

**Oversight Committee (Virtual)  
Meeting Minutes  
September 2, 2025**

The Oversight Committee Meeting was called to order at 11:31 a.m. by Linda Hessenberger, Committee Chair. Roll Call was taken.

| Member     | Present | Absent | Member             | Present | Absent |
|------------|---------|--------|--------------------|---------|--------|
| Patty Head | X       |        | Linda Hessenberger | X       |        |
| Tom Pigati | Proxy   |        |                    |         |        |

**PROXY:** Tom Pigati to Linda Hessenberger

**OTHERS PRESENT:** Jessica Green, Jo Ann Johnson

Approval of Meeting Minutes

Patty Head motioned to approve May 6, 2025, Meeting Minutes. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

| Member     | Yes | No | Member             | Yes | No |
|------------|-----|----|--------------------|-----|----|
| Patty Head | X   |    | Linda Hessenberger | X   |    |
| Tom Pigati | X   |    |                    |     |    |

Motion carried.

**Business Meeting**

Review and Approval of the Financial Reports

Linda stated that the Financial Reports ending June 30, 2025, were included with the meeting materials. She said that she did not see any discrepancies in the reports and found them to be on target. Patty Head motioned to approve the Financial Reports ending June 30, 2025. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

| Member     | Yes | No | Member             | Yes | No |
|------------|-----|----|--------------------|-----|----|
| Patty Head | X   |    | Linda Hessenberger | X   |    |
| Tom Pigati | X   |    |                    |     |    |

Motion carried.

Review & Approval of the 4<sup>th</sup> Quarter Title I Performance Report

Members reviewed the Title 1 Performance Report noting that everything is acceptable. Patty Head motioned to approve the 4<sup>th</sup> Quarter Performance Report for Title 1. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

| Member     | Yes | No | Member             | Yes | No |
|------------|-----|----|--------------------|-----|----|
| Patty Head | X   |    | Linda Hessenberger | X   |    |
| Tom Pigati | X   |    |                    |     |    |

Motion carried.

### Review & Approval of PY 24 Fourth Quarter Partner Report

With there being no questions regarding the Fourth Quarter Partner Report, Patty Head motioned to approve the report as presented. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

| Member     | Yes | No | Member             | Yes | No |
|------------|-----|----|--------------------|-----|----|
| Patty Head | X   |    | Linda Hessenberger | X   |    |
| Tom Pigati | X   |    |                    |     |    |

Motion carried.

### Review of the Partner Referral Report

Carrie informed members that the Partner Referral Report was included with the meeting materials to show the referrals being made between each of the partners. This report is for informational purposes only.

### Review of One Stop Partner Customer Satisfaction Survey

Carrie informed members that the One Stop Partner Customer Satisfaction Survey is new. She reminded members that the Oversight Committee used to see the surveys from the Ottawa One Stop and not as a system. Carrie said that as part of the Self-Assessment for Service Integration it was agreed to evaluate the whole one stop system and not just the center. Carrie said that the One Stop Partner Committee developed the survey that begin April 1, 2025. Reviewing the survey, members agreed that the survey is vastly improved and very useful. Carrie told members that the One Stop Partner Committee will continue to review the survey questions to ensure that they are getting the information that they need.

### Training Program Recertifications from Illinois Valley Community College

Linda informed members that Illinois Valley Community College submitted a Pharmacy Technician Program and Medical Billing & Coding program for recertification. Carrie told members that these programs had a tuition increase which prompted the need for recertification. Patty Head motioned to approve the recertification of the Pharmacy Technician and Medical Billing & Coding Programs. Motion was seconded by Linda Hessenberger. Roll Call vote was taken.

| Member     | Yes | No | Member             | Yes | No |
|------------|-----|----|--------------------|-----|----|
| Patty Head | X   |    | Linda Hessenberger | X   |    |
| Tom Pigati | X   |    |                    |     |    |

Motion carried.

### Training Program Certification from Castor

Linda told members that Castor submitted a Dual Enrollment – CNA & Phlebotomist Certifications for approval to the Eligible Training Provider List. After discussion, Patty Head motioned to approve the Dual Enrollment – CNA & Phlebotomist Certification Program. Motion was seconded by Patty Head. Roll Call vote was taken.

| <b>Member</b> | <b>Yes</b> | <b>No</b> | <b>Member</b>      | <b>Yes</b> | <b>No</b> |
|---------------|------------|-----------|--------------------|------------|-----------|
| Patty Head    | X          |           | Linda Hessenberger | X          |           |
| Tom Pigati    | X          |           |                    |            |           |

Motion carried.

#### Training Program Certification from Sauk Valley Community College

Linda informed members that Sauk Valley Community College submitted their Diagnostic Medical Sonography program for the Eligible Training Provider List. Carrie stated that it is a lengthy process for a community college to add programs due to the approval program of the State Board of Education and/or Illinois Community College Board. Linda motioned to approve the Diagnostic Medical Sonography program submitted by Sauk Valley Community College. Motion was seconded by Patty Head. Roll Call vote was taken.

| <b>Member</b> | <b>Yes</b> | <b>No</b> | <b>Member</b>      | <b>Yes</b> | <b>No</b> |
|---------------|------------|-----------|--------------------|------------|-----------|
| Patty Head    | X          |           | Linda Hessenberger | X          |           |
| Tom Pigati    | X          |           |                    |            |           |

Motion carried.

#### Other Business

Linda noted that the next meeting of the Oversight Committee will be November 4, 2025, at 11:30 a.m.

#### Public Comments

None

#### Adjournment

With there being no further business, Linda Hessenberger motioned to adjourn. Motion was seconded by Patty Head and carried. Meeting adjourned at 11:47 a.m.

Jo Ann Johnson