

SKILLSOURCE REGIONAL WORKFORCE BOARD

(serving North Central Washington)

Board Meeting Agenda

Tuesday, March 15, 2024 - 4:30 p.m.

Confluence Tech Center

285 Technology Center Way #102, Wenatchee, WA 98801

1. Call to Order – Zach Williams, Chair
2. **November 28, 2023 Board Meeting Minutes** ACTION
3. Director's Report - Lisa Romine INFO

Committee Reports

4. Okanogan Committee Meeting Report INFO
5. Grant/Adams Committee Meeting Report INFO
6. Chelan/Douglas Committee Meeting Report INFO

New Business

8. **Funds Transfer Request** ACTION
- Motion to approve Transfer Request as recommended
9. **Direct Delivery Request** ACTION
- Motion to approve Direct Delivery Request
10. **Regional Strategic Plan 2024-28 (Presentation)** ACTION
- Motion to approve Draft Plan
11. Adjourn & transition to Banquet Reception!

Enclosures

Financial Statements ^{2nd} Quarter
2023-24 Meeting Schedule

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 28, 2023

Via Web Video Conference

Moses Lake, Wenatchee & Omak

Roni Holder-Diefenbach, Board Chair, called the meeting to order at 5:32 pm.

September 26, 2023 Board Meeting Minutes

Zach Williams made a motion, and Augustine Gallegos seconded to approve the minutes for the September 26, 2023 Board Meeting. Motion passed.

2023 Auditors' Report and IRS Form 990 Review

Lisa introduced Sean Patton of Cordell, Neher & Company, who presented the audit report and IRS Form 990 for 2022-2023. He remarked that he has reviewed the auditors' report and Form 990 in depth with the Audit Committee.

Sean introduced the audit team, including CPAs Jennifer Babcock and Cindy Ulrich. He described the scope of services during the audit and summarized the audit process. He outlined several areas of audit emphasis, including major program compliance, internal controls, revenue and accounts payable, operating expenses, and cost allocation methodology. The audit concluded with unmodified opinions (the highest possible outcome) for internal control, compliance with government auditing standards, and compliance with each major federal program. Sean remarked that the financial reports shown at each board meeting were found to be completely accurate during the audit. There were no difficulties, uncorrected or corrected misstatements, or disagreements with management required to be communicated to the board, and the auditors did not identify any deficiencies in internal control that they consider to be material weaknesses. Cordell, Neher & Company will issue their independent auditors' report dated November 28, 2023, after approval by the Board of Directors at this meeting. Roni and Lisa thanked Sean and his team on behalf of the board.

Tom Legel made a motion, and Augustine Gallegos seconded to approve the 2022-2023 auditors' report as presented by Cordell, Neher & Company. Motion passed.

Sara Thompson Tweedy made a motion, and Zach Williams seconded to approve the 2022-2023 IRS Form 990 as presented by Cordell, Neher & Company. Motion passed.

Director's Report

Lisa summarized her report. She called attention to the officer elections to take place at the end of the board meeting and thanked Roni and Michelle for their service as chair and vice chair. She briefly explained the RFQQ for a procurement manager for career service providers in Chelan, Douglas, Grant and Adams counties. Zach and Tom volunteered to serve on the committee for the procurement manager; Lisa asked for one more board member to serve. Roni said she would serve on the committee.

Lisa summarized the upcoming WWA legislative day and their agenda; the state monitoring visit in October; and the annual requirement for board members to sign conflict of interest forms. Lisa said she will send a DocuSign conflict of interest document for all board members to complete.

Lisa also thanked Tad Hildebrand for presenting at the Central Washington Business Services Summit, Roni Holder-Diefenbach for presenting at the WWA conference, and Ryan Beebout for offering to lead a tour of the Sabey Data Center in East Wenatchee on December 4th. She also thanked Nate Mack for attending the WWA conference. He said it was great getting to know staff that attended and he'd do it again.

She informed the board of the recognition banquet on March 15th, 2024 and the NAWB conference March 23-26. She also called attention to SkillSource's recognition as a best practice program at the 2023 Open Doors Summit in Seattle. Susan gave the group a brief explanation of the history and purpose of the SkillSource Open Doors program, which re-engages dropout youth for credential completion and career readiness.

Lisa asked Aaron and Joe to summarize progress made on the strategic plan thus far. Aaron told the board members that the community survey has, as of today, received 71 responses over the past two weeks. This means that some useful data has begun to emerge. Aaron reported that he is primarily responsible for the regional analysis that starts the strategic plan narrative. While the state template for this analysis may be answered by some commonly used metrics, Aaron is looking at other metrics which may show different sides of the same issue. For example, he gave a presentation showing how he is supplementing poverty rate analysis with another metric referred to as ALICE (Asset Limited, Income Constrained, Employed) which measures "working poor" residents. This metric has been rising across NCW even as the poverty rate falls. Joe asked the board members to pass on any interesting data leads to him and Aaron. Roni and Todd remarked on how the "benefit cliff" affects many trying to move out of poverty in the region.

Executive and Sub-Area Budget Modification

Lisa explained that SkillSource has been awarded approximately \$1.3 million in Community Reinvestment Funds through the Department of Commerce. This funding will be split into two activities: Workforce Accelerator business navigator services (\$838K over 18 months) and Career Seeker Training Incentives (\$491K over 18 months). Additionally, SkillSource received about \$108K of Economic Security for All (EcSA) Business Navigator funds. Finally, approximately \$84K of redistributed funds from other workforce areas will be accepted and moved into the Executive budget to address the current deficit in that budget.

