

**Oversight Committee Meeting  
Tuesday, September 27, 2016  
Meeting Minutes**

The Oversight Committee Meeting was called to order at 4:30 p.m. by Chairman Gerald Waszkowiak. Roll call was taken.

<b>NAME</b>	<b>PRESENT (IL Valley Community College)</b>	<b>PRESENT (Sauk Valley Community College)</b>	<b>PRESENT (Highland Community College)</b>	<b>ABSENT</b>
Linda Hessenberger	X			
David Howell	X			
Tom Pigati				X
Jennifer Robbins				X
Gerald Waszkowiak	X			

**OTHERS PRESENT AT IL VALLEY COMMUNITY COLLEGE:** Dianna Schuler

**OTHERS PRESENT AT SAUK VALLEY COMMUNITY COLLEGE:** Pam Furlan, Kathy Day, Jo Ann Johnson

Approval of Meeting Minutes

Linda Hessenberger motioned to approve the May 24, 2016 Meeting Minutes. Motion was seconded by Dave Howell and carried.

**Business Meeting**

Committee Tasks Development

Referring to a handout provided with the meeting materials, Pam reviewed the specific tasks of the Oversight Committee that is outlined in the NCI Works Bylaws.

**Recommend approval of and evaluate training programs.** Pam informed members that current, the committee recommends to NCI Works the approval of training programs for inclusion on the Statewide Training List. Under WIOA, she said, the board has the authority to required additional criteria in order to be found eligible for or to remain on the approved list. Pam said, one thing that the Oversight Committee will need to consider is whether they want to establish additional criteria before approving or recertifying programs. Pam told members that examples of additional criteria could be the provider would be required to meet a higher

performance standard than what we must meet overall. Since there is not a mechanism in place, she said, the committee would need to decide such criteria for evaluating providers. Such criteria, Pam said, could include placement rates, enrollment levels, completion rates, etc. and then recommend recertification only if they meet that criteria.

**Develop tool to use to evaluate the One Stop operator(s) based on State and local criteria; provide report to full board.** Pam informed members that procurement of the One Stop Operator will more than likely be conducted with the next few months. However, she said, once the One Stop Operator is selected, the committee will need to look at a tool to evaluate how the One Stop Operator is doing. Pam told members that she is hoping that the Executive Committee will meet next month to begin determining the rolls of the One Stop Operator. After that is completed, Pam said, the committee will be responsible for evaluating its performance.

Pam continued by saying that performance of the Core Partners (Title I/BEST, Inc., Adult Education, Division of Rehabilitation Services and IL Dept. of Employment Security) will also be looked at. Originally, under the WIOA each of the Core Partners were to be held to the same performance measures. However, Pam said, when the final regulations were released, some of the Core Partners will not be held to those performance measures until a later date. Title I/BEST, Inc. will be held to the performance measures immediately.

**Oversee all Core Partners' performance reports for WIOA Common measures.** Pam told members that this item will be tabled until further information becomes available. She said that the committee will need to come up with a report to determine how all partners are doing in the one stop system.

**Review performance requirements/goals of partner agencies.** Pam pointed out that this task not only includes performance, but the goals of the partner agencies. One of the things we have been doing as the local workforce system, Pam said, is talking about the kinds of things we want to do once the Plans and MOU is approved. Once those documents are approved, we can move towards implementation. The committee will then evaluate the partners to make sure everyone is meeting specific goals and performance measures.

Gerald asked how the criteria will be developed. Pam commented that the state may come up with some, but it is up to the local workforce board to determine the criteria.

**Recommend performance negotiation team members.** Pam informed members that she and Carrie Folken recently negotiated performance goals. She said that the state approved them as negotiated.

**Establish continuous improvement goals for local workforce system.** Pam suggested that local goals be established after the local plans are approved. She said that the goals could be a wide variety of items or as simple as wanting a better response time in serving individuals at the One Stop. Pam noted that once the goals are established continuous improvement will be required.

