

# SKILLSOURCE REGIONAL WORKFORCE BOARD

## Okanogan Committee Meeting

**MONDAY, June 9, 2025 - 12:00 Noon**  
(Lunch included)

**Location: WorkSource Okanogan**  
126 S. Main Street - Omak

### AGENDA:

- ❖ Committee Member - Quick updates
- ❖ Workforce Investment 3<sup>rd</sup> Quarter Performance Report  
~ [Workforce Collaboration Summit](#)
- ❖ 2025-26 Proposed (Preliminary) Budget
- ❖ 2025-28 One Stop Memorandum of Understanding (MOU)
- ❖ Summary & Follow up - [Board Retreat - Chelan](#)
- ❖ Adjourn 1:30

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**Board Meeting**  
**Tuesday, June 24**  
**5:30 pm**  
**via ZOOM**

### **Mission Statement**

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



**Board Meeting**  
**Via Zoom @ 5:30 pm**  
**June 24, 2025**

## Okanogan Quarterly Performance Report

July 1, 2024 – March 31, 2025

### Generational Craftsmanship Creates Community Care

Step-A-Loop Creek Caskets in Okanogan County creates more than just beautiful, custom pine caskets – they’ve built a legacy of craftsmanship and care for the tribal community. Thanks to a small business investment grant through the Washington State Department of Commerce, owner Dale Palmanteer has increased inventory and improved efficiency to support the family-run business in Omak, WA. To date, SkillSource has committed \$200,000 to small businesses throughout the five-county area.

The grant enabled Dale to purchase a trailer full of essential lumber from nearby mills in Washington and Idaho, a new Makita saw, finishing materials, and piles of Pendleton wool blankets from Oregon. Dale proudly serves the local tribal community and beyond, a tradition started by his brother when he began the business in 2006, and one Dale hopes will continue with his son and grandchildren.

“This has been a huge help,” Dale shared, gesturing to a stack of lumber against the wall of the workshop. Being able to reliably provide families with a beautifully crafted pine casket is a balm during difficult times of loss, and a statement of honor for the family member who has passed. This investment does more than support a small business. It’s fostering generational continuity and strengthening the heart and vitality of the Okanogan County community.



Congratulations Dale and Step-A-Loop Caskets!



## Registration & Exit

YTD Actual

Annual Goal

**Total Served**

**223**

**345**

### Adults

**Registered**

**53**

**59**

**Placement Rate (% employed at exit)**

**88%**

**80%**

**Credential Rate (% trained in voc ed who earn a credential)**

**83%**

**82%**

### Dislocated Workers

**Registered (includes 5 incumbent worker trainees)**

**24**

**24**

**Placement Rate (% employed at exit)**

**67%**

**81%**

**Credential Rate (% trained in voc ed who earn a credential)**

**75%**

**81%**

### Youth

**Registered**

**21**

**36**

**Placement Rate (% of youth employed or in post sec ed)**

**50%**

**65%**

**Credential Rate (% youth who achieved a HSD or GED)**

**100%**

**51%**

Discretionary Grant Enrollments/Goal: Federal EcSA: 7/6; State EcSA 43/22



| Participants in Occupational Education | 24-25 Students (YTD) |     |          |       | 23-24 Students (Year Total) |     |          |       |
|----------------------------------------|----------------------|-----|----------|-------|-----------------------------|-----|----------|-------|
|                                        | Big Bend             | WVC | WVC Omak | Other | Big Bend                    | WVC | WVC Omak | Other |
| Health Care                            | 22                   | 24  | 17       | 14    | 17                          | 17  | 13       | 15    |
| Office / Misc                          | 9                    | 6   | 0        | 7     | 6                           | 5   | 0        | 9     |
| Industrial & Technical                 | 14                   | 8   | 1        | 61    | 12                          | 6   | 0        | 63    |



## Workforce Investment Fiscal

Budget

Expenditures

Expenditure Rate

Obligation Rate

**Career Services**

**799,060**

**533,358**

**67%**

**89%**

**Work Based Training**

On-The-Job/Incumbent Worker Training

**69,660**

**17,035**

**24%**

**69%**

Work Experiences/Project Learning

**94,028**

**40,615**

**43%**

**71%**

**Occupational Education**

**104,500**

**81,040**

**42%**

**79%**

Healthcare

36,686

Office/Other

3,000

Industrial/Technical

41,354

**Basic Education**

Secondary Education

**120,649**

**50,960**

**42%**

**79%**

Computer Basics

**49,485**

**38,934**

**79%**

**99%**

**Support and Incentives**

**330,475**

**205,541**

**62%**

**93%**

**Total**

**1,567,857**

**967,483**

**62%**

**89%**

**TO: Okanogan Committee**  
**FM: Lisa Romine, CEO**  
**RE: Preliminary Proposed Service Delivery Budget: PY 2025-26**  
**DATE: June 9, 2025**

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Attached is a proposed preliminary budget for program year 2025-26.

A slightly different approach has been taken to draft budgets for next year given the following:

- Formula fund estimates were received from DOL by the State on 5/20/25. Final figures have yet to be received from the State. Sub-area allocations were calculated using updated county allocation figures.
- State EcSA, Community Reinvestment and Governor's discretionary funding figures are also estimated. Both are included in the state budget signed by the Governor (a win!), but significantly lower than last year, and final figures are still outstanding. We anticipate receiving final figures soon, but not in time for committee meetings.
- Several other funding sources/grants are anticipated at varying levels, but final notifications are pending.

Due to these estimates and the fact we are waiting to receive formal notification, we have prepared higher level budgets (with less detail than is customary) and have only included revenue that we are confident will be received in PY25. Approval of these preliminary budgets will allow for continuity of operation in the first quarter while we wait for formal notification. Fully developed budgets will then be brought to the committees and board in September.

We will walk through this information with you at the committee meeting to further outline strategy and proposed plan going forward.

**What we know:**

- Overall Formula funding is down 12% (\$395K) areawide
- Overall Discretionary funding is down 47% (\$2.38m) areawide
- Projected prior year carry-in funds are down 32% (\$434K) areawide
- Other discretionary funding such as State Education, PreETS are estimated at current levels

**What we don't know:**

- Commerce is considering granting additional Community Reinvestment funds to local boards. This is still in development, but could significantly fill budget shortfalls.
- Several new grant applications have been submitted and awaiting notification: Pathways Home (Reentry), Basic Food Employment & Training (BFET)...(others).
- Impact if the One Big Beautiful Bill passes congress.

