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Quality Assurance Committee Meeting Minutes

October 9, 2024

Actions Taken:

- Approval of September 11, 2024 Quality Assurance Committee meeting minutes

I. Call to Order:

The meeting was brought to order at 9:00 am by Chair, Lori Province.

II. Minutes:

Review and Approval of September 11, 2024 Quality Assurance Committee Meeting Minutes. **Del McAlpine moved to approve, and Mark Vorobik seconded. The motion passed unanimously.** Approved NWC committee and board minutes are available on the Council's website www.nwboard.org.

III. Board Business

A. Quality Assurance Committee Implementation:

Lori referred members to a few new documents available in their meeting packets and allowed some time for review.

- Template: Check in Report to Executive Committee/Board. Provides space for the committee chair to notate important items intended to be shared with the Executive Committee during their next scheduled meeting. Chairs will be responsible for reporting committee activities and any actionable items with the Executive Committee moving forward.
- Strategic and Operational Functions of a Local Workforce Development Board. Identifies and defines the 17 strategic and operational functions of a LWDB, and provides which committee is responsible for each function.
- NWC Operations Tracker - Quality Assurance Committee. Provides relevant projects, programs, or initiatives currently underway for each of the functions assigned to the QAC.

Marissa summarized the board's decision from the June restructuring retreat to pursue ongoing transformation and transparency while developing informational materials to support the new committee structure. Members participated in a dynamic discussion about committee assignments and suggested minor edits to the descriptive language in three key documents. Lori advised that any further feedback should be sent to staff via email, ensuring the committee is prepared to establish priorities and action plans at the November interim meeting.

B. Draft WorkSource Certification Application – 2025 Update

As approved in the September QAC meeting, staff have been updating the NW WorkSource Certification Application. Marissa directed members to two draft versions of the 2025 Certification Application included in their packets: one with tracked changes highlighting detailed edits, and a clean version with all changes accepted. Lori requested that members thoroughly review the clean version and submit any additional feedback or edits to staff via email by October 25th. This will facilitate sharing a finalized version at the November meeting for potential approval. Given that certification expires in June 2025, it is crucial to release the updated application to partners promptly, allowing sufficient time for the re-certification of the region's three WorkSource Centers.

C. System Reporting

Lori requested that Polly Carpenter, NWC staff, present the data available on the board's website for public access. Polly shared a draft of NWC's quarterly data visualizations created using Microsoft's Power BI platform. Members discussed prioritizing the reports they have traditionally received for inclusion on the website and expressed anticipation for the data to go live soon.

Old Business – None

New Business

- Malinda Bjaaland, NWC staff, shared the state is planning to submit a waiver request to DOL regarding WIOA Title I-B Out of School Youth Expenditure Requirements. Public comment period is open through November 6. Under WIOA, LWDBs are required to cap spending on In-School Youth at 25%, reserving the majority of funding for Out of School Youth. The waiver, if approved, would allow for more flexibility and spending on In-School Youth at up to 50%.

Public Comment – None

The meeting was adjourned by Lori Province, at 10:12 AM.

Attendance:

Board Members: Lori Province, Mark Vorobik, Del McAlpine

Staff: Marissa Cahill, Malinda Bjaaland, Polly Carpenter, Liz Vaughn