

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 year's 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 RFP was technically a failed competition with only one bidder, but the board can properly enter into sole source negotiations with the single bidder, the North Central Workforce Consortium. Lisa, Laura, and the 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 been editing the bylaws based on their feedback and the bylaws will be delivered to an attorney for review shortly. 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. Roni said this timeline is necessary in order to meet a deadline for another audit, in compliance with recent changes to the laws governing nonprofits in the State of Washington. 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. The board will also decide on a firm meeting time going forward at the retreat, based on the survey feedback. 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 content and updating 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