

SKILLSOURCE REGIONAL WORKFORCE BOARD

(serving North Central Washington)

Board Meeting Agenda

Thursday, March 19, 2026 – 4:30 p.m.

Confluence Technology Center

285 Technology Center Way #102, Wenatchee, WA 98801

1. Call to Order – Tad Hildebrand, Chair
- Welcome & Introduce new Board members
2. Director's Report - Lisa Romine INFO
3. Consent Agenda ACTION
 - a. Minutes: December 2, 2026 Board Meeting
 - b. Facility Renovation – Wenatchee
 - c. Policy Revision – Complaint Resolution
 - d. Committee Reports (OK,GA,CD)

New Business

5. Officer Election:
- Vice Chair: Nominee Ryan Beebout ACTION
- Secretary/Treasurer: Nominee Michelle Price
6. Board Survey (meeting time, mini retreat, etc.) DISCUSSION
7. Strategic Plan Progress DISCUSSION
8. Adjourn to Banquet Reception

Enclosures

Compilation of 2026 Awardees
Okanogan Committee Report
Grant/Adams Committee Report
Chelan/Douglas Committee Report
2025-2026 Meeting Schedule
Member Roster
Financial Statements – Q2
State Monitoring Letter: February 2026

Mission Statement

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



2026 Recognition Banquet ~ Graduate Awardees ~



Josiah Tuller was being bullied in high school, so he left early and within weeks had earned his GED through SkillSource. With interest in the construction field, SkillSource connected Josiah to a work experience with Firouzi Development in Moses Lake, where he learned hard skills like jobsite safety, tool use, and framing while working alongside a professional crew. His work ethic earned him a full-time position. Now 19, Josiah is already helping train interns, and has built a solid foundation for a career in construction.

Maribel Contreras moved to Washington in 2022 on her own and pregnant. She was laid off from her job in 2024 and connected to SkillSource where she explored a new pathway. Maribel trained as a Home Health Care Aide through Cornerstone Health and began building hands-on experience through an On-the-Job Training partnership with Welcome Home Care. When transportation threatened her ability to keep working, she used funds she saved with her matched savings account to purchase a reliable vehicle. Today Maribel is a Home Health Care Aide with Welcome Home Care and building a promising career in the field.



Roger Skjelstad spent much of his life cycling through addiction and incarceration, beginning at a young age. While rebuilding his life in recovery and living at the Wenatchee Valley Reentry Center, Roger connected with the Alano Club of Wenatchee. Staff recognized his commitment to helping others and partnered with SkillSource to create a 160-hour internship that later became an On-the-Job Training opportunity. Today Roger is a full-time Peer and Community Support Coach at the Alano Club and is enrolled in the Behavioral Health Consortium apprenticeship through SEIU as he works toward becoming a Certified Peer Support Specialist.

Armando Ramirez-Ramirez was determined to become a truck driver. At 19 and supporting a new baby, he came to SkillSource to finish what he started with his innovative high school CDL program. With support, Armando enrolled at T-Enterprises Truck Driving School in Pasco and earned his CDL with a HazMat endorsement. With those essentials, he was hired by global agribusiness cooperative CHS Inc. in Othello. CHS Inc continued investing in his growth with additional certifications for skid loader and forklift, and because of their investments and Armando's dedication, CHS Inc has a skilled Operations Specialist, helping meet industry demands.



Skylar Simmons connected with WorkSource Okanogan County in 2024 after moving to Omak. She enrolled in Open Doors and began building stability while working toward her education goals. Skylar stepped into a 120-hour work experience at Regency Omak Rehabilitation and Nursing Center as a Hospitality Aide. With support for essentials like scrubs and proper work shoes, she gained workplace confidence and professional experience in a medical environment. In January 2026, Skylar was hired at Regency Omak and is now building toward her next goal of earning her CNA credential.

1. Current Significant Issues

a) Legislative Activity: Community Reinvestment

- HB 2523 passed the House and Senate and is headed to the Governor’s desk for signing. We are grateful to all the legislators in both the House and the Senate who worked to make it happen. This community reinvestment bill strengthens accountability and codifies the program and will help to establish a durable structure and expand access to support that leads to economic prosperity. As Chair of the WWA, I may head to Olympia for the bill signing, weather permitting.

b) Federal Appropriations

- Washington Workforce Association (WWA) is leading an effort to make a federal appropriation request to increase (almost double) the funding for the WIOA Title I Adult program. This is largely due to the anticipated influx of individuals needing workforce services to comply with new SNAP work requirements. I submitted a request to Rep. Newhouse on behalf of my colleagues in his district to increase the PY26 Adult appropriation from approx. \$859M to \$1.5B nationwide.

c) Direct Delivery

- We have submitted another request to extend direct delivery approval through the life of our four-year plan, June 2028. I have received favorable replies from the WTECB, but not yet approval. This has been a continuing item of concern and I appreciate the Board and Commissioners support to communicate with the State Board that local decision-making authority granted by federal regulation is essential to high quality, efficient delivery of workforce services, especially in large rural areas like North Central.

d) Board Certification

- Every two years, federal law requires the state board (WTECB) to certify local boards. This includes a review of board composition, performance, fiscal integrity and fulfillment of board functions. The next certification is scheduled for May 2026. The SkillSource Regional Workforce Board has a full compliant roster and will have a full slate of officers after the March board meeting. Both Ryan Beebout and Michelle Price have accepted nominations for Vice Chair and Secretary/Treasurer, respectively. Thank you both! The board will vote on these nominations at the upcoming meeting.

2. Progress on Strategic Plan Implementation

- The 2024-28 Regional Workforce Plan is required to be updated at the two-year mark. WTECB will be publishing guidance in the coming month or two. Staff will prepare an update for Board for review and input. A strategic plan progress report will be presented and discussed at the board meeting.

