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.