

# SKILLSOURCE REGIONAL WORKFORCE BOARD

## Meeting Agenda

**Tuesday, June 24, 2025 - 5:30 p.m.**

**Via ZOOM**

[Join Zoom Meeting](#)

<https://skillsource.zoom.us/j/82595208480>

Meeting ID: 825 9520 8480

Passcode: 171984

Phone in: 1-253-215-8782

- |    |                                      |        |
|----|--------------------------------------|--------|
| 1. | Call to Order – Zach Williams, Chair |        |
| 2. | March 14, 2025 Board Meeting Minutes | ACTION |
| 3. | Director's Report - Lisa Romine      | INFO   |

### Committee Reports & Action Items

- |    |   |        |
|----|---|--------|
| 4. | <b>Executive Committee Meeting Report</b><br>-- Motion to Approve 25-26 Executive Budget Recommended  | ACTION |
| 5. | <b>Committee Reports</b> (see minutes under enclosures)   | INFO   |
| 6. | <b>Service Delivery Budgets</b><br>-- Motion to Approve 25-26 Preliminary Service Delivery Budgets in<br>Okanogan, Chelan/Douglas, Grant/Adams Counties Recommended | ACTION |
| 7. | <b>Memorandum of Understanding &amp; Infrastructure Funding Agreement</b><br>-- Motion to Approve the 25-28 Memorandum of Understanding Recommended                 | ACTION |

### New Business

- |    |   |            |
|----|---|------------|
| 8. | <b>Economic &amp; Employment Outlook Update</b> | INFO       |
| 9. | <b>Board Retreat</b>                            | Discussion |

### Enclosures

- Committee Meeting Reports
- Funding Source Summary
- PY25-26 Meeting Schedule
- Membership Roster
- Success Story Compilation
- Administrative Expenditures 3<sup>rd</sup> Quarter

### Mission Statement

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

**SkillSource Regional Workforce Board**  
**Board Meeting Minutes**  
**March 14, 2025**  
**Campbell's Resort, Chelan, WA**

**2**

Zach Williams, Board Chair, called the meeting to order at 3:17 pm.

**December 2, 2024 Board Meeting Minutes**

***Pablo Villareal moved, and Sara Thompson Tweedy seconded, to approve the minutes for the December 2, 2024 Board Meeting. Motion passed.***

**Director's Report**

Lisa briefly updated the board on continuing efforts to secure funding as budget cuts at the federal and state level are possible, to include joining a grant proposal for serving individuals leaving incarceration. A delegation from SkillSource will attend NAWB in Washington, DC next month. Three new county commissioners will join the forum this spring. Lisa briefly spoke about the Wenatchee Valley Chamber of Commerce awarding SkillSource the Nonprofit of the Year award.

**Committee Reports**

All three committees received One-Stop Operator annual reports from OSO representative, Todd Wurl, and discussed updates to the MOU and IFA. The OSO annual reports all included how each center addressed functional and programmatic integration, performance and accountability, service provision (including services provided, methods of access, hours of access, equitable service delivery, and affirmative outreach to populations with barriers), customer satisfaction, staff competence and staff training participation, partnership, employer engagement, and physical and programmatic accessibility over the past program year. Copies of the annual report were provided as part of the committee packets.

**Board Officer Elections**

Michelle Price previously served as Vice Chair and did not move into the Chair position as it is reserved for a business member. Tad Hildebrand was nominated as Vice Chair and he has accepted the nomination.

***Brant moved and Sara seconded to elect Tad Hildebrand as Vice Chair. Motion passed.***

With Tom Legel's retirement and departure from the Board, the post of Treasurer is open. Lisa recommended appointing Laura Leavitt, SkillSource fiscal director, as interim Treasurer again until another board member accepts the nomination.

***Roni moved and Randy seconded to appoint Laura as interim Treasurer. Motion carried.***

**Board Retreat Reflections**

The board congratulated the staff on an excellent retreat. Tad said that it is evident that there is a lot of work to do, and he is excited to get started; he warned not to let the moment pass and to carry through on the recommended actions.

Meeting adjourned at 3:55

**In Attendance:**

Randy Curry  
Julie Helligso  
Annette Herrup  
Tad Hildebrand  
Roni Holder-Diefenbach  
Ken Johnson  
Brant Mayo  
Kyle Niehenke  
Anthony Popelier  
Michelle Price  
Sara Thompson Tweedy  
Pablo Villareal  
Zach Williams  
Todd Wurl

**Not In Attendance:**

Ryan Beebout  
Faimous Harrison  
Crystal Gage  
Augustine Gallegos  
Nate Mack  
Irasema Ortiz-Elizalde

**Staff in Attendance:**

Lisa Romine  
Susan Adams  
Laura Leavitt  
Aaron Parrott  
Christy Mataya  
Kelli Martinelli  
Mayra Eaton-Garcia

## 1. Current Significant Issues

### a) Funding for PY25-26:

Federal and State funding for workforce development are facing significant reductions.

Last week, the **Campaign to Invest in America's Workforce (CIAW)** [sent a letter to congressional leaders](#) urging them to reject harmful cuts to workforce development programs recently proposed as part of the president's 2026 federal fiscal year (FY26) budget request.

It stated, in part, "Businesses are already struggling to fill 7.2 million jobs, which hinders profitability, growth, and U.S. competitiveness. Jobseekers served by the public workforce system often have the most complex needs, including basic education deficits, poverty, disability, housing instability, a criminal record, long-term unemployment, or a combination of these challenges. We must make every effort to move individuals from dependence to employment. These programs see a strong return on investment generating \$66 billion in annual earnings among those who are employed."

Brad Turner-Little, president and CEO of NAWB, made the following statement:

"The public workforce system is the backbone of nearly every community in America—driving business growth, creating life-changing employment opportunities, and injecting billions into local economies while reducing reliance on public assistance. The administration's proposal to eliminate and slash federal investments in workforce development would be catastrophic. It dismantles legislative requirements that ensure employers have a vital leadership role in shaping workforce programs and eliminates essential safeguards that guarantee all communities—including those facing the greatest challenges—receive the support they need. This reckless proposal threatens to erode economic opportunity, weaken local businesses, and abandon millions of employers and job seekers when they need it most."

"It will take all of us – especially business leaders who serve on these workforce boards – to help Congress understand why these proposals will devastate the public workforce system and the communities that depend on these vital services."

### b) Direct Delivery Update:

- The State Workforce Board extended our Direct Delivery approval through June 30, 2026. They have indefinitely tabled their discussions on revisions to the procurement policy until they meet with the Governor to get his perspective. I will keep the board updated as new information is received.

## 2. Compliance Update

### a) Program Year 2023 State monitoring results

We received the final monitoring report for Program Year (PY)23. The report indicates, no findings, unresolved questioned costs or disallowed costs.

### b) 2025 State Monitoring Scheduled:

- State monitor team will be onsite November 17-21 to monitor programmatic and fiscal compliance for program year 2025.

### 3. Organizational Performance Dashboard

Title I performance results through December 31, 2024

#### Federal Measures PY24

Rolling 4 quarters through 3/31/2025

Program		Employed/ Placed Q2	Employed/ Placed Q4	Credential Q2	Median Wages Q2	Skill Gains	Average
Adult	Target	80.00%	71.40%	81.90%	\$ 9,429	58.80%	107.29%
	Actual	84.40%	77.80%	75.90%	\$ 11,777	61.40%	
	% of target	105.50%	108.96%	92.67%	124.90%	104.42%	
DW	Target	80.80%	76.90%	81.00%	\$ 11,610	65.00%	100.53%
	Actual	83.60%	78.10%	89.20%	\$11,197	59.20%	
	% of target	103.47%	101.56%	110.12%	96.44%	91.08%	
Youth	Target	65.40%	62.40%	51.00%	\$ 4,876	50.10%	106.22%
	Actual	63.10%	72.80%	60.90%	\$5,018	47.90%	
	% of target	96.48%	116.67%	119.41%	102.91%	95.61%	
AVERAGE		101.82%	109.06%	107.40%	108.09%	97.04%	104.68%

#### 4. Items of Information

- National Association of Workforce Boards:** Tad, Pablo, Lisa & Susan attended the National Association of Workforce Board Forum in Washington DC, in March. In addition to attending sessions, we made the Hill climb to meet with Representative Newhouse and took a tour of the Capitol lead by Newhouse staff. These are great opportunities for locals to show up and help educate law makers about the needs of our communities and workforce. It really does matter and really can make a difference. Thank you, Pablo and Tad for making the trip. Next year NAWB will be held March 23- 26 in Las Vegas, Nevada. Consider attending! We typically take 3 board members.
- Board Vacancies:** We currently have two vacancies on the board representing business, one each in Chelan/Douglas and Grant/Adams. I will be meeting with the Forum of County Commissioners on June 25<sup>th</sup> to discuss filling those vacancies.
- News & Stories:** You can always find up-to-date info on our website about activities, success stories, upcoming events, funding initiatives and more. Check out more [here](#).