<p>Goal ONE: INDUSTRY</p> <p>North Central workforce system proactively engages companies & economic development to develop strategic partnerships for increased growth, competitiveness and workforce success.</p> <p>Objective 1: Identify emerging trends to build and expand career pathways for critical industries to include apprenticeship.</p> <p>Objective 2: Coordinate and align business services and outreach.</p> <p>Objective 3: Upskill and reskill working learners.</p> <p>Objective 4: Promote skilled trades development.</p> <p>Objective 5: Create a Regional Quality Jobs Framework and promote awareness to partners, businesses and career seekers.</p>	<p>Goal TWO: YOUTH</p> <p>North Central workforce system helps older teens and young adults understand the qualifications necessary to succeed in the workplace and how to make informed career pathway choices.</p> <p>Objective 1: High school graduates make informed career pathway choices.</p> <p>Objective 2: Improve access to activities leading to accelerated credential attainment for individually meaningful careers.</p> <p>Objective 3: Young people explore careers & workplace experiences through career connected learning and work-based learning.</p> <p>Objective 4: Increase youth awareness of workforce services and programs.</p> <p>Objective 5: Improve retention & graduation.</p>	<p>Goal THREE: SKILLS & CREDENTIALS</p> <p>North Central workforce system equips and supports all career seekers throughout the region to obtain in-demand, industry-recognized skills and credentials for competitive occupations.</p> <p>Objective 1: Create accessible, in-demand pathways and credentials.</p> <p>Objective 2: Prepare career seekers for meaningful career employment.</p> <p>Objective 3: Advance the acknowledgment and acceptance of skills and lived experience for hiring, education, training & career development.</p>	<p>Goal FOUR: SYSTEM & DATA</p> <p>North Central workforce system uses data for continuous improvement and increased customer knowledge & access of One-Stop programs.</p> <p>Objective 1: Enhance collaboration and customer experience through shared operational data, partner services and outcomes.</p> <p>Objective 2: Streamline one-stop service access and service delivery through enhanced technology and processes.</p> <p>Objective 3: Improve community awareness of the One-Stop system through outreach campaigns and coordinated partner outreach plans.</p>
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3. Compliance Update

a) Programmatic & Fiscal Monitoring; 2025

The State completed its annual monitoring for program year 2025 in November. In February, we received their management letter indicating no findings or outstanding issues (Attached). An official monitoring report is expected in 2-3 weeks.

4. Organizational Performance Dashboard

Title I performance results through December 31, 2025

<i>Federal Measures PY25</i>				Rolling 4 through 12/31/2025			
<i>Program</i>		<i>Employed/ Placed Q2</i>	<i>Employed/ Placed Q4</i>	<i>Credential Q2</i>	<i>Median Wages Q2</i>	<i>Skill Gains</i>	<i>Average</i>
Adult	Target	80.00%	71.40%	81.90%	\$ 9,429	58.80%	
	Actual*	83.20%	86.20%	82.80%	\$ 12,771	66.70%	
	% of target	104.00%	120.73%	101.10%	135.44%	113.44%	114.94%
DW	Target	80.80%	76.90%	81.00%	\$ 11,610	65.00%	
	Actual*	87.50%	88.90%	88.90%	\$12,001	77.60%	
	% of target	108.29%	115.60%	109.75%	103.37%	119.38%	111.28%
Youth	Target	65.40%	62.40%	51.00%	\$ 4,876	50.10%	
	Actual*	54.50%	63.00%	62.30%	\$4,621	60.30%	
	% of target	83.33%	100.96%	122.16%	94.77%	120.36%	104.32%
AVERAGE		98.54%	112.43%	111.00%	111.19%	117.73%	110.18%

5. Items of Information

- 2024 Recognition Banquet:** Will be held immediately following the board meeting. Attached to this report is a summary of this year’s awardees. We’re excited to celebrate their successes! A compilation of the awardees is attached.
- Common Thread:** We have launched our bi-monthly conversation series and held two fantastic sessions. Read about or watch the latest session with Tad and Michelle [here!](#) Next up are our three labor representatives and I can’t wait! Thank you all for this engagement.
- ESD Moves in this Summer!** Plans are underway for Employment Security staff to relocate from East Wenatchee to SkillSource Wenatchee. This will be a considerable change for all involved but will come with some great opportunities for collaboration and integration.
- One Stop Certification:** Late Summer, early Fall we will conduct Center certifications in Omak, Moses Lake and Wenatchee. This will be a great opportunity for Board members to participate. More details to come!
- WAWorks Goes Live in May:** The long-awaited customer management and performance tracking system goes live in a couple of months. Developers are finishing up and staff are beginning training statewide. This is a new statewide system fashioned off the CRM, Launchpad by Salesforce. The new system is expected to streamline case management, data entry, performance management and reporting. We have our fingers crossed!



Business Outreach & Collaboration & Special Grants

Jan - March 2026 | Susan Adams & Mayra Garcia

RESET (ReEntry, Skills, Employment & Training) —

Through the Dept. of Labor, RESET supports coordinated multi-agency reentry efforts with Chelan County Regional Jail (CCRJ). SkillSource staff spent several months building relationships, planning access for incarcerated individuals, and removing barriers to participation. We now participate in weekly multi-agency Reintegration Meetings and launched pre-release workshops in December 2025; those workshops have served 24 individuals and led to 4 formal program enrollments, with two post-release participants currently engaged in services and employment. Outreach materials are finalized and staff have completed trauma-informed care and National Reentry Specialist training to ensure consistent, high-quality delivery.

Child Care Partnership Grant (CCPG) — This grant focuses on strengthening the Early Childhood Education workforce and creating career pathways for youth in Grant and Adams counties. We engaged youth, providers, and community partners to develop a mobilization plan and identify pilot sites addressing childcare gaps. Youth roundtables (ages 16–25) surfaced key barriers—rural transportation, low pay, and unclear career pathways—which informed program design. The project launched its Work Group in January 2026 and completed roundtables with youth-serving organizations in both counties to align regional goals and next steps.

Labor & Industries (L&I) pilot program — In partnership with L&I, SkillSource is piloting employer-based return-to-work supports for injured workers (OJT, WEX, internships) staffed by a dedicated project team (RTW, WorkSource VSS, and private VRCs). The pilot aligns L&I resources with regional work-based learning practices and will inform potential procedure or policy changes at L&I. Early successes include implementing pre-ACE appointments that have improved participant engagement and workshop completion, a refined referral process L&I is expanding to other VRCs, two clients completing the ACE workshop, and the pilot's first client internship placement.

Regional Community-Based Reentry Service — SkillSource partnered with lead agency CAFE and Lighthouse Christian Ministries on a collaborative “Commerce Trio” proposal to the Department of

Commerce’s Community Reinvestment Program (CRP) Reentry grant. Operating under a “stabilize, connect, sustain” framework, this regional effort will help individuals returning to North Central Washington transition successfully. As the workforce partner, SkillSource will lead the “connect” and “sustain” phases—providing career assessments, vocational training, industry-recognized credentials, and placements with second-chance employers—while integrating with CAFE’s intensive case management and Lighthouse’s housing supports to reduce recidivism and promote long-term economic stability across the five-county region.