**Enclosures:**

- Table I: Projected Revenue and Estimated Expenses (Areawide)
- Okanogan Preliminary Budget Summary

**TABLE I**  
**25-26 ESTIMATE OF REVENUES AND EXPENDITURES**  
**RESTRICTED FUNDS**

| ESTIMATED REVENUE                                | PROGRAM YEAR 25-26 |                |                |                |           |           |                  | COMPARISON                   |                     |           |           |
|--------------------------------------------------|--------------------|----------------|----------------|----------------|-----------|-----------|------------------|------------------------------|---------------------|-----------|-----------|
|                                                  | A                  | B              | C              | D              | E         | F         | G                | H                            | I                   | J         | K         |
|                                                  |                    |                | (A+B)          | (C*.10)        | (C*.12)   | (D+E)     | (C-F)            | (C-H)                        |                     | (F-J)     |           |
|                                                  | ALLOCATION         |                |                | TOTAL          |           |           |                  | EXECUTIVE                    |                     |           |           |
| FORMULA FUNDING*                                 | ALLOCATION         | TRANSFER (20%) | AFTER TRANSFER | ADMINISTRATION | PROGRAM   | EXECUTIVE | SERVICE DELIVERY | ALLOCATION reflects transfer | increase (decrease) | EXECUTIVE | inc (dec) |
| Adult                                            | 867,529            | 219,400        | 1,086,929      | 108,693        | 130,431   | 239,124   | 847,805          | 1,410,368                    | (323,439)           | 281,725   | (42,601)  |
| Youth                                            | 899,802            |                | 899,802        | 89,980         | 107,976   | 197,956   | 701,846          | 1,169,392                    | (269,590)           | 257,131   | (59,175)  |
| Dislocated Worker (mitig included)               | 1,096,931          | (219,400)      | 877,531        | 87,753         | 105,304   | 193,057   | 684,474          | 679,013                      | 198,518             | 174,487   | 18,570    |
| Total Formula Revenue                            | 2,864,262          | -              | 2,864,262      | 286,426        | 343,711   | 630,138   | 2,234,124        | 3,258,773                    | (394,511)           | 713,343   | (83,205)  |
|                                                  |                    |                |                |                |           | 22%       | 78%              |                              | -12%                |           | -12%      |
| DISCRETIONARY & OTHER                            |                    |                |                |                |           |           |                  | DISCRETIONARY & OTHER        |                     |           |           |
| Rapid Response Addl Asst                         |                    |                | 77,500         | -              | 9,300     | 9,300     | 68,200           | -                            | 77,500              | -         | 9,300     |
| Govenors 10% Discretionary (WIOA)                |                    |                | 354,135        |                | 42,496    | 42,496    | 311,639          | 141,175                      | 212,960             | 16,941    | 25,555    |
| State Economic Security for All (EcSA)           |                    |                | 344,620        | 34,462         | 41,354    | 75,816    | 268,804          | 654,189                      | (309,569)           | 138,940   | (63,124)  |
| Community Reinvestment Business Services         |                    |                | 118,296        | 11,830         | 106,467   | 118,296   | (0)              | 770,560                      | (652,264)           | 269,591   | (151,295) |
| Community Reinvestment Incentives/MISA           |                    |                | 273,992        | 27,399         | 32,879    | 60,278    | 213,714          | 1,809,900                    | (1,535,908)         | 199,506   | (139,228) |
| Career Connect Network                           |                    |                | -              | -              | -         | -         | -                | 33,000                       | (33,000)            | 6,000     | (6,000)   |
| Good Jobs (yr 2 of 2)                            |                    |                | 66,000         | 6,600          | 6,600     | 13,200    | 52,800           | 134,000                      | (68,000)            | 26,800    | (13,600)  |
| Preemployment Transition Services (est expenses) |                    |                | 415,000        | 41,500         | -         | 41,500    | 373,500          | 415,000                      | -                   | 41,500    | -         |
| Labor & Industries                               |                    |                | 98,896         | 9,890          |           |           | 89,006           |                              |                     |           |           |
| Agency Funds                                     |                    |                | 50,000         | -              | -         | -         | 50,000           |                              |                     |           |           |
| OSPI LAP (CD only)                               |                    |                | 26,000         | -              | -         | -         | 26,000           | 26,000                       | -                   | -         | -         |
| OSPI School Improvement (CD & Othello only)      |                    |                | 110,000        | -              | -         | -         | 110,000          | 110,000                      | -                   | -         | -         |
| OSPI OD Summer Pilot                             |                    |                | -              | -              | -         | -         | -                | 70,000                       | (70,000)            | -         | -         |
| State Basic Education (est. expenses)            |                    |                | 1,147,793      | 128,379        | -         | 128,379   | 1,019,414        | 915,678                      | 232,115             | 112,168   | 16,211    |
| Total Discretionary Revenue                      |                    |                | 3,082,232      | 260,060        | 239,096   | 489,266   | 2,583,076        | 5,079,502                    | (2,146,166)         | 811,446   | (322,180) |
|                                                  |                    |                |                |                |           | 16%       | 84%              |                              | -42%                | 16%       | -40%      |
| TOTAL FORMULA & DISCRETIONARY REVENUE            |                    |                | 5,946,494      | 546,486        | 582,808   | 1,119,404 | 4,817,200        | 8,338,275                    | (2,540,677)         | 1,524,789 | (405,385) |
|                                                  |                    |                |                |                |           | 19%       | 81%              |                              | -30.5%              | 18%       | -27%      |
| PRIOR YEAR CARRY-IN                              |                    |                | 919,578        | 325,878        | 66,816    | 392,694   | 526,884          | \$1,353,284                  | (433,706)           | 379,284   | 13,410    |
| GRAND TOTAL REVENUE                              |                    |                | \$6,866,072    | 872,364        | 649,624   | 1,512,098 | 5,344,085        | \$9,691,559                  | (2,974,383)         | 1,904,073 | (391,975) |
|                                                  |                    |                |                |                |           |           |                  |                              | -30.7%              |           | -21%      |
| ESTIMATED EXPENSES                               |                    |                | TOTAL          | ADMINISTRATION | PROGRAM   | EXECUTIVE | SERVICE DELIVERY | TOTAL                        |                     | EXECUTIVE |           |
|                                                  |                    |                | 6,848,154      | 577,675        | 926,394   | 1,504,068 | 5,344,085        | 9,498,780                    | (2,650,626)         | 1,787,369 | (283,301) |
|                                                  |                    |                |                |                |           |           |                  |                              | -27.9%              |           | -16%      |
| BUDGETED EXCESS/(DEFICIT)                        |                    |                | \$17,918       | 294,689        | (276,770) | 8,029     | -                | \$192,779                    | (323,756)           | 116,704   | (108,675) |
|                                                  |                    |                |                |                |           |           |                  |                              |                     |           |           |
| % ADMINISTRATION TO TOTAL                        |                    |                | 8.5%           |                |           |           |                  | 6.7%                         |                     |           |           |
| % EXECUTIVE TO TOTAL                             |                    |                | 21.0%          |                |           |           |                  | 16.2%                        |                     |           |           |

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\* formula funding amounts based upon TEGL 11-24 and updated county allocations

