

**North Central Workforce Development Board  
Board Meeting Minutes  
December 3, 2019  
Via Web Video Conference  
Moses Lake, Wenatchee & Omak**

Ken Johnson, chair, called the meeting to order at 5:38 pm.

**Director's Report:**

Dave introduced staff, members, and guests. Dave invited all board members interested in attending the NAWB conference in March to contact him or Lisa. Dave announced that the planning retreat will be held at Cave B in Quincy on March 13 [later changed to March 20].

**September 24, 2019 Board Meeting Minutes:**

*Karl Ruether moved and Stephen McFadden seconded to approve the minutes from the September 24th meeting. The motion carried.*

**Committee Reports:**

**Okanogan:** Craig summarized the Okanogan Committee meeting. Dave introduced new board members. The quarterly success story featured Carlos, a local youth who was placed in a work experience with a local auto dealership. Performance and fiscal reports show a strong start for the year. Ande Chapman and Kristi O'Neill gave a short presentation on the Okanogan College and Career Expo, with 104 vendors and 850 students attending; Marcia Hinkle presented the One-Stop Operator report. The meeting concluded with a conflict of interest policy review.

**Grant/Adams:** The Committee heard about the Othello remodel. Stephen presented an overview on two career showcases (one in Othello and one in Ritzville) serving about 1900 students all together. The quarterly performance report included a success story about Enrique and Midway Beverage making a great employment match. Lisa summarized the first quarter performance and fiscal report, and Marcia Henkle delivered the One-Stop Operator report. The meeting concluded with a conflict of interest policy review.

**Chelan/Douglas:** Karl reported they discussed local impacts of H2A visa policy changes. The quarterly success story featured Rose who transformed from a shy student into a confident, productive employee. Adult enrollments got off to a good start. Karl and Susan presented at a meeting about establishing a hospitality registered apprenticeship. [At a Dec. 3<sup>rd</sup> meeting, Susan and Dennis revealed that the Washington Hospitality Association is on board to sponsor this program on a statewide basis]. A planned presentation on Open Doors rescheduled for a future meeting, and the meeting concluded with a conflict of interest policy review.

**Audit Committee Report:**

Sean Patton, CPA of Cordell, Neher & Co. PLLC, and team performed the annual audit and completed the IRS Form 990. This audit covers the 2018-19 program year. Sean summarized the scope of the audit and the audit process. The audit was concerned with major program compliance under OMB Uniform Guidance, internal control testing, revenue and accounts receivable, and operating expenses and cost allocation/classification plan and methodology. There were no findings and no questioned costs. The organization has moved into a low audit risk category. The recommendation for separating network administration rights from fiscal personnel from last year is restated; to resolve this issue, Dave will sign off on any major actions carried out by Laura in

the accounting system. Sean summarized the audit report and the IRS Form 990 to the board, characterizing the audit as extremely clean.

*Terry Leas moved and Irasema Ortiz-Elizalde seconded to approve the 2018-2019 audit as presented. The motion carried.*

*Pablo Villareal moved and Karl Ruether seconded to approve the IRS Form 990 as presented. The motion carried.*

### **Youth Procurement Committee**

The solicitation for a youth procurement manager is active with a closing date of December 13<sup>th</sup>. The selection committee (Karl Ruether, Pablo Villareal, 3<sup>rd</sup> member to be determined) will critique offers and select an outside consultant to manage a competitive selection process.

### **Area Annual Performance Report**

Lisa presented the annual performance report for the 18-19 program year. The report depicts outcomes against federal performance measures, which show results for long-term exited job seekers, as well as against state and federal performance targets. Lisa summarized outcomes for adult, dislocated worker, and youth programs. She pointed out exceptional results in several measures compared to statewide results, with special emphasis serving dislocated workers. In those areas where targets were not met, staff will research the causes and undertake improvements. Lisa presented locally available data for youth credential attainment as the State strives to clean up the database for that measure. The report concluded with a summary of ongoing and upcoming initiatives. The board members thanked the staff for their hard work.

### **2020-2024 Preliminary Planning**

The planning retreat will focus on the plan. At the spring board meeting in June, budgets will be approved which prioritize the menu of services described in the plan. The state issued four principles (performance accountability, accessibility and technology, business engagement, and streamlining service delivery) to guide local plans.

Meeting adjourned at 7:02 pm.

#### **Present:**

John Butler (OK)  
Craig Carroll for Alberto Isiordia (OK)  
Tad Hildebrand (ML)  
Roni Holder-Diefenbach (OK)  
Ken Johnson (ML)  
Terry Leas (ML)  
Stephen McFadden (ML)  
Heidi Myers (WEN)  
Irasema Ortiz-Elizalde (ML)  
Danny Robbins (WEN)  
Karl Ruether (WEN)  
Erik Swanson (OK)  
Pablo Villareal (Zoom)

#### **Not Present**

Alberto Isiordia  
Teresa Stokes  
Decorah Anderson  
Crystal Gage  
Dimitri Mandelis  
Brant Mayo  
Michelle Price  
Jim Richardson  
Lavonne Roy  
Peggy Vines

#### **Staff Present:**

Dave Petersen (ML)  
Lisa Romine (WEN)  
Laura Leavitt (WEN)  
Aaron Parrott (WEN)  
Susan Adams (WEN)  
Emily Anderson (ML)  
Yolanda Rios (ML)  
Mary Hinger (OK)

**Guest:** Sean Patton

#### **County Commissioner:**

Bob Bugert (Chelan) (WEN)