

# SKILLSOURCE REGIONAL WORKFORCE BOARD

(serving North Central Washington)

## Board Meeting Agenda

**Tuesday, March 21, 2023 - 5:30 p.m.**

Join Zoom Meeting

<https://skillsource.zoom.us/j/81145418303>

Meeting ID: 811 4541 8303

Phone in: 1-253-215-8782

1. Call to Order – Roni Holder-Diefenbach, Chair
2. November 29, 2022 Board Meeting Minutes ACTION
3. Director's Report - Lisa Romine INFO

## Committee Reports

4. **Okanogan Committee Meeting Report**  
- Motion to approve contract negotiation recommended ACTION
5. **Grant/Adams Committee Meeting Report** INFO
6. **Chelan/Douglas Committee Meeting Report** INFO
7. **Executive Committee Meeting Report**  
- Motion to approve auditor selection recommended ACTION  
- Motion to approve executive budget modification recommended ACTION

## New Business

8. **Presentation:** Career Connect Washington INFO  
- Dr. Sue Kane and Aaron Parrott (co-leads)

## Enclosures

Success Story compilation  
Financial Statements <sup>2nd</sup> Quarter  
Board Composition/Roster  
2022-23 Meeting Schedule  
State Monitoring (PY22) Management Letter  
Sub-area Labor Market Presentations (3)

## Mission Statement

*SkillSource builds workforce skills with business and one-stop partners to increase economic prosperity throughout North Central Washington and the Columbia Basin.*

## **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.

## 1. Current Significant Issues

### a) State TAP Plan Update: Talent and Prosperity

- The State Workforce Board is in the beginning stages of updating its 4-year strategic plan. The Governor wrote a letter to the State Board to highlight some priorities he would like the board to consider including: improved access, robust referral system, improved management information system, strong connections with workers and labor unions, and reaching underserved/ underrepresented populations. Once the state plan is completed, the 12 local boards will be responsible for updating local strategic plans in alignment with the TAP.

### b) Legislative Activity: Economic Security for All Expansion

- The Washington State Legislature is in full swing considering many initiatives for funding in the next budget cycle. WWA and Employment Security are advocating for expanded funding for Economic Security for All at \$13.8 million. This expanded funding would go a long way in our local area to help career seekers and businesses continue recovery from the last 3 years as well as prepare for future economic uncertainty. Stay tuned.

### c) Okanogan Service Delivery Procurement

- The Okanogan sub-committee took action on the Okanogan service provider selection and will recommend the board take action at the meeting. See the Okanogan committee report.

## 2. Compliance Update

### a) Program Year 2022 State monitoring results

The State completed its annual monitoring for program year 2022 in October. In January, we received their management letter indicating no findings or outstanding issues (Attached). An official monitoring report is expected in 2-3 weeks.

### b) Audit

Staff completed a competitive selection for an auditor during this quarter. The executive committee rated the proposals, made a recommendation and will ask the full Board to take action at the meeting. See Executive Committee report.

### c) Equal Opportunity & ADA Compliance Monitoring

The State will visit WorkSource Central Basin in May to perform equal opportunity monitoring including a full ADA facility compliance monitoring.

## 3. Progress on Goals/Strategic Plan Implementation

- The Regional Plan outlines: 4 Primary Goals, 11 Objectives, 29 strategies. They are robust and as relevant today as they were three years ago. These goals are realized when a multi-partner system jointly engages in the work. This is happening in many ways and at many levels throughout the North Central Region. Each quarter I will highlight one or two examples of how SkillSource and partners are implementing these strategies and making progress toward these goals. The 20-24 North Central Regional Plan can be found [here](#).
- **Spotlight 1: Work-Integrated Learning for young adults:** (See success stories)
  - All three success stories this quarter highlight young adults exploring careers while earning and learning. These opportunities create structured learning in a real work environment where young people learn occupational skills and strong work habits.
    - **GOAL ONE:** Young adults understand the qualifications necessary to succeed in the workplace and how to select and navigate the career pathway best for them.
      - o **Objective 4: Increase work-integrated learning.**
        - **Strategy 2:** Create structured opportunities for students and young adults to experience real work such as paid and unpaid internships, volunteer service, workplace mentorships, cooperative education, summer employment and work study.

- **Spotlight 2: Collaboration with Economic Development**

- Staff attended the “Workers Wanted” labor market summit in Yakima last month to learn more about their workforce and economic development collaboration. We hope to borrow some of their ideas and replicate similar summits in the North Central region. More info is found in the sub area reports.
- **GOAL THREE:** Engage companies to partner with the workforce development agencies.
  - o Objective 2: **Link workforce and economic development.**

- **Spotlight 3: North Central Workforce Consortium: One-Stop Operator Kickoffs**

- The NCW Consortium kicked off meetings with local teams in Okanogan and Central Basin. The Workforce Collaboration Summit in Chelan/Douglas is scheduled for May 10 at WVC. See committee reports for more details.
- **GOAL FOUR:** North Central’s workforce knows about the one-stop programs and how to access its services.
  - o Objective 2: **Strengthen one-stop services to improve access**
    - Strategy 1: Partners collaborate to make sure all one-stop customers are informed about the full array of one-stop partner services



#### 4. Organizational Performance Dashboard

Sub area performance for Q2 was reviewed at the sub-area committee meetings. See committee packets.

#### 5. Items of Information

- **Board Vacancies:** Several vacancies in the Chelan/Douglas sub-area have pending nominations in the works. Nomination are under development for Tom Legel, CFO Confluence Health; Julie Helligso, Exec Director, Cascade Veterinary Clinics; and Dr. Faimous Harrison, President, Wenatchee Valley College. I have enjoyed meeting with these new prospective board members! Hopefully you will meet them all at our meetings in June.
- **Facility Update:** We are in negotiations with OIC to lease the former SkillSource classroom space in WorkSource Central Basin Center. They hope to begin a lease agreement April 1!
- **Client Management System (CMS) Upgrade:**

The production version of CMS 3.0 was uploaded to the AWS cloud this week after 18 months of rebuilding. IntexSoft, an eastern European company developed the new HTML front end and necessary upgrades to the backend (MySQL) and middleware (PHP). Version 2 utilized a now outdated Flash front end. Version 2 lasted nearly 20 years. We expect Version 3 to last as long, provided annual updates and upgrades are performed. Larry Henderson, long-time SkillSource programmer/analyst and author of Version 1, oversaw the contractor's work.
- **Open Doors:** SkillSource Learning Center was selected as one of the six Open Doors program sites across the state to study best practices. Each of these programs will be described in a report available in fall 2023. The Community Partnerships for Reengagement Initiative is a collaboration between Education Northwest and the Washington Office of Superintendent of Public Instruction [OSPI] to strengthen the capacity of Open Doors Youth Reengagement Programs. The Initiative is funded by Kaiser Permanente and the Ballmer Group and focuses on promising practices that support positive outcomes for young people who participate in Open Doors.
- Sara, Michelle, Lisa & Susan will attend the National Association of Workforce Board Forum in Washington DC, March 25-28.
- Laura and Lisa will attend the National Association of Job Training Assistance Conference in Chicago in May.

**Okanogan Committee Meeting**  
**March 6, 2023**  
**WorkSource Okanogan, Omak, WA**

**4**

Present: Roni Holder-Diefenbach, Crystal Gage, Pablo Villareal (via Zoom)

Staff: Lisa Romine, Aaron Parrott, Susan Adams (via Zoom), Craig Carroll, Sondra Pieti

**Introduction and Updates**

Lisa thanked the members present for attending the meeting and led introductions. She introduced Sondra Pieti, ESD central region operations coordinator. As Craig moves to his new role within ESD, Sondra will fill gaps at WSOK and assist with continuity and support. She reports that she has met with the WSOK staff and will be leveraging staff internally as needed.

