

Quality Assurance Committee

Monday, March 9, 2015

3:30 p.m.

Networks Northwest, 600 East Front Street, Traverse City, Michigan 49686
Conference Room #3

MINUTES

Committee members present:	Andy Hayes, Tom Johnson, Gene Kaminski, Christine Maxbauer, Dave Pratt, Bob Scheele
Committee members absent:	Les Housler, Jane Korthase, Stuart McKinnon, Leslie Nowlin, Tracy Peal, Mike Powers, Patricia Simmons, Joe Williams
Staff present:	Janie McNabb, Darla Rowland, Lisa Schut, Jessica Willis

Call to Order & introductions

Gene Kaminski, Chair, called the meeting to order at 3:45pm. Introductions were made around the room. Discussion about virtual meeting attendance. A call-in option will be available for May's meeting.

Minutes of January 12, 2015 meeting

The Quality Assurance Committee minutes of January 12, 2015 were reviewed. Discussion about draft minutes being presented at the Networks Northwest board meeting. Elaine explained that the draft minutes of the Quality Assurance Committee are accepted by the Networks Northwest board as part of the consent agenda. The Quality Assurance Committee still needs to approve the minutes. Because of the timing of meetings, the draft minutes will be approved after they have been accepted in draft form by the Networks Northwest board.

Motion by D. Pratt, supported by T. Johnson to approve the minutes as presented.
Motion passed.

Northwest Michigan Works! Dashboard

G. Kaminski reviewed January's Northwest Michigan Works! Dashboard report. Jobs filled and total visits are highlighted in yellow (75%-90% of program YTD target). Darla explained that the dashboard is a cumulative report and that visits and job fill numbers fluctuate each month, instead of increasing at a consistent rate each month. Spring, traditionally is a busier time of

year with employers hiring for summer. Additionally, Meijer in Manistee is filling over 300 positions with the assistance of Michigan Works!

At the January meeting staff was asked to get clarification from the state on what exactly “decelerating from target relative to previous review” means and how the calculation is done. The percent change from the current month to the previous month (e.g. December to January) is compared to the percent change from the previous month to the month before that (e.g. November to December). If the current percent change is higher than the previous percent change, the arrow points up, if it is lower, the arrow points down. Additionally, errors were discovered in the formulas in the state’s spreadsheet. They have been informed of the errors and are working to correct them.

Motion by D. Pratt, supported by C. Maxbauer to recommend the Northwest Michigan Works! Dashboard report to the Networks Northwest board for acceptance.
Motion passed.

Monitoring Report

a. SBDC CY14 financial review

G. Kaminski reviewed the financial site review letter from the Michigan Small Business Development Center State Headquarters. The review determined that the NW region SBDC is in compliance and there are no findings.

Motion by B. Scheele, supported by D. Pratt to recommend the monitoring report to the Networks Northwest board for acceptance.
Motion passed.

American Apprenticeship Grant proposal

Janie gave an overview of the American Apprenticeship Grant, funded by the DOL (Department of Labor). The WDA (Workforce Development Agency) is the applicant and asked local regions to submit proposals to be included in the statewide grant. Northwest’s proposal to the state focuses on existing activities, which will be expanded during the course of grant funding to include additional partners and more apprenticeships.

WDA accepted Northwest’s proposal, meaning that it will be included in the state’s proposal to DOL. The state’s application is due April 30th.

STTF (Skilled Trades Training Fund)

Janie reviewed the status of the Skilled Trades Training Fund awards for FY15. The STTF is in its second year and provides awards to employers for training. Northwest (Region 2) received 10 more awards than last year, for a total of 16. Many of the region’s awards went to companies in the northern counties.

Focus Area: PATH (Partnership Accountability Training Hope)

a. PATH overview

Janie gave an overview of the PATH program, including; how participants are referred to Michigan Works! through the Department of Human Services (DHS), AEP (application eligibility period), and participation requirements. In 2012, Northwest Michigan Works! implemented an improvement plan to increase WPR (work participation rate). Janie reviewed the steps taken and noted that since January 2012 Northwest Michigan Works! WPR has exceeded the requirement of 50%.

b. WPR (work participation rate) reports

There are two reports that track WPR, the QG-160 and QG-163. The QG-160 includes all participants that are referred, even those who never show up to Michigan Works for orientation. The QG-163 only counts participants who are working with Michigan Works! The TANF- federal work participation rate on the Michigan Works! Dashboard uses the QG-163.

c. Welfare Reform monthly reports

The state measures additional factors beyond WPR, including employment and AEP data, which are presented in monthly Welfare Reform reports. Table A-3 ranks cost per employment by Michigan Works. Northwest is ranked last. Cost per employment is based on those who are employed as an activity of participation. This means that the employment is not sufficient to make them ineligible for cash assistance, i.e. very part-time, low-pay. The majority of our clients who obtain employment during participation in the program are working at jobs that provide enough hours and pay to take them off the cash assistance rolls.

Motion by D. Pratt, supported by B. Scheele to recommend all reports to the Networks Northwest board for acceptance.

Motion passed.

Adjourn

The meeting was adjourned at 4:40pm.

Respectfully submitted:



Darla Rowland