## Preliminary Okanogan Service Delivery Budget PY 25-26

| Category                 | Adult          | Dislocated Worker | State EcSA    | Community Reinvestment | Gov 10%       | Youth          | PreETS        | State Ed       | Total            | Prior Year       | \$ change        | % change    |
|--------------------------|----------------|-------------------|---------------|------------------------|---------------|----------------|---------------|----------------|------------------|------------------|------------------|-------------|
| Training Related & AS&T  | 136,323        | 70,552            | 26,881        | 22,743                 | 31,164        | 113,826        | 49,700        | 107,518        | 558,706          | 771,061          | (212,355)        | -28%        |
| Direct Training          | 130,172        | 71,526            | 24,192        | -                      | 29,294        | 57,789         | 31,408        | 154,435        | 498,817          | 451,831          | 46,986           | 10%         |
| Support/Incentives       | 8,242          | 7,478             | 2,688         | 20,000                 | 1,870         | 3,502          | 1,725         | 500            | 46,005           | 330,475          | (284,470)        | -86%        |
| <b>Total</b>             | <b>274,737</b> | <b>149,556</b>    | <b>53,761</b> | <b>42,743</b>          | <b>62,328</b> | <b>175,117</b> | <b>82,833</b> | <b>262,453</b> | <b>1,103,528</b> | <b>1,553,367</b> | <b>(449,839)</b> | <b>-29%</b> |
| <b>PY24-25 Budget</b>    | 347,210        | 141,689           | 112,046       | 399,362                | 50,971        | 248,084        | 82,833        | 171,171        | 1,553,366        |                  |                  |             |
| <b>Change \$</b>         | (72,473)       | 7,867             | (58,285)      | (356,619)              | 11,357        | (72,967)       | -             | 91,282         | (449,838)        |                  |                  |             |
| <b>Change %</b>          | -21%           | 6%                | -52%          | -89%                   | 22%           | -29%           | 0%            | 53%            | -29%             |                  |                  |             |
| <b>FTE's</b>             | 1.00           | 0.50              | 0.10          | 0.15                   | 0.20          | 0.80           | 0.25          | 2.05           | 5.05             | 6.33             | (1.28)           | -20%        |
| <b>Total Enrollments</b> | 50             | 27                | 8             | 4                      | 6             | 32             | 24            | 50             | 201              | 226              | (25.00)          | -11%        |

### Notes:

- ~ Overall drop in OK Revenue - 29%
- ~ Community Reinvestment Business Services and Training is in the Executive Budget and includes funding for Okanogan Business Services (Incumbent Worker & Internship)
- ~ Community Reinvestment/State Economic Security for All incentives have decreased by \$285K
- ~ Assumes that Governors Discretionary funding will be released to the Local Workforce Development Boards (LWDB's)
- ~ The drop in total served is not commensurate with drop in overall revenue due to State Ed remaining at current levels and high level of coenrollment between EcSA and CRP Incentives
- ~ LC increase in staff, CRP FTE includes management of current MISAs,
- ~ Includes 3% salary increase



# One-Stop Partners



| Required Department of Labor programs                                                                     |                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adult (WIOA title I formula)                                                                              | Senior Community Service Employment Program (title V of the Older Americans Act of 1965)                                                                                                   |
| Dislocated Worker (WIOA title I formula)                                                                  | Trade Adjustment Assistance activities (Trade Act of 1974, as amended)                                                                                                                     |
| Youth (WIOA title I formula)                                                                              | Jobs for Veterans State Grants (Chapter 41 of title 38)                                                                                                                                    |
| YouthBuild (WIOA title I)                                                                                 | Unemployment Compensation programs                                                                                                                                                         |
| Indian and Native American Programs (WIOA title I)                                                        | Wagner-Peyser Act ES, as authorized under the Wagner-Peyser Act, as amended by WIOA title III                                                                                              |
| National Farmworker Jobs Programs (NFJP)/Migrant and Seasonal Farmworker Programs (WIOA title I)          | Reentry Employment Opportunities (REO) program (formerly referred to as the Reintegration of Ex-Offenders (ReXO) program) (Section 212 of the Second Chance Act of 2007 and WIOA sec. 169) |
| Job Corps (WIOA title I)                                                                                  |                                                                                                                                                                                            |
| Required Department of Education programs                                                                 |                                                                                                                                                                                            |
| AEFLA program (WIOA title II)                                                                             | Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006                                        |
| State VR program, authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV |                                                                                                                                                                                            |
| Required Department of Health and Human Services programs                                                 |                                                                                                                                                                                            |
| Programs authorized under the Social Security Act title IV, part A (TANF) <sup>1</sup>                    | Community Services Block Grant Employment and Training activities (Community Services Block Grant Act)                                                                                     |
| Required Department of Housing and Urban Development (HUD) program                                        |                                                                                                                                                                                            |
| Employment and training programs                                                                          |                                                                                                                                                                                            |

# MEMORANDUM OF UNDERSTANDING

## Chelan/Douglas, Grant/Adams, Okanogan Counties

### PY 25-28

*The following Memorandum of Understanding (MOU) between the SkillSource Regional Workforce Board and the following workforce agencies (hereinafter called partners) sets forth the terms of agreement for implementing the One-Stop Center for Chelan/Douglas, Grant/Adams, Okanogan Counties.*

- Employment Security Department
- SkillSource
- Wenatchee Valley College
- Big Bend Community College
- DSHS/Division of Vocational Rehabilitation
- DSHS/Community Services Division
- OIC of Washington
- Chelan Douglas Community Action Council
- Columbia Basin Job Corps
- Curlew Job Corps
- AARP Foundation
- Department of Services for the Blind

#### **I. Purpose of Agreement**

This MOU establishes a cooperative and mutually beneficial relationship among the partners and sets forth their relative responsibilities as they relate to One-stop duties, obligations, and responsibilities pursuant to section 121 of the Workforce Innovation and Opportunity Act.

#### **II. Strategic Vision for the System**

The partners agree to support the vision and strategic goals set forth by the [Regional Workforce Plan](#) to the extent consistent with partner missions.

**Vision:** By 2030, the region will have an informed, productive workforce sustained by a collaborative workforce development system leading to a middle-class standard of living.

The Regional Plan Goal #4: Use data for continuous improvement and increased customer knowledge & access of One-Stop programs.

**Objective 4.1:** Enhance collaboration and customer experience through shared operational data, partner services and outcomes.

**Objective 4.2:** Streamline one-stop service access and service delivery through enhanced technology and processes.

**Objective 4.3:** Improve community awareness of the One-Stop system through outreach campaigns and coordinated partner outreach plans.

#### **III. Duration of Agreement**

This agreement shall become effective July 1, 2025 upon approval of the parties hereto and remain in effect until June 30, 2028 unless canceled earlier by the partners in accordance with Section XII.

#### **IV. The Workforce Development Board shall:**

- Develop a four (4) year strategic plan for the local workforce development area
- Convene and support One-stop partners
- Competitively select a One-stop Operator
- Develop and enter into a Memorandum of Understanding with partners
- Assist Local Elected Officials fulfill the requirements of Federal Policy
- Conduct Equal Opportunity Training and Reviews of Title I Service Providers



## **V. Description of Services**

### **a. Access:**

Partners agree to provide access in accordance with Appendix A.

- Option 1: Having a program staff member physically present at the WorkSource Center;
- Option 2: Having a staff member from a different partner program physically present at the WorkSource Center and appropriately trained to provide information to customers about the programs, services, and activities available through all partner programs; or
- Option 3: Making available a direct linkage through technology to a program staff member who can provide meaningful information or services.

### **b. Career Services:**

Partners agree to provide career services in accordance with Appendix A.

Partners agree to coordinate to the maximum extent feasible through:

- Effective communication and information sharing,
- Cooperate with the One-stop Operator,
- Joint planning and design processes,
- Commitment to a shared vision, common goals, strategies, and performance measures,
- The use of common and/or linked data and data sharing methods, as appropriate,
- Leveraging of resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to maximize outcomes and customer satisfaction, and
- Participation in regularly scheduled partner meetings

### **c. Integrated Customer Referral System:**

Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the partners' programs represented in the Centers,
- Develop materials summarizing their program requirements and making them available for partners and customers,
- Develop and utilize common intake, eligibility determination, assessment, and registration forms where appropriate,
- Provide substantive referrals to customers who may be eligible for services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that partner resources are being leveraged at an optimal level.

### **d. One-stop Certification:**

Partners agree to cooperate with the Board and Operator to fulfill center certification requirements.

