

**North Central Workforce Development Board  
Board Meeting Minutes  
December 15, 2020  
Via Web Video Conference  
Moses Lake, Wenatchee & Omak, plus other locations**

Ken Johnson, chair, called the meeting to order at 5:42 pm and declared a quorum. He thanked everyone for attending.

**Director's Report:**

Dave greeted board members and staff and summarized the agenda.

**September 29, 2020 Board Meeting Minutes**

*Irasema Ortiz-Elizalde moved and Jim Richardson seconded to approve the September 29 meeting minutes. The motion carried.*

**1<sup>st</sup> Quarter Performance Reports**

Lisa summarized performance reports from all three labor market areas. Okanogan's success story concerned a learning center alumnus (circa 2008) who progressed to become a mechanic and fire truck owner. Grant/Adams' told the story about matching and retraining a dislocated worker with an auto restoration shop. Chelan/Douglas's report told the story of a pre-employment transition services youth turning a work experience into an ongoing job while still attending high school.

All three areas' performance was impacted over the first quarter by COVID-19 but all are showing growth in participation. Work-based learning is being especially heavily impacted, with expenditures in on-the-job training and incumbent worker training well behind target. Lisa reminded the group that participation continues to improve, but warned that it is unlikely that service targets will be met. This situation is common statewide and SkillSource communicates regularly with state agencies on performance matters. Dave solicited any advice that board members might have to address the work-based learning shortfall.

Karl Reuther asked why training is so heavily impacted. Lisa explained that the shutdowns have caused business closures and drastically slowed the number of job seekers coming into centers. Alberto and Irasema added that exemptions to work search requirements have also slowed service-seeking participation and caused shifting in service emphasis at their agencies.

**Executive Committee Report**

Ken introduced Sean Patton, Cordell Neher & Co partner, who presented last year's audit of SkillSource's financial statement and compliance to federal programs, and the IRS Form 990. Sean met on December 2<sup>nd</sup> with the Executive Committee. He briefly explained the audit team personnel, the scope of services in the audit, the process and areas of emphasis, key findings and observations, and follow-on communications for the board. Sean reported that both compliance and fiscal internal control areas received an unmodified opinion, the highest rating possible from

an audit. Ken reported that the executive committee recommended approval of the audit report. Jim and Karl commended the staff for the outstanding work.

***Jim Richardson moved and Heidi Myers seconded to approve the Cordell Neher & Co. audit report for 2019-2020. The motion carried.***

Sean reported that the IRS Form 990 is largely unchanged from last year and reflects the financial statement in the audit.

***Karl Ruether moved and Irasema Ortiz-Elizalde seconded to approve the IRS Form 990 as presented. The motion carried.***

Dave summarized the proposed budget modification. It would add a temporary web development position to reprogram the user interface for SkillSource's customer management database. This web based application governs many critical day-to-day operational and fiscal functions. The developer would work with existing staff to modernize the database front-end. The funds for this position would come from unbudgeted reserves. Karl asked about the security concerns for this work and this program. Dave answered that the system currently meets security standards for customer personal information. Ken reported that the executive committee recommended approval of this modification.

***Karl Ruether moved and Jim Richardson seconded to approve the budget modification as presented. The motion carried.***

### **Officer Elections**

Dave presented the slate of board officers nominated for election. Ken Johnson is nominated for re-election as Chair, Roni Holder-Diefenbach is nominated for re-election as Vice-Chair, and Teresa Stokes is nominated for re-election as Secretary/Treasurer.

***Jim Richardson moved and Karl Ruether seconded to approve the slate of nominated officers for re-election. The motion carried.***

### **Board Training**

Dave requested that the board training be tabled for a future meeting.

### **Executive Session**

The board members met privately with Dave to discuss a personnel matter.

### **Announcements:**

Dave announced that this is Yolanda Rios's last board meeting after over 30 years of service with SkillSource. Lisa presented a video slideshow prepared by the Grant/Adams staff recapping Yolanda's service and virtually presented her with a parting gift and a copy of her original hiring letter from PIC in 1985. The board congratulated Yolanda on her retirement. Yolanda said that her time with SkillSource was greatly rewarding and she considers it her family.

The meeting was adjourned at 6:36 pm.

**In Attendance:**

**Annette Herup**

**Alberto Isiordia**

**Ken Johnson**

**Heidi Myers**

**Irasema Ortiz-Elizalde**

**Jim Richardson**

**Karl Ruether**

**Peggy Vines**

Guest:

Sean Patton, Cordell Neher & Co

**Not In Attendance:**

Decorah Anderson

John Butler

Crystal Gage

Roni Holder-Diefenbach

Tad Hildebrand

Dimitri Mandelis

Brant Mayo

Michelle Price

Danny Robbins

Lavonne Roy

Teresa Stokes

Pablo Villareal

**Staff In Attendance:**

Dave Petersen

Lisa Romine

Laura Leavitt

Aaron Parrott

Sue Coe

Susan Adams

Emily Anderson

Yolanda Rios

Leonor Barker

Mary Hinger