

SKILLSOURCE REGIONAL WORKFORCE BOARD

(serving North Central Washington)

Board Meeting Agenda

Tuesday, November 29, 2022 - 5:30 p.m.

Join Zoom Meeting

<https://skillsource.zoom.us/j/81876716249>

Meeting ID: 818 7671 6249

Phone in: 1-253-215-8782

1. Call to Order – Roni Holder-Diefenbach, Chair
2. September 27, 2022 Board Meeting Minutes ACTION
October 21, 2022 Special Board Meeting Minutes ACTION
3. Director's Report - Lisa Romine INFO

Committee Reports

4. None

New Business

5. **2021-22 Audit**
Presentation by Cordell, Neher & Company
-- Motion to Approve 21-22 Audit Report Recommended ACTION
-- Motion to Approve IRS Form 990 Recommended ACTION
6. **Transfer Request** ACTION
-- Motion to Approve Transfer of funds Recommended
7. **Revision to MOU/IFA** ACTION
-- Motion to Approve 2022-2025 MOU/IFA Revisions Recommended
8. **Training Caps** ACTION
-- Motion to Approve revision to OJT reimbursement rate
-- Motion to Approve revision to ITA funding cap
9. **2021-22 Performance Report Presentation** INFO

Enclosures

Sub-Area Performance Reports - Year End
Administrative Expenditures ^{1st} Quarter
Membership Roster
Meeting Schedule
Draft 2022 Audit Report
Draft Form 990

Mission Statement

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

SkillSource Regional Workforce Board
Meeting Minutes
September 27, 2022
Via Web Video Conference
Moses Lake, Wenatchee & Omak, plus other locations

Roni Holder-Diefenbach, Board Chair, called the meeting to order at 5:34 pm. She thanked everyone for attending.

June 21, 2022 Board Meeting Minutes

Augustine Gallegos moved and Jim Richardson seconded to approve the June 21 meeting minutes. Motion carried.

Director's Report

Lisa welcomed the members, staff and guests present. She reviewed the agenda and summarized other highlights from the Director's report and the board packet. She thanked the hosts of the committee meetings at Omak Clinic, WorkSource Central Basin, and Wenatchee Valley College.

She reported that the direct delivery request to the WTECB was approved, but their approval came with a stipulation to competitively procure in future, which must be resolved. SkillSource has been monitored by state and federal agencies five times since Lisa has taken over as Director. She amended her report to reflect that Cordell Neher is the auditor this year, not Ogden Murphy Wallace. The veterinary technician apprenticeship standards are up for approval at the state apprenticeship council next month right before the planning retreat. She asked any board members who did not sign a conflict of interest to scan them to her, or she will send via DocuSign.

Sub-Area Committee Reports

Okanogan: Lisa reported that the committee met at the Omak Clinic, reviewed year-end performance, and updated board members on the progress made on the Omak corrective action plan. She recommends continuing on the corrective action and informed the board that procurement will commence this fall for next years' service delivery. The committee recommended selection of the One-Stop Operator bidder.

Grant/Adams: Lisa summarized that the Grant/Adams committee discussed the Workforce Impact Fund proposal from the Washington Workforce association, which was well received but will be smaller than asked. The committee had excellent conversation about workforce challenges, received an update on youth pre-employment transition services, and discussed the recent Workforce Development Roundtable. The committee recommended selection of the One-Stop Operator bidder. Ken reminded the board that the AWB manufacturing bus tour will be in Moses Lake on October 13th and encouraged board members to attend. Sarah said that following up on the Business Roundtable, local businesses have identified a new need for Spanish language training for managers. She added that English language acquisition classes are in high demand as well. Roni said that bilingual/bicultural capacity is almost a requirement in modern business.

Chelan/Douglas: Lisa reported that the committee met the subject of this quarter's success story and received a report on workforce collaboration in Chelan and Douglas counties. Jim thanked Stemilt and Zach for the budding relationship delivering needed training to their team members.

Zach praised Jim for the college's efforts to attract students back to campus with the new building and high-quality instructional operations.

One-Stop Operator Selection

Lisa reported that the procurement yielded one bidder and was technically a failed competition, but the board can properly enter into sole source negotiations with the single bidder, the North Central Workforce Consortium. Lisa, Laura, and Amy Martinez, CEO from South Central Workforce Council, scored the proposal and recommended approval to the board.

Jim Richardson moved and Crystal Gage seconded to approve the selection of North Central Workforce Consortium (fiscal agent OIC) as the new One-Stop Operator. Alberto Isiordia abstained. Motion carried.

Signatory Authorization

Two banks with which SkillSource does business, Wells Fargo and Washington Trust Bank, require a specific board motion to remove Dave Petersen as signatory from all accounts and authorize Lisa Romine as signatory for all accounts.

Augustine Gallegos moved and Ken Johnson seconded to authorize signature authority for Lisa Romine, and revoke said authority for Dave Petersen, at Wells Fargo and Washington Trust Banks. Motion carried.

SkillSource Bylaws

Lisa, Michelle, Alberto, and Roni have reviewed the existing SkillSource bylaws which have not been revised since 2000. Dave has also been assisting with edits and the bylaws will be delivered to our attorney for review. Lisa thanked the group for their work. Due to their release close to the board meeting, the bylaws will be tabled for review and will be voted upon at the next meeting. Roni and Lisa suggested a deadline of October 10th for comments. This will allow for a re-release of the amended bylaws prior to the planning retreat. Lisa briefly summarized the changes made to the bylaws and will follow up in an email.

Board Retreat and Survey

The long-postponed board planning retreat will be held October 20-21 at Sage Cliffe Resort in Quincy. Lisa reviewed the attendee list and asked board members to update her if there are changes. She shared the list of proposed topics and shared that she has invited Representative Keith Goehner to present at the retreat. Lisa concluded by saying that meals will be ordered in advance via Jotform. A final suggestion was to incorporate a show of appreciation for Dave for his faithful service.

New SkillSource Website

Lisa explained that SkillSource contracted with Tacoma-based web developer JayRay to redesign the SkillSource website, to replace the "temporary" website in use for the past few years. JayRay also designed websites for Workforce Central and for Career Connect Washington in Seattle-King County. Aaron gave the board a virtual tour of the site, showing off its customer-friendly features such as the "How Can We Help?" tab, contact form, and embedded success stories. He also oriented them to the board webpage. Lisa mentioned that the new communications specialist will also be involved in creating contact and upping SkillSource's communications game. The board congratulated the staff on the website.

Executive Director's Evaluation

Roni informed the board members that she will be contacting board members for input for Lisa's inaugural performance review. She would like to have this evaluation completed by the end of the year.

Housekeeping

- *Board Vacancies:* Lisa reported that Lavonne Roy has retired; Roni has suggested a business candidate representing Reman Reload. Heidi Myers' post is still vacant. Lisa said that a review of state policy may lead to some reassignment of board member roles and would expand the board to 20 members. She suggested the new director of the Adams County Economic Development Council. Brad Hill has been appointed as Alberto Isiordia's replacement as ESD Regional Administrator and will likely join the board in his stead.
- *North Central Career Expo.* Roni reminded the board that the Career Expos in the three areas, co-presented by the WorkSource partnership and Career Connect Washington. Aaron attested to the opportunity for cross-regional training and employment. Roni posted the link for the Career Expos: www.ncesd.org/career-expos.

Upon a motion from Augustine Gallegos and a second from Sarah Thompson Tweedy, the meeting was adjourned at 6:46 pm.

In Attendance:

Roni Holder-Diefenbach
Augustine Gallegos
Annette Herup
Alberto Isiordia
Crystal Gage
Ken Johnson
Irasema Ortiz-Elizalde
Michelle Price
Jim Richardson
Sara Thompson Tweedy
Pablo Villarreal
Peggy Vines
Zach Williams

Staff In Attendance:

Lisa Romine
Laura Leavitt
Susan Adams
Aaron Parrott
Lee Hendrickson
Christy Mataya
Emily Anderson
Alicia Wallace
Craig Carroll

Not In Attendance:

Randy Curry
Tad Hildebrand
Dimitri Mandelis
Brant Mayo
Karl Ruether

**SkillSource Regional Workforce Board
Meeting Minutes
October 21, 2022
SageCliffe Resort, Quincy, WA**

Board chair Roni Holder-Diefenbach called the special meeting to order at 3:05 PM.

SkillSource Bylaws

Lisa reported the bylaws had been distributed last month and a few board members sent in minor comments/questions. The proposed amendments to the bylaws went through a comprehensive review by attorney Jennifer Sands. Roni added that these bylaws meet new laws and regulations covering nonprofit governance.

Sara Thompson-Tweedy moved and Irasema Ortiz-Elizalde seconded to adopt the proposed amended bylaws. Motion carried.

November Meeting Schedule

Lisa informed the board members that we will not be holding committee meetings in November since we will have met several times in the last three months and can take care of the business at hand in a single board meeting. At the full board meeting, the audit will be presented, the previous year's performance will be summarized, and a possible budget modification will be discussed.

