

## Quality Assurance Committee Meeting Minutes

November 6, 2024

### Actions Taken:

- Approval of October 9, 2024 Quality Assurance Committee meeting minutes
- Approval of Draft 2025 WorkSource Certification Application
- Approval of request to provide services directly to Adult, Youth and Dislocated Worker from the state board.

### I. Call to Order:

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

### II. Minutes:

Review and Approval of October 9, 2024 Quality Assurance Committee Meeting Minutes. **Jessica Barr 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](http://www.nwboard.org).

### III. Board Business

#### A. Quality Assurance Committee Implementation:

Lori directed members to a few documents available in their meeting packets and reminded them that these materials are to help maintain progress and keep the board actively engaged.

- 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.

#### B. Draft 2025 WorkSource Certification Application

Lori provided a brief overview of past applications and the ongoing effort over the years to develop a new framework and create a revised certification application. Marissa pointed out that the staff who worked on the application incorporated feedback from the certification team to address their concerns and needs. She emphasized the importance of the application in showcasing the good work of the staff and the need for a more positive and celebratory approach. Tammie, Jessica, and Mark shared their thoughts on the new application, praising its simplicity, positivity, and focus on the staff's accomplishments. They also discussed the need

for a more streamlined process and the importance of recognizing the staff's good work. The team agreed that the new application was a step in the right direction and would help to better capture the spirit of the work embodied by the WorkSource system and Centers.

**Tony Melillo moved to approve the contemporized application, including any final technical edits prior to publishing. Jessica Barr seconded. Motion passed unanimously.**

**C. NWC Processes to secure WIOA IB Program Service Providers**

- a. **Preparing Processes Necessary to Secure Youth, Adult, and Dislocated Worker Program Service.** Lori asked Marissa to provide an overview of the procurement documents and processes. Marissa recapped the board's activities over the course of the past year as they pertained to the provision of WIOA IB program services. In March 2024, this board affirmed NWC would continue to provide Youth, Adult and Dislocated Worker program services, acknowledging that the state remained in a holding pattern with their revisions to draft Policy 1015, which, when finalized would define the allowable processes boards must follow to directly provide these program services. In September 2024, the board decided to direct staff to begin compiling a timeline and draft materials to be used in the potential procurement process for Youth Services provider.

As requested, staff presented the draft materials to the committee which included: a tentative board activity timeline pertaining to important procurement dates; NWC solicitation for an independent procurement manager complete with contract deliverables and job description; and lastly, an RFQ narrative to be utilized by the procurement manager in search and review of available service providers.

**Following discussion, Tony Melillo motioned that should Northwest Workforce Council be required to procure, that these materials be approved for use as presented. Mark Vorobik seconded. Motion passed unanimously.**

- b. **Request to provide WIOA IB Youth, Adult, and Dislocated Worker Program services directly.** In light of the state's ongoing deliberations on Policy 1015—which will establish the processes local boards must follow to secure service providers for WIOA Title IB Programs (Youth, Adult, and Dislocated Worker)—Marissa recommended that the board utilize the current draft provisions to submit a formal request to the State Workforce Board, as appointed by the Governor. This request would seek approval for NWC to continue serving as the provider of career services for Youth, Adult, and Dislocated Worker programs for the duration of NWC's Regional Strategic Plan (2024–2028).

As outlined in the draft Policy 1015, local boards have the option to request authorization to provide all three WIOA Title IB programs directly. In consideration of NWC's and the State Workforce Board's 2025 meeting schedules, staff have proactively developed a draft request for this purpose. Lori reminded members that the draft materials were distributed the previous week, with a request for members to review them in detail and bring any questions to this meeting. The draft request was reviewed and minimal discussion followed.

**Mark Vorobik moved to approve the draft materials, and forward for Executive Committee review and approval, with submission to the state WFB as soon as possible. Tony Melillo seconded. Motion passed with one abstention.**

**D. NWC Equal Opportunity PY 2023 Internal Monitoring Report**

Lori referred members to the briefing note in their meeting materials, and asked Malinda, NWC's Equal Opportunity Officer, to share results of the PY 2023 Internal Equal Opportunity Monitoring Report. Malinda stated the EO review assesses both physical and programmatic access to program services and WorkSource Centers for all protected populations. To summarize the review, minimal items were in need of alterations, and those that need greater attention have been shared with the applicable parties/landlords to address. Skagit revisions are expected to be completed by the end of the calendar year.

**Old Business** – None

**New Business** - None

**Public Comment** – None

**Adjourn:** The meeting was adjourned by Lori Province, at 10:02 AM.

**Attendance:**

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

**Staff:** Marissa Cahill, Malinda Bjaaland, Liz Vaughn