Lisa briefly outlined how this additional funding will change subarea budgets in the current fiscal year (PY23). The balance of the Commerce and EcSA funds will be budgeted in PY24. Roni asked how the Workforce Accelerator funds were apportioned between subareas; Lisa replied that it was apportioned using the customary formula that considers unemployment & poverty rates and other demographic factors.

Tom Legel made a motion, and Augustine Gallegos seconded to approve the proposed Executive and sub-area budget modifications as presented. Motion passed.

Officer Elections 2024

Roni stated that Zach Williams had volunteered to stand nominated for board chair. Lisa explained that chair and vice-chair positions typically rotate among the subareas' business members, but that is not a requirement. Tom Legel has agreed to accept the nomination for Treasurer. Roni proposed to extend Michelle Price as vice chair until or unless another board member stands for nomination.

Sara Thompson Tweedy made a motion, and Augustine Gallegos seconded to nominate Zach Williams for Board Chair, Michelle Price to extend as Board Vice Chair, and Tom Legel as Board Treasurer. Motion passed.

The meeting was adjourned at 6:42 pm and moved into executive session.

In Attendance:

Ryan Beebout
Augustine Gallegos
Julie Helligso
Annette Herup
Roni Holder-Diefenbach
Tom Legel
Nate Mack
Irasema Ortiz-Elizalde
Sara Thompson Tweedy
Pablo Villarreal
Zach Williams
Todd Wurl

Not in Attendance:

Randy Curry
Crystal Gage
Faimous Harrison
Tad Hildebrand
Ken Johnson
Brant Mayo
Kyle Niehenke
Anthony Popelier
Michelle Price

Staff in Attendance:

Lisa Romine
Susan Adams
Laura Leavitt
Aaron Parrott
Kelli Martinelli
Christy Mataya
Joe Hauth
Heidi Lamers
Emily Anderson
Alicia Wallace
Juan Martinez, ESD
Leeanne Montoya, ESD
Lora Wood, ESD

Guests:

Sean Patton (Cordell, Neher & Co)
Cindy Ulrich (Cordell, Neher & Co)

Director's Report: March 2024

Lisa Romine, CEO

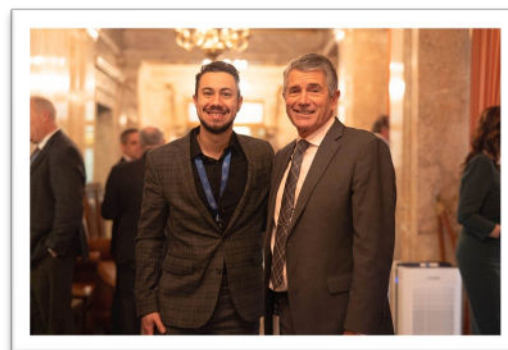
1. Current Significant Issues

a) Regional & State Workforce Plans

- The draft 2024-28 Local (Regional) Plan is open for public comment [here](#). Staff will provide a full overview at the board meeting. In addition, we have received information that the State Board will be submitting their state workforce plan to Department of Labor late, which may impact receipt of Title I, II, III, IV federal funds come July 1. I will be meeting with other workforce area directors and the State Workforce Board director to discuss their plans to ensure funds are available to local areas on time.

b) Legislative Activity: Economic Security for All Expansion

- Good news ... rather GREAT news! HB 2230 has been passed into law. We are grateful to all the legislators in both the House and the Senate who worked to make it happen. This poverty-reduction initiative allows local boards like SkillSource to help residents reach their career and financial goals and support businesses in accessing skilled workers. Read about our [Hill Climb](#) in Olympia where we testified in the House with SkillSource participant, Domenico Tedeschi.



c) Direct Delivery and State Policy 1015

- This has been a continuing item of concern and I appreciate the Board and Commissioners support to communicate with the State Board that local decision-making authority granted by federal regulation is essential to high quality, efficient delivery of workforce services, especially in large rural areas like North Central. Board Chair, Zach Williams, the Forum of County Commissioners and I all sent three separate letters to the state board outlining our requests for the policy to be revised to allow for maximum flexibility granted in federal law. The letter was included in committee packets. The 2024-28 request is an action item on the board meeting agenda.

2. Progress on Goals/Strategic Plan Implementation

- This quarter's focus has been dedicated to drafting the new four-year strategic plan and we will review the new proposed goals, objectives and strategies at the board meeting.

Goal ONE: INDUSTRY

North Central workforce system proactively engages companies & economic development to develop strategic partnerships for increased growth, competitiveness and workforce success.

Objective 1: Identify emerging trends to build and expand career pathways for critical industries to include apprenticeship.

Objective 2: Coordinate and align business services and outreach.

Objective 3: Upskill and reskill working learners.

Objective 4: Promote skilled trades development.

Objective 5: Create a Regional Quality Jobs Framework and promote awareness to partners, businesses and career seekers.

Goal TWO: YOUTH

North Central workforce system helps older teens and young adults understand the qualifications necessary to succeed in the workplace and how to make informed career pathway choices.

Objective 1: High school graduates make informed career pathway choices.

Objective 2: Improve access to activities leading to accelerated credential attainment for individually meaningful careers.

Objective 3: Young people explore careers & workplace experiences through career connected learning and work-based learning.

Objective 4: Increase youth awareness of workforce services and programs.

Objective 5: Improve retention & graduation.

Goal THREE: SKILLS & CREDENTIALS

North Central workforce system equips and supports all career seekers throughout the region to obtain in-demand, industry-recognized skills and credentials for competitive occupations.

Objective 1: Create accessible, in-demand pathways and credentials.