Executive Director Evaluation

The open session was concluded at 3:10 PM. The board met in a closed executive session to discuss the executive director's evaluation.

In Attendance:

Roni Holder-Diefenbach
Tad Hildebrand
Ken Johnson
Irasema Ortiz-Elizalde
Anthony Popelier
Michelle Price
Sara Thompson Tweedy
Pablo Villarreal

Not In Attendance:

Randy Curry
Augustine Gallegos
Annette Herup
Brad Hill
Crystal Gage
Dimitri Mandelis
Brant Mayo
Kyle Niehenke
Jim Richardson
Karl Ruether
Peggy Vines
Zach Williams

Staff In Attendance:

Lisa Romine
Laura Leavitt
Susan Adams
Aaron Parrott
Lee Hendrickson
Christy Mataya
Emily Anderson
Alicia Wallace

County Commissioner In Attendance

Chris Branch

Director's Report: November 2022

Lisa Romine, CEO

1. Current Significant Issues

a) Board Engagement

The Board retreat at Sage Cliffe was a great success! I want to thank all the members who attended and engaged. We will use the results of the robust conversations as we move into the first stages of updating the strategic plan. A summary of the event is attached to this report.

b) One Stop Operator

The contract with North Central Workforce Consortium is signed and the group is meeting to draft their governance agreement and get started. A firewall/conflict of interest agreement has been drafted to be signed by the Chief Local Elected Official (Forum Chair), OIC and SkillSource.

c) New Funding

Since board approval of PY 22-23 budgets in June, SkillSource has applied for and been awarded additional funds as follows:

- National Dislocated Worker Grants: Disaster and Employment Recovery: \$102K
- QUEST National Dislocated Worker Grant: \$732K

These funds will be used for business outreach and community engagement as well as career guidance/counseling, work-based learning and occupational skills training.

2. Compliance Update

a) State Monitoring Results

State monitors were on site the week of October 24th. The visit went smooth and the only item to address is some missing language in the current MOU/IFA. This will be an action item for the Board.

b) Audit

Ogden, Murphy, Wallace completed the annual audit in October. Results will be presented at the board meeting.

3. Progress on Goals/Strategic Plan Implementation

- **Spotlight 1: North Central Workforce Consortium: One-Stop Operator**

The operator contract has been executed and the Consortium is meeting regularly to continue its development and action plan. This work is directly aligned with goal four of the strategic plan.

- **GOAL FOUR:** North Central's workforce knows about the one-stop programs and how to access its services
 - o **Objective 2: Strengthen one-stop services to improve access**
 - Strategy 1: Partners collaborate to make sure all one-stop customers are informed about the full array of one-stop partner services
 - Strategy 2: Partners refer customers to appropriate programs' services

- **Spotlight 2: Connecting and Convening Employers: Collaboration with Employers & Industry**

This quarter SkillSource helped connect several employer/industry groups to education, economic development and other resources to

- **GOAL THREE:** Engage companies to partner with the workforce development agencies.
 - o **Objective 1:** Employers embrace the role as human resource developers.

- **Strategy 1:** Understand and support private sector employee development. Communicate with firms in person, and in their language [...]
- **Strategy 2:** Collaborate with firms to enhance employer-based and school-based programs.

A sample of meetings this quarter with employers, industry partners and legislative members:

- **Veterinary Technician Apprenticeship:** Met with Representatives Mike Steele and Keith Goehner and Senator Brad Hawkins to educate and inform them about potential upcoming rule making around this career pathway
- **Association of General Contractors (AGC):** met to connect them with local Career & Technical Education (CTE) directors in North Central Washington to build offerings in construction trades education.
- **United Food & Commercial Workers (UFCW local 3000):** met to connect workforce development and education to explore bringing a Meat Cutters apprenticeship to Central Washington.
- **Moses Lake City Council/Economic Development Committee:** met to learn about the City of Moses Lake’s staffing needs and provide information about employee development options through the WorkSource system
- **Chelan and Douglas County Deputy Coroners:** met to discuss the statewide shortage of forensic pathologists.

4. Organizational Performance Dashboard

A full PY21 performance presentation will be provided at the Board meeting.

5. Items of Information

- **Fall Career Expos & Hiring Events:** SkillSource and partners participated in multiple events: Othello Career Showcase, CCWA College & Career Expos @Okanogan County Agriplex, Wenatchee Valley College & Big Bend Community College. Fall Hiring Events @WorkSource Central Basin & Pybus Market.
- **Washington Workforce Association Conference: Stronger Together:** Thirteen staff attended the two-day conference and heard from leaders and practitioners around the state about the successes and challenges facing workforce professionals as we navigate economic recovery and work to fill talent pipelines.
- **Board Vacancies:** An updated Board roster is included in the packet. Newest Board members are Anthony Popelier – Oroville Reman & Reload, Kyle Niehenke – Adams County Economic Development Council. Heidi Myers’ position is still vacant. Several members terms expire Dec 31, 2022, (Crystal Gage, Annette Herup, Dimitri Mandelis, Peggy Vines, Pablo Villareal). I will be contacting each of you to ask about your willingness to be reappointed.
- **Our next round of noon-time committee meetings** will be held February 13th (Omak), 14th (Grant/Adams), 15th (Chelan/Douglas). If you would like to host a committee meeting at your business, please let me know!
- **NAWB Forum 2022:**
Washington DC: March 25-28
www.forum.nawb.org
Call or email Lisa if you are interested in attending next year!



SkillSource Regional Workforce Board Planning Retreat 2022

The SkillSource Regional Workforce Board met for its long-postponed strategic planning retreat at Sage Cliffe Resort (formerly Cave B) on October 20th and 21st, 2022. The retreat was productive, entertaining, and energizing as board members and staff from all three areas met in person for the first time in years.

This is ... Jeopardy!

Following a delicious dinner courtesy of the Sage Cliffe's Tendrils restaurant, the board split into two teams—The "A" Team and "May the Workforce Be With You"—and battled it out in a spirited game of Workforce Jeopardy, showing off an impressive amount of knowledge of the workforce system and the region. SkillSource staff were on hand as "phone-a-friend" helpers, and Lisa and Aaron kept the game moving forward. This fun evening activity helped break the ice and prepare the group for a productive session as the sun set over the Gorge.



Getting Down To Business

The board and staff reconvened after breakfast the next morning to review the agenda and get started. The first presentation was a welcome and orientation from Lisa, covering the Workforce Development System and the functions of the local board. She shared SkillSource's guiding principles, and informed the board of her intent



to focus on both of SkillSource's customers: individual job seekers and businesses. Board chair Roni Holder-Diefenbach shared strategies to foster collaboration between workforce development and economic development through professional development, outreach strategies and development, and sharing and engaging at professional conferences and other jointly attended events.

Representative Keith Goehner talks about Business Competitiveness



Representative Keith Goehner, former Chelan County Commissioner and Forum chair, joined the group to present on the recently released Washington State Business Competitiveness Study. This survey resulted in three big ideas for the state to improve the business climate: **Build** more and different types of housing for all residents; **Equip** the workforce for success; and **Revitalize** entrepreneurship, making it easier to do business.

The board members and Representative Goehner discussed these big ideas as they relate to North Central Washington. Infrastructure and childcare were mentioned as critical to expansion and quality of life along with housing. Deliberate growth management will be needed to manage influxes of employers and businesses. The disconnect between job seekers' personal goals and the definition of academic success for educational programs was mentioned as a challenge to career pathway building. The group stresses the importance of identifying and understanding the needs of both large and small businesses. Lisa and the board thanked Representative Goehner for presenting.

Headwinds Presentation & Conversation

The group viewed a video presentation by Dr. David Altig of the Federal Reserve Bank of Atlanta, explaining five employment challenges facing businesses in the post-pandemic labor market: an aging workforce, foreign talent influx, stagnant wages against inflation, declining responsiveness to wage changes in younger workers, and the changing face of compensation (benefits as opposed to wages). The group discussed the new realities of hiring and doing business post-COVID, including higher pay and more benefits, reduced needs for steady work due to increased benefits, “quiet quitting”, and the impact of nontraditional careers like social media influencers on young adults.



Recognizing Dave Petersen & Ken Johnson

Following lunch, the board and staff reconvened to recognize former director Dave Petersen, who led SkillSource and its predecessor, Pentad Private Industry Council, for nearly four decades. Susan Adams led the group in humorous yet heartfelt recollections of what it was like to work with Dave. The communities and career seekers of North Central Washington owe Dave a huge debt. Thank you for all your years of service!

Former board chair Ken Johnson was also recognized. Ken took over as board chair from Heidi Myers in November 2018, in which position he served until November 2021. During his tenure SkillSource developed its latest four-year regional plan, selected a new executive director, and experienced the COVID-19 pandemic. We thank Ken for his service and leadership.



Afternoon Strategy Discussions

Taking cues from the morning’s presentations, the staff facilitated a series of conversations with the board members covering business strategies and career seeker needs. The board members were encouraged to find the conversation topics that spoke to them, and share ideas freely. These ideas will be used to guide upcoming opportunities for service delivery as well as the next strategic plan.



