

SkillSource Regional Workforce Board Retreat & Meeting

Campbell's Resort 104 W Woodin Ave, Chelan, WA 98816

THURSDAY, MARCH 13, 2025

6:00
PM

Dinner and Opening Session

Tsillan Cellars & Sorrento's Ristorante
3875 US-97 ALT, Chelan, WA 98816

FRIDAY, MARCH 14, 2025

8:00 -
9:00

Breakfast

Park Room - Campbell's Resort

9:00 -
9:30

Welcome & Setting the Foundation

with SkillSource Executive Team

River Room - Campbell's Resort

9:30 -
12:00

High Performing Boards:

Creating Vision for Success

with Stu Freed

12:00 -
1:00

Lunch

Park Room - Campbell's Resort

1:00 -
3:00

Workforce Leaders Open Doors:

Skills-based Learning & Hiring

with Gene Sharratt

3:00 -
3:30

Board Meeting

River Room - Campbell's Resort

SKILLSOURCE REGIONAL WORKFORCE BOARD

(serving North Central Washington)

Board Meeting Agenda

Friday, March 14, 2025 – 3:00 p.m.

Campbell's Resort

104 W. Woodin Ave, Chelan, WA 98816

1. Call to Order – Zach Williams, Chair
2. December 3, 2024 Board Meeting Minutes ACTION
3. Director's Report - Lisa Romine INFO

Committee Reports

4. Okanogan, Grant/Adams & Chelan/Douglas Committee Reports INFO
- Summary of One Stop Operator Annual Report

New Business

5. Officer Election: Vice Chair ACTION
- Nominated: Tad Hildebrand
6. Final Reflections on Retreat DISCUSSION
7. Adjourn

Enclosures

ASWA Hearing Summary
Combined Area Success Stories – Q2
Financial Statements – Q2
2024-2025 Meeting Schedule
Member Roster
State Monitoring Letter: January 2025

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

December 3, 2024

Via Zoom

Zach Williams, Board Chair, called the meeting to order at 5:35 pm. Lisa led introductions and oriented the board and attendees to the meeting agenda.

September 26, 2024 Board Meeting Minutes

Tom Legel made a motion, and Augustine Gallegos seconded to approve the minutes for the September 26, 2024 Board Meeting. Motion passed.

Audit Report Presentation

Laura reported that the executive committee met on November 19th with her, Lisa and the auditors to report results, which are also summarized in the committee minutes. She introduced Cindy Ulrich of Cordell, Neher & Company, who presented the results of the 2024 audit. Cindy explained the makeup of the audit team, the scope of services in the audit, and the overall audit process. Three auditors conducted an annual financial statement audit in compliance with the requirements of the Single Audit Act, and assisted management with drafting of the financial statements and the IRS Form 990. The auditors' report will be issued after this meeting.

The audit covered major program compliance, internal controls, revenue, accounts receivable, operating expenses, and cost allocation plan and methodology. Cindy reported that SkillSource had no audit findings and received unmodified opinions for internal control, compliance with government auditing standards, and compliance with each major federal program. 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. She summarized highlights of the financial statements, including an increase in net assets by \$479,000. Program expenses were 92% of total, which shows the extremely low administrative costs incurred by SkillSource. New to the report this year is a column portraying the state discretionary grants which are now a considerable proportion of funding. She summarized the IRS Form 990, which had no changes this year.

Tom Legel made a motion, and Sara Thompson Tweedy seconded to approve the 2023-2024 audit report and the IRS Form 990 as presented. Motion passed.

Director's Report

Lisa summarized the director's report. House and Senate committees have reached agreement on legislation to reauthorize the Workforce Innovation and Opportunity Act (WIOA). This new bill builds on the previous House version and notably maintains a 50% training mandate for Title I Adult and Dislocated Worker programs, among other concerns previously voiced. Lisa said that a reauthorized Act is good news, but as proposed would enact sweeping changes to the workforce development system. The committee members are currently in conversations with Senators, and it is unknown whether the reauthorization will proceed.

The Washington Workforce Association (WWA) legislative hill climb is February 4-6, to communicate legislative priorities to decision makers. Lisa reported that the state monitoring review went very well and thanked the staff for their work.

Lisa updated the board on progress towards strategic plan goals and priorities, as well as organizational performance through the first quarter. Several staff and two board members attended the WWA Conference last month. She announced that the board retreat is scheduled for March 13 and 14 at Campbell's Resort in Chelan, and that the National Association of Workforce Boards' annual conference will be held March 29-April 1 in Washington, DC. Lisa announced that she has accepted nomination as Vice Chair of WWA for 2025. Susan summarized partnership and business outreach efforts for the last quarter.

Washington Workforce Association Legislative Priorities

Lisa explained that WWA has five main legislative priorities that will be championed in the next session: maintaining funding and partnership for Economic Security for All (EcSA), as well as for the Community Reinvestment Project; supporting policies that prevent benefit cliffs for individuals transitioning to self-sufficiency; supporting digital equity efforts (expanding broadband access and digital literacy); and increased capacity for regional economic development. Augustine and Tom commended the Association on their prioritization of these issues. Tom asked if there has been discussion on these issues so far with legislators and if there has been any pushback on any of them; Lisa responded that the Association's lobbyist has been engaged and WWA is approaching this advocacy collectively. There has been no pushback so far but she noted that funding for EcSA and Community Reinvestment may vary based on other legislative priorities. Pablo said that DVR shares many of these same priorities, especially benefits cliffs and digital equity.

Board Retreat (March 13-14) – Topics of Focus

Lisa said that in past years the board retreats have focused on policy, legislation and other topics over the years. This year we are interviewing potential facilitators to lead the board in possible topics such as a mission, vision and values revision. She asked for the board's opinions or suggestions for other topics. There will be a survey sent out to all members for input and feedback. Faimous shared a similar values discussion that WVC just conducted, and asked when the board had last done such an exercise; Lisa responded she does not recall a dedicated discussion around board values. Pablo suggested a discussion of the contents of the WIOA authorization proposal bill, especially as pertains to serving individuals with disabilities and maximizing funding effectiveness for shared participants.

Board Reappointments & Forum Transition

Lisa said that six board members' terms expire this month, and all six have expressed their willingness to continue to serve. On December 18th the Forum of County Commissioners will meet to act on those reappointments. Three of the five forum members will be replaced as they did not stand for re-election; their successors will also be selected at the December 18th meeting.

Michelle Price, Superintendent of NCESD, is currently serving in her second term as Vice Chair. The Chair must be selected from among business members and the Vice Chair typically takes on the role as Chair. Lisa asked for volunteers for nomination for Vice Chair to assume office in March and suggested a business member for that position. Annette nominated Tad and Sara nominated Annette.

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

Zach encouraged all members present to attend the board retreat. The meeting was adjourned at 6:43 pm.

In Attendance:

Randy Curry
Faimous Harrison
Crystal Gage
Augustine Gallegos
Annette Herup
Tom Legel
Nate Mack
Kyle Niehenke
Sara Thompson Tweedy
Pablo Villarreal
Zach Williams
Todd Wurl

Not in Attendance:

Ryan Beebout
Julie Helligso
Tad Hildebrand
Roni Holder-Diefenbach
Ken Johnson
Brant Mayo
Irasema Ortiz-Elizalde
Anthony Popelier
Michelle Price

Staff in Attendance:

Lisa Romine
Susan Adams
Laura Leavitt
Aaron Parrott
Emily Anderson
Alicia Wallace
Heidi Lamers
Toby Haberlock
Christy Mataya
Mayra Eaton-Garcia
Juan Martinez (ESD)

Guests:

Cindy Ulrich, Cordell Neher & Co.

1. Current Significant Issues

a) **Workforce Innovation Act Reauthorization** – Key Takeaways from House Higher Ed & Workforce Development Subcommittee hearings. *WWA Director, John Traugott, attended several meetings in DC the first week in March.*

- The **latest version of ASWA** that almost made it in the end-of-year CR in December **will be the starting point** for the re-introduction of any reauthorization legislation in the House at some point this year. Given the House Ed & Workforce committee's the thinking is that it is likely the legislation gets re-introduced sooner rather than later.
- Staff in both chambers said **the ASWA legislation is considered completely baked**. Conversations focused largely on concerns previously raised with key provisions of the bill, namely the training mandate and redesignation, but committee staff are standing firm that they have made all the necessary concessions to come to a bipartisan agreement. We believe **this means the training mandate (50% with 8% allowed for supportive services), redesignation, and an increase in the Governor's set-aside will remain in the re-introduced legislation.**
- While most staffers in our meetings were adamant that the bill will not be renegotiated, **lead staff on the House Ed & Workforce committee indicated potential openness to small tweaks and potential adjustments in rule making** to training mandate definitions and data collection details.
- **They would like to hear from more businesses** and how WIOA has provided support to their talent and training efforts. The business community has been noticeably silent throughout the deliberations of reauthorization.
- Staff on both sides of the aisle shared their **general concerns that WIOA remains unauthorized, and thus may potentially fall under scrutiny of DOGE**. There is the feeling this could be a tactic to encourage workforce boards and other stakeholders to support the latest version of reauthorization.
- **The House may move quickly on reauthorization, but the Senate will likely be slower to act.** Senate HELP staff on the Republican side mentioned about five other priorities they have this year (short-term credential Pell expansion being at the top of the list), noting that WIOA reauthorization is not one of them at the moment.

b) **Legislative Activity: State and Federal**

- This quarter's sub-area committee reports include an overview of the activities and efforts to inform legislators of the local impacts of both state and federal workforce development investments. Staff and stakeholders [met with legislators in Olympia](#) to communicate the return on investment of the EcSA funding. In addition, meetings with Congressional members Newhouse and Schrier have been scheduled to communicate the ROI of federal investments as well as urge congress to reauthorize WIOA. Thank you to board members and other community members who sent emails or letters to legislators and the Governor urging continued funding.



c) **Funding Opportunities:** Staff are pursuing several funding opportunities including a joint application for a Pathways Home grant with South Central Workforce Area to provide career services and training to incarcerated individuals as part of their

transition plan. This application requests \$4M over 3.5 years for the two workforce areas. Other funding possibilities include a \$750k funding request submitted by Representative Alex Ybarra through a proviso to train Fiber Installers.