## Business Outreach & Engagement Report

| April 2025 – June 2025 | Susan Adams & Mayra Garcia

**WA State Dept of Commerce Director Joseph Nguyen Visit/Tour at Othello Career Center.** On June 11 we welcomed Director [Joseph Nguyen](#) of the [Washington State Department of Commerce](#) to our Othello SkillSource center, as part of his statewide tour to connect with Chambers of Commerce and community partners. Director Joe met with SkillSource staff and partners to learn how Community Reinvestment Project (CRP) funds have made a real difference in Adams County by supporting career seekers, empowering small businesses, and ensuring that CRP investments fuel real momentum that drive small business growth, workforce mobility, and long-term self-sufficiency for people across the region. We shared our outcomes, highlighted collaboration across the state's 12 workforce boards, and demonstrated how strategic investments ripple outward—from individuals to families to entire communities.



**Workforce Collaboration:** In May, community leaders, service providers, educators, and changemakers gathered in Wenatchee and Okanogan for two regional Workforce Collaboration Summits. These gatherings were a reminder of what's possible when we lead with connection, curiosity, and shared purpose. Hosted at Wenatchee Valley College on May 9, the Chelan-Douglas Workforce Collaboration Summit welcomed over 100 attendees benefiting from keynote speakers, breakout sessions, lunchtime success stories from customers. On May 13, the Summit series continued at the Okanogan Fairgrounds in a more informal setting. The summit included sessions from partners from the Department of Vocational Rehabilitation, OIC of Washington, WorkSource Okanogan County, Okanogan Behavioral Healthcare, the Economic Alliance, Molina Healthcare, and several community-based organizations. The Grant/Adams Summit is scheduled for August 1 at BBCC. Learn more: [The Power of Us: 2025 Workforce Collaboration Summits](#)



**WorkSource Central Basin Hiring Event** - On May 30<sup>th</sup> WorkSource Central Basin hosted a Spring Hiring Event 2025. Twenty-four employers and twenty-four resources/partners hosted tables for the over 500 job seekers that attended the event.

**Apprenticeship Update:** Ayden continues as a SkillSource Computer Tech I apprentice. Susan Adams, Managing Director and Kristine Ringsrud, Systems Administrator continue to serve on the WSD Apprenticeship committee to provide guidance and oversight. The WSD Apprenticeship program standards were approved at the WA State Apprenticeship Committee April 2025 meeting, adding the Computer



Technician Level 2 which focuses on Technology Systems. With support from the Wenatchee Valley Reentry Center and SkillSource, Darryl was connected and is currently completing The Man Shop's first local apprenticeship program as a Barber. Darryl has taken a chance to turn an early interest in barbering into a long-term, licensed profession. Funding from SkillSource helped cover tuition through the Atarashii Apprentice Program and provided essential barbering tools, making it possible to begin training without the financial hurdles that often block the way. The apprenticeship offers more than a paycheck, it offers structure, mentorship, and a trade he's proud to learn. As Darryl continues developing his skills and growing his client base, each cut moves him closer to the kind of stability he once thought was out of reach. Learn more about Darryl's journey from incarceration to a fresh start: [Apprenticeship Offers a New Start and a Clear Path Forward](#)



**Rapid Response:** Since the beginning of 2025, the need for Rapid Response services has increased in our five-county area. Services provided include informational sessions, hiring events, resume lab, TAA information session, and assessment workshops. The following businesses have engaged in Rapid Response services in our 3 subareas: Grant and Chelan/Douglas counties: Grant/Adams counties include REC, SGL, OneD Battery, Americold, Big Lots, Barry's Automotive, BBCC Child Care Center, Rite Aid; and Chelan/Douglas counties businesses include PacAero, Crown Furniture, JoAnn Fabrics, Franz Bakery Outlet, Button's Jewelers, and CD Child Services (Headstart); Okanogan county businesses include Grand Coulee Dam, LaDoux's, and Rite Aid.

## Community Reinvestment – Business Services Update

Our Business Navigator continues to support businesses across five counties, with intentional outreach to Latine, Black, and Tribal-owned businesses. Regular monthly check-ins with trainers and workforce centers remain essential for aligning services and fostering collaboration.

Building on the momentum of Café y Conexión and Business is Brewing, which launched in January, we've maintained steady participation. The initial sessions in Othello drew 18 businesses. We continue to partner with the Othello Chamber of Commerce to coordinate and promote these events in Adams County.

### April–June 2025 Initiatives (Area-wide):

- **Othello 4-Week Business Workshop (Adams County)**  
In partnership with the Center for Inclusive Entrepreneurship, we hosted a four-week workshop in Othello for new and aspiring business owners. Delivered in Spanish, the series provided foundational knowledge on launching and managing a business and was well received by participants.
- **Lean Manufacturing Series with Impact WA (Okanogan County)**  
We partnered with Impact WA to offer a four-session Lean Manufacturing training. Sixteen employees from local businesses; including Smiling Wood Yurts, Blue Star Coffee, TwispWorks, Motive Yoga, and Winthrop Rink – participated. This targeted training helped improve operational efficiency across a variety of industries.
- **NNDF Tribal Business Workshop (Okanogan County)**  
In collaboration with the Northwest Native Development Fund (NNDF), we concluded a 12-week business workshop series tailored to Tribal business owners and entrepreneurs. Eleven individuals completed the series, gaining practical tools for business planning and long-term sustainability.

- **Business Planning Series with MLCC (Grant County)**

We continued our collaboration with the Moses Lake Chamber of Commerce (MLCC), which is committed to delivering culturally responsive programming. MLCC launched its Business Planning workshop series on May 12, with sessions scheduled through September 8.

- **Entrepreneur Support in Wenatchee (Chelan/Douglas Counties)**

In Wenatchee, our partnership with the Wenatchee Valley Chamber of Commerce remains strong. A staff member, partially funded through our contract, continues to facilitate business referrals, coordinate programming, and lead outreach to the Hispanic business community. The Conexión networking group identified marketing as a key need, leading to the launch of the Empresarios en Acción workshop series. The first session, focused on marketing strategies, was delivered in Spanish on February 26, 2025. The second session, focused on bookkeeping, took place on April 24, drawing 12 participants.



**Executive Committee Meeting Report**  
**Executive Budget**  
**June 11, 2025**  
**Wenatchee- Combined in person & Zoom**

Board: Michelle Price, Zach Williams, Tad Hildebrand (via zoom)

Staff: Lisa Romine, Laura Leavitt, Susan Adams (via zoom)

### **Formula Grants Overview**

The national Workforce Investment appropriation (Adult, Youth, & Dislocated Worker formula grants) remained essentially flat but Washington State's share of Adult and Youth decreased \$4.6M or 10% while Dislocated Worker increased by 30% or \$5.9M. North Central's share of the State Youth, Adult, and Dislocated Worker allocation decreased \$401K or 12%.

Unemployment statistics drive two-thirds of a three-part formula for Adult and Youth grants whereas the Dislocated Worker grant formula is comprised 100% of unemployment statistics. Olympia applies data at the county level to allocate funds to the 12 local Areas. Of the State allocation, North Central received 5.36% of the Youth, Adult and, Dislocated Worker funding compared to 6.15% in 24-25.

### **Executive Budget Functions**

The Executive Budget provides *fiscal agent functions* - (contract and grant management, finance and accounting, audit, budget, procurement, personnel & property management); *board functions* - such as strategic planning, convening stakeholders, service delivery oversight and technical assistance, performance management, compliance monitoring, facility management and reporting; *One-Stop functions* - Operator Agreements, Memoranda of Understanding, Infrastructure Funding Agreements; *other functions* - capacity building, pathway development, sector partnerships and business engagement.