Conversation 1: Post Pandemic Business Needs

Issue 1: COVID-19 brought fast-moving and unexpected impacts for which many businesses and organizations were unprepared. The Bureau of Labor Statistics reported that by the end of 2020, as many as 27% of Washington state businesses were closed at least temporarily due to the pandemic.

Question 1: What lessons from the pandemic can be brought forward to help companies be more agile, flexible, and crisis-resistant?

Conversation:

- *Flexibility is the new normal.* New expectations and adjustments of work ethic are needed. Employees want flexibility of schedules, work from home, etc. Telework is now possible. It has changed hiring and the ability and desire of job seekers. They now want more flexibility. Additional desire for flexibility may create hiring struggles.
- *New business challenges have surfaced.* Not all businesses have recovered following COVID. COVID pushed some to closure, some might not have survived without COVID, but it hastened the process. It may be a struggle for new businesses to get started. Small businesses will do and offer less with limited staffing and supplies. There may be lack of clarity about how work-from-home is structured and regulated. Small businesses are under increasing threat of cyber attacks.
- *New employees have different expectations and needs.* Job seekers and employees refuse job offers because of lack of flexibility. Employers need to look at what's acceptable (re. flexibility) to better entice applicants to their business. They must also consider profitability and expectations. Small businesses can band together in co-ops to provide employee benefits (childcare for example). Salary may not be the biggest motivator.

Issue 2: A 2021 Mercer study of more than 10,000 subjects found that “employees are reporting a high degree of stress, anxiety, burnout, and fear — and employers are listening.” 76% of survey respondents with 500 or more employees said that addressing employees’ mental and emotional health would be a top priority over the next three to five years.

Question 2: What practical steps can businesses take to promote employee mental health, well-being, and overall success?

Conversation:

- *Psychological safety.* Employees should know that we care about them, know them and see them. Stability is desired. Managers need to open themselves up to relationships (show their human side). Suggested Reading: First Break All the Rules, Gallup Press and Jim Harter
- *Practice efficient, empathetic leadership.* Keep teams small (6-8 persons per supervisor). Engage, make mistakes, encourage sharing without punishment or fear. Be open to feedback. Supervisors must model this up and down, and it must be championed at the highest levels of the business.
- *Respect perimeters and boundaries.* Show that you like to go to work, but honor the workday. No midnight or weekend emails! Allow employees (and yourself) to balance their work and personal lives.



Conversation 2: Youth Engagement & Career Preparation

Issue 1: In 2019, a Career Connect Washington (CCW) Task Force identified that 70% of WA jobs require a post-secondary credential, but only 40% of all WA students achieve this, with only 23% of students of color and from low-income households completing postsecondary credentials.

Question: How do we encourage and support more young adults to complete post-secondary educational training that leads to careers?

Conversation:

- *Reinvigorate career connected learning.* Expose the youth to career exploration. Bring the industries into the schools. Bring back opportunities for hands on experience and certifications. These activities do not feel as prevalent in the schools as they once were.
- *Inspire youth to go to work.* Give clear, honest information about careers and opportunities in local businesses and industries. What are the wages for different industries? What is in it for them (the kids) and not just the employer? Highlight quality of life benefits such as work life balance.
- *Offer complete, flexible education and training options.* Bring back classes young adults need to complete post-secondary education. Classes that they need are not being offered when they need them. This may require hiring more staff to teach the classes they need. Understanding that formal education (full degrees) is not always what they want or need for specific industries, and that sometimes a class or two is all a person needs in the career/pathway they are interested in. Deliver classes at more times and in more flexible ways, including hybrid, fully online and/or in different locations.

Issue 2: In 2019 the Federal Reserve commented that the number of young people 16 to 24 who are not in school or working has grown significantly since the start of the Great Recession. Rural youth are more likely to be disconnected than their urban counterparts. Recent data suggest that the problem has worsened since the start of the pandemic.

Question 2: What do you think we should be focusing on to re-engage these disconnected youth? What are some related challenges and opportunities that we can address?

Conversation:

- *Bridge gaps.* Go to where they are. Find out why they left and try to fill in the gaps. Find the wrap around services they are missing to help them be successful.
- *Value their voices and experiences.* Listen to the youth- give them a voice! Business/Adults in their lives need to change the mindset that the kids do not have work ethic or do not want to work. It can be very discouraging. Understand that young adults may tackle certain problems differently (i.e. using a phone to Google for an answer instead of calling or asking someone).
- *Remove policy barriers to work.* State regulations for businesses can get in the way for kids who want to take advantage of certain work opportunities that could allow them to stay engaged in school.



Conversation 3: Employee Engagement & Retention

Issue 1: Wages for workers employed through the full quarter have risen in North Central, on average, 130% over the past five years. An average monthly wage in NCW was \$3,088 in January 2017, which increased to \$3,967 as of September 2021.

Question 1: How have wage rates impacted employee retention in your organization or industry? What other benefits, incentives and/or strategies are making an impact?

Conversation:

- *Wages (and costs) are increasing due to inflation.* This includes food, fuel, travel, etc. It also includes increased costs to employees, as more comes out of their paychecks to pay for benefit costs. All of this passed on to consumers: the costs of goods is skyrocketing as well.
- *Look at company culture.* Everyone should be proud of the company and its brand, and the question “Do I want to go to work?” should be easy to answer. Two-way pride and loyalty should exist at all levels.
- *Promote retention through flexibility.* Create a “flexibility budget” that has space for employees to choose needed benefits such as childcare, fuel stipends, WFH time, etc. It may not be possible to meet all of everyone’s needs.
- *Think outside the box.* Look at individual goals, needs and output. Childcare solutions might be addressed by onsite care, bring kids to work options, or incentives, for example.
- *Develop the employee.* Ask for, and encourage, self-advocacy. Develop training plans and have 1-on-1’s (at least quarterly) and coaching sessions to build performance and relationships. Show that the business values the individual. Investing in employees in this way builds sustainability and increases overall returns in efficiency.

Issue 2: A national survey of 965 adults who quit a job in 2021 listed the following as their top 5 reasons for quitting: pay too low; no advancement opportunities; feeling disrespected at work; childcare issues; not enough flexibility to choose hours.

Question 2: How can businesses address these factors affecting employee retention while still remaining effective, competitive and profitable?

Conversation:

- *Clear Communication.* Make sure job descriptions are structured, clear, and address expectations. Consistency will ensure fairness and trust, and manage perceptions. Transparency builds tolerance, and creates better customer and employee experiences.
- *Manage change better and more frequently.* During the pandemic many businesses went into crisis management mode and still haven't left it. Many also insisted “we can handle this” and failed to be realistic. The pandemic will take 3-5 years to rebound from, and employers need to communicate the challenges clearly and transparently to their employees.
- *Stay on top of trends.* Employers need to understand wage and benefit norms and patterns. Wage spikes are causing smaller gaps between new hires and experienced staff wage levels. Understand that flexibility to address wages will vary with businesses and industries.



Conversation 4: Rural Training & Education Challenges

Issue 1: Residents of rural communities often have few options to receive postsecondary training for careers near their home. This creates a challenge for employers in those areas, who may find it difficult to recruit qualified employees locally and therefore choose to import talent instead.

Question 1: What initiatives, ideas, or specific outreach could help to “grow” employees locally?

Conversation:

- *Work with communities and community partners.* Partner with cities and towns to promote them as attractive places to live and do business. Partner with school districts and/or tech centers for instructors, space and equipment for evening classes. Meet with key players in outlying communities to bring them into the conversation.
- *Build relationships with local businesses.* Businesses and schools need to make and maintain strong relationships. Make business tours and events a key part of school CTE events. Encourage businesses to adopt apprenticeship models.
- *Keep an open mind, stay ready for opportunity.* Communities have to be ready to train their own, and make adjustments to plans to fit local needs. Be open to importing businesses and talent when it makes sense; it can bring in new ideas. Break down negative perceptions. Keep the vision alive. Continual effort increases the risk of burnout, but persistence is key.

Issue 2: Barriers faced by rural households struggling to make ends meet include limited access to transportation, affordable housing, childcare, health care and drug treatment, and broadband internet. Scarcity of support services in rural areas makes it more difficult to access and maintain training and/or employment, further exacerbating cycles of generational poverty.

Question 2: Which of these barriers are most problematic or concerning in your local area? Who’s missing from the conversation around those barriers, and what part could they play in addressing them?

Conversation:

- *Are the barriers listed symptomatic of something else?* What’s driving these issues? Are they issues that rural communities can solve—or do they need more resources?
- *Dispelling myths.* Small communities can avoid tackling these issues out of fear (for example, building a homeless shelter will bring all of the homeless to Moses Lake from other communities).
- *Creating more opportunities.* Work with local and regional partners to bring resources to bear.



We appreciate all the attendees’ time, attention, and passion, as well as the effort the staff put into making the retreat productive and successful. Thank you all, and we look forward to the next time we can dream together!