Rapid Response - This quarter we responded to several layoffs and closures in Chelan and Douglas counties (Leonard Evans Used Cars, Town Nissan, Wenatchee Powersports, T-Mobile’s Polaris Data Center, and Peshastin Pear Packers), affecting 62 workers. Our team conducted employer outreach and on-site visits, distributed Rapid Response packets, and coordinated with WorkSource partners so impacted workers received timely information and reemployment supports.

Expanding Business Solutions Across the Five Counties - We’re preparing to launch a Business Lunch & Learn series at the end of April to highlight SkillSource services, share regional workforce data, and showcase employer partnerships. Each session will feature a partnering business speaker, provide networking opportunities, and demonstrate how SkillSource programs can help employers train and retain staff. The Chelan Douglas Regional Port Authority has generously sponsored lunches to help increase employer participation.

Connecting

Our collaborative relationships with the Othello and Wenatchee Valley Chambers remain strong. In Othello, Cafe y Conexión continues to provide a welcoming space for Hispanic entrepreneurs to connect to resources. In Wenatchee, monthly Conexión networking events draw 30–70 participants and sustain robust Hispanic business engagement. In Okanogan County, we continue to work with the Okanogan Economic Alliance and coordinate with OIC of Washington—whose programs offer scholarships, OJT, and internships for agricultural job seekers—strengthening referrals and employer engagement.

Small Business Grants

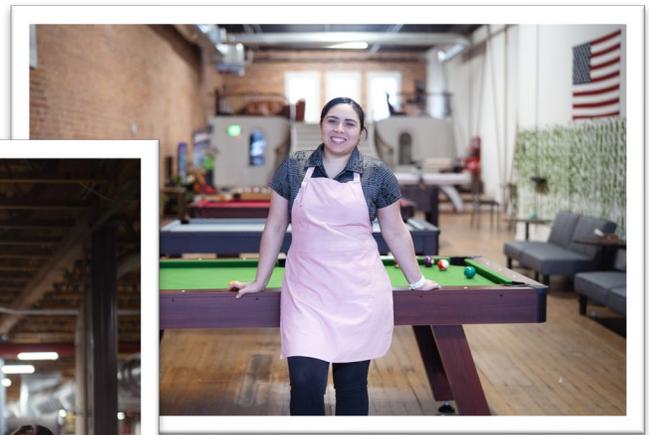
Through Community Reinvestment, SkillSource awarded Small Business Investment Grants to 17 businesses owned or operated by individuals who identify as Latine, Tribal, Black, Asian, Hawaiian, or Pacific Islander. Grants are being used for equipment, storefront improvements, marketing, training, licensing, inventory, and operational support. Awardees have begun making upgrades—new equipment, improved storefronts, expanded marketing, and funding internships (e.g., Columbia Fruit Packers). Recipients report these investments are increasing visibility, customer traffic, and revenue; we documented one example during our recent visit to Lulo & Latte in Okanogan.

Business Solutions Lab

On March 5, 2026 the Business Solutions teams held quarterly training to deepen program knowledge and improve employer communication. The session used interactive activities (including a WIOA Jeopardy-style review) and real-world scenarios to explore how OJT, IWT, and WEX can meet employer needs while creating opportunities for jobseekers. Feedback was positive; we will continue quarterly sessions with rotating regional leadership and practical, employer-focused content.

Upcoming Hiring Events

Omak: Okanogan County Career & Resource Fair: 3/25
Wenatchee: Spring into Summer Hiring Event: 3/27 @ WorkSource Wenatchee
Moses Lake: BBCC Job & Career Fair: 4/23 @ BBCC
Moses Lake: Spring Hiring Event: 5/15 @ WorkSource Central Basin



Consent Agenda

3/19/2026

SUMMARY:

The consent agenda enables the Board to approve items listed below together without discussion or individual motions. All items have been discussed and recommended for approval by their respective sub-committees. If any Board member believes an item does not belong on the consent agenda, they may at any time request the item be removed and considered for an individual discussion and vote, at the discretion of the Chair.

This consent agenda includes: (Enclosed)

- a. Minutes: December 2, 2025
- b. Facility Renovation – Wenatchee (Recommended by Chelan/Douglas Committee, 3/4/26)
- c. Policy Revision – Complaint Resolution (Recommended by Grant/Adams Committee, 3/3/26)

SkillSource Regional Workforce Board
Board Meeting Minutes
December 2, 2025
Via Zoom

Zach Williams, Board Chair, called the meeting to order at 5:31 pm following a round of introductions.

September 23, 2025 Board Meeting Minutes

Augustine Gallegos moved, and Irasema Ortiz-Elizalde seconded, to approve the minutes for the September 23, 2025 Board Meeting. Motion passed.

Audit Report

Lisa introduced Sean Patton, Cindy Ulrich, and Jennifer Faulconer of Cordell, Neher & Co., the team that completed the audit for Program Year 2024-25. Sean informed the board that the Executive Committee has reviewed the audit report and Form 990, and invited Cindy to present a summary of the report. This was a combined financial statement audit and compliance audit. The audit resulted in no findings or items of concern. Cindy summarized the audit process, which will conclude with the report delivered after this meeting, as well as listing areas of emphasis during the audit. SkillSource received an unmodified opinion on this audit, which is the highest mark an organization can receive. Cindy summarized the draft financial statements for the year. Assets increased from \$5.8M to \$7M, largely due to custody of participant Matched Individual Savings Accounts. Current liabilities increased from \$436K to \$1.19M, also due to custodial responsibility of the MISAs. Net assets increased \$483K and revenue increased by \$2,58M due to increased grant funding. Program expenses increased 1.95% from the previous year, while admin expenses decreased by the same amount. SkillSource expends over 94% on programs, which is far above the typical 80-85% range. Cindy explained changes to the financial statements that reflected new MISAs as well as changes to the employee retirement plan. Cindy concluded by outlining the contents of the IRS Form 990. Zach congratulated Lisa, Laura and the staff for another excellent audit with clean results.

Augustine Gallegos moved and Ken Johnson seconded to approve the 2024-25 audit report and IRS Form 990 as presented. Motion carried.