2. Progress on Goals/Strategic Plan Implementation

- The three success stories this quarter highlight outcomes aligning with goals and objectives in the strategic plan. **Goals One: Industry** (helping business grow and increase competitiveness) – Mima’s Famous Salsa; **Goal Three: Skills & Credentials** (creating access & training to in-demand occupations) - Michael’s union apprenticeship and Cory’s increased wages with a new career in transportation.



3. Compliance Update

a) Program Year 2024 Compliance Monitoring Results

The State completed its annual monitoring for program year 2024 in October. In January, we received their management letter indicating no findings or outstanding issues (enclosure).

4. Organizational Performance Dashboard

Title I performance results through December 31, 2024

Federal Performance Measures PY24				Rolling 4 Qtrs through 12/31/2024			
<i>Program</i>		<i>Emp Q2</i>	<i>Emp Q4</i>	<i>Credential Q2</i>	<i>Earnings</i>	<i>Skill Gains</i>	<i>Avg</i>
Adult	Target	80.00%	71.40%	81.90%	\$ 9,429	58.80%	
	Actual*	81.90%	74.60%	83.30%	\$ 11,252	54.40%	
	% of tgt	102.38%	104.48%	101.71%	119.33%	92.52%	104.08%
	Last Qtr	80.00%	79.70%	82.10%	\$ 11,193	41.50%	
DW	Target	80.80%	76.90%	81.00%	\$ 11,610	65.00%	
	Actual*	81.90%	79.70%	86.00%	\$11,672	68.90%	
	% of tgt	101.36%	103.64%	106.17%	100.53%	106.00%	103.54%
	Last Qtr	80.80%	81.70%	88.20%	\$ 11,805	60.00%	
Youth	Target	65.40%	62.40%	51.00%	\$ 4,876	50.10%	
	Actual*	65.30%	75.00%	58.60%	\$5,352	41.90%	
	% of tgt	99.85%	120.19%	114.90%	109.76%	83.63%	105.67%
	Last Qtr	67.90%	75.80%	60.00%	\$ 5,479	43.70%	

* Actuals derived from Quarterly Performance Report for 4 quarters

5. Items of Information

- **Board Vacancies:** The following board members were reappointed by the Forum of County Commissioners at their January meeting: Roni Holder-Diefenbach (business), Brant Mayo (business), Zach Williams (business), Augustine Gallegos (Labor), Randy Curry (Labor), Sara Thompson-Tweedy (Title II – Adult Education)
- **National Conference (NAWB)** Tad, Pablo, Lisa & Susan will attend the National Association of Workforce Board Forum in Washington DC, March 29 – Apr 2.
- **Forum of County Commissioners:** Three new commissioners will join the Forum: Nick Timm (Okanogan), Brad Hawkins (Chelan) and Kevin Burgess (Grant). In March, I will be meeting with each commissioner individually to orient them to the work of SkillSource and the Regional Board.
- **News & Stories:** You can always find up-to-date info on our website about activities, success stories, upcoming events, funding initiatives and more. Check out more [here](#).

Business Outreach & Engagement Report

| Sept 2024 - Feb 2025 | Susan Adams & Mayra Garcia

Recognition:

SkillSource was honored to have been selected as the **Business of the Month** by the **Greater Othello Chamber of Commerce**, as well as **Non-Profit of the Year** by the **Wenatchee Valley Chamber of Commerce** ([watch video here](#)). This recognition speaks volumes for how our organization impacts lives throughout our region, and serves to help us increase awareness in our communities. In 2024, SkillSource also became one of the **inaugural members of the Washington Native American Chamber of Commerce**.



Apprenticeship: SkillSource continues to support local businesses, partners, labor, and trainees to **grow apprenticeship programs**. Throughout our region, a span of effort for several occupations continues: **Industrial Maintenance Technician** apprentices at Genie Industries in partnership with AJAC; continued development of RSI for the **Licensed Veterinary Technicians** at Cascade Veterinary Clinics; continued exploration of **01 Electrician** training options for apprentices in our rural counties;

upskilling apprentices from Water Distribution Technicians to

Water Distribution Managers with the Evergreen Rural Water of WA (ERWoW) apprenticeship program; and Ayden was hired as a SkillSource **Computer Tech I** apprentice as we continue to partner with Wenatchee School District to enhance OJT offerings at NCESD, Confluence, and GTC. WSD is submitting another occupation to the apprenticeship committee, **Technology Systems Specialist**. Ron Brown, Committee Chair, presented at a Wenatchee School Board meeting about the program and SkillSource partnership, a link to the presentation: [Video from board meeting](#).



Rapid Response: The decision to lay off employees, close a business or even just individual separations can be a difficult situation for our local businesses. In each of our sub areas, **SkillSource and partner agencies provide Rapid Response services to local businesses and guide affected workers**. Over the past few months, the need for Rapid Response services has increased in Grant and Chelan/Douglas counties: Beginning in January 2025 REC Silicon in Moses Lake started the process of closing their polysilicon manufacturing site. An estimated 225-240 employees will lose their jobs by June of 2025. **Services provided include informational sessions, hiring events, resume lab, TAA information session, and assessment workshops**. Additionally, small reemployment events were held throughout all five counties for smaller layoffs and business closures. Impacted businesses include Big Lots and Barry's Automotive of both Moses Lake and Wenatchee, the BBCC Child Care Center and Crown Furniture of Wenatchee. Staff also assisted companies with the **Shared Work program**, sharing information on

BIG LOTS! **RAPID RESPONSE**

January 27th, 10:00 AM

We're here to guide you through the next steps, offering the support and resources you need to find your next opportunity!

For More Info Contact:
Brenden Cox
(509) 350 - 2223

Located in the WorkSource Central Basin Center @ 309 E 5th Ave, Moses Lake WA

WorkSource

WorkSource receives support and funding from the U.S. Department of Labor. Read more about 2024 grants at [www.grow.wa.gov/worksource](#) or email [worksource@waworksource.com](#). Another guide and resource are available upon request. In consultation with Washington WorkSource, Inc.

retaining their employees during times of slow business. This program allows employees to receive Unemployment benefits without doing required job search until they are able to return to work.

Partnerships:

Big Bend Community College hosted an event at the Othello School District office, “Learning Where You Live” on December 13 that highlighted partnerships with SkillsSource and OSD. BCC highlighted exciting higher education opportunities to the community including classroom and office space at SkillSource, college admission navigation, ELA and high school completion classes at night that support student’s entry into college-level courses, program specific outreach, Spanish language Early Childhood Education cohort, and expanded dual enrollment for high school students.

Community Reinvestment - Business Services:

Our Business Navigator has established regular check-ins with trainers across five counties to strengthen support for all businesses with an added focus for Latine, Black and Tribal owned businesses. These monthly meetings, in collaboration with workforce centers, have led to the launch of **Café y Conexión & Business is Brewing**, a new networking and resource-sharing series that began in January 2025. This initiative provides business owners with opportunities for networking, skill development, and access to essential resources.



The series has already gained traction, with 18 businesses attending the first sessions in Othello, WA. To ensure our programming remains relevant and responsive, we introduced an intake form that collects insights on workshop preferences, business challenges, and recent successes. Additionally, we have partnered with the Othello Chamber of Commerce to help coordinate and promote the series in Adams County. **Building on this momentum**, we’ve partnered with the Moses Lake Chamber of Commerce (MLCC) and the Northwest Native Development Fund (NNDF) to **sponsor a workshop series** for Latine, Black, and Tribal businesses. MLCC will launch its first workshop on Business Planning on May 12, while NNDF will hold its orientation for the Business Plan Series on March 20.



