

WORKFORCE DEVELOPMENT COUNCIL
DRAFT Board Meeting Minutes
SkillSource Administrative Bldg, Wenatchee
May 25, 2010

Shaun Koos called the meeting to order at 6:30 p.m.

Directors Report

Congress is considering a Summer Youth 2010 appropriation. Dave estimates about \$750,000 for our 5 counties. If this passes, up to 250 impoverished youth will be placed into temporary, grant-paid summer jobs with public agencies and private companies.

On a motion by Jim Richardson and a second by Rich McBride, the Board authorized the executive committee to approve a service delivery budgets if a Summer Youth grant is received.

Meeting Minutes

On a motion by Mike Wade and a second by Tom Boyd, the Board approved the March 12, 2010 meeting minutes.

Service Delivery Budgets

The various fund sources were explained. **SGL** is a new company in Moses Lake which the Governor set-aside \$100,000 to pay employee training costs provided they expanded into Washington State. This company makes carbon fiber material into BMW car body parts.

Incumbent Worker is also Governor 10% funds to provide digital literacy and customer service workshops for low and moderate income employed and unemployed workers.

National-OJT is Recovery Act funds our State has applied for to train workers on-the-job. We expect to know by July 1st if this grant will materialize. If not, expenditure budgets will be reduced accordingly.

Training related costs for National-OJT are 45% of total. This represents a prorated share of the total service delivery cost to recruit and screen applicants, present career information workshops, develop business relationships, establish training positions, analyze job tasks, assess candidate skills, prepare training plans, coach supervisors, monitor training, and counsel and support 50 enrolled participants. Shared costs are carefully allocated between fund sources. The ratio between training related costs (AKA core services and case management) and prevocational and occupational training is typically fifty-fifty.

On a motion by Tom Boyd and a second by Eric Ercanbrack, the Board approved all three service delivery budgets as presented.

Brewster Building

The Brewster facility has had reduced use since Bridgeport School District ended their partnership to educate dropouts. Wenatchee Valley College offers evening adult education and Employment Security provides core services a couple days a week. Six months of operating costs (\$13,000) are included in the Executive Budget.

On a motion by Dimiri Mandelis and a second by Heidi Meyer the Board authorized Dave to negotiate a sale or lease of the Brewster facility upon obtaining an appraisal.

Administrative Building Purchase

A purchase must be closed by June 30th . The executive committee carefully analyzed purchasing verses leasing and recommends owning the building.

On a motion by Jim Richardson and a second by Marcia Henkle, the Board approved the purchase making the larger down payment (option 2) in order to meet the June 30, 2010 closing date.

Board Resolution

On a motion by Jim Richardson and a second by Tom Boyd, the Board adopted the resolution to exercise the option and authorize Shaun Koos to close the transaction and execute any and all documents related to the purchase of the building.

Executive Budget

The Executive Budget is 15% of the consolidated total amount budgeted (\$664,817/\$4,440,803) next year. A nine-day furlough is planned for all SkillSource employees. Salaries increase because of shifting thirty percent of the Network Administrator to better reflect area-wide benefit. This position maintains the Terminal Server which provides a network access for out-of-area staff. Fringe benefits rise at a higher rate than salaries due to health insurance premium increases. Facilities increase by the inclusion of 6 months cost of the Brewster building. Savings in staff training comes from no board retreat or OneStop conference and next year’s training providers conference is in Wenatchee. If the Summer Youth appropriation materializes the furlough will be cancelled.

On a motion by Rich McBride and a second by Jim Richardson, the Board approved the Executive Budget as presented.

Auditor Selection

Three proposals were received. The Executive Committee evaluated and recommends selecting LeMaster Daniels PLLC. There was a significant non-profit price discount offered by LeMaster Daniels.

On a motion by Rich McBride and a second by Duane Johnson, the Board approved the selection of LeMaster Daniels as auditor.

Lender Selection

Staff obtained offers for a 10-year fixed rate loan amortized over 20 years. Three banks SkillSource does business with were contacted; Wells Fargo, Banner and US Bank. Wells Fargo does not have a 10-year fixed rate loan. Banner offered a 7.1% rate and .5% loan origination fee and US Bank offered a 7.14% rate with a 1% loan origination fee.

On a motion by Jim Richardson and a second by Tom Boyd, the Board approved the selection of Banner Bank. Heidi Myers abstained.

Meeting adjourned at 7:35 p.m.

Members Present:	Shaun Koos Marcia Henkle Duane Johnson Tom Boyd Jim Richardson	Peggy Gill Dimitri Mandelis Mike Wade Heidi Myers Eric Ercanbrack	John Butler Barb Dronnen Rich McBride Clyde Rassmussen for Bill Bonaudi
Members Absent:	Michelle Price Karl Allison Terry Brewer	Melissa Prior Roger Thieme Roni Holder-Diefenbach	Mike Bolander Oscar Garza Armando Lopez
Staff:	Dave Petersen Lisa Romine	Laura Leavitt Susan Adams	