**Prepare an annual performance report.** Pam stated that the committee will need to determine what type of performance should be included in the annual report. She told members that NCI Works does an annual report, but does not include all of the partners.

**Spearhead and integrated reporting system for all education and workforce development institutions.** Pam told members that integrated reporting would be welcome. She said it will take a lot of responsibility at the state level to get an automated reporting system. Pam informed members that as part of the MOU development, partners did talk about utilizing some common forms such as an intake form, release of information, etc.

**Oversee all board expenditures.** Pam noted that this task is already being presented to the committee and board.

**Review and oversee all funding streams available to the Board.** Pam informed members that currently, the committee reviews funding from Title I/BEST, Inc. However, whether the Board would be responsible for the other partners funding streams has not yet been determined.

Going back to the first task about evaluating training providers, Pam asked members for their suggestions. She told members that she pointed out some pros and cons about establishing criteria to evaluate providers. She said that at this point we having funding available. However, Pam told members that staff are realigning the focus on work-based learning and getting away from simply enrolling into schools. Although BEST, Inc. is not short of funds at this time, Pam said that the committee may want to establish criteria to approve those programs that are high performers.

Gerald suggested that when programs are presented for approval and/or recertification, that a summary of what the program entails be presented. He said that an executive summary that includes the proposed results after completing the course and how many students are enrolled would be beneficial. Pam said that she would bring a couple of examples for the next Oversight Committee meeting.

Pam informed members that one of the other cons against limiting programs is that we would limit the opportunities for enrollees. Some workforce boards, she said, only training individuals that leads them to jobs in the critical sectors.

Members then discussed some criteria to consider for recertification. Pam then asked if members wanted to know how many students are enrolled, how many completed and how many obtained employment. As the Oversight Committee, Pam asked member to think about and try to determine what information they would like to look at. She told members that if they wanted any data collection she could get that information either locally or through the state. Gerald asked if the state would develop any guidelines for local Boards. Pam told members that we have the final regulations as a guideline. What is not known, she said, is if the state is going to include any additional criteria.

After discussion, it was determined that in addition to the Executive Summary of the programs being presented for recertification the completion rate and job placement as a result of the training would be helpful. Also, the dropout rate once the training starts would be a benefit.

#### Review and Approval of the Financial Reports

Kathy presented members with the June 2016 and July 2016 reports. For the June 2016 Report, she reported that 70% of the grant funds were spent. Kathy told members that the Adult and Dislocated Worker Expenditure Rate exceeded the 40% requirement. She said that the youth work-based learning expenditure ratio is 30%.

Referring to the July 2016 Report, Kathy told members that wages and benefits were higher due to an increase in staff time and some minor wage adjustments for staff. As of July 31, Kathy said, 5.2% of the funds have been spent. After a month, Kathy told members that staff anticipate being at 55.6% expenditure for work-based learning activities.

Kathy then reviewed the WIB Budget for PY 15. She said that \$43,824 was spent. She said that Related Travel and Conference Expenses was lower than budgeted. Also, Kathy noted that there was not an Awards Banquet or Employers Conference in PY 15 so no funds were expended. In regards to the PY 16, Kathy informed members that \$66,368 has been budgeted. She said that staff are anticipating 4 individuals attending the NAWB Conference in Washington, DC, sponsoring an Employers Conference and an Awards Recognition event during PY 16.

Dave Howell motioned to approve the PY 15 and PY 16 Financial Reports as presented. Motion was seconded by Linda Hessenberger and carried.

#### Other Business

Pam informed members that she was hoping to have some news about the Regional and Local Plan as well as the MOU for the meeting today. However, she told members that DCEO will be

conducting a webinar tomorrow to let the Local Workforce Areas know the status of the documents and next step. Pam said that she would provide an email up to members after the webinar.

Public Comments

None

Adjournment

With there being no further business, Linda Hessenberger motioned to adjourn. Motion was seconded by Dave Howell and carried. Meeting adjourned at 5:20 p.m.

Jo Ann Johnson