### **e. Shared Services:**

Partners agree to make a good faith effort to share the cost of providing system information. Greeters assist visitors, job seekers, and career builders to access resources and representatives to learn about the full array of workforce development, educational and other human resource services. Ideally, each partner stations or outstations a qualified employee one morning or afternoon per week during optimum traffic periods. Position requirements, operation mechanics and specific pledges are detailed in the WorkSource Center Certification and coordinated by the Operator.

## VI. Infrastructure Funding (WorkSource Central Basin & WorkSource Okanogan)

- A. Purpose. This section explains the procedures by which partners will contribute to infrastructure costs (facility, equipment and materials) to provide applicable Business and Career Services at comprehensive one-stop Centers in Moses Lake, Omak and Wenatchee Affiliate.
- B. Costs. Facility and technology costs are shown in Appendix B Infrastructure Budget. Facility (debt service/rent, custodial, utilities & maintenance) of shared space (i.e., greeting, resource, interview & meeting rooms) together with portions of common areas (i.e. entrance, hallways, break and restrooms. Technology includes portions of computer/internet/phone connectivity. Infrastructure costs may include kiosk, signage, outreach, ADA accessibility and a fiscal management.
- C. Allocation. Facility costs for resident partners are based on the proportional share of common and shared space allocated to their occupied space. Facility costs for non-resident partners are based on the proportional share of common and shared space allocated to one cubicle of dedicated space, whether occupied or not. (See footnote details on each budget page(s)). Technology costs are allocated using the same methodology as facility. All programs and visitors have equal access and use of Resource library technology. Programs must specify how they want digital information presented and accessed.
- D. Period. This budget is for a twelve (12) month period July 1 to June 30. The annual Infrastructure budget will be reviewed and approved by partners by March 31 preceding the applicable program year.
- E. Fiscal Management. SkillSource will perform accounting necessary (receipts and disbursements) to implement this section for WorkSource Central Basin and WorkSource Okanogan. Employment Security will perform accounting for Wenatchee Affiliate. Fiscal Management will be performed in accordance with 2 CFR Part 200.
- F. Assumption. When partner program services are housed via lease, the Facility contribution is made by such lessor. By way of example, both ESD and DVR have contributed to infrastructure Facility via Lease.
- G. Billing and Payment. Contributions will be invoiced quarterly and payments due within 30 days after payment due date. After payments are received, SkillSource or Employment Security shall disburse revenues or credits to applicable facility and technology owners and leaseholders. All funds collected will be remitted to the appropriate resource owners. Reconciliation of the IFA costs will be performed twice per year.
- H. Assurances. Each party in this MOU may reasonably and equitably use shared space to provide applicable career and business services relative to the portion of shared space contributions. Any disputes arising out of shared space use shall be resolved by the Operator. The Career Center building owner or lessee is responsible for assuring compliance with accessibility requirements of the Americans with Disabilities Act.
- I. Process to Achieve Agreement. Local board staff compiled budgets for each Center based on applicable facility and technology costs, facilitated multiple group and individual meetings and worked with partners to come to consensus regarding the basis for allocating costs. Partners provided feedback and recommended changes which centered primarily around technology. A final review draft of the MOU and IFA is shared with all partners for concurrence, then presented to the Board and local elected official for approval.

## **VII. Accessibility**

All persons, including individuals with barriers to employment, will encounter a welcoming environment, multi-media information and flexible hours in order to learn about the partners' programs and services.

### Physical Accessibility

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high-traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

### Virtual Accessibility

Centers will ensure that workers and businesses have access to the same information online as they do in a physical facility. Partners will communicate so public can readily understand and consume such information. Partners will usually have a website explaining the services available by their One-stop program.

### Communication Accessibility

Individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

## **VIII. Equal Opportunity**

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

## **IX. Jobs for Veterans Act**

Partners agree to comply with the federal Jobs for Veterans Act (P.L. 107-228) as applicable, as well as Washington State Policy 1009 Revision 2: Priority of Service for Veterans and Eligible Spouses.

## **X. Supplemental Agreements**

To ensure flexibility for all partners within this Agreement, it is understood and agreed that two or more partners may enter into separate Supplemental Agreements among themselves. These Supplemental Agreements shall not preclude or negate any terms or conditions set forth in this Agreement (MOU).

## **XI. Liability**

The partners recognize that the partnership consists of local, state, federal agencies, not-for-profit, and for-profit entities. Each partner shall hold harmless other partners from all claims, costs, damages, or expenses arising out of the negligence of the partners. In the case of negligence of two or more partners, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each partner.

## **XII. Amendment or Cancellation of Agreement**

Each partner may cancel its participation in the Agreement upon 60 days written notice to the other partners. In the event a partner determines that funds are unavailable to carry out the activities set forth in this Agreement, the partner shall terminate this Agreement by notifying all other partners and the Regional Workforce Board in writing immediately, and the Agreement shall terminate upon the delivery of such written notification. When the cancellation is for cause, i.e., a material and significant breach of any of the provisions of this Agreement, it may be canceled upon delivery of written notice to the other partners.

### **XIII. General Provisions**

Partners are expected to meet their responsibilities under this MOU in accordance with the laws and regulation which govern their activities. Nothing in this MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures.

Nothing in this section prohibits a partner from sharing co-location costs with one or more additional partners. Cost-sharing resources may include cash, in-kind, or other. Each partner is responsible for the costs of its agency in carrying out that agency's commitments of Section V. In no event shall any agency be obligated to pay any expense incurred by another agency under this Agreement.

### **XIV: Dispute Resolution:**

In all circumstances, disputes will be resolved at the lowest level possible as described in [Local Directive 18-173 R1](#). In the event of an impasse at the local level, the directive also describes the steps to be taken to elevate the dispute to the Workforce Training and Education Coordinating Board and other Federal agencies as necessary. In the event the local funding mechanism does not result in an agreeable IFA, the local area will follow state guidance triggering the state funding mechanism outlined in WorkSource [System Policy 1024](#).

### **XV. Periodic Review and Renewal**

The IFA incorporated into this agreement must be updated annually to addresses any changes in the cost of facility and technology. Each subsequent IFA will be in effect for one program year. As it is not federally required that the IFA be re-signed, IFA partners will receive a copy of the updated budget via email.

Generally, amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Because this MOU is a "living document" that is likely to undergo changes over the next three years, changes to the attachments to the MOU that do not change the intent of the document will be considered minor revisions. Additionally, affiliate and connection sites (access point or specialized center) may be added to the MOU without the need to resign the entire document. Affiliate and connection sites added during a program year will not be factored into the budget or IFA during that year and will instead be added in the next full program year or to the next MOU, whichever is most appropriate, based on agreement between the site and the local board. Partners will be notified of minor modifications to attachments or the addition of affiliate or connection sites via e-mail.

Substantial changes, such as the removal or addition of a required partner organization, a change of greater than 15% of planned annual costs overall or a change due to the election of a new Chief Elected Official, will require renewal of the MOU (20 CFR 678.500(b)(6), (d), and (e); 34 CFR 361.500(b)(6), (d), and (e); and 34 CFR 463.500(b)(6), (d), and (e)). Renewal of the MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU. Oral amendments or modifications shall have no effect. If any provision of this Memorandum of Understanding is held invalid, the remainder of the Memorandum of Understanding shall not be affected.

