

SkillSource Regional Workforce Board

Meeting Minutes

November 29, 2022

Via Web Video Conference

Moses Lake, Wenatchee & Omak, plus other locations

Roni Holder-Diefenbach, Board Chair, called the meeting to order at 5:31 pm. She thanked everyone for attending.

September 27, 2022 Board Meeting & October 21, 2022 Special Board Meeting Minutes

Augustine moved and Peggy seconded to approve the minutes for the September 27, 2022 Board Meeting and the October 21, 2022 Special Board Meeting. Motion carried.

Director's Report

Lisa welcomed the members, staff and guests present. She reviewed the agenda and summarized other highlights from the Director's report and the board packet. She thanked the board members who attended the planning retreat and invited the members who did not attend to review the notes from the session. SkillSource is set to receive over \$700k of new funds for dislocated workers. She discussed member terms concluding in December and will be contacting those members for willingness to be reappointed. She also informed the board members of the NAWB Forum next March and invited interested board members to contact her about attending. She introduced new board member Kyle Niehenke, executive director of the Adams County Development Council.

Sub-Area Committee Reports - None

2021-2022 Audit

Laura introduced Sean Patton, Cindy Ulrich and Jennifer Babcock from Cordell, Neher & Company PLLC, who conducted the 2021-22 audit of SkillSource. This is the sixth year that Cordell, Neher & Company have conducted the audit. Sean explained that the audit and IRS Form 990 drafts are in the board packet. The board must approve the drafts to complete the audit process. Sean said that all information provided by Laura was materially correct from the start of the audit, and that there were no audit findings. Jennifer reviewed the draft audit report, including the balance sheet, activities and changes in net assets, statements of functional expenses, and statements of cash flows. She summarized where financial statement notes differed from last year. Supplementary information not required but included in the report was briefly summarized. SkillSource is once again identified as a low-risk auditee. Jennifer concluded by briefly reviewing the IRS Form 990 with the board. Roni thanked the auditor team for their work. Jim thanked Laura for her work in preparing for the audit.

Ken Johnson moved and Michelle Price seconded to approve the 2021-2022 audit report as presented by Cordell, Neher & Co. Motion carried.

Peggy Vines moved and Zach Williams seconded to approve the IRS Form 990 as presented by Cordell, Neher & Co. Motion carried.

WIOA Funds Transfer Request

Lisa explained that like in years past, the staff is recommending a transfer of 30% of WIOA Dislocated Worker funds to WIOA Adults. This is due to a large influx of discretionary grant funding meant for Dislocated Workers, and high demand for Adult services. The transfer will reduce dislocated worker enrollment capacity and increase adult enrollment capacity. The transfer will be submitted to Employment Security in the next quarter.

Augustine Gallegos moved and Jim Richardson seconded to authorize a 30% funds transfer from WIOA Dislocated Worker to WIOA Adult. Motion carried.

Revision to 2022-2025 MOU/IFA

During the most recent state monitoring visit, an issue was identified with missing language in the most recent MOU/IFA. Lisa explained that these areas included process to achieve agreement and resolve disputes, periodic review and renewal procedures, and links to certain agreement and policies. Lisa briefly summarized the function of the MOU and IFA for newer members. These changes, as presented in the package have been shared with the One-Stop partners and will be forwarded to the Forum of County Commissioners if approved by the Board.

Peggy Vines moved and Ken Johnson seconded to approve the recommended revisions to the 2022-2025 Memorandum of Understanding and Infrastructure Funding Agreement. Motion carried.

Revision to Training Caps

Susan explained the staff recommendation for increases to the on-the-job training reimbursement caps and the individual training account caps. OJT is a critical service to assist businesses with the cost of hiring and training new employees. SkillSource is allowed by law to offer wage reimbursement up to 75% when certain criteria are met. It is hoped that this will incentivize further participation. Roni asked if SkillSource is struggling to find employers to provide these services; Susan reported this is the case currently, and especially so in the current labor market where demand for workers is high and employers are less able to provide the structured, informal training. Lisa added that with the addition of a communications specialist, advertising will help to get the word out about OJT and incumbent worker training.

Tad Hildebrand moved and Ken Johnson seconded to approve case-by-case increase of on-the-job training wage reimbursement to 75% as recommended. Motion carried.

Susan continued with a recommendation to increase the ITA funding cap, which is essentially scholarships to attend vocational training and education. The law stipulates that local boards may set a cap on this funding; SkillSource has not increased this maximum amount for 15 years. Maximum funding is based on individual need and not all participants will require the full amount. Jim thanked the staff for taking this action in making the motion to approve. Tad asked if the staff would continue to increase the cap year-over-year as costs increase. Lisa said it would not be feasible to increase the cap on a yearly basis and reminded the board that WIOA funds are the last resort for participants and are meant to be blended with other resources where possible.

Jim Richardson moved and Peggy Vines seconded to approve the increase of the Individual Training Account cap to \$10,000 as recommended. Motion carried.

2021-22 Performance Report Presentation

Aaron presented the annual WIOA performance report for the program year that concluded on June 30 of this year. The State of Washington has performance targets set for WIOA Title I activities by the Department of Labor, and SkillSource works with the Workforce Training and Education Coordinating Board to negotiate local performance targets that support the state targets. Last year, SkillSource had an average performance of 123 percent of target against performance measures for placement in employment, median wages earned, credentials earned, and measurable skill gains attained for WIOA Adult, Dislocated Worker, and Youth programs, placing it first among the 12 WDAs in the state. Aaron also briefly discussed participant demographics and fiscal expenditures for WIOA formula grants and concluded with a summary of many of the significant activities of the past year and the year ahead. Zach, Sarah, Jim, Tad and Michelle commended the staff for this strong performance.

Roni announced that the board completed their evaluation for Lisa as Executive Director and commended her for her leadership.

Upon a motion from Augustine Gallegos and a second from Zach Williams, the meeting was adjourned at 6:48 pm.

In Attendance:

Tad Hildebrand
Roni Holder-Diefenbach
Augustine Gallegos
Annette Herup
Ken Johnson
Kyle Niehenke
Anthony Popelier
Michelle Price
Jim Richardson
Sara Thompson Tweedy
Peggy Vines
Zach Williams
Todd Wurl

Not In Attendance:

Randy Curry
Crystal Gage
Irasema Ortiz-Elizalde
Pablo Villarreal
Dimitri Mandelis
Brant Mayo

Staff In Attendance:

Lisa Romine
Laura Leavitt
Susan Adams
Aaron Parrott
Lee Hendrickson
Christy Mataya
Emily Anderson

Guests

Jennifer Babcock, Cordell, Neher & Co.
Sean Patton, Cordell, Neher & Co.
Cindy Ulrich, Cordell, Neher & Co.