SkillSource Regional Workforce Board _____

TO: SkillSource Workforce Development Board
FROM: Lisa Romine, CEO
SUBJECT: 2021-22 Audit Report & 990
DATE: November 29, 2022

RECOMMENDATION:

Approve the 2021-22 Audit Report and 990 as presented by Cordell Neher & Co. PLLC

BACKGROUND:

SkillSource has an independent CPA firm perform a single audit annually as a requirement of our Title IB Workforce Innovation and Opportunity grants and contracts. Cordell Neher and Company PLLC has performed the audit beginning with the year ended June 30, 2017.

In addition to the audit services, we contract with the audit firm to prepare our annual IRS Form 990. It is required that all Board members be provided with a copy of the 990.

A copy of the draft financial statements for the year ended June 30, 2022 and corresponding 990 will be sent out separately prior to the November 29th meeting.

PROCUREMENT:

Normally SkillSource procures audit services on a five-year cycle. Cordell Neher's contract was extended to a sixth year by a vote of the Board in November 2021 due to Dave's upcoming retirement and the anticipated transition in the Executive Team.

A Request for Proposals was distributed in early November to six regional CPA firms that perform audits meeting the Federal requirements in 2 CFR 200, Subpart F – Audit Requirements. The Executive Committee will rate the proposals and come to the full Board with their recommendation at the February 28 meeting.

SkillSource Regional Workforce Board

TO: SkillSource Regional Workforce Board
FROM: Lisa Romine, CEO
SUBJECT: Request for Funds Transfer
DATE: November 29, 2022

This transfer request, if approved, will be submitted to Employment Security Department sometime between January and March 2023. Action is requested now so that staff may begin planning for programmatic changes and staff training.

1) *The Transfer Fund Source:* Dislocated Worker Formula to Adult Formula

2) *The dollar amount of the transfer request, including the percentage share of the base allocation represented by that dollar amount:*

The amount requested is broken down as follows:

Program/Fiscal Year	Amount	% Allocation
PY22	\$39,578	30%
FY23	\$210,005	30%
PY/FY combined	\$249,583	30%

3) *The reason(s) for the transfer:* North Central requests a transfer of \$249,583 from Dislocated Worker formula to Adult formula for these reasons:

- 1) For most of the 22-23 program year, lower than anticipated numbers of dislocated workers have been seeking retraining through the local one stop system. In contrast, a relatively higher number of Adults are currently seeking career and training services. Additionally, the award of four National Dislocated Worker Grants has provided the local area increased training capacity for this group as well as more flexible eligibility criteria. These funds have been utilized along with formula funds to serve this group of individuals.
- 2) SkillSource accepted an additional \$544,000 of National DW Grant funds that other local boards were unable to utilize and will receive an additional \$731,000 in a new QUEST National Dislocated Worker grant this month.
- 3) The Adult obligation rate thru October is 49% while the Dislocated formula obligation rate is 39%. Continued robust adult obligations are anticipated based on the customers seeking services.

- 3) This transfer will enable continuing robust services for Adults throughout the WDA's five counties. As the labor market continues to open up, the Area is seeing more Adults seeking services than Dislocated Workers. Currently Adult ITAs are 75% expended areawide as of the end of October; it is likely that this funding will be exhausted well before the end of the PY.
- 4) This transfer will also allow us to carry out sufficient funds for Adult outreach, intake, new enrollments and training throughout next summer when new funds for that quarter are typically only 8% of the annual allocation.
- 5) The State EcSA grant which provides expanded capacity to Adults seeking training services had a 31% expenditure rate through the first quarter. This contract is almost fully obligated and shows the demand for a transfer to serve this population

4) Proposed services and number of participants originally planned to be served by the base allocation compared to the services and number of participants planned to be served after funds are transferred:

The PY22 Dislocated Worker participant goal is 193 while 83 participants (43% of goal) have been enrolled through 10/31/22 with eight months left in the program year. Twenty-three (23) ITA/OJT participants have been served against a goal of ninety-one (91). Sufficient budget is retained to enroll additional ITA/OJT participants from November-June with remaining dislocated worker funds and National Dislocated Worker Grants.

This transfer will reduce the planned number of Formula Dislocated Workers enrolled from 193 to 135, and increase Adult enrollments from 213 to 271.

With an anticipated implementation date of February or March, this transfer will have no adverse impact serving Dislocated Workers. In addition, other Dislocated Worker funds are available to serve this group.

b) Justification that the transfer of funds will not adversely impact the provision of services to participants and the necessary services and client-planned activities will be maintained in the program from which funds are transferred:

Currently, we are aware of no potential or actual permanent closures that will require significant dislocated worker funds. Sufficient Formula funds remain to serve projected 2nd, 3rd, and 4th quarter participants. Also, adequate Local Formula funds will be carried over to meet dislocations anticipated through September 30, 2023.

PY23/FY24 Dislocated Worker formula funds will also be available to serve laid-off workers next fiscal year. A no cost extension of the National Dislocated Worker Grants was approved by DOL through June 30, 2023, we estimate an amount of \$325K is available to serve this population. The Area also received \$731,000 of QUEST funding from the State to serve dislocated workers.

With all of these factors, this transfer is justified and will not adversely impact our ability to serve laid off workers over the next 8 months.

SkillSource Regional Workforce Board _____

TO: SkillSource Regional Workforce Board
FROM: Lisa Romine, CEO
SUBJECT: MOU/IFA Revisions
DATE: November 29, 2022

RECOMMENDATION:

Approve required revisions to the current Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA).

REASON FOR RECOMMENDATION:

The MOU/IFA was fully executed earlier this year, but Employment Security Department (ESD) State monitors identified a couple of areas that were missing:

- Process to achieve agreement,
- Dispute resolution,
- Periodic review and renewal,
- Links to certain agreements/policies

These required sections have been added and distributed to all partners for review and comment.

Since these types of changes require all parties to resign the document, the period of performance has also been changed to span the three-year period of 2022- 2025. The IFA budgets have also been revised to reflect updated (decreased) technology costs.

The proposed revisions/updates have been sent out to all signatories of the MOU/IFA. Any minor changes submitted by partners will be incorporated into the final document prior to signing.

FUTURE IMPLICATIONS:

The MOU is updated every three years, with the IFA budget reviewed and updated annually. Minor revisions do not require new signatures, but the extent of these changes do. The fully signed MOU/IFA must be approved by the Board, Chief Local Elected Official (Forum) and then submitted to ESD by December 30, 2022.

ATTACHMENT: DRAFT 2022-2025 North Central MOU/IFA

MEMORANDUM OF UNDERSTANDING

Chelan/Douglas, Grant/Adams, Okanogan Counties

PY ~~21-2422~~-25

The following Memorandum of Understanding (MOU) between the North Central ~~Washington~~ Workforce Development 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 North Central Workforce Development Board's Regional Workforce Plan* to the extent consistent with partner missions.

Vision: By 2024, the region will have an informed, productive workforce sustained by a collaborative workforce development system leading to a middle-class standard of living.

RWP Goal #4: North Central's workforce knows about partners' programs and services

Objective 4.1.1: Implement process and outcome measures that indicate access to multiple programs' services.

Objective 4.2.1: Partners collaborate to make sure all One-stop customers are informed about the full array of programs and services

III. Duration of Agreement

This agreement shall become effective July 1, ~~2021-2022~~ upon approval of the parties hereto and remain in effect until June 30, ~~2024-2025~~ 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 Central Basin WorkSource Center,
- 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 Center 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 and Omak.
- 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 the budget page). Technology costs are allocated using the ~~same methodology as facility. relative number of one stop programs available in the local area, the exception being Vocational Rehabilitation services, for which both DVR and DSB shall contribute.~~ 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. Employment Security will perform accounting for WorkSource Okanogan. 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 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. Modification^[LR1]. Partners shall undertake modifications collaboratively. Any change must be in writing and signed by all affected partners and Regional Board. A partner may change Appendix A without triggering a modification.~~
- 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 was 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

~~The Agreement may be amended at any time in writing and by mutual consent of the partners, and the Workforce Development Board. Partners suggesting a modification to any element in the MOU must submit the proposed change in writing to the NC Workforce Development Board providing 60 days for discussion~~

~~with the other partners.~~ [LR2] 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 Workforce Development 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 Revision 2.

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 be asked to provide written authorization via email that they agree with each updated version.