### **XVI. References/Links**

- [One Stop Operator Agreement](#)
- [Customer Complaint Procedure](#)
- [Dispute Resolution Directive](#)

**XVII. Signatures** The undersigned agencies agree to the faithful performance of this Agreement.

| Authorized Signatory | Partner                                    | Date |
|----------------------|--------------------------------------------|------|
| By:                  | SkillSource Regional Workforce Board       |      |
| Lisa Romine          |                                            |      |
| By:                  | Employment Security Department:            |      |
| Todd Wurl: #K8782    |                                            |      |
| By:                  | SkillSource                                |      |
| Susan Adams          |                                            |      |
| By:                  | DSHS/Division of Vocational Rehabilitation |      |
| Douglas Morehead     |                                            |      |
| By:                  | DSHS/ Community Services Division          |      |
| Brice Montgomery     |                                            |      |
| By:                  | Big Bend Community College                 |      |
| Sara Thompson Tweedy |                                            |      |
| By:                  | Wenatchee Valley College                   |      |
| Faimous Harrison     |                                            |      |
| By:                  | OIC of Washington                          |      |
| Anthony Peterson     |                                            |      |
| By:                  | Columbia Basin Job Corps                   |      |
| Mike Rios            |                                            |      |
| By:                  | Community Action Council                   |      |
| Alan Walker          |                                            |      |
| By:                  | AARP Foundation                            |      |
| Monique Bates        |                                            |      |
| By:                  | Department of Services for the Blind       |      |
| Lisa Wheeler         |                                            |      |
| By:                  | Curlew Job Corps                           |      |
| Scott Palmer         |                                            |      |
| By:                  | Chief Local Elected Official               |      |
|                      |                                            |      |

## APPENDIX A: SUMMARY OF ONE STOP SERVICES – WORKSOURCE CENTRAL BASIN

| Roles                                 | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ES                      | SS                           | DVR                 | DSHS | BBCC                           | OIC           | JC                 | AARP FOUND | DSB                 |   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|---------------------|------|--------------------------------|---------------|--------------------|------------|---------------------|---|
| METHODS OF ACCESS                     | <ul style="list-style-type: none"><li>OPTION 1: PROGRAM STAFF PRESENT AT CENTER</li><li>OPTION 2: PARTNER STAFF CROSS TRAINED TO PROVIDE INFORMATION</li><li>OPTION 3: DIRECT LINKAGE VIA TECHNOLOGY TO PROGRAM STAFF</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                       | X                            | X                   |      |                                | X             |                    |            |                     |   |
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| ONE STOP PROGRAMS DELIVERED           | (SEE 20 CFR 678.400)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TITLE III: WP & JVSG UI | TITLE I: ADULT DW/NDWG YOUTH | TITLE IV: VOC REHAB | TANF | TITLE II: AEFLA & CARL PERKINS | TITLE I: NFJP | TITLE I: JOB CORPS | SCSEP      | TITLE IV: VOC REHAB |   |
| APPLICABLE BASIC CAREER SERVICES      | <ul style="list-style-type: none"><li>ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH</li><li>OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES</li><li>INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS</li><li>LABOR EXCHANGE SERVICES</li><li>REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES</li><li>WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION</li><li>PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS</li><li>LOCAL AREA PERFORMANCE INFORMATION</li><li>INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES</li><li>ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED</li><li>INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS</li></ul>                                                     |                         | X                            |                     |      |                                |               |                    |            |                     |   |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                       | X                            | X                   | X    | X                              | X             | X                  | X          | X                   | X |
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| APPLICABLE INDIVIDUAL CAREER SERVICES | <ul style="list-style-type: none"><li>COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS &amp; NEEDS</li><li>DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN</li><li>GROUP COUNSELING</li><li>INDIVIDUAL COUNSELING</li><li>CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))</li><li>SHORT-TERM PRE-VOCATIONAL SERVICES</li><li>INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)</li><li>WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);</li><li>FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM</li><li>OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE</li><li>ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION &amp; TRNG</li></ul>                                                                                    |                         | X                            | X                   |      |                                | X             |                    |            |                     |   |
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| BUSINESS SERVICES                     | <ul style="list-style-type: none"><li>LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION</li><li>CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS</li><li>CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES</li><li>CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS</li><li>HUMAN RESOURCE CONSULTATION SERVICES</li><li>CUSTOMIZED LABOR MARKET INFORMATION</li><li>DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES</li><li>INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA</li><li>ASSISTANCE MANAGING REDUCTIONS IN FORCE</li><li>COORDINATION WITH RAPID RESPONSE</li><li>THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS</li><li>ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS</li></ul> | X                       | X                            |                     |      |                                | X             |                    |            |                     |   |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                       | X                            | X                   |      |                                | X             |                    |            |                     |   |
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# APPENDIX A: SUMMARY OF ONESTOP SERVICES – WORKSOURCE OKANOGAN

| Roles                            | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ES                                    | SS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | DVR                 | DSHS | WVC                            | AARP FOUND | JC                 | DSB                 | OIC           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------|--------------------------------|------------|--------------------|---------------------|---------------|
| METHODS OF ACCESS                | <ul style="list-style-type: none"><li>OPTION 1: PROGRAM STAFF PRESENT AT CENTER</li><li>OPTION 2: PARTNER STAFF CROSS TRAINED TO PROVIDE INFORMATION</li><li>OPTION 3: DIRECT LINKAGE VIA TECHNOLOGY TO PROGRAM STAFF</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X                   |      |                                |            |                    |                     |               |
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| ONE STOP PROGRAMS DELIVERED      | (SEE 20 CFR 678.400)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TITLE III: WP JVSG UI & BFET          | TITLE I: ADULT/ECSA DW/NDWG YOUTH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TITLE IV: VOC REHAB | TANF | TITLE II: AEFLA & CARL PERKINS | SCSEP      | TITLE I: JOB CORPS | TITLE IV: VOC REHAB | TITLE I: NFJP |
| APPLICABLE BASIC CAREER SERVICES | <ul style="list-style-type: none"><li>ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH</li><li>OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES</li><li>INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS</li><li>LABOR EXCHANGE SERVICES</li><li>REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES</li><li>WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION</li><li>PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS</li><li>LOCAL AREA PERFORMANCE INFORMATION</li><li>INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES</li><li>ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED</li><li>INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS</li></ul>                                                     |                                       | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
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|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | APPLICABLE INDIVIDUAL CAREER SERVICES | <ul style="list-style-type: none"><li>COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS &amp; NEEDS</li><li>DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN</li><li>GROUP COUNSELING</li><li>INDIVIDUAL COUNSELING</li><li>CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))</li><li>SHORT-TERM PRE-VOCATIONAL SERVICES</li><li>INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)</li><li>WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);</li><li>FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM</li><li>OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE</li><li>ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION &amp; TRNG</li></ul> |                     | X    | X                              |            |                    |                     |               |
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| X                                | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | X                   | X    |                                |            |                    |                     |               |
| X                                | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | X                   |      |                                |            |                    |                     |               |
| X                                | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | X                   |      |                                |            |                    |                     |               |
| X                                | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | X                   |      |                                |            |                    |                     |               |
|                                  | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |      |                                |            |                    |                     |               |
| X                                | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |      |                                |            |                    |                     |               |
|                                  | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |      |                                |            |                    |                     |               |
| BUSINESS SERVICES                | <ul style="list-style-type: none"><li>LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION</li><li>CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS</li><li>CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES</li><li>CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS</li><li>HUMAN RESOURCE CONSULTATION SERVICES</li><li>CUSTOMIZED LABOR MARKET INFORMATION</li><li>DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES</li><li>INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA</li><li>ASSISTANCE MANAGING REDUCTIONS IN FORCE</li><li>COORDINATION WITH RAPID RESPONSE</li><li>THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS</li><li>ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS</li></ul> |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | X                   | X    |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X                   |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X                   |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X                   |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X                   |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X                   |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |      |                                |            |                    |                     |               |