Director's Report

Lisa summarized her report for this quarter. Coming off the federal shutdown, NAWB is advocating for protections for workforce development funding at the federal level. Changes to the Department of Education and to the SNAP program are in progress and will be monitored. This month, the Governor will release his budget proposal, which will set funding priorities and levels for the workforce system. Lisa gave an update on strategic goal implementation as portrayed by news articles and success stories. She continued her report with a look ahead; she invited board members to the hill climb on January 27th and the recognition banquet on March 19th. SkillSource kicked off its Giving Tuesday donation drive with a \$1000 donation. "Common Thread", our new board member conversation series, kicks off on January 16th with Zach and Sara as our first guests. She recognized board members for their interactions and contributions over this quarter. Zach thanked Lisa for her report on behalf of the board.

Consent Agenda – Funds Transfer Request and Direct Delivery Extension

The agenda listed the following items as consent agenda items which were discussed and recommended for approval by the executive committee at their meeting on November 19th.

- Funds Transfer Request (\$110,000 from Dislocated Worker to Adult for Chelan/Douglas)
- Requesting an extension to the currently approved direct delivery request through the end of the current four- year plan cycle ending June 30 ,2028.

Sara Thompson Tweedy moved and Augustine Gallegos seconded to approve the consent agenda. Motion carried.

Board and Officer Vacancies (Vice Chair and Treasurer)

Lisa announced that Ken Johnson is departing the board as he takes on the role of Mayor of Othello, and Roni Holder-Diefenbach is planning to step down as of the end of December. This creates four vacancies including the seats previously held by Annette Herup and Tom Legel. All four vacancies come from business. Lisa asked for suggestions for potential members from key local industries. The Vice Chair position will become vacant as Tad steps in as Chair. Lisa proposed officer elections in March. Zach suggested Heidi Huddle of Allstate Insurance.

Board Engagement: Network Mapping and Advocacy Activities

Lisa led the board members present in an activity designed to continue work on the strategic focus areas identified at the retreat and the June meeting. She briefly summarized the board's strategic focus areas and identified the emphasis for tonight's activity, centered on advocacy and narrative shaping. The board participated in a network mapping activity and then discussed ideas for making connections and starting meaningful conversations involving SkillSource and the workforce system. Board members emphasized the depth of partnership that SkillSource has within the community, how a conversation can turn into a valuable relationship, the impact SkillSource can have with businesses and individuals in need, and that the activity was thought-provoking. Kelli closed the activity session by sharing WWA conference speaker Christian Paige's concept of "the power of a \$1 deposit" – which applies here in the small actions we can take over a year that can add up for massive effect.

The board meeting adjourned at 7:00 PM.

In Attendance:

Ryan Beebout
Augustine Gallegos
Faimous Harrison
Tad Hildebrand
Ken Johnson
Nate Mack
Brant Mayo
Irasema Ortiz-Elizalde
Michelle Price
Sara Thompson Tweedy
Zach Williams
Todd Wurl

Not In Attendance:

Randy Curry
Crystal Gage
Julie Helligso
Tad Hildebrand
Roni Holder-Diefenbach
Kyle Niehenke
Anthony Popelier
Pablo Villareal

Staff in Attendance:

Lisa Romine
Susan Adams
Laura Leavitt
Aaron Parrott
Kelli Martinelli
Toby Haberlock
Heidi Lamers
Christy Mataya
James Beck
Alicia Wallace
Juan Martinez
Lisa Bauer
Mayra Eaton-Garcia

Guests:

Sean Patton
Jennifer Faulconer
Cindy Ulrich, Cordell Neher & Co.

SkillSource Regional Workforce Board

3b

TO: SkillSource Board
FROM: Chelan-Douglas Committee
SUBJECT: Facility Enhancement – Space Conversion
DATE: March 19, 2026

RECOMMENDATION:

Approve the conversion of the executive building's open-air patio into office & storage space.

REASON FOR RECOMMENDATION:

In July 2026, Employment Security staff currently located at WorkSource Wenatchee will be relocating to SkillSource. This is due primarily to budget constraints and ESD's need to downsize their footprint. To address the need for increased storage and office space, this proposes a conversion of the existing patio area adjacent to the Executive conference room into a fully finished office and a storage room. This project involves structural reinforcements to meet energy codes and load-bearing requirements, followed by interior finishing.

PROJECT & SCOPE:

Fully Finished Office Space and Adjacent Storage Space

- **Scope:** Extend trusses, add insulation, install sheetrock to the underside, and apply rolled roof material to match the existing structure. CMU furred frame insulation and wallboard finish; conference room wall modification; slab floor installation; grid ceiling; HVAC; lighting and power; and replacement of east/west windows with finished wallboard.
- **Structural Requirements:** Preliminary analysis indicates the necessity of strengthening the conference room wall to carry additional roof load and constructing a finished interior CMU wall to meet energy codes.

FINANCIAL IMPACT:

The total projected cost, including construction and Architectural & Engineering (A&E) fees, is estimated at **\$55,000**. An estimated \$40,000 of annual rental income is projected to start this summer.



SkillSource Regional Workforce Board (WDA 8) Local Directive Review Summary March 2026

In accordance with [WorkSource System Policy 1028 revision 2](#) (dated January 30, 2025), the following changes to local directives are being presented to the Executive Committee of the SkillSource Regional Workforce Board for information and approval.

1. Customer Concern & Complaint Procedure: The following changes to Local One-Stop Guidance 13-09 (Customer Concern & Complaint Procedure) are proposed, resulting in Revision 3. Aligns with [State Policy 1012 Rev 3](#) and [Procedure Handbook](#).

- a) **Add additional programs as required by WS Policy 1012 Rev 3.**
SkillSource's current guidance includes centers and affiliates, as well as WIOA Title I-B, Wagner-Peyser, and Trade Adjustment Act programs. The new state policy directs that Jobs for Veterans State Grants (JVSG), Reemployment Services and Eligibility Assessment (RESEA) and Foreign Labor Certification (FLC) are also included in the WorkSource customer concern and complaint process.
- b) **Expand Complaint Coordinator duties and tracking requirements.**
In the new WorkSource policy, the complaint coordinator role takes on additional responsibilities, including logging and tracking of complaints and coordinating between partners. Local WorkSource system partners provide an assurance that the complaint coordinator will be informed of all local program complaints, from point of entry to resolution.
- c) **Additional requirements for certain types of complaints.**
In the Procedure Handbook, new procedures are included for Agency and Employer-Related Employment Security (ES) complaints, employment-related law complaints, out-of-area complaint transferal, complaints regarding FLC and Migrant Seasonal Farmworker (MSFW) programs, and apparent violations of regulations or employment-related law.
- d) **Adds criteria to elevate complaints to the State level.**
The Procedure Handbook revises timelines and procedures for elevating various types of complaints to the State Complaint Officer: if no decision or resolution is made within 15 working days (5 working days for MSFW complaints); if an ES complaint is made against more than one center or affiliate; or a complaint is made against a respondent from another state.