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](#)

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

Authorized Signatory	Partner	Date
By: Lisa Romine	North Central Workforce Development Board	
By: Alberto Isiordia	Employment Security Department	
By: Susan Adams	SkillSource	
By: Lawrence Lim	DSHS/Division of Vocational Rehabilitation	
By: Babs Roberts	DSHS/ Community Services Division	
By: Sara Thompson Tweedy	Big Bend Community College	
By: Jim Richardson	Wenatchee Valley College	
By: Anthony Peterson	OIC of Washington	
By: Maynard Spell	Columbia Basin Job Corps	
By: Alan Walker	Community Action Council	
By: Demetri Antzoulatos	AARP Foundation	
By: Michael MacKillop	Department of Services for the Blind	
By: Chris Branch	Chief Local Elected Official	

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

Roles	Responsibilities	ES	SS	DVR	DSHS	BBCC	OIC	JC	AARP	DSB
METHODS OF ACCESS	• OPTION 1: PROGRAM STAFF PRESENT AT CENTER	X	X	X			X			
	• OPTION 2: PARTNER STAFF CROSS TRAINED TO PROVIDE INFORMATION								X	
	• OPTION 3: DIRECT LINKAGE VIA TECHNOLOGY TO PROGRAM STAFF				X	X	X	X	X	X
ONE STOP PROGRAMS DELIVERED	(SEE 20 CFR 678.400)	TITLE III: WP & TAA 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	• ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH		X							
	• OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES	X	X	X	X	X	X	X	X	X
	• INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS	X	X	X		X	X			
	• LABOR EXCHANGE SERVICES	X	X				X			
	• REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES	X	X	X	X	X	X			
	• WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION	X	X	X			X			
	• PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS	X	X	X			X			
	• LOCAL AREA PERFORMANCE INFORMATION	X	X	X			X			
	• INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES	X	X	X		X	X			
	• ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED		X			X	X			
• INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS	X	X				X				
APPLICABLE INDIVIDUAL CAREER SERVICES	• COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS & NEEDS		X	X			X			
	• DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN		X	X			X			
	• GROUP COUNSELING		X		X		X			
	• INDIVIDUAL COUNSELING		X	X	X		X			
	• CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))	X	X	X	X		X			
	• SHORT-TERM PRE-VOCATIONAL SERVICES	X	X	X			X			
	• INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)	X	X	X			X			
	• WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);	X	X	X			X			
	• FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM		X				X			
	• OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE	X	X				X			
• ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION & TRNG		X			X	X				
BUSINESS SERVICES	• LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION	X	X				X			
	• CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS	X	X	X			X			
	• CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES	X	X	X			X			
	• CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS	X	X	X			X			
	• HUMAN RESOURCE CONSULTATION SERVICES	X	X							
	• CUSTOMIZED LABOR MARKET INFORMATION	X	X				X			
	• DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES	X	X				X			
	• INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA	X	X				X			
	• ASSISTANCE MANAGING REDUCTIONS IN FORCE	X	X	X						
	• COORDINATION WITH RAPID RESPONSE	X	X				X			
	• THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS	X	X	X			X			
	• ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS	X	X				X			

APPENDIX A: SUMMARY OF ONESTOP SERVICES – WORKSOURCE OKANOGAN

Roles	Responsibilities	ES	SS	DVR	DSHS	WVC	AARP	JC	DSB	OIC
METHODS OF ACCESS	• OPTION 1: PROGRAM STAFF PRESENT AT CENTER	X	X	X						
	• OPTION 2: PARTNER STAFF CROSS TRAINED TO PROVIDE INFORMATION					X	X			
	• OPTION 3: DIRECT LINKAGE VIA TECHNOLOGY TO PROGRAM STAFF				X	X	X	X	X	X
ONE STOP PROGRAMS DELIVERED	(SEE 20 CFR 678.400)	TITLE III: WP & TAA JVSG UI & BFET	TITLE I: ADULT 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	• ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH		X							
	• OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES	X	X	X	X	X	X	X	X	X
	• INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS	X	X	X						
	• LABOR EXCHANGE SERVICES	X	X							
	• REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES	X	X	X	X					
	• WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION	X	X	X						
	• PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS	X	X							
	• LOCAL AREA PERFORMANCE INFORMATION	X	X	X						
	• INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES	X	X	X						
	• ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED		X							
• INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS	X	X								
APPLICABLE INDIVIDUAL CAREER SERVICES	• COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS & NEEDS		X	X						
	• DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN		X	X						
	• GROUP COUNSELING		X		X					
	• INDIVIDUAL COUNSELING		X	X	X					
	• CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))	X	X	X	X					
	• SHORT-TERM PRE-VOCATIONAL SERVICES	X	X	X						
	• INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)	X	X	X						
	• WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);	X	X	X						
	• FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM		X							
	• OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE	X	X							
• ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION & TRNG		X								
BUSINESS SERVICES	• LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION	X	X							
	• CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS	X	X	X						
	• CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES	X	X	X						
	• CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS	X	X	X						
	• HUMAN RESOURCE CONSULTATION SERVICES	X	X							
	• CUSTOMIZED LABOR MARKET INFORMATION		X							
	• DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES		X							
	• INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA	X	X	X						
	• ASSISTANCE MANAGING REDUCTIONS IN FORCE	X	X							
	• COORDINATION WITH RAPID RESPONSE	X	X	X						
	• THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS	X	X							
	• ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS	X	X							

APPENDIX A: SUMMARY OF ONESTOP SERVICES – CHELAN/DOUGLAS

Roles	Responsibilities	ES	SS	DVR	DSHS	WVC	OIC	CAC	JC
ONE STOP PROGRAMS DELIVERED	(SEE 20 CFR 678.400)	TITLE III: WP TAA 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	TITLE I: Job Corps
APPLICABLE BASIC CAREER SERVICES	• ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH		X						
	• OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES	X	X	X			X		X
	• INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS	X	X	X		X	X		
	• LABOR EXCHANGE SERVICES	X	X						
	• REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES	X	X	X	X	X	X	X	
	• WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION	X	X	X			X		
	• PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS		X						
	• LOCAL AREA PERFORMANCE INFORMATION		X	X		X			
	• INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES	X	X	X		X	X		
	• ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED		X			X			
• INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS		X							
APPLICABLE INDIVIDUAL CAREER SERVICES	• COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS & NEEDS		X	X			X		
	• DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN	X	X	X			X	X	
	• GROUP COUNSELING	X	X		X				
	• INDIVIDUAL COUNSELING	X	X	X	X		X		
	• CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))	X	X	X	X		X		
	• SHORT-TERM PRE-VOCATIONAL SERVICES		X	X		X	X		
	• INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)		X	X		X	X		
	• WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);		X	X			X	X	
	• FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM		X						
	• OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE	X	X				X		
• ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION & TRNG		X				X	X	X	
BUSINESS SERVICES	• LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION	X	X				X		
	• CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS	X	X	X			X		
	• CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES	X	X	X			X		
	• CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS	X	X	X			X		
	• HUMAN RESOURCE CONSULTATION SERVICES		X						
	• CUSTOMIZED LABOR MARKET INFORMATION	X	X				X		
	• DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES	X	X						
	• INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA		X						
	• ASSISTANCE MANAGING REDUCTIONS IN FORCE	X	X	X			X		
	• COORDINATION WITH RAPID RESPONSE	X	X						
	• THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS	X	X	X			X		
	• ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS		X						

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

Program Year 22-23

Program	Partner	Infrastructure Career Services		Total	Lease or Agreement	Net Due	Additional Career Services		
		Facility ²	Technology ³				Facility	Technology	Personnel
Wagner Peyser	ESD	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Trade Adjustment Asst	ESD	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Veterans	ESD	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Unemployment Compensation	ESD	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -	\$ 59,686.00	\$ 32,336.00	\$ 1,014,041.00
Basic Food Employment & Training	ESD	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Youth Workforce Investment	ESD ¹	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Adult Workforce Investment	ESD ¹	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Dislocated Worker Investment	ESD ¹	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -	\$ 4,553.00	\$ 1,384.00	\$ 65,410.00
National Dislocated Worker (NDWG)	ESD ¹	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Economic Security for All (EcSA)	ESD ¹	\$ 4,728	\$ 96	\$ 4,824	\$ (4,824)	\$ -			
Vocational Rehabilitation	DVR	\$ 7,144	\$ 145	\$ 7,289	\$ (7,289)	\$ -	\$ 15,159.00		
Vocational Rehabilitation	DSB		\$ 21	\$ 21		\$ 21			
Job Corps	Job Corps	\$ 1,026	\$ 21	\$ 1,047		\$ 1,047			
Adult Education	WVC	\$ 513	\$ 21	\$ 534		\$ 534			
Carl Perkins	WVC	\$ 513	\$ 21	\$ 534		\$ 534			
Senior Community Service	AARP	\$ 1,026	\$ 21	\$ 1,047		\$ 1,047			
Temp Assistance for Needy Families	DSHS ¹	\$ 1,026	\$ 21	\$ 1,047	\$ (1,047)	\$ -			
National Farmworker Jobs Program	OIC of Washington	\$ 1,026	\$ 21	\$ 1,047		\$ 1,047			
	Total	\$ 59,553	\$ 1,251	\$ 60,804	\$ (56,575)	\$ 4,229	\$ 79,398.00	\$ 33,720.00	\$ 1,079,451.00

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

² 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 proportionally to the resident partners.

³ ESD Front End Tech Costs for 14 computers (no cost), 1 phone (\$168/yr), and 1 printer (\$937.08) divided based upon same methodology as facilities.