Objective 2: Prepare career seekers for meaningful career employment.

Objective 3: Advance the acknowledgment and acceptance of skills and lived experience for hiring, education, training & career development.

Goal FOUR: SYSTEM & DATA

North Central workforce system uses data for continuous improvement and increased customer knowledge & access of One-Stop programs.

Objective 1: Enhance collaboration and customer experience through shared operational data, partner services and outcomes.

Objective 2: Streamline one-stop service access and service delivery through enhanced technology and processes.

Objective 3: Improve community awareness of the One-Stop system through outreach campaigns and coordinated partner outreach plans.

3. Compliance Update

a) Equal Opportunity & ADA Compliance Monitoring

The State will visit WorkSource Okanogan and SkillSource Career Center in Othello from May 14-16 to perform equal opportunity monitoring including a full ADA facility compliance monitoring.

4. Organizational Performance Dashboard

Title I performance results through December 31, 2023

Federal Performance Measures PY23-24				Rolling 4 through 12.31.23	
Program		Empl Q2	Empl Q4	Credential Q2	Skill Gains
Adult	Target	77.00%	71.40%	82.50%	65.40%
	Actual*	81.00%	78.80%	81.60%	70.60%
	% of target	105.19%	110.36%	98.91%	107.95%
DW	Target	81.50%	80.60%	85.00%	52.80%
	Actual*	87.10%	82.20%	93.50%	52.50%
	% of target	106.87%	101.99%	110.00%	99.43%
Youth	Target	62.00%	62.60%	49.70%	55.90%
	Actual*	64.30%	64.60%	45.50%	53.40%
	% of target	103.71%	103.19%	91.55%	95.53%

* Actuals derived from DOL Quarterly Performance Report for 4 quarters

5. Items of Information

- **Board Vacancies:** We currently have a full slate of board members! Tad, Ken, Irasema and Todd's terms expired Dec 2023 and have all been reappointed by the Forum of County Commissioners. You'll all receive letters soon. Thank you all for your continued engagement.
- **National Conference (NAWB)** Sara, Annette, Lisa & Susan will attend the National Association of Workforce Board Forum in Washington DC, March 23-26.
- **2024 Recognition Banquet:** Will be held immediately following the board meeting. Attached to this report is a summary of this year's awardees. We're excited to celebrate their successes!
- **In the Loop with SkillSource:** We have launched our monthly (or nearly monthly) newsletter specifically for SkillSource Board Members and County Commissioners. We'll be sending this newsletter to keep you "in the loop" between our quarterly meetings. If there are specific features you would like to see included in future issues please let me or Kelli know.
- **Hill Climb story featured in [Wenatchee Business Journal](#)** and several other periodicals.
- **News & Stories:** You can always find up-to-date info on our website about activities, success stories, upcoming events, funding initiatives and more. Thank you, Kelli Martinelli, for covering SkillSource and our partnerships so well! Check out more [here](#).



Workforce, Education & Collaboration Summary

| Dec 2023 - March 2024 | Susan Adams

This quarter we have hosted, participated in and/or supported a variety of events throughout our communities as well as planning for a vibrant Spring with graduation ceremonies and hiring events. Links to stories included!



AJAC Apprenticeship Signing Night, December 13, 2024:

[Six Youth Apprentices Sign on With Genie Industries - SkillSource](#)

It was a big night in Moses Lake on December 13th as six youth assembled with family members and supporters to sign on with Genie Industries in their first Youth Apprenticeship cohort! Representative Jacquelin Maycumber joined the celebration to congratulate the apprentices on embarking on this groundbreaking program, and to be an honorary signer on their apprenticeship certificates.

Othello Hiring Event, January 26, 2024: [Othello Celebrates Successful Hiring Event - SkillSource](#)

Thirteen local businesses set up tables at the event, which was held at [SkillSource's Thieme Career Development Center](#) at 165 N. First Ave in Othello. These employers were actively hiring! Job seekers were encouraged to show up prepared with their resumé, and to visit SkillSource in advance if they needed help preparing resumé or practicing their interview skills. A flier for the hiring event was included in utility bills sent to Othello residents, and was heavily promoted on social media to local community groups, as well as to the local high school.



Columbia Basin Workforce Collaboration March 1, 2024: [Workforce Collaboration Summit Unites Community Partners in Grant and Adams Counties - SkillSource](#)

Over 200 staff members from workforce development partners and service providers gathered on March 1 in Moses Lake for the 2024 Columbia Basin Workforce Collaboration Summit. The summit is an annual convening that focuses on improvement of customer access, partner collaboration, and professional and personal development. This valuable one-day event allowed partners from education, health, technology, training, housing and more to share resources from their areas of expertise, helping to expand the community knowledge base to better serve customers.

Upcoming Events: Staff are excited to be hosting, collaborating, or sponsoring upcoming events this Spring:

- WorkSource Okanogan Hiring Event - March 6
- Moses Lake Chamber Business Expo - March 19
- Chelan/Douglas "Spring into Summer Hiring Event" - March 21
- Okanogan Workforce Collaboration Summit - April 9
- Big Bend Annual Job & Career Fair - April 18
- Wenatchee Valley Chamber "What's for Lunch" Business Series - April 16
- Chelan/Douglas Workforce Collaboration Summit - May 17

Learning Center Graduations - all board members are invited to celebrate graduates in our three Learning Centers:

