

**North Central Workforce Development Council
Board Meeting Minutes
March 20, 2018**

Vice-Chair Ken Johnson called the meeting to order at 5:48 pm via videoconference.

Directors Report

Dave thanked DVR for hosting videoconferencing in Wenatchee and Moses Lake, and introduced the board members, alternates, staff, and visitors. He reviewed the agenda and action items.

November 20, 2017 Board Meeting Minutes

Dave specified that page 3 of the minutes should reflect a correction of Marcia Henkle's temporary employment dates from 2016 to 2017.

Wayne Johnson moved and Jim Wood seconded to approve the June 20, 2017 meeting minutes as mailed, with the above noted correction. Motion carried.

Committee Reports:

Okanogan – Craig Carroll reported out for the Okanogan committee. During their meeting, they reviewed year-to-date performance, which appears on track to meet targets by year end. The main discussion concerned incumbent worker training (IWT); Dave explained difference between on-the-job training and IWT, and asked the committee if the Board should target specific industries or occupations. The committee discussed targeting strategies to include combining training for retail, food service, and hospitality industries; food safety training; and healthcare training options. The group also discussed employer cost sharing and supported scaling of share to assist smaller firms with accessibility to IWT. The group consensus is to approve IWT. Dave reminded the group that Duane Johnson's retirement leaves a vacancy on the board.

Grant/Adams – Ken Johnson reported out for the Grant/Adams committee. They discussed the fund transfer of \$145K between dislocated and adult services; the group consensus was to recommend approval. They also discussed IWT, and the group consensus was to continue development. The group also discussed the healthcare sector partnership meeting which took place on Feb. 27th and reported on the resultant action items – developing a career showcase for schools and youth, and building a shared recruitment resource. The group also received an update on Career Connect Washington and discussed its connection with the healthcare sector partnership showcase event.

Chelan/Douglas – Jim Wood reported for Chelan/Douglas. The committee reviewed the performance report and praised the participant featured in the success story. In discussing the fund transfer proposal, there was discussion on returning the funds to dislocated worker if needed, but the consensus was to recommend approval. The committee also discussed IWT, Career Connect, and apprenticeship.

Executive – No meeting.

Funds Transfer

Staff request the Board approve up to a 15% funds transfer (\$145,000) from Dislocated Worker to Adult program. Federal and State policy allow local areas to transfer funds between these programs to better utilize funds as necessary. With low unemployment and fewer dislocations, this transfer would allow us the flexibility to serve more low skilled adults. Sufficient funds would remain to provide services to current and future dislocated workers for the remainder of the program year. Dave explained that funds transfers now must be approved by the board due

to state procedural changes. This \$145K transfer (15%) from DW to adult gives more flexibility to benefit a broader array of the workforce.

Wayne Johnson moved and Peggy Vines seconded to approve up to a \$145,000 transfer from Dislocated Worker to Adult program pending State approval. Motion carried.

Incumbent Worker Training (IWT)

Under WIOA up to 20% of adult and DW funds may be used to train employed workers. During the committee meetings, staff gathered input to frame North Central's IWT policy. Lisa outlined the proposed policy, which largely aligns with federal and state policy, with some exceptions:

- (1) North Central's proposed policy excludes professional or managerial employees;
- (2) In North Central's proposed policy, employer contribution requirements are slimmed to two tiers (25% small and medium employers and 50% for large employers);
- (3) North Central's proposed policy institutes a \$3000 average training cost and a \$4000 per trainee limit.

Discussion:

- Jim pointed out that the OK committee stressed targeting smaller employers, and asked how that targeting might occur. Lavonne Roy suggested Rotary and other service clubs; Lisa answered SkillSource will explore their current business networks and look at other outreach possibilities.
- Joey asked what kind of training might be included; Lisa summarized some of the suggestions that were discussed in committee meetings, and that the training is meant to be shorter term and employer-driven. Dave anticipates primarily third-party vendors such as colleges and other providers. In some instances the employer may be the provider. A simple pilot this spring would be useful, but a more complex roll out would have to wait until July 1.
- Stephen asked how we would approach assembling and marketing a pilot training in one month; Dave recommended following previous ideas already voiced by board members. Stephen suggested addressing a known training need to prove the concept while gathering information about other training possibilities;
- Michelle Price asked if any employers have expressed interest in IWT and Lisa replied that SkillSource has received multiple inquiries previous to the implementation of IWT policy and that incumbents have been training to avert layoff under previous Rapid Response grants. Employee upgrading has also been implemented sparingly over the years.
- Tad asked if professional coaching for those promoted into supervisory roles could be considered IWT. Dave thinks training new first line supervisors and persons-in-charge fits within the proposed policy. He added IWT is typically more formal and group, but also thinks structured one-on-one is acceptable. Peggy commented that if it's known that an employee could excel given the training, it fits. Karl noted that basic leadership and supervisory skills are applicable at all levels in all industries. Tad related the difficulty he experienced in previously trying to source similar training or coaching and recommended the idea of offering leadership skills training to larger groups of employees, with follow-up of informal coaching.
- Dave said with Board approval, staff will finalize implementation procedures and contact board members to pilot training in their companies. Discussion was held on whether a specific project needed to be approved by the board.

Jim Wood moved, and Stephen McFadden seconded, to approve IWT, allowing staff to create an employer application and go forward with developing a pilot training. Motion carried.

The meeting adjourned at 6:38 pm.

Dave reminded the board that the next meeting is in person in Moses Lake June 19. September's meeting will be by video conference again, and the annual banquet and fall meeting will be November 16th in Wenatchee at Pybus Market. Lisa, Stephen and Ken will be attending the National Workforce Forum in Washington, DC next week.

Members Present

(via videoconference):

Debi Clark (Omak)
Tad Hildebrandt (Moses Lake)
Ken Johnson (Moses Lake)
Wayne Johnson (Moses Lake)
Stephen McFadden (Moses Lake)
Irasema Ortiz-Elizalde (Moses Lake)
Michelle Price (Wenatchee)
Lavonne Roy (Omak)
Karl Ruether (Wenatchee)
Teresa Stokes (Wenatchee)
Jim Wood (Wenatchee)
Peggy Vines (Wenatchee)

Members Absent:

John Butler
Oscar Garza
Roni Holder-Diefenbach
Alberto Isiordia
Terry Leas
Dimitri Mandelis
Heidi Myers
Jim Richardson

Staff Present:

Dave Petersen
Lisa Romine
Laura Leavitt
Aaron Parrott
Susan Adams
Mary Hinger (Omak)

Guests/Alternates Present:

Decora Anderson (Teamsters 760) (ML)
Craig Carroll for Alberto Isiordia (OM)
Bryce Humpherys for Terry Leas (ML)
Pablo Villarreal (DVR) (ML)
Joey Walter for Jim Richardson (WE)

County Commissioners Present:

Keith Goehner (Wenatchee)