**Workforce Investment 2nd Quarter Performance Report**

Susan introduced this quarter's success story. Kayden engaged WorkSource Okanogan in search of job placement assistance, and ended up as a full-time employee for FYRE. She commented that this participant experienced a little bit of everything that WSOK's job training unit offers.

Susan covered the quarterly performance. WSOK is meeting enrollment goals for youth, and meeting or exceeding outcome targets for all programs. She noted that adult and dislocated worker enrollments are lower than planned for this time of the year, but enrollments are steadily increasing each month. She noted increased WVC healthcare enrollments over last year. Fiscally, Susan noted that career services are obligated at a strong rate while work-based learning is underspent compared to vocational education.

Roni remarked that American Food Services, the firm from which John Butler retired, moved to another location and may have laid off the incumbent employees. She also noted that the Chief Joseph Dam will discontinue its security contract with Condor, meaning 10 to 12 security guards will be laid off.

**Service Delivery Update**

Lisa updated the committee on WorkSource Okanogan service delivery. Over the past two years, SkillSource and WSOK staff have worked together on a corrective action plan; Susan updated the committee on Employment Security's continuing satisfactory progress. The remaining challenges are staffing and dislocated worker enrollment. As of today, both the center administrator and job training supervisor positions are vacant, and dislocated worker enrollments, as noted above, are lower than planned.

Lisa summarized recent events of note. The One-Stop Operator kickoff involved staff members from SkillSource, ESD, and OIC as well as a great showing from the one stop partner agencies. Lisa advised the committee that center certification is coming up and board members will be asked to participate in the site visit/certification team later this Spring or Summer. She noted an ongoing incumbent worker training at Jamie's Place, an aging and adult care center in Winthrop. Roni helped connect the business services staff to the business. Susan added that this training will upskill 10 employees to certified nursing assistants; SkillSource will reimburse \$8000 of the training cost. The Job Training unit staff are currently delivering Pre-Employment Transition Services to students with disabilities in three school districts in Okanogan. Lisa summarized the Pre-ETS program and listed the many school districts that SkillSource is serving throughout North Central. Roni noted that school districts used to be funded directly for these services; Pablo responded that as a result of WIOA changes, this work is now contracted to partner organizations, while DVR retains individualized services. This is intended to broaden the reach of VR service exposure while avoiding supplanting of school services.

### **Economic & Workforce Development Collaboration**

Lisa reported on the “Workers Wanted” labor market summit in Yakima last month, which she and Aaron attended. She proposed a similar event in each of North Central’s labor market areas. The event was a full-day workforce and economic development information session aimed at employers, with businesses, training agents, and agencies presenting. Hosting this event will require finding presenters in the local area. Roni said a similar event back in 2018 at the Performing Arts Center had good turnout; she is in regular communication with the Yakima County Development Council and has discussed the event with them, and is also aware of a similar upcoming event in Skagit County. She sees value in funding sponsors and charging a registration fee. She also voiced the need to represent as many of the diverse communities and labor micro-markets within Okanogan County as possible. Lisa will research whether there is a SHRM chapter that covers Okanogan County.

Aaron shared a presentation covering recent Okanogan County labor statistics. He summarized a strong but slowing labor market expansion; a shifting of demographic to older, more diverse populations; and a strong demand for healthcare support and retail workers. The committee discussed the various factors that have shrunk the available labor force – the aging workforce, post-COVID attitudes on work, and the lack of childcare.

### **Okanogan Service Delivery Competitive Procurement**

Lisa discussed the competitive procurement for Okanogan County service delivery. The RFP was disseminated statewide to numerous service provider agencies with Employment Security responding, and their proposal scored 79 points of a possible 100. The proposal was scored highly on planned implementation but scored low on financial management and budget planning. SkillSource is recommending that the board approve negotiation with Employment Security, with contract approval contingent on revisions to service levels, staffing plans, and budget revisions. Roni asked if WSOK is likely to meet their performance targets this year; Susan pointed to good numbers in adult and youth enrollments and outcomes, improving performance so far in third quarter, and Sondra’s presence to assist in staff stabilization. Lisa said that she recommends approval of this proposal with these contingencies; if negotiations cannot result in a favorable outcome, she will come back to the board to propose alternate courses of action.

***Roni Holder-Diefenbach moved and Crystal Gage seconded to recommend approval to enter negotiations with Employment Security for service delivery in Okanogan County. Motion carried.***

### **2023-24 Budget Preparation**

Lisa asked the committee members if they had any initial budget/priority recommendations as staff begin to prepare budgets for the 2023-24 program year. The budgets have maintained a fairly even balance between work-based learning and vocational education. Roni said that she likes to discuss these priorities with the staff as they have ground-level feedback. Crystal discussed ongoing healthcare training in Okanogan. Lisa wrapped up by letting the board know she will draft proposed budgets with a balance that reflects current and anticipated demand both from career seekers and businesses in the area. Budgets will be presented to the committee in June.

The meeting adjourned at 1:35 PM. The full board meeting will be held on March 21st at 5:30 PM via Zoom.



# ***SkillSource Regional Workforce Board***

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**TO:** SkillSource Regional Workforce Board

**FROM:** Okanogan Sub-committee

**SUBJECT:** Okanogan: Youth, Adult, Dislocated Worker Service Provider Selection

**DATE:** March 21, 2023

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## **RECOMMENDATION:**

Approve a sole source contract negotiation with Employment Security Department to deliver Title I Workforce Innovation and State Basic Education Services in Okanogan County at the WorkSource Okanogan Center for the period of July 1, 2023 to June 30, 2024.

## **REASON FOR RECOMMENDATION:**

SkillSource released a Request for Proposal (RFP) on January 11, 2023 for competitive procurement of Workforce Innovation and Opportunity Act for Youth, Adults, and Dislocated Workers. This RFP was posted on the SkillSource website, released as a public notice in the Omak Chronicle and Wenatchee World, sent to a variety of current service providers and widely shared to partner organizations within the State of Washington. One proposal was received by the due date, February 27, 2023. Since only one proposal was received, this procurement is declared a failed competition in accordance with OMB Uniform Guidance 2 CFR Part 200.320. As a result, SkillSource may contract with the sole proposer subject to a satisfactory cost/price analysis and negotiation.

A cost/price analysis has been completed by comparing Okanogan proposal ratios to SkillSource operated programs in Grant/Adams and Chelan/Douglas counties. Ratios compared are: cost per participant, participant to training staff, participant to total staff, work-based learning to total budget and training related costs to total budget.

The proposal does not align with the cost/price comparison in the areas of proposed service levels and overall costs. In addition, proposed staffing and training plans do not appear to meet the requirements of the solicitation. These items will be clarified during negotiation. A contract approval is contingent on revisions to service levels, staffing plans, and related costs in order to align closer with the SkillSource cost/price analysis.

Summary of Results	Points Possible	Total Score
I. Management Capability	35	26.7
II. Implementation Plan & Partner Coordination	40	36.7
III. Financial Management, Budget & Cost Effectiveness	25	15.7
IV. Total	100	<b>79</b>
Other Proposal Information		
Total Amount Requested		\$644,000
Total # to be served (including State Ed students)		172
Average cost per Title I participant		\$4,237
Total training staff to participant ratio		1:30
Total staff to participant ratio		1:35
Work-based learning & Vocational Ed % to total budget		34%

**Rationale:** The bidder is the current service provider in Okanogan County and has been in a corrective action plan since April of 2022 due to high staff turnover during the pandemic. The corrective action includes areas of service delivery, appropriate fiscal controls and ability to coordinate and deliver the required services. They are making satisfactory progress.

