

**Oversight Committee Meeting
Tuesday, May 24, 2016
Meeting Minutes**

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

NAME	PRESENT (IL Valley Community College)	PRESENT (Sauk Valley Community College)	PRESENT (Highland Community College)	ABSENT
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

Tom Pigati motioned to approve the March 22, 2016 Meeting Minutes as presented. Motion was seconded by Linda Hessenberger and carried.

Business Meeting

Review and Approval of 3rd Quarter Performance Report for PY 2015

Gerald informed members that a copy of the 3rd Quarter Performance Report was included with the meeting materials. Pam told members that Performance Measures are either being met or exceeded. She said that if the Department offers bonus money at the end of the Program Year that our local area would be eligible to receive incentive funds for the Performance Measures that are exceeded. Linda Hessenberger motioned to recommend to the NCI Works approval of the 3rd Quarter Performance Report. Motion was seconded by Tom Pigati and carried.

Review and Approval of Training Programs from Sauk Valley Community College

Pam presented the list of training programs submitted by Sauk Valley Community College for certification to the State Training List. She told members that the programs included on the Sauk Valley Community College List were previously approved by NCI Works. Tom Pigati motioned to recommend to NCI Works approval of the Training Programs submitted by Sauk Valley Community College. Motion was seconded by Linda Hessenberger and carried.

Review and Approval of Training Programs from IL Valley Community College

Pam told members that in addition to the previously approved programs offered by IL Valley Community College, they are requesting to include their new program, Engineering Technology, for consideration. Pam said that this program focuses on manufacturing credentials that can lead the individual to a Bachelor's Degree. Pam told members that this program was developed with the input from local manufacturers. Linda Hessenberger motioned to recommend to NCI Works approval of the Training Programs submitted by IL Valley Community College. Motion was seconded by Tom Pigati and carried.

Review and Approval of Training Programs from Whiteside Area Career Center

Pam presented the program submitted by Whiteside Area Career Center. Tom Pigati motioned to approve the program submitted by Whiteside Area Career Center. Pam said that the CNA program offered by Whiteside Area Career Center is used by the youth enrolled in the BEST, Inc. program. Motion was seconded by Linda Hessenberger and carried.

Review and Approval of Training Programs from Northeast Iowa Community College

Pam explained that the Associate Degree Nursing Program offered by Northeast Iowa Community College serves customers from the Jo Daviess County area. She said that this program was grandfathered in during the merger of LWIA #4 and LWIA #12. Jennifer Robbins motioned to recommend to NCI Works to approve the Associate Degree Nursing Program. Motion was seconded by Linda Hessenberger and carried.

Review and Approval of the Financial Reports

Kathy presented the Financial Reports ending March 2016. She referred members to the bottom of the first page of the report that listed the Direct Spending Ratio. Kathy told members that as of the March report the youth work-based learning expenditure ratio is at 33%. She reminded members that at least 20% of the youth grant must be spent on work-based learning activities. Kathy told members that the Adult and Dislocated Direct Training Expenditures are above the

40% required. Kathy said that we should be able to carry-forward 20% of the adult and dislocated worker funds to PY 2016. Kathy then presented the WIB Budget for members review. Gerald asked if the statistics remained the same for current months. Kathy stated that the financial reports are due on the 20th of each month and therefore she was not able to provide an up-to-date report due to the mailing schedule for the meetings. She told members that the April report reflected about the same statistics. Jennifer Robbins motioned to approve the Financial Reports ending March 2016. Motion was seconded by Tom Pigati and carried.

Other Business

Pam said that one of the major responsibilities of the Oversight Committee is to oversee the performance of not just the Title I (BEST, Inc.) programs but also the performance of each of the Core Partners (IL Department of Employment Security, Adult Education and Department of Rehabilitation). She told members that the Oversight Committee will need to set up criteria in terms of looking at continuing improvement of the entire workforce system. Pam said that as we implement that Plans and Memorandum of Understanding (MOU) we will begin looking at setting up such criteria. Next, Pam said that the Oversight Committee will need to develop an integrated reporting system for all education and workforce development agencies that is linked to performance. Pam said that in the coming months the Oversight Committee will have more responsibility that is required under the WIOA.

Public Comments

None

Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Linda Hessenberger and carried. Meeting adjourned at 4:48 p.m.

Jo Ann Johnson