



**Executive Committee Meeting
MEETING MINUTES**

March 8, 2022 4:00 p.m.

Via Zoom

<https://us02web.zoom.us/j/88534179271?pwd=b2duWGercHJIQU5NWZhCcEZadkcwUT09>

Board Members

Present

Leanne Liddicoat, Chair	Jonathan Smith
Mark Todd	Linda Kaminski
Barbara Cosner	

Staff Present

Amy Martinez	Michelle Smith
Tim Hoerner	Patricia Padilla
Meranda Smith	

Guests

Patrick Baldoz	Alberto Isiordia	Sondra Pieti
Madelyn Carson	Cindy Maib- Robinson	Martin Garibay
Jesse Diaz	Heather Collins	Karla Jensen
Rosa Uberuaga	Jim Kenney	

Call to Order

Leanne Liddicoat called the meeting to order at 4:01 p.m. and welcomed everyone. Introductions were made.

Directors Report

Amy Martinez updated the committee on the status of the State Audit results. She stated the audit ended in February, there were not any findings. Amy added the ESD monitoring was completed in November, again no findings were noted, with minor corrections addressed. Also spoken of was the recognition given by Senator Patty Murray of success stories in the Yakima area provided by People For People. Madelyn Carson informed the group that two successfully exited program participants were highlighted on Senator Patty Murray's Office Instagram page. Michelle Smith added the link so it can be found on the South Central WDC website's newsletter.

Approval of Minutes

Leanne Liddicoat called for a motion to approve the Executive Committee meeting minutes from October 12, 2021.

Barbara Cosner moved to approve the October 12, 2021, Executive Committee minutes, seconded by Mark Todd. Motion carried.

Consent Agenda

Leanne called attention to the consent agenda items (noted below) and asked if there were any items that needed to be discussed. With no response, she asked for a motion to approve the consent agenda.

03-22-001 January Financial Statements

03-22-002 WorkFirst Memorandum

Mark Todd moved to approve the items on the consent agenda as presented, second by Jonathan Smith. Motion carried.

New Board Member: Graciela Villanueva

Amy introduced the application for new board member Graciela Villanueva. Due to the vacancy left by Ric Pilgrim, and the previous interest shown by Graciela, Amy presented Graciela's application to the board.

Barbara Cosner moved to approve the board member application of Graciela Villanueva as presented, second by Jonathan Smith. Motion carried.

PY20 IRS Form 990

Following the completion of the Program Year 2020 (PY20) state audit, staff has completed the PY20 IRS Form 990. Upon completion and internal reviews, the Form 990 was sent to Alegria & Company for final review. Key details:

- Net Assets increased \$19,653 for a year-end total of \$2,156,713.
- 3 largest program accomplishments
 - WIOA - \$6,472,177 in program expenses, \$5,733,349 in subcontracts, and 991 participants served,
 - WorkFirst - \$816,392 in program expenses, \$788,003 in subcontracts, and 90 participants served, and
 - DVR Youth - \$65,520 in program expenses, \$55,964 in subcontracts, and 48 participants served.

Barbara Cosner moved to approve the PY20 IRS Form 990 as presented, second by Mark Todd. Motion carried.

Executive Committee Meeting format

Amy Martinez presented an email format proposal to the committee in the event a committee meeting cannot take place in person due to lack of business, health, and safety reasons, natural disaster or other events. proposal includes an approval procedure will take place via email. The board asked if this recommendation is exclusive to the Executive committee, Amy

acknowledged it is but can be extended to other committees as well upon further inquiry. Alberto Isiordia asked for clarification of who determines the items presented to the executive committee vs what is presented to the full board. It was answered stating the action items approved from the executive committee are then presented to the full board's quarterly meeting for final approval. Amy let the group know she and Tim Hoerner are looking to add this procedure to company policy upon approval and for recommendation.

Jonathan Smith moved to approve the Executive Committee Meeting format as presented, second by Barbara Cosner. Motion carried.

Other Business

- Upcoming executive meeting in April may be canceled or if having standing items, will be conducted via email.
- NAWB conference is April 11 to 15

Meeting adjourned at 4:32 p.m.