**SkillSource Regional Workforce Board**

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**Meeting Minutes**

**June 21, 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.

**March 29, 2022 Board Meeting Minutes**

***Michelle Price moved and Tad Hildebrandt seconded to approve the March 29 meeting minutes. Motion carried.***

**Director’s Report**

Lisa welcomed the members, staff and guests present. She introduced the Career Connect Washington Intermediary team working on the Licensed Veterinary Technician registered apprenticeship. Their efforts epitomize the board’s strategic goals to connect employers with training opportunities. The team, including SkillSource apprenticeship consultant Joe Hauth and Dr. Zack Hambleton of Cascade Veterinary Clinics, documented their 4 year journey to develop and gain approval of this critically understaffed occupation. When the program standards are approved by the state Apprenticeship Training Council, it will be the first program of its kind in the country. Joe and Zack explained that only 26% of open vet tech positions statewide are being met annually, creating a veterinary care crisis. Cascade Veterinary sought SkillSource’s help in developing a rigorous and comprehensive pathway and also navigating the approval process. North Central Educational Service District is assisting the effort with learning management system support, Wenatchee Valley College will assist with general educational requirements, and local school districts are working to create an onramp to the program in their high school CTE programs. Joe also explained that two veterinary professional associations have staunchly opposed the project but voiced optimism that the project will be approved and successful. Commissioner Sutton stated his support for this avenue of education. Zack thanked Susan and Joe for their hard work and dedication in pushing the project forward. Roni asked what a board member could tell an employer interested in apprenticeship. Susan recommended contacting her or Lisa directly to discuss opportunities. Michelle lauded the team for their perseverance in the face of adversity.

Lisa reviewed the agenda and summarized other highlights from the Director’s report. She praised the committee meetings at Okanogan Economic Alliance, Big Bend Community College and Stemilt Growers, and encouraged fuller attendance at the September committee meetings. SkillSource received the State Monitoring Team report from earlier this year and will host the Department of Labor for monitoring next month. Roni asked if DOL had asked to interview board members and Lisa responded that they had not.

Roni, Ken, Lisa and Susan attended the National Association of Workforce Boards Forum in Washington DC in April. The long-postponed board planning retreat will be held October 20-21 at Cave B in Quincy. Lisa has joined the Washington Workforce Association and will support efforts to promote state legislation enhancing workforce development funding in the next session.

**Sub-Area Committee Reports**

**Okanogan:** Lisa summarized that Employment Security, subcontractor for Title I services in Okanogan has faced challenges including 100 percent staff turnover. Following a meeting with Alberto Isiordia, a corrective action plan was requested which will be presented to SkillSource this week. The committee recommended to approve the proposed PY22-23 operating budget for Okanogan.

***Augustine Gallegos moved and Tad Hildebrandt seconded to approve the proposed PY22-23 operating budget for Okanogan as recommended. Motion carried.***

**Grant/Adams:** Lisa reported that the Grant/Adams committee toured the newly completed Workforce Education Center at Big Bend Community College and received a labor market update. The committee was also presented with the draft direct delivery proposal for Grant/Adams career services. SkillSource has performed direct delivery of services for years, resulting in lower costs and higher performance compared to the other 11 workforce boards. She summed up that while federal funding is reduced for next year, funding for Grant and Adams counties will increase slightly due to carryover funds.

***Tad Hildebrand moved and Irasema Ortiz-Elizalde seconded to approve the proposed PY22-23 operating budget for Grant/Adams as recommended. Motion carried.***

**Chelan/Douglas:** Lisa thanked Zach for hosting the committee and leading a tour of Stemilt.The committee reviewed the direct delivery request and the service delivery budget. Chelan/Douglas’s budget will increase the least of all three areas, but again carryover funds allow for an increase despite federal funding decreases.

***Zach Williams moved and Augustine Gallegos seconded to approve the proposed PY22-23 operating budget for Chelan/Douglas as recommended. Motion carried.***

***Michelle Price moved and Augustine Gallegos seconded to approve completion and submittal of the direct delivery proposal for Chelan, Douglas, Grant and Adams counties.***

**Executive Committee:** Lisa reported that the executive meeting focused on the budget. The executive budget summary shows most of SkillSource’s major activities for next year. The executive budget addresses long unmet needs by creating two new positions: a communications specialist to assist with outreach to businesses and communities, and a combination executive/accounting assistant. The funds reserve at the end of the year will be reduced as a result, so Lisa will lead the effort to secure additional funding resources. Roni voiced her support for the search for diverse funding and thanked the staff for their efforts in preparing the budgets. She also mentioned that the committee discussed how to retain staff in the face of rising wages and more expensive benefits. Lisa thanked Laura for all her work in the budgeting process. Tad asked if the 2.5% merit increase was based on performance or on cost of living increases; he and Zach voiced concern over rapidly escalating inflation and the potential to lose talented SkillSource staff. Lisa responded that most increases are based on performance, other than new positions; the executive team reviews salary ranges annually, offers generous benefits, and tries to roughly match state positions in workforce development.

***Augustine Gallegos moved and Tad Hildebrand seconded to approve the proposed PY22-23 executive operating budget as recommended. Motion carried.***

**SkillSource Bylaws**

Lisa, Michelle, Alberto, and Roni have reviewed the existing SkillSource bylaws which have not been revised since 2000. Dave has been editing the bylaws based on their feedback and the bylaws will be delivered to an attorney for review shortly. Lisa thanked the group for their work.

**Housekeeping**

* *Board Schedule:* Lisa shared the schedule for next fiscal year with meetings in September, November, February and June and the board retreat in October. Because of the short space between the fall and winter meetings, she suggested that committee meetings for November might be cancelled. She asked the board members if 5:30 PM is still preferred for full board meetings as they will be held virtually. Michelle suggested a poll of board members to account for absent members. Lisa may include other questions in that poll.
* *Board Composition:* Lisa reminded the board that a vacancy exists for a Chelan/Douglas business member; Lisa and Laura are following leads on a person who might also serve as treasurer if they are willing and are duly appointed. She also commented that non-voting committee members might be considered in order to maximize effect of committee meetings.
* *Administrative Expenditures:* Lisa pointed out the financial statement included in the board packet and invited the board to ask any questions.
* *Committee Meetings:* Lisa asked for volunteers to host committee meetings in Grant/Adams and Chelan/Douglas, and also suggested non-board-member locations to host meetings.

Upon a motion from Tad Hildebrand and a second from Zach Williams, the meeting was adjourned at 6:42 pm.

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| **In Attendance:**  Roni Holder-Diefenbach  Augustine Gallegos  Annette Herup  Tad Hildebrand  Alberto Isiordia  Irasema Ortiz-Elizalde  Michelle Price  Lavonne Roy  Pablo Villarreal  Zach Williams  **Not In Attendance:**  Randy Curry  Crystal Gage  Ken Johnson  Dimitri Mandelis  Brant Mayo  Jim Richardson  Karl Ruether  Sara Thompson Tweedy  Peggy Vines | **Staff In Attendance:**  Lisa Romine  Laura Leavitt  Susan Adams  Aaron Parrott  Lee Hendrickson  Christy Mataya  Emily Anderson  Alicia Wallace  Craig Carroll  **County Commissioners In Attendance:**  Dan Sutton (Douglas)  **Guests:**  Joseph Hauth  Dr. Zack Hambleton, Cascade Veterinary Clinics  Daiam Navarro (WorkSource Wenatchee Affiliate)  Rosina Rodriguez (WorkSource Okanogan)  Raquel Castillo (WorkSource Central Basin) |