

**Workforce Development Council  
Board Meeting Minutes  
November 20, 2012**

Dimitri Mandelis called the video conference meeting to order at 6:02 pm.

**Directors Report**

Dave welcomed new members, Terry Leas – Big Bend Community College President, Jonathon Smith – Grant County Economic Development Council, and Lavonne Roy – Manager of Omak Safeway.

Thanks to Duane Johnson for use of Vocational rehabilitation's video conferencing equipment.

**Committee Reports:**

No motions requested this quarter.

**September 18 Board Meeting Minutes**

**Peggy Vines moved and Tom Boyd seconded to approve the September 18, 2012 meeting minutes as presented. Motion passed.**

**Executive Committee Report**

**Audit Report** – CliftonLarsonAllen audited SkillSource. They looked at compliance with grants and contracts and examined financial statements to insure the accounting is correct. They reported no findings, no difficulties performing the audit, no disagreements with management or uncorrected misstatements. This is the third year with the current firm. The field work usually takes about 10 days to complete and they dig pretty deep. The Executive Committee met privately with the auditors prior to field work to discuss any areas of concern they may have. Auditors advocate an upgrade to the accounting software and will offer recommendations of software used in similar organizations. Laura will also visit other pier organizations to investigate their accounting software, implementation, cost, benefits etc.

**Jim Richardson moved and Mike Bolander seconded to approve the Audit Report. Motion passed.**

**IRS 990** – Non-Profits with incomes exceeding \$25,000/yr must submit an annual 990 Form with the IRS. No tax is owed. The return is public record anyone who wishes to may view it. Organization accomplishments are provided along with financial information.

**Tom Boyd moved and Sean Koos seconded to approve the IRS 990 filing. Motion passed**

**Executive Budget Modification** - SkillSource received approximately \$250,000 in additional revenue after the PY12-13 budgets were approved last Spring. The additional funding consists of two categorical grants – one specific to training long-term Dislocated Workers on-the-job and the other. The other is for retraining certain laid-off State employees. The grants allow a portion for administration, planning and oversight. The proposed modification reduces furloughs for executive staff from four to two weeks. The staff training budget is also increased \$2,000.

Concern was expressed that service delivery staff has been furloughed reducing customer service. Lisa noted service delivery budgets were modified last quarter that restored front-line Adult and Dislocated Worker staff to full-time. Dave added that the majority of work performed by executive staff enables and sustains career development services.

**Sean Koos moved and Tom Boyd seconded to approve the Executive Budget modification as presented. Motion passed.**

## 12<sup>th</sup> Annual Workforce Investment Title 1-B Report to Department of Labor (DOL)

Lisa Romine presented the year-end performance report submitted to the Department of Labor. Federal measures look at long-term outcomes 9 to 18 months after exit. North Central receives 5% of the State's Workforce Investment allocation and our overall federal performance was 112% of target, compared to 116% statewide. Each measure represents a different cohort of exiters. Average Monthly Earnings report wages paid to exiters during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters after leaving program services. Retention reports the rate of those still working 3 quarters after exit. These two measures include Adults and Dislocated Workers who exited between 4/2009-3/2010. Entered Employment Rate is the percent of persons exiting between Oct/2009 and Sept/2010 who had UI wages report in the quarter after exit. Youth Certificate rate indicates the percent of Youth who left with a High School Diploma or GED Certificate and Placement includes employment, education or military. Youth Literacy & Numeracy is the measure of youth who improved their educational functional level based on standardized pre and post tests.

Federal Measure	Adult Measures			Dislocated Worker Measures		
	Goal	Actual	State Average	Goal	Actual	State Average
Entered Employment*	79%	<b>77%</b>	75%	77%	<b>76%</b>	82%
Retention*	86%	<b>83%</b>	86%	84%	<b>92%</b>	89%
Average Monthly Earnings	\$1663	<b>\$1969</b>	\$2359	\$2084	<b>\$2630</b>	<b>\$3342</b>
Percent of Goal		<b>105%</b>			<b>110%</b>	
*highest target in the State						
	Youth Measures					
	Goal	Actual	State Average			
Certificate	74%	<b>83%</b>	74%			
Literacy and Numeracy	46%	<b>60%</b>	48%			
Placement Rate	53%	<b>65%</b>	67%			
Percent of Goal		<b>122%</b>				

Improvements over last year include a 4% increase in Dislocated Worker Earnings and 12% increase in Adult Entered Employment. Increases in the youth measures included a 26% increase in the Youth Placement Rate and a 3% increase in Youth Literacy and Numeracy results. Overall youth performance increased to 122% of target from 113% last year.