- [SkillSource Wenatchee](#): June 5, 7:00 pm, Wenatchee First Assembly of God Church, McKittrick St, Wenatchee
- [SkillSource Othello](#): Graduates will join the Desert Oasis graduation on June 10, Othello High School football field, date to be determined
- [WorkSource Okanogan](#): Graduates will join the Okanogan Outreach graduation, June 3, 6 pm, Okanogan High School gym (Dawson)

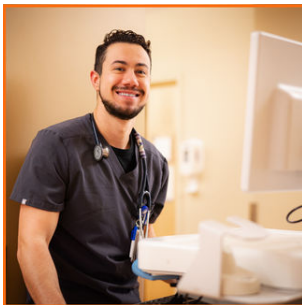
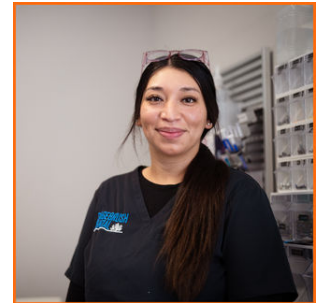


2024 Recognition Banquet Graduate Awardees



Allen Cothrun struggled with the transition to civilian life after serving in the US Navy. He attended the ACE workshop in Moses Lake, and after receiving guidance on work readiness, his SkillSource career counselor connected him to a Work Experience with Grocery Outlet. Allen proved himself as a “keeper” and was offered a full time role at Grocery Outlet, where he transitioned to a short On-the-Job Training. After six months of training, Allen was promoted to the Meat Department Manager and today he is the Closing Supervisor! Congratulations Allen!

Victoria Perez had a goal to find a career that could support her family. In March 2020 she completed a Dental Assistant program at Central Washington University, and then sought out services offered through SkillSource to make the connection from credentialed, to employed. Victoria entered On-the-Job Training through SkillSource and was connected to a local dentist in Wenatchee where she earned while she learned job-specific skills. Victoria is now an outstanding employee at SageBrush Dental. Way to go, Victoria!



Domenico Tedeschi came to the United States as a refugee in 2018. Domenico learned English and earned his nursing assistant certification through Wenatchee Valley College in 2019. Domenico was referred to SkillSource for help with funding his education, which was possible thanks to Economic Security for All (EcSA). This support enabled Domenico to successfully complete his nursing degree in June 2023, and he was awarded the WVC President’s Medal! Domenico is now an ICU Registered Nurse at Confluence Health in Wenatchee. Congratulations Domenico!

Noah Olsen was hooked on a career with computers, but thought his only option for training was a college degree and huge student loans. Noah transferred from Cascade Discovery School to SkillSource in Wenatchee to pursue his GED. He earned his GED quickly, and applied for a Computer Technician Apprenticeship with the Wenatchee School District. Noah was offered the apprenticeship, and upon completion had earned the equivalent of a 2-year college degree. Noah is now employed with the Wenatchee School District. Simply remarkable, Noah!



Jesus Montes Fuentes was living in his car and knew he needed to change for himself and his family. He came to SkillSource for support. SkillSource helped sponsor his education and provided him with assistance so that Jesus could complete his studies and earn his CDL Class A certification and hazmat endorsement. With his new skills, the right education, and stable housing, Jesus began regular employment with AAA Ready Mix Inc. in Moses Lake and is on the road to success! Incredible work, Jesus!

Rebecka Allen had dropped out of high school to care for her family. After learning about WorkSource, she enrolled at the Learning Center in Omak to work on completing her high school diploma and to pursue work experience. She began a paid work experience with North Cascades Law Group in October 2023 and honed her work readiness skills. She is currently completing On-the-Job Training while earning her paralegal degree, and upon completion will transition to a full time paralegal position with NC Law. Kudos to you, Rebecka!



Okanogan Committee Meeting
March 4, 2024
WorkSource Okanogan, Omak, WA

4

Present: Pablo Villareal, Roni Holder-Diefenbach

Staff: Lisa Romine, Aaron Parrott, Susan Adams, Juan Martinez, Laura Hamilton

OSO Team: Todd Wurl (ESD), Lupe Sanchez, Isidra Sanchez (OIC)

Introduction and Updates

Lisa thanked the members present for attending the meeting and led introductions.

Workforce Investment Performance Report

Aaron summarized this quarter's success story. WIOA Youth career and training counselor Gabriela Perky connected Rebecka, a learning center student, with North Cascades Law Group. Juan praised Gaby for her work in developing North Cascades as an employer partner and with counseling Rebecka to facilitate her success.

Through December 2023, Employment Security has met about 50% of total service goal and is at 26 of 30 enrollments for youth. Adult and Dislocated Worker enrollments are less than 50% of the annual goal, although outcomes are strong. Professional/technical training enrollments are roughly on par with last year, and expenditures are about 38%.

Juan acknowledged that improvement in Adult, Dislocated Worker and work-based learning recruitment is ongoing, and briefly detailed initiatives in progress to meet established service goals, to include a large career and hiring event this week.

A budget modification added \$87,655 of PreETS, Business Navigator, and Community Reinvestment funds. Employment Security is expended at 36% and obligated at 75% at mid-year.

North Central Regional Strategic Plan

Lisa introduced the executive summary for the regional workforce plan. Planning for this project began almost two years ago at a board strategic planning section and the plan is now out for public comment. The executive summary explains the contents of the regional plan, including regional data presentation and analysis; description of services, pathways and system capability; and proposed strategic goals and objectives. Lisa asked the board members and partners present to review the proposed strategic goals concerning the inclusion of quality jobs. Roni and Linda suggested that quality jobs be incorporated into all four goal areas as it applies to all. The plan is available on the SkillSource website.

