

Quality Assurance Committee

Monday, September 12, 2016

3:30 p.m.

Networks Northwest, 600 East Front Street, Traverse City, Michigan 49686

Conference Room #3

-draft- MINUTES-draft-

Committee members present:

Andy Hayes, Rachel Johnson, Kris Lagios,
Christine Maxbauer, Mike Powers, Bob
Scheele, Chuck Welch

Committee members absent:

Les Housler, Tom Johnson, Jane Korthase,
Stuart McKinnon, Leslie Nowlin, Tracy Peal,
Kim Weckesser, Joe Williams

Staff present:

Christy Nelson, Darla Rowland, Lisa Schut,
Terry Vandercook

Call to Order & introductions

Chuck Welch, in Jane Korthase's absence, called the meeting to order at 3:35pm. Introductions were made around the room.

Minutes of March 14, 2016 meeting

The Quality Assurance Committee minutes of March 14, 2016 were reviewed.

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

Northwest Michigan Works! Dashboard

The committee reviewed the final Northwest Michigan Works! Dashboard report for Program Year 15, which covers July 1, 2015 – June 30, 2016. All measures, except for Employers Served, finished at 90% or greater of the YTD target. Several measures exceeded 100%. Employers Served was at 87.5% of target. The Employers Served is a unique number, meaning that regardless of how many times an employer is worked with throughout the year, they are only counted once. Northwest Michigan Works! served 962 employers throughout PY15.

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

Monitoring Report

- a. Procurement Technical Assistance Center (PTAC) Audit
D. Rowland reviewed the Defense Contract Audit Agency's (DCAA) audit of Northwest's PTAC. The audit covered the period of 8/1/13 – 7/31/14. The purpose of the audit was

to determine whether costs incurred are allowable, allocable, and reasonable. The audit determined that costs complied with the requirements, there were no findings.

b. PTAC Performance Review

D. Rowland reviewed the PTAC Performance Review for two years; 8/1/14 – 7/31/15 and 8/1/15 – 7/31/16. The purpose of the review was to evaluate the quality of performance in four categories; performance, management, technical, and financial. Northwest received a Highly Successful (the second highest) rating in all four categories. Highly Successful is given to recipients that comply with the cooperative agreement's terms and conditions as well as make an effort to go above and beyond the call of duty and demonstrate an extraordinary commitment to the success of the program.

c. Workforce Development Agency (WDA) Cycle I

D. Rowland reviewed the 2016 Cycle I corrective action response letter from the Workforce Development Agency (WDA). There was one finding and the corrective action provided was accepted by the WDA.

Motion by M. Powers, supported by C. Maxbauer to recommend all monitoring reports to the Networks Northwest board for acceptance.

Motion passed.

Focus Area: Adult Education

Christy Nelson, Adult Education Coordinator, gave an overview of the Adult Education program. There are eight Learning Labs in the region. The Adult Ed program is year round, open entry- open exit and provides "Education for Employment". Students are provided with career planning on enrollment.

Adult Ed is funded by State School Aid Act 107 and WIOA Title II Adult Education & Family Literacy. Christy reviewed each funding source, including requirements and performance criteria. Internal monitoring ensures that all files and data entry is 100% correct.

The Learning Lab conducts marketing campaigns quarterly. Word of mouth and referrals from Michigan Works! are the top ways people learn about the program.

Adjourn

The meeting was adjourned at 4:20pm.

Respectfully submitted:



Darla Rowland