

WORKFORCE DEVELOPMENT COUNCIL
Board Meeting Minutes
August 17, 2004
Main Street Learning Center, Brewster

Gary Park called the meeting to order at 6:30 p.m.

Members were introduced.

The Main Street Learning Center is operated by Employment Security out of Omak. Wenatchee Valley College has adult basic education class at night. Most of the students during the day are teenagers enrolled with Bridgeport School District.

The timeframe on the community facilities loan application for the Moses Lake One Stop. is expected mid-winter. The land purchase option has been extended until April, 2005.

Marcia Henkle moved and Kathy Mertes seconded to approve the May 18, 2004 meeting minutes. Motion passed.

Special Report

The Taste of Business Beyond the Orchard gave Bridgeport High School students three hands-on learning opportunities. Students operated the M&F Coffee Shop located in a converted home economics classroom. M&F teaches customer service skills and offers a glimpse into operating a small business. The second project at EPIC day care allowed students to earn child care certifications and learn parenting skills. A grant from Toshiba provided funding for the third project. Wireless keyboards and recording equipment allow students to write and record their own music. Students enjoy these hands-on learning experience and they help motivate students to stay in school.

Dan toured M&F Coffee Shop over the summer and it was impressive. Bridgeport students have a great deal of pride. They have also worked on landscaping and small constructions projects at the school. Gene Schmidt deserves a lot of credit for these projects and the student involvement.

Business Services

Business services are designed and delivered to solve business problems. At committee meetings, employment related business problems (turnover, vacancies, absenteeism, work habits, skill shortages) and common services useful for solving these problems were identified. (chart attached).

Surveys collected at business luncheons and committee meetings were helpful to clarify what business expects via basic services and would like in the way of value added services. Ten basic, core business services are available at no cost throughout the State. Value added services are determined locally.

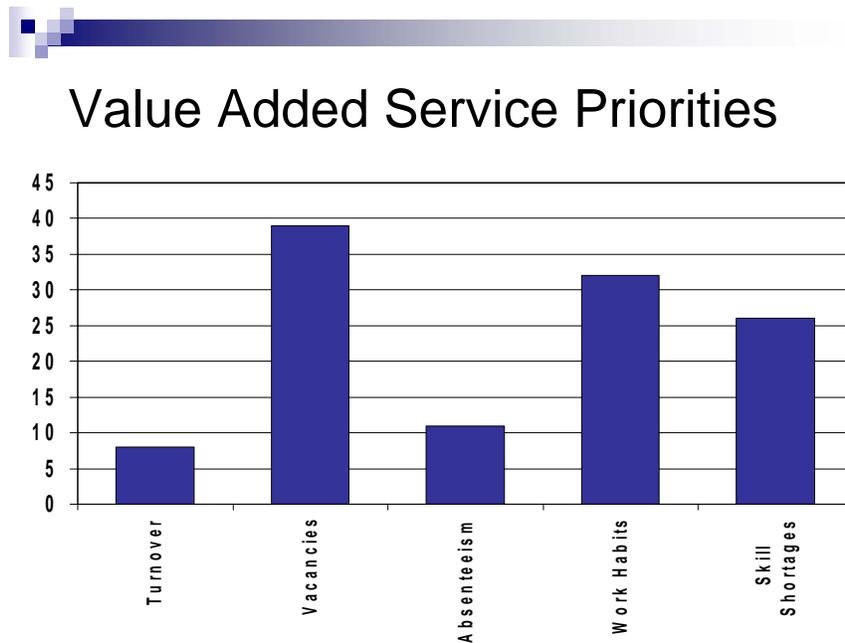
For example, a prospective solution to reduce turnover is verifying that compensation is competitive. The basic service is referral to public data like www.workforceexplorer.org Value added service is researching the data and presenting a report to the business.

Value added services are typically free to SkillSource customers but other firms could choose to purchase the service if it were available. Fee-based services generate income and supplement federal revenue.

Gary explained Basic American Foods wanted to make sure employees applying for promotions had the basic skills to do the job. His company decided on WorkKeys and SkillSource provided a value added service to help with that process. WorkKeys analyzes the job to determine what basic skills and proficiency levels are necessary for effective performance. A profile was completed and employees tested. Employees assessed below level were signed up for KeyTrain on-line instruction. Ten employees now receive training over the internet and their progress can be monitoring.

WorkKeys tests reading, math, listening, locating information, applied technology and observation. Some of the staff are already in positions where they need the skills, but others are being trained as back ups. BAF provides time for employees to study in the computer training room.

Members prioritized the business problems and value added services identified at committee meetings. The results were:



Value added services are in various stages of development. Staff will continue providing value added services at no cost to OJT employers. Employers also want these services for their current employees to help increase their productivity.

Audit Report

Dan asked about the allocation system used for accounting and related party transactions. Laura explained the programming for allocation system that prorates costs among grants has been corrected and is being more closely monitored.

The note with NCW Community Bank was competitively procured and approved by the Board. Our checking account is with U. S. Bank and we also have a savings account with Wells Fargo. U.S. Bank was selected because they have the most branches throughout the five county area.

SkillSource has been a Computerland customer since 1985 and all purchases are competitively procured.

Changes in the statement of financial position and cash flow are mainly generally caused by timing in receiving revenue from the State. General fund revenue is earned from fee for service mainly from State education contracts because the cost of services is less than the revenue received.

Mel Hansen moved and Kathy Mertes seconded to accept the Audit Report with the correction on page ten, note eight, paragraph two to read... “Three members of the SkillSource board of Directors are shareholders of the bank.” Motion passed.

Banquet and November Meeting

The November board meeting will be scheduled for Friday afternoon before the banquet.

The meeting adjourned at 8:10 p.m.

Members Present:

Gary Park
Kathy Mertes
Georgia Nelson
Cherie Rayburn
Tom Boyd (Mike Wade)
Duane Johnson
Dan Brudevold
Roger Thieme
Debbie Schomer (Karl Allison)
Oscar Garza
Marcia Henkle
Mel Hansen
Terry Brewer

Members Absent:

Mike Baird
Bill Bonaudi
Steve Chestnut
Rich Davies
Peggy Gill
John Hamilton
Dimitri Mandelis
Frank Noble
Lucille Pakootas
Gene Schmidt

Staff:

Dave Petersen
Lisa Romine
Laura Hennigh
Ken Kelnhofner
Erin Munding
Cindy Blaufuss

Guests:

Anne Potter