

**Pennsylvania Partners**  
**QUALITY ASSURANCE TECHNICAL WORKGROUP**  
**MEETING MINUTES**  
**December 11, 2007**

The Quality Assurance Technical Workgroup met on December 11, 2007 at the PA Partners Office at 205 House Street, in Camp Hill, with the following members in attendance: RoseAnn Kiselewicz, Joe Kulick, Jim Stockdale, Dawn Garman, Marsha Bowser, Ed Stankus, Cara Hires, Shad Henderson, Sandy Berardone, and Sandie Fairman.

Guest included CLOCS representatives Michael Bakaysa, Richard Colyer, Joseph Catrambone, Leona Annaguey, PA Partners representative Dennis Rhen, and staff of The Office of Equal Opportunity, Autro Heath, Crystal Adams, Kareem Dunston.

Sandie Fairman called the meeting to order. Welcomes and introductions were made.

**Minutes:**

The minutes of the September 11, 2007 meeting were read. A motion was made by RoseAnn Kiselewicz to approve the minutes, second by Joe Kulick. Motion carried.

**Election of Co-Chair:**

Sandy Berardone has accepted the nomination to the position of Co-chair for the term of 08-09. There were no other nominations. Aye votes unanimous. Welcome to Sandy Berardone as the new co-chair beginning January 2008 as Marsha Bowser vacates the position. Marsha took the opportunity to thank everyone for their dedication to the Workgroup and for making it such a success. Sandy Berardone thanked Marsha on behalf of the workgroup for her years of service.

**CLOCS Update: (Mike Bakaysa)**

- The most important news was that the Bureau now has an acting director, Chris Enright. It is anticipated that after the paper work is completed she will be permanently assigned as the new Director.
- Walter Kerstien recently left the CLOCS Division for another position. That leaves four CLOCS to cover the entire state. Mike does not foresee filling any of those positions in the near future so the present personnel will continue with what they have.
- The annual submission of the WIB Board and Youth Council member list is coming soon. Emphasizing a few things about the submission, Mike stated that WIBs should make sure their lists are submitted between January 1 and January 15, 2008. The timeframe for submission became a problem last year as some WIBs submitted their information as soon as the e-mail came out. Therefore it's important that WIBs follow the instructions on the upcoming e-mail. The e-mail will have two attachments; one for the Board membership and one for the Youth Council. The Bureau will only accept the lists on the forms they send out so that they can track the information better. There also have been problems in the past with the nominating entity. For example, someone from Education being nominated by a Chamber would be inconsistent with the law which states that the nominating entity and who they nominate must be from the same sector. There is no required area under Nominating entity for the Youth Council.

Sandie Fairman asked what the procedure is for making changes throughout the year. Mike explained in accordance with WIIN 3-03 Change 1 Guidelines for Local Workforce Investment Boards, the local area has ninety days to fill the vacancy and should notify the Bureau within ten days. Also, the WIIN is being updated there will be a few minor changes and clarification. This should be out in the next month or so.

- The CLOCS team completed the WIB oversight monitoring this summer with two corrective action plans to be issued this week. The group has completed eleven Fiscal Procurement monitoring visits and those reports should be out this week as well.
- Mike thanked Marsha Bowser for her years of service to the Workgroup and welcomed Sandy Berardone as the new Co-Chair.

### **PA Partners: (Dennis Rhen)**

Dennis welcomed everyone to the new facility. The Annual PA Partners Conference will be May 7-9, 2008 and registration will be the same \$370.00. Those who possess mailing lists of organizations and vendors that may be interested in the conference are encouraged to forward those lists to PA Partners. With all the funding cuts, registration may be down this year. Workshop proposals should be submitted by the end of December. The workshops will be reviewed and the number of workshops offered will be reduced to allow for bigger rooms for the ones that may attract larger crowds.

### **Monitoring Providers for ADA Compliance (Crystal Adams presenter Office of Equal Opportunity)**

Crystal stated that any entity receiving federal funds must comply with section 504 of the Rehabilitation Act. Any entity receiving funds through the Local Workforce Investment Area (LWIA) must comply with section 504 and Section 188 of the Workforce Investment Act. Training providers on the state Training Provider list must be accessible. The monitoring of the training facility falls back on the EO Officer for the LWIA. If the local monitor is visiting a provider and that monitor is not the EO Officer and they find a problem with the facility, that monitor must notify the EO Officer and document doing so. The EO Officer then becomes the liaison with the Department of Equal Opportunity. The Checklist for Existing Facilities version 2.1(ADA Compliance Materials) should be the minimum of what is expected of each provider.

The over-riding requirements of compliance for recipients (service providers) are:

- Reasonable Accommodations
- Reasonable Modifications
- Architectural Accessibility
- Programmatic Accessibility.

If they are not accessible and they are on the service provider list, their statement of accessibility will be considered false, and they need should come off the list.

### **Other Business:**

- The monitoring tools on the PA Partners web site need reviewed and updated. Marsha Bowser agreed to follow up on that task.
- A list of EO Officers will be forwarded to the members of the workgroup. Marsha has the list and will get it to Sandie Fairman. The EO Officer list can also be found on CWDS.

### **Next Meeting:**

March 11, 2008, 10:30 A.M. @ PA Partners, 205 House Avenue, Camp Hill, PA 17011

If you have any comments or concerns, please email Sandie [sfairman@cpwdc.org](mailto:sfairman@cpwdc.org) or Carolyn [cbrookens@pasec.org](mailto:cbrookens@pasec.org).

Respectfully submitted,  
Co-chairs  
Marsha Bowser and Sandie Fairman

DRAFT