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

Program Year 22-23

Program	Partner	Infrastructure Career Services		Total	Lease or Agreement	Net Due	Additional Career Services		
		Facility ⁴	Technology ⁵				Facility	Technology	Personnel
Wagner Peyser	ESD ¹	\$ 16,906	\$ 152	\$ 17,058	\$ (17,058)	\$ -			
Trade Adjustment Assistance	ESD ¹	\$ 16,906	\$ 152	\$ 17,058	\$ (17,058)	\$ -	\$ 69,579	\$ 47,688	\$ 1,338,700
Veterans	ESD ¹	\$ 16,906	\$ 152	\$ 17,058	\$ (17,058)	\$ -			
Unemployment Compensation	ESD ¹	\$ 16,906	\$ 152	\$ 17,058	\$ (17,058)	\$ -			
Youth Workforce Investment	SkillSource	\$ 10,527	\$ 95	\$ 10,621	\$ (10,621)	\$ -			
Adult Workforce Investment	SkillSource	\$ 10,527	\$ 95	\$ 10,621	\$ (10,621)	\$ -	\$ 62,786	\$ 19,640	\$ 740,769
Dislocated Worker Investment	SkillSource	\$ 10,527	\$ 95	\$ 10,621	\$ (10,621)	\$ -			
National Dislocated Worker (NDWG)	SkillSource	\$ 10,527	\$ 95	\$ 10,621	\$ (10,621)	\$ -			
Economic Security for All (EcSA)	SkillSource	\$ 10,527	\$ 95	\$ 10,621	\$ (10,621)	\$ -			
Vocational Rehabilitation	DVR ²	\$ 19,395	\$ 174	\$ 19,569	\$ (19,569)	\$ -	\$ 19,948		
Vocational Rehabilitation	DSB	\$ -	\$ 19	\$ 19		\$ 19			
Adult Education & Literacy	BBCC	\$ 1,037	\$ 9	\$ 1,046		\$ 1,046			
Perkins Technical Education	BBCC	\$ 1,037	\$ 9	\$ 1,046		\$ 1,046			
Job Corps	Job Corps	\$ 2,074	\$ 19	\$ 2,093		\$ 2,093			
Senior Community Service Employment	AARP	\$ 2,074	\$ 19	\$ 2,093		\$ 2,093			
Temporary Assistance Needy Families	DSHS/CSD ³	\$ 2,074	\$ 19	\$ 2,093	\$ (2,093)	\$ -			
National Farmworker Jobs Program	OIC of Washington	\$ 2,074	\$ 19	\$ 2,093		\$ 2,093	\$ 2,133		
	Total	\$ 150,023	\$ 1,366	\$ 151,389		\$ 8,389	\$ 154,446	\$ 67,328	\$ 2,079,469

¹ ESD facility funds will be contributed by SkillSource via lease.

² DVR facility funds will be contributed by SkillSource via lease.

³ DSHS share paid by ESD via contract.

⁴ 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.

⁵ ESD Front end technology costs for 17 computers (no cost), 2 phones (\$168 /yr each), and 1 printer (\$937.08) distributed based upon the same methodology as facilities. SkillSource technology funds will be contributed via 24 in-kind computers in rm 125. SkillSource will collect Net Due contributions from non ESD partners and remit Technology contributions to ESD.

SkillSource Regional Workforce Board _____

TO: SkillSource Regional Workforce Board
FROM: Lisa Romine, CEO
SUBJECT: On-the-job Training Reimbursement
DATE: November 29, 2022

RECOMMENDATION:

Approve an increase to the On-the-job Training (OJT) reimbursement rate up to 75 percent.

BACKGROUND:

OJT is one of the services provided to businesses that helps offset the cost of hiring and training new employees. A skill gap analysis is done comparing the required job skills with the current skills of the new employee. A training plan is developed in concert with SkillSource Training Consultants, then the employer receives a wage reimbursement each month to help cover the additional costs associated with training. The current reimbursement rate to employers who train SkillSource participants on-the-job is set at 50 percent. State and Federal policy allow local boards to reimburse employers up to 75 percent when the following criteria are considered:

- Proposed participants face one or more barriers to employment as determined by WIOA, State, and local policy.
- Size of the employer with an emphasis on small businesses.
- Training leads to an industry-recognized credential, advancement opportunity or other tangible professional benefit to the participant(s).
- Wage and benefit level of the participant(s) either during or after the OJT.
- OJT position is an in-demand occupation and/or OJT employer is an in-demand industry

REASON FOR RECOMMENDATION:

This change will incentivize small businesses, businesses in high demand industries, and businesses employing those facing barriers to employment to participate in OJT activities at higher rates, with increased funding to offset training costs. It will help to increase labor market participation and reduce employer labor shortages. While OJT is considered a key business service, it is currently underutilized in all three labor market areas. With a higher reimbursement rate for training using this proven training model, it will be a more viable solution. A high percentage of small businesses in our service area will meet at least one, and likely several, of the factors addressed above to earn a higher reimbursement rate for training.

SkillSource Regional Workforce Board

TO: SkillSource Regional Workforce Board
FROM: Lisa Romine, CEO
SUBJECT: Individual Training Account Funding Cap
DATE: November 29, 2022

RECOMMENDATION:

Approve an increase in the maximum Individual Training Account (ITA) funding level up to \$10,000 limit per lifetime of a participant.

REASON FOR RECOMMENDATION:

SkillSource has maintained a \$6,000 maximum funding level for ITAs for the past 15 years. This amount has not kept pace with increases in tuition and training-related costs at community colleges and other technical schools, and is currently the second lowest cap among local boards in the state. Currently tuition and fees for both community colleges in our service area exceed \$10,000 for two years of study. The current cap potentially creates a funding gap of at least \$4,000 for students in two-year programs. Maximum funding for ITAs is based on participant need; not all participants will qualify for or need the full \$10,000 and all must explore and/or exhaust other program resources before receiving a SkillSource ITA. However, the new maximum will greatly increase retention and completion for qualified participants with documented need.

Rationale:

Several factors were considered for this recommendation:

- Increased cost of tuition and books (3-4% increase over the last 5 years)
- Increased costs of other training-related items such as certifications, equipment, etc.
- Increased cost of living and decreased ability to earn while attending post-secondary education or training programs
- This higher cap will help increase retention rates for longer duration programs (2-year certificates and degrees), as well as create more opportunities to earn stackable credentials.
- Current ITA cap is among the lowest in the state. Only one WDB has set a lower limit; five others have limits ranging from \$7,000 to \$16,000. One WDB has set their ITA cap to match in-state community college tuition for 2 years of study.

Board Meeting
Via Zoom
Tuesday, November 29
5:30 pm



Okanogon Quarterly Performance Report

July 1, 2022 – September 30, 2022

On the Road to Success

Robert B. was a student at Omak High School. He attended through his senior year but didn't have enough credits to graduate with his class. He later moved to Wenatchee, but Robert knew that not having a high school diploma would be a barrier to his future goals of working in healthcare. He reached out to SkillSource in Wenatchee and began working toward high school completion.

Robert worked hard in the Wenatchee Learning Center taking pre-employment workshops and studying for his GED test. In his first two months, he completed three of his four GED tests! He then had an opportunity to return to Omak for a job with his father. He planned to return to Wenatchee, but his car had other ideas when the engine blew! Lucky for Robert, the WorkSource Okanogan staff were able to assist with car repairs. Trainers at SkillSource Wenatchee and WorkSource Okanogan worked together to transfer him into the Omak Learning Center to continue working towards his academic and career goals. With assistance from youth trainer Monica Garza-Acevedo, he passed his fourth and final test and completed his credential.

Robert is now employed with the 12 Tribes Casino in Omak. Robert is passionate about serving people. He hopes to complete additional training in the future to work as an emergency medical technician or nurse. WorkSource Okanogan staff will be ready to assist him to meet his goals.

Congratulations, Robert! You may have had car trouble, but when it came to finishing your education and preparing for the future, you are on the road to success!





Registration & Exit

	YTD Actual	Annual Goal
Total Served	76	321
Adults		
Registered	18	60
Placement Rate (% employed at exit)	—	70%
Credential Rate (% trained in voc ed who earn a credential)	100%	63%
Dislocated Workers (Regular & Discretionary)		
Registered	6	58
Placement Rate (% employed at exit)	100%	87%
Credential Rate (% trained in voc ed who earn a credential)	—	67%
Youth		
Registered	17	23
Placement Rate (% of youth employed or in post sec ed)	75%	68%
Credential Rate (% youth who achieved a HSD or GED)	75%	53%



Participants in Occupational Education	22-23 Students (YTD)				21-22 Students (Year Total)			
	Big Bend	WVC	WVC Omak	Other	Big Bend	WVC	WVC Omak	Other
Health Care	15	14	5	6	9	23	2	10
Office	5	2	0	6	10	4	1	18
Industrial & Technical	8	3	0	13	11	2	0	68



Workforce Investment Fiscal	Budget	Expenditures	Expenditure Rate	Obligation Rate
Career Services (Basic & Individual)	502,217	125,873	25%	106%
Work Based Training				
On-The-Job/Incumbent Worker Training	87,400	0	0%	4%
Work Experiences/Project Learning	69,078	15,268	22%	28%
Occupational Education	140,349	23,485	17%	25%
Healthcare		0		
Office		0		
Industrial/Technical		23,485		
Basic Education				
Secondary Education	123,634	30,974	25%	100%
Computer Basics	40,789	0	0%	75%
Support and Incentives	42,212	1,075	3%	63%
Total	1,005,679	196,675	20%	77%



Board Meeting
Via Zoom
Tuesday, November 29
5:30 pm

Grant/Adams Quarterly Performance Report July 1, 2022 - September 30, 2022

A Blossoming Career Takes Root

Desert Rose Design, a floral shop and café in Othello, has experienced impressive growth over the past few years. Even COVID didn't slow things down. Recruiting and hiring skilled staff was a real challenge, so business owner Melody called SkillSource for help. She received helpful information about job training options for both youth and adults and was provided with referrals to her open positions.