Discretionary grants this past year include vocational education in the aerospace industry at Big Bend and Wenatchee Valley Colleges, On-the-Job Training for Youth, Vets and the long-term unemployed and lean manufacturing training for incumbent workers in Omak and Wenatchee. Air Washington is a contract to help students navigate into the aerospace industry. Policy implementation was another significant effort the most significant benefit was a coordinated business services plan in each of the three service areas.

### State monitoring Report

In addition to the annual Audit, Olympia sends a monitoring team to the local area to review compliance with State and Federal rules such as eligibility determination, equal opportunity, expenditures, and performance. This year a team of 4 monitors reviewed program records in Omak and fiscal records in Wenatchee. The Monitoring report was included with the Meeting Agenda. There were no issues, recommendations, or findings.

### Strategic Plan 2013-2017

The draft plan for public review and comment is due by the first of March. It will be reviewed at the March planning retreat. During the next three months, a draft will be written in response to the State's instructions. This includes reviewing all the programs that make up the Workforce Development System. This quarter committees heard from Wagner-Peyser, Vocational Rehabilitation, Post-Secondary Professional-Technical Education, Adult Literacy and Employer Sponsored Training. Several partners reported at each of the subarea committee meetings. More partners will be asked to present at the next series of committee meetings.

Duane shared that his NCW Vocational Rehabilitation unit has one of the highest accomplishments in the State. With a 1:100 counselor to client ratio, they maintain a 34-38% success rate against a goal of 24%.

The Local Integrated Workforce Plan is two plans in one – the System Strategic Plan and the Workforce Investment-Wager-Peyser Operations Plan. The Strategic Plans’ goals, objectives and strategies call on all programs to increase workplace productivity and improve standards of living. Our goals and objectives must align with the State’s High Skills High Wages Plan for 2012-2022:

Goal 1: Multiple Pathways for First Careers: applies to youth incorporating Secondary Education, Workforce Investment Youth, Community College Tech Prep

Goal 2: Multiple Pathways for Employers and Workers: applies to Workforce Investment Adult, Post secondary Prof-Tech Education, Adult Literacy and Vocational Rehabilitation

Lisa presented statewide core measure performance information from PY 09-10 for various partner programs in the Workforce system along with performance trends over time.

Goal 1 - Terry feels that post secondary needs to improve how they work with secondary education to make students college ready, mainly in the preparation of youth to enter vocational technical programs. Jim added that most college preparation at the secondary level is focused on bachelor and higher degrees. Half of high school graduates require remedial math classes upon starting post secondary. Peggy mentioned that youth must understand workplace skills by the time they graduate.

### **Board Elections (Chair, Vice Chair)**

Candidate for incoming Chair is Mike Bolander. The Vice Chair candidate recruitment will continue for the next few months till the March meeting. Marcia recommended the Vice Chair come from Okanogan County.

**Sean Koos moved that Mike Bolander be elected chair for the next two years, Tom Bolander seconded. Motion carried.**

The meeting adjourned at 7:14 pm.

### **Members Present:**

#### **At Wenatchee Location:**

Dimitri Mandelis  
Heidi Myers  
Peggy Vines  
Marcia Henkle  
Jim Richardson  
Tom Boyd  
Shaun Koos

#### **At Omak Location:**

Duane Johnson  
Debi Clark

Roni Holder-Diefenback  
John Butler  
Lavonne Roy

#### **At Moses Lake Location:**

Jonathan Smith  
Mike Bolander  
Terry Leas

#### **Members Absent:**

Oscar Garza  
Armando Lopez  
Roger Thieme

Michelle Price  
Mike Wade  
Eric Ercanbrack  
Karl Allison  
Rich McBride

#### **Guests:**

Craig Carroll

#### **Staff:**

Dave Petersen  
Lisa Romine  
Laura Leavitt  
Yolanda Rios  
Mary Hinger