

**SkillSource Regional Workforce Board**  
**Meeting Minutes**  
**March 29, 2022**  
**Via Web Video Conference**  
**Moses Lake, Wenatchee & Omak, plus other locations**

Roni Holder-Diefenbach, Board Chair, called the meeting to order at 5:30 pm. She thanked everyone for attending.

**Director's Report**

Lisa welcomed all members and staff present. She welcomed new board member Augustine Gallegos, representing Teamsters Local 760. She explained that her director's reports would encompass current significant issues and updates, compliance updates, progress on system goals outlined in the Region's strategic plan, organizational performance and other items of information. Lisa will ask the board members what in her report excites or concerns the board, and what additional information they need.

Zach, Irasema and Alberto commended Lisa for the organized and informative report. Roni agreed that this report format is a good first step for the changes coming to the board under Lisa's leadership, and equips the board to inform and engage the community about SkillSource's work. Irasema appreciated the specific information about progress towards goals, and complimented the staff on their hard work during the monitoring process.

Lisa and Roni congratulated Heidi Myers on her retirement and thanked her for her years of service on the board; Heidi thanked the board and staff for their service and support.

**November 30, 2021 Board Meeting Minutes**

***Sara Thompson-Tweedy moved and Jim Richardson seconded to approve the November 30 meeting minutes. Motion carried.***

**Sub-Area Committee Reports**

**Okanogan:** At the sub-area committee meeting, Aaron presented a labor market overview for Okanogan County, discussing the challenges of the post-COVID recovery. Roni remarked that with the current challenges facing the North Central region's employers, this information is crucial for the board and staff to have. Additionally, the committee discussed the upcoming budget planning and recommended that the full board approve the Okanogan Infrastructure Agreement.

***Peggy Vines moved and Dimitri Mandelis seconded to approve the Okanogan Infrastructure Agreement as recommended. Motion carried.***

**Grant/Adams:** Lisa highlighted discussions at the committee meeting. Emily presented an overview of the Economic Security for All project, a poverty reduction program in partnership with Big Bend, Employment Security, and many other partners to deliver on-site training in Mattawa and Othello. The planned manufacturing training in Othello will be shifted to commercial drivers' training based on community interest. Sara said that Big Bend has taken surveys of Mattawa and Othello residents to identify further areas of training emphasis in future cohorts, and will share it to the staff. The committee also received information on budgeting and board composition.

**Chelan/Douglas:** The committee received a presentation from Susan on the developments and successes with youth apprenticeship, and met Ron Brown and Noah Olson of the Wenatchee School District (WSD). Noah is the first completer of the WSD's Computer Tech I registered apprenticeship and has been hired on to provide IT support to two schools in the district. The committee also discussed upcoming budgeting priorities and reviewed quarterly performance as well as board composition.

### **Meeting Schedule**

Roni explained that she and Lisa have been discussing future board and committee meeting structure and schedule. She suggested that committee meetings can transition to in-person, board meetings may continue on Zoom, and a planning retreat for all is long overdue. Lisa suggested that committee's hold their meetings at board members' organizations or at local businesses. Michelle, Sara, Ken, Alberto and Zach agreed with the suggestion to reconvene committee meetings in person. Sara added that even though she's been in her job for a year, she still feels 'brand new' due to not being able to meet in person.

***Zach Williams moved and Jim Richardson seconded to move to in-person meetings for subsequent committee meetings. Motion carried.***

Roni (Economic Alliance) will host the Okanogan committee, Sara (BBCC) will host Grant/Adams, and Zach (Stemilt) will host Chelan/Douglas in June.

### **Funds Transfer Request**

Lisa reviewed 3<sup>rd</sup> quarter data that supports a funds transfer from the Dislocated Worker to Adult program. Through the past year, local areas are seeing a larger number of adult customers seeking services over dislocated workers. In addition, SkillSource received two National Dislocated Worker grants which have helped fund workers who have lost their jobs through no fault of their own. The staff has proposed a 30% transfer (\$300k) from DW to Adult and prepared the request. There will be adequate funding left to serve projected dislocated worker needs while addressing the need for adult services. Jim Richardson (WVC) stated the community college is also experiencing a lower than expected number of dislocated workers. They are not currently engaging the workforce development system as much as lower-skilled adults and supported the transfer. Further discussion continued around re-engaging workers into training and the workforce in general.

***Jim Richardson moved and Zach Williams seconded to approve the transfer of funds from WIOA Dislocated Worker to WIOA Adult as recommended. Motion carried.***

### **SkillSource Bylaws**

Roni explained that the current SkillSource bylaws are due for an update. She asked the board to form a subcommittee to revise and update the bylaws, consisting of one or two representatives from each subarea. The bylaws will be posted in a virtual workspace and the subcommittee will meet remotely to revise them. Roni stressed the importance of bylaws to a nonprofit organization for legal operations. Michelle, Alberto, and Roni volunteered during the meeting, and an invitation to join the subcommittee will be emailed to the board members.

## **Annual Title I-B Performance Presentation**

Aaron presented the annual performance report for the program year ending on June 30, 2021. The report covered federal performance measures for employment after program completion, media earnings after completion, credential attainment and measurable skill gains for all three WIOA programs. North Central's aggregated performance against targets was the best of all 12 WDAs for Program Year 21; however, Aaron noted ongoing data reliability issues concerning youth credential rates and measurable skill gains. The board congratulated the staff on their excellent performance during a difficult service period. Lisa mentioned that this information will be used as the staff prepare the upcoming proposal to continue direct service delivery.

## **Housekeeping**

- *Board Roster:* Lisa reminded the board as they consider potential board members to fill Heidi's vacancy that they should consider persons who might be willing to serve as treasurer. Currently Laura is serving as treasurer in an interim capacity.
- *Board Schedule Change:* The June committee dates have changed to June 6, 7 and 8. With the full Board meeting on 21<sup>st</sup>.
- *Board Planning Retreat:* The deposit for the Cave B reservation is still good; Lisa proposed an August or October date for the long-postponed planning retreat. Ken, Sara and Alberto agreed that October would be great.
- *Website:* The new SkillSource website will be live this spring; Lisa reminded the board to approve their pictures if they have not done so already.

Ken Johnson extended his thanks to Roni Holder-Diefenbach and Heidi Myers for their leadership and support in his absence during the executive director selection.

Upon a motion from Sarah Thompson-Tweedy and a second from Michelle Price, the meeting was adjourned at 6:48 pm.

### **In Attendance:**

Roni Holder-Diefenbach  
Augustine Gallegos  
Alberto Isiordia  
Ken Johnson  
Heidi Myers  
Irasema Ortiz-Elizalde  
Jim Richardson  
Dimitri Mandelis  
Michelle Price  
Sara Thompson Tweedy  
Peggy Vines  
Zach Williams

### **Staff In Attendance:**

Lisa Romine  
Laura Leavitt  
Susan Adams  
Aaron Parrott  
Christy Mataya  
Emily Anderson  
Alicia Wallace  
Ally Stam

### **County Commissioners in Attendance:**

Danny Stone

### **Not In Attendance:**

Randy Curry  
Crystal Gage  
Brant Mayo  
Lavonne Roy  
Karl Ruether  
Pablo Villarreal