

## **SkillSource Regional Workforce Board**

### **Meeting Minutes**

**September 24, 2024**

**Via Zoom**

Zach Williams, Board Chair, called the meeting to order at 5:30 pm. Lisa led introductions and oriented the board and attendees to the meeting agenda.

#### **June 25, 2024 Board Meeting Minutes**

***Tom Legel made a motion, and Sarah Thompson Tweedy seconded to approve the minutes for the June 25, 2024 Board Meeting. Motion passed.***

#### **Director's Report**

Lisa summarized the director's report. In her report, Lisa reported that the Senate would maintain funding for WIOA in its FY25 funding bill, which contrasts with the proposed House bill that would enact deep cuts to workforce investment programs. She also informed the board that SkillSource's direct delivery request was extended through 2025 and explained that the State Workforce Board's new policy associate, Liz Gallagher, met with Lisa about the contested elements of the draft procurement policy 1015. She also noted that county commissioners Chris Branch, Danny Stone, and Tiffany Gering will not be seeking re-election.

Lisa gave a brief update on the audit completed last week and the schedule for the state monitoring visit the first week of November. The Director's Report also gave updates on strategic goals #1 (Industry) and #2 (Youth), and upcoming important events.

Lisa recapped business engagement through various funding sources and initiatives, including the Community Reinvestment Fund and Pre-Employment Transition Services. She highlighted the successful Business After Hours hosted at SkillSource Wenatchee last month and recapped the staff training bootcamps that took place over the summer months.

#### **Committee Reports**

Susan summarized the local committee meetings and thanked the hosts of those meetings: Wenatchee Valley College's Omak Campus; AeroTEC Flight Test Center in Moses Lake; and the North Central Educational Services District in Wenatchee. In each meeting the committee received year-end performance data, a presentation on Pre-Employment Transition Services and youth programs, and discussed industry needs and challenges for upskilling employees.

#### **Board of Directors Presentation**

Lisa explained to the board that SkillSource's board members "wear two hats" – they are the local workforce development board (LWDB) as outlined in WIOA, as well as the corporate board for SkillSource, the nonprofit organization. She briefly summarized the 14 functions of the LWDB, which are mostly executed by the board staff but advised and directed by the board, including performance measures and gauging effectiveness of workforce programs. As corporate board directors, they have other functions to include fiscal, property, and management responsibility.

#### **Credit Limit Authorization**

Laura explained that currently SkillSource has a \$25,000 credit limit at Banner Bank to split between Executive Staff and Service Delivery Managers. These credit cards are used for business related travel, online purchases of operating supplies, staff training, and participant expenses. With increased need to make operating and educational/training purchases and increased managerial staff, the staff recommends increasing the credit limit to \$50,000, adding two more card holders, increasing each card limit to \$5,000 and maintaining \$10,000 unassigned credit for future cardholders or individual credit limit adjustments. Banner Bank requires board approval to make these changes.

Roni asked if the increase was within procurement limits and if the increased number of cards was prudent. Laura explained that individual card limits are under the dollar amount where procurement was required, and that increased item costs and online ordering necessitate more cards being issued. The organization has a good track record of stewardship. Michelle asked if the cards are paid off monthly; Laura replied that they are, so no interest is accrued. She also asked if the cards have cash back or other incentives; Laura responded that Banner Bank uses a purchase points system that SkillSource has not cashed in. Zach asked the total number of cardholders if approved; Laura responded that it would be eight managers or executive staff, each with a \$5000 monthly limit, and \$10,000 in reserve. Tom asked about the purchase process and how internal controls for credit cards work at SkillSource. Lisa said that all purchases must be documented by requisition and receipt and each cardholder signs an agreement that assumes personal liability for expenses not documented or authorized. Roni asked if SkillSource also tracks purchased items via inventory; Laura said that SkillSource tags and catalogs such items and performs annual inventories. Laura also specified that only authorized individuals in the corporation have access to cards. Tom asked who reviews Lisa's purchases; Laura reviews and approves Lisa's purchases and Lisa and Laura also review all credit card expenditures. Roni asked how the ESD project manager in Okanogan's purchases will be assessed; Laura responded that those purchases will be directly charged to their budget. This card will give them necessary flexibility outside of ESD's narrow guidelines.

