

# **Pennsylvania Partners**

## **QUALITY ASSURANCE TECHNICAL WORKGROUP**

### **Minutes**

**Wednesday, May 7, 2008 at 9:30 a.m.**

**Hershey Lodge – Wild Rose A**

### **Introductions**

Sandie Fairman, Sandy Berardone, Marsha Bowser, Dawn Garman, Mike Bakaysa, Tammy Seery-Ackerman, Sandie Hoback, Kaiyilla Matthews, Deb O'Neil, Keith Ward, Joe Kulick, Donna Boston, Ed Stankus, RoseAnn Kisilewicz, Yesenia Cortes, Kevin Holt, Walter Urban and Carolyn Brookens

### **Minutes**

Corrections were noted and the minutes of the March 11, 2008 meeting were approved.

### **Update CareerLink Oversight Coordination Services Division:**

Mike Bakaysa, CareerLink Oversight Coordination Services (CLOCS) Supervisor, stated that Alan Osborne retired in May 2008. Mike requests a copy of the WIB membership and the Youth Council membership list each year for membership compliance with the Act. His staff has completed monitoring the Governors Veterans Outreach Centers. Mike will email this information to the Co-Chairs for distribution to the QA Workgroup members. The Cost Allocation Survey from Chris Enright was sent out to the Fiscal Departments for completion. WIN 3-00 Change 2 Local Area Monitoring Guidelines and the WIN 3-03 Change 2 Local Area Workforce Investment Board Guidelines are coming out soon with revisions. WIB Compliance/Oversight monitoring has started in the North Tier area.

### **Industry Partnership Monitoring Method Follow-Up**

Dr. Robert Garraty, State WIB Director, to speak at our next QA Workgroup meeting. Walter Urban stated that the Industry Partnership Guidelines are online as of May 9, 2008.

### **Round Table Discussion: QA Workgroup Questionnaire Central Region Quality Assurance Calendar**

Sandie Fairman discussed an OJT issued within the CPWDC. Sandie will bring more information on this issue at the next meeting. Sandie's monitoring schedule was also reviewed. Sandy Berardone shared her monitoring schedule.

### **Open Discussion**

Joe Kulick gave a brief overview on the NCWIB CareerLink. We need nominations for a Co-chair (Sandie Fairman) and the Recorder (Carolyn Brookens) for the next meeting.

### **Next Meeting**

September 9, 2008 at 10:30 AM in PA Partners located at 205 House Avenue, Suite 101, Camp Hill. The meeting was adjourned at 10:50 AM.

Respectfully submitted,  
Carolyn Brookens