### **Income Table I**

North Central 25-26 formula grants decrease \$401,000 (12%) to \$2.8M compared to 24-25. Discretionary & Other projected income decreases \$1.9M or 37% year-over-year. This group of income resources includes two Community Reinvestment contracts, Rapid Response, Economic Security-for-All, Technology sector related job placement, Labor & Industry job placement, Pre-Employment Transition for Students and State Basic Education. Agency Funds have been budgeted to serve as match for a Basic Food Employment & Training contract and for a 3% staff merit increase. Overall, new revenue is down \$2.3M (28%) from \$8.3M to \$6M.

\$.9M is carried over from this year (24-25) to bring total projected revenue to nearly \$6.9M compared to \$9.7M this year. Total funds available for Executive functions decrease \$358,000 (19%) compared to the current year. Our budgeted excess decreases from \$192,000 to \$16,000.

### **Expenses Table II**

**Salaries & Benefits** increase \$6,051 (.6%). Staff decreases from 10.1 FTE to 9.8 FTE. The decrease in FTE is due to decreasing Professional temps to .6FTE from .8FTE and budgeting the CD Youth Manager at .4FTE in service delivery compared to .3FTE. Staff are budgeted at their current pay along with a 3% merit. Health Insurance premiums are budgeted at current rates plus a potential 5% increase. A 2% profit sharing has been reinstated to the retirement plan, replacing a small flexible spending benefit.

**Miscellaneous** budget decreases \$90,000. Added this year; Banquet, scheduled alternating years (\$18,000), Decreases this year; a procurement manager (\$25,000), and independent monitoring services (\$40,000). The State Workforce Board is still working on a policy that may require local areas choosing to direct deliver WIOA services to competitively procure all WIOA services and hire a third party to monitor programs in addition to our current State Monitoring, Audit, and internal monitoring. Lisa continues to advocate for maximum flexibility to directly deliver services as allowed in the law. Network, website & CMS maintenance and enhancements, decrease from \$16,000 to \$10,000 (\$6,000 reduction), and Outreach & promotion media, decrease of \$25,000 from \$35,000 to \$10,000. Another decrease of 10,500 in partner outreach events paid by a special grant that expired.

**Supplies, Facilities, and Communications** increase slightly. These are shared costs allocated each month based upon staff hours for the month. The Executive Staff effort is planned to be a larger share of total hours compared to Service Delivery & Instructional hours in Chelan/Douglas.

**Board & Staff training** decreases by \$20,000 as the next Board Retreat will be held March 2027. Fifteen (15) staff will attend the State Workforce Conference put on by the Washington Workforce Association in early November. Also included is \$32,000 for staff workshops & seminars, \$28,000 for 3 board members and 4 staff to attend national conferences; and \$10,000 for a staff retreat.

**Service Delivery subcontracts** under Community Reinvestment have decreased by (\$164,863). We are waiting on the Department of Commerce to inform us of next years' priorities especially given the greatly reduced funding.

Budgeted **administrative costs** are 8.6% of total budgeted expenses up from 7% from the current year. This is compared to the maximum rate of ten percent allowed by Federal policy. Projected executive costs are 21% of total compared to 16% this year. The proposed budget leaves a reserve of \$16,000 for unexpected costs, service delivery opportunities, or use the following year.

Zach initiated a discussion around merit increases. He felt that keeping good staff was important enough to utilize agency reserve funds to reinstate a 3% merit increase for both Executive and Service Delivery Staff. Both Michelle and Tad agreed.

**Zach Williams moved and Tad Hildebrand seconded recommending Board approval of the Executive Budget as modified to include 3% merit increases paid from Agency Funds. Motion carried.**

**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	PROGRAM YEAR 24-25		K	
			(A+B)	(C*.10)	(C*.12)	(D+E)	(C-F)	H	I	J	(F-J)
								(C-H)		(F-J)	
ALLOCATION			TOTAL							EXECUTIVE	
FORMULA FUNDING*	TRANSFER	AFTER					SERVICE	ALLOCATION	increase		
	(20%)	TRANSFER	ADMINISTRATION	PROGRAM	EXECUTIVE		DELIVERY	reflects transfer	(decrease)	EXECUTIVE	inc (dec)
Adult	867,581	219,400	1,086,981	108,698	130,438	239,136	847,845	1,410,368	(323,387)	281,725	(42,589)
Youth	893,036		893,036	89,304	107,164	196,468	696,568	1,169,392	(276,356)	257,131	(60,663)
Dislocated Worker (mitig included)	1,096,854	(219,400)	877,454	87,745	105,294	193,040	684,414	679,013	198,441	174,487	18,553
Total Formula Revenue	2,857,471	-	2,857,471	285,747	342,897	628,644	2,228,827	3,258,773	(401,302)	713,343	(84,699)
						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		9,890	89,006	-	98,896	-	9,890
Agency Funds			143,260	11,640	13,600	25,240	118,020				
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			3,175,492	271,700	252,696	524,396	2,651,096	5,079,502	(2,047,270)	811,446	(312,290)
						17%	83%		-40%	16%	-38%
TOTAL FORMULA & DISCRETIONARY REVENUE			6,032,963	557,447	595,593	1,153,039	4,879,923	8,338,275	(2,448,572)	1,524,789	(396,990)
						19%	81%		-29.4%	18%	-26%
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			\$6,952,541	883,325	662,409	1,545,733	5,406,808	\$9,691,559	(2,882,278)	1,904,073	(383,580)
									-29.7%		-20%
ESTIMATED EXPENSES			TOTAL	ADMINISTRATION	PROGRAM	EXECUTIVE	SERVICE DELIVERY	TOTAL		EXECUTIVE	
			6,936,117	589,376	939,933	1,529,309	5,406,808	9,498,780	(2,562,663)	1,787,369	(258,060)
									-27.0%		-14%
BUDGETED EXCESS/(DEFICIT)			\$16,424	293,949	(277,524)	16,424	-	\$192,779	(319,615)	116,704	(100,280)
% ADMINISTRATION TO TOTAL			8.6%					6.7%			
% EXECUTIVE TO TOTAL			21.1%					16.2%			

6/13/2025 12:28

**TABLE II**  
**2025-2026 EXECUTIVE BUDGET SUMMARY**  
**OBJECT OF EXPENSE BY PROGRAM YEAR**  
**RESTRICTED FUNDS**

	PY 24-25	PY 24-25	PY 25-26	%		
	APPROVED	ESTIMATED ACTUAL	PROPOSED	OF TOTAL	CHANGE	
SALARIES	\$830,244	\$820,184	\$827,325	54%	(2,919)	0%
BENEFITS <sup>1</sup>	242,551	195,136	251,521	16%	8,970	4%
TRAVEL	29,950	28,936	29,950	2%	-	0%
MISCELLANEOUS	258,560	179,512	167,843	11%	(90,717)	-35%
SUPPLIES	21,760	21,288	26,154	2%	4,394	20%
EQUIPMENT	7,000	5,000	7,000	0%	-	0%
FACILITIES	29,746	24,781	35,898	2%	6,151	21%
COMMUNICATIONS	7,558	7,813	8,480	1%	922	12%
TRAINING & DEVELOPMENT	110,000	61,547	90,000	6%	(20,000)	-18%
SUBTOTAL	1,537,369	1,344,197	\$1,444,172	94%	(93,198)	-6%
SERVICE DELIVERY SUBCONTRACTS	250,000	275,000	85,137	6%	(164,863)	-66%
GRAND TOTAL	1,787,369	\$1,619,197	\$1,529,309	100%	(258,061)	-14%

<sup>1</sup> Benefits Exchange (waive) insurance for increased wages. During PY2425 three executive staff waived insurance receiving 40% the value of the premium as extra pay

**TO:** SkillSource Board of Directors

**FROM:** Okanogan, Chelan/Douglas, Grant/Adams Committees

**RE:** Preliminary Proposed Service Delivery Budget: PY 2025-26

**DATE:** June 24, 2025

Attached is a proposed preliminary budget for all three service delivery areas 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 (CRP) and Governor's discretionary funding figures are also estimated. Both EcSA and CRP 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% (\$401K) areawide
- Overall Discretionary funding is down 40% (\$2.05m) 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:**

- Service Delivery Budget Summary (Okanogan, Grant/Adams, Chelan/Douglas)