Given the long relationship and history with Employment Security in executing subcontracted service delivery in Okanogan County, SkillSource is optimistic these requirements can be negotiated in good faith between the two parties with agreeable outcomes for all involved.

**FUTURE IMPLICATIONS:**

In the event that the two parties cannot come to agreement on these conditions, SkillSource may request the board take alternative actions to ensure continuity of service delivery. If a contract is negotiated, renewal for future program years (through 2028), is contingent upon satisfactory performance and availability of funds.

**Grant/Adams Committee Meeting**  
**March 7, 2023**  
**WorkSource Central Basin, Moses Lake WA**

**Present:** Todd Wurl, Brant Mayo, Sarah Thompson-Tweedy, Irasema Ortiz-Elizalde (via Zoom)

**Staff:** Lisa Romine, Susan Adams (via Zoom), Aaron Parrott, Emily Anderson, Alicia Wallace

**Guests:** Lora Wood, Crystina Kluth, Luis Castillo (ESD)

**Introductions, Announcements & Updates**

Lisa thanked the committee members for coming, led introductions, and reviewed the agenda. Lisa welcomed the guests from Employment Security in attendance for professional development. She reminded the committee that the full board meeting will be held two weeks from tonight via Zoom.

**Workforce Investment Performance Report**

Susan introduced this quarter's success story. Jason is a Pre-Employment Transition Services student interested in caring for animals, who earned a full-time position at Grant County Animal Outreach following a successful work experience. Alicia said that Jason overcame several setbacks to accomplish this success, and is still employed at GCAO.

Susan briefly recapped the area's performance. Grant/Adams is at or above target range in enrollments in all three programs. The committee discussed the lower than expected adult credential rate; three vocational ed students left their training prior to completion, but all three have found employment. Emily stated that this metric will improve in third quarter due to positive exits. Otherwise, performance is all well above target. Healthcare enrollments were doubled at BBCC this year as more participants entered the nursing program. The committee discussed the differences between nursing and medical assistant pathways, and the regionwide need for healthcare training for all professions. Sarah confirmed that BBCC is shortening their MA program to a one-year certificate; she explained to the committee that healthcare training cohorts are small due to their high cost, demanding logistics, and strict regulations. Brant mentioned that CBTech is also offering an MA program.

Susan ended by summarizing Grant/Adams' strong overall fiscal performance through second quarter. The one area to improve is on-the-job training; youth secondary education enrollments and expenditures continue to excel.

**Service Delivery Updates**

Lisa summarized the One-Stop Operator kickoff in January at both WorkSource One-Stops in Omak and Moses Lake. She advised the committee that center certification will likely occur this summer, and will involve board members as center operations are examined and evaluated for effectiveness. Lisa said that this certification is timely as we emerge from the pandemic and prepare for renewed levels of service delivery.

Lisa summarized the new QUEST dislocated worker grant, which will provide \$731K to North Central to assist individuals to enter or return to high-quality jobs in key industries. She shared infographics concerning the Good Jobs Principles and characteristics; Susan summarized the business engagement and community outreach plans which include expanded vocational training, robust communications, and needs related payments. She added that SkillSource's plan

specifically targets the care industry, IT, infrastructure, and transportation regionwide. This grant will conclude in June of 2024.

Lisa updated the committee that the former learning center space currently vacant at WorkSource Central Basin is set to be leased to OIC of Washington. They have received an offer on their current location and entered into discussions with Laura and Lisa exploring lease options.

### **Economic & Workforce Development Collaboration**

Lisa reported on the “Workers Wanted” labor market summit in Yakima last month, which she and Aaron attended. She proposed a similar event in each of North Central’s labor market areas. The event was a full-day workforce and economic development information session aimed at employers, with businesses, training agents, and agencies presenting. Lisa asked the committee members present their thoughts on presenting a similar event in Grant and Adams Counties. Todd (who also attended the event) said it was a very well planned and attended event. Brant said the event would be very feasible; he suggested spreading out shorter, smaller events in more locations than Moses Lake to attract businesses from outside the city. He also suggested a virtual attendance option. Sarah said that staff retention with state agencies, such as the colleges, suffers due to rigid personnel policies; she sees this as a danger to future training capacity in the state and must be addressed in the legislature. Brant said that there is no SHRM chapter in Grant and Adams County to assist with this event.

Aaron presented a summary of labor market data for Grant and Adams counties. While employment and growth have slowed, industry and occupational trends show an invigorated local economy. Grant/Adams skews extremely young compared to the rest of the WDA and is showing increased demographic diversity. It also enjoys the most favorable cost of living index in the WDA.

### **2023-24 Budget Preparation**

Lisa oriented the committee to the budget outline for the coming year. The board and the staff work together to set priorities and direct funding where it is needed. She explained that in the current budget, \$400k is for work-based learning (including youth work experiences), and \$280k for vocational education. An additional \$175k is budgeted for basic education and computer skills instruction. She invited the committee to comment on priorities for the next budget year. A specific question she asked was whether businesses value on-the-job training with wage reimbursement, or whether incumbent worker training would be better received. Brant asked what the staff are seeing. Emily answered that smaller businesses like on-the-job training because they benefit not only from wage reimbursement, but also enhancements for onboarding new employees. Larger businesses tend to gravitate to incumbent worker training, as it presents great value for low cost. Todd asked if outreach could be targeted to specific employers or industries. Lisa said that communications will ramp up significantly this year to reach a wide range of employers. Sarah expressed her trust in the board staff’s judgment in assigning funding to various types of training. Brant asked if there is a plan to sustain effort from expanded funding like the QUEST grant; Lisa said she hopes the effort is sustainable but that more state funding would be beneficial; she also noted that other revenue streams besides state and federal funding may be explored. She invited the committee members to contact her with more feedback. The budget proposal will be presented at the June committee meeting.

The meeting adjourned at 1:30 PM. The full board meeting will be Tuesday, March 21 at 5:30 PM via Zoom web conference.

## **Chelan/Douglas Committee Meeting**

**March 8, 2022**

**SkillSource, Wenatchee WA**

**6**

**Members:** Randy Curry, Todd Wurl, Michelle Price, Zach Williams

**Staff:** Lisa Romine, Susan Adams, Laura Leavitt, Aaron Parrott, Christy Mataya

### **Introductions and Updates:**

Lisa thanked the members present for attending, led introductions, and summarized the agenda.

### **Workforce Investment Performance Report**

Susan introduced the success story, which is the culmination of several years' hard work and determined effort by the Career Connect apprenticeship team and Cascade Veterinary Clinics, who just enrolled and started their first apprentice in their licensed veterinary technician program. Molly is the first LVT apprentice in the country under this new program. Completers of existing LVT programs only meet about 25% of the open positions statewide. Lisa pointed out how this partnership has also resulted in many learning opportunities for local youth such as Careers After School.

Susan summarized performance over the first two quarters for Chelan and Douglas Counties. Enrollment is at annual target for adult participants; dislocated worker and youth enrollments are above targets through second quarter. Adult and DW placement rates are high, and all three programs' credential rates are above targets as well. Vocational enrollment at WVC is on track to draw equal to last year. Chelan/Douglas is also performing very strongly with expenditure of funds.

