

North Central Workforce Development Council  
Meeting Minutes  
November 16, 2002

Mel Hansen called the meeting to order at 9:00 a.m.

Mel commented the graduation ceremony and banquet provides the reassurance that we are doing something to help people upgrade skills. It is the proof.

The biannual planning retreat is February 13 and 14 in Leavenworth. John Chamberlin is working for the Portland Council and unavailable. Two new speakers will present and training includes policy governance.

The Workforce Leadership Conference is next week at SeaTac. Terry said he attended the state conference last year and it was very worthwhile. He recommends it to anyone who can attend.

The NAWB Conference is scheduled for the first week of March. Attendance for five is budgeted. Please return the postcard to indicate if you are available to attend. Mel reports the conference is very informative and provides a good prospective.

Lisa explained the State is preparing to submit the second annual report to the Department of Labor. The report covers participants who left training October 2000 through September 2001. There are no adjustments based upon local demographics and economic factors. The overall preliminary data is 106% of goal for federal measures and 128% of goal for State measure. The combined average is 115% which is the second highest in the State. Customer satisfaction rate is 70% for employers (goal of 65%) and 78% for participants (goal of 75%).

**Cheri Rayburn moved and Marcia Henkle seconded to approve the August 20, 2002 meeting minutes. Motion passed.**

Okanogan Meeting Report

Duane reported performance was reviewed and community college Workforce Investment enrollments were discussed. For these students, Wenatchee Valley College is the lead partner while SkillSource and WorkSource are supporting partners. Other sources such as unemployment insurance and TANF provide the resources and support to help students attain their graduation goals.

The grant proposal submitted with Bridgeport School District was reviewed. The proposal targets eight at-risk alternative school students and ten school dropouts to provide experience in a variety of occupations outside agriculture. Students will improve basic literacy and mentors will encourage high school completion. Mel was surprised by the statistic that 24 percent of girls attending Bridgeport High School are teenage parents.

**Teresa Martinez moved and Mike Baird seconded to accept the grant if offered. Motion passed.**

Grant/Adams Committee Report

Gary reported new members were welcomed. Karl Allison fills Kathy Shober's vacancy and Steve Chestnut fills Patsy Lee's vacancy. New staff was introduced. Performance was reviewed. Everything is going well. One-quarter of the adult and dislocated workers enrolled are attending Big Bend Community College. The Maintenance Mechanic Skills class at Big Bend Community College is going well. Eighteen

are enrolled and an additional ten or twelve are enrolled in English as a second language or basic education. Gary hears good things from the Basic American Foods staff attending the class.

An offer was made on the property for the proposed Moses Lake one stop center. The current offer is for 97% of asking price after an offer of 96% and counter-offer of 100%. Anticipate requesting approval of a landlord in the spring and then construction will get under way. Dave and Mark Neal visited the one stop in Kennewick which was constructed with the one stop concept in mind. In Othello, we are waiting to hear from the School District on a new building to create a mini one-stop.

On the job training was discussed. The committee is supportive of OJT.

The youth grant proposal was reviewed. If offered, the grant would fund a Cyber Café operated by local youth. The proposal was in response to a request from Olympia. Staff has not heard back on the Moses Lake or Bridgeport applications. Mike Wade asked what will happen after the initial 18-month grant. Dave hopes the enterprise is profitable enough to support the advisor. The required match for the grant will come from the State Basic Education revenue passed through the Moses Lake School District. The students are registered Moses Lake School District students who spend most of their day in the classroom. They will spend one class period in the Café.

**Marcia Henkle moved and Terry Brewer seconded to accept the grant if offered. Motion passed.**

Roger met with Dr. Moyer of the Columbia Basin Health Clinic in Othello. Dr. Moyer has been successful at improving the quality of the clinic during the past 15 years but there is a nursing shortage that seems universal. Could a program be developed to allow students to train without putting their lives on hold for two years? There is a tremendous need. Everyone wants to give scholarships to seniors, but seniors don't return to Othello after college. Need to find people tied to Othello and train them. Mike Baird suggested an apprenticeship which allows student to earn while they learn. Marcia said Wenatchee Valley College is working with the clinic and hospital and looking at CNA to LPN to RN. That was not easy even with a state-wide nursing shortage. Dave said the Big Bend nursing program operates Monday through Thursday so the facility may be available on Friday's. Supplemental funds may be available for a health-care industry partnership. The unique requirement about this money, it requires dollar for dollar match. Need to find out what nursing classes employers are willing to send employees to on payroll.

#### Chelan/Douglas Committee Report

Teresa reported new the staff were introduced. Larry Sanchez of Employment Security and Debbie Schomer from DSHS were guests. Performance was reviewed. Everything is going well at 50% of goal for adults and dislocated workers. Currently, 150 youth are enrolled with a goal of 195. The participants at Wenatchee Valley College were discussed. For each SkillSource dollar, there is at least four times that amount added by the institution. Committee members shared one stop ideas. The value of on the job training was discussed.

#### Executive Committee

Mike Wade reported that he, Frank, Mel, and Gary reviewed the audit report with Dave Mann of McQuaig and Welk. The report was good and staff is to be commended. There were minor discrepancies. Mel said they asked a lot of hard questions regarding personnel issues and separation of duties. Bonding was discussed. Seven million dollars flows through the organization each year, but because funds are received by EFT rather than checks, the risk is reduced.