One-Stop Operator Annual Report

The North Central Washington Workforce Consortium (NCWC), including OIC of Washington, Employment Security, and SkillSource, is the One-Stop Operator for North Central. The renewed contract for NCWC includes coverage of WorkSource Wenatchee Affiliate. Todd presented the annual report, which covered the current status and progress for their oversight of WorkSource Okanogan. He outlined expectations as per state policy; functional and programmatic integration of business services, outreach, partnership and safety initiatives; center certification; service provision and customers served; remote location and hybrid/virtual services; employer engagement; and customer satisfaction. He previewed the upcoming Workforce Collaboration Summit on April 9 and ongoing training, partnership coordination, and process improvement. Isidra commended Juan and WorkSource Okanogan for dedicated service for such a large geographic area. Roni asked how often the customer feedback survey would be made available; Lisa replied that those surveys would probably be ongoing as customers receive services. Roni

suggested that the surveys be easy to access and complete, as many people are “surveyed out” and may skip a longer survey.

Budget Transfer

Susan asked the committee to recommend approval of an area-wide budget transfer of \$260,000 from Dislocated Worker to Adult. Currently far more adults are seeking services than dislocated workers, and sufficient funds remain to serve anticipated dislocated workers if the transfer is approved. Roni asked if staff is sufficient to locate and serve the proposed numbers of participants; Susan responded that the goal for total served will not change, instead the transfer would allow staff to utilize the funds to serve more adults commensurate with the current demand. Laura asked if this transfer would affect the ability to serve closures or layoffs; Lisa and Susan responded that there have not been, and are not projected to be, large layoffs or shutdowns in the area requiring high expenditures and existing available funds should be sufficient to serve dislocated workers through the end of the program year.

Pablo Villareal made a motion, and Roni Holder-Diefenbach seconded, to recommend the board approve a transfer of \$260,000 from Dislocated Worker to Adult to the full board. The motion carried.

Direct Delivery Policy 1015 Update

Lisa summarized the effect of the proposed WorkSource Policy 1015 which in its current form would curtail local boards’ and elected officials’ authority to make decisions concerning service delivery in their own areas. This issue has been discussed at length for some years now and has come to the surface in recent months. Lisa and chair, Zach Williams composed a letter outlining the concerns with this proposed policy and submitted to the State Workforce Board. Todd mentioned that this not only affects North Central but all areas in the state, who share the concerns outlined in the SkillSource letter.

2024 Recognition Banquet

Lisa invited all board members to attend the 2024 Recognition Banquet, which will immediately follow the board meeting on Friday, March 15 at the Confluence Technology Center in Wenatchee. The last recognition banquet was held in 2018 and we are looking forward to the celebration.

Open Discussion

Pablo shared that his office is reviewing the way in which Pre-ETS services are delivered across the state and the region, and also investigating how to provide services for individuals who are transitioning out of eligibility for those services. The objective is to deliver more services at the caseload level to youth. The School-to-Work program will be expanded across the state, and DVR will be bringing program development funds to counties to stand up this program locally.

Roni shared that a workforce housing summit will be held at the 12 Tribes facility on April 25th; Economic Alliance is also rolling out five online workshops for businesses. She explained that she is working on a grant to provide expanded training opportunities in rural communities, including training on financial literacy, AI, and online marketing.

Roni voiced her concern that employers are experiencing difficulty signing up to list openings on WorkSourceWA. Lisa explained that a replacement system for the state information system is under development and will be released late next year. She acknowledged that the situation is currently less than optimal and staff are forced to work around the system.

The meeting adjourned at 1:35 PM. The full board meeting will be held on Friday, March 15th at 4:30 PM at the Confluence Tech Center immediately preceding the Recognition Banquet.

Grant/Adams Committee Meeting
March 5, 2024
WorkSource Central Basin, Moses Lake, WA

Present: Brant Mayo, Ken Johnson, Augustine Gallegos, Irasema Ortiz-Elizalde, Annette Herup, Sara Thompson Tweedy

Staff: Lisa Romine, Susan Adams, Aaron Parrott, Emily Anderson, Alicia Wallace

OSO Team & Guests: Jeremy Lopez (OIC), Todd Wurl, Lora Wood (ESD)

Introductions, Announcements & Updates

Lisa thanked the committee members for coming, led introductions, and reviewed the agenda. She shared that SHB 2230 which permanently authorizes the Economic Security for All (EcSA) program passed the state legislature last week! This was a big win and will go far to bolster the services to help people out of poverty and into gainful careers.

Workforce Investment Performance Report

Aaron summarized this quarter's success story. Country Financial worked with SkillSource to upskill their new employee Cadence; she was able to overcome skills gaps through work-based learning and worked towards her insurance licensing exam. Alicia says that SkillSource has been working with Cadence to overcome a lack of work experience; Emily added that the insurance license exam is extremely challenging.

At the close of the second quarter of the program year, Moses Lake is more than 50% to their goal for total individuals served and is actually past their annual goal for both Adult and Youth enrollments. Dislocated Worker enrollments are below 50% of the annual goal, which points to the need for funds transfer. Outcomes for those groups are generally strong, with a couple of areas for improvement in the next two quarters.

Healthcare and office technical education at Big Bend is about half of total enrollment from last year but is anticipated to increase by year end. Fiscal expenditures are at 36% overall with obligations forecasted at 70%.

A budget modification added \$198,733 of Business Navigator and Community Reinvestment funds. Grant/Adams is 36% expended and 70% obligated at mid-year.