As it happened, Melody had met a young adult with a great attitude and lots of potential, but very little work experience. A recent high school graduate, Ebony wanted to grow a career and was interested in floral design. Ebony qualified for, and was eventually enrolled in, both the Youth and Adult training programs. Ebony's assessments indicated that a Work Experience would be a great first step in her career development. Satisfied with the maturity, growth and work ability she displayed over 300 hours, Desert Rose Design offered Ebony a full-time job as a Floral Designer/Barista. In reviewing the gap between the job description and Ebony's skills, she began on-the-job training (OJT) to continue her climb toward success.

Ebony enjoys working in the flower shop assisting with floral arrangements, bouquets, orders, and deliveries. She also helps with the growing business's café grand opening. She trained as a barista and took on additional responsibilities after the café opened to the public. Ebony worked to master her social media marketing skills, helping promote Desert Rose Designs online and driving traffic to the store. She even models the boutique's clothing!



Desert Rose Designs had a clear problem and Ebony was the solution. They needed a skilled and diverse team member, and Ebony enjoys the friendly environment, great coworkers and a flexible and encouraging supervisor.

Congratulations Ebony and Desert Rose Design on helping each other bloom brightly!



Registration & Exit

	Actual	Annual Goal
Total Served	182	539
Adults		
Registered	36	70
Placement Rate (% employed at exit)	94%	70%
Credential Rate (% trained in voc ed who earn a credential)	100%	63%
Dislocated Workers (Regular & Discretionary)		
Registered	47	113
Placement Rate (% employed at exit)	90%	87%
Credential Rate (% trained in voc ed who earn a credential)	100%	67%
Youth		
Registered	50	105
Placement Rate (% of youth employed or in post sec ed)	71%	68%
Credential Rate (% youth who achieved a HSD or GED)	57%	53%



Participants in Occupational Education	22-23 Students (YTD)				21-22 Students (Year Total)			
	Big Bend	WVC	WVC Omak	Other	Big Bend	WVC	WVC Omak	Other
Health Care	15	14	5	6	9	23	2	10
Office	5	2	0	6	10	4	1	18
Industrial & Technical	8	3	0	13	11	2	0	68



Workforce Investment Fiscal	Budget	Expenditures	Expenditure Rate	Obligation Rate
Career Services	1,171,113	261,465	22%	93%
Basic		71,213		
Individual		190,222		
Work Based Training				
On-The-Job / Incumbent Worker Training	189,479	20,714	11%	32%
Work Experiences / Project Learning	210,546	54,300	26%	47%
Occupational Education	280,315	32,657	12%	35%
Healthcare		5,000		
Office		5,791		
Industrial/Technical		21,866		
Basic Education				
Secondary Education	123,464	39,227	32%	103%
Computer Basics	65,239	10,916	17%	67%
Support and Incentives	82,637	10,379	13%	63%
Total	2,122,793	429,628	20%	74%



Board Meeting
Tuesday, November 29
5:30 pm
Via Zoom

Chelan/Douglas Quarterly Performance Report

July 1, 2022 - September 30, 2022

Lifted From Poverty

The Hunger Relief grant partnership between Chelan-Douglas Community Action Council and SkillSource opportunities assists low income community members and the agencies that support them. Kristi Hills, Community Action Council Deputy Director, states, "With this staffing support, we are able to take food to over 20 locations. Without the support, we would need to decline food service or place the burden on pantries to pick up the food themselves. We are thankful for it, and for SkillSource partners every day!"

Zach Hall is a local resident who had experienced family poverty, homelessness, and other barriers, which led him to drop out of high school. He was told about SkillSource Learning Center and enrolled in February 2021. "I felt the program was right up my alley." Zach was able to learn, study, and take tests in a way that matched his individual learning abilities. His Trainer, Christy Mataya, placed him in a work experience at the Wenatchee Valley Museum and Cultural Center. Zach learned customer service, cash handling, and the history of our community. SkillSource assisted him with work clothing, hygiene items, and gas to successfully attend school and work.

Following his work experience, Zach was encouraged to apply for a position at the Food Distribution Center, funded by the Hunger Relief Grant. After researching Community Action Council's programs, Zach wanted to be part of the organization as he personally understood what their customers had experienced. Zach was hired in November 2021.

In May of 2022, Zach earned his GED and participated in SkillSource's Graduation ceremony. Zach continues to grow at the Food Distribution Center. He is working full-time making \$20 per hour, has earned an industry-recognized credential driving forklifts, and even purchased his own truck so he no longer worries about transportation.

When SkillSource and local agencies combine to combat poverty, it changes lives. Congratulations to Zack and Chelan Douglas Community Action Council. You truly lifted each other up!





Registration & Exit

	Actual	Annual Goal
Total Served	310	602
Adults		
Registered	65	70
Placement Rate (% employed at exit)	82%	70%
Credential Rate (% trained in voc ed who earn a credential)	100%	63%
Dislocated Workers (Regular & Discretionary)		
Registered	32	84
Placement Rate (% employed at exit)	98%	87%
Credential Rate (% trained in voc ed who earn a credential)	67%	67%
Youth		
Registered	42	100
Placement Rate (% of youth employed or in post sec ed)	50%	67%
Credential Rate (% youth who achieved a HSD or GED)	0%	53%



Participants in Occupational Education	22-23 Students (YTD)				21-22 Students (Year Total)			
	Big Bend	WVC	WVC Omak	Other	Big Bend	WVC	WVC Omak	Other
Health Care	15	14	5	6	9	23	2	10
Office	5	2	0	6	10	4	1	18
Industrial & Technical	8	3	0	13	11	2	0	68



Workforce Investment Fiscal	Budget	Expenditures	Expenditure Rate	Obligation Rate
Career Services	977,355	209,188	21%	86%
Basic		73,457		
Individual		135,731		
Employer Based Training				
On-The-Job / Incumbent Worker Training	136,700	9,732	7%	41%
Work Experiences / Project Learning	198,262	52,353	26%	64%
Occupational Education	250,303	58,796	23%	56%
Healthcare		37,106		
Office/Other		1,718		
Industrial/Technical		19,972		
Basic Education				
Secondary Education	370,511	83,686	23%	90%
Computer Basics	110,353	18,547	17%	67%
Support and Incentives	203,633	27,454	13%	105%
Total	2,247,117	459,756	20%	79%

SkillSource
Statement of Financial Position

	09/30/2022	06/30/2022
Assets		
Current Assets		
Cash and Cash Equivalents	723,327	832,684
Trade Receivables	181,578	229,253
Due from Government	208,053	133,438
Other Receivables	4,025	7,492
Prepaid Expenses, current portion	<u>63,736</u>	<u>25,065</u>
Total Current Assets	1,180,718	1,227,933
Property and Equipment		
Land	813,351	813,351
Land Improvements	724,496	724,496
Building and Equipment	4,895,076	4,895,076
Construction in Process	6,236	6,236
Less: Accumulated Depreciation	(2,819,241)	(2,777,229)
Total Property and Equipment	3,619,916	3,661,929
Other Assets		
USDA Reserve	<u>158,229</u>	<u>158,186</u>
Total USDA Reserve	<u>158,229</u>	<u>158,186</u>
Total Other Assets	<u>158,229</u>	<u>158,186</u>
Total Assets	<u>4,958,864</u>	<u>5,048,048</u>
Liabilities		
Current Liabilities		
Accounts Payable	0	157,456
Accrued Wages and Benefits	32,555	18,982
Accrued Vacation	146,653	146,383
Accrued Interest	<u>2,446</u>	<u>2,460</u>
Total Current Liabilities	181,654	381,225
Long-Term Debt payable		
Long-term debt payable	<u>2,372,134</u>	<u>2,385,905</u>
Total Liabilities	2,553,788	2,711,186
Net Assets		
Unrestricted	<u>2,405,076</u>	<u>2,336,861</u>
Total Net Assets	<u>2,405,076</u>	<u>2,336,861</u>
Total Liabilities and Net Assets	<u>4,958,864</u>	<u>5,048,048</u>

