PROGRAM COMPLIANCE OVERSIGHT MONITOR (PCOM) TRAINING
AUGUST 12, 2026 1:00PM – 5:00PM
2300 S. DIRKSEN HIGHWAY (IDOT), SPRINGFIELD, ILLINOIS

PCOM 101 AGENDA

I. WELCOME & INTRODUCTIONS
II. OPENING REMARKS
III. WHAT TO EXPECT
IV. PCOM 101
   a. OVERVIEW OF JOB DESCRIPTION & RESPONSIBILITIES
   b. DISCUSSION OF GRANTEE/OPERATORS AGREEMENT

15 MINUTE BREAK

V. OTHER REQUIRED ACTIVITIES
VI. LOCAL MATCH
   a. LOCAL MATCH REPORTS – Monthly/Quarterly/Annual
   b. LOCAL MATCH AUDITING
VII. OVERVIEW OF REQUIRED REPORTS
VIII. OVERVIEW OF INTERMITTENT (INTERNAL) AUDIT RESPONSIBILITES
   i. ADA POLICY
   ii. TITLE VI POLICY
   iii. DRUG ALCOHOL POLICY/TRAINING/RECORDS
   iv. TRAINING POLICIES & LOG
   v. HARASSMENT POLICY & TRAINING LOG
   vi. FINANCIAL POLICIES & RECORDS
   vii. MAINTENANCE POLICIES (FACILITIES/TECH/VEHICLES)
   viii. DENIED RIDE POLICIES & RECORDS
   ix. COMPLAINT POLICIES & RECORDS
   x. EMPLOYEE FILE POLICIES & FILES MAINTENANCE
   xi. PROCUREMENT POLICIES & PROCUREMENTS
IX. CLOSING REMARKS

MEET WITH SPECIFIC INDIVIDUALS WITH QUESTIONS. 5 – 6 PM