Okanogan Committee Meeting
March 2, 2026
WorkSource Okanogan, Omak, WA

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Present: Crystal Gage, Savannah Knowlton, Anthony Popelier, Pablo Villareal, Todd Wurl
Staff: Lisa Romine, Susan Adams, Aaron Parrott, Juan Martinez, Lisa Bauer

Introduction, New Board Member Welcomes, and Updates

Lisa greeted the board members, guests and staff present, and summarized the agenda. She introduced Savannah Knowlton of Welcome Home Care, who joins the board this quarter along with three other members from the other two areas. Lisa noted that Welcome Home Care is one of the businesses being honored at the recognition banquet later this month.

Anthony announced that he has taken on the role of plant manager at Oroville Reman & Reload; the committee congratulated him on his promotion. Pablo shared that new pre-employment transition services contracts are being prepared and briefly summarized how the program allocations will flex to serve less-served communities. He also shared on School-To-Work expansion in Okanogan County for individuals with intellectual developmental disabilities to prepare for work, and technical assistance to build business engagement skills. Crystal shared that the Omak Clinic is finally fully staffed. High school shadowing is ongoing with all departments, and the MA development program continues in-house.

Updates: Lisa shared some updates with the committee, all viewable on the website:

- **Legislative Advocacy:** Lisa summarized the recent Hill Climb in Olympia and shared that the Community Reinvestment legislation is moving forward and looks like it will make it to the governor's desk. She thanked the board members for signing in to support the legislation.
- **Common Thread:** This online conversation series recently featured board members Zach Williams and Sara Thompson Tweedy; the next installment later this month will feature Tad Hildebrand and Michelle Price. We hope to feature all board members in the future. These conversations touch on workforce issues as well as board members' personal journeys.
- **Oroville Reman & Reload Tour:** Lisa thanked Anthony for hosting the WorkSource Okanogan staff and taking them on a tour of Reman Reload.
- **Quarterly Performance & Fiscal Reports:** The performance reports are included in the committee packet and Lisa briefly covered the success story and the enrollment, education and fiscal summaries. She pointed out that the committee packet also includes a more detailed look at the budget.

One Stop Operator Annual Presentation

Todd Wurl, ESD regional administrator, presented the annual OSO report on behalf of the NCW Consortium which also includes SkillSource and OIC of Washington. He summarized functional and programmatic integration accomplishments, to include implemented customer surveys for WorkSource Okanogan and the 2025 Workforce Collaboration Summit. WorkSource Okanogan achieved full registration of customers at 87% completion for a 90 day period (compared to 94% as a region). For Calendar Year 2025, WorkSource Okanogan had 7,775 walk-in customers, highest of all centers in the region. Lisa Bauer explained that more individuals need in-person support in Okanogan County due to lack of digital access or proficiency. Juan also mentioned that customers rely on in-person services because there are not as many providers as in other areas, and

monolingual customers want in-person assistance. After the meeting we also confirmed that number includes youth attending the learning center daily which could equal up to 2-3 thousand of those entries.

Todd summarized the many service provision and outreach efforts made by the center, and also shared customer feedback survey results for 2025. Overall experience satisfaction averaged 4.8 out of 5. A majority of respondents said they heard about WorkSource from family, friends, and/or coworkers.

Staff competency and training participation for 2025 included the Workforce Collaboration summit, participation in a poverty simulation in Moses Lake, the Washington Workforce Association Conference, and UI/RESEA Ambassador Training; next steps include continuing staff training of partner programs and introducing one-stop orientations. Employer engagement efforts focused on business services partner meetings, hiring events and job fairs, and business tours such as Reman Reload. A major job fair is scheduled for March 25, 2026. Staff continue to develop a list of re-entry friendly employers. Improvements to physical and programmatic accessibility include providing laptop access to customers lacking resources, and accessibility workshops for Microsoft Office tools.

Juan shared that he is most proud of the peer-to-peer case manager quarterly meetings that grew out of the workforce collaboration summit, with about 70 regular attendees. Lisa Bauer agreed, saying that a multi-agency data sharing agreement is being drafted as a result of this ongoing work.

Focus Area: Educate/Inform – Career Pathways & Training Impact

Susan and Aaron presented a snapshot of selected occupations in North Central that have been well-represented in customers trained or are experiencing growth. Aaron explained the Occupations in Demand list and how local boards, partners, and businesses can provide input that supports demand or decline occupations. This list is important in that in order to use federal funds to train on occupation, it must be in demand. The presentation also showed the secondary and post-secondary training providers, related apprenticeships, and military occupational specialties related to those occupations. SkillSource works with employers and training providers to bridge gaps in training pathways, and also provides funding and resources for individuals to enter and complete training steps on those pathways. WIOA Title I-B funding must be utilized after all other funding and financial aid has been explored. Staff work closely with partner staff to develop braided financial aid packages. Training programs must be listed on the Eligible Training Provider List for SkillSource to fund trainees in those programs. Susan and Aaron concluded by discussing work-based learning, including on-the-job training for adult workers and paid work experiences for young adults.

Savannah shared that Welcome Home has seen work-based learners from youth work experiences all the way to OJTs and incumbent worker trainings. Crystal said that WorkSource is assisting with radiologic tech work-based training. Anthony said that one employee from Reman Reload's first incumbent worker training program is still with the company.

Susan asked if any of the employers are seeing training gaps or opportunities; and also if they are seeing impacts from artificial intelligence in their industries. Crystal said that front-end staff will be most affected in the medical field by such things as front-end check-in, which will impact the personal touch that most rural health providers value. Savannah said that remote caregiving is becoming more prevalent in her industry. Aaron suggested that integration of that technology, and teaching customers how to use it, could be a training opportunity for both their organizations. The

staff urged the board to let them know if they have any training needs, or input on occupation demand and decline.

Board Meeting & Recognition Banquet

Lisa reminded the members present that the full board meeting will be held on March 19th at the Confluence Tech Center in Wenatchee at 4:30 pm, prior to the Recognition Banquet. Board members will be asked to present awards to honorees at the banquet. Overnight lodging is available for Okanogan committee members and their guests.

The meeting adjourned at 1:25 PM.