Through a contract with the Wenatchee Valley Chamber of Commerce, a staff member is partially funded to facilitate business referrals, develop workshops, and lead a networking group that supports the Hispanic business community. Their networking event, **Conexión, has been instrumental** in engaging local businesses and identifying key priorities, with marketing emerging as a top need. In response, the first **Empresarios en Acción – Entrepreneurs in Action workshop** will focus on marketing strategies and will be delivered in Spanish on February 26, 2025, by the Wenatchee Valley Chamber of Commerce.

Small Business Grant Impact:

SkillSource received a small increase (\$25K) for small business grants under CRP. These funds were awarded to four tribal businesses in January to expand and sustain their operations: Four Bearz Engine (\$10,000), Colleen’s Daycare (\$5,000), Step a Loop Caskets (\$5,000), Latress Beauty Salon (\$5,000)

Okanogan Committee Meeting
March 3, 2025
WorkSource Okanogan, Omak, WA

4

Present: Roni Holder-Diefenbach, Crystal Gage; Anthony Popelier (via Webex), Pablo Villareal (via Webex)
Staff: Lisa Romine, Susan Adams, Aaron Parrott, Juan Martinez, Lisa Bauer
Guests: Todd Wurl (ESD, OSO); Heidi Ott (ESD)

Introduction and Updates

Lisa greeted the board members and staff present, and summarized the agenda. She invited board members to share current updates on their organizations, including challenges and exciting news. Pablo said that DVR has received federal approval to begin order of selection to clients, which sets priority categories for services. Anthony said that his business is very busy adjusting to the possibility of tariff implementation, which is affecting hiring. Crystal said she is excited about availability of funds and expanding MA and nursing enrollments, which is bringing the Omak Clinic closer to fully staffed. Roni reported that local businesses are seeking assistance with immigration procedures and worker rights. She said that the governor's supported budget is proposing a 50% cut to economic development; she has contacted legislators for support for rural economic development. A small business entrepreneurship class saw 27 people attending.

Workforce Investment 2nd Quarter Performance Report

Susan introduced the success story for this quarter. Cory earned his high school diploma through Wenatchee Valley College, and subsequently trained for commercial driving with WorkSource Okanogan's assistance. This resulted in a \$5/hr raise. The group discussed entry and median truck driver wages and benefits in Okanogan County.

Susan commended the activity in Okanogan County's WIOA Title I and discretionary programs. Adult and Dislocated Worker enrollments are over 50% of target at 2 quarters into the year, with Youth just below 50%. Outcomes are generally strong. Enrollment at WVC-Omak is pretty level with last year. Crystal commented that WVC has eased prerequisites for their nursing program, making entry more attainable for more students; Lisa commented that SkillSource's number one training output is nursing students. The group briefly discussed the second nursing cohort that WVC will start this spring. Susan concluded with a report that Okanogan is on target for funding expenditures.

Legislative Update

Lisa reported that last year SkillSource received more state funding than ever before; this year is far more uncertain as the new governor has released his budget proposal for the next biennium, and the legislature is currently working on their versions. Lisa and a team from SkillSource traveled to Olympia to meet with legislators to advocate for Economic Security for All and the Community Reinvestment Project sustainment. They were accompanied by SkillSource participant James Moore and business representative Mima Cole. One key message that Lisa delivered to these lawmakers was the return on investment of these programs. She advised that if Community Reinvestment is discontinued, it will result in a nearly \$2 million cut to SkillSource's budget. However, because it is mostly passed directly to participants, the impact on staffing is expected to be less severe. She also recounted a meeting SkillSource, South Central and Benton-Franklin workforce boards organized with Representative Dan Newhouse to advocate for federal workforce development programs. The US House budget proposal eliminates WIOA Adult and Youth and Rep. Newhouse is on the House Appropriations Committee. She shared the information presented at that meeting, again including the return on investment as well as businesses and career seekers served. She emphasized the savings generated by successful career seekers and

the impact on local residents if services are discontinued. Lisa and CEOs from other local boards are scheduled to meet with Rep. Kim Schrier in March. Roni asked how WIOA can be funded without reauthorization; Lisa explained that Congress can fund programs that have not yet been reauthorized, but getting the statute reauthorized is important to make appropriations less vulnerable to severe cuts.

One Stop Operator Annual Report

Lisa explained that OIC, Employment Security and SkillSource operate as the North Central Workforce Consortium to provide One-Stop Operator services. Todd Wurl, regional administrator for Employment Security Department, presented the One-Stop Operator annual report on behalf of the consortium. Todd explained accomplishments and next steps in functional and programmatic integration at WorkSource Okanogan. Accomplishments included partnership meetings, business service team collaboration, the annual Workforce Collaboration Summit, and development and implementation of feedback surveys in the Center. Next steps include surveying employers, improving ease of access, and expanding services to justice-involved individuals. WS Okanogan served 4,611 customers in 2024; Todd explained that customer flow peaks in the winter reflect seasonal unemployment. Next, he outlined service provision efforts in 2024, including remote services in Brewster, continued outreach to other rural areas, after-hours community events, and multilingual customer surveys. Feedback surveys were rolled out regionwide; data will be used for continuous improvement for service delivery. Okanogan is leading the region in survey responses. Staff training and competency building in 2024 included not only the Workforce Collaboration Summit, but also conference attendance, SkillSource's summer bootcamp, and health and wellness training. Other 2024 highlights included career fairs and expos, community resource fairs, the Colville Tribes Sunflower Festival, service delivery at Boys & Girls Club in Brewster, employer tours, and workshops offered by WorkSource. The group discussed efforts to work more closely with the Colville Tribes. Todd discussed efforts to improve employer engagement and accessibility at the Center, and concluded with a preview of 2025 events and efforts. Lisa informed the group that SkillSource is pursuing a grant with US Department of Labor to provide career readiness and training services to individuals incarcerated and released from county correctional facilities, and is also likely to receive a proviso from Rep. Alex Ybarra to stand up a broadband installer/maintainer pathway in North Central (which may tie in with the reentry grant).

Memorandum of Understanding and Infrastructure Funding Agreement

Lisa summarized changes and updates to the One-Stop MOU and IFA which will extend its effective date to 2028. The MOU is a formal agreement that spells out each partner's commitment to the One-Stop and to data sharing. She outlined the IFA budget to the group, which outlines shared infrastructure costs by the One-Stop partners whether they are tenants in the WorkSource Center or not. She explained how some partners pay into the IFA by lease or agreement, while others pay directly because they are non-lease partners. While some partners have had issues making payments, all partners are current for this year.

2025 Board Retreat

Lisa handed out copies of the board retreat agenda. Thursday night's dinner event will be at Sorrento's at Tsillan Cellars; the retreat will be held in the River Room at Campbell's on Friday. Speakers will include former Confluence CEO Stu Freed and NCW education leader Gene Sharratt.

The meeting adjourned at 1:27 PM. The full board meeting will be held on June 14th at Campbell's Resort in Chelan following the board retreat.

Grant/Adams Committee Meeting
March 4, 2025
WorkSource Central Basin, Moses Lake, WA

4.1

Present: Brant Mayo, Sara Thompson Tweedy, Tad Hildebrand, Ken Johnson, Kyle Niehenke, Irasema Ortiz-Elizalde

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

Guest: Todd Wurl (ESD, OSO), Lora Wood (ESD)

Introduction and Updates

Lisa greeted those in attendance and summarized the agenda. She invited board members to share current updates on their organizations, including challenges and exciting news. Ken will be supporting the business expo this afternoon. Tad has been consistently busy in eight months of consulting; he finds the news and the current uncertainty troubling. Sara relayed that the governor is proposing furloughs for the next two years for state employees and Big Bend's English Language Acquisition classes have greatly decreased attendance; on the other hand, she is excited about the new Behavioral Health BAS offered in partnership with WVC and the wrestling team is headed to Nationals. Brant said he has seen businesses struggling to plan against the constant changes, as well as Canadian companies pausing inquiries and the governor's budget proposal cutting funding for EDCs in half. Kyle echoed the funding cuts and said the current mood is "hurry up and wait". Irasema said DSHS's biggest concern is potential budget cuts and staffing turnover and personnel stresses. Lisa thanked the group for their feedback and concerns.

Workforce Investment 2nd Quarter Performance Report

Susan introduced the success story for this quarter. Michael was a high school dropout who completed his diploma with Job Corps and then decided to pursue a career path in painting; with SkillSource's help he was able to secure a union apprenticeship and is excelling.

Susan covered the performance and outcomes through 2nd quarter of the year. Adult and Youth enrollments are ahead of target; dislocated workers are under enrolled but that is expected to change with recent layoffs. Outcomes for all three programs are tracking strongly in Grant/Adams. Healthcare enrollments at Big Bend are up slightly from last year, while other vocational enrollments are roughly level. Training expenditures are strong in all areas with the exception of work-based training.

