

**Oversight Committee Meeting
Tuesday, November 28, 2017
Meeting Minutes**

The Oversight Committee was called to order at 4:45 pm by Chairman Gerald Waszkowiak.

Name	Present Illinois Valley Community College	Present Sauk Valley Community College	Present Highland 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, Jo Ann Johnson

OTHERS PRESENT AT SAUK VALLEY COMMUNITY COLLEGE: Kathy Day

Approval of Minutes

Linda Hessenberger motioned to approve the September 26, 2017 Meeting Minutes. Motion was seconded by Gerald Waszkowiak and carried.

Business Meeting

Review and Approval of the Financial Reports August & September 2017

Gerald informed members that the August and September 2017 Financial Reports were included with the meeting materials. He told members that he reviewed the reports and did not see any issues that needed to be discussed. With there being no questions, Tom Pigati motioned to approve the August and September 2017 Financial Reports. Motion was seconded by Linda Hessenberger and carried.

Customer Feedback from One Stop Operators

Gerald said that one Customer Feedback from the One Stop Operators was included with the meeting materials. He noted that the customer was satisfied with the services they received. Gerald stated that no action was required as the Customer Feedback is for informational purposes.

Memorandum of Understanding (MOU) Cost Sharing Negotiations

Kathy told members that it is time to begin negotiations for cost sharing of the one-stop system for Program Year 2018 (July 1, 2018 – June 30, 2019). She reminded members that for the past two years a consulting firm was hired to negotiate the cost sharing of the one-stop system in LWA #4. She said that the cost-sharing negotiations includes the core and required partners and outlines how each of them will contribute towards the one-stop system. Kathy noted that based on the cost for the previous two years, the cost is about \$5,000. Under the law, Kathy said, a neutral third party is responsible for conducting the negotiations. Members suggested that business members of NCI Works be asked if they would be interested in volunteering to conduct the negotiations. Linda Hessenberger motioned to recommend that a consulting firm be hired to conduct the negotiation for the MOU Cost Sharing if no one volunteers from NCI Works. Motion was seconded by Tom Pigati and carried.

Incentive Grant Request

Kathy Day informed members that based on performance standards, BEST, Inc. has \$22,693 available in Incentive Grant funds. She told members these funds must be utilized by June 30, 2018 and recommended that the funds be used for consulting services for: Cyber Security, assessment, Leadership Training and Lean Assessment of our processes. Tom Pigati motioned to concur with Kathy's recommendation to use the Incentive Funds as identified. Motion was seconded by Linda Hessenberger and carried.

Core & Required Partner Presentations

Pam told members that Carrie Folken will be making a presentation at the NCI Works Meeting about Title I services provided by the Business Employment Skills Team, Inc. Referring to the list provided on the Agenda, Pam asked members how they would like select further presentations. When asked how long the presentations would be, Carrie informed members that it will be about 10-15 minutes. After discussion, members agreed to see how the first one went and then make a determination as to how to move forward. The following is a list of Partner Presentations that need to be completed:

- ✓ Title II: Adult Education & Family Literacy - IVCC & SVCC
- ✓ Title III: Employment Programs under Wagner Peysner - IDES
- ✓ Title IV: Rehabilitation Services - Division of Rehabilitation Services (DRS)
- ✓ Perkins/Post-Secondary Career & Technical Education - IVCC & SVCC
- ✓ Unemployment Insurance; Job Counseling, Trade, Placement Services for Veterans; Trade Readjustment Assistance (TRA); Trade Adjustment Assistance (TAA); Migrant & Season Farmworkers – IL Department of Employment Security (IDES)
- ✓ Community Services Block Grant (CSBG) – Tri-County Opportunities Council and Northwestern IL Community Action Agency
- ✓ Senior Community Services Employment Program (SCSEP) – National Asian Pacific Center on Aging/National Able Network

- ✓ TANF – IL Department of Human Services – Division of Family and Community Services (TANF)

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Linda Hessenberger motioned to adjourn. Motion was seconded by Tom Pigati and carried. Meeting adjourned at 5:00 p.m.

Jo Ann Johnson