

**Workforce Development Council  
Board Meeting Minutes  
November 19, 2013**

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

**Directors Report**

Dave introduced Irasema Ortiz-Elizalde, Administrator of the DSHS Moses Lake Community Services Office. Irasema replaces Karl Allison on the Board and represents public assistance. Selina Hoflund moved to Billings Montana and resigned.

The Brewster building sale was finalized. Brewster School District purchased the building for \$80,000 with \$15,000 down and \$65,000 payable in two installments; \$40,000 payable by 12/31/14 and the balance by 12/31/15.

The winter Board meeting and recognition banquet will be on Friday, March 14<sup>th</sup> in Moses Lake. The Spring Board meeting will be in Omak.

The State monitoring has been rescheduled for December due to the Federal Shutdown. Internal monitoring has been completed as scheduled and Equal Opportunity training and monitoring is underway.

**September 17 Board Meeting Minutes**

**Jim Richardson moved and Peggy Vines seconded to approve the September 2013 meeting minutes as presented. Motion passed.**

**Committee Reports**

Roni reported that the Okanogan county Economic Development conference was canceled due to lack of registrations.

Jonathan Smith reported that the Grant County Economic Development Conference focused on small business assets in the region.

Dave commended all three areas coordinated business service reports given at the committee meetings. Staff used a case study approach with actual business examples.

**13<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 100% of target, compared to 101% 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 4/2010-3/2011. Entered Employment Rate is the percent of persons exiting between Oct/2010 and Sept/2011 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	80%	<b>76%</b>	80%	84%	<b>88%</b>	85%
Retention	86%	<b>88%</b>	85%	85%	<b>89%</b>	89%
Average Monthly Earnings	\$2122	<b>\$2110</b>	\$2350	\$2751	<b>\$2267</b>	<b>\$3084</b>
Percent of Goal		<b>99%</b>			<b>97%</b>	

**Youth Measures**

	<b>Goal</b>	<b>Actual</b>	<b>State Average</b>
Certificate	72%	<b>76%</b>	74%
Literacy and Numeracy	53%	<b>72%</b>	45%
Placement Rate	60%	<b>58%</b>	70%
Percent of Goal		<b>105%</b>	

Improvements over last year include a 15% increase in Dislocated Entered Employment, 6% increase in Adult & Dislocated Retention, and 7% increase in Adult Earnings. Compared to other areas around the State, NCWDC ranked 3<sup>rd</sup> in Dislocated Retention, 4<sup>th</sup> in Youth Literacy/Numeracy, and 4<sup>th</sup> in Adult Retention.

Discretionary grants last year included vocational education in the aerospace industry at Big Bend and Wenatchee Valley Colleges, On-the-Job Training for long-term unemployed Dislocated Workers and lean manufacturing training for incumbent workers in Omak and Wenatchee. Air Washington is a contract to help students navigate into the aerospace industry.

New initiatives this year include Basic Education contracts in Wenatchee and Moses Lake under the new State Dropout Re-engagement (Open Doors) Program and a small Career Readiness for Working Washington pilot.

**Executive Committee Report**

**Audit Report** – CliftonLarsonAllen completed their audit of the fiscal year ended 06/30/2013. They looked at compliance with grants and contracts and examined financial statements to ensure the accounting is correct. They reported no findings, no difficulties performing the audit, no disagreements with management or uncorrected misstatements. This is the fourth year with the current firm. The field work usually takes about 10 days to complete and they dig deep. The Executive Committee met privately with the auditors prior to field work to discuss any areas of concern they may have.

**Jim Richardson moved and Heidi Myers seconded approval of the Audit Report as presented. 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.

**Heidi Myers moved and Jim Richardson seconded approval of the IRS Form 990 as presented. Motion passed.**

The meeting adjourned at 6:55 pm.

**Members Present:**

- Marcia Henkle
- Jonathan Smith
- Terry Leas
- Tom Boyd
- Debi Clark
- Heidi Myers
- Duane Johnson
- Lavonne Roy
- Jim Richardson
- John Butler
- Roni Holder-Diefenback
- Dimitri Mandelis
- Rich McBride
- Irasema Ortiz-Elizalde
- Peggy Vines

**Members Absent:**

- Armando Lopez
- Roger Thieme
- Eric Ercanbrack
- Oscar Garza
- Megan Richardson
- Selina Hoflund
- Mike Bolander
- Shaun Koos
- Michelle Price

**Staff:**

- Dave Petersen
- Lisa Romine
- Laura Leavitt
- Yolanda Rios
- Susan Adams
- Mary Hinger

**Guests:**

- Kelli Fletcher, CPA
- Nathan Bishop, CPA
- Craig Carroll, Administrator Omak WorkSource