

**Workforce Partnership of Greater Rhode Island**

**Quality Assurance Committee**

**Wednesday, June 16, 2010**

**Present: Michael Cassidy, Ray Filippone, Steve Wilson, James White and Diane Cook**

**Staff and guests: Chris Grieco and Shirley Winslow**

**Absent: Kat Grygiel and Courtney Murphy**

**With a quorum present, Chair Michael Cassidy called the meeting to order at 1:10 p.m. He asked the committee to go over the minutes from the previous of March 23, 2010.**

**VOTE: Ray Filippone motioned to accept the minutes as presented. Seconded by Steve Wilson. The motion passed unanimously.**

**Chair Cassidy discussed the One Stop Centers/netWORKri System Mentoring review process draft. The One Stop Centers to be monitored are Woonsocket, Pawtucket and West Warwick. The monitoring process will be from July 15, 2010 thru August 15, 2010. Each manager will be given the opportunity to choose the date their center will be monitored. The following information will be requested at each site:**

- Interview at the netWORKri Center with the Center Manager,**

## **Partners and Customers.**

- **Projected timetable for review process. Team members will receive packets of the information two-weeks prior to the monitoring visit.**
- **Time table for the day's visit will be sent to the manager prior to the visit.**
- **Any specific problems areas will be shared immediately with the Center Manager as they are identified before the report is written.**
- **Summary of Monitoring Process will include:**
  - o **Center is in compliance with all necessary requirements.**
  - o **Center is in compliance with most requirements and must respond to the areas specified in the final report.**
  - o **Center is not in compliance with most requirements. The Center will be given all the actions necessary to be in compliance.**

**Old Business:** There was no old business to come before the committee.

**New Business:** There was no new business to come before the committee.

**VOTE:** Ray Filippone made a motion to adjourn the meeting. Diane Cook seconded. The meeting was adjourned at 1:50 pm. The next committee meeting is scheduled for September 28, 2010.

**Respectfully submitted**

**Shirley Winslow**