# APPENDIX A: SUMMARY OF ONESTOP SERVICES – CHELAN/DOUGLAS

| Roles                                 | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ES                            | SS                                    | DVR                       | DSHS                    | WVC                                     | OIC              | CAC         |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------|---------------------------|-------------------------|-----------------------------------------|------------------|-------------|
| METHOD OF SERVICE PROVISION           | <ul style="list-style-type: none"><li>OPTION 1: SERVICES PROVIDED AT WENATCHEE AFFILIATE CENTER</li><li>OPTION 2: SERVICES PROVIDED AT AFFILIATE AND AGENCY LOCATION</li><li>OPTION 3: SERVICES PROVIDED AT AGENCY LOCATION</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1                             | 2                                     | 2                         | 2                       | 3                                       | 1                | 3           |
| ONE STOP PGMS                         | (SEE 20 CFR 678.400)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TITLE III:<br>WP<br>JVSG & UI | TITLE I:<br>ADULT<br>DW/NDWG<br>YOUTH | TITLE IV:<br>VOC<br>REHAB | TANF<br>WorkFirst<br>CJ | TITLE II:<br>AEFLA &<br>CARL<br>PERKINS | TITLE I:<br>MSFW | BFET<br>ELA |
| APPLICABLE BASIC CAREER SERVICES      | <ul style="list-style-type: none"><li>ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH</li><li>OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES</li><li>INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS</li><li>LABOR EXCHANGE SERVICES</li><li>REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES</li><li>WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION</li><li>PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS</li><li>LOCAL AREA PERFORMANCE INFORMATION</li><li>INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES</li><li>ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED</li><li>INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS</li></ul>                                                     |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         | X                                       | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         | X                       | X                                       | X                | X           |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     | X                         |                         | X                                       |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         | X                                       | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         | X                                       |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
| APPLICABLE INDIVIDUAL CAREER SERVICES | <ul style="list-style-type: none"><li>COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS &amp; NEEDS</li><li>DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN</li><li>GROUP COUNSELING</li><li>INDIVIDUAL COUNSELING</li><li>CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))</li><li>SHORT-TERM PRE-VOCATIONAL SERVICES</li><li>INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)</li><li>WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);</li><li>FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM</li><li>OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE</li><li>ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION &amp; TRNG</li></ul>                                                                                    |                               | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                | X           |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     |                           | X                       |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         | X                       |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         | X                       |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     | X                         |                         | X                                       | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     | X                         |                         | X                                       | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     | X                         |                         |                                         | X                | X           |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     |                           |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         | X                                       | X                | X           |
| BUSINESS SERVICES                     | <ul style="list-style-type: none"><li>LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION</li><li>CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS</li><li>CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES</li><li>CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS</li><li>HUMAN RESOURCE CONSULTATION SERVICES</li><li>CUSTOMIZED LABOR MARKET INFORMATION</li><li>DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES</li><li>INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA</li><li>ASSISTANCE MANAGING REDUCTIONS IN FORCE</li><li>COORDINATION WITH RAPID RESPONSE</li><li>THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS</li><li>ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS</li></ul> | X                             | X                                     |                           |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     |                           |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                             | X                                     | X                         |                         |                                         | X                |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | X                                     |                           |                         |                                         |                  |             |

## APPENDIX B: Central Basin Infrastructure Annual Budget Summary (by Program)

### Program Year 25-26

| Program                                   | Partner               | Infrastructure Career Services |                         | Total             | Lease or Agreement | Net Due         | Additional Career Services |                  |                     |
|-------------------------------------------|-----------------------|--------------------------------|-------------------------|-------------------|--------------------|-----------------|----------------------------|------------------|---------------------|
|                                           |                       | Facility <sup>4</sup>          | Technology <sup>5</sup> |                   |                    |                 | Facility                   | Technology       | Personnel           |
| Wagner Peyser                             | ESD <sup>1</sup>      | \$ 22,541                      | \$ 1,603                | \$ 24,145         | \$ (24,145)        | \$ -            | \$ 70,922                  | \$ 47,688        | \$ 1,338,700        |
| Veterans                                  | ESD <sup>1</sup>      | \$ 22,541                      | \$ 1,603                | \$ 24,145         | \$ (24,145)        | \$ -            |                            |                  |                     |
| Unemployment Compensation (RESEA)         | ESD <sup>1</sup>      | \$ 22,541                      | \$ 1,603                | \$ 24,145         | \$ (24,145)        | \$ -            |                            |                  |                     |
| Youth Workforce Investment                | SkillSource           | \$ 10,943                      | \$ 876                  | \$ 11,819         | \$ (11,819)        | \$ -            | \$ 62,786                  | \$ 19,640        | \$ 1,150,000        |
| Adult Workforce Investment                | SkillSource           | \$ 10,943                      | \$ 876                  | \$ 11,819         | \$ (11,819)        | \$ -            |                            |                  |                     |
| Dislocated Worker Investment <sup>7</sup> | SkillSource           | \$ 16,415                      | \$ 876                  | \$ 17,291         | \$ (17,291)        | \$ -            |                            |                  |                     |
| Economic Security for All (EcSA)          | SkillSource           | \$ 10,943                      | \$ 876                  | \$ 11,819         | \$ (11,819)        | \$ -            |                            |                  |                     |
| Vocational Rehabilitation                 | DVR <sup>2</sup>      | \$ 19,395                      | \$ 1,379                | \$ 20,774         | \$ (19,395)        | \$ 1,379        | \$ 20,144                  |                  |                     |
| Vocational Rehabilitation                 | DSB <sup>6</sup>      | \$ -                           | \$ 147                  | \$ 147            |                    | \$ 147          |                            |                  |                     |
| Adult Education & Literacy                | BBCC                  | \$ 1,037                       | \$ 74                   | \$ 1,111          |                    | \$ 1,111        |                            |                  |                     |
| Perkins Technical Education               | BBCC                  | \$ 1,037                       | \$ 74                   | \$ 1,111          |                    | \$ 1,111        |                            |                  |                     |
| Job Corps - Columbia Basin Center         | Job Corps             | \$ 2,074                       | \$ 147                  | \$ 2,221          |                    | \$ 2,221        |                            |                  |                     |
| Senior Community Service Employment       | AARP Foundation       | \$ 2,074                       | \$ 147                  | \$ 2,221          |                    | \$ 2,221        |                            |                  |                     |
| Temporary Assistance Needy Families       | DSHS/CSD <sup>3</sup> | \$ 2,074                       | \$ 147                  | \$ 2,221          | \$ (2,221)         | \$ -            |                            |                  |                     |
| National Farmworker Jobs Program          | OIC of Washington     | \$ 5,462                       | \$ 388                  | \$ 5,850          | \$ (5,462)         | \$ 388          | \$ 108,740                 |                  |                     |
|                                           | <b>Total</b>          | <b>\$ 150,022</b>              | <b>\$ 10,815</b>        | <b>\$ 160,837</b> |                    | <b>\$ 8,577</b> | <b>\$ 262,592</b>          | <b>\$ 67,328</b> | <b>\$ 2,488,700</b> |

<sup>1</sup> ESD facility funds will be contributed by SkillSource via lease.