### **Service Delivery Updates**

Lisa updated the committee on Pre-Employment Transition Services, which is a contract project with DVR which instructs disabled high school students on work readiness skills and places them in work experiences. There are numerous instances of these students moving to permanent positions with their work experience employers. At DVR's request, SkillSource is providing more Pre-ETS instruction during the school year, currently in 10 or so school districts throughout the five counties.

Lisa introduced the QUEST dislocated worker grant, which will provide \$731K to North Central to assist individuals to enter or return to high-quality jobs in key industries. She shared infographics concerning the Good Jobs Principles and characteristics, and pointed to Stemilt Growers' onsite daycare and medical clinics as a great example of benefits which attract and retain employees. Susan summarized the business engagement and community outreach plans which include expanded vocational training, robust communications, and needs related payments. She added that SkillSource's plan specifically targets the care industry, IT, infrastructure, and transportation regionwide. This grant will conclude in June of 2024.

Susan gave the committee an overview of the Workforce Collaboration Summit which will be held at WVC on May 10<sup>th</sup>. This annual convening brings together local workforce development partners and service providers to participate in discussion about improvement of customer access, partner collaboration, and professional and personal development. This effort is a

continuation of partner collaboration activities begun in 2017 and exemplifies how the one-stop system can effectively serve career-seeker and business customers through a network of committed and well-informed partners.

### **Economic & Workforce Development Collaboration**

Lisa reported on the “Workers Wanted” labor market summit in Yakima last month, which she and Aaron attended. She proposed a similar event in each of North Central’s labor market areas. The event was a full-day workforce and economic development information session aimed at employers, with businesses, training agents, and agencies presenting. Lisa asked the committee members present their thoughts on presenting a similar event in Chelan and Douglas counties. Zach said he thought it would be beneficial for employers. He was struck by the thought of employers who typically compete for the same talent pool collaborating to share best practices. He also thought that having local high schools represented would be beneficial. Michelle agreed and suggested having high school students come to speak personally. She also recommended addressing housing and childcare, and inviting Steve Maher from Our Valley Our Future to present.

Aaron presented an update on economic and labor market conditions in Chelan and Douglas counties. He remarked on increasing racial diversity, the high proportion of educated, working age individuals in the two counties, the relatively high cost of living index locally, and strong indicators of a healthy labor market with most industries and occupations forecast to expand in the next year.

### **2023-24 Budget Preparation**

Lisa explained that the 2023-24 proposed budget will be presented to the board in June, and planning is about to begin. The board and the staff work together to set priorities and direct funding where it is needed. She briefly summed up how personnel and activities were funded in the last year’s budget, key factors in how those figures are reached, and general descriptions of training. Zach pointed out the decrease in computer basic instruction, and asked for clarification; Laura explained that this decrease is mostly due to personnel changes in the computer classroom. Susan said that some of this shortfall was projected based on lower amounts of students, but better than expected enrollment will lessen some of these decreases. Michelle noted that with the value of human capital, she hopes that SkillSource will be able to attract and retain staff. Lisa said that federal funds are not expected to go up, so she is hopeful that state funding can fill gaps to keep costs per participant down and salaries up. She also noted that further adjustments to pay scales may be possible, but benefits, flexibility, and work environment are huge retention incentives.

### **Board Composition**

Lisa explained to the committee that four vacancies opened in the last year on the Chelan/Douglas Committee. Nominees for these positions include Tom Legel, CFO of Confluence Health and Julie Helligso, Executive Director of Cascade Veterinary Clinics. Dr. Famous Harrison is slated to assume Dr. Jim Richardson’s position on the board representing Wenatchee Valley College. Lisa hopes to attract one more board member based in the tech sector, which would result in all vacancies filled. Once nominated, the Forum of County Commissioners will make final approval.

The meeting adjourned at 1:34 PM.

## Executive Committee

### Meeting Report

March 8, 2023 - Zoom

Present: Roni Holder Diefenbach, Michelle Price

Staff: Lisa Romine, Laura Leavitt

### **Auditor Selection**

Two firms responded to the request for proposals; Cordell Neher & Co and Alegria + Company. Both firms have extensive experience in auditing Federal grants, principally Workforce Investment Funds. Each committee member rated the proposals and Cordell Neher received the highest overall ratings.

***Michelle Price moved and Laura Leavitt seconded recommending Board approval of selecting Cordell Neher & Co as the auditor for the program year ending June 30, 2023 and three subsequent years. Motion Carried.***

### **Executive Budget Modification**

SkillSource has received additional funding since the Board approved budgets last June.

### **Income**

Table I: North Central funding increased \$302,000 (6%) to \$5.3M compared to the original approved budget of \$5M. An estimated \$146,000 is earmarked for Executive Functions. Business engagement and participant outreach activities comprises \$133,000 of the increase to Executive.

The Executive Budget provides Administrative functions (contract and grant management, finance and accounting, audit, budget, procurement, personnel & property management). It also includes Program functions such as strategic planning, convening stakeholders, service delivery oversight and technical assistance, performance management, compliance monitoring, facility management and reporting. Finally, it supports One-Stop functions such as Memoranda of Understanding, Infrastructure Funding Agreements, etc.)

### **Expenses**

Table II: Salaries & Benefits increase \$9,157. An Intern is proposed to assist the Communications Manager with the media campaign. Projected miscellaneous costs increase \$60,000 for media campaign to include; video radio, social media etc.

Budgeted administrative costs decrease to 6.9% of total budgeted expenses, down from 7.4%. Total Executive costs are 17.9%, up from 17.4%. The proposed budget leaves a reserve of \$165,000 for unexpected costs, service delivery opportunities or for use the year after next.

***Michelle Price moved and Laura Leavitt seconded recommending Board approval of the Executive Budget Modification. Motion carried.***

## **Executive Committee Meeting: 3/8/2023**

**Recommendation:** Approve Executive Budget modification to adjust for additional business engagement services and participant outreach activities.

### **Table I**

Additional Funding \$302,621

1. NDWG Disaster Relief - \$ 8,866
2. NDWG Employment Recovery - \$94,068: These funds were specifically added for increased business engagement; participant outreach activities and QUEST ramp up through 6/30/2023.
3. NDWG QUEST - \$30,000: This is the first quarter of a new \$731,816 grant with a strong emphasis towards increased business engagement and participant outreach through 9/30/2024
4. Economic Security for All Federal (EcSA2) - \$62,000 additional funding redistributed from other workforce areas unable to meet their expenditure goals. This funding has been added to the ongoing Grant/Adams efforts in Mattawa and Othello after a 10% executive hold back for management and oversight. These funds have a very tight timeframe and must be fully utilized by March 31, 2023.
5. Economic Security for All State (EcSA3) - \$40,000 additional funding redistributed from other workforce areas unable to meet their expenditure goals. This additional funding was specifically targeted for participant training & education incentives.
6. Economic Security for All Federal (EcSA4) - \$67,687 additional funding from the estimated amount approved in the original budget cycle.

A total of \$145,903 (48%) of the \$302,621 is for Executive functions. Budgeted Executive excess increases from \$88,751 to \$165,498.

### **Table II**

1. Salaries & Benefits - \$9,157 increase  
Staffing has been adjusted to actual reflecting current payrates and start dates. Two professional temporary part-time positions are included bringing Dave Petersen back to shepherd the Client Management System rewrite through to its end and oversee building improvement and maintenance projects and Sue Coe to provide support for EO compliance, QUEST outreach events and general administrative support as needed. Also proposed is an Intern position starting in March to assist with business services and participant outreach. The savings in Benefits is due to hiring of part-time temporary staff who are not eligible for HealthCare Benefits.
2. Miscellaneous - \$60,000 increase  
For costs of major media campaign to include; video, radio, social media etc. explicitly outlined in the NDWG Employment Recovery modification.