### 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



**Preliminary Grant/Adams Service Delivery Budget PY 25-26**

Category	Adult	Dislocated Worker/RRAA	State EcSA	Community Reinvestment	Gov 10%	Computing for All	Youth	PreETS	WEX Pilot (BFET)	State Ed	Agency Reserve	Total	Prior Year	\$ change	% change
<b>Training Related</b>	302,099	182,714	55,911	40,486	62,328	13,200	254,416	90,312	12,500	72,302	31,320	1,117,588	1,400,663	(283,075)	-20%
<b>Direct Training</b>	283,973	148,239	47,309	-	49,862	12,672	143,622	50,153	10,000	196,377		942,208	1,034,017	(91,809)	-9%
<b>Support/Incentives</b>	18,126	13,790	4,301	45,000	12,466	528	12,310	5,200	2,500	3,501		117,722	674,033	(556,311)	-83%
<b>Total</b>	<b>604,198</b>	<b>344,743</b>	<b>107,521</b>	<b>85,486</b>	<b>124,656</b>	<b>26,400</b>	<b>410,349</b>	<b>145,665</b>	<b>25,000</b>	<b>272,180</b>	<b>31,320</b>	<b>2,177,518</b>	<b>3,108,713</b>	<b>(931,195)</b>	<b>-30%</b>
<b>PY24-25 Budget</b>	678,508	352,295	195,203	792,074	96,007	53,600	523,180	145,665	-	272,180	-	3,108,713			
<b>Change \$</b>	(74,310)	(7,552)	(87,682)	(706,588)	28,649	(27,200)	(112,831)	-	25,000	-	31,320	(931,195)			
<b>Change %</b>	-11%	-2%	-45%	-89%	30%	-51%	-22%	0%		0%		-30%			
<b>FTE Staff (Serv Deliv/Instr)</b>	2.80	1.55	0.80	0.50	0.65	0.10	2.75	1.15	0.35	2.55		13.20	17.30	(4.10)	-24%
<b>Total Enrollments</b>	110	63	19	15	12	5	76	49	5	50		404	438	(34.00)	-8%

**Notes:**

~ Overall drop in GA Revenue - 31%

~ Community Reinvestment Business Services and Training is in the Executive Budget and includes funding for GA Business Services (Incumbent Worker &amp; Internship)

~ Community Reinvestment/State Economic Security for All - incentives have decreased by \$556K

~ 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

~ No drop in LC staff, CRP FTE includes management of current MISAs,

~ Eliminates Computer Basic Skills instruction and related FTE

~ Includes 3% merit increases - paid from Agency Reserve

### Preliminary Chelan/Douglas Service Delivery Budget PY 25-26

Category	Adult	Dislocated Worker	State EcSA	Community Reinvestment	Gov 10%	Computing for All	Youth	PreETS	L&I Pilot	WEX Pilot (BFET)	State Ed	Agency Reserve	Total	Prior Year	\$ change	% change
<b>Training Related</b>	164,444	141,445	55,911	45,486	59,080	13,200	141,559	97,259	39,006	12,500	146,468	36,700	953,058	1,259,353	(306,295)	<b>-24%</b>
<b>Direct Training</b>	157,866	92,121	47,309	-	59,343	11,880	75,346	54,311	50,000	10,000	468,130		1,026,306	1,082,895	(56,589)	<b>-5%</b>
<b>Support/Incentives</b>	6,578	9,732	4,301	40,000	6,233	1,320	11,416	5,300	-	2,500	6,183		93,562	597,793	(504,231)	<b>-84%</b>
<b>Total</b>	<b>328,887</b>	<b>243,298</b>	<b>107,521</b>	<b>85,486</b>	<b>124,656</b>	<b>26,400</b>	<b>228,321</b>	<b>156,870</b>	<b>89,006</b>	<b>25,000</b>	<b>620,781</b>	<b>36,700</b>	<b>2,072,926</b>	<b>2,940,041</b>	<b>(867,115)</b>	<b>-29%</b>
<b>PY24-25 Budget</b>	447,274	253,224	195,203	735,640	96,007	53,600	381,442	156,870	-	-	620,781	-	2,940,041			
<b>Change \$</b>	(118,387)	(9,926)	(87,682)	(650,154)	28,649	(27,200)	(153,121)	-	89,006	25,000	-	36,700	(867,115)			
<b>Change %</b>	-26%	-4%	-45%	-88%	30%	-51%	-40%	0%			0%		-29%			
<b>FTE Staff (Serv Deliv/Instr)</b>	1.60	1.40	0.80	0.50	0.65	0.10	1.40	1.25	0.40	0.35	5.60		14.05	17.80	(3.75)	<b>-21%</b>
<b>Total Enrollments</b>	60	44	19	15	12	5	42	52	10	5	210		474	521	(47)	<b>-9%</b>

**Notes:**

~ Overall drop in CD Revenue - 31%

~ Community Reinvestment Business Services and Training is in the Executive Budget and includes funding for CD Business Services (Incumbent Worker &amp; Internship)

~ Community Reinvestment/State Economic Security for All - incentives have decreased by \$504K

~ 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

~ No drop in LC staff, CRP FTE includes management of current MISAs,

~ Eliminates Computer Basic Skills instruction and related FTE

~ Includes 3% merit increases - paid from Agency Reserve

## 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
- 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.

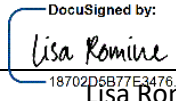
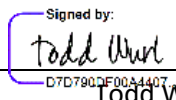
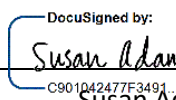

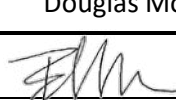
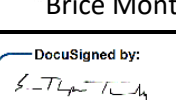
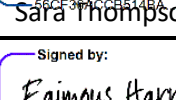
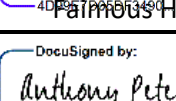
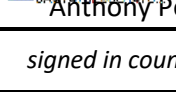
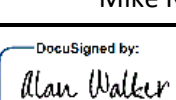

Generally, amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of 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:  18702D5B77E3476... Lisa Romine	SkillSource Regional Workforce Board	4/29/2025
By:  D7D7902F00A4407... Todd Wurl #K8782	Employment Security Department	5/19/2025
By:  C901042477F3491... Susan Adams	SkillSource	5/7/2025
By:  7EA5B8D80651489... Douglas Morehead	DSHS/Division of Vocational Rehabilitation	6/16/2025
By:  Brice Montgomery	DSHS/ Community Services Division	4/30/2025
By:  56CF399CCB514BA... Sara Thompson Tweedy	Big Bend Community College	6/1/2025
By:  4D957D95F63490... Faimous Harrison	Wenatchee Valley College	4/30/2025
By:  0A67A78E99C1476... Anthony Peterson	OIC of Washington	4/30/2025
By: <i>signed in counterpart</i> Mike Rios	Columbia Basin Job Corps	
By:  DA4F86F7D5CC4E8... Alan Walker	Community Action Council	6/2/2025
By:  B27E95013E8D4C7... Monique Bates	AARP Foundation	6/10/2025
By:  0717E32348C645D... Lisa Wheeler	Department of Services for the Blind	4/29/2025
By:	Chief Local Elected Official	

**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: MICHAEL RIOS <small>Digitally signed by MICHAEL RIOS Date: 2025.05.28 11:12:43 -0700</small>	Columbia Basin Job Corps	5/28/2025
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	BCCC	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			
									X	
					X	X	X	X	X	X
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	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			
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			
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	X				X			
		X	X	X			X			
		X	X							
		X	X				X			

# APPENDIX A: SUMMARY OF ONESTOP SERVICES – WORKSOURCE OKANOAGAN

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						
						X	X			
					X	X	X	X	X	X
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							
		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							
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							

**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: WP JVSG & UI	TITLE I: ADULT DW/NDWG YOUTH	TITLE IV: VOC REHAB	TANF WorkFirst CJ	TITLE II: AEFLA & CARL PERKINS	TITLE I: MSFW	BFET 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					



## 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> 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



**Okanogan Committee Meeting**  
**June 9, 2025**  
**WorkSource Okanogan, Omak, WA**

**5.1**

Present: Crystal Gage, Pablo Villareal (via Teams)

Staff: Lisa Romine, Laura Leavitt, Susan Adams (via Teams), Aaron Parrott, Juan Martinez, Lisa Bauer

**Introduction and Updates**

Lisa greeted the board members and staff present, and summarized the agenda. She invited board members to share current updates on their organizations, including challenges and exciting news. Crystal shared that the Omak clinic has finally filled three nurse positions that have been open for over a year; two of the new hires are recent WVC RN program graduates. All MA positions are full, and the clinic is down three providers. Area healthcare providers are conducting active outreach to fill positions. Pablo shared that DVR experienced about 20 layoffs statewide due to several factors, including the state budget shortfall. This means that DVR has restricted services to the two highest customer priorities in order to keep wait times and caseloads at manageable levels. The agency has also tried to limit layoffs to non-caseload staff to lessen impact on customers. Pre-ETS will continue to provide services to potentially eligible students who have not yet applied for DVR services. DVR is on track to meet its 15% set-aside target for Pre-ETS for this year.