Legislative Update

Lisa reported that she and a team from SkillSource, accompanied by SkillSource participant James Moore and business representative Mima Cole, traveled to Olympia to meet with legislators to advocate for continued funding for Economic Security for All and the Community Reinvestment Project. Over the last couple of years, state workforce investment dollars have increased, overtaking federal funding; currently the state is facing a budget shortfall and funding for Community Reinvestment sustainment is not currently proposed, and other cuts may be forthcoming. Lisa also recounted a meeting that SkillSource, South Central and Benton-Franklin workforce boards organized with Representative Dan Newhouse to advocate for federal workforce development programs. The US House budget proposal eliminates WIOA Adult and Youth and Rep. Newhouse is on the House Appropriations Committee. She shared the information presented at that meeting, including the return on investment that results from WIOA programs as well as businesses and career seekers served. She emphasized the savings generated by successful career seekers and the impact on local residents if services are discontinued. Lisa and CEOs from four other local boards are scheduled to meet with Rep. Kim Schrier shortly. She informed the group of other funding sources that SkillSource is pursuing, including Basic Food Employment

and Training and a federal grant that supports reentry skills building for incarcerated individuals. State Representative Ybarra is also submitting a proviso for SkillSource to coordinate training for fiber installation and maintenance career pathways for NCW. The group briefly discussed the likelihood of a federal government partial shutdown.

One Stop Operator Annual Report

Lisa explained that OIC, Employment Security and SkillSource operate as the North Central Workforce Consortium to provide One-Stop Operator services. Todd Wurl, regional administrator for Employment Security Department, presented the One-Stop Operator annual report on behalf of the consortium. He summarized the requirements of the OSO required by federal and state policy. He covered functional and programmatic integration of services and agencies, including business service teams, collaboration summits, and implementation of customer feedback surveys. Todd gave a quick summary of the 2024 Workforce Collaboration Summit and the various job fairs held in Grant and Adams counties, serving hundreds of residents. Central Basin held ten Employer of the Day events where they highlighted a local business with an informational event at the Center. Todd covered numbers served during the year and how the OSO coordinates service provision at the center; he highlighted how the partnership formed a committee to draft the customer feedback survey and its effectiveness. Staff training and competency building included various events and conferences both locally and across the state. Todd continued his report with ongoing projects jointly conducted by the One-Stop partners, including workshops, van tours for staff, the business services team, and employer engagement activities. The OSO also coordinated physical and programmatic accessibility in the center. Lisa expressed her interest in getting more community leaders and employers into the Center to see for themselves.

Memorandum of Understanding and Infrastructure Funding Agreement

Lisa summarized minor changes and updates to the One-Stop MOU and IFA which will extend its effective date to 2028. The MOU is a formal agreement that spells out each partner's commitment to the One-Stop and to data sharing. She outlined Appendix A, which outlines partner provided services, and Appendix B, the IFA budget which outlines shared infrastructure costs by the One-Stop partners whether they are tenants in the WorkSource Center or not. She explained how some partners pay into the IFAs by lease or agreement, while others pay directly because they are non-lease partners. In Grant/Adams, resident partner costs are partially offset by reconciled costs from non-resident partners. Lisa expressed her hope that in WIOA authorization, the IFA process will be streamlined or reformed. Further discussion is tabled until the June meeting.

2025 Board Retreat

Lisa handed out copies of the board retreat agenda. Thursday night's dinner event will be at Sorrento's at Tsillan Cellars; the retreat will be held in the River Room at Campbell's on Friday. Speakers will include former Confluence CEO Stu Freed and NCW education leader Gene Sharratt.

The meeting adjourned at 1:16 PM. The full board meeting will be held on June 14th at Campbell's Resort in Chelan following the board retreat.

Chelan/Douglas Committee Meeting

March 5, 2025

SkillSource, Wenatchee WA

4.2

Present: Nate Mack, Julie Helligso, Todd Wurl, Ryan Beebout (via Zoom)

Staff: Lisa Romine, Susan Adams, Aaron Parrott, Heidi Lamers, Toby Haberlock, Christy Mataya, Mayra Eaton-Garcia, **Guest:** Lora Wood (ESD)

Introduction and Updates

Lisa greeted those in attendance and summarized the agenda. She invited board members to share current updates on their organizations, including challenges and exciting news. Nate said a lot of work is coming up, including two solar farms that will be built in the local area; LiUNA took on 20 more apprentices and will involve up to 200 employees in those projects, in addition to the pending data center build-outs. However, federal funding on renewable energy projects is in doubt, and the effects of federal trade actions is unknown. Julie said that veterinarians are in short supply locally, statewide and nationally. Challenges include compensation as well as younger generations' expectations. She is excited about the CTE programs standing up to get students involved in veterinary care. Todd said that planning for job fairs, hiring events and collaboration summits is underway; he is concerned about unexpected distractions and sudden changes at the state and federal level that make it difficult to anticipate. Ryan said Sabey is opening new data centers in Oregon; demand for data centers is still high, AI is an exciting new frontier and personnel turnover is low. He is worried about the effect of federal layoffs at Bonneville, which could affect power generation needed for data centers. Lisa thanked the group for their feedback and concerns.

Lisa reminded the committee that SkillSource has been nominated for Nonprofit of the Year by the Wenatchee Valley Chamber of Commerce, whose annual awards banquet is this evening.

Workforce Investment 2nd Quarter Performance Report

Susan introduced the success story for this quarter, which tells the story of Mima Cole and her small business which benefited from a small business grant from Community Reinvestment. Mima expanded her salsa making business by purchasing industrial food packaging equipment, allowing her to expand distribution throughout the Pacific Northwest and potentially hire employees. She also mentors others to success. Mima accompanied a delegation from SkillSource to Olympia to advocate for workforce development in February.

Susan covered the performance and outcomes through 2nd quarter of the year. The Chelan/Douglas office is meeting or exceeding targets in adult and youth enrollments, and expects to increase dislocated worker enrollments. Adult and youth credential rates are lagging slightly behind target. Vocational enrollment at WVC is slightly up from last year. Overall, the Chelan/Douglas team is on target for fiscal expenditures; work-based learning expenditures are the highest of the three areas at this point.

Legislative Update

Lisa reported that she and a team from SkillSource, accompanied by SkillSource participant James Moore (and his father-in-law, Wenatchee Mayor Mike Poirier) and business representative Mima Cole, traveled to Olympia to meet with legislators and decision-makers to advocate for continued funding for Economic Security for All and the Community Reinvestment Project. Over the last couple of years, state workforce investment dollars have increased, overtaking federal funding; currently the state is facing a budget shortfall and funding for Community Reinvestment sustainment is not currently proposed in the governor's proposed budget. Lisa also recounted a meeting that SkillSource, South Central and Benton-Franklin workforce boards organized with US Representative Dan Newhouse to advocate for federal workforce development programs. The US House budget

proposal eliminates WIOA Adult and Youth and Rep. Newhouse is on the House Appropriations Committee. She shared the information presented at that meeting, including the return on investment that results from WIOA programs as well as numbers of businesses and career seekers served. The return on investment for the three WDAs is estimated at 210%; North Central alone has a 256% estimated ROI. She emphasized the savings generated by successful career seekers and the impact on local residents if services are discontinued. Lisa and CEOs from four other local boards are scheduled to meet with Rep. Kim Schrier shortly. She said that further meetings are scheduled for when SkillsSource board members and staff attend the annual NAWB conference in Washington, DC.

One Stop Operator Annual Report

OIC, Employment Security and SkillsSource operate as the North Central Workforce Consortium to provide One-Stop Operator services. Todd Wurl, regional administrator for Employment Security Department, presented the One-Stop Operator annual report on behalf of the consortium. He covered functional and programmatic integration of services and agencies, including business service teams, collaboration summits, and implementation of customer feedback surveys. Todd gave a quick summary of the 2024 Workforce Collaboration Summit, and the various job fairs and outreach events held in Chelan and Douglas counties, serving hundreds of residents. Todd covered numbers served during the year and how the OSO coordinates service provision at the Wenatchee affiliate location; he highlighted improved customer flow tracking, pop-up events in the local community and collaboration with the Wenatchee Reentry Center. Todd explained how the One-Stop partnership formed a committee to develop and implement a customer feedback survey. Staff training and competency building included various training events and conferences both locally and across the state, to include reentry familiarization, suicide prevention and de-escalation training. Todd continued his report with ongoing projects jointly conducted by the One-Stop partners, including workshops, van tours for staff, Local Planning Area meetings and activities, and business services collaboration. Todd recommended more opportunities for board members to tour WorkSource facilities. The OSO also coordinated employer engagement activities, Rapid Response events for closing businesses, and physical and programmatic accessibility improvements in and around the center. The committee thanked Todd for his report; Lisa recommended holding a committee meeting at WorkSource Wenatchee Affiliate in the future.