<sup>2</sup> DVR facility funds will be contributed by SkillSource via lease.

<sup>3</sup> DSHS share paid by ESD via contract.

<sup>4</sup> Facility Contributions for non-resident partners are based on proportional share of common and shared space allocated to one cubicle per partner (64 sq ft) @ \$19.75/sq ft.

<sup>5</sup> ESD Front end technology costs for 17 computers (\$518/yr each), 2 phones (\$168 /yr each), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities. SkillSource technology funds will be contributed via 24 inkind computers in rm 125. SkillSource will collect Net Due contributions from non ESD partners and remit Technology contributions to ESD.

<sup>6</sup> DSB is charged only for technology to support their electronic link to services as DSB has no physical presence in the Area.

<sup>7</sup> Dislocated Worker includes two quarters of NDWG

## APPENDIX B: Okanogan Infrastructure Annual Budget Summary (by Program)

### Program Year 25-26

| Program                            | Partner                | Infrastructure Career Services |                         | Total            | Lease or Agreement | Net Due         | Additional Career Services |                  |                     |
|------------------------------------|------------------------|--------------------------------|-------------------------|------------------|--------------------|-----------------|----------------------------|------------------|---------------------|
|                                    |                        | Facility <sup>2</sup>          | Technology <sup>3</sup> |                  |                    |                 | Facility                   | Technology       | Personnel           |
| Wagner Peyser                      | ESD                    | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            |                            |                  |                     |
| Veterans                           | ESD                    | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            |                            |                  |                     |
| Unemployment Compensation (RESEA)  | ESD                    | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            |                            |                  |                     |
| Basic Food Employment & Training   | ESD                    | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            | \$ 59,686                  | \$ 32,336        | \$ 1,014,041        |
| Youth Workforce Investment         | ESD <sup>1</sup>       | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            |                            |                  |                     |
| Adult Workforce Investment         | ESD <sup>1</sup>       | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            |                            |                  |                     |
| Dislocated Worker Investment       | ESD <sup>1</sup>       | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            |                            |                  |                     |
| Economic Security for All (EcSA)   | ESD <sup>1</sup>       | \$ 5,910                       | \$ 570                  | \$ 6,480         | \$ (6,480)         | \$ -            | \$ -                       | \$ -             | \$ 172,690          |
| Vocational Rehabilitation          | DVR                    | \$ 7,144                       | \$ 689                  | \$ 7,833         | \$ (7,833)         | \$ -            | \$ 15,159                  |                  |                     |
| Vocational Rehabilitation          | DSB <sup>4</sup>       |                                | \$ 99                   | \$ 99            |                    | \$ 99           |                            |                  |                     |
| Job Corps - Curlew Center          | Job Corps <sup>4</sup> |                                | \$ 99                   | \$ 99            |                    | \$ 99           |                            |                  |                     |
| Adult Education                    | WVC                    | \$ 513                         | \$ 99                   | \$ 612           |                    | \$ 612          |                            |                  |                     |
| Carl Perkins                       | WVC                    | \$ 513                         | \$ 99                   | \$ 612           |                    | \$ 612          |                            |                  |                     |
| Senior Community Service           | AARP Foundation        | \$ 1,026                       | \$ 99                   | \$ 1,125         |                    | \$ 1,125        |                            |                  |                     |
| Temp Assistance for Needy Families | DSHS <sup>1</sup>      | \$ 1,026                       | \$ 99                   | \$ 1,125         | \$ (1,125)         | \$ -            |                            |                  |                     |
| National Farmworker Jobs Program   | OIC of Washington      | \$ 1,026                       | \$ 99                   | \$ 1,125         |                    | \$ 1,125        |                            |                  |                     |
|                                    | <b>Total</b>           | <b>\$ 58,527</b>               | <b>\$ 5,944</b>         | <b>\$ 64,471</b> | <b>\$ (60,797)</b> | <b>\$ 3,673</b> | <b>\$ 74,845</b>           | <b>\$ 32,336</b> | <b>\$ 1,186,731</b> |

<sup>1</sup> DSHS and SkillSource infrastructure share paid by Employment Security via interagency agreement or by contract.

<sup>2</sup> Facility contributions for resident partners are based on actual occupied space as per lease. Facility contributions for non-resident partners are based on proportional share of common and shared space allocated to one cubicle (50 sq ft) @ \$16.77/sq ft. Infrastructure facility contributions received from non-resident partners will be redistributed

<sup>3</sup> ESD Front End Tech Costs for 8 computers (\$518/yr), 1 phone (\$168/yr), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities.

<sup>4</sup> DSB and Job Corps are charged only for technology to support their electronic link to services as DSB and Job Corps have no physical presence in the Area.

## APPENDIX B: Wenatchee WorkSource Affiliate Infrastructure Annual Budget Summary (by Program)

### Program Year 25-26

| Program                          | Partner      | Infrastructure              |                         |                   |                      | Net Due <sup>4</sup> | Additional Career Services <sup>5</sup><br>Personnel | Other Program Costs <sup>6</sup> | Total               |
|----------------------------------|--------------|-----------------------------|-------------------------|-------------------|----------------------|----------------------|------------------------------------------------------|----------------------------------|---------------------|
|                                  |              | Facility <sup>1&amp;7</sup> | Technology <sup>2</sup> | Total             | Payment <sup>3</sup> |                      |                                                      |                                  |                     |
| Wagner Peyser                    | ESD          | \$ 25,334                   | \$ 1,122                | \$ 26,456         | \$ 26,456            | \$ -                 | \$ 300,942                                           |                                  | \$ 327,398          |
| Trade Adjustment Asst            | ESD          | \$ 1,134                    | \$ 50                   | \$ 1,185          | \$ 1,185             | \$ -                 | \$ 9,641                                             |                                  | \$ 10,826           |
| Veterans                         | ESD          | \$ 7,562                    | \$ 335                  | \$ 7,897          | \$ 7,897             | \$ -                 | \$ 91,006                                            |                                  | \$ 98,903           |
| Unemployment Compensation        | ESD          | \$ 18,225                   | \$ 807                  | \$ 19,033         | \$ 19,033            | \$ -                 | \$ 248,182                                           |                                  | \$ 267,215          |
| Temporary Asst Needy Families    | DSHS         | \$ 8,319                    | \$ 368                  | \$ 8,687          | \$ 8,687             | \$ -                 | \$ 96,192                                            |                                  | \$ 104,879          |
| Youth Workforce Investment       | SkillSource  | \$ 473                      | \$ 21                   | \$ 494            |                      | \$ 494               | \$ 4,896                                             |                                  | \$ 5,390            |
| Adult Workforce Investment       | SkillSource  | \$ 473                      | \$ 21                   | \$ 494            |                      | \$ 494               | \$ 4,896                                             |                                  | \$ 5,390            |
| Dislocated Worker Investment     | SkillSource  | \$ 473                      | \$ 21                   | \$ 494            |                      | \$ 494               | \$ 4,896                                             |                                  | \$ 5,390            |
| Economic Security for All (EcSA) | SkillSource  | \$ 473                      | \$ 21                   | \$ 494            |                      | \$ 494               | \$ 4,896                                             |                                  | \$ 5,390            |
| Vocational Rehabilitation        | DVR          | \$ 7,562                    | \$ 335                  | \$ 7,897          | \$ 7,897             | \$ -                 |                                                      |                                  | \$ 7,897            |
| National Farmworker Jobs Program | OIC          | \$ 45,375                   | \$ 2,010                | \$ 47,384         | \$ 47,384            | \$ -                 | \$ 469,436                                           |                                  | \$ 516,820          |
| ESD Other Programs               | ESD          | \$ 90,674                   | \$ 4,016                | \$ 94,690         | \$ 94,690            |                      |                                                      | \$ 774,693                       | \$ 774,693          |
|                                  | <b>Total</b> | <b>\$ 206,077</b>           | <b>\$ 9,127</b>         | <b>\$ 215,203</b> | <b>\$ 213,229</b>    | <b>\$ 1,974</b>      | <b>\$ 1,234,984</b>                                  | <b>\$ 774,693</b>                | <b>\$ 2,130,191</b> |

