

Review Sub-Committee

November 23, 2010

Meeting Record

TO: Shelley Cortese, Assistant P&P Administrator

FROM: Crystal Baptista, Senior Word Processing Typist

DATE: November 30, 2010

SUBJECT: November 23, 2010 Review Sub-Committee Meeting

CC: Emily Daniels, Probation & Parole Officer

Attendance:

Shelley Cortese Deborah Ferrante Anita Corley

Sharon Schwartz-Vanderhoff Jessica Seitz Micheline Lombardi

Excused Absence: Emily Daniels

• Tri-Hab:

- **Group observations were completed.**
- **Record review to be scheduled with Shelley and Micheline.**
- **Micheline to check status's on application for Tri-Hab.**
- **Sharon to write up final summary for observations.**
- **Application to be reviewed by Jessica and Anita.**

- **RIBIP**
- **Some observations have been completed. Further observations to be completed in January.**
- **Sonia to do Spanish group observations.**
- **English observations to be scheduled for Providence.**
- **Micheline to send out renewal application for RIBIP.**
- **Final report to be completed for Tri-Hab in preparation for the BIPSOC, February 7th meeting.**
- **The Facilitator Qualification Form submitted by Vantage Point is to be reviewed.**
- **Jessica to follow-up with Vantage Point.**

Next Meeting: January 4, 2010 @3:00pm