**TABLE I**  
**2022-2023 EXECUTIVE BUDGET MODIFICATION 1**  
**ESTIMATE OF REVENUES AND EXPENDITURES**  
**RESTRICTED FUNDS**

ESTIMATED REVENUE	PROGRAM YEAR 22-23 PROPOSED MODIFICATION							COMPARISON			
	A	B	C	D	E	F	G	H	I	J	K
			(A+B)	(A*.10)	(C*.10)	(D+E)	(C-F)		(C-H)		(F-J)
	ALLOCATION			TOTAL						EXECUTIVE	
	ALLOCATION	TRANSFER	AFTER TRANSFER	ADMINISTRATION	PROGRAM	EXECUTIVE	SERVICE DELIVERY	ALLOCATION	increase (decrease)	EXECUTIVE	inc (dec)
Adult	870,112	250,000	1,120,112	87,011	112,011	199,022	921,090	870,112	250,000	174,022	25,000
Youth	920,298		920,298	92,030	92,030	184,060	736,238	920,298	-	184,060	-
Dislocated Worker*	924,377	(250,000)	674,377	92,438	67,438	159,875	514,502	924,377	(250,000)	184,875	(25,000)
<b>Total Formula Revenue</b>	<b>2,714,787</b>	<b>-</b>	<b>2,714,787</b>	<b>271,479</b>	<b>271,479</b>	<b>542,957</b>	<b>2,171,830</b>	<b>2,714,787</b>	<b>-</b>	<b>542,957</b>	<b>-</b>
						20%	80%		0%	20%	0%
<b>DISCRETIONARY &amp; OTHER</b>								<b>DISCRETIONARY &amp; OTHER</b>			
Rapid Response			-			-	-	-	-	-	-
National DW Grant Disaster Relief yr 3			123,866	12,387	19,480	31,866	92,000	115,000	8,866	23,000	8,866
National DW Grant Economic Recovery yr 3			180,497	18,050	93,305	111,354	69,143	86,429	94,068	17,286	94,069
National DW Grant Quest 6mos of 22mos			30,000	3,000	27,000	30,000	-	-	30,000	-	30,000
Economic Security for All (EcSA2) PY20 & PY21			227,656	-	22,766	22,766	204,890	165,656	62,000	16,566	6,200
Economic Security for All (EcSA3) State Funds			493,711	45,371	45,371	90,742	402,969	453,711	40,000	90,742	(0)
Economic Security for All PY22			267,687		26,769	26,769	240,918	200,000	67,687	20,000	6,769
Career Connect Network			30,000	-	3,000	3,000	27,000	30,000	-	3,000	-
Career Connect Intermediary yr 2 of 2			73,534		73,534	73,534	-	73,534	-	73,534	-
Preemployment Transition Services (est expenses)			400,000	40,000	-	40,000	360,000	400,000	-	40,000	-
School Improvement (CD & Othello only)			93,000	-	-	-	93,000	93,000	-	-	-
High School 21+ (CD only)			24,951	2,491	-	2,491	22,460	24,951	-	2,491	-
State Basic Education (est. expenses)			686,162	77,916	-	77,916	608,246	686,162	-	77,916	-
<b>Total Discretionary Revenue</b>			<b>2,631,064</b>	<b>199,214</b>	<b>311,224</b>	<b>510,438</b>	<b>2,120,626</b>	<b>2,328,443</b>	<b>302,621</b>	<b>364,535</b>	<b>145,903</b>
						19%	81%		13%	16%	40%
<b>TOTAL FORMULA &amp; DISCRETIONARY REVENUE</b>			<b>\$5,345,851</b>	<b>470,693</b>	<b>582,702</b>	<b>1,053,395</b>	<b>4,292,456</b>	<b>\$5,043,230</b>	<b>302,621</b>	<b>907,492</b>	<b>145,903</b>
						20%	80%		6.0%	18%	16%
<b>PRIOR YEAR CARRY-IN</b>			<b>\$1,635,170</b>	<b>341,822</b>	<b>53,528</b>	<b>395,350</b>	<b>1,239,820</b>	<b>\$1,635,170</b>	<b>-</b>	<b>395,350</b>	<b>-</b>
<b>GRAND TOTAL REVENUE</b>			<b>\$6,981,021</b>	<b>812,515</b>	<b>636,230</b>	<b>1,448,745</b>	<b>5,532,277</b>	<b>\$6,678,400</b>	<b>302,621</b>	<b>1,302,842</b>	<b>145,903</b>
									4.5%		11%
	<b>TOTAL</b>	<b>ADMINISTRATION</b>	<b>PROGRAM</b>	<b>EXECUTIVE</b>	<b>SERVICE DELIVERY</b>	<b>TOTAL</b>	<b>EXECUTIVE</b>	<b>TOTAL</b>		<b>EXECUTIVE</b>	
<b>ESTIMATED EXPENSES</b>			<b>6,815,523</b>	464,616	818,631	1,283,247	5,532,277	<b>\$6,589,649</b>	<b>225,874</b>	<b>1,214,090</b>	<b>69,157</b>
<b>BUDGETED EXCESS/(DEFICIT)</b>			<b>\$165,498</b>	347,899	(182,400)	165,498	0	<b>\$88,751</b>	<b>76,747</b>	<b>88,751</b>	<b>76,747</b>
<b>% ADMINISTRATION TO TOTAL</b>			<b>6.9%</b>					<b>7.4%**</b>			
<b>% EXECUTIVE TO TOTAL</b>			<b>17.9%</b>					<b>17.4%**</b>			

**TABLE II**  
**2022-2023 EXECUTIVE BUDGET SUMMARY MODIFICATION #1**  
**OBJECT OF EXPENSE BY PROGRAM YEAR**  
**RESTRICTED FUNDS**

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	PY 22-23	PY 22-23	%		
	APPROVED	PROPOSED	OF	SUBTOTAL	CHANGE
SALARIES	\$629,046	\$646,198	54%	17,152	3%
BENEFITS	189,163	181,168	15%	(7,995)	-4%
TRAVEL	14,500	14,500	1%	-	0%
MISCELLANEOUS	183,568	243,568	20%	60,000	33%
SUPPLIES	21,760	21,760	2%	-	0%
EQUIPMENT	7,000	7,000	1%	-	0%
FACILITIES	22,266	22,266	2%	-	0%
COMMUNICATIONS	8,265	8,265	1%	-	0%
TRAINING & DEVELOPMENT	58,500	58,500	5%	-	0%
SUBTOTAL	1,134,067	\$1,203,224		69,157	6%
SERVICE DELIVERY SUBCONTRACTS	80,023	80,023		-	0%
GRAND TOTAL	1,214,090	\$1,283,247		69,157	6%

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North Central Workforce Development Area  
**Quarterly Success Stories**  
December 2022

## First In The Nation—A Dream Come True

On January 9, Molly Robertson — the very first apprentice in the Cascade Veterinary Clinics Registered Apprenticeship Program — began her veterinary training in an apprenticeship program unlike any other in Washington state or the nation. This new beginning for Molly came as a result of the huge victory won in Olympia on October 25, 2022, when the Washington State Apprenticeship Training Council unanimously approved the Cascade Veterinary Clinics Apprenticeship Program for Licensed Veterinary Technician and Veterinary Assistant occupations.