Memorandum of Understanding and Infrastructure Funding Agreement

Lisa summarized minor changes and updates to the One-Stop MOU and IFA which will extend its effective date to 2028. The MOU is a formal agreement between the Board and the One-Stop partners that spells out each partner's commitment to the One-Stop and to data sharing. She outlined Appendix A, which outlines partner provided services, and Appendix B, the IFA budget which outlines shared infrastructure costs by the One-Stop partners whether they are tenants in the WorkSource Center or not. This IFA looks different to the other centers' IFAs because Wenatchee is an affiliate site; SkillsSource provides career services at the Wenatchee Affiliate, pays into the IFA and our contribution is reimbursed to the other on site partners. She explained how the process of establishing the IFA with partners is very complicated, and expressed her hope that in WIOA authorization, the IFA process will be streamlined or reformed. Further discussion is tabled until the June meeting when budgets are proposed.

2025 Board Retreat

Lisa handed out copies of the board retreat agenda. Thursday night's dinner event will be at Sorrento's at Tsillan Cellars; the retreat will be held in the River Room at Campbell's on Friday. Speakers will include former Confluence CEO Stu Freed and NCW education leader Gene Sharratt.

The meeting adjourned at 1:16 PM. The full board meeting will be held on June 14th at Campbell's Resort in Chelan following the board retreat.

ENCLOSURES

- ASWA Hearing Summary
- Combined Area Success Stories – Q2
- Financial Statements – Q2
- 2024-2025 Meeting Schedule Member Roster
- State Monitoring Letter: January 2025

March 5, 2025

Hearing Recap: Strengthening WIOA: Improving Outcomes for America's Workforce

The Subcommittee on Higher Education and Workforce Development held its [first hearing](#) of the 119th Congress to examine the *Workforce Innovation and Opportunity Act* (WIOA) – key legislation that helps jobseekers find employment and businesses find skilled workers.



After years of record-breaking inflation and a limping job market, Americans are hungry for opportunities to find good jobs. Many are realizing a four-year degree no longer guarantees a high-paying job or a promising career—even worse, many students who pursue a postsecondary education leave with massive debt and without the skills they need to be competitive in the job market. **Clearly, something needs to change.**



[Subcommittee Chairman Burgess Owens \(R-UT\)](#) began the hearing by underscoring the vital importance of reforming WIOA to fill in-demand jobs. Chairman Owens

stated that, “Employers are seeking high quality workers to fill the nearly 8 million open jobs in the U.S. while we also have 6.8 million people unemployed, many without the skills needed for these available jobs.”



Rep. Bob Ounder (R-MO) highlighted how complexities in the existing law impose needless red tape on local workforce development boards and hampers innovation. [Nicholas Moore](#), Director of the Office of Education and Workforce Transformation, told Rep. Ounder that, “We have to combine policy, technology, and process to make the system more efficient. Number one, we’ve got to make it easier to cross-train ... If you’re a veteran that comes in with a joint service transcript, you should easily, in one stop...have one case manager serving one customer to give them the sort of golden ticket to employment and their next stop on their training.”

More accountability could also strengthen WIOA. That’s why Rep. Glenn Grothman (R-WI) asked [Dr. Stephen Moret](#), President and CEO of the Strada Education Foundation, about improving program outcomes without adding more needless bureaucracy. “I do think, if we can empower those [workforce development] boards with more data about employment outcomes, it would help them make better informed decisions. That’s a big opportunity... If you look at the training-aligned job outcomes, it’s based on very incomplete information,” Moret said. Currently, performance data is not always available for the tens of thousands of programs participating in WIOA, making it

difficult for jobseekers to choose programs most likely to help them succeed.



Similarly, [Rep. Marc Harris \(R-NC\)](#) stated, “It’s important for students to know ahead of time what to expect from a program. One reform... is to require training providers like industry and community colleges to provide transparent information about the credentials they create.” All three witnesses emphasized this as a key point to high-quality information that allows learners to make the best decisions on which programs to engage with. Too often the current workforce development system emphasizes bureaucratic compliance over providing people with the skills they need to thrive in the workforce.



Chairman Walberg (R-MI) asked [Molly Dodge](#), Senior Vice President of Workforce and Careers at Ivy Tech Community College, about the benefits of short-term certificates. Dodge told Chairman Walberg that, “This is really critical work because we know that a certificate is often aligned to an entry-level role at one of these industries. The goal we have at Ivy Tech is to help a student make that transition into these industries, into a good technician

role, and then—as their career goals evolve over time—allow them to work with that employer to send them back to Ivy Tech... to upskill that technician into a more senior-level role.”



[Chair Emerita Virginia Foxx \(R-NC\)](#) asked Dodge about the role community colleges play in preparing Americans for the workforce. Dodge replied, “Community colleges, our mission – it’s in our name – is to serve our community. And at Ivy Tech, over 90 percent of our graduates stay in local communities in the state of Indiana. So we are a critical economic development driver in the state of Indiana... We also engage industry in meaningful and deep ways ensuring that we understand the skills gaps that they are facing [in] hard-to-fill, entry-level roles.”

The bottom line? Workforce development programs provide workers with necessary skills to thrive in the American workforce. Republicans are committed to passing legislation, like *A Stronger Workforce for America Act*, to bolster WIOA this Congress, improve these programs, and give all Americans more opportunities.



North Central Workforce Development Area
Quarterly Success Stories
December 2024

A Career Canvas Shaped by Real-World Brushstrokes



There's a saying that there's "no wrong door" in our workforce system. A palette of community partners works together to support people on their path toward success, including SkillSource, Job Corps, and local businesses like the Grant County Fairgrounds.

Michael is a young man in Moses Lake who, in his words, had flunked out of high school with a 1.2 GPA. He wanted to fulfill his uncle's legacy and become a welder, but according to Michael it "wasn't for me, standing around welding beads and sweating my bum off all day everyday. So I tried out painting, and instantly fell in love with it and how much goes into the trade. Over time I knew that's what I wanted to do with my life."

Without a diploma or a driver's license, Michael's options were limited. Like his brother before him, Michael sought his path through Job Corps. He completed his diploma, got his driver's license, and embarked on a pre-apprenticeship path to become a union painter. "I believe painting is my calling. I love learning new things

and moving around and making things look good. And being a part of the union is being part of something bigger than myself. I used to be into drugs and alcohol, but when I think about painting ... I want to build a career and a reputation that I didn't think was possible."

Job Corps connected Michael to SkillSource to help develop the skills needed for employment. His career counselor, Marisa, helped secure him a paid work experience with the Grant County Fairgrounds where he developed essential work skills on the job. Michael gained valuable work and life skills during his 160 hours with the fairgrounds! The financial resources allowed him complete a pre-apprenticeship with the International Union of Painters and Allied Trades (IUPAT) and secure a spot in the full Apprenticeship Program. Jim McKiernan, his supervisor, along with his manager Chris, praised Michael's ability to work efficiently and independently, describing it as a great experience.

Michael expressed his gratitude for the opportunity, sharing that he thoroughly enjoyed his time at the fairgrounds. Now that his work experience with the fairgrounds has ended, he's working at a job for Goodwill until he enters the apprenticeship later this spring! "Almost everything in this world gets painted or stained or has a special coating to protect it and I want to be a part of it all."

Congratulations on your painter's journey, Michael! And thank you to Grant County Fairgrounds and Job Corps for being essential partners in the big picture.



Michael (right) with his supervisor Jim (left) and manager Chris (center)

Serving Up the Spice of Life

Thanks to a small business investment grant through the Washington State Department of Commerce, business owner Mima Cole of Mima's Famous Salsa purchased an industrial compressor, an automated filler, and an automated sealer for packaging her homemade salsa. Containers used to be filled manually, a single measuring cup at a time. It was a messy and inefficient process. The new equipment ensures predictable and consistent results, effectively reducing production time by 75%!

With the improved efficiencies, Mima can focus on increasing distribution to retailers and restaurants in Idaho and Oregon. She plans to bring on a bookkeeper to support the growing business, and will be able to provide good jobs in the community. "It's a great opportunity for moms, especially, because they can work flexible hours while their kids are in school." Mima shared that while she's excited about the growth prospects — including expansion into all six area URM Cash & Carry stores — success for her means more than the bottom line. "While the salsa may not pay the mortgage (yet), I've found success in the networking and community connections, and being able to provide opportunities to mentor and coach young people and other women."

Mima mentored one young woman who faced significant obstacles as an orphan with learning disabilities. Mima brought her to a SkillSource orientation so that she could complete her GED and find a career path. The young woman is now a licensed CNA and just bought a house with her new husband! With the continued success of Mima's Famous Salsa, Mima intends to provide more opportunities for youth work experiences, nurturing the next generation of Washington's workforce, and inspiring future entrepreneurs.

Congratulations to Mima and family! We wish you continued success and are looking forward to the day when you're known as Mima's WORLD Famous Salsa!



Chelan/Douglas

From Minimum Wage to a Better Future

After years of working minimum wage jobs, Cory Howard knew something had to change. Despite earning his high school diploma through Wenatchee Valley College's High School Plus program in 2017, he found himself stuck in positions that barely covered his family's basic needs. As a security guard at 12 Tribes Casino making \$17.00 per hour, Cory struggled to support his girlfriend and their two young daughters. The lack of advanced education or specialized training meant his options for better-paying jobs were severely limited.