**Frank Noble moved and Mike Baird seconded to accept the audit report. Motion passed.**

## Board Officer Election

The nomination committee recommends Gary Park's nomination as Chair, and Georgia Nelson as Vice Chair. Nominations were closed.

**Roger Thieme moved and Mike Baird seconded to close nominations and accept the recommendation of the nominating committee. Motion passed.**

## Self-Assessment Survey Results

The survey results were re-distributed with corrected calculation information. Average scores 2.6 or greater indicate members felt performance in that area is strong. Scores of 2.0-2.5 indicate performance is adequate, but not outstanding. Scores below 2.0 are areas of weak performance.

The process management question, "I am satisfied that the board has a systematic mechanism for communication the board's goals and activities to the public", scored an average 1.9. Since the survey was distributed, quarterly newsletters, business luncheons, and monthly news releases have been instituted to increase public awareness. Dave has requested meeting materials from the Eastern Washington WDC and has recommended that information be collected and shared on a state-wide basis. This will allow our WDC to compare activities with other WDC's throughout the State.

The survey question about board Human Resources, "I actively help identify and recruit new business and community members to serve on the board", scored an average of 2.0. In the future, Dave will ask Board members to facilitate the nomination process with the respective organizations and county commissioners. To illustrate, Dave explained there is currently an organized labor vacancy on the board. Dave called Mike Baird and asked him to head up the recruitment for a replacement. This approach should increase nominations.

Roger said sometimes it is just a matter of letting people know what you are doing. The banquet was very newsworthy with great photo opportunities. Trina explained that all local papers received news releases with pictures before the banquet. The Wenatchee World was the only paper that called with questions. The papers do not always pick upon the releases sent out. Roger suggested that local board members receive copies of releases so they can follow up with the local media.

Dave is generally satisfied with the results for the first couple years, but there are areas for improvement. Nineteen of the 23 active members responded to the survey.

Gary suggested new members receive more orientation perhaps from a couple of board members and staff. Terry agreed that would be helpful and should include board members. The EDC has a formal orientation process. Mel said the one thing that helped him more than anything else was the one stop recertification visits to each site. It is a chance to see it in action.

## Five-Year Strategic Plan

Trina recommended measurable outcomes be adopted for Goal 3 of the strategic plan. Some of the recommended outcomes apply to staff, but others apply to Board members.

Objective 3.1, will increase communication with all workforce development entities. Four outcomes are recommended, two will be accomplished by staff (annual one-stop conference and quarterly partnership meetings). The other two outcomes are accomplished directly by Council members. Members will make a workforce presentation at a school district or community college board meeting. This outcome will help to

strengthen the education partnership. The other outcome enlists every board member to increase media coverage to increase public awareness and visibility.

Before everyone leaves, copies of the news releases sent out for the banquet will be distributed. Members can follow up on Monday with local media.

Dick said presentations to the school board would be very helpful.

Objective 3.2, expands opportunities to existing and new businesses. Recommended outcomes include distributing information flyers through the chambers of commerce; making presentations at service clubs, staff attendance at chamber or business associations and developing promotional materials suitable for posting at local businesses.

Roger suggested Board members may help scheduling staff at chamber or service club meetings. Dick said he would be happy to have a flyer included in the next Omak Chamber mailing.

Objective 3.3 creates a WDC that is the focal point for the workforce development needs of the region. This requires the full board be in place and actively engaged. Outcomes include filling Board vacancies within six months; increase business services; and attendance of partner leaders at Board retreat.

Staff has been working hard on business services. We have had several focus groups and quarterly luncheons with business. Also get input on topics for quarterly luncheons.

**Terry Brewer moved and Gary Park seconded to adopt outcomes as recommended. Motion passed.**

Roger thanked Mel for his leadership for the last two years. He was also impressed with the quality of staff presentations at the banquet. Have a highly skilled staff. We have made progress toward accomplishing the broad agenda. Perhaps something this board could look at is becoming the driving force to help fill the nursing shortage. It could help a lot of people.

Mel thanked everyone for attending and allowing him to guide the Council the last two years.

Meeting adjourned at 10:45 a.m.

**Members Present:**

Mel Hansen  
Mike Wade  
Mike Baird  
Georgia Nelson  
Karl Allison  
Marcia Henkle  
Roger Thieme  
Frank Noble  
Duane Johnson  
Gary Park  
Cheri Rayburn  
Anne Potter, alternate  
Dick Neimeyer  
Terry Brewer  
Teresa Martinez

**Members Absent:**

Bill Bonaudi  
Oscar Garza  
Dan Leary  
Dimitri Mandelis  
Tom Martinez  
Donna Scott  
Louella Anderson  
Steve Chestnut  
John Hamilton

**Staff:**

Dave Petersen  
Lisa Romine  
Trina DeCamp  
Ken Kelnhofer  
Laura Hennigh  
Yolanda Rios  
Georgene Ford  
Erin Munding  
Shari Milliken  
John Rundell

**Guests:**

Janet Bloom, Assistant Commissioner, Employment Security