

Quality Assurance Committee

October 8, 2018

Northwest Michigan Works!, Suite E, 1209 S. Garfield Ave., Traverse City, Michigan 49686

DRAFT - MINUTES – **DRAFT**

Committee members present: Bob Scheele, Chuck Welch, Michael MacCready, Tom Mair, Jane Korthase (chair)

Committee members absent: Stuart McKinnon, Mike Powers, Kris Lagios, Andy Hayes, Leslie Nowlin, Kim Weckesser, Michael Cain, Clint Steele

Staff present: Lisa Schut, Claire Herman, Christy Nelson

Call to order

The meeting was called to order by committee chair, Jane Korthase at 4:00 p.m.

Approve Agenda

A motion was made by Mike MacCready to approve the Agenda as presented. The motion was seconded by Chuck Welsch. The motion passed.

Approve Draft Meeting Minutes

A motion was made by Mike MacCready to approve the draft minutes from the June 11, 2018 Quality Assurance Committee as presented. The motion was seconded by Chuck Welch. The motion passed.

Northwest Michigan Works! Dashboard

Lisa Schut explained to the Committee that the Northwest Michigan Works! Dashboard has not been provided by the Talent Investment Agency to Northwest Michigan Works! since June 30, 2018. Upon inquiry, Northwest Michigan Works! was told the design of the Dashboard Report is under review. No timeline or deadline has been provided as to when the revised Dashboard Report will be ready.

Monitoring Reports

Lisa Schut informed the Committee that there were no internal monitoring reports to provide as NWMW! procedures regarding internal monitoring are being modified. She provided a summary of the history of our internal monitoring processes and detailed some of the changes that are being integrated. Lisa noted the advantages of the new processes, including more focused and targeted subject matter and a more flexible schedule to an increased ability to address emerging issues of concern. Mike MacCready suggested including a survey in the meeting packet for the committee members to provide feedback and suggestions.

Lisa Schut presented a summary of the Trade Act external monitoring completed by the TIA. There were no findings for Core Activity 1 or 2, and one finding and one administrative recommendation for Core Activity 3. Lisa provided details on the findings and provided the steps and solutions that were completed to ensure compliance with required documentation guidelines. Lisa Schut also presented a summary of the EEO technical assistance external monitoring. Lisa noted that the recommendations continue to be addressed and were minor in nature.

A motion was made by Chuck Welch to approve the External Monitoring Reports as presented. The motion was seconded by Mike MacCready. The motion passed.

Report: Adult Education Program

Christy Nelson presented a summary of the Adult Education Program and their policies and procedures for internal monitoring. Christy also provided the 2018 Adult Education Annual Report and provided a summary of its contents.

Adjournment

The meeting was adjourned by consensus at 5:00 p.m.

Respectfully submitted,
Claire Herman