10 - Executive

7/1/22-9/30/22

	<u>Total</u>	<u>Budget</u>	<u>Exp</u>
	<u>Expenses</u>	<u>Budget</u>	<u>Rate</u>
Expenditures			
Salary & Benefits	178,829	818,209	22%
Travel	336	14,500	2%
Miscellaneous	56,632	183,568	31%
Supplies	1,816	21,760	8%
Equipment	3,069	7,000	44%
Facilities	1,140	22,266	5%
Communication	2,450	8,265	30%
Training	<u>1,421</u>	<u>58,500</u>	2%
Total Training related	245,693	1,134,068	22%
Other Expenditures			
Subrecipient Program	14,434	80,023	18%
Participant Wages	<u>2,908</u>	<u>-</u>	
Total Expenditures	263,035	1,214,091	22%

20 - Chelan/Douglas

7/1/22-9/30/22

	<u>Total</u>	<u>Budget</u>	<u>Exp</u>	<u>10/1-6/30</u>	<u>Projected End</u>	<u>Obl</u>
	<u>Expenses</u>	<u>Budget</u>	<u>Rate</u>	<u>Projections</u>	<u>of Year Total</u>	<u>Rate</u>
Training related						
Salaries						
Salaries & Benefits	180,673	749,900	24%			
Travel	96	5,400	2%			
Miscellaneous	13,580	73,875	18%			
Supplies	1,897	48,667	4%			
Equipment	0	20,000	0%			
Facilities	11,097	66,587	17%			
Communication	1,017	7,926	13%			
Training	<u>828</u>	<u>5,000</u>	17%			
Total Training related	209,188	977,355	21%	627,564	836,752	86%
Direct Training						
Incumbent Worker	0	33,000	0%	32,832	32,832	99%
On the Job Training	9,732	103,700	9%	14,075	23,807	23%
Participant Wages*	52,353	198,262	26%	74,002	126,355	64%
Institutional Training	58,796	250,303	23%	81,453	140,249	56%
Basic Skills Training	83,686	370,511	23%	251,059	334,745	90%
Computer Basics	18,547	110,353	17%	55,642	74,189	67%
Support services						
Work Based	20					
GED Fees	300					
Prevoc Other	75					
Incentives	22,500					
Participant	0					
Supportive Services	<u>4,559</u>					
Total Support services	27,454	203,633	13%	186,862	214,316	105%
Total Direct Training	<u>250,568</u>	<u>1,269,762</u>		<u>695,924</u>	<u>946,492</u>	75%
Total Expenditures	<u>459,756</u>	<u>2,247,117</u>	20%	<u>1,323,488</u>	<u>1,783,244</u>	79%

30 - Grant/Adams

7/1/22-9/30/22

	<u>Total</u>		<u>Exp</u>	<u>10/1-6/30</u>	<u>Projected End</u>	
	<u>Expenses</u>	<u>Budget</u>	<u>Rate</u>	<u>Projections</u>	<u>of Year Total</u>	<u>Obl Rate</u>
Training related expenditures						
Salaries						
Salaries & Benefits	201,390	870,655	23%			
Contracted Personnel	-	40,000	0%			
Travel	2,195	6,813	32%			
Miscellaneous	17,219	48,996	35%			
Supplies	4,298	54,067	8%			
Equipment	19,523	20,000	98%			
Facilities	14,932	114,286	13%			
Communication	978	11,296	9%			
Training	900	5,000	18%			
Total Training related	<u>261,435</u>	<u>1,171,113</u>	22%	824,304	1,085,739	93%
Direct Training						
Incumbent Worker	12,000	30,000	40%	8,393	20,393	68%
On the Job Training	8,714	159,479	5%	31,382	40,096	25%
Participant Wages*	54,300	210,546	26%	44,579	98,879	47%
Institutional Training	32,657	280,315	12%	65,362	98,019	35%
Basic Skills Training	39,227	123,464	32%	88,261	127,488	103%
Computer Basics	10,916	65,239	17%	32,748	43,664	67%
Support services						
GED Fees	120					
Incentives	3,600					
Supportive Services	<u>6,659</u>					
Total Support services	<u>10,379</u>	<u>82,637</u>	13%	<u>41,518</u>	<u>51,897</u>	63%
Total Direct Training	<u>168,193</u>	<u>951,680</u>	18%	<u>312,242</u>	<u>480,436</u>	50%
Total Expenditures	<u>429,628</u>	<u>2,122,793</u>	20%	<u>1,448,789</u>	<u>1,566,175</u>	74%

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7/1/22-9/30/22

	<u>Total</u>		<u>Exp</u>	<u>10/1-6/30</u>	<u>Projected End</u>	<u>Obl</u>
	<u>Expenses</u>	<u>Budget</u>	<u>Rate</u>	<u>Projections</u>	<u>of Year Total</u>	<u>Rate</u>
Training related expenditures						
Subrecipient Program	108,754	399,224	27%			
Contracted Personnel	0	30,000	0%			
Subrecipient Indirect	<u>17,120</u>	<u>72,993</u>	23%			
Total Training related	125,873	502,217	25%	407,620	533,493	106%
Direct Training						
Incumbent Worker	0	24,000	0%	0	0	0%
On the Job Training	0	63,400	0%	3,108	3,108	5%
Participant Wages	15,268	69,078	22%	3,754	19,022	28%
Institutional Training	23,485	140,349	17%	11,149	34,634	25%
Basic Skills Training	30,974	123,634	25%	92,921	123,895	100%
Computer Basics	0	40,789	0%	30,592	30,592	75%
Support services						
GED Fees	0					
Incentives	825					
Supportive Services	<u>250</u>					
Total Support services	<u>1,075</u>	<u>42,212</u>	3%	<u>25,327</u>	<u>26,402</u>	63%
Total Direct Training	<u>70,801</u>	<u>503,462</u>	14%	<u>166,851</u>	<u>237,653</u>	47%
Total Expenditures	<u>196,675</u>	<u>1,005,679</u>	20%	<u>574,471</u>	<u>771,146</u>	77%

SkillSource Regional Board Membership Composition

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

Required categories	Name/Title/Organization	Nominated by	Year Appt.	Term Expires
Business (51% minimum)				Dec 31
1. Business	Crystal Gage/ Practice Manager/ Omak Clinic	OK Economic Alliance	2019	2022
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	2024
4. Business	Annette Herup / HR Manager / Genie	Grant Co EDC	2019	2022
5. Business	Tad Hildebrand /Consultant/ Nash Consulting	Adams Co Dev Council	2017	2023
6. Business	Ken Johnson/ Owner/ Johnson's Glass & More	Adams Co Dev Council	2014	2023
7. Business	Brant Mayo/Executive Dir/Grant Co EDC	Grant Co EDC	2018	2024
8. Business	Dimitri Mandelis/ Owner/ Local Tel	East Wen. Chamber	2002	2022
9. Business	Vacant (formerly Heidi Myers)	Wenatchee Chamber	2008	2022
10. Business	Karl Ruether/Partner/Icicle Village Resort	Leavenworth Chamber	2018	2023
11. Business	Zach Williams /HR Manager/ Stemilt Growers	Wenatchee Chamber	2021	2024
Workforce/Labor (20% minimum)				
1. Labor	Peggy Vines/ Business Agent/ UFCW	Central Labor Council	2003	2022
2. Other workforce	Michelle Price/ Superintendent /NC ESD	North Central ESD	2009	2024
3. Other workforce	Irasema Ortiz-Elizalde/ Administrator/ DSHS	DSHS	2013	2023
4. Labor	Augustine Gallegos / Bus Agent / Teamsters	Central Labor Council	2021	2024
5. Labor/Apprentice	Randy Curry / President /IBEW #191	Central Labor Council	2021	2024
Education				
1. Title II Adult Ed	Sara Thompson-Tweedy/ President /BCC	Big Bend Comm College	2021	2024
2. Workforce Ed	Jim Richardson/ President/ Wen Valley College	Wenatchee Valley College	2008	2023
Public				
1. Wagner-Peyser	Alberto Isiordia/ Regional Director/ ESD	Employment Sec Dept	2017	2023
2. Vocational Rehab	Pablo Villarreal/ Acting Regional Director/ DVR	Div Vocational Rehab	2019	2022
3. Econ Dev	Kyle Niehenke/ Ex. Dir/ Adams County ED	Adams Co Dev. Council	2023	2026

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Okanogan	Chelan/Douglas	Grant/Adams
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SkillSource Regional Workforce Board

2022-23 Meeting Calendar

September 2022	12	Okanogan Committee – Omak Clinic, Omak
	13	Grant/Adams Committee - TBD
	14	Chelan/Douglas Committee - TBD
	27	Board Meeting 5:30 pm – via Zoom
October 2022	21	Board Planning Retreat: Sage Cliffe Resort (fka Cave B)
November 2022	14	Canceled
	15	Canceled
	16	Canceled
	29	Board Meeting 5:30 pm – via Zoom
February 2023	13	Okanogan Committee - TBD
	14	Grant/Adams Committee - TBD
	15	Chelan/Douglas Committee - TBD
	28	Board Meeting – 5:30 pm – via Zoom
June 2022	12	Okanogan Committee – TBD
	13	Grant/Adams Committee - TBD
	14	Chelan/Douglas Committee - TBD
	27	Board Meeting 5:30 pm – via Zoom

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