Grant/Adams Committee Meeting
March 3, 2026
Columbia Basin Job Corps, Moses Lake, WA

3d2

Present: Tad Hildebrand, Kyle Niehenke, Sara Thompson Tweedy, Augustine Gallegos, Lindsay Prows, Maritza Enriquez, Irasema Ortiz-Elizalde, Brant Mayo, Todd Wurl

Staff: Lisa Romine, Susan Adams, Aaron Parrott, James Beck, Alicia Wallace

Guests: Lora Wood (ESD)

Introduction, Welcome new Board Members, and Updates

Lisa welcomed the board members and other attendees, and formally welcomed new board members Lindsay Prows (Johnson's Glass) and Maritza Enriquez (Joyson Safety Systems). Tad led the committee in an icebreaker activity.

Updates: Lisa shared some updates with the committee, all viewable on the website:

- **Legislative Advocacy:** Lisa summarized the recent Hill Climb in Olympia; she shared that the Community Reinvestment legislation is moving forward and looks like it will make it to the governor's desk with level funding. She thanked the board members for signing in to support the legislation.
- **Common Thread:** This online conversation series recently featured board members Zach Williams and Sara Thompson Tweedy; the next installment on Friday of this week will feature Tad Hildebrand and Michelle Price. We hope to feature all board members in the future. These conversations touch on workforce issues as well as board members' personal journeys.
- **Quarterly Performance & Fiscal Reports:** The performance reports are included in the committee packet and Lisa briefly covered the success story and the enrollment, education and fiscal summaries. She pointed out that the committee packet also includes a more detailed look at the expenditures to budget.
- **Policy/Local Directive:** An update to WorkSource Policy 1028 concerning customer complaint reporting and resolution will necessitate changes to Local One-Stop Guidance 13-09. The enclosure summarizes the changes to be made for board member information.

One-Stop Operator Annual Report

Todd Wurl, ESD regional administrator, presented the annual OSO report on behalf of the NCW Consortium which also includes SkillSource and OIC of Washington. Todd summarized key aspects of ongoing programmatic and functional integration, including the annual Workforce Collaboration Summit, the poverty simulation held in October, the coordinated business service team, and the rollout of the new back-end customer management system in May 2026. He highlighted job fairs and hiring events over the past year, including Employer of the Day events.

WorkSource Central Basin had 5,709 recorded in-person customers in 2025 and conducted outreach at Coyote Ridge Correctional Facility, at job fairs in Othello, and at DSHS on Wednesday mornings. 351 customer feedback survey responses were collected, showing a 4.8 / 5 satisfaction rating; word-of-mouth was the primary means by which customers said they learned about WorkSource.

Todd summarized various opportunities for staff training and professional development, local partnership efforts to include combined workshops, the Local Planning Area team, interagency van tours, and the one-stop orientations. Employer engagement included eight Rapid Response events

to serve workers after layoffs or business closures. Todd concluded by highlighting efforts to improve physical and programmatic access for staff and customers.

Focus Area: Educate/Inform – Career Pathways & Training Impact

Susan and Aaron presented a snapshot of selected occupations in North Central that have been well-represented in customers trained or are experiencing growth. They explained that SkillSource assists persons who have not yet chosen their career pathway as well as those already on their pathway.

Aaron explained the Occupations in Demand list and how local boards, partners, and businesses can provide input to show demand or decline in demand. The presentation also showed the secondary and post-secondary training providers, related apprenticeships, and military occupational specialties related to those occupations. SkillSource works with employers and training providers to bridge gaps in training pathways, and also provides funding and resources for individuals to enter and complete training steps on those pathways.

WIOA Title I-B funding is to be the funding source of last resort and braided with other federal and state financial aid, other workforce funding, and other resources. Training programs must be listed on the Eligible Training Provider List for SkillSource to fund trainees in those programs. Susan and Aaron concluded by discussing work-based learning, including on-the-job training for adult workers and paid work experiences for young adults.

Lisa asked the members their thoughts on targeting training investments to specific industries and or occupations. SkillSource currently serves customers ‘first come, first served’ and works to guide participants along their desired career path. She raised the question to gauge interest to prioritize training in specific industries or occupations. Tad said that the data for industry and occupational growth is key to meet persons entering the workforce. Augustine extolled the value of “first jobs” that provide that introduction to the world of work. Sara pointed out the roles of the board and the EDC in providing information of emerging workforce needs and explaining the emerging jobs to the community. She also pointed out the value of training that equips completers to function in multiple occupations or industries. This may be a topic of future discussions.

Board Meeting & Recognition Banquet

Lisa reminded the members present that the full board meeting will be held on March 19th at the Confluence Tech Center in Wenatchee at 4:30 pm, prior to the Recognition Banquet. Board members will be asked to present awards to honorees at the banquet.

The meeting adjourned at 1:30 PM, followed by a tour of Columbia Basin Job Corps.

Chelan/Douglas Committee Meeting

March 4, 2026

Chelan-Douglas Community Action Council, Wenatchee WA

3d3

Present: Todd Wurl, Heidi Huddle, Nate Mack, Zach Williams, Julie Helligso, Ryan Beebout
Staff: Lisa Romine, Susan Adams, Laura Leavitt, Aaron Parrott, Mayra Eaton-Garcia, Heidi Lamers, Toby Haberlock, Christy Mataya, Lora Wood (ESD)

Introduction, New Board Member Welcome, and Updates

Lisa greeted those in attendance and summarized the agenda. She welcomed new board member Heidi Huddle of Allstate Insurance. She has served on several boards in the community and is involved with Project SEARCH at Stemilt, which prompted Zach to recommend her for appointment.

Updates: Lisa shared some updates with the committee, all viewable on the website:

- **Legislative Advocacy:** Lisa summarized the recent Hill Climb in Olympia; she shared that the Community Reinvestment legislation (HB 2523) is moving forward and looks like it will make it to the governor's desk with level funding. She thanked the board members for signing in to support the legislation. The state's board directors are also supporting funding increases for the federal Adult program based on new HR1 requirements. Zach voiced his appreciation for Lisa's work in Olympia and WA DC to elevate and advocate for legislation and funding.
- **Common Thread:** This online conversation series recently featured board members Zach Williams and Sara Thompson Tweedy; the next installment on Friday of this week will feature Tad Hildebrand and Michelle Price. We hope to feature all board members in the future, including a panel of our three board members representing Labor. These conversations touch on workforce issues as well as board members' personal journeys.
- **Quarterly Performance & Fiscal Reports:** The performance reports are included in the committee packet and Lisa briefly covered the success story and the enrollment, education and fiscal summaries. She pointed out that the committee packet also includes a more detailed look at expenditures.

