

**Oversight Committee  
Zoom Meeting Minutes  
May 26, 2020**

The Oversight Committee meeting was called to order at 4:50 p.m. by Chairman Gerald Waszkowiak. Roll Call was taken.

**MEMBERS PRESENT:** Gerald Waszkowiak, Linda Hessenberger, Tom Pigati

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson, Carrie Folken, Annette Pace, Dianna Schuler

Approval of Meeting Minutes

Linda Hessenberger motioned to approve the November 19, 2019 Meeting Minutes. Motion was seconded by Gerald Waszkowiak and carried.

**Business Meeting**

Review and Approval of the Financial Reports

Annette provided an overview of the February and March 2020 Monthly Financial Reports. Referring to the March report, Annette told members that the adult program is less obligated due to staff being unable to enroll customers. Therefore the estimated costs for mid-term spring semester and customer transportation March-June did not materialize. After a review of the financial reports, Linda Hessenberger motioned to recommend that they be approved by the NCI Works members. Motion was seconded by Gerald Waszkowiak and carried.

Review and Approval of 3<sup>rd</sup> Quarter Report

Pam informed members that DCEO has negotiated the PY 20 Performance Measures so the local areas will soon be negotiating their performance measures with DCEO. Pam told members that the local areas are hoping that the Department of Labor will recognize the issues and challenges that all local areas are having during the pandemic. Gerald asked if incentive funds would be available this year. Pam said that as of yet local areas have not heard about any incentive grants. However, Pam did tell members that DCEO had several grant opportunities available to assist with local business for layoff aversion. She said that over the weekend, BEST, Inc. got notification that some of the applications we submitted were approved and will be receiving funding.

Gerald Waszkowiak motioned to recommend approval of the 3<sup>rd</sup> Quarter Report to NCI Works. Motion was seconded by Linda Hessenberger and carried.

Review of the Partner Report

Gerald noted that the Partner Report was provided and he didn't see any concerns. Pam told members that when the form was completed, the Adult Education Program and IVCC was not able to provide any information as their computers were compromised and data was not available. After the mailing, Sara Escatel provided the number of 334 for the 3<sup>rd</sup> quarter. Pam asked members to include that number on their report. Pam also pointed out that during the completion of the form, Jo Ann found that some of the partners are not provided numbers on a cumulative basis. When Jo Ann followed up with Kishwaukee

College they told her that they are taking out their exists for their numbers are current enrollments. Pam recommended that before the next reporting period that the partners be notified clarifying how they are to complete the form. Gerald motioned to recommend approval of the Partner Report as presented including the need to remind the partners that numbers should be cumulative for each quarter. Motion was seconded by Linda Hessenberger and carried.

#### Review of Partner Referral

Members reviewed the Partner Referral noting that the lock down of partner agencies there was very limited referrals.

#### Customer Feedback from One Stop Operators

Gerald noted that the customer feedback from the One Stop Center have been very complimentary. Pam pointed out that with the One Stop Center closed to the general public the comments cards were fewer than for previous meetings.

Pam informed members that as part of the One Stop Center Certification members will need to address what they would do if any negative comments were received. She said that if any negative comments were received from the One Stop Center that members would need to address them and include their response(s) in the meeting minutes as a matter of record. Luckily, she said we have only received positive comments from customers visiting the One Stop Center and those are also noted in the meeting minutes.

#### Other Business

None

#### Public Comments

None

#### Adjournment

With there being no further business Gerald Waszkowiak motioned to adjourn. Motion was seconded by Tom Pigati and carried.

Jo Ann Johnson