

**Accountability Task Force**  
**April 28, 2006**  
**Lansing, Michigan**

**Members Present:** David Porter, Megan Byard, Sandy Thelen, Ben Williams, Doug Wood (vice-chair), Pat Ojala, Bob Steeh, Erica Nakfoor Kathleen Sullivean and Cliff Akujobi

Doug opened the meeting by welcoming everyone, followed by an overview of the day's agenda. Minutes from prior meeting were distributed. Minutes were approved.

**GED Testing Policy – Sandy Thelen and Ben Williams**

Motion was made and seconded to acknowledge the completion of the GED Testing Policy.

**Definitions and Acronyms – Review of Proposed Changes**

The terms and definitions are currently on the web. Regarding item #128, the group agreed to take out the word "program" and replace with "Period of enrollment."

Pat Ojala voiced concern over the Michigan Works definitions... seemed to be more of a marketing component than mere definition. Kathleen and Sandy explained that the reason for the expressive language was so someone new to adult education would understand the complete workings of Michigan Works.

David Porter suggested that DLEG create a focus group of new administrators together at the beginning of the year to review the terms and definitions and make final recommendations. The group agreed.

**Subcommittee Work & Reports**

- **107 Budget and Narrative Subcommittee**

Sandy reviewed the extra sheet to be added in an effort to make the forms consistent with the Federal forms.

The 2<sup>nd</sup> page of the forms is for 107b funds ONLY ~ the TOTAL ADULT ED BUDGET is the first page. DLEG added the word "in-kind" to page 1 as well.

Discussion began regarding the term "in-kind", since there isn't any formal definition. Sandy explained that the new form will NOT require in-kind this year, and the group agreed to table "in-kind" until defined specifically. Doug suggested blacking out that square where the dollar amount goes, although the group suggested keeping it on the form, so folks would get used to seeing it.

David asked about admin costs – do you include administrators of program or those who do administration, like the payroll person, etc. The group agreed it was only for Program Administrators, not the admin people.

Furthermore, the group decided to remove the headings of “Program Costs and Administrator costs” to make it more consistent with the Federal form. They also recommended to that DLEG add a line for indirect costs.

- **Monitoring Training Subcommittee**

The group made final recommendations regarding the webbased training, like changing the DLEG Checklist numbers to coincide with the way the training is outlined and moving the Financial section to the end of the training.

### **Brainstorming Ideas for Next Year**

The group came up with the following items to be worked on for the 2006-2007 PTF year:

- ❖ Serving Special Populations
- ❖ Look at updating the Policy Manual
- ❖ Develop Transfer of Learning document
- ❖ TA paper on completing the budget forms (adding local share and in-kind)
- ❖ Developing a process for adding or deleting of terms and definitions
- ❖ Develop a gap analysis document that will offer prescriptive examples for improvement
- ❖ Develop a peer review process for monitoring
- ❖ New online training topics

The meeting was adjourned.