

**North Central Workforce Development Council  
Draft Board Meeting Minutes  
June 20, 2017**

Heidi Myers, called the meeting to order at 5:30pm via video conference in Wenatchee, Omak, and Moses Lake.

**Directors Report**

Dave contacted our former auditor, CliftonLarsonAllen, for help to expand separation of accounting duties until this work can be satisfactorily performed in-house. Kelli Fletcher will review quarterly expenditure reports, journal entries

The One Stop operator procurement process continues as the spring solicitation resulted in a failed competition. Only one proposal was received and the price quoted was well above budget as services offered exceeded specifications. Partner contributions to Operator costs will be requested during Infrastructure contribution planning later this summer. Meanwhile, it is recommended the existing in-kind Operators continue until a replacement is found. SkillsSource may seek a proposal from a single source or issue another open solicitation.

**March 21, 2017 Board Meeting Minutes**

**Jim Wood moved and Jim Richardson seconded to approve the March 21, 2017 meeting minutes as mailed. The motion passed.**

**Committee Reports:** The 17-18 Service Delivery Budgets and Memorandums of Understanding (MOU's) were discussed at each Committee Meeting. Committees recommended Board approval of the budget as and MOU's as presented

**Okanogan –**

**Roni Holder-Diefenbach moved and Peggy Vines seconded to approve Okanogan 17-18 Service Delivery Budget. Motion passed.**

**Duane Johnson moved and Roni Holder-Diefenbach seconded to approve Okanogan MOU authorizing the Executive Director to negotiate details with partners as reasonable and necessary. Motion passed.**

**Grant/Adams –**

**Terry Leas moved and Ken Johnson seconded to approve Grant/Adams 17-18 Service Delivery Budget. Motion passed.**

**Ken Johnson moved and Irasema Ortiz-Elizalde seconded to approve the Grant/Adams MOU authorizing the Executive Director to negotiate final details with partners. Motion passed.**

**Chelan/Douglas –**

**Jim Wood moved and Peggy Vines seconded to approve Chelan/Douglas 17-18 Service Delivery Budget. Motion passed.**

**Jim Wood moved and Jim Richardson seconded to approve Chelan/Douglas MOU authorizing the Executive Director to make adjustments as necessary when meeting with partners. Motion passed.**

**Executive Committee** – Heidi Myers reported that the 17-18 Executive Budget detail was reviewed with staff. It includes a new Performance Analyst position.

**Peggy Vines moved and Teresa Stokes seconded to approve the 17-18 Executive Budget. Motion passed.**

Dave asked the Board to approve an extension to the existing One Stop Operator agreements through 9/30/17 to coincide with the extended procurement process for obtaining a new operator effective October 1<sup>st</sup>. This applies at WorkSource Central Basin and WorkSource Okanogan. Next steps; the scope of work will be restated to be more precise; discuss a cross regional agreement with Yakima; rebid or negotiate with a single source. The primary function of the Operator is to coordinate access to meaningful information of all partner services available in the community. Another goal is to eliminate any barriers through building modifications or assistive technology and coordination of effective referral. The Executive Budget includes \$30,000 for Operator Services.

**Peggy Vines moved and Jim Richardson seconded to extend the existing OneStop Operator agreements through September 30, 2017. Motion passed.**

**Special Recognition**

Rich McBride is retiring from the North Central Education Service District. Rich has been a Workforce Board Member representing secondary education for the past 10 years. He will be replaced by Michelle Price, Superintendent of the Moses Lake School District. Rich shared his experience at this year’s graduation ceremony and recognized how the great work being done matters to our students and communities. His contribution has been appreciated and will be missed.

Terry Leas announced that there has been a change in leadership at the Grant County EDC. Their Board will meet Wednesday the 21<sup>st</sup> to discuss plans to replace the Executive Director, creating a business vacancy on the NC Workforce Board as well. This along with Mike Bolander’s retirement and Sara Matzen’s job change creates three business vacancies in the Basin.

Duane Johnson announced a new Director of DVR, Rob Fines. Funding will be made available to High School youth with disabilities and IEP’s for transition services.

The September Board meeting date has changed to the 26th with the location to be determined. Dave and Heidi will discuss a potential date and location for a planning retreat. The meeting adjourned at 6:40 pm.

**Members Present:**

Debi Clark  
Roni Holder-Diefenbach  
Alberto Isordia (appt pending)  
Ken Johnson  
Terry Leas  
Rich McBride  
Heidi Myers  
Jim Richardson  
Teresa Stokes  
Jim Wood  
Duane Johnson  
Irasema Ortiz-Elizalde  
Peggy Vines

**Members Absent:**

Tom Boyd  
John Butler  
Oscar Garza  
Wayne Johnson  
Dimitri Mandelis  
Sarah Matzen  
Stephen McFadden  
Michelle Price  
Lavonne Roy  
Linda Martin  
Danny Robins

**Staff Present:**

Dave Petersen  
Lisa Romine  
Laura Leavitt  
Susan Adams  
Yolanda Rios  
Emily Anderson  
Mary Hinger

**Guests Present:**

Keith Goehner - CLEO