

**Quality Assurance Committee**

**Monday, March 14, 2016**

**3:30 p.m.**

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

**MINUTES**

Committee members present: Rachel Johnson, Jane Korthase, Bob Scheele, Chuck Welch

Committee members absent: Andy Hayes, Les Housler, Tom Johnson, Christine Maxbauer, Stuart McKinnon, Leslie Nowlin, Tracy Peal, Mike Powers, Joe Williams

Staff present: Chris Bosio, Scott Gest, Darla Rowland, Lisa Schut, Jessica Willis

Call to Order & introductions

Jane Korthase, Chair, called the meeting to order at 3:35pm. Introductions were made around the room.

Minutes of November 9, 2015 meeting

The Quality Assurance Committee minutes of November 9, 2015 were reviewed.

Motion by B. Scheele, supported by C. Welch to approve the minutes as presented.  
Motion passed.

Northwest Michigan Works! Dashboard

The committee reviewed January's Northwest Michigan Works! Dashboard report, which covers six months of PY15 (July 1, 2015 – June 30, 2016). All measures are at 90% or greater of the YTD target. There was discussion regarding the correlation of job fill and visit numbers to the unemployment rate.

Motion by R. Johnson, supported by B. Scheele to recommend the Northwest Michigan Works! Dashboard report to the Networks Northwest board for acceptance.  
Motion passed.

Monitoring Report

- a. WDA Cycle III  
D. Rowland reviewed the 2015 Cycle III corrective action response letter from the Workforce Development Agency (WDA). There was one finding and the corrective action provided was accepted by the WDA.

b. PY 14 Data Validation

L. Schut reviewed the Data Validation results for Program Year 14 (July 1, 2014-June 30, 2015) from the Workforce Development Agency (WDA). Data Validation for Workforce Investment Act (WIA) programs is conducted by comparing participant records on the state's database system (One-Stop Management Information System) with the source documentation in the participant's case file. Satisfactory performance is 80% or higher pass rate for all files. A file fails if even one element does not meet the federal standards.

Northwest passed with a score of 95.8%, equivalent to 23 of 24 files passing all elements.

c. FY15 Prisoner Reentry financial review

J. Willis reviewed the Prisoner Reentry financial review conducted by the Michigan Department of Corrections (MDOC). The review examined over \$100,000 of expenditures. MDOC noted no significant discrepancies.

Motion by C. Welch, supported by B. Scheele to recommend all monitoring reports to the Networks Northwest board for acceptance.

Motion passed.

Focus Area: International Trade Program

Chris Bosio, International Trade Manager of the Michigan Economic Development Corporation (MEDC) and Scott Gest, Global Trade Alliance Manager, gave an overview of the International Trade Program and specifically the State Trade Expansion Program (STEP- newly renamed from State Trade Export Promotion). The goals for STEP is threefold: increase export sales for small and medium sized companies; increase the markets companies are selling to; and create more and better jobs. STEP eligible companies receive 50% reimbursement (up to \$12,000) for allowable export related activities.

Companies complete a quarterly survey in which they report export sales. The program is on target to reach \$500 million in FY16. More information is available on the STEP section of the Networks Northwest website,

<http://www.networksnorthwest.org/business/sustainable-business/>.

Adjourn

The meeting was adjourned at 4:25pm.

Respectfully submitted:



Darla Rowland