That's when Cory was introduced to the career services available through the WorkSource center in Omak. He saw commercial driving as his ticket to a more stable future, but the training costs stood as a major barrier. Through the WIOA Adult program, Cory qualified for financial assistance that made CDL training at Aces and Eights possible – an opportunity that would have remained out of reach without the program's support.

While juggling family responsibilities and his full-time security job, Cory threw himself into his CDL training in September 2024. His determination paid off when he completed the program in November. The investment in his education quickly proved its worth: within weeks, the Odom Corporation, a beverage shipping company active throughout the Northwest, hired him as a commercial driver at \$23.00 per hour – a 35% increase from his previous wage.



For Cory and his family, this \$6-per-hour raise means an additional \$12,480 in annual income, transforming their financial stability. His story shows how targeted workforce development funding can break the cycle of low-wage employment, creating lasting positive change for entire families. Congratulations to Cory and Odom Corporation!

Okanogan

SkillSource
Statement of Financial Position
As of 12/31/2024

	Current Year	Beginning Year Balance
Assets		
Current Assets		
Cash and Cash Equivalents	1,678,952.96	1,329,273.03
Trade Receivables	430,568.35	872,486.57
Other Receivables	7,828.53	2,931.53
Prepaid Expenses, current portion	<u>66,395.61</u>	<u>55,598.09</u>
Total Current Assets	2,183,745.45	2,260,289.22
Property and Equipment		
Land	813,350.61	813,350.61
Land Improvements	724,495.59	724,495.59
Building and Equipment	4,970,094.61	4,954,246.61
Construction in Process	0.00	20,335.77
Less: Accumulated Depreciation	<u>(3,188,564.65)</u>	<u>(3,106,360.17)</u>
Total Property and Equipment	3,319,376.16	3,406,068.41
Other Assets		
USDA Reserve	165,082.27	163,033.88
Total USDA Reserve	<u>165,082.27</u>	<u>163,033.88</u>
Total Other Assets	<u>165,082.27</u>	<u>163,033.88</u>
Total Assets	5,668,203.88	5,829,391.51
Liabilities		
Current Liabilities		
Accounts Payable	124,707.49	191,123.61
Accrued Wages and Benefits	103,994.60	12,977.75
Accrued Vacation	168,479.66	169,168.79
Accrued Interest	<u>2,786.63</u>	<u>2,602.94</u>
Total Current Liabilities	399,968.38	436,618.23
Long-Term Debt		
Note Payable 309 E Fifth Ave	<u>2,241,594.34</u>	<u>2,271,658.89</u>
Total Liabilities	2,641,562.72	2,647,531.98
Net Assets		
Unrestricted	<u>3,026,641.16</u>	<u>3,181,859.53</u>
Total Net Assets	3,026,641.16	3,181,859.53
Total Liabilities and Net Assets	5,668,203.88	5,829,391.51

10 - Executive

7-1-24 thru 12-31-24

	<u>Total</u>	<u>Budget</u>	
Expenditures			
Salaries & Benefits	504,337	1,072,795	47%
Travel	14,630	29,950	49%
Miscellaneous	113,825	258,560	44%
Supplies	10,740	21,760	49%
Equipment	0	7,000	0%
Facilities	7,348	29,746	25%
Communication	4,184	7,558	55%
Training	21,906	110,000	20%
By & For Subcontracts	25,791	100,000	26%
Small Business Grants*	<u>155,727</u>	<u>150,000</u>	104%
Total Executive Expenditures	<u>858,489</u>	<u>1,787,369</u>	48%

* Additional funds were awarded

20 - Chelan/Douglas

7-1-24 thru 12-31-24	Total	Budget	Expenditure Rate	Obligation thru 6/30/2025	Obligation Rate
Expenditures					
Training related expenditures					
Salaries					
Salaries & Benefits	466,288	1,024,815	45%		
OneStop Operator	3,258	14,000	23%		
Travel	4,351	5,400	81%		
Miscellaneous	30,980	44,686	69%		
Supplies	17,404	50,667	34%		
Equipment	636	10,000	6%		
Facilities	30,194	81,750	37%		
Communication	2,964	10,235	29%		
Training	<u>2,317</u>	<u>5,000</u>	46%		
Total Training Related			45%	1,134,411	91%
Expenditures	558,392	1,246,553			
Direct Training					
Incumbent Worker	13,166	47,035	28%	31,967	68%
On the Job Training	2,850	75,660	4%	29,871	39%
Participant Wages	81,480	144,201	57%	106,780	74%
Institutional Training	64,801	216,625	30%	131,533	61%
Basic Skills Training	179,459	493,749	36%	358,917	73%
Computer Basics	35,860	81,505	44%	71,720	88%
Support services					
GED Fees	2,100				
Incentives	213,735				
Housing	7,483				
Transportation	1,289				
Car Repair	1,602				
Supportive Services Other	<u>3,976</u>				
Total Support services	<u>230,185</u>	<u>595,113</u>	39%	<u>629,170</u>	106%
Total Direct Training	<u>607,801</u>	<u>1,653,888</u>	37%	<u>1,359,958</u>	82%
Total Expenditures	<u>1,166,193</u>	<u>2,900,441</u>	40%	<u>2,494,369</u>	86%

30 - Grant/Adams

7-1-24 thru 12-31-24	Total	Budget	Expenditure Rate	Obligation thru 6/30/2025	Obligation Rate
Expenditures					
Training related expenditures					
Salaries					
Salaries & Benefits	504,728	1,150,044	44%		
OneStop Operator	6,516	28,000	23%		
Travel	7,183	16,800	43%		
Miscellaneous	28,661	58,107	49%		
Supplies	12,582	49,472	25%		
Equipment	3,145	10,000	31%		
Facilities	39,830	77,196	52%		
Communication	3,465	7,243	48%		
Training	<u>2,158</u>	<u>5,000</u>	43%		
Total Training Related	608,269	1,401,862	43%	1,226,214	87%
Direct Training					
Incumbent Worker Training	10,357	63,660	16%	18,776	29%
On the Job Training	14,865	117,660	13%	22,817	19%
Participant Wages	87,390	186,370	47%	110,762	59%
Institutional Training	157,173	324,858	48%	238,477	73%
Basic Skills Training	87,571	202,013	43%	175,141	87%
Computer Basics	30,549	115,336	26%	61,098	53%
Support services					
Incentives	223,724				
Housing	10,552				
Transportation	12,941				
Car Repair	1,110				
Supportive Services Other	<u>6,748</u>				
Total Support services	<u>255,075</u>	<u>671,353</u>	38%	<u>641,051</u>	95%
Total Direct Training	<u>642,979</u>	<u>1,681,250</u>	38%	<u>1,268,122</u>	75%
Total Expenditures	<u>1,251,248</u>	<u>3,083,112</u>	41%	<u>2,494,336</u>	81%

50 - Okanogan

7-1-24 thru 12-31-24	Total	Budget	Expenditure Rate	Obligation thru 6/30/2025	Obligation Rate
Expenditures					
Training related expenditures					
OneStop Operator	6,516	28,000	23%		
Subrecipient Program	315,059	635,194	50%		
Subrecipient Indirect	52,863	135,866	39%		
Total Training related expenditures	374,438	799,060	47%	763,844	96%
Direct Training					
Incumbent Worker	9,650	40,830	24%	28,231	69%
On the Job Training	2,385	28,830	8%	2,385	8%
Participant Wages	28,233	94,028	30%	29,633	32%
Institutional Training	57,091	104,500	55%	105,408	101%
Basic Skills Training	51,463	120,649	43%	102,927	85%
Computer Basics	21,755	49,485	44%	43,509	88%
Support services					
Incentives	72,125				
Housing	283				
Transportation	3,027				
Car Repair	663				
Supportive Services Other	2,743				
Total Support services	78,841	330,475	24%	257,716	78%
Total Direct Training	249,419	768,797	32%	569,808	74%
Total Expenditures	623,857	1,567,857	40%	1,333,652	85%

SkillSource Regional Workforce Board

2024-25 Meeting Calendar

September 2024	9	Okanogan Committee
	10	Grant/Adams Committee
	11	Chelan/Douglas Committee
	24	Board Meeting 5:30 pm – via Zoom
November 2024	18	Okanogan Committee
	19	Grant/Adams Committee
	20	Chelan/Douglas Committee
December	03	Board Meeting 5:30 pm – via Zoom
March 2025	3	Okanogan Committee
	4	Grant/Adams Committee – TBD
	5	Chelan/Douglas Committee - TBD
	13-14	Board Retreat – Chelan, WA @ Campbell’s Resort (begins Thurs evening w/ Dinner, ending Fri @4pm)
June 2025	9	Okanogan Committee – TBD
	10	Grant/Adams Committee - TBD
	11	Chelan/Douglas Committee - TBD
	24	Board Meeting 5:30 pm – via Zoom

