



**Full Board Meeting**  
**February 14, 2023, | 4 p.m.**  
**SCWDC Conference Room & Zoom**

<https://us02web.zoom.us/j/81528301745?pwd=Wk5wMzFyUDlxdVZnVngrS3hDT1R3dz09>

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**Board Members Present:**

Leanne Liddicoat, <i>Chair</i>	Jonathan Smith	Todd Wurl
Dennis Flabetich, <i>Vice Chair</i>	Steve Hart	Mara Lopez
Barbara Cosner, <i>Treasurer</i>	Graciela Villanueva	Daniel Ganseriet
Linda Kaminski	Richard Foster	Teresa Herrera, <i>Ex Officio</i>
Chelsea Kennady	Cathy Sterbenz	

**Staff Present:**

Amy Martinez	Ariana Cordova	Jensie Rosenow
Travis Piatz	Michelle Smith	Patricia Padilla
Tim Hoerner	Armando Flores	
Meranda Smith	Kris Hartman	

**Guests:**

Commissioner Kyle Curtis	Melissa Green	Fred Valdez
Don Meseck	Madelyn Carlson	Maliea Yakymi
Patrick Baldoz	Angie Mobley	Jean Brown
Tim McCann	Tawnya Armstead	Heather Collins
Martin Garibay	Karla Jessen	Victor Phillips
David Gutierrez		

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**Call to Order**

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

**Director's Report**

Amy Martinez presented her report to the board. Current operations consisted of Legislative Day and the Hill Climb, an innovative outreach campaign, and new funding. The Washington Workforce Association, a statewide association of local workforce boards, hosted Legislative Day and Hill Climb. WWA members met with over 24 state legislators across Washington educating and advocating for state investment in poverty reduction and business services for local workforce boards. Currently, Washington State does not allocate state funds for local boards in workforce development. South Central Workforce Council began an outreach campaign with funds from a national dislocated worker (laid-off workers) grant from the Department of Labor. The campaign will be focused on getting laid-off workers into WorkSource Centers. All materials and the commercial will be in English and Spanish. Lastly, SCWDC will receive a \$3 million grant funded through Health and Human Services – Administration for Children and Families. The SCWDC will subcontract with Spokane Workforce Council to serve 200 families making direct investments in child care for working families to eliminate the cost barrier while parents pursue their education and employment goals. Moving forward, Amy informed the board on compliance status updates. Beginning with the Internal Program Monitoring. Ensuring the South Central Workforce

Council is a high-performing board and good stewards of public funds, staff conduct quarterly monitoring of federal WIOA contracts and annual monitoring of all other federal and state contracts. The staff has begun their third-quarter monitoring of WIOA programs. Next, State WIOA Monitoring was completed in November 2022. State WIOA monitors for the Employment Security Department were on-site November 14th – 18th and completed their full review on November 28th, 2022. We received the Management Letter on February 8th, 2023, and there were no findings or issues identified. On the State Audit, the Auditor’s office started the annual audit on January 12th, 2023, and should be completed by the end of February. Next item to for status update was the WorkSource Certification. Amy informed the board every three years, WorkSource Centers (once-stop) must be recertified by the Board of Directors. This spring, the One-Stop Systems Operator, Baldoz Professional Services, will be reviewing each center and will be bringing to the board a recommendation for certification at the May 2023 meeting. Finally, Amy covered the upcoming Memorandum of Understanding/Infrastructure Funding Agreement for 2023. The MOU/IFA outlines commitments by WorkSource (one-stop) partners to coordinate services in the Comprehensive and Affiliate Centers throughout the workforce system and will begin the process of renewal and update later this month. The MOU/IFA is required to be completed by June 30, 2023. The MOU/IFA is the guiding document for WorkSource Centers across the south central region and outlines how job seekers and businesses access the centers, customer service, and menu of services, as well as how community partners work together. Next items shared