**Workforce Investment 3rd Quarter Performance Report**

Lisa introduced the success story for this quarter. Family owned tribal business Step-A-Loop Creek Caskets received a Community Reinvestment small business grant from SkillSource to purchase supplies and equipment needed to expand. SkillSource used supplemental CR funds to open a second round of small business grants focused on Tribal member owned businesses.

Lisa commended the activity in Okanogan County's WIOA Title I and discretionary programs. Enrollments are strong in all three programs and outcomes are generally strong. Aaron remarked that regionwide inputs are the best they have been since the pandemic, and Omak has made huge strides forward since the corrective action. Juan predicted a surge of outcomes as the program year closes. Four more participants attended WVC-Omak for healthcare than last year. The budget is looking strong at 89% obligated and 62% expended through third quarter.

Okanogan County's Workforce Collaboration Summit was held on May 18<sup>th</sup>, with 84 persons representing 27 agencies attending. This year more organizations were involved in the planning, resulting in a more representative audience. Juan commended the partner agencies for their presentations and the planning committee for their hard work.

**2025-26 proposed (Preliminary) Budget**

Lisa reported that this year the staff will present a preliminary budget as final figures are still forthcoming from the state, and things are constantly changing. A final budget will be presented in September. Overall federal formula funding is down \$395k, and discretionary funding is down \$2.08m. Likewise, prior year carry-in funds are reduced by \$434k. State Education and Pre-ETS are estimated at current levels but that is subject to change. Commerce may increase Community Reinvestment for local boards in the form of procuring local entities that were previously direct subrecipients. SkillSource is applying for several new types of funding, such as the Pathways Home reentry service grant and Basic Food and Employment Training (BFET).



Lisa walked the group through the draft budget for the entire organization and then for Okanogan. Overall 19% will be reserved for executive and 81% will be reserved for service delivery. The total decrease from last year is about \$3m. Okanogan is projected to decrease about 29%, just under \$450k. Training related and AS&T will decrease, but direct training (mostly basic skills) will increase 10%. Support and incentives will reduce by 86%, reflecting less funds for State EcSA and Community Reinvestment. Laura pointed out that funds from the Okanogan School District are helping greatly for the learning center programs. Lisa stressed that the huge cuts in EcSA and Community Reinvestment are mostly cuts to participant learning incentives.

***Crystal Gage moved to recommend approval of the Okanogan preliminary budget to the full board. Pablo Villareal seconded; motion passed.***

#### **2025-2028 One-Stop Memorandum of Understanding (MOU)**

Lisa summarized the partnership present in the One-Stop Center and the consortium that acts as the One-Stop Operator. Part of the partnership expectations are agreeing to the scope of service delivery work outlined in WIOA and contributing to infrastructure costs, which are formalized in the MOU and Infrastructure Funding Agreement (IFA). The MOU is updated every 3 years, while the IFA is updated annually. Lisa summarized the MOU and IFA, and how non-resident partners contribute to the funding for centers. The only change to the IFA this year is slight increases in ESD's quoted costs for technology.

***Crystal Gage moved to recommend approval of the MOU and IFA to the full board. Pablo Villareal seconded; motion passed.***

#### **2025 Board Retreat Summary and Follow-Up**

Lisa called the group's attention to the board retreat summary. Pablo commented that the retreat presenters were excellent and he appreciated the focus on good partnership. He commended the staff on the retreat execution. The summary presented suggestions for the board and staff to be more effective; Lisa commented that many of these recommendations are already happening and will continue to happen. Lisa thanked the board for their outstanding advocacy over the past several months. At the board meeting, there will be opportunities for the board to engage further with these topics.

The meeting adjourned at 1:15 PM. Lisa reminded the group that the Okanogan School District's 2025 commencement ceremony is at 6 pm at the high school. The full board meeting will be held on June 24th via Zoom.

**Grant/Adams Committee Meeting**  
**June 10, 2025**  
**WorkSource Central Basin, Moses Lake, WA**

**5.2**

**Present:** Ken Johnson, Irasema Ortiz-Elizalde, Kyle Niehenke, Brant Mayo, Sara Thompson Tweedy, Tad Hildebrand (via Zoom)

**Staff:** Lisa Romine, Susan Adams (via Zoom), Laura Leavitt, Aaron Parrott, Mayra Eaton-Garcia, Alicia Wallace

**Introduction and Updates**

Lisa greeted those in attendance and summarized the agenda. She invited board members to share current updates on their organizations, including challenges and exciting news. Ken shared that he is running for mayor of Othello. Kyle will be hosting the director of the Department of Commerce on Thursday at the ACDC annual meeting. Brant said that Economic Development is leaning in to fill the gaps left behind by Career Connect WA. Sara has been advocating for federally funded programs, and joined other regional college presidents in contacting Rep. Newhouse to inform him of the impact of proposed cuts. She added that BBCC is graduating its largest class in recent memory, including 51 high school graduates at last evening's ceremony. Irasema said DSHS is waiting to learn the impact of funding cuts, especially SNAP; she has also lost five staff members, four of whom work on eligibility. To help alleviate wait times and heavy traffic times at lunch, DSHS now opens at 7:30 am. Tad reflected on how the board retreat and attending the NAWB Forum helped him refocus on the importance of the board's work and their advocacy for workforce development.

**Workforce Investment 3rd Quarter Performance Report**

The success story for this quarter was introduced. Through incumbent worker training, Pedro at Okanogan Specialty Fruits was able to earn a Certified Safety Manager certificate, impacting his workplace positively.

Lisa covered the performance and outcomes through 3rd Quarter. Grant/Adams has met or exceeded all outcome goals for the year by the end of Q3. Lisa pointed out higher enrollments for all colleges this year compared to last year. Fiscal obligations stand at 90%, with actual expenditures at 70%. While work-based training is underspent at the moment, there are several OJTs that have started in spring that will bring that figure up. Everything points to a strong finish to the program year.

Also pointed out was a recent news story on the SkillSource website that details the several recent Rapid Response activities that assisted laid-off workers in the Basin.

**2025-26 Proposed (Preliminary) Budget**

Staff presented a preliminary budget as final figures are still forthcoming from the state, and things are constantly changing. A final budget will be presented in September. Overall federal formula funding is down \$395k, and discretionary funding is down \$2.08m. Likewise, prior year carry-in funds are reduced by \$434k. State Education and Pre-ETS are estimated at current levels but that is subject to change. Commerce may increase Community Reinvestment for local boards in the form of procuring local entities that were previously direct subrecipients. SkillSource is applying for several new types of funding, such as the Pathways Home reentry service grant and Basic Food and Employment Training (BFET).

Lisa walked the group through the draft budget for the entire organization and then for Grant/Adams. Overall 19% will be reserved for executive and 81% will be reserved for service delivery. The total decrease from last year is about 31%. Grant/Adams will decrease 11% for Adult, 2% for DW, and 22% for Youth. Decreases in State EcSA and Community Reinvestment are largely due to decreases in incentives funding. A projected 4 FTE staff

reduction will be offset by 3 unfilled vacancies; the fourth FTE will be addressed by eliminating computer basic skills instruction. Other possible actions include shared work and furloughs. Lisa encouraged the board to give feedback on this budget as it stands. Tad asked about balances between staff decreases and flat salaries. Lisa said that added time off and agency-funded bonuses have been discussed. Sara said the staffing is an operational decision and she sees the board's role is to support those decisions. She also expressed her regrets and sympathy about the current fiscal situation, and asked if a deep dive into the funding streams could happen. Lisa said that could happen in the next board meeting, or in another setting.