SkillSource and Cascade Veterinary Clinics (CVC), based in Wenatchee, partnered to develop this innovative program that provides apprenticeships in veterinary care to meet an area shortage in veterinary workers. At the same time, the program provides a pathway for aspiring veterinary care professionals to “earn while they learn” close to home, and opens doors for students who may not otherwise have opportunity to pursue veterinary education.

Initial work on this program began back in 2018 under the very first Career Connect Washington grant project. Over the next several years, SkillSource lent technical expertise in the development of apprenticeship programs, and helped steer the program through rigorous State regulatory processes. This pathway development work was made possible through a combination of WIOA formula funds and Career Connect Washington Intermediary grants. SkillSource and CVC continue to collaborate with North Central Educational Service District, Wenatchee Valley College, and Wenatchee High School to build courses that ensure robust learning.

Previously, the opportunity to sit for the licensed veterinary technician certification was only possible after completion of a two-year certificate program at a handful of colleges in Washington state, and fewer than 25% of annual job vacancies were filled by graduates of existing programs.

Cascade Veterinary Clinics have been patient and dedicated partners in this long process, and now Molly gets to proudly claim she is the first in the nation to work towards her veterinary technician license through this unique registered apprenticeship. Thanks to the entire project team for all your hard work making this dream finally come true!



Chelan/Douglas

## Stepping Up, Stepping In To Help

Grant County Animal Outreach (GCAO) is a non-profit organization that rescues animals, feeding and sheltering them while looking for their forever homes. Other important parts of their mission are to give safety to the abused and neglected, to provide vaccinations and spaying/neutering, and to educate the community on the importance of responsible pet ownership and care. Working at GCAO requires a lot of commitment and a passion for working with animals, including ones that have had a hard life.

Jason Taylor has been attending Moses Lake Pre-Employment Transition Services (Pre-ETS) for a couple of years. He is currently enrolled in the Summit alternative school and will complete his high school diploma in the spring of 2023. As part of Pre-ETS, Jason attended work readiness workshops, participated in worksite tours, and even conducted an informational interview with Beck-N-Call, an animal daycare. Jason has repeatedly mentioned that he wants to be a veterinarian someday because he loves to work with animals. For his capstone Pre-ETS paid work experience, Jason was earned an internship at GCAO to learn skills and help with the rescue animals.

Jason learned many skills while doing his work experience, including work maturity, as he was always on time for work and very respectful. The GCAO staff were so impressed with Jason's work that they offered him a job when his work experience contract was completed, and he is now employed by them part-time. Jason continues to work on his education and will soon complete his high school diploma.

Mark Twain famously said, "Find a job you enjoy doing, and you will never have to work a day in your life". When a passionate career seeker and a passionate workplace find each other, it benefits everyone.



Grant/Adams

## On Fire for Helping Others

Kayden was a young adult trying to enter the world of work, but having difficulty finding that perfect fit. After struggling for several months, Kayden turned to WorkSource Okanogan for assistance. There, she worked with WorkSource Job Training staff members Monica and Stephanie, who helped her identify her strengths and interests through skills assessments, and also explore different career options.

Kayden participated in job search workshops where she learned valuable job search strategies and received guidance on how to create an effective resume and cover letter. With the help from Stephanie, she practiced her interviewing skills and learned how to make a positive impression on potential employers.



Kayden completed a work experience at the Foundation for Youth Resiliency and Engagement Center (FYRE) as a crew member in the MTN after-school program. There she learned how to assist youth that have employability issues. After successfully completing the work experience, her supervisor, Mady Sandoval recommended to move forward with an internship followed by a permanent full-time position.

Kayden's supervisor reports that she demonstrated a strong work ethic, developed new skills, and built relationships with her colleagues which led to being seen as an asset to the FYRE organization. Thanks to the support Kayden received she was able to secure a full-time job as a MTN crew member.

We appreciate FYRE as a valuable community partner and as a great opportunity for our young adults to "catch fire" and learn to help others in their community. Congratulations Kayden, may you continue to burn brightly!

Okanogan

# SkillSource

## Statement of Financial Position

	<u>12/31/2022</u>	<u>6/30/2022</u>
Assets		
Current Assets		
Cash and Cash Equivalents	943,319	832,684
Trade Receivables	99,206	229,253
Due from Government	146,530	133,438
Other Receivables	3,140	7,492
Prepaid Expenses, current portion	<u>33,968</u>	<u>25,065</u>
Total Current Assets	1,226,163	1,227,933
Property and Equipment		
Land	813,351	813,351
Land Improvements	724,496	724,496
Building and Equipment	4,903,409	4,895,076
Construction in Process	6,236	6,236
Less: Accumulated Depreciation	<u>(2,861,254)</u>	<u>(2,777,229)</u>
Total Property and Equipment	3,586,237	3,661,929
Other Assets		
USDA Reserve	<u>158,316</u>	<u>158,186</u>
Total USDA Reserve	<u>158,316</u>	<u>158,186</u>
Total Other Assets	<u>158,316</u>	<u>158,186</u>
Total Assets	<u>4,970,716</u>	<u>5,048,048</u>
Liabilities		
Current Liabilities		
Accounts Payable	51,869	157,456
Accrued Wages and Benefits	31,848	18,982
Accrued Vacation	141,334	146,383
Accrued Interest	<u>2,358</u>	<u>2,460</u>
Total Current Liabilities	227,408	325,282
Long-term debt payable	<u>2,358,221</u>	<u>2,385,904</u>
Total Liabilities	2,585,629	2,711,186
Net Assets		
Unrestricted	<u>2,385,087</u>	<u>2,336,861</u>
Total Net Assets	<u>2,385,087</u>	<u>2,336,861</u>
Total Liabilities and Net Assets	<u>4,970,716</u>	<u>5,048,048</u>

## 10 - Executive

7/1/22-12/31/22

	<u>Total</u> <u>Expenses</u>	<u>Budget</u>	<u>Exp</u> <u>Rate</u>
Expenditures			
Training related			
Salaries			
Salary & Benefits	369,434	818,209	45%
Travel	6,119	14,500	42%
Miscellaneous	118,734	183,568	65%
Supplies	12,837	21,760	59%
Equipment	5,183	7,000	74%
Facilities	5,792	22,266	26%
Communication	4,249	8,265	51%
Training	<u>26,453</u>	<u>58,500</u>	45%
Total Training related	548,802	1,134,068	48%
Other Expenditures			
Subrecipient Program	14,434	80,023	18%
Participant Wages	<u>2,908</u>	<u>-</u>	
Total Expenditures	566,144	1,214,091	47%

## 20 - Chelan/Douglas

7/1/22-12/31/22

	Total		Exp	1/1-6/30	Projected	
	Expenses	Budget	Rate	Projections	End of Year	Obl
					Total	Rate
Training related expenditures						
Salaries & Benefits	348,105	749,900	46%			
Travel	1,100	5,400	20%			
Miscellaneous	22,859	73,875	31%			
Supplies	9,629	48,667	20%			
Equipment	0	20,000	0%			
Facilities	32,517	66,587	49%			
Communication	2,437	7,926	31%			
Training	<u>2,791</u>	<u>5,000</u>	56%			
Total Training related expenditures	419,438	977,355	43%	439,438	858,877	88%
Direct Training						
Incumbent Worker	18,832	33,000	57%	18,000	36,832	112%
On the Job Training	21,909	103,700	21%	20,752	42,661	41%
Participant Wages	101,256	198,262	51%	76,511	177,767	90%
Institutional Training	85,360	250,303	34%	95,872	181,232	72%
Basic Skills Training	168,673	370,511	46%	168,673	337,345	91%
Computer Basics	39,681	110,353	36%	39,681	79,361	72%
Support services						
Work Based Enhancements	316					
GED Fees	1,130					
Incentives	88,525					
Participant Insurance	549					
Supportive Services	<u>10,153</u>					
Total Support services	100,673	203,633	49%	136,222	236,895	116%
Total Direct Training	<u>536,384</u>	<u>1,269,762</u>		<u>555,710</u>	<u>1,092,094</u>	86%
Total Expenditures	<u>955,822</u>	<u>2,247,117</u>	43%	<u>995,149</u>	<u>1,950,970</u>	87%

