

Pennsylvania Partners
QUALITY ASSURANCE TECHNICAL WORKGROUP MINUTES
March 11, 2008 - 10:30 a.m.

The Quality Assurance Technical Workgroup met at PA Partners office on the above date. Sandy Berardone chaired the meeting. The following members were in attendance:

Sandie Fairman – CPWDC
Dawn Garman SCWIB
Cara Hires BC-WIB
Joseph Catrambone – BWDP
Ed Stankus – L/S WIB
Dick Colyer – BWDP
Jim Stockdale – NCWIB
Harvey Bartash – BWDP
Joe Kulick – NCWIB
RoseAnn Kisilewicz – LVWIB
Marsha Bowser – TCWIB
Donna Boston – MCWIB

Alan Osborne – BWDP
Kim Sullenberger – Lancaster WIB
Leona Annaguey – BWDP
Joseph Alsberry – SCWIB
Tracy Telesha – PA Partners

Via Teleconference
Debra Paladino –W. Central Job Ptrshp
Tom Whetzel -Westmoreland-Fayette

Call to Order

Sandy Berardone called the meeting to order 10:30AM.

Minutes

Joe Alsberry made a Motion to approve the Minutes from the March 11, 2008 meeting and Marsha Bowser seconded that Motion. All voted in favor and the Motion passed.

CLOC Update

Harvey Bartash gave an update from the CareerLink Oversight Coordination (CLOC) Services Division of BWDP

- Salary cap monitoring, as explained in TEGL 5-06, was discussed. The limit on salary amounts sourced from ETA funds is now \$172,200. The point was made that this cap does not apply to all federal funds – just WIA and Wagner-Peyser and includes bonuses or monumental prizes, and would include money received from other states. This does not include welfare contracts.
- Harvey reminded everyone that all WIB members must complete financial disclosure forms
- The Office of Equal Opportunity will be monitoring PA CareerLink facilities every other year.
- CLOC will be monitoring the Veteran's Outreach Center program. Also, WIB compliance oversight monitoring will be scheduled for the end of April into the beginning of May.
- With the exception of two WIBs, all have been recertified.
- Alan Osborne will be retiring at the end of the month.

National Association of Job Training Assistance Conference Report

Sandy Berardone reported on her attendance at the NAJA Regional Conference in New Orleans.

- Ed Donahue, from USDOL held a session on salary and bonus limitations guidelines. Sandy handed out a case salary cap study from that session.

- Keith Rowe, USDOL, Texas Regional Office, reported on Youth programs and how they would like to see more career awareness in these programs, rather than extracurricular activities.

Round Table Discussion: QATW Questionnaire

Each attendee received a chance to give an update on their activities, and any best practices or challenges they have been addressing. Here are highlights from the discussion.

- There was repeated concern about Industry Partnership monitoring and how that is to be conducted, since no guidelines have been issued. Harvey advised monitors to review the contracts and see if parties are adhering to them. Pass through money should be traced to ensure that monitoring is being done somewhere along that money's path. Deb Paladino stated that she had begun to monitor industry partnerships. She was asked to bring her monitoring tool for that to the next meeting.
- Several areas expressed budget concerns and looking at the feasibility of keeping all PA CareerLinks open at full capacity, and several WIBs have already closed or downsized sites. Harvey stated that the State will not open or close a CareerLink, that it's a local decision.
- A monitor's annual schedule was also a recurring theme. Roseanne mentioned that her schedule is made according to duties, not the calendar. Marsha mentioned her use of a policy and procedures manual, but that it is still difficult to adhere to her own schedule.
- The recurring issue of monitoring for ADA and EO compliance once again was discussed. Jim noted the large amount of time that monitoring training providers requires. Dick later added that conducting risk assessments and at least monitoring the sites with the highest risks can make a monitor's schedule more manageable. Also, Alan noted that since some training providers serve more than one Region, monitors should confer with each other and share reports on mutual providers.
- Sandy reported that her region handles 53 regular contracts, not counting ITAs. Another person monitors the summer component for youth.
- It was mentioned that Youth contractors should have the criminal and child abuse clearance on site. Usually, those documents are kept at the home office, but they should be made available for monitoring visits.
- Harvey again stressed the importance of following risk assessment and compliance checks.

Next Meeting

The next meeting was scheduled for Wednesday, May 7th at 9:30AM prior to the opening of the PA Partners conference at the Hershey Lodge. (*Meeting will be held in Wild Rose A.*)

Adjournment

With no further business to discuss, the meeting was adjourned and lunch was served.

Respectfully submitted,

Sandie Fairman
Co-Chair