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## Quality Assurance Committee Meeting Minutes February 7, 2024

### Actions Taken:

- Approval of August 2, 2023 Quality Assurance Committee meeting minutes
- Approval of December 13, 2023 Special Audit Committee Meeting Minutes
- Approval of Supplemental Program Performance Report: PY 23 Program Year: Qtr. 2 – July 1, 2023 – December 31, 2023.

### I. Call to Order:

The meeting was brought to order at 9:01 AM by Chair, Tammie O’Dell.

### II. Minutes:

Review and Approval of August 2, 2023 Quality Assurance Committee Meeting Minutes. **Lori Province moved to approve, and Jessica Barr seconded. The motion passed unanimously.** Approved NWC committee and board minutes are available on the Council’s website [www.nwboard.org](http://www.nwboard.org).

Review and Approval of December 13, 2023 Special Audit Committee Meeting Minutes. **Jessica Barr moved to approve, and Lori Province seconded. The motion passed unanimously.**

### III. Oversight of System Quality

#### A. Northwest Workforce Performance Reports

##### 1. WIOA IB PY 2023 Qtr. 2 Supplemental Program Performance Report

- a) Marissa guided members through the report: *WIOA Title IB Program Performance PY 2023, PY 23 Qtr. 2 Report: July 1, 2023 to December 31, 2023* enclosed in the meeting materials. Data is based on real-time exit information for the three (3) WIOA Title IB funded programs administered by NWC: Adult, Dislocated Worker & Youth/Young Adult. Of note is the continued high performance exceeding the core measure of performance, especially Earnings which reflects the Council emphasis and investment in training for quality jobs. **Following discussion, Jessica Barr moved approval of the supplemental performance report, seconded by Lori Province. The motion passed unanimously.**
- b) WIOA & Non-WIOA Grant Summaries  
Marissa shared two additional reports with members, a WIOA Grant Summary Year to Date (YTD) and a Non-WIOA Grant Summary YTD. The additional reports shared greater detail on expenditures as they apply to each of the three WIOA funding streams as well as those non-WIOA grants to include all PY allocations

currently open, grant periods of performance, and remaining budgets. She asked members to review the new reports and let she or Mark know if there was anything they would like to see in addition to these figures moving forward. Members expressed appreciation for receiving the additional detailed reports.

2. Employment Security Department's Recognizing *Your Team's Successes* Letter

Marissa shared a letter from Employment Security Department's Grants Management Office, recognizing the Council's positive performance on WIOA Title I grants and discretionary contracts.

IV. **Compliance**

A. Annual WIOA IB PY23 Monitoring Scheduled for April 8 – 12, 2024

Marissa informed members the annual WIOA IB monitoring is scheduled for the week of April 8<sup>th</sup>. Several monitors are expected to be onsite during this week, with at least one additional week of remote monitoring to follow. Council staff anticipate receiving notification from the monitoring unit in the coming weeks with their request to receive items in advance including the pre-monitoring questionnaire and accompanying backup documentation.

B. Internal PY 23 Q1 & 2 Program Monitoring is currently underway

Malinda shared the PY23 internal program monitoring for quarters 1 and 2 was currently underway. Thus far in the process, monitoring was moving along smoothly. The final report will be shared with the board during the next quarterly meeting.

V. **Environment for Change**

A. Quality Assurance Committee Structure; Looking Forward

Members shared an interest in reviewing the Council's standing committees, and reducing redundancies in meeting content. Discussion ensued around creating a more strategic board that considers future WIOA and Non-WIOA funding. Members shared ideas on a financially focused committee that allows the staff to operationalize what the board envisions in a more strategic approach.

**Old Business** – None

**New Business** – None

**Public Comment** – None

The meeting was adjourned by Tammie O'Dell, at 10:00 AM.

**Next Full Council Meeting:** Wednesday, April 3, 2024 at 1:30pm

**Attendance**

**Board Members:** Tammie O'Dell, Mark Vorobik, Jessica Barr, Lori Province

**Staff:** Marissa Cahill, Malinda Bjaaland