

**SkillSource Regional Board
Meeting Minutes
November 30, 2021
Via Web Video Conference
Moses Lake, Wenatchee & Omak, plus other locations**

Roni Holder-Diefenbach, Vice-Chair, called the meeting to order at 5:30 pm and declared a quorum. She thanked everyone for attending.

Director's Report

Dave welcomed introduced members present. Dave reiterated his last day as Executive Director is December 31, 2021. He said he'd be available to assist Lisa with the transition as needed. He reported that Roni Holder-Diefenbach and Michelle Price have consented for nomination as board officers. The members and staff present thanked Dave for his many years of service and shared a Kudoboard online card.

September 28, 2021 Board Meeting Minutes

Peggy Vines moved and Dimitri Mandelis seconded to approve the September 28 meeting minutes. Motion carried.

Area Committee Discussions

Okanogan: Aaron presented data on county to county commutes requested by Roni Holder-Diefenbach at the Okanogan committee meeting. Dave explained that the service delivery contract extension is requested due to the changing post-pandemic circumstances and the executive team transitions. Dimitri asked if a change of providers would be likely; Dave said that while the process is designed for competitive bidding, there is not likely going to be a change of provider.

Heidi moved and Dimitri seconded to approve a one-year extension on the WorkSource Okanogan WIOA Title I service delivery contract. Motion carried with Alberto Isiordia abstaining.

Grant/Adams: Dave presented the Infrastructure Funding Agreement budget for approval. Dave briefly explained that each comprehensive One-Stop facility is required by federal law to have infrastructure costs split between partners; local boards are required to negotiate with the partners to develop an amenable budget. The Central Basin IFA budget apportions technology costs by percentage of programs and facility costs by square footage; Dave summarized how these costs apply to each partner. Dimitri asked what the personnel costs signify; Dave and Alberto explained that they are annual personnel costs spent by that organization in support of WorkSource activities. Dimitri asked what say the board has over the budget; Dave responded that the partners propose the figures in the budget, but the board and the county commissioners must ratify the budget once all partners are in agreement. However, the board may influence budget figures; Dave gave an example of the board hypothetically asking non-resident partners to pay more. Accountability to stick to this budget resides within the partner agencies. Irasema shared her perspective on participating in the IFA for the One-Stop.

Jim Richardson moved and Irasema Ortiz-Elizalde seconded to approve the Infrastructure Funding Budget for WorkSource Central Basin as proposed. Motion carried.

Chelan/Douglas: Dave invited Sean Patton and Jennifer Babcock from Cordell Neher & Co. to present an overview of the recent audit and the resulting IRS Form 990. Sean explained the scope of services and gave a summary of the audit process. The audit checked for major program compliance, internal controls, revenue and accounts receivable, operating expenses, and cost allocation and classification. Once the board approves the audit report, Cordell Neher & Co. will complete the audit process with a management representation letter signed today. SkillSource received an unmodified opinion with no findings. Jim Richardson expressed kudos for the staff for this exceptional audit result.

Michelle Price moved and Jim Richardson seconded to approve the PY20-21 audit report as presented. Motion carried.

Jennifer reviewed the IRS Form 990 with the board. The form has remained unchanged for many years. She emphasized the information concerning the board's governing body and asked the board to review this information carefully, as well as the disclosures.

Zach Williams moved and Peggy Vines seconded to approve the PY20-21 IRS Form 990 as presented. Motion carried.

The management recommends a one-year extension to the auditor contract with Cordell Neher & Co. for similar reasons to the one-year extension for service delivery in Okanogan County. Dimitri asked what the annual fee is for Cordell Neher & Co; Dave responded that this year's cost was \$34,705.

Michelle Price moved and Peggy Vines seconded to approve a one-year extension on the auditor contract with Cordell Neher & Company as recommended. Motion carried.

Election of Chair

Dave stated that he had spoken with Roni Holder-Diefenbach and Michelle Price about volunteering to serve as Chair and Vice-Chair respectively. Roni's recent reclassification as a business member makes her eligible to serve as Chair. For the time being Laura Leavitt will continue to serve as Treasurer; work continues to fill board vacancies who may be willing to serve as Treasurer.

Peggy Vines moved and Dimitri Mandelis seconded to elect Roni Holder-Diefenbach for Chair, Michelle Price for Vice-Chair, and Laura Leavitt for Treasurer of the North Central Workforce Development Board. Motion carried with Roni Holder-Diefenbach abstaining.

Roni welcomed Lisa Romine as the incoming Executive Director as of January 1st. Lisa thanked the board for their support, and Dave for his service and mentorship.

The meeting was adjourned at 6:57 pm.

In Attendance:

Roni Holder-Diefenbach
Alberto Isiordia
Heidi Myers
Irasema Ortiz-Elizalde
Jim Richardson
Dimitri Mandelis
Michelle Price
Peggy Vines
Zach Williams

Not In Attendance:

Randy Curry
Crystal Gage
Ken Johnson
Brant Mayo
Lavonne Roy
Karl Ruether
Sara Thompson Tweedy
Pablo Villarreal

Staff In Attendance:

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

Guests:

Veronica Padilla
Sean Patton (Cordell Neher & Co.)
Jennifer Babcock (Cordell Neher & Co.)

County Commissioners:

Terry Thompson
Danny Stone