

**North Central Workforce Development Council
Board Meeting Minutes
June 19, 2018
WorkSource Central Basin, Moses Lake WA**

Heidi Myers, Chair, called the meeting to order at 5:47 pm and declared a quorum was present.

Director's Report:

Dave introduced board members and staff, and welcomed everyone to WorkSource Central Basin. He reviewed the agenda. Dave announced his proposal to name the Othello building after long-time business and community leader Roger Thieme.

March 20, 2017 Board Meeting Minutes:

Peggy Vines moved and Terry Leas seconded to approve the minutes from the March 20th board meeting. The motion passed.

Committee Reports:

Okanogan - No Okanogan member was present to report; Lisa reported the committee reviewed the 3rd quarter performance report and discussed the budget proposal's 48% increase next year (one of the largest increases in recent memory). Karl asked about the large budget increase in Okanogan; Lisa explained the increase is due to a few factors. One, a national appropriation increase, two a larger slice of the State pie and third, the Governor's Career Connect Washington discretionary contract. Dave added ebs and flows in annual budgets are common.

An Incumbent Worker Training (IWT) update was given; Mary Hinger spoke with John Butler and Debi Clark about IWT ideas and will reach out to others. There was a Career Connect WA update as well; Okanogan reported a strong start in both youth learning activities and apprenticeship outreach to businesses.

Jim Richardson moved and Michelle Price seconded to approve the Okanogan service delivery budget for PY18 as presented. Todd Wurl abstained due to ESD's status as subcontractor agency. Motion carried.

Grant/Adams - Ken Johnson said the committee covered the proposed budget and recommended approval. He also summarized the elimination and then reinstatement of State secondary education funding as the Moses Lake School District decided to continue Open Doors instruction at the WorkSource Center. Johnson's Glass and More will pilot incumbent worker training for auto glass installers. Certification is expected to increase insurance jobs, credentials, raises, and increased insurance referrals for the business. Tad Hildebrandt discussed his in-house FLOW training program and a proposal to partner with BBCC for expanded training. Ken attributed the increase in funding and staffing to Career Connect WA which includes AJAC apprenticeship outreach, and youth career connected learning activities.

Stephen McFadden moved and Irasema Ortiz-Elizalde seconded to approve the Grant/Adams service delivery budget for PY18 as presented. Motion carried.

Chelan/Douglas - Peggy Vines reported for Chelan/Douglas. The committee covered the performance report and success story. The proposed service delivery budget was highlighted; Jim Wood observed board member input is limited to board member knowledge. The more members know the more they can contribute to prioritizing types of training, etc. Overall, the committee was satisfied with the proposed budget's coverage and flexibility.

Susan Adams gave an update on Career Connect WA and emphasized the strong relationships with partners, and summarized the Wenatchee School District's progress on developing youth apprenticeship for Computer Technician. The committee heard about the Collaboration Summits, the capstone interagency improvement led by Lee Hendrickson. Karl Ruether summarized the customer service training for his IWT pilot.

Dave clarified that the Pre-Employment Transition Services contract forecasted in the budget is on hold and will not be amended, so that amount will probably be decreased in the actual budget. Michelle Price asked if a budget modification would be needed; Dave explained that a budget modification wouldn't be necessary, but spending will simply be kept to available funds.

Jim Richardson moved and Terry Leas seconded to approve the Chelan/Douglas service delivery budget for PY18 as presented. Motion carried.

Executive Committee - Heidi Myers reported that the executive committee covered the executive budget; while the total dollar amount went up, executive budget funds as a percentage of all funds decreased.

Jim Richardson moved and Stephen McFadden seconded to approve the executive budget for PY18 as presented.

Auditor Selection

Heidi reported that state monitors failed to appreciate the thoroughness in which the committee approached the auditor selection a year ago when they spent numerous hours meeting and discussing the proposals and applying their professional knowledge to those proposals making a reasonable choice.

As a result, we advertised for a new auditor through Program Year 2020 (continued engagement subject to satisfactory performance) and Cordell Neher was the single proposing bidder. They received scores of 100, 95, and 83 as rated by Laura, Heidi and Teresa. McQuaig & Welk sent a letter declining to bid at this time. Clifton Larsen Allen and Moss Adams contacted SkillSource for information on the solicitation but ultimately chose not to bid. Karl Ruether asked if the process was valid with only one bidder. Dave answered the single offer did necessitate additional cost/price analysis which was found to be reasonable.

Jim Richardson moved and Peggy Vines seconded to approve Cordell Neher as auditor. Motion carried.

One-Stop Operator Report

Marcia Henkle reported on her One-Stop Operator activities. She recapped her appointment, Federal requirements, and her work plan. She organized and convened a Leadership Committee, scheduled monthly meetings, reviews of memoranda of understanding and partner obligations. She has coordinated closely with the collaboration improvement project. She showed the board examples of the partner staff reference binders distributed at the summits. Heidi remarked that the resource binders were "awesome". Marcia added the van

tours that familiarize staff with facilities. Before the van tours, it was rare for partner staff to have physically visited all the other agencies in their community. Okanogan's collaboration summit will be held in the Fall.

Dave commented the Okanogan success story epitomizes One-Stop, where a person enters the Center a job seeker but leaves a career seeker. He made note of the fact that not only were the participant's goals met, so were the needs of the business that employed her.

PY17 State Monitoring Report

Dave summarized the report is clean with the exception of the auditor procurement finding, which was resolved by the rebid. The monitors will return April, 2019.

Heidi Myers drew attention to the Quarterly financial reports and asked board members to address questions to Laura. She announced that the next meeting would be a digital meeting in September, followed by an in-person meeting prior to the November banquet in Wenatchee.

Dave announced that there were approximately 130 secondary graduates between the learning centers. This year Yolanda and Emily said about 60 graduates came to the BBCC/SkillSource combined graduation. Dave encouraged board member attendance at graduations.

Ken Johnson mentioned the NAWB conference in Washington DC that he attended with Lisa Romine and Stephen McFadden and recommended other board members attend too. Heidi noted that there is budget for a three members to attend next winter. The Board will be notified of dates and location this fall.

The meeting was adjourned at 7:05 pm.

Present

Ken Johnson
Terry Leas
Stephen McFadden
Heidi Myers
Irasema Ortiz-Elizalde
Michelle Price
Jim Richardson
Karl Ruether,
Pablo Villareal
Peggy Vines
Todd Wurl (for Alberto Isiordia)

Not Present

John Butler
Debi Clark
Oscar Garza
Wayne Johnson
Roni Holder-Diefenbach
Dimitri Mandelis
Lavonne Roy
Jim Wood

Staff Present:

Dave Petersen
Lisa Romine
Laura Leavitt
Aaron Parrott
Emily Anderson
Yolanda Rios
Alicia Wallace