North Central Regional Strategic Plan

Lisa reviewed the executive summary for the Regional Workforce Plan. The drafting of the contents of this plan began almost two years ago during the board strategic retreat. She explained that the regional analysis includes a wide range of data and explains its relevance. She summarized the rest of the plan's contents and also discussed the draft strategic goals for the committee, which align with the State's strategic priorities. The group discussed the creation and ramifications of a Quality Jobs Framework for North Central, which will be an objective under the Industry strategic goal. Lisa also took the opportunity to applaud the Central Basin team for the Workforce Collaboration Summit which exemplifies the system collaboration outlined in the plan. The plan is open for public comment now on the SkillSource website. A full presentation of the plan will be given at the board meeting.

One Stop Operator Annual Report

The North Central Washington Workforce Consortium (NCWC), including OIC of Washington, Employment Security, and SkillSource, is the One-Stop Operator for North Central. The renewed contract for NCWC includes coverage of WorkSource Wenatchee Affiliate in addition to the two One-Stop centers. Todd presented the annual report, which covered the current status and progress for their oversight of WorkSource Central Basin. He outlined expectations as per state policy; functional and programmatic integration of business services, outreach, partnership and safety initiatives; center certification; service provision and customers served; remote location and hybrid/virtual services; employer engagement; and customer satisfaction. He reviewed the Workforce Collaboration Summit on March 1st and ongoing training, partnership coordination, and process improvement.

Budget Transfer

Susan asked the committee to recommend approval of a budget transfer of \$260,000 from Dislocated Worker to Adult. Currently far more adults are seeking services than dislocated workers, and sufficient funds remain to serve anticipated dislocated workers if the transfer is approved. This transfer will not affect the total numbers of persons served, but rather will add money where it is needed. Lisa added that this process is allowed by federal law and is capped at 30% of funding and requires board approval.

Sara Thompson Tweedy moved, and Augustine Gallegos seconded, to recommend the board approve a transfer of \$260,000 from Dislocated Worker to Adult to the full board. The motion carried.

Direct Delivery Policy 1015 Update

Lisa summarized the effect of the proposed WorkSource Policy 1015 which in its current form would curtail local boards and elected officials' authority to make decisions concerning service delivery in their own areas, contrary to federal law. This issue has been discussed at length for some years now and has come to the surface in recent months. Lisa and Zach composed a letter outlining the concerns with this proposed policy. Todd mentioned that this not only affects North Central but all areas in the state, who share the concerns outlined in the SkillSource letter. The State Workforce Board will vote on the policy later this month.

Open Discussion

Brant shared that Grant County EDC is focusing on currently recruited businesses and management of available resources; he also related the recent activity concerning battery technology firms Group 14 and Sila. Augustine shared about the new "super-plant" that Simplot broke ground on, which will open in 2025. Sara said that BBCC has experienced greatly increased enrollment in basic education and about ten percent increase in workforce education. She thinks that basic education students are destined for workforce education programs once they obtain their secondary credentials. Ken Johnson announced he is selling his business and will be retiring in a few months. Irasema said that WorkFirst program specialist positions have been converted to new positions and titles, more than doubling caseloads.

2024 Recognition Banquet

Lisa invited all board members to attend the 2024 Recognition Banquet, which will immediately follow the board meeting on Friday, March 15.

The meeting adjourned at 1:32 PM. The full board meeting will be held on Friday, March 15th at 4:30 PM at the Confluence Tech Center immediately preceding the Recognition Banquet.

Chelan/Douglas Committee Meeting

March 6, 2024

SkillSource, Wenatchee WA

6

Members: Zach Williams, Faimous Harrison, Tom Legel, Todd Wurl

Staff: Lisa Romine, Susan Adams, Laura Leavitt, Aaron Parrott, Heidi Lamers, Christy Mataya, Kelli Martinelli **Guest:** Lora Wood (ESD)

Introductions and Updates:

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

Workforce Investment Performance Report

Aaron introduced the success story for this quarter. Alexia and the Wenatchee Valley YMCA were connected through Pre-Employment Transition Services work-based learning, provided by SkillSource under contract with the Department of Vocational Rehabilitation. Christy explained the many supports SkillSource has provided to Alexia and the YMCA, and said that Alexia is planning to

Chelan/Douglas has achieved 60% of the total individuals served target, halfway through the program year. Their Adult enrollments have passed the target for the entire year and their youth enrollments for the first two quarters are 88% of the annual target. Nearly all of their placement and credential outcomes are above target.

Participant enrollments in workforce education at WVC are about half of last year's total as of December and are expected to continue to increase by year end. Expenditures are at 35% with an obligation rate of 72%; basic education is at target while employer-based services are behind as of December. Typically, work-based training activities increase as employers ramp up hiring in the Spring.

A budget modification added \$175,118 of Business Navigator and Community Reinvestment funds. Chelan/Douglas is 35% expended and 72% obligated at mid-year.

North Central Regional Strategic Plan

Lisa reviewed the executive summary for the Regional Workforce Plan. The drafting of the contents of this plan began almost two years ago during the board strategic retreat. She explained that the regional analysis includes a wide range of data and explains its relevance. She summarized the rest of the plan's contents and also discussed the draft strategic goals for the committee, which align with the State's strategic priorities. The group discussed the creation and ramifications of a Quality Jobs Framework for North Central, which will be an objective under the Industry strategic goal. Lisa also mentioned that the State Board will be submitting their state workforce plan to Department of Labor late, which may impact receipt of federal funds come July 1. She will be meeting with other workforce area directors and the State Workforce Board director to discuss their plans to ensure funds are available to local areas on time.