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

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
Business (51% minimum)				Dec 31
1. Business	Crystal Gage/ Practice Manager/ Omak Clinic	OK Economic Alliance	2019	2026
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	2028
4. Business	Annette Herup / HR Manager / Genie-Terex	Grant Co EDC	2019	2025
5. Business	Tad Hildebrand /Consultant/ Nash Consulting	Adams Co Dev Council	2017	2027
6. Business	Ken Johnson/ Owner/ Johnson's Glass & More	Adams Co Dev Council	2014	2027
7. Business	Brant Mayo/Executive Dir/Grant Co EDC	Grant Co EDC	2018	2028
8. Business	Ryan Beebout/ VP/ Sabey Data Centers	Wenatchee Chamber	2023	2027
9. Business	Tom Legel / CFO/ Confluence Health	Wenatchee Chamber	2023	2026
10. Business	Julie Helligso /Exec Director/ Cascade Vet	Wenatchee Chamber	2023	2026
11. Business	Zach Williams /HR Manager/ Stemilt Growers	Wenatchee Chamber	2021	2028
Workforce/Labor (20% minimum)				
1. Labor	Nathan Mack/ Field Representative/LiUNA 348	Central Labor Council	2023	2027
2. Other workforce	Michelle Price/ Superintendent /NC ESD	North Central ESD	2009	2025
3. Other workforce	Irasema Ortiz-Elizalde/ Administrator/ DSHS	DSHS	2013	2027
4. Labor	Augustine Gallegos / Bus Agent / Teamsters	Central Labor Council	2021	2028
5. Labor/Apprentice	Randy Curry / President /IBEW #191	Central Labor Council	2021	2028
Education				
1. Title II Adult Ed	Sara Thompson-Tweedy/ President / BBCC	Big Bend Comm College	2021	2028
2. Workforce Ed	Famous Harrison / President / WVC	Wenatchee Valley College	2023	2026
Public				
1. Wagner-Peyser	Todd Wurl/ Regional Director/ ESD	Employment Sec Dept	2023	2027
2. Vocational Rehab	Pablo Villarreal/ Acting Regional Director/ DVR	Div Vocational Rehab	2019	2026
3. Econ Dev	Kyle Niehenke/ Ex. Dir/ Adams County ED	Adams Co Dev. Council	2023	2026

Rev: 06/2024

Okanogan	Chelan/Douglas	Grant/Adams
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January 30, 2025

Lisa Romine, Chief Executive Officer
SkillSource Regional Workforce Board
234 N Mission Ave, P.O. Box 2360
Wenatchee, WA 98807-2360

RE: PY24 WIOA Management Letter

Dear Lisa Romine:

Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) completed the compliance review of SkillSource Regional Workforce Board (SkillSource) regarding the oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2024 (PY24). The purpose of this letter is to describe the scope of the review and communicate any findings, items to address, or questioned or disallowed costs, if applicable, in the administrative/fiscal and programmatic operations of SkillSource.

The review included the following:

WIOA Title I Formula Program Review

WIOA Program Policies

- Eligibility Guidelines and Documentation Requirements (Washington State WorkSource System Policy 1019, Rev. 10)
- Supportive Services and Needs-Related Payments (Washington State WIOA Title I-B Policy 5602, Rev. 5)
- Incentive Payments WIOA Title I Participants, if applicable (Washington State WIOA Title I-B Policy 5621, Rev. 5)
- 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 Dislocated Worker Programs

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO-Data Element Validation

- Case Notes

WIOA Youth Program

- Eligibility
- Objective Assessment
- Individual Service Strategy
- 14 Program Elements
- Program Enrollment
- Direct Participant Costs
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO-Data Element Validation
- Case Notes

Statewide Discretionary Contracts Program Review

Federal and State Economic Security for All (EcSA)

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

Community Reinvestment Fund (CRF)

- All Direct Participant Costs
- MISA
- MIS/ETO

Quality Jobs, Equity, Strategy and Training (QUEST) Disaster Recovery Dislocated Worker Grants

- MIS/ETO-Data Element Validation

WIOA Title I Formula Administrative and Fiscal Review

- Design and Governance of the LWDB including Sunshine Provisions
- MOU/IFA
- Policies and Procedures

- Administrative Controls, Monitoring, and One Stop Certifications
- Internal Controls
- Cash and Financial Management
- Procurements and Contracts, including One-Stop Operator
- Cost Allocation Plan or Rate
- Single Audit
- Personnel
- Grievance and Complaint Process
- Incumbent Worker Training
- Public Law 116-260, Section 505 of Division H (2021 Appropriations) Disclosures

Statewide Discretionary Contracts Administrative and Fiscal Review

Federal and State Economic Security for All Grants; Quality Jobs, Equity, Strategy and Training (QUEST) and Opioid National Dislocated Worker Grants and Community Reinvestment Fund Grants.

- Cash and financial management
- Administrative controls (Subrecipient monitoring)
- Internal Controls
- Procurements and Contracts
- Personnel
- Cost Allocation
- Public Law 116-260, Section 505 of Division H (2021 Appropriations) disclosures

If applicable, the monitoring review included any elements from the PY23 monitoring cycle identified in your PY23 Daily Observation Reports required to be included in your next round of monitoring.

There were no findings or unresolved questioned costs. Any disallowed costs or 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,



Greg Ferland
Director, Workforce Monitoring

cc: Joy Adams, Director of Employment System Policy and Integrity, Employment Security Department

WIOA Adult Program Review

MIS

Item to Address

The majority of files reviewed have inaccurately recorded data trends in the following areas:

- Inaccurately recorded program completion dates
- Incorrect service touchpoints and/or status updates recorded as services
- Services attached to the wrong program or recorded without program attached
- Services entered in ETO beyond the 14-day allowable timeframe

Actions Required

1. SkillSource must provide the ESD monitoring unit with a plan by 1/8/2025 on how they will ensure staff are:
 - Accurately recording program completion dates in ETO
 - Recording appropriate services in alignment with the WorkSource Services Catalog
 - Only recording status updates/one way communication as case note touchpoint
 - Recording services with the correct program enrollment attached
 - Entering services within the 14-day allowable timeframe
2. SkillSource must include this element in their next round of monitoring.
3. During the PY25 monitoring review, SkillSource will provide the ESD monitoring unit with documentation of their review and the outcome, including any additional corrective actions taken.

SkillSource Response

On 12/19/2024, Aaron Parrott emailed: *"SkillSource management covered these topics in a summer training bootcamp delivered to case managers in July and August 2024 and will continue to address them in monthly technical trainings and quarterly local monitoring/technical assistance reviews."*

Status – Plan Received/Ongoing actions required

WIOA Youth Program Review

MIS

Item to Address

The majority of files reviewed have inaccurately recorded data trends in the following areas:

- Missing service touchpoints in ETO
- Services entered in ETO beyond the 14-day allowable timeframe

Actions Required

1. SkillSource must provide the ESD monitoring unit with a plan by 1/8/2025 on how they will ensure staff are:
 - Recording touchpoints in ETO for all services provided

- Recording services in ETO within the 14-day allowable timeframe
2. SkillSource must include this element in their next round of monitoring.
 3. During the PY25 monitoring review, SkillSource will provide the ESD monitoring unit with documentation of their review and the outcome, including any additional corrective actions.

SkillSource Response

On 12/19/2024, Aaron Parrott emailed: *"SkillSource management covered these topics in a summer training bootcamp delivered to case managers in July and August 2024 and will continue to address them in monthly technical trainings and quarterly local monitoring/technical assistance reviews."*

Status – Plan Received/Ongoing actions required

Federal Economic Security for All (EcSA) Program Review

MIS

Item to Address

The majority of files reviewed had late services entered in ETO beyond the 14-day allowable timeframe.

Actions Required

1. SkillSource must provide the ESD monitoring unit with a plan by 1/8/2025 on how they will ensure staff are recording services in ETO within the 14-day allowable timeframe.
2. SkillSource must include this element in their next round of monitoring.
3. During the PY25 monitoring review, SkillSource will provide the ESD monitoring unit with documentation of their review and the outcome, including any additional corrective actions.

SkillSource Response

On 12/19/2024, Aaron Parrott emailed: *"SkillSource management covered these topics in a summer training bootcamp delivered to case managers in July and August 2024 and will continue to address them in monthly technical trainings and quarterly local monitoring/technical assistance reviews."*

Status – Plan Received/Ongoing actions required

State Economic Security for All (EcSA) Program Review

MIS

Item to Address

The majority of files reviewed had late services entered in ETO beyond the 14-day allowable timeframe.

Actions Required

1. SkillSource must provide the ESD monitoring unit with a plan by 1/8/2025 on how they will ensure staff are recording services in ETO within the 14-day allowable timeframe.
2. SkillSource must include this element in their next round of monitoring.
3. During the PY25 monitoring review, SkillSource will provide the ESD monitoring unit with documentation of their review and the outcome, including any additional corrective actions.

