

## **Quality Assurance Committee**

June 12, 2017  
Hagerty Center  
715 E. Front Street, Traverse City, Michigan 49686

### **DRAFT - MINUTES – DRAFT**

**Committee members present:** Andy Hayes, Rachel Johnson, Jane Korthase (chair), Michael MacCready, Tom Mair, Leslie Nowlin, Bob Scheele, Kim Weckesser, Chuck Welch

**Committee members absent:** Barb VonVoigtlander, , Stuart McKinnon, Tracey Peal, Mike Powers, Joe Williams, Kris Lagios

**Staff present:** Terry Vandercook, Lisa Schut, Jessica Willis, Rob Dickinson

#### **Call to order**

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

A motion was made by Chuck Welch to approve the draft minutes from the April 10, 2017 Quality Assurance Committee as presented. The motion was seconded by Bob Scheele. The motion passed unanimously.

Terry Vandercook presented the Northwest Michigan Works! Dashboard representing the period 7/1/16 – 3/31/17. A discussion took place regarding the possibility to review the reported data, and assurance was provided that if needed, we could provide data reported. Further discussion centered around sections of report 'Under Construction'.

A motion was made by Leslie Nowlin recommending acceptance of the Northwest Michigan Works! Dashboard dated 7/1/16 – 3/31/17. The motion was supported by Michael MacCready. The motion passed unanimously.

Jessica Willis presented a summary of the monitoring reports for the Incumbent Worker Training, PATH and WIOA Adult and Dislocated Worker programs. Ms. Willis noted the vast number of data fields and documentation inspected for each program, commenting that the findings and recommendations were relatively minor in nature. The result of each program was discussed. Terry Vandercook presented the Cycle I external monitoring report, which reported no findings.

A motion was made by Rachel Johnson to recommend acceptance of the internal monitoring report summary and the Cycle I monitoring report as presented. The motion was seconded by Tom Mair. The motion passed unanimously.

Rob Dickinson presented a report regarding the various types of Job Fair Events organized and promoted by Northwest Michigan Works! within Region 2. Mr. Dickinson highlighted the successes of Employer of the Day, Individual Employer Fairs and Job Fairs where multiple employers attend. Specific events discussed included the IT Career Fair, the Jobs for Vets Hiring Event, and the TC Downtown Job Fair. Mr. Dickinson noted the importance of marketing and timing of events. He also discussed the possibility of holding future Job Fairs that have historically been limited to the Traverse City area in northern or southern areas of our region. Additional discussion by the committee ensued, with committee members expressing an interest in ensuring the educational providers relevant to the occupations and industries promoted at job fairs are available to job seekers attending those job fairs. Mr. Dickinson affirmed that educational partners are a part of the job fairs and other career events. Rachel Johnson presented an idea of developing a 'one-pager' on each in demand occupation, to be provided as a resource for job seekers. Andy Hayes explained his organization, Northern Lakes Economic Alliance, had developed this resource for various occupations, along with a corresponding video. He agreed to share those resources with committee members.

#### **Adjournment**

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

Respectfully submitted,  
Lisa Schut