

**SkillSource Regional Board**  
**Meeting Minutes**  
**September 28, 2021**  
**Via Web Video Conference**  
**Moses Lake, Wenatchee & Omak, plus other locations**

Roni Holder-Diefenbach, Vice-Chair, called the meeting to order at 5:32 pm and declared a quorum. She thanked everyone for attending.

**Director's Report**

Dave welcomed introduced members present. He acknowledged the passing of Heidi Johnson, Ken's wife and expressed SkillSource's condolences.

**June 22, 2021 Board Meeting Minutes**

Dave corrected the acronym for Randy Curry's union, IBEW Local 191.

*Jim Richardson moved and Irasema Ortiz-Elizalde seconded to approve the April 6 meeting minutes. Motion carried.*

**Area Committee Discussions**

**Okanogan:** Roni asked if Crystal Gage would continue to represent the Omak Clinic as she has changed positions, or if her replacement in her previous position would serve on the board. Dave said he would follow up.

**Grant/Adams:** Dave summarized the Grant/Adams meeting, which included a year-end performance report, a COVID-19 update, and a discussion of the MOU/IFA. Partners have not reached consensus on the Infrastructure Funding contributions.

**Chelan/Douglas:** Dave summarized the Chelan/Douglas meeting, which included a year-end performance report, and COVID-19 update. Dave expanded on the success story, clarifying a question from a board member concerning SkillSource's contributions.

**Memorandum of Understanding**

Dave explained that one consolidated MOU has been prepared, but with separate Appendix A sections to differentiate applicable career services available in each subarea and Infrastructure budgets. The MOUs cover program years 2021 through 2023. All partners are included regardless of location. The MOU references the Regional Workforce Plan and aligns with its vision. It also describes the roles and responsibilities of the Board and One-Stop partners, as well as setting forth expectations for accessibility and equal opportunity. Infrastructure Funding will be addressed separately for each full service Center. Those budgets will be presented at the next meeting. If partners cannot agree on Infrastructure contributions, the matter is arbitrated by the State.

Irasema Ortiz-Elizalde pointed out that Okanogan and Chelan/Douglas are listed as housing several DSHS programs which are not listed in Grant/Adams; Lisa responded that services provided by the center should be listed. Irasema said that services funded by TANF under WorkFirst can be confusing.

Dimitri Mandelis asked if all partners are clear on the services listed in Appendix A and whether they are compensated for those services. Dave answered that all partners receiving federal funding are obliged to make applicable career services available through the one-stop Center. The partners also decide the scale of their participation, and the Board does not mandate the scope of services or participation. Dimitri asked who would penalize partners if they fail to comply or provide promised services; Dave answered that sanctions for non-participation are up to the partner's federal cognizant agency. Pablo Villareal also added in chat that "Appendix A was completed through facilitated discussions with represented partners to determine what services each partner will provide in each location either in house or off-site for each WDA".

Chris Branch asked if he would be signing the agreement as the Chair of the Forum of County Commissioners. Dave answered yes.

Dave clarified that the MOU is essentially a pledge to cooperate and coordinate services between partners. Infrastructure funding requirement came about to financially support One-Stop full service Centers. Roni asked, and Dave confirmed, that the requested motion is limited to the MOU, and excludes Infrastructure Funding.

Dimitri asked for clarification that the Board possessed no authority to force compliance or signature on the IFA. Dave said that it does not. Jim Richardson commented that Wenatchee Valley College deals with the MOU and IFA both in the Chelan/Douglas and Okanogan subareas, and works hard to meet its obligations in both locations. He also clarified for Dimitri that the IFA requires partners to support the One-Stop system, not vice versa.

***Dimitri Mandelis moved and Michelle Price seconded to approve the MOU as presented . Motion carried.***

### **Board Vacancies**

Dave presented the updated board composition roster and explained that a shift of one position from Chelan/Douglas to Okanogan would ensure more proportional representation. Three vacancies exist in Grant/Adams for Labor, Business, and Economic Development following the departures of Decorah Anderson, Annette Herup, and Stephen McFadden respectively. This winter the county commissioners create staggered terms with seven positions expiring every three years. Dave also recommended the formation of a committee to nominate board officers for 2022-2023. Heidi also reminded the board that a permanent secretary/treasurer is still needed as Laura Leavitt is still serving as interim. Roni asked the board members to contact her if they wished to serve on the nominating committee or serve as a board officer by October 14<sup>th</sup> at [rholderdiefenbach@economic-alliance.com](mailto:rholderdiefenbach@economic-alliance.com).

The next board meeting is TBD since the planning retreat December 3 was cancelled. It is not expected that this meeting will be in person. Roni suggested that the planning retreat be held off until the new executive director is named and can be included in the planning. Dave will coordinate this, as well as transition planning, with Board Chair Ken Johnson when he becomes available.

The meeting was adjourned at 6:24 pm.

**In Attendance:**

Tad Hildebrand  
Roni Holder-Diefenbach  
Alberto Isiordia  
Heidi Myers  
Irasema Ortiz-Elizalde  
Jim Richardson  
Sara Thompson Tweedy  
Pablo Villarreal  
Dimitri Mandelis  
Michelle Price  
Zach Williams

**Not In Attendance:**

Randy Curry  
Crystal Gage  
Ken Johnson  
Brant Mayo  
Danny Robbins  
Lavonne Roy  
Karl Ruether  
Peggy Vines

**Staff In Attendance:**

Dave Petersen  
Lisa Romine  
Laura Leavitt  
Aaron Parrott  
Susan Adams  
Emily Anderson  
Becky Day

**County Commissioners:**

Chris Branch  
Tiffany Gering  
Danny Stone