## 30 - Grant/Adams

7/1/22-12/31/22

	<u>Total</u> <u>Expenses</u>	<u>Budget</u>	<u>Exp</u> <u>Rate</u>	<u>1/1-6/30</u> <u>Projections</u>	<u>Projected End</u> <u>of Year Total</u>	<u>Obl</u> <u>Rate</u>
Training related expenditures						
Salaries						
Salaries & Benefits	396,322	870,655	46%			
Contracted Personnel	-	40,000	0%			
Travel	3,852	6,813	57%			
Miscellaneous	28,963	48,996	59%			
Supplies	11,195	54,067	21%			
Equipment	21,153	20,000	106%			
Facilities	33,804	114,286	30%			
Communication	2,585	11,296	23%			
Training	<u>2,345</u>	<u>5,000</u>	47%			
Total Training related expenditures	500,218	1,171,113	43%	540,218	1,040,436	89%
Direct Training						
Incumbent Worker	15,995	30,000	53%	9,162	25,157	84%
On the Job Training	18,345	159,479	12%	19,640	37,985	24%
Participant Wages	78,592	210,546	37%	58,586	137,178	65%
Institutional Training	80,886	280,315	29%	134,816	215,702	77%
Basic Skills Training	63,252	123,464	51%	63,252	126,503	102%
Computer Basics	19,624	65,239	30%	19,624	39,249	60%
Support services						
Work Based Enhancements	10				Work	
GED Fees	420					
Prevoc Other	750					
Incentives	5,175					
Participant Insurance	457					
Supportive Services	<u>15,308</u>					
Total Support services	<u>22,121</u>	<u>82,637</u>	27%	<u>33,181</u>	<u>55,302</u>	67%
Total Direct Training	<u>298,815</u>	<u>951,680</u>	31%	<u>338,261</u>	<u>637,076</u>	67%
Total Expenditures	<u>799,033</u>	<u>2,122,793</u>	38%	<u>1,216,740</u>	<u>1,677,512</u>	79%



## 50 - Okanogan

7/1/22-12/31/22

	Total		Exp	1/1-6/30	Projected	
	Expenses	Budget	Rate	Projections	End of	Obl
					Year Total	Rate
Training related expenditures						
Subrecipient Program	203,645	399,224	51%			
Contracted Personnel	0	30,000	0%			
Subrecipient Indirect	<u>30,543</u>	<u>72,993</u>	42%			
Total Training related expenditures	234,188	502,217	47%	264,188	498,376	99%
Direct Training						
Incumbent Worker	0	24,000	0%	0	0	0%
On the Job Training	1,949	63,400	3%	5,256	7,205	11%
Participant Wages	24,260	69,078	35%	2,245	26,505	38%
Institutional Training	36,195	140,349	26%	22,974	59,169	42%
Basic Skills Training	68,059	123,634	55%	68,059	136,119	110%
Computer Basics	0	40,789	0%	18,355	18,355	45%
Support services						
GED Fees	0					
Incentives	1,475					
Supportive Services	<u>3,813</u>					
Total Support services	<u>5,288</u>	<u>42,212</u>	13%	<u>7,932</u>	<u>13,220</u>	31%
Total Direct Training	<u>135,752</u>	<u>503,462</u>	27%	<u>124,822</u>	<u>260,573</u>	52%
Total Expenditures	<u>369,940</u>	<u>1,005,679</u>	37%	<u>389,010</u>	<u>758,949</u>	75%

## SkillSource Regional Board Membership Composition

This roster conforms to WIOA section 107(b)(2) Local Workforce Development Board Membership Composition. The information informs the Governor for certification under WIOA Section 107(c)(2).

Required categories	Name/Title/Organization	Nominated by	Year Appt.	Term Expires
<b>Business (51% minimum)</b>				<b>Dec 31</b>
1. Business	Crystal Gage/ Practice Manager/ Omak Clinic	OK Economic Alliance	2019	<b>2026</b>
2. Business	Anthony Popelier / HR Dir/ Reman Reload	OK Economic Alliance	2023	2027
3. Business	Roni Holder-Diefenbach/ Exec Dir/ Ok Econ All	Career Path Services	2005	2024
4. Business	Annette Herup / HR Manager / Genie-Terex	Grant Co EDC	2019	<b>2026</b>
5. Business	Tad Hildebrand /Consultant/ Nash Consulting	Adams Co Dev Council	2017	2023
6. Business	Ken Johnson/ Owner/ Johnson's Glass & More	Adams Co Dev Council	2014	2023
7. Business	Brant Mayo/Executive Dir/Grant Co EDC	Grant Co EDC	2018	2024
8. Business	<b>Vacant</b> (formerly Dimitri Mandelis/Local Tel)	East Wen. Chamber	2002	<b>2022</b>
9. Business	<b>Vacant</b> (formerly Heidi Myers/ WA Trust)	Wenatchee Chamber	2008	2022
10. Business	<b>Vacant</b> (formerly Karl Ruether/ Icicle Village)	Leavenworth Chamber	2018	2023
11. Business	Zach Williams /HR Manager/ Stemilt Growers	Wenatchee Chamber	2021	2024
<b>Workforce/Labor (20% minimum)</b>				
1. Labor	Peggy Vines/ Business Agent/ UFCW	Central Labor Council	2003	<b>2026</b>
2. Other workforce	Michelle Price/ Superintendent /NC ESD	North Central ESD	2009	2024
3. Other workforce	Irasema Ortiz-Elizalde/ Administrator/ DSHS	DSHS	2013	2023
4. Labor	Augustine Gallegos / Bus Agent / Teamsters	Central Labor Council	2021	2024
5. Labor/Apprentice	Randy Curry / President /IBEW #191	Central Labor Council	2021	2024
<b>Education</b>				
1. Title II Adult Ed	Sara Thompson-Tweedy/ President /BBCC	Big Bend Comm College	2021	2024
2. Workforce Ed	<b>Vacant</b> (formerly Jim Richardson/WVC)	Wenatchee Valley College	2008	2023
<b>Public</b>				
1. Wagner-Peyser	Todd Wurl/ Regional Director/ ESD	Employment Sec Dept	2017	2023
2. Vocational Rehab	Pablo Villarreal/ Acting Regional Director/ DVR	Div Vocational Rehab	2019	<b>2026</b>
3. Econ Dev	Kyle Niehenke/ Ex. Dir/ Adams County ED	Adams Co Dev. Council	2023	2026

Rev: 03/2023

Okanogan	Chelan/Douglas	Grant/Adams
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# SkillSource Regional Workforce Board