***Sara Thompson Tweedy moved to recommend approval of the Grant/Adams preliminary budget to the full board. Brant Mayo seconded; motion passed.***

#### **2025-2028 One-Stop Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA)**

Lisa summarized the partnership present in the One-Stop Center as directed by WIOA, and the consortium that acts as the One-Stop Operator. Part of the partnership expectations are agreeing to the scope of service delivery work outlined in WIOA and contributing to infrastructure costs, which are formalized in the MOU and IFA. The MOU is updated every 3 years, while the IFA is updated annually. Lisa summarized the MOU and IFA, and how non-resident partners contribute to the funding for centers. The only change to the IFA this year is slight increases in ESD's quoted costs for technology.

***Irasema Ortiz-Elizalde moved to recommend approval of the MOU and IFA to the full board. Ken Johnson seconded; motion passed.***

#### **2025 Board Retreat Summary and Follow-Up**

Lisa called the group's attention to the board retreat summary. This summary presented suggestions for the board and staff to be more effective; Lisa commented that many of these recommendations are already happening and will continue to happen. Lisa thanked the board for their outstanding advocacy over the past several months. At the board meeting, there will be opportunities for the board to engage further in these topics.

The meeting adjourned at 1:20 PM. The full board meeting will be held on June 24<sup>th</sup> via Zoom. Lisa invited board members to join Susan in welcoming Department of Commerce director Joe Nguyen to SkillSource Othello tomorrow (June 11).

## Chelan/Douglas Committee Meeting

June 11, 2025

SkillSource, Wenatchee WA

5.3

Present: Zach Williams, Nate Mack, Todd Wurl, Michelle Price, Ryan Beebout

Staff: Lisa Romine, Susan Adams (via Zoom), Laura Leavitt, Aaron Parrott, Heidi Lamers, Toby Haberlock, Christy Mataya

### **Introduction and Updates**

Lisa greeted those in attendance and summarized the agenda. She invited board members to share current updates on their organizations, including challenges and exciting news. Zach shared about Stemilt's participation in the research and development of new fruit picking robots which may work around the clock. He also was happy to report on the promising harvests this year. He also shared about Stemilt's Project Search graduation, where nine students with disabilities participated in internships. Todd concurred with the crop forecast, and shared that funding for RESEA will be increased 8%. These services are essential in setting up employment plans for dislocated workers. Nate said that the construction business is unusual in that private construction is up, but public construction is stalled partially due to federal funding cuts; the resulting lack of work has affected hundreds of workers. He said he expects those projects to restart in the next year or two. Michelle said that NCESD was deeply impacted by state budget cuts, resulting in 14 layoffs as well as reduced days and furloughs. One result of these cuts was the closure of the Career Connect Regional Network. Ryan reported that data center demand is still high, and the only upper limit is available power. He projects the East Wenatchee campus will double in size in the next five years. He is also closely tuned into workforce developments with AI. Sabey is beginning a data center construction pathway program with Quincy School District.

### **Workforce Investment 3rd Quarter Performance Report**

Success story for this quarter: The Man Shop, a local barbershop, was able to partner with SkillSource and the Wenatchee Valley Re-Entry Center to sponsor Darryl, a justice-involved Wenatchee resident, in the Ataraashi barber apprenticeship program. Darryl is earning while he learns, and additionally earning EcSA incentives for satisfactory progress.

Performance and outcomes through 3rd quarter of the year were reviewed. The Chelan/Douglas center is looking strong in adult and youth enrollments. All outcomes for placement and credentials are well above target. Vocational enrollment at WVC is slightly up from last year, including a 40% increase in healthcare students. Overall, the Chelan/Douglas team is on target for fiscal expenditures with 91% obligated. Chelan/Douglas has the highest expenditure rate for work-based learning in the region.

Lisa also reported on the Chelan/Douglas Workforce Collaboration Summit, featuring keynote speakers Stu Freed and Hana Butler.

### **2025-26 Proposed (Preliminary) Budget**

Lisa reported this year the staff will present a preliminary budget as final figures are still forthcoming from the state, and things are constantly changing. A final budget will be presented in September. Overall federal formula funding is down \$395k (12%), and discretionary funding is down \$2.08m (42%). Likewise, prior year carry-in funds are reduced by \$434k due to greater expenditures this year. State Education and Pre-ETS are estimated at current levels but that is subject to change. Commerce may increase Community Reinvestment for local boards in the form of procuring local entities that were previously direct subrecipients. SkillSource is applying for several new types of funding, such as the Pathways Home reentry service grant and Basic Food and Employment Training (BFET).

The group reviewed the draft budget for the entire organization and then for Chelan/Douglas. Overall 19% will be reserved for executive and 81% will be reserved for service delivery. The total decrease compared to last year is about 31%. In Chelan/Douglas, WIOA Adult will decrease 26%, Dislocated Worker will decrease 4% and Youth will decrease 40%. Overall staffing FTEs will decrease by 3.75, which will eliminate computer basic skills instruction. The group discussed ways to meet digital skills needs for customers. This budget will not include merit raises unless funding is increased in final allocations. Zach asked when budgets will be finalized; Lisa responded that the budget will be presented at the September board meeting.

***Zach Williams moved to recommend approval of the Chelan/Douglas preliminary budget to the full board. Nate Mack seconded; motion passed.***

#### **2025-2028 One-Stop Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA)**

Lisa summarized the partnership present in the One-Stop Center as directed by WIOA, and the consortium that acts as the One-Stop Operator. Part of the partnership expectations are agreeing to the scope of service delivery work outlined in WIOA and contributing to infrastructure costs, which are formalized in the MOU and IFA. The MOU is updated every 3 years, while the IFA is updated annually. Lisa summarized the MOU and IFA, how the Wenatchee affiliate network differs from the comprehensive centers in Moses Lake and Omak, and how non-resident partners contribute to the funding for centers. The only change to the IFA this year is slight increases in ESD's quoted costs for technology.

***Nate Mack moved to recommend approval of the MOU and IFA to the full board. Michelle Price seconded; motion passed.***

#### **2025 Board Retreat Summary and Follow-Up**

Lisa called the group's attention to the board retreat summary. This summary presented suggestions for the board and staff to be more effective; Lisa commented that many of these recommendations are already happening and will continue to happen. Lisa thanked the board for their outstanding advocacy over the past several months; Zach thanked Lisa and Kelli for their work in preparing the advocacy communications. At the board meeting, there will be opportunities for the board to engage further in these topics.

The meeting adjourned at 1:27 PM. The full board meeting will be held on June 24<sup>th</sup> via Zoom.



## **SkillSource Funding Summary**

*SkillSource receives funding from various federal, state and local entities to fulfill its mission to help workers prosper and companies profit.*

### **FEDERAL FUNDING SOURCES:**

- **Workforce Innovation and Opportunity Act (WIOA) Adult Program** provides individualized career, training and support services to career seekers 18 years old and up, as well as associated business services. Typical training services include vocational training and on-the-job training.
- **WIOA Dislocated Worker Program** provides individualized career, training and support services to dislocated workers, as well as associated business services and rapid responses to closures and mass layoffs. Typical training services include vocational training and on-the-job training. A portion of SkillSource's dislocated worker budget is dedicated to incumbent worker training, which strengthens existing workforces and prevents layoffs.
- **WIOA Youth Program** provides individualized career, training and support services to young adults, in school or out of school, ages 16 to 24. Typical training services include dropout recovery services, secondary credential attainment, and paid work experiences and internships.
- **WIOA Rapid Response Additional Assistance** is supplemental funding requested to provide support to workers impacted by dislocation events (closures and layoffs) when locally allocated WIOA Dislocated Worker funds are insufficient to meet service needs.
- **WIOA 10% Governor's Discretionary Funds** are set aside to be used for statewide activities, some of which are required by law. The Governor determines the priority and amount of 10 percent funds to be dedicated to non-mandated purposes. Those funds are then distributed based on contracts.
- **Pre-Employment Transition Services** are supported by the U.S. Department of Education to provide career preparation activities to young adults with disabilities. Services include work readiness and self-advocacy workshops, job site tours, job shadows, informational interviews, and paid work experiences.
- **The Washington Jobs Initiative** has awarded eight statewide sector partnerships with funds to train and place Washingtonians into jobs with family-sustaining wages. SkillSource partners with Computing for All and the North Central Educational Services District to support participants in tech sector career pathways.

