

WORKFORCE DEVELOPMENT COUNCIL
Board Meeting Minutes
Big Bend Community College, Moses Lake
May 16, 2006

Georgia Nelson called the meeting to order at 6:45 p.m.

Bill Bonaudi welcomed everyone to Big Bend and the Advanced Technologies Education Center (ATEC). Grant County invested heavily in the building and it is a key factor in economic development. The facility is a community resource and in constant use. A new research library and its computers are available to the public and provide resources for those pursuing all levels of education. ATEC also houses Heritage College and Central Washington University.

The annual banquet is scheduled at ATEC as is the June 6 Office Technology graduation and the regional One-Stop Conference on June 28 and 29.

Wenatchee Valley Medical Center

Shaun Koos, Administrator of Wenatchee Valley Medical Center, provided an overview of the Medical Center and their philosophy and practice developing employees. Shaun has been with the Medical Center for 24 years. In 1940 three doctors decided to bring a Mayo Clinic styled facility to the Wenatchee area. The Medical Center expanded in 1979 adding the Moses Lake clinic followed by offices in Omak, Oroville, and Tonasket. Area-wide 140,000 patients visit the Medical Center's five locations 640,000 times per year. Sixty percent of its patients live outside the Wenatchee area.

The Medical Center looks for employees who enjoy providing excellent service. Training reinforces an open, warm attitude and tolerance towards others. Staff is their greatest asset and skill requirements vary from housekeeping to physicians. Every position is valued and makes a significant impact on the care provided. Everyone is expected to be professional. The Education Department consists of five full time staff members devoted to employee training.

All new employees attend a three-day core orientation followed by three days of technical training and then department training. The Medical Center encourages employees to climb the career ladder spending about \$1 million annually on training. This includes 50% tuition reimbursement for staff working toward nursing degrees and five competitively awarded scholarships to local community colleges. The Medical Center has collaborated with SkillSource and Central Washington Hospital to train operating room nurses and medical assistants and funds an instructor in Wenatchee Valley College's Nurses for Tomorrow program.

Kathy Mertes moved and Gary Park seconded to approve the February 21, 2006 meeting minutes. Motion passed.

Okanogan Committee

The committee met at the Bridgeport Middle School. The \$1.0 million proposed budget was discussed. The committee wanted to avoid layoff of key personnel and did not favor a proposed 20% reduction in computer skills training.

Gene Schmidt moved and Marcia Henkle seconded to approve the 06-07 Okanogan Service Delivery Budget. Motion passed.

Grant/Adams Committee

The committee did not have time to review the preliminary 06-07 budget. As a result, Lisa Romine reviewed the major elements of the proposed Grant/Adams Service Delivery Budget. Revenue is down four percent. This is due to a lower unemployment rate and a smaller federal grant allocation. The number of customers served stays constant at 1250. Employer-based occupational skills training absorbed most of the \$75,000 cut pursuant to the February meeting. Human resources are reduced \$44,000 mainly because of a reclassification of staffing costs to the classroom budget (youth trainers work a day per week in the basic skills classroom). Physical resources increase because of anticipated tenant improvements in Othello and Moses Lake. The Simplot Rapid Response grant will continue with laid off workers moving from ESL instruction into OJT and Vocational Education.

A proposed Othello lease was sent to Adams County. The lease allows tenant improvements to offset rent paid to Adams County. Dave expects tenant improvement may eventually total \$250,000 offsetting rent for several years.

Terry Brewer moved and Karl Allison seconded to approve the 06-07 Grant/Adams Service Delivery Budget. Motion passed.

The Committee recommended increasing the one stop building budget to \$4 million to be better prepared for contingencies.

Kathy Mertes moved and Terry Brewer seconded to increase the One Stop Building Budget to \$4 million. Motion passed.

The USRDA has requested the Council act specifically on their Loan Resolution Security Agreement. This is a requirement of the \$3 million USRDA loan.

Terry Brewer moved and Gary Park seconded to approve the Loan Resolution Security Agreement. Motion passed.

Chelan/Douglas Committee

Kathy announced Albert Garza has been hired as the new WorkSource administrator in Moses Lake. She thanked Dave, Karl and Ken Turner from Big Bend for participating on the selection committee.

Performance was reviewed. Washington State participates in an employment data cross-match with other states (WRIS). This improves performance results by providing employment and wage information on those participants who go to work outside Washington.

The proposed budget decreased 11 percent overall. Kathy complimented staff on dealing with such large cuts and still provide quality services.

Kathy Mertes moved and Gene seconded to approve the 06-07 Chelan/Douglas Service Delivery Budget. Motion passed.

Executive Committee

Georgia, Gary and Cherie reviewed the proposed budget with Dave and Laura. They recommended approval as presented. It is a 17 percent cut with a reduction of 2.4 FTE. The IT Director and Programmer positions were eliminated and Accounting Assistant reduced to 60%. No pay increases are budgeted this year. Instead employees will be given Christmas week off.

Bill asked about the organization's reserves. The current executive budget reserve is \$337,000 and general fund balance is \$300,000. With the increased one stop building budget, reserves will decline to \$200,000.

Gary Park moved and Marcia Henkle seconded to approve the 06-07 Executive Budget. Motion passed.

Gene reported he attended the National Association of Workforce Boards in February with Georgia, Roni, and Dave. He recommends the DC Conference for anyone who hasn't attended. They had the opportunity to visit with aides representing Senators Cantwell and Murray and Representative Hastings. Also, visited with staff representing the Department of Education and impressed upon them the importance of youth education.

Meeting adjourned at 8:10 p.m.

Members Present:

Georgia Nelson
Steve Chestnut
Bill Bonaudi
Gene Schmidt
Oscar Garza
Marcia Henkle
Kathy Mertes
Shaun Koos
Peggy Gill
Terry Brewer
Duane Johnson
Gary Park
Karl Allison

Staff:

Dave Petersen
Lisa Romine
Laura Hennigh
Ken Kelnhofer
Yolanda Rios
Georgene Ford
Erin Munding
Cindy Blaufuss

Members Absent:

Mike Baird
Mike Bolander
Tom Boyd
Mel Hansen
Roni Holder-Diefenbach
Armando Lopez
Dimitri Mandelis
Cheri Rayburn
Malachi Salcido
Roger Thieme
Mike Wade