SkillSource Response

On 12/19/2024, Aaron Parrott emailed: *"SkillSource management covered these topics in a summer training bootcamp delivered to case managers in July and August 2024 and will continue to address them in monthly technical trainings and quarterly local monitoring/technical assistance reviews."*

Status – Plan Received/Ongoing actions required

Case Notes

Item to Address

The majority of files reviewed are missing required case notes that either indicating payment method for CRF Financial Support Payments and/or explain the gap in monthly receipt of CRF Financial Support payments.

Actions Required

1. SkillSource must provide the ESD monitoring unit with a plan by 1/8/2025 on how they will ensure staff are recording all required case notes for the State EcSA and CRF program.
2. SkillSource must include this element in their next round of monitoring.
3. During the PY25 monitoring review, SkillSource will provide the ESD monitoring unit with documentation of their review and the outcome, including any additional corrective actions.

SkillSource Response

On 12/19/2024, Aaron Parrott emailed: *"SkillSource management covered these topics in a summer training bootcamp delivered to case managers in July and August 2024 and will continue to address them in monthly technical trainings and quarterly local monitoring/technical assistance reviews."*

Status – Plan Received/Ongoing actions required

Administrative and Fiscal Review

1.2 MOU/IFA

Item to Address

There are two comprehensive one-stops in the North Central Workforce Development Area. SkillSource has reconciled the Infrastructure Funding Agreement (IFA) expenses for the comprehensive WorkSource in Moses Lake (WorkSource Central Basin). The ESD Monitoring Unit asked for documentation that the IFA expenses for the comprehensive WorkSource in Omak (WorkSource Okanogan) have been reconciled at least twice per year, as required in state policy 1024-Revision 2- Infrastructure Funding Agreement and State Funding Mechanism. SkillSource has reached out to ESD who manages the IFA and lease for WorkSource Okanogan for this information.

Actions Required

SkillSource must provide the ESD Monitoring Unit with documentation reflecting that all required WIOA partners have contributed to the IFA costs of WorkSource Okanogan, consistent with the MOU and IFA budget for that WorkSource. SkillSource must also provide the ESD Monitoring Unit with a plan for how they will ensure that the IFA costs for all certified WorkSource's are reconciled at least twice per year, moving forward. The plan and documentation reflecting the reconciliation of the IFA costs for WorkSource Okanogan are due to the ESD Monitoring Unit by 1/8/2025.

SkillSource Response

On 11/26/2024 the ESD Monitoring Unit accepted a plan from SkillSource on steps they will take to ensure that the IFA costs for all certified WorkSource's are reconciled at least twice per year, moving forward.

On 11/27/2024 Reed Fry from ESD's Specialized Accounting Unit emailed: *"We have received payment from 3 of the 4 partners (AARP, OIC, and WVC). Job Corps is a little notorious when it comes to receiving payment from them. Laura is helping us get payment from them since they do not generate checks. Job Corps has to pay SkillSource who then sends us a check. Soon as we receive the last payment from Job Corps, I will be issuing a credit to DVR and the next monthly IFA invoice. Please let me know if you have any questions."*

On 11/27/2024 Greg Ferland responded: *"Thank you, Reed. I appreciate the follow through. Sounds like the final reconciliation will occur once SkillSource is able to collect from Job Corps and reimburse to ESD."*

On 1/28/2024 Kim Anensen from ESD Financial Services Division confirmed that ESD had received a payment from SkillSource that is being applied to cover the PY23 infrastructure costs of the Okanogan WorkSource.

On 1/29/2024 Laura Leavitt submitted documentation reflecting that all required WIOA partners have contributed to the IFA costs of WorkSource Okanogan, consistent with the MOU and IFA budget for that WorkSource.

Status – Resolved

1.3 Policies and Procedures

Item to Address

Washington State WorkSource System Policy 1026 Safeguarding Personally Identifiable Information (PII) requires that all LWDBs have in place internal controls and written policies that address 8 specific items. SkillSource’s current Policy 20-176 Protecting Personally Identifiable Information (PII) is quite thorough but does not address the required training element from WSS 1026: *“Staff training and education content including: requirement to complete annual privacy and security awareness training; staff “need to know” expectations in their official capacity having access to PII; consequences for carelessness or negligence, including unauthorized access to such records including corrective action, sanctions, dismissal, and potential criminal penalties under the Privacy Act of 1974;”*.

Actions Required

SkillSource must review and update their policy to incorporate all the required items in WSS Policy 1026. SkillSource must provide a copy of the updated policy, along with proof of board involvement as required by WSS Policy 1028 Rev 1, to the Monitoring Unit by 1/8/2025.

SkillSource Response

On 12/18/2024 Aaron Parrott emailed: *“SkillSource published a revision of Local Directive 20-176 that addresses annual training requirements which was approved by the LDWB chair on 11/25/2024.”*

Status – Resolved

1.4 Administrative Controls and Monitoring

Item to Address

OIC of Washington is the one-stop operator for SkillSource Regional Workforce Board. Per federal regulations, one-stop operators are designated as subrecipients. All subrecipients are required to be monitored annually. SkillSource did conduct program monitoring of OIC of Washington but has not finished the administrative and fiscal monitoring of OIC of Washington.

Actions Required

SkillSource is required to conduct an administrative and fiscal review of OIC of Washington and provide the monitoring unit with a copy of the completed report by 1/8/2025.

SkillSource Response

On 11/26/2024 Lisa Romine emailed: *“Attached is the completed fiscal monitoring and risk assessment for OIC, the fiscal agent for our OSO, NC Workforce Consortium.”*

Status – Resolved

1.6 Cash and Financial Management

Item to Address

SkillSource allocated costs for their one-stop operator across WIOA Adult, Youth and DW programs using estimated percentages intending to represent the benefit of the three programs. The methodology for the split was not clearly documented or reconciled to figures representing actual benefit to the programs. 2 CFR 200.405(d) states, “Direct cost allocation principles: If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, notwithstanding paragraph (c) of this section, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis.” For distribution of costs there must be some methodology that considers the proportionate benefit of the funding programs. Assumed, budgeted, or planned activities or time is not an allowable basis for distribution of costs. Any distribution of costs must be based upon actual expenditures or activities.

Actions Required

While onsite, SkillSource was required to provide the Monitoring Unit a copy of their updated cost allocation methodology and reconcile costs for the one-stop operator retroactive to July 1, 2024.

On 11/8/2024 SkillSource provided the Monitoring Unit with an updated costs allocation plan and posting report from MIP demonstrating the reallocation of costs matching the reconciliation provided.

SkillSource Response

On 11/8/2024 Laura Leavitt emailed: *"I have also attached the report used to allocate OSO each month. Hope this is what you are looking for. Let me know if you need anything else for this"* and attached files demonstrating the fiscal corrections needed as well as the allocation methodology and calculations.

Status – Resolved

Disallowed Costs

In July 2024, SkillSource held an outreach and engagement event for local businesses. SkillSource did not pay for any alcoholic beverages out of restricted funding, however, they did allocate a portion of the one-day permit required to serve alcohol at specific events to the WIOA cluster of grants. As alcohol is not an allowable cost, the permit to serve such is not a reasonable or necessary program cost.

Actions Required

While onsite, SkillSource was required to review the transaction in question and pay for the permit out of non-federal funds.

SkillSource reviewed the transaction and shifted the cost of the one-day permit to unrestricted funding. SkillSource provided the monitoring unit with a copy of the MIP

posting report showing the costs were removed from unallowable sources and posted to non-federal, unrestricted funding on 11/8/2024.

SkillSource Response

On 11/8/2024 Laura Leavitt emailed: *"I have also attached the report used to allocate OSO each month. Hope this is what you are looking for. Let me know if you need anything else for this"* and attached files demonstrating the fiscal corrections needed as well as the allocation methodology and calculations.

Status – Resolved

1.14 Stevens Amendment

Item to Address

All three (3) of the documents provided to the ESD monitoring team for review of the Stevens Amendment, does not meet the required statement as outlined in WSS Policy 1027, Revision 1. When providing a QR code to the LWDB funding page. The statement on all the brochures provided with the QR code currently says: "How We're Funded or Funding Statement." Page 5 of the WSS Policy 1027, Revision 1 provides an example of QR code and accompanying grant funding statement, "XXX Activity is funded through a USDOL grant. To learn more about funding, follow this QR code." Or SkillSource may opt to utilize another approved example statements outlined in ESD Policy 1027, Revision 1.

Actions Required

SkillSource is required to provide the Monitoring Unit with a plan detailing steps it will take to become compliant with ESD policy 1027, Revision 1. The plan is due back to ESD Monitoring Unit by 1/8/2025.

SkillSource Response

On 12/18/2024 Aaron Parrott emailed: *"SkillSource will adopt the recommended wording, "XXX Activity is funded through a USDOL grant. To learn more about funding, follow this QR code" in conjunction with a QR code to its own funding statement webpage on all collateral where funding statements are required. Collateral with noncompliant wording will be phased out."*

Status – Resolved