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Quality Assurance Committee Agenda

September 11, 2024, 9:00am – 10:00am

WorkSource Skagit NWC Boardroom: 2005 E. College Way, Mount Vernon WA 98273

Optional: [Join Zoom Meeting](#) / Call In: 253.215.8782 // Meeting ID: 850 4268 7447 // Passcode: 275779

I. Call to Order

II. Minutes

February 07, 2024, Quality Assurance Meeting Minutes ([enclosed](#)) **Action**

III. Board Business

Quality Assurance Committee Membership and Duties

- A. Board Member information packet, NWC Transformation Plan, & Strategic and Operational Functions of a LWDB ([enclosed](#))

Timeline for implementation

1st meeting (September 11): Familiarize with the charter, begin to prioritize approach to the tasks defined in the charter ([see attached Board Member Info Packet & NW Transformation Plan](#)). Begin discussion on what needs to be accomplished around each Priority Task ([see attached Strategic and Operational Functions of a LWDB](#)).

2nd meeting (October 9): Develop a check-in report to the Council and begin discussions to develop an action plan for each priority task.

3rd meeting (November 6): Keep working on priority action plans; staff reports on status of execution of priorities to date for which direction was given by the committee.

4th & 5th meetings (January 15, March 5): Continue work as defined with staff reports on status and challenges, if any, for implementation.

Quality Assurance Committee Membership and Charge

Chaired by member of the board, WDC members and community members who have a demonstrated experience and expertise in accordance with [§679.340\(b\)](#).

Current Membership

Chair: Tammie O'Dell

Jessica Barr

Del McAlpine

Lori Province

Marcia Fakkema

Tony Melillo

Adam Lambe



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Quality Assurance Committee Charge

Ensures quality program operations and the Continuous Quality Improvement (CQI) system of the WDC. The committee evaluates program goals, performance measures, the extent to which the Centers and programs meet quality standards, and the implementation of new program components.

Old Business

New Business

Public Comment

Adjourn

Next Full Council Meeting

Wednesday September 25, 2024 at 1:30pm – 4:00pm