

**Workforce Development Council  
Board Meeting Minutes  
September 18, 2012**

Dimitri Mandelis called the meeting to order at 5:50 pm.

**Directors Report**

The Community Foundation is hosting Non Profit Board volunteers October 8<sup>th</sup> at Sleeping Lady or October 4<sup>th</sup> at Sun Mountain Lodge. Contact Dave if you wish to attend.

After discussing with Committees, a retreat, business meeting, and banquet will be scheduled for Friday March 15<sup>th</sup> from 9am to 9 pm at a location to be determined. Thursday lodging and Friday breakfast will be available.

Peggy Gill announced that she was married 5 weeks ago and is now Peggy Vines.

**May 22 Board Meeting Minutes**

**Marcia Henkle moved and Karl Allison seconded to approve the May 22, 2012 meeting minutes as presented. Motion passed.**

**Action Items**

Budget modifications, Memoranda of Understanding (MOU), Operator Agreement revisions, and the Coordinated Business Services Plan were provided and reviewed at each committee meeting and distributed via internet link.

The budget modification;

- adds two National Emergency grants (OJT and Community Partnership), received after the budgets were approved last May.
- adjusts carry-in to actual and,
- accelerates implementation of Air Washington.

The activity mix changes in all three Service Delivery budgets and furloughs are reduced.

Coordinated Business Service Plans describe how SkillSource and partners outreach to local employers addressing their hiring and training needs. These plans require Board approval. Details of each subarea plan were reviewed.

The Memorandum of Understanding is a non financial agreement between the WDC and one-stop partners, outlining the rules and responsibility of each partner within the system. Last year the State directed us to more clearly identify some matters and include flowcharts, which has been done. Drafts of the changes were provided to the State for acceptance. One change in Wenatchee is that SkillSource will no longer be classified a WorkSource Affiliate because the State ruled that affiliates must be subject to an Operator Agreement. This change has no practical effect.

Lisa believes the development of the Coordinated Business Service Plans and the One-Stop Policies benefited the system through the documentation and standardization of procedures amongst all partner agencies.

**Okanogan Committee Report**

**Tom Boyd moved and Duane Johnson seconded to approve the Okanogan County Budget Modification as presented. Motion passed.**

**Marcia Henkle moved and Tom Boyd seconded to approve the Okanogan County Coordinated Business Plan as presented. Motion passed.**

**Duane Johnson moved and Peggy Vines seconded to approve the MOU for Okanogan as presented. Motion passed.**

### **Grant/Adams Committee Report**

**Marcia Henkle moved and Tom Boyd seconded to approve the Grant/Adams budget modification, Coordinated Business Services Plan, Operator Agreement, and MOU as presented. Motion passed.**

### **Chelan/Douglas Committee Report**

**Tom Boyd moved and Peggy Vines seconded to approve the Chelan/Douglas budget modification, Coordinated Business Services Plan, Operator Agreement, and MOU as presented. Motion passed.**

### **Audit Committee Report**

Auditors had an entrance conference with the Executive Committee after the Chelan/Douglas Committee meeting. Angelia Richardson replaced Roger Matlock as auditor in charge for Clifton Larson Allen. The field work was completed on September 14. Auditors reported no findings at the exit meeting with management. Auditors will meet with the Executive committee late October to present the audit and draft financial statements. The committee will act on that report. A final report is then distributed to the Board. The committee will decide if they want auditors to attend the November Board Meeting. Each year it seems auditors widen and deepen their examination. For example, three times as many records are examined than ten years ago. Olympia monitors are also scheduled the third week of October. Their review is very similar to the audit to ensure compliance with Grant requirements.

Auditors recommend replacing the existing accounting software with a newer application. Since accounting software is an administrative cost, management has postponed this decision until a more definite future for Workforce Investment is known. Funding for administrative costs is limited to 10% and estimates from other local areas have been up to six figures when factoring in the total cost to implement. There are also customized features in our existing application that are not available with the most common software other WDCs use such as automated cost allocation and obligation by participant. Dimitri suggested new reports be programmed in our existing system to reduce reliance on spreadsheets. Laura will continue to research accounting software.

### **Video conferencing**

Dave proposed video conferencing the November 20 board meeting. Debi Clark and Duane Johnson offered to share their organization's video conferencing equipment. Dave will contact one of these members. Grant/Adams members would attend in Moses Lake, Okanogan members would join from Omak and Chelan/Douglas in Wenatchee. Members agreed.

### **Board Vacancies**

Peggy shared that Lavonne Roy is the new Omak Safeway manager and would make a good member to fill the Okanogan business vacancy that has delayed State certification of the Board. Peggy and Debi Clark agreed to contact Lavonne.

Barb Dronen, co-owner of Epledalen Assisted Living in Cashmere and Deb Shultz, Genie HR Manager in Moses Lake recently resigned. Dave recommends filling these vacancies with business owners or managers from the same industries – long term health care and manufacturing.

The meeting adjourned at 6:42 pm.

#### **Members Present:**

Dimitri Mandelis  
Karl Allison  
Peggy Vines  
Marcia Henkle  
Mary Watson (Jim Richardson alternate)  
Tom Boyd  
Duane Johnson  
Debi Clark (by phone)

#### **Members Absent:**

Jonathan Smith  
Oscar Garza  
Roni Holder-Diefenback  
Armando Lopez  
Roger Thieme  
Michelle Price  
Mike Wade  
Eric Ercanbrack  
Heidi Myers

#### **Members Absent cont:**

Mike Bolander  
Shaun Koos  
John Butler  
Rich McBride

#### **Staff:**

Dave Petersen  
Lisa Romine  
Laura Leavitt  
Susan Adams