that the grant was not overspent it was that the money needed to be transferred. She informed members that she just reconciled the grants for PY 18 and the June 2018 report will reflect the costs as fully expended and projected zero balances. Annette told members that the negative balance on the April report is due to an obligation and not an over expenditure.

Moving on to the May reports, Gerald told members that he did not see any problems or concerns. Linda Hessenberger motioned to recommend approval of the April and May 2019 Monthly Financial Statements to NCI Works. Motion was seconded by Tom Pigati and carried.

Gerald then asked Annette questions regarding the WIB budget. He said that some of the line items show negative balances and asked if there was any concern. Annette said the WIB budget is based on projections and as long as we do not exceed the Total WIB Budget we are okay. Annette said that costs can be transferred from one line item to another if needed. She also told members that the WIB Budget is used for the Memorandum of Understanding (MOU) Resource Sharing Agreement.

Review of the Partner Referral Report

Pam provided an overview of the Partner Referral Report for members. She said that the report represents the referrals that are made between each of the Partners. Pam told members that when an individual comes into one of the Partner Agencies and if they are not appropriate for that agencies services, staff refer them to the appropriate agency for assistance. She said that staff are making sure that individuals who are in need of services are not getting lost in the system. Linda asked how these referrals are being tracked. Carrie informed members that she maintains the information manually. Pam noted that the State does not have a database that we can assess to input the information, so we need to use paper and pencil records. Pam pointed out that this information is provided as informational purposes so that the committee can provider oversight to the system.

Customer Feedback from One Stop Operators

Gerald pointed out that the Customer Feedback cards were all complimentary. Tom commented that it was nice that the customer that completed the card identified the staff person who assisted them. He said he was glad to see that a number of staff were identified. Linda asked if the Customer Feedback cards were required. Carrie said that customers are encouraged to complete a Feedback card, but it is not a requirement.

Eligible Training Provider List Update

Pam reported that the following Apprenticeship Programs were added to the Eligible Training Provider list:

- LCN – A Division of Allegion
 - ✓ CNC Operator/Programmer
 - ✓ Multi-Craft Technician
 - ✓ Tool & Die Maker

Martin Engineering

- ✓ Tool & Die Maker

She told members that Apprenticeship Programs are automatically added to the Eligible Training Provider List by the State.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Tom Pigati motioned to adjourn. Motion was seconded by Linda Hessenberger and carried. Meeting adjourned at 5:18 p.m.

Jo Ann Johnson