### **STATE AND LOCAL FUNDING SOURCES:**

- **State Economic Security for All Grant** provides individualized career, training and support services focused on low-income adults who do not currently meet self-sufficiency as described by federal poverty guidelines. This grant also allows award of incentive payments to participants for satisfactory training progress.
- **Community Reinvestment Funds:** Commerce funding awarded to help reduce poverty with a focus on equity through two separate components: the EcSA Career Accelerator Incentives Fund, a program to provide financial support payments to individuals in training aid them in achieving suitable employment that provides a self-sufficient wage and Business Services funding to support employers, provide training to their employees and render other assistance to help businesses to grow.
- **State Basic Education programs** are supported by the Washington State Office of the Superintendent of Public Instruction for conduct of Open Doors and Alternative Learning programs in Wenatchee, Omak and Othello. Students work towards GED test completion and/or high school diploma completion.
- **School Improvement Grant and Learning Assistance Program** are supported by Washington State Office of the Superintendent of Public Instruction, to comply with educational requirements for school programs.
- **Labor & Industries Back to Work Pilot Program** provides training and support for injured workers who are retraining to return to the workplace. SkillSource is the first workforce board to pilot this program.

# SkillSource Regional Workforce Board

## 2025-26 Meeting Calendar

September	8	Okanogan Committee
2025	9	Grant/Adams Committee
	10	Chelan/Douglas Committee
	<b>23</b>	<b>Board Meeting 5:30 pm – via Zoom</b>

November	17	Okanogan Committee
2025	18	Grant/Adams Committee
	19	Chelan/Douglas Committee

December	<b>02</b>	<b>Board Meeting 5:30 pm – via Zoom</b>
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March	2	Okanogan Committee
2026	3	Grant/Adams Committee
	4	Chelan/Douglas Committee

**13<sup>th</sup> or 20<sup>th</sup> - Board Meeting & Recognition Banquet (Location and date TBD)**

<b>March 23-26 2026</b>	<b>National Association of Workforce Board Conference (Las Vegas)</b>
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June	8	Okanogan Committee
2026	9	Grant/Adams Committee
	10	Chelan/Douglas Committee
	<b>23</b>	<b>Board Meeting 5:30 pm – via Zoom</b>

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

## SkillSource Regional Board Membership Composition

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

Required categories	Name/Title/Organization	Nominated by	Year Appt	Term Expires
<b>Business (51% minimum)</b>				<b>Dec 31</b>
1. Business	Crystal Gage/ Practice Manager/ Omak Clinic	OK Economic Alliance	2019	2026
2. Business	Anthony Popelier / HR Dir/ Reman Reload	OK Economic Alliance	2023	2027
3. Business	Roni Holder-Diefenbach/ Exec Dir/ Ok Econ All	Career Path Services	2005	2028
4. Business	Annette Herup / HR Manager / Genie-Terex	Grant Co EDC	2019	2025
5. Business	Tad Hildebrand /Consultant/ Nash Consulting	Adams Co Dev Council	2017	2027
6. Business	Ken Johnson/ Owner/ Johnson's Glass & More	Adams Co Dev Council	2014	2027
7. Business	Brant Mayo/Executive Dir/Grant Co EDC	Grant Co EDC	2018	2028
8. Business	Ryan Beebout/ VP/ Sabey Data Centers	Wenatchee Chamber	2023	2027
9. Business	Tom Legel / CFO/ Confluence Health	Wenatchee Chamber	2023	2026
10. Business	Julie Helligso /Exec Director/ Cascade Vet	Wenatchee Chamber	2023	2026
11. Business	Zach Williams /HR Manager/ Stemilt Growers	Wenatchee Chamber	2021	2028
<b>Workforce/Labor (20% minimum)</b>				
1. Labor	Nathan Mack/ Field Representative/LiUNA 348	Central Labor Council	2023	2027
2. Other workforce	Michelle Price/ Superintendent /NC ESD	North Central ESD	2009	2025
3. Other workforce	Irasema Ortiz-Elizalde/ Administrator/ DSHS	DSHS	2013	2027
4. Labor	Augustine Gallegos / Bus Agent / Teamsters	Central Labor Council	2021	2028
5. Labor/Apprentice	Randy Curry / President /IBEW #191	Central Labor Council	2021	2028
<b>Education</b>				
1. Title II Adult Ed	Sara Thompson-Tweedy/ President / BBCC	Big Bend Comm College	2021	2028
2. Workforce Ed	Famous Harrison / President / WVC	Wenatchee Valley College	2023	2026
<b>Public</b>				
1. Wagner-Peyser	Todd Wurl/ Regional Director/ ESD	Employment Sec Dept	2023	2027
2. Vocational Rehab	Pablo Villarreal/ Acting Regional Director/ DVR	Div. Vocational Rehab	2019	2026
3. Econ Dev	Kyle Niehenke/ Ex. Dir/ Adams County ED	Adams Co Dev. Council	2023	2026

Rev: 06/2025

Okanogan	Chelan/Douglas	Grant/Adams
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North Central Workforce Development Area  
**Quarterly Success Stories**  
March 2025

## Apprenticeship Offers a New Start and a Clear Path Forward

After incarceration, Darryl wasn't just looking for a job, he was looking for a way to move forward with purpose. Darryl is in the early stages of a 2,000-hour barber apprenticeship at The Man Shop in Wenatchee, working toward a career that first caught his attention during a barbering program at the Washington Corrections Center in Shelton. Cutting hair wasn't just a way to pass time, it sparked something real. "My biggest reward in this whole situation is exactly what it was when it hooked me in prison," he says. "You see someone pick up confidence. You put confidence in that person."

With support from the Wenatchee Valley Reentry Center and SkillSource, Darryl was connected to The Man Shop's first local apprenticeship program, a chance to turn that early interest into a long-term, licensed profession. Funding from SkillSource helped cover tuition through the Atarashii Apprentice Program and provided essential barbering tools, making it possible to begin training without the financial hurdles that often block the way. Mikaila Thompson, regional manager for The Man Shops, shared, "I wasn't sure how much support was available when I first reached out, but SkillSource showed up. For Darryl specifically, he's the kind of person who multiplies a hand up into something bigger — not just in his career, but in his life."

"This whole journey has been a 'pinch-me' moment," Darryl says. "It started with a dream I nearly deleted, but with the mentorship of Makaila and Jennifer at The Man Shop, and the support from Heidi and the team at SkillSource, it turned into something real. They didn't just open a door, they removed the barriers that would've kept me on the outside. Now I'm not just holding clippers I'm building a future thanks to their belief and investment in me." The apprenticeship offers more than a paycheck, it offers structure, mentorship, and a trade he's proud to learn. As Darryl continues developing his skills and growing his client base, each cut moves him closer to the kind of stability he once thought was out of reach. For businesses looking to build a skilled workforce and for individuals ready to work and learn, registered apprenticeships like this offer a powerful way to grow together.



## Harvesting Success with Locally Grown Talent

Okanagan Specialty Fruits (OSF), a 25 year old company, officially opened its first Apple Slicing Facility in Moses Lake in September 2023. This was the a significant undertaking as they had to build from the ground up, including ensuring compliance with state and federal regulations, and building their workforce through hiring and upskilling employees. “We were faced with hiring a high volume of people,” shared Alicia Devereux, HR Manager. “Knowing SkillSource could support us in being able to hire individuals that were a culture, values, and experience fit for our company, and then being a training resource to upskill individuals to meet the needs of the organization was a huge asset in our recruiting strategies.”

Pedro Barreras, Jr., was employed as a Health and Safety Coordinator with OSF. Pedro wanted to grow professionally, to acquire new skills so he could take on more responsibility with the company. OSF worked with SkillSource to set up an Incumbent Worker Training (IWT) agreement for Pedro so he could get on a track to gain those essential skills for his growth, and to meet the human resource needs of the company.

Pedro aimed to obtain his Certified Safety Manager (CSM) certificate from the National Association of Safety Professionals, a rigorous 40-hour course. Through the IWT agreement, SkillSource shared the cost of the training, an investment that paid off for Okanagan Specialty Fruits, and for Pedro. Pedro successfully finished the CSM certification in October 2024. This led directly to his promotion to Health and Safety Manager in January 2025, and a bump in pay and benefits!

