

**Oversight Committee Zoom  
Meeting Minutes  
November 17, 2020**

The Oversight Committee meeting was called to order at 5:00 p.m. by Chairman Gerald Waszkowiak. Roll Call was taken.

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

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

Approval of Meeting Minutes

Tom Pigati motioned to approve the September 22, 2020 Meeting Minutes. Motion was seconded by Linda Hessenberger. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

**Business Meeting**

Approval of the Financial Reports

Gerald informed members that he did review the Financial Reports for August and September 2020 and it did not appear that there were any questions. Tom Pigati motioned to recommend to the full Board to approve the August & September 2020 Financial Reports as submitted. Motion was seconded by Linda Hessenberger. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

Approval of 1<sup>st</sup> Quarter Report

Members reviewed the First Quarter Report for PY 20 noting that there were no concerns and/or questions. Linda Hessenberger motioned to recommend the approval of the PY 20 First Quarter Report to NCI Works. Motion was seconded by Tom Pigati. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

## Review of the Partner Report

Referring to the Partner Report, Gerald noted that some of the Partners were not able to provide the information due to the fact that their offices were closed to the general public. He did mention that the Department of Rehabilitation never provided any information and asked if there was any explanation. Carrie informed members that Partners are asked to provide the information, but if they do not there is really nothing that can be done. She said that Department of Rehabilitation is a Partner in the One Stop System, but also a State agency so they may not have the local numbers available to them. Carrie told members that each Partner is asked for this information on a quarterly basis. Tom Pigati motioned to recommend the approval of the Partner Report to the full Board. Motion was seconded by Linda Hessenberger. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

## Approval to Recertify Training Programs from Illinois Valley Community College

Carrie informed members that several programs offered at IL Valley Community College were up for recertification. She referred members to the information that was provided in the meeting materials that listed the programs. Carrie also told members that the programs that were crossed out reflected a change in program name. She said that the curriculum for these programs did not change. Only the name of the program was changed. Carrie also informed members that the following programs were removed from the Eligible Training Provider list upon notification from IVCC that they are no longer available:

- Graphic Design Technology Certificate
- Graphic Design Technology AAS Degree

Linda Hessenberger motioned to recommend approval to recertify the following programs offered at IL Valley Community College:

- Accounting
- Accounting Certificate - Basic
- Advanced Accounting Certificate
- Advanced Automotive Technology
- Advanced Renewable Wind Energy Technician Certificate
- Agricultural Business Management
- Auto Brakes, Suspension Alignment
- Automotive Technology
- Basic Automotive Technology
- Business Administration
- ~~Business Technology AAS~~ MS Office Professional AAS
- ~~Business Technology I~~ Office Professional I
- ~~Business Technology II~~ Office Professional II
- Certified Nursing Assistant
- Certified Nursing Assistant Refresher Course
- Certified Production Technician Program
- Computer Aided Drafting Certificate -Architectural / Civil

- Computer Aided Engineering and Design Associate Degree
- Computer Networking Administration
- Computer Networking Certificate
- Computer Numerical Control (CNC) Operator
- Criminal Justice
- Criminal Justice Certificate
- Dental Assisting
- Driveability
- Electronics & Electricians Associate in Applied Sciences
- Emergency Medical Technician – Basic
- Emergency Medical Technician - Paramedic
- Engine Performance
- Engineering Technology AAS
- Heating, Ventilation, and Air Conditioning Certificate
- Industrial Electricians Certificate
- Industrial Maintenance Certificate
- Machinist Tool Die Certificate
- Manufacturing Technology
- Marketing
- Medical Administrative Assistant
- Nursing (RN)
- Phlebotomy Certificate
- Practical Nursing
- Process Operation Technology
- Renewable Wind Energy Technician Certificate
- ~~Retailing/Merchandising~~ **Business Management**
- Truck Driver Training
- Truck Driver Training Advanced Proficiency Certificate
- Equipment Refresher Training
- Welding Advanced Construction Certificate
- Welding Basic Construction Certificate
- Welding Construction AAS
- ~~Welding Gas Metal Arc Certificate (GMAW)~~ **Basic Welding Cert**
- ~~Welding Gas Tungsten Arc (GTAW) Certificate~~ **GTAW Welding**
- ~~Welding Oxy Acetylene (GAW) Certificate~~ **OAW Welding Cert**
- Welding Production AAS
- Welding Production Certificate

Motion was seconded by Tom Pigati. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

Approval to Recertify Training Program from Whiteside Area Career Center

Carrie told members that Whiteside Area Career Center submitted a request to recertify their CNA Program on the Eligible Training Provider List. With there being no questions, Tom Pigati motioned to recommend approval to recertify the CNA program at Whiteside Area Career Center. Motion was seconded by Linda Hessenberger. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

Approval of Training Program from Morrison Institute of Technology

Carrie informed members that Morrison Institute of Technology submitted a Network Administration program for inclusion on the Eligible Training Provider List. Members commented that the tuition for this program seemed a little high. Carrie explained that Morrison Institute of Technology is a private institution and although the tuition may be higher, BEST, Inc. has a cap of \$13,500 per student. Linda Hessenberger motioned to recommend approval of the Network Administration program with Morrison Institute of Technology. Motion was seconded by Tom Pigati. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

Approval to Recertify Training Program from Morrison Institute of Technology

Carrie told members that Morrison Institute of Technology has submitted a request to recertify their Engineering Technology Program that was already on the Eligible Training Provider List. Linda Hessenberger motioned to recommend approval to recertify the Engineering Technology Program at Morrison Institute of Technology. Motion was seconded by Tom Pigati. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

Other Business

Approval to accept Request for Proposal/Quote for 2021 One-Stop Infrastructure and Local Service Delivery Costs for NCI Works

Carrie informed members that a Request for Proposal was submitted to potential vendors to serve as an independent negotiator for the PY 21 Memorandum of Understanding (MOU) Resource Sharing Agreement. She told members that Workforce Enterprise Services was the only provider that submitted

a proposal for consideration. Carrie said that the proposals were rated by three individuals and it is being recommended to accept the proposal from Workforce Enterprise Services. Tom Pigati motioned to recommend approval of the RFP submitted by Workforce Enterprise Services. Motion was seconded by Linda Hessenberger. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

Appointment of Lead Negotiator for Program Services and Budget Negotiator

Carrie informed members that as part of the MOU process, a Lead Negotiator and Budget Negotiator for Title I needs to be appointed by the Local Workforce Board. She recommended that Joel Torbeck be appointed as the Lead Negotiator for the Program Services section of the MOU and Annette Pace be appointed as the MOU Budget Negotiator on behalf of Business Employment Skills Team, Inc. She said that she will serve as the convener for future meetings. Carrie told members that all Partners will have a representative from their respective agency to participate in the MOU negotiation process.

Linda Hessenberger motioned to recommend that Joel Torbeck be appointed as the Lead Negotiator for the Program Services section of the MOU and Annette Pace be appointed as the Budget Negotiator for the Resource Sharing budget on behalf of the Business Employment Skills Team, Inc. for the PY 21 MOU process. Motion was seconded by Tom Pigati. Roll call vote was taken.

Name	Yes	No
Linda Hessenberger	X	
Tom Pigati	X	
Gerald Waszkowiak	X	

Motion carried.

Public Comments

None

Adjournment

With there being no further business, Tom Pigati motioned to adjourn. Motion was seconded by Linda Hessenberger and carried. Meeting adjourned at 5:25 p.m.

Jo Ann Jonson