Budget Transfer

Lisa asked the committee to recommend approval of a budget transfer of \$260,000 from Dislocated Worker to Adult. This has been a fairly frequent procedure at this time in the program year over the last several years. Currently far more adults are seeking services than dislocated workers, and sufficient funds remain to serve anticipated dislocated workers if the transfer is approved. This transfer will not affect the total numbers of persons served, but rather will add money where it is needed. Lisa added that this process is allowed by federal law and is capped at 30% of funding by state policy.

Tom Legel moved, and Zach Williams seconded, to recommend the board approve a funds transfer of \$260,000 from Dislocated Worker to Adult to the full board. The motion carried.

Direct Delivery Policy 1015 Update

Lisa summarized the effect of the proposed WorkSource Policy 1015 which in its current form would curtail local boards and elected officials' authority to make decisions concerning service delivery in their own areas, contrary to federal law. This issue has been discussed at length for some years now and has come to the surface in recent months. Lisa and Zach composed a letter outlining the concerns with this proposed policy. This not only affects North Central but all areas in the state, who share the concerns outlined in the SkillSource letter. The State Workforce Board will vote on the policy later this month; Lisa will advise the board on the results and next steps.

Open Doors Update

Susan presented an update on the 1418 Open Doors program which is currently operating in the Wenatchee and Othello learning centers, with a third program partnership with Okanogan School District pending. SkillSource was the first community-based organization to apply to deliver Open Doors in 2013. The program serves 16 to 20-year olds to earn their secondary credentials. The Wenatchee Open Doors program was recognized last year as a best practices program at the state level, and was awarded \$95,000 to operate a summer pilot program. She explained the program design and student demographics to the committee members. The program benefits from co-located services from SkillSource's federal youth programs, Wenatchee School District, DVR Pre-ETS, and Wenatchee Valley College, as well as other partner services throughout the WorkSource system and community.

Open Discussion

Zach shared that the recent cold snap badly affected cherries north of I-90 across the region, with small growers the hardest hit. He also reported the installation of a new pear line, which will mean more jobs that need technology skills. Todd shared about the Migrant Seasonal Farmworker summit in April. Due to the smaller harvest expected this year, fewer H2A visa workers will work this year. In South Central, hops production is down as well. He also spoke about AI's pervasiveness in the market and the challenges facing Employment Security concerning its use. Tom shared that post-pandemic, Confluence is pursuing a \$300 million-plus capital budget plan to upgrade facilities; to that end, they have engaged a consultant to assist in fiscal conservation. Their workforce challenges include nursing and clinical technicians; they spent \$60 million on contract labor in 2022, which is nearly 10 times the normal expenditure, but reduced that to \$25 million in 2023. Confluence is also looking for ways to support nursing education at the colleges, where nursing instructors do not make the same wages as their counterparts at the hospital. Faimous echoed Tom's remarks on nursing pathways; WVC is looking at building a Health Sciences center at the Omak campus. He spoke with the assistant secretary of Commerce about economic opportunities in North Central Washington. He also spoke about the Walk Start program which extends college credits into tenth grade.

2024 Recognition Banquet

Lisa invited all board members to attend the 2024 Recognition Banquet, which will immediately follow the board meeting on Friday, March 15.

The meeting adjourned at 1:30 PM. The full board meeting will be held on Friday, March 15th at 4:30 PM at the Confluence Tech Center immediately preceding the Recognition Banquet.

SkillSource
Statement of Financial Position
As of 12/31/2023

	Current Year	Beginning Year Balance
Assets		
Current Assets		
Cash and Cash Equivalents	1,097,885.75	1,083,584.41
Trade Receivables	317,577.24	385,834.11
Due from Government	0.00	143,118.15
Other Receivables	1,204.53	1,076.53
Prepaid Expenses	<u>84,199.52</u>	<u>34,089.46</u>
Total Current Assets	1,500,867.04	1,647,702.66
Property and Equipment		
Land	813,350.61	813,350.61
Land Improvements	724,495.59	724,495.59
Building and Equipment	4,944,019.41	4,932,765.32
Less: Accumulated Depreciation	<u>(3,025,835.10)</u>	<u>(2,942,936.94)</u>
Total Property and Equipment	3,456,030.51	3,527,674.58
Other Assets		
USDA Reserve	<u>159,741.80</u>	<u>158,704.23</u>
Total USDA Reserve	<u>159,741.80</u>	<u>158,704.23</u>
Total Other Assets	<u>159,741.80</u>	<u>158,704.23</u>
Total Assets	<u>5,116,639.35</u>	<u>5,334,081.47</u>
Liabilities		
Current Liabilities		
Accounts Payable	44,386.89	136,123.48
Accrued Wages and Benefits	53,283.41	11,708.40
Accrued Vacation	142,786.57	150,427.51
Accrued Interest	<u>2,669.74</u>	<u>2,669.74</u>
Total Current Liabilities	243,126.61	359,223.63
Long-Term Debt		
Long-term debt	<u>2,301,106.21</u>	<u>2,329,957.91</u>
Total Liabilities	2,544,232.82	2,630,887.04
Net Assets		
Unrestricted	<u>2,572,406.53</u>	<u>2,703,194.43</u>
Total Net Assets	<u>2,572,406.53</u>	<u>2,703,194.43</u>
Total Liabilities and Net Assets	<u>5,116,639.35</u>	<u>5,334,081.47</u>

10 - Executive

7-1-23 thru 12-31-23

	<u>Total</u>	<u>Budget</u>	
Expenditures			
Salaries & Benefits	418,887	972,989	43%
Travel	10,060	28,000	36%
Miscellaneous	106,247	210,289	51%
Supplies	10,993	21,760	51%
Equipment	3,271	10,000	33%
Facilities	6,542	25,104	26%
Communication	5,611	8,009	70%
Training	<u>24,140</u>	<u>106,061</u>	23%
Total Executive Expenditures	585,753	1,382,213	42%