<sup>1</sup> Facility contributions are based on the relative number of staff fte. DVR (1) & DSHS (1.1) OIC 6, ESD 18.9 Facility total \$204,186 include rent, janitorial, utilities. Each FTE totals \$7,562.

<sup>2</sup> ESD Front end technology costs for 15 computers (\$518/yr each), 2 phones (\$168 /yr each), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities.

<sup>3</sup> Payment means an existing arrangement whereby a partner contributes infrastructure funds via a lease, sublease, resource sharing or interagency agreement.

<sup>4</sup> Net Due: Amount due to Center after payment via existing arrangements. Usually zero unless no existing arrangement in place.

<sup>5</sup> Additional Career Services: One-Stop partner personnel costs to provide access to career services.

<sup>6</sup> Non-One-Stop colocated program costs. Contributions are proportionate to relative work stations occupied.

<sup>7</sup> Facility/Technology contributions for non-resident partner (SkillSource) is based on proportional share allocated to .25FTE.

## SkillSource Regional Workforce Board - Retreat 2025

*When our board comes together, everything comes together.*



The retreat fostered connections among board members, allowing them to share insights about their respective industries and organizations. It also provided opportunities to discuss how they can collectively contribute to strengthening North Central Washington's workforce.





## SkillSource Regional Workforce Board Retreat 2025: Summary

### What can the BOARD do?

What strategies can the board employ to assist in our efforts to create and retain a skilled and educated workforce?

#### ADVOCATE & EDUCATE:

- Increase advocacy and connections (community, industry, decision makers, legislators)
- Share personal stories to the community
- Help the narrative & change the narrative
- Address changes to industries, legacy businesses and occupations
- Give active feedback on advocacy efforts
- Educate other employers & their networks about changes to the world of work
- Assist in pursuing unrestricted funding options
- Share success stories on a global level
- Increase social media engagement; Increase tech skills to reach larger audiences

#### LEARN & BE INFORMED:

- Increase knowledge of SkillSource programs/ services to be effective ambassadors
- Learn more about holistic performance
- Recognize headwinds: people leaving jobs after training; untapped, disconnected workers; overregulation on youth employment
- Increase social media engagement

#### COLLABORATE:

- Come together more in person
- Develop relationships with other board members
- Learn about each other, network to find commonalities

### What can the STAFF do?

What strategies can staff employ to assist in our service areas to create and retain a skilled and educated workforce?

#### EMPLOYER INTERACTION & EDUCATION:

- Provide training to employers on -
  - Leadership
  - Changing workforce needs
  - Employee retention strategies (pay, benefits, childcare, tuition, etc.)
  - Succession planning
  - Managing generational expectations & differences (employers & employees)
- Join workforce advisory committees
- Cooperate rather than compete
- Partner with employers & job seekers on steps to move up
- Help businesses embrace innovation & efficiency
- Educate other employers & their networks about changes to the world of work
- Assist in pursuing unrestricted funding options
- Share success stories on a global level
- Increase social media engagement; Increase tech skills to reach larger audiences

#### BOARD & STAFF INTERACTION & EDUCATION:

- Train board on advocacy - where, what, how?
- Tell the board what the staff needs
- Identify the "what" the board can do?
- Don't be afraid to "just call" board members with an ask
- Share what really matters - not just fiscal - gives the board the "purpose"
- Educate the staff—make SMEs
- Share Board work, goals, and priorities with frontline staff
- Increase social media engagement; Increase tech skills to reach larger audiences
- Assist job seekers to evolve to meet employer needs (multiple skillsets needed in a smaller workforce)
- Concentrate on digital literacy
- Contextualize programs to communities
- Provide relevant pathways

#### PARTNER INTERACTION & EDUCATION:

- Create events (such as job fairs) where multiple partners can be seen together
  - Bring higher ed partners together
- Continue to address communication skills and language barriers

**In the closing 3-2-1 reflection activity, the group was challenged to come up with 3 new takeaways, 2 ideas to share and 1 action to take.**

**Takeaways:**

- \* Shifts & changes in workforce—especially multigenerational workplaces & the new expectations of employers and employees
- \* SkillSource needs to meet the needs of both employers and the workforce
- \* Businesses should share their SkillSource success stories
- \* The board needs to work on updating SkillSource's vision and developing/enhancing the strategic plan for that vision
- \* Focus on pathways vs. degrees/credentials
- \* Soft skills are the highest demanded skills by employers - Data on skills needed & conversation on how to address
- \* We always have a moving target or goal, so we need to be changing with it
- \* Reminder to carry & share joy! These are chaotic times but there's still joy to be found
- \* Look at ways to better support our board by helping to educate each other more
- \* Hire the "what if" people that look around the corner
- \* Look at ways to add more skills based approach to the way we hire & recruit
- \* My organization has similar issues as others (people/human issues)
- \* There are different tools to use to possibly get to the result more quickly & efficiently
- \* We have to change how we do business, communicate to reach the new generation
- \* Be comfortable with being uncomfortable
- \* Hire for attitude – TRAIN FOR SKILLS
- \* Need to communicate w/SkillSource better
- \* We all see the same things, need to keep pushing and make change

**Ideas:**

- \* Share our value proposition with our networks
- \* Share ideas for best practices – collaborate for success
- \* Get businesses engaged & informed on services
- \* Labor shortages & need to cross-train/multi-train
- \* 5 generations in the workplace – how to work & manage
- \* There's an opportunity to better educate employers on what we do and listen to them on how we can support them
- \* Board members need to be trained on how to be better advocates at the local community & legislative levels
- \* How can AI alleviate some workforce challenges?
- \* Ask the board – identify the what?
- \* Positive approach – quotes, etc.
- \* The common challenges we all share
- \* Train employers about new workforce
- \* Connect SkillSource to advisory boards

**Actions:**

- \* Understand & Share our collective value proposition
- \* Share SkillSource content on LinkedIn
- \* Talk with a business about the need to support/partner with SkillSource
- \* New vision and plan
- \* 5 Reach out to partners & start strategizing!
- \* Advocacy for programs
- \* Focus on Skills Based Hiring
- \* Be a stronger advocate for our board to learn more about services & successes
- \* Reevaluate my dreams