## 2022-23 Meeting Calendar

September 2022	12	Okanogan Committee – Omak Clinic, Omak
	13	Grant/Adams Committee - TBD
	14	Chelan/Douglas Committee - TBD
	27	<b>Board Meeting 5:30 pm – via Zoom</b>
October 2022	21	<b>Board Planning Retreat: Sage Cliffe Resort (fka Cave B)</b>
November 2022	14	Cancelled
	15	Cancelled
	16	Cancelled
	29	<b>Board Meeting 5:30 pm – via Zoom</b>
March 2023	6	Okanogan Committee – WorkSource Okanogan
	7	Grant/Adams Committee – WorkSource Central Basing
	8	Chelan/Douglas Committee - SkillSource
	21	<b>Board Meeting – 5:30 pm – via Zoom</b>
June 2023	12	Okanogan Committee – TBD
	13	Grant/Adams Committee - TBD
	14	Chelan/Douglas Committee - TBD
	27	<b>Board Meeting 5:30 pm – via Zoom</b>

Committee Meetings: Noon – 1:30PM and include lunch

Board Meetings: 5:30 – 7:00PM

January 13, 2023

Lisa Romine, Executive Director  
North Central Workforce Development Board-SkillSource  
234 North Mission Avenue  
Wenatchee, WA 98801

RE: PY22 WIOA Management Letter

Dear Ms. Romine:

Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) completed the compliance review of North Central Workforce Development Board - SkillSource regarding the oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2022 (PY22). The purpose of this letter is to describe the scope of the review and communicate any items to address, questioned or disallowed costs, if applicable, in the administrative/fiscal and programmatic operations of North Central Workforce Development Board - SkillSource.

The review included the following:

## **WIOA Title I Formula Administrative and Fiscal Review**

- Design and governance of the LWDB including sunshine provisions
- MOU/IFA
- Policies/Procedures
- Administrative controls and monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal controls
- Cash and financial management
- Procurements & Contracts including One-Stop Operator, if applicable
- Cost allocation plan or rate
- Single audit
- Personnel
- Grievance and complaint
- Incumbent Worker, if applicable

## **WIOA Title I Formula Program Review**

### **WIOA Program Policies**

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 6)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 3)

- All other policies and/or procedures, memos, technical assistance guides, etc., developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review

#### **WIOA Adult and Program**

- Eligibility
- Priority of Service
- All Direct Participant Costs
- MIS/ETO-Data Element Validation

#### **WIOA Dislocated Worker Program**

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO- Data Element Validation
- Case Notes
- TAA/DW Co-enrollment

#### **WIOA Youth Program**

- Eligibility
- All Direct Participant Costs
- MIS/ETO-Data Element Validation

### **Statewide Discretionary Contracts Program Review**

#### **State Economic Security for All (EcSA)**

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO
- Case Notes

**COVID-19 Employment Recovery Dislocated Worker Grant, COVID-19 Disaster Recovery Dislocated Worker Grant**

- Data Element Validation

**Statewide Discretionary Contracts Administrative and Fiscal Review**

**State Economic Security for All; Federal Economic Security for All; COVID-19 Disaster Recovery Dislocated Worker Grant; and COVID-19 Employment Recovery Dislocated Worker Grant**

- Cash and financial management
- Administrative controls (Sub-recipient monitoring)
- Procurements & Contracts
- Personnel Activity Reports and Cost Allocation

If applicable, the monitoring review included any elements from the PY21 monitoring cycle, identified in your PY21 Daily Observation Reports, required to be included in your next round of monitoring.

There were no findings nor disallowed costs. The questioned cost was resolved and determined allowable and the items to address that were identified during the review are listed below with their status.

On behalf of ESD's Monitoring Unit, I would like to thank you and your staff for the courtesy you showed us during our review. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Ferland", is positioned above the printed name and title.

Greg Ferland  
Director, Workforce Monitoring

cc: Dan Zeitlin, Director of Employment System Policy and Integrity, Employment Security Department

## Administrative / Fiscal Review

### 1.2 MOU/IFA

#### Item to Address

US Department of Labor conducted a monitoring review of the State of Washington in July 2022 and issued a finding that included three items in the MOU-IFA of North Central WDB. In addition, the ESD Monitoring Unit identified an additional item to be addressed during the PY22 WIOA monitoring review.

#### **Actions Required**

North Central WDB must modify its MOU to include the items identified by DOL in the August monitoring report. Items identified in that report include:

1. The steps and processes the partnership used for negotiating, reaching consensus, and resolving differences on infrastructure funding of the one-stop centers;
2. The assurance that the local area will follow the guidance for the state funding process in the event the state funding mechanism is triggered; and
3. Detailed information on the periodic modification and review process to ensure equitable benefit among one-stop partners.

In addition, the IFA needs to be amended to include contributions from SCSEP to the comprehensive center in WorkSource Central Basin.

#### **North Central WDB Response**

*On December 23, 2022, North Central WDB submitted a modified MOU-IFA that addressed all of the concern identified by DOL during their review in July 2022 as well as a concern raised during the PY22 WIOA monitoring review.*

#### **Status-Resolved**

### 1.4 Administrative Controls and Monitoring (Subrecipient/Contractor and Pass-through Entity)

#### Item to Address

Federal regulations and state policy require LWDBs to certify all one-stop centers at least once every three years. The WDA's two comprehensive centers were last certified at a North Central Workforce Board meeting on March 19, 2019.

According to their Local Plan WDA 8 also has two affiliate centers. Neither the SkillSource in Wenatchee nor the WorkSource in Wenatchee have been certified in the last three years.

***Actions Required***

North Central WDB must comply with state and federal policy regarding certifying comprehensive, affiliate and connection sites. There is a question from North Central WDB whether the SkillSource in Wenatchee must be certified. Working with North Central WDB, ESD Policy and DOL this item will be clarified and resolved.

***North Central WDB Response***

*On December 23, 2022, North Central WDB wrote to ESD Monitoring Unit that "SkillSource will complete certification of Centers after the state policy is updated and clarified."*

***Status-Pending***

## **1.7 Procurements & Contracts**

**Item to Address**

While each contract with a subrecipient must list the indirect rate of that subrecipient, the federally negotiated indirect cost rate must be honored by all entities contracting with the organization that has a federally negotiated indirect cost rate. The contract between SkillSource and OIC inadvertently listed an incorrect indirect cost rate for OIC.

***Actions Required***

The contract between SkillSource and OIC of Washington must be amended to remove the limitation of OIC of Washington's indirect cost rate. North Central WDC must notify the Monitoring Unit once the new contract is signed.

***North Central WDB Response***

*On 11/4/22 North Central WDB submitted a revised contract between SkillSource and OIC of Washington.*

***Status-Resolved***

**Item to Address**

North Central WDB competitively procured and selected a one-stop operator that is a provider of workforce services in their WDA. Per TEGL 15-16 and "consistent with WIOA sec. 121(d)(4)(A) and (C), any organization or entity that has been selected to perform multiple functions in a Local Area must develop a written agreement with the Local WDB and the CEO to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, the Uniform Guidance, and conflict of interest policies of both the State and the organization or entity performing multiple functions."

***Actions Required***

North Central WDB must ensure their entity selected as the one-stop operator in their area signs a conflict-of-interest agreement consistent with the requirements of Section 11 (and Sections 6 and 7) of TEGL 15-16. There needs to be a written agreement between the entity employing the one-stop operator, LWDB and LCEO clarifying how it will carry out its responsibilities as the one-stop operator while demonstrating compliance with WIOA and



corresponding regulations, the Uniform Guidance, and conflict of interest policies of both the State and the organization or entity performing multiple functions.

***North Central WDB Response***

*On December 23, 2022, North Central WDB submitted a conflict-of-interest agreement consistent with Section 11 (and Section 6 and 7) of TEGL 15-16.*

***Status-Resolved***