Space Conversion/Renovation: Lisa summarized the plans to convert space at the SkillSource Wenatchee campus in preparation for ESD staff to move in. The internal courtyard adjacent to the conference room will be enclosed and converted to office and storage space, costing about \$55,000. Reserve funds will cover this cost, but also, we will collect over \$40,000 in rent per year from ESD to help cover costs. Construction is projected to be completed by July.

Zach Williams moved and Nate Mack seconded to recommend approval of the Chelan-Douglas courtyard renovation project to the full board. Motion carried.

One-Stop Operator Annual Report

Todd Wurl, ESD regional administrator, presented the annual OSO report on behalf of the NCW Consortium which also includes SkillSource and OIC of Washington. His report included updates on functional and programmatic integration efforts, especially the Workforce Collaboration Summit and the Coordinated Business Service Team. He noted the pending move for ESD and DVR to collocate with SkillSource in the Mission Avenue complex. Todd summarized the major hiring events of the past year, including the Spring Into Summer event in March and the Harvest Hustle hiring Event in October. The board briefly discussed the timing of those events based on

the seasonal labor cycle; Lisa pointed out that employer-specific events are also possible. Foot traffic at WorkSource Wenatchee was lower than in Moses lake and Omak, due to the limited number of partners present and the local population's ability to self-serve online. Both WorkSource Wenatchee and SkillSource Wenatchee were overall rated 4.8 out of 5 in customer satisfaction surveys in 2025.

Todd summarized significant staff training and professional development events in 2025, including the collaboration summit, the 2025 WWA conference, and the poverty simulation held at Big Bend Community College in October. Partnership highlights included the ongoing van tours. Todd concluded with an overview of accessibility improvements, including laptop lending for customers and workshops for staff to improve accessibility of their Microsoft Office documents. The center certifications will take place in August, after the move to SkillSource Wenatchee is complete, and board members will be asked to assist in certification.

Focus Area: Educate/Inform – Career Pathways & Training Impact

Susan and Aaron presented a snapshot of selected occupations in North Central that have been well-represented in customers trained or are experiencing growth. They explained that SkillSource assists persons who have not yet chosen their career pathway as well as those already on their pathway.

Aaron explained the Occupations in Demand list and how local boards, partners, and businesses can provide input to show demand or decline in demand. The presentation also showed the secondary and post-secondary training providers, related apprenticeships, and military occupational specialties related to those occupations. SkillSource works with employers and training providers to bridge gaps in training pathways, and also provides funding and resources for individuals to enter and complete training steps on those pathways.

WIOA statute requires that Title I-B funding be used after all other financial resources are explored. Training programs must be listed on the Eligible Training Provider List for SkillSource to fund trainees in those programs. Susan and Aaron concluded by discussing work-based learning, including on-the-job training for adult workers and paid work experiences for young adults.

Ryan asked what the difference was in terms of outcomes between applicants who have decided on a career pathway before coming to SkillSource and those who have not. Susan answered we haven't studied the data, but anecdotally, the outcomes are pretty evenly distributed between those two groups, as career specialists meet each individual where they are and provide support and guidance to meet their specific goals.

Board Meeting & Recognition Banquet

Lisa reminded the members present that the full board meeting will be held on March 19th at the Confluence Tech Center in Wenatchee at 4:30 pm, prior to the Recognition Banquet. Board members will be asked to present awards to honorees at the banquet.

The meeting adjourned at 1:30 PM, followed by a tour of Chelan-Douglas Community Action Council.

SkillSource Regional Workforce Board

2026-27 Meeting Calendar

June	8	Okanogan Committee
2026	9	Grant/Adams Committee
	10	Chelan/Douglas Committee
	23	Board Meeting Time - TBD – via Zoom
September	14	Okanogan Committee
2026	15	Grant/Adams Committee
	16	Chelan/Douglas Committee
	29	Board Meeting - Time TBD – via Zoom
November	16	Okanogan Committee
2025	17	Grant/Adams Committee
	18	Chelan/Douglas Committee
December	01	Board Meeting - Time TBD – via Zoom
March	1	Okanogan Committee
2027	2	Grant/Adams Committee
	3	Chelan/Douglas Committee
11-12 or 18-19		Board Meeting & Retreat: Thurs eve – Friday (ending @ 3pm) Location TBD
		Date TBD: National Association of Workforce Board Conference
June	7	Okanogan Committee
2027	8	Grant/Adams Committee
	9	Chelan/Douglas Committee
	22	Board Meeting Time - TBD – via Zoom

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

SkillSource Regional Board Membership Composition

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

Required categories	Name/Title/Organization	Nominated by	Year Appt	Term Expires
Business (51% minimum)				Dec 31
1. Business	Crystal Gage/ Practice Manager/ Omak Clinic	OK Economic Alliance	2019	2026
2. Business	Anthony Popelier / HR Dir/ Reman Reload	OK Economic Alliance	2023	2027
3. Business	Savannah Knowlton / Owner/ Welcome Home Care	OK Economic Alliance	2026	2028
4. Business	Lindsay Prows / Owner/ Johnson's Glass	Othello Chamber	2026	2028
5. Business	Tad Hildebrand / Consultant / Pilot Rock Cons	Adams Co Dev Council	2017	2027
6. Business	Maritza Enriquez / HR / Joyson Safety Systems	Grant Co EDC	2026	2028
7. Business	Brant Mayo/Executive Dir/Grant Co EDC	Grant Co EDC	2018	2028
8. Business	Ryan Beebout/ VP/ Sabey Data Centers	Wenatchee Chamber	2023	2027
9. Business	Heidi Huddle / Owner/ All State Insurance	Wenatchee Chamber	2026	2028
10. Business	Julie Helligso /Exec Director/ Cascade Vet	Wenatchee Chamber	2023	2026
11. Business	Zach Williams /HR Manager/ Stemilt Growers	Wenatchee Chamber	2021	2028
Workforce/Labor (20% minimum)				
1. Labor	Nathan Mack/ Field Representative/LiUNA 348	Central Labor Council	2023	2027
2. Other workforce	Michelle Price/ Superintendent /NC ESD	North Central ESD	2009	2025
3. Other workforce	Irasema Ortiz-Elizalde/ Administrator/ DSHS	DSHS	2013	2027
4. Labor	Augustine Gallegos / Bus Agent / Teamsters	Central Labor Council	2021	2028
5. Labor/Apprentice	Randy Curry / President /IBEW #191	Central Labor Council	2021	2028
Education				
1. Title II Adult Ed	Sara Thompson-Tweedy/ President / BBCC	Big Bend Comm College	2021	2028
2. Workforce Ed	Faimous Harrison / President / WVC	Wenatchee Valley College	2023	2026
Public				
1. Wagner-Peyser	Todd Wurl/ Regional Director/ ESD	Employment Sec Dept	2023	2027
2. Vocational Rehab	Pablo Villarreal/ Acting Regional Director/ DVR	Div. Vocational Rehab	2019	2026
3. Econ Dev	Kyle Niehenke/ Ex. Dir/ Adams County Dev Council	Adams Co Dev. Council	2023	2026

