

Quality Assurance Committee

Monday, November 9, 2015

3:30 p.m.

**Networks Northwest, 600 East Front Street, Traverse City, Michigan 49686
Conference Room #2**

MINUTES

Committee members present: Andy Hayes, Gene Kaminski, Tracy Peal,
Mike Powers, Bob Scheele, Patricia
Simmons, Chuck Welch

Committee members absent: Les Housler, Tom Johnson, Jane Korthase,
Christine Maxbauer, Stuart McKinnon,
Leslie Nowlin, Joe Williams

Staff present: Sarah Lucas, Darla Rowland, Lisa Schut,
Jessica Willis

Call to Order & introductions

Gene Kaminski, Chair, called the meeting to order at 3:30pm. Introductions were made around the room and with those attending via video conference.

Minutes of July 13, 2015 meeting

The Quality Assurance Committee minutes of July 13, 2015 were reviewed.

Motion by A. Hayes, supported by B. Scheele to approve the minutes as presented.
Motion passed.

Northwest Michigan Works! Dashboard

G. Kaminski reviewed June's Northwest Michigan Works! Dashboard report, which covers all of PY14 (July 1, 2014 – June 30, 2015). The target was met or exceeded for jobs filled, the categories under Workforce Investment Act, and TANF. Visitors to Service Centers numbers, including individuals served, total visits and employers served, did not meet the target numbers. Traffic to the centers tends to decline as the unemployment rate decreases.

The August report was also presented. This report covers the first two months of PY15. The final numbers from the PY14 report become the baseline for the PY15 report. The unemployment rate continues to fall, and is at 5.4% at the end of July 2015.

Motion by P. Simmons, supported by C. Welch to recommend the Northwest Michigan Works! Dashboard report to the Networks Northwest board for acceptance.

Motion passed.

Monitoring Report

a. WDA Cycle II

G. Kaminski reviewed the 2015 Cycle II corrective action response letter from the Workforce Development Agency (WDA). Cycle II focuses on an MWA's (Michigan Works Agency) subcontractors. Networks Northwest (which is the MWA) does not have any subcontractors since programs are delivered in house through Northwest Michigan Works! Inc. Since programs came in house, the WDA has been conducting a Cycle II monitoring every other year.

There were three findings and the corrective action provided was accepted by the WDA.

Motion by T. Peal, supported by A. Hayes to recommend the monitoring report to the Networks Northwest board for acceptance.

Motion passed.

SBDC 2014 Annual Report

G. Kaminski reviewed the 2014 Annual Report for the Small Business Development Center. The report gives an overview of the entire state as well as a page dedicated to each region. The committee reviewed the overall numbers as well as the page for the Northwest Michigan Region. The annual report is a follow-up to the presentation that Annie Olds made to the committee at the beginning of the year.

Motion by C. Welch, supported by A. Hayes to recommend the SBDC 2014 Annual report to the Networks Northwest board for acceptance.

Motion passed.

Focus Area: Regional Planning

Sarah Lucas, Regional Planning Department Manager, gave an overview of the Regional Planning Department. She reviewed the projects and grants that the department has been working on this year.

Adjourn

The meeting was adjourned at 4:25pm.

Respectfully submitted:



Darla Rowland