20 - Chelan/Douglas

7-1-23 thru 12-31-23	Total	Budget Mod-1	Expenditure Rate	Obligation thru 6/30/2024	Obligation Rate
Expenditures					
Training related expenditures					
Salaries & Benefits	325,962	782,474	42%		
Travel	1,787	5,400	33%		
Miscellaneous	9,931	53,472	19%		
Supplies	13,771	48,667	28%		
Equipment	849	20,000	4%		
Facilities	26,609	77,548	34%		
Communication	2,234	11,422	20%		
Training	42	5,000	1%		
Total Training Related Expenditures	381,186	1,003,983	38%	781,371	78%
Direct Training					
Incumbent Worker	0	60,000	0%	22,825	38%
On the Job Training	16,508	77,400	21%	28,846	37%
Participant Wages	31,546	187,433	17%	32,751	17%
Institutional Training	58,084	249,429	23%	116,240	47%
Basic Skills Training	222,980	457,748	49%	482,240	105%
Computer Basics	42,498	89,823	47%	84,996	95%
Support services					
GED Fees	2,010				
Incentives	65,200				
Housing	1,839				
Transportation	1,516				
Participant Insurance	222				
Supportive Services Other	8,301				
Total Support services	79,089	263,032	30%	159,279	61%
Total Direct Training	450,705	1,384,865	33%	927,177	67%
Total Expenditures	831,890	2,388,848	35%	1,708,548	72%

30 - Grant/Adams

7-1-23 thru 12-31-23	Total	Budget	Expenditure Rate	Obligation thru 6/30/2024	Obligation Rate
Expenditures					
Training related expenditures					
Salaries & Benefits	422,537	916,738	46%		
OneStop Operator	28,137	40,000	70%		
Travel	8,084	6,813	119%		
Miscellaneous	8,512	61,527	14%		
Supplies	8,898	43,567	20%		
Equipment	0	20,000	0%		
Facilities	5,571	64,529	9%		
Communication	3,388	10,430	32%		
Training	911	5,000	18%		
Total Training Related Expenditures	486,037	1,168,604	42%	1,003,937	86%
Direct Training					
Incumbent Worker Training	2,250	60,000	4%	4,500	8%
On the Job Training	31,846	101,400	31%	65,836	65%
Participant Wages	84,080	193,866	43%	97,671	50%
Institutional Training	93,628	299,840	31%	166,342	55%
Basic Skills Training	69,978	148,020	47%	139,955	95%
Computer Basics	21,467	72,001	30%	42,934	60%
Support services					
GED Fees	100				
Prevoc Other	387				
Incentives	24,350				
Housing	4,008				
Transportation	5,726				
Car Repair	975				
Participant Insurance	174				
Supportive Services Other	4,639				
Total Support services	40,359	275,402	15%	107,368	39%
Total Direct Training	343,607	1,150,529	30%	624,607	54%
Total Expenditures	829,645	2,319,133	36%	1,628,544	70%

50 - Okanogan

7-1-23 thru 12-31-23	Total	Budget Mod 1	Expenditure Rate	Obligation thru 6/30/2024	Obligation Rate
Expenditures					
OneStop Operator	18,758	30,000	63%		
Subrecipient Program	227,334	465,165	49%		
Subrecipient Indirect	34,592	98,720	35%		
Total Training related expenditures	<u>280,685</u>	<u>593,885</u>	47%	572,612	96%
Direct Training					
Incumbent Worker Training	0	39,000	0%	16,894	43%
On the Job Training	9,402	57,000	16%	15,387	27%
Participant Wages	11,567	37,932	30%	18,834	50%
Institutional Training	22,519	131,200	17%	42,470	32%
Basic Skills Training	76,972	174,978	44%	168,945	97%
Computer Skills Training	2,247	40,821	6%	13,480	33%
Support services					
GED Fees	180				
Prevoc Other	1,019				
Incentives	1,400				
Housing	2,372				
Transportation	1,220				
Supportive Services Other	<u>1,949</u>				
Total Support services	<u>8,140</u>	<u>76,583</u>	11%	16,279	21%
Total Direct Training	<u>130,847</u>	<u>557,514</u>	23%	<u>292,290</u>	52%
Total Expenditures	<u><u>411,532</u></u>	<u><u>1,151,399</u></u>	36%	<u><u>864,902</u></u>	75%

SkillSource Regional Workforce Board

2023-24 Meeting Calendar

September 2023	11	Okanogan Committee – Location TBD
	12	Grant/Adams Committee - TBD
	13	Chelan/Douglas Committee - TBD

26 Board Meeting 5:30 pm – via Zoom

November 2023	6	Okanogan Committee – Canceled
	7	Grant/Adams Committee - Canceled
	8	Chelan/Douglas Committee - Canceled

28 Board Meeting 5:30 pm – via Zoom

March 2024	4	Okanogan Committee – TBD
	5	Grant/Adams Committee – TBD
	6	Chelan/Douglas Committee - TBD

15 Board Meeting & Recognition Banquet – CONFLUENCE TECH CENTER

June 2024	10	Okanogan Committee – TBD
	11	Grant/Adams Committee - TBD
	12	Chelan/Douglas Committee - TBD

25 Board Meeting 5:30 pm – via Zoom

Committee Meetings: Noon – 1:30PM and include lunch
Board Meetings: 5:30 – 7:00PM