***Sarah Thompson Tweedy made a motion, and Irasema Ortiz-Elizalde seconded to approve the credit limit and cardholder increases as recommended. Motion passed.***

### **Property Review & Othello Career Center Building**

Lisa summarized the real property holdings that SkillSource maintains in Wenatchee and Moses Lake, with a total acquisition cost of \$6.25 million. Cumulatively we have claimed \$2.98 million in depreciation and there remains about \$2 million on the Central Basin building loan. Laura noted that SkillSource is saving a large amount of money by owning rather than leasing, which allows the organization to serve more individuals.

SkillSource has leased the Othello building from Adams County since 2006 at the request of the County Commissioners. Prior to this, SkillSource was already in Othello occupying a SkillSource owned modular building located on County land. We are currently in our third 5-year renewal term that expires in 2026. This summer Adams County Commissioner, Jay Weise, shared the Board of Commissioners wants SkillSource to consider buying the building at the end of this term ending August 2026. Lisa indicated to Jay that she'd be interested in exploring the option further and explained the benefits and challenges of assuming ownership of the building. The only con to buying is the new budget cost unless SkillSource can pay cash. Lisa gave options, including

negotiating a purchase price reflecting the value prior to improvements; negotiating a purchase option now; and negotiating seller financing which usually provides the lowest borrowing costs.

Annette asked if there are spaces within the building that can be rented; Lisa said that currently Big Bend and OIC are tenants, and additional space could be rented out. Roni asked about projected commercial insurance rate increases; Laura has noted modest increases but nothing that would prevent SkillSource from continuing existing insurance coverage, and the plan is to continue with the current underwriter. Roni also asked about tax status; Laura said that property tax must be paid unless exempted by the state, which is the case for two buildings at the Wenatchee campus. Tom and Zach encouraged Lisa to continue discussion with Adams County towards purchasing; Tom noted that SkillSource stands to save more money over the long run.

### **Workforce Investment 2023-24 Year End Performance Presentation**

Lisa and Aaron led a presentation on the annual service delivery performance. This report covered federal performance common measures for the program year ending on June 30<sup>th</sup>. Overall SkillSource achieved 116% of its target performance, with 111% achievement in WIOA Adult, 121% in WIOA Dislocated Worker, and 116% in WIOA Youth. Aaron also briefly shared available performance for Title II and Title III, local input measures (enrollments and services delivered), and reviewed statewide work-based learning service delivery. Susan summarized highlights of the past year and gave a preview of important work on the horizon. Kelli then shared the annual impact report which will be shared with the board members.

Lisa called the board members' attention to the board meeting schedule and other enclosures in the board packet.

The meeting was adjourned at 6:56 pm.

#### **In Attendance:**

**Ryan Beebout**  
**Julie Helligso**  
**Annette Herup**  
**Roni Holder-Diefenbach**  
**Tom Legel**  
**Brant Mayo**  
**Irasema Ortiz-Elizalde**  
**Michelle Price**  
**Sara Thompson Tweedy**  
**Zach Williams**  
**Todd Wurl**

#### **Not in Attendance:**

Randy Curry  
Crystal Gage  
Augustine Gallegos  
Faimous Harrison  
Tad Hildebrand  
Ken Johnson  
Nate Mack  
Kyle Niehenke  
Anthony Popelier  
Pablo Villarreal

#### **Staff in Attendance:**

Lisa Romine  
Susan Adams  
Laura Leavitt  
Aaron Parrott  
Kelli Martinelli  
Emily Anderson  
Alicia Wallace  
Heidi Lamers  
Toby Haberlock  
Christy Mataya  
Mayra Eaton-Garcia