

**Oversight Committee Meeting  
Tuesday, September 26, 2017  
Meeting Minutes**

The Oversight Committee was called to order at 4:30 pm by Chairman Gerald Waszkowiak.

Name	Present Illinois Valley Community College	Present Sauk Valley Community College	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:** Dianna Schuler, Kathy Day

Approval of Minutes

Dave Howell motioned to approve the May 23, 2017 Meeting Minutes. Motion was seconded by Linda Hessenberger and carried.

**Business Meeting**

Review and Approval of the Financial Reports June & July 2017

Kathy Day provided a review of the Financial Reports for June and July 2017 that were included with the meeting materials. Kathy informed members that the Direct Training Rate for PY 16 is about 62% which is above the 40% that is required. She also told members that the Work Based Learning Expenditure Rate is about 29% which is above the 20% that is required. In regards to expenditures, Kathy told members that BEST, Inc. did meet the 80% expenditure rate for PY 16. Linda Hessenberger motioned to recommend approval of the Financial Reports for June & July 2017 to NCI Works. Motion was seconded by Dave Howell and carried.

Pam told members that the Illinois Workforce Investment Board (IWIB) did approve increasing the 40% minimum direct training rate up to 50%. She said that at this point there has been no decision on the effective date of this increase. Pam noted that they will include a hold harmless clause for those local areas that are not able to meet the 50% minimum direct training rate the first year.

## Program Year 16 Local Performance Measures for Title IB

Gerald informed members that the Local Performance Measures for Title IB were included with the meeting materials. He noted that it appeared that all measures were met or exceeded. Pam noted that all measures have been exceeded. She reminded members that Business Employment Skills Team, Inc. is the Title IB provider of services.

## Customer Feedback from One Stop Operators

Gerald referred members to the Customer Feedback from the One Stop Operators that was included with the meeting materials. Pam reminded members that one of the responsibilities of the Oversight Committee is to review any customer feedback of the One Stop Comprehensive Center. It was noted that the feedback was positive and appears that the customer was satisfied with the services they received at the One Stop Center in Ottawa.

## Questions for Core and Required Partners Committee Responsibilities to the One Stop Center Operator and Local Workforce System

Pam informed members that one of the responsibilities of the Oversight Committee is to ensure that all core partners and required partners that are part of the One Stop System are coordinating and not duplicating services to customers. Pam suggested that each of the partners make a presentation to NCI Works to begin the education process. She presented members with a list of questions to consider asking each of the partners. They include:

1. Tell us about your agency, what it does, who your customers are, and the programs and/or services you offer.
2. In general, the mission of NCI Works is to “enable workers to work and businesses to compete”. Tell us about the services you offer to both our individual customers and our business customers that will help carry out this goal.
3. The vision of our local workforce system is “to offer a fully integrated and accessible employer-driven local workforce system in LWA #4 that maximizes the resources of our education, workforce and economic development partners to develop the abilities and talents of our students, job seekers and workers which will enable them to work and our businesses to compete”. Describe how your agency’s goals will support and help accomplish this vision.
4. How does your agency’s local plan align with the NCI Works local plan for LWIA #4? What are the estimated number of customers planned to be served in this current program year (July 1, 2017 – June 30, 2018), how much funding is allocated to counties you serve in the LWIA #4 service area, and how do you plan to deliver your services to the job seeker and business customers? Please include counties covered, office locations and days/hours of service.
5. Please explain your local performance measures or goals and how they relate to or support the common measures/goals under WIOA. How does your agency propose to contribute to the successful achievement of these measures/goals? (NOTE: The Oversight Committee recognizes that the Common Performance Measures have not been

negotiated, so we are just asking for a brief description of the strategies, activities, etc. your agency plans to utilize in this effort.)

6. Is there any way NCI Works can help or support you in your local efforts to deliver services to either the business or individual customers in our area?

After discussion, members added:

7. Please describe your role in either the comprehensive center in Ottawa, the affiliate center in Sterling, or both if appropriate.

Linda Hessenberger motioned to recommend approval of the Questions for Core and Required Partners to NCI Works as revised. Motion was seconded by Dave Howell and carried.

Pam then identified the Core and Required Partners for members. Gerald suggested that Business Employment Skills Team, Inc. be the first Core Partner to make a presentation addressing the 7 questions listed above at the November NCI Works meeting. Members noted that the presentation should be limited to 5-10 minutes allowing some time for questions/answers.

#### Sauk Valley Community College New & Recertified Programs Approval and IL Valley Community College Program Recertifications

Gerald informed members that Sauk Valley Community College submitted new programs for approval as well as recertification for their other programs on the State Training List. Also, he stated that IL Valley Community College submitted requests to recertify their programs on the State Training List. With there being no questions, Linda Hessenberger motioned to recommend approving the Sauk Valley Community College new and recertified programs and the IL Valley Community College recertified programs to NCI Works. Motion was seconded by Dave Howell and carried.

#### Other Business

Pam stated that the Oversight Committee will need to develop continuous improvement plans for the One-Stop Center(s) by working with the One Stop Operators to ensure the next phase of certification criteria will be ready when needed. Pam noted that the committee does not need to address this issue now, but will wait to see what the State develops.

The next item, Pam said is that once the education process by the Partners is complete, the Oversight Committee will need to develop a process for reporting.

#### Public Comments

None

Adjournment

With there being no further business, Dave Howell motioned to adjourn. Motion was seconded by Linda Hessenberger and carried. Meeting adjourned at 4:53 p.m.

Jo Ann Johnson