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Okanogan	Chelan/Douglas	Grant/Adams
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Current Industries Represented:

- Agriculture
- Healthcare
- Professional Svs
- Econ. Dev.
- Technology
- Care Economy
- Manufacturing
- Construction/ Skilled Trades

SkillSource
Statement of Financial Position
As of 12/31/2025

	Current Year	Beginning Year Balance
Assets		
Current Assets		
Cash and Cash Equivalents	2,222,975	1,716,901
Trade Receivables	252,894	773,944
Due from Government	240,720	325,294
Other Receivables	64	6,653
Prepaid Expenses	93,357	95,726
Total Current Assets	2,810,010	2,918,518
Property and Equipment		
Land	813,351	813,351
Land Improvements	724,496	724,496
Building and Equipment	4,970,095	4,970,095
Less: Accumulated Depreciation	(3,351,162)	(3,271,121)
Total Property and Equipment	3,156,779	3,236,820
Other Assets		
Restricted Cash	512,245	850,446
Total Other Assets	512,245	850,446
Total Assets	6,479,034	7,005,783
Liabilities		
Current Liabilities		
Current Portion of Long-Term Debt	64,616	63,299
Accounts Payable	536,615	939,530
Accrued Wages and Benefits	103,402	15,748
Accrued Vacation	148,929	171,258
Accrued Interest	2,533	2,533
Total Current Liabilities	856,096	1,192,367
Long-Term Debt payable after one year		
Long-term debt payable after one year	2,111,130	2,147,610
Total Liabilities	2,967,226	3,339,977
Net Assets		
Unrestricted	3,511,808	3,665,806
Total Net Assets	3,511,808	3,665,806
Total Liabilities and Net Assets	6,479,034	7,005,783

7-1-25 thru 12-31-25	<u>Total</u>	<u>Budget</u>	
Expenditures			
Salaries & Benefits	523,363	1,078,846	49%
Travel	9,092	29,950	30%
Miscellaneous	133,355	157,942	84%
Supplies	8,688	26,154	33%
Equipment	3,317	7,000	47%
Facilities	11,232	35,898	31%
Communication	5,003	8,480	59%
Training	22,310	83,000	27%
By & For	12,500	25,000	50%
Grants*	<u>60,872</u>	<u>43,000</u>	142%
Total Executive	<u>789,731</u>	<u>1,495,270</u>	53%

February 11, 2026

Lisa Romine, Executive Director
SkillSource Regional Workforce Board
234 N Mission Ave, P.O. Box 2360
Wenatchee, WA 98807-2360

RE: PY25 WIOA Management Letter

Dear Lisa Romine:

Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) completed the compliance review of SkillSource Regional Workforce Board (SkillSource), regarding the oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2025 (PY25). The purpose of this letter is to describe the scope of the review and communicate any findings, items to address, questioned, or disallowed costs, if applicable, pertaining to the administrative/fiscal and programmatic operations of SkillSource.

The review included the following:

WIOA Title I Formula Program Review

WIOA Program Policies

- Eligibility Guidelines and Documentation Requirements (Washington State WorkSource System Policy 1019, Rev. 13)
- Supportive Services and Needs-Related Payments (Washington State WIOA Title I-B Policy 5602, Rev. 5)
- Incentive Payments WIOA Title I Participants, if applicable (Washington State WIOA Title I-B Policy 5621, Rev. 5)
- All other policies and/or procedures, memos, technical assistance guides, etc., developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review.

WIOA Adult and Dislocated Worker Programs

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- Direct Participant Costs
- Training Services
- Outcomes

- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO-Data Element Validation
- Case Notes

WIOA Youth Program

- Eligibility
- Objective Assessment
- Individual Service Strategy
- 14 Program Elements
- Program Enrollment
- Direct Participant Costs
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO-Data Element Validation
- Case Notes

Statewide Discretionary Contracts Program Review

State Economic Security for All (EcSA)

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO
- Case Notes

Community Reinvestment Fund (CRF)

- All Direct Participant Costs
- MISA
- MIS/ETO

WIOA Title I Formula Administrative and Fiscal Review

- Design and Governance of the LWDB including Sunshine Provisions
- MOU/IFA
- Policies and Procedures
- Administrative Controls, Monitoring, and One Stop Certifications
- Internal Controls
- Cash and Financial Management
- Procurements and Contracts, including One-Stop Operator
- Cost Allocation Plan or Rate
- Single Audit
- Personnel
- Incumbent Worker Training
- Grievance and Complaint Process
- Property and Inventory
- Stevens Amendment

Statewide Discretionary Contracts Administrative and Fiscal Review

Federal and State ECSA Grants; QUEST DR-DWG; PY24 WIOA RRAA SkillSource Manufacturing; and CRF

- Cash and financial management
- Administrative controls (Subrecipient monitoring)
- Internal Controls
- Procurements and Contracts
- Personnel
- Cost Allocation
- Stevens Amendment (DOL grants only)

If applicable, the monitoring review included any elements from the PY24 monitoring cycle identified in your PY24 Daily Observation Reports required to be included in your next round of monitoring.

There were no findings. Any disallowed costs, questioned costs, or items to address that were identified during the review are listed below with their status.

On behalf of ESD's Monitoring Unit, I would like to thank you and your staff for the courtesy you showed us during our review. Please let me know if you have any questions.

Lisa Romine
February 11, 2026
Page 4

Sincerely,

A handwritten signature in black ink, appearing to read "Phouang Hamilton". The signature is fluid and cursive, with a large initial "P" and "H".

Phouang Hamilton,
Workforce Monitoring Manager

cc: Joy Adams, Director of Employment System Policy and Integrity, Employment Security
Department
Greg Ferland, Director of Workforce Monitoring, Employment Security Department