Pedro’s journey demonstrates how OSF’s commitment to employee development, combined with SkillSource’s workforce development resources, cultivates success. By investing in local talent and upskilling employees, OSF not only strengthens its own workforce but also contributes to the economic growth of the Moses Lake community. This is the power of partnerships, and the impact of thoughtful investments on training and developing local talent. Congratulations to Pedro and Okanagan Specialty Fruits!



Grant/Adams

## 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!

Okanogan

SkillSource  
Statement of Financial Position  
As of 3/31/2025

	Current Year	Beginning Year Balance
<hr/>		
Assets		
Current Assets		
Cash and Cash Equivalents	1,524,205.12	1,329,273.03
Trade Receivables	560,706.75	872,486.57
Other Receivables	14,340.05	2,931.53
Prepaid Expenses	<u>117,289.54</u>	<u>55,598.09</u>
Total Current Assets	2,216,541.46	2,260,289.22
Property and Equipment		
Land	813,350.61	813,350.61
Land Improvements	724,495.59	724,495.59
Building and Equipment	4,970,094.61	4,954,246.61
Construction in Process	631.00	20,335.77
Less: Accumulated Depreciation	<u>(3,229,842.97)</u>	<u>(3,106,360.17)</u>
Total Property and Equipment	3,278,728.84	3,406,068.41
Other Assets		
USDA Reserve	<u>166,000.66</u>	<u>163,033.88</u>
Total USDA Reserve	<u>166,000.66</u>	<u>163,033.88</u>
Total Other Assets	166,000.66	163,033.88
 Total Assets	 5,661,270.96	 5,829,391.51
Liabilities		
Current Liabilities		
Accounts Payable	58,714.27	191,123.61
Accrued Wages and Benefits	48,152.09	12,977.75
Accrued Vacation	180,395.09	169,168.79
Accrued Interest	<u>2,806.10</u>	<u>2,602.94</u>
Total Current Liabilities	290,067.55	436,618.23
Long-Term Debt		
Long-term debt	<u>2,226,330.70</u>	<u>2,271,658.89</u>
Total Liabilities	2,516,398.25	2,647,531.98
Net Assets		
Unrestricted	<u>3,144,872.71</u>	<u>3,181,859.53</u>
Total Net Assets	3,144,872.71	3,181,859.53
 Total Liabilities and Net Assets	 5,661,270.96	 5,829,391.51

## 10 - Executive

7-1-24 thru 3-31-25

	<u>Total</u>	<u>Budget</u>	
Expenditures			
Salaries			
Salaries & Benefits	761,490	1,072,795	71%
Travel	21,702	29,950	72%
Miscellaneous	134,634	258,560	52%
Supplies	15,966	21,760	73%
Equipment	2,767	7,000	40%
Facilities	23,881	29,746	80%
Communication	7,360	7,558	97%
Training	45,949	110,000	42%
By & For Subcontracts	45,402	75,000	61%
Small Business Grants*	<u>190,767</u>	<u>200,000</u>	95%
Total Executive Expenditures	<u>1,249,919</u>	<u>1,812,369</u>	69%

\* Additional funds were awarded

20 - Chelan/Douglas

7-1-24 thru 3-31-25	Total	Budget	Expenditure Rate	Obligation thru 6/30/2025	Obligation Rate
<b>Expenditures</b>					
<b>Training related</b>					
Salaries & Benefits	713,859	1,024,815	70%		
OneStop Operator	8,352	14,000	60%		
Travel	4,762	5,400	88%		
Miscellaneous	46,430	44,686	104%		
Supplies	27,327	50,667	54%		
Equipment	4,596	10,000	46%		
Facilities	52,599	81,750	64%		
Communication	6,017	10,235	59%		
Training	<u>2,477</u>	<u>5,000</u>	50%		
Total Training Related	866,419	1,246,553	70%	1,160,962	93%
<b>Direct Training</b>					
Incumbent Worker	21,717	47,035	46%	31,301	67%
On the Job Training	31,678	75,660	42%	50,974	67%
Participant Wages	122,027	144,201	85%	139,125	96%
Institutional Training	160,693	216,625	74%	183,180	85%
Basic Skills Training	271,274	493,749	55%	361,699	73%
Computer Basics	49,785	81,505	61%	66,381	81%
<b>Support services</b>					
GED Fees	4,420				
Incentives	456,295				
Housing	14,563				
Transportation	2,203				
Car Repair	4,257				
Supportive Services	<u>7,280</u>				
Total Support	<u>489,018</u>	<u>595,113</u>	82%	<u>645,443</u>	108%
Total Direct Training	<u>1,146,191</u>	<u>1,653,888</u>	69%	<u>1,478,101</u>	89%
Total Expenditures	<u>2,012,611</u>	<u>2,900,441</u>	69%	<u>2,639,063</u>	91%

**30 - Grant/Adams**

<b>7-1-24 thru 3-31-25</b>	<b>Total</b>	<b>Budget</b>	<b>Expenditure Rate</b>	<b>Obligation thru 6/30/2025</b>	<b>Obligation Rate</b>
<b>Expenditures</b>					
<b>Training related</b>					
Salaries & Benefits	772,521	1,150,044	67%		
OneStop Operator	17,833	28,000	64%		
Travel	9,837	16,800	59%		
Miscellaneous	58,498	58,107	101%		
Supplies	20,158	49,472	41%		
Equipment	4,845	10,000	48%		
Facilities	101,241	77,196	131%		
Communication	5,856	7,243	81%		
Training	2,230	5,000	45%		
<b>Total Training</b>	<b>993,019</b>	<b>1,401,862</b>	<b>71%</b>	<b>1,328,788</b>	<b>95%</b>
<b>Direct Training</b>					
Incumbent Worker	16,547	63,660	26%	32,518	51%
On the Job Training	34,420	117,660	29%	41,521	35%
Participant Wages	149,163	186,370	80%	175,365	94%
Institutional Training	255,229	324,858	79%	302,941	93%
Basic Skills Training	123,692	202,013	61%	164,922	82%
Computer Basics	39,622	115,336	34%	52,829	46%
<b>Support services</b>					
GED Fees	980				
Incentives	474,814				
Housing	13,098				
Transportation	23,761				
Car Repair	4,723				
Supportive	15,575				
<b>Total Support</b>	<b>531,972</b>	<b>671,353</b>	<b>79%</b>	<b>666,858</b>	<b>99%</b>
<b>Total Direct Training</b>	<b>1,151,626</b>	<b>1,681,250</b>	<b>68%</b>	<b>1,436,956</b>	<b>85%</b>
<b>Total Expenditures</b>	<b>2,144,645</b>	<b>3,083,112</b>	<b>70%</b>	<b>2,765,744</b>	<b>90%</b>

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7-1-24 thru 3-31-25	Total	Budget	Expenditure Rate	Obligation thru 6/30/2025	Obligation Rate
<hr/>					
<b>Expenditures</b>					
<b>Training related expenditures</b>					
OneStop Operator	18,383	28,000	66%		
Subrecipient Program	447,882	635,194	71%		
Subrecipient Indirect	67,093	135,866	49%		
<b>Total Training related expenditures</b>	<u>533,358</u>	<u>799,060</u>	67%	714,634	89%
<b>Direct Training</b>					
Incumbent Worker	14,650	40,830	36%	38,716	95%
On the Job Training	2,385	28,830	8%	9,486	33%
Participant Wages	40,616	94,028	43%	66,818	71%
Institutional Training	81,040	104,500	78%	108,234	104%
Basic Skills Training	50,960	120,649	42%	95,360	79%
Computer Basics	38,934	49,485	79%	48,797	99%
<b>Support services</b>					
GED FEES	720				
Prevocational	1,313				
Incentives	191,425				
Housing	283				
Transportation	6,532				
Car Repair	663				
Supportive Services Other	4,604				
<b>Total Support services</b>	<u>203,508</u>	<u>330,475</u>	62%	<u>305,083</u>	92%
<b>Total Direct Training</b>	<u>434,126</u>	<u>768,797</u>	56%	<u>672,494</u>	87%
<b>Total Expenditures</b>	<u><u>967,484</u></u>	<u><u>1,567,857</u></u>	62%	<u><u>1,387,127</u></u>	88%