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Quality Assurance Committee Agenda

October 9, 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: 836 9222 9818 // Passcode: 863948

I. Call to Order

II. Minutes

September 11, 2024, Quality Assurance Committee Minutes (*enclosed*) **Action**

III. Board Business

A. Quality Assurance Committee Implementation Timeline:

1st meeting (September 11): Familiarize with the charter, begin to prioritize approach to the tasks defined in the charter. Begin discussion on what needs to be accomplished around each Priority Task.

2nd meeting (October 9): Develop a check-in report (*draft check-in template attached*) to the Council and begin discussions to develop an action plan for each priority task. (*see attached Strategic and Operational Functions of a LWDB; and QAC Populated Tracker*).

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: Lori Province

Jessica Barr

Del McAlpine

Tammie O'Dell

Marcia Fakkema

Tony Melillo

Adam Lambe

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.

B. WorkSource Certification Application- Update (*Briefing Note and draft application enclosed*)

Old Business

New Business

Public Comment

Adjourn

Next Full Council Meeting

Wednesday November 20, 2024 at 1:30pm – 3:30pm