

**North Central Workforce Development Board
Board Meeting Minutes
March 19, 2019
Via Videoconference**

Ken Johnson, chair, called the meeting to order at 5:37 pm.

Director's report:

Dave introduced board and staff members present at the three locations (Wenatchee, Moses Lake, and Omak) as well as Alberto Isiordia who joined from Olympia. He welcomed Sean Patton, principal auditor from Cordell Neher & Co. PLLC who led the most recent audit and will present the audit findings.

Dave reviewed the agenda and announced that Ed Nickel has left the Omak Clinic creating a board business vacancy in Okanogan. Dave also announced that Lisa, Susan Adams, and Teresa Stokes will leave Friday to attend the National Association of Workforce Board's conference in Washington, DC.

November 16, 2018 Board Meeting Minutes:

Terry Leas moved and Decorah Anderson seconded to approve the minutes from the November 16th meeting. The motion carried.

Committee Reports:

Okanogan: John Butler reported that he was present for the One-Stop certification. The evaluation group toured the building and was impressed with operations. An error on the certification scoring matrix was noted and corrected.

John Butler moved and Roni Holder-Diefenbach seconded to certify the Okanogan One-Stop based on the evaluation team's recommendations. Motion carried.

Grant/Adams: Dave identified the Central Basin certification committee, which included the Operator from Yakima. The application for certification has seven major areas for evaluation and scoring. Dave likened the One-Stop Center to a sports franchise playing to defeat ignorance about the variety of skill building and career improvement programs and services available thru the one-stop partnership. Marcia added that the certification process was a major undertaking lasting over 3 months, but is crucial to continue operations and funding. The application involved long narratives with input from all partners' program managers. The partners also completed a self-evaluation as part of the certification processes. Marcia briefly recapped strengths and areas to improve upon in both Grant/Adams and Okanogan evaluations, and that partners have committed to staff front end navigation. Alberto commended the two Centers on their accomplishment.

Stephen McFadden moved and Terry Leas seconded to certify the Central Basin One-Stop based on the evaluation team's recommendations. Motion carried.

Chelan/Douglas: Lisa reported for Chelan/Douglas. During the committee meeting, year-to-date performance was summarized and members were informed of incumbent worker training pilot training to date. SkillSource is preparing a Pre-Employment Training Services (Pre-ETS) contract

with DVR. The committee provided input to inform preliminary planning for next year, including the possibility of expanding medical assistant apprenticeships.

Audit Report and IRS Form 990

Sean Patton, principal auditor for the team from Cordell Neher & Co PLLC, presented the audit report for the 2017-18 fiscal year. He explained the scope of audit services, a summary of the audit process, and particular areas of emphasis. The finding from last year was corrected (internal control). The team reported no new accounting policies, estimates or financial statement disclosures; no difficulties encountered during the audit; no corrected or uncorrected misstatements, and no disagreements with management. The team also assisted with the preparation of IRS Form 990 for the fiscal year.

In other matters, the audit brought up an IT general control weakness due to network administrator's rights to the general ledger system being assigned to a user who also is responsible for reconciliation and review of accounts. Sean specified that this is not a material weakness or significant deficiency and may be for good reason considering the small size of the organization. Alberto Isiordia asked if there has been discussion on the issue; Dave said that there has, and he will discuss the issue further with Sean and the staff. Sean said that the decision is a tradeoff between efficiency and the difficulty of having a non-fiscal staff member checking and updating ledgers. Dave stated that if he decides to change the current process, he will inform the Board.

Teresa Stokes moved, and Jim Richardson seconded, to approve the 2017-18 audit report as presented by Cordell, Neher & Co. PLLC. Motion carried.

Teresa Stokes moved, and Jim Richardson seconded, to approve the IRS Form 990 as presented by Cordell, Neher & Co. PLLC. Motion carried.

The meeting was adjourned at 6:23 pm.

Present via videoconference:

Decorah Anderson (ML)
John Butler (Omak)
Tad Hildebrandt (ML)
Roni Holder-Diefenbach (Omak)
Alberto Isiordia (Olympia)
Ken Johnson (ML)
Terry Leas (ML)
Stephen McFadden (ML)
Irasema Ortiz-Elizalde (ML)
Michelle Price (WEN)
Jim Richardson (WEN)
Teresa Stokes (WEN)
Peggy Vines (WEN)
Jim Wood (WEN)

Not Present

Brant Mayo
Josh Meek
Danny Robins
Lavonne Roy
Karl Ruether

Guest

Sean Patton, Cordell Neher & Co

Staff Present:

Dave Petersen (ML)
Lisa Romine (WEN)
Laura Leavitt (WEN)
Aaron Parrott (WEN)
Susan Adams (WEN)
Emily Anderson (ML)
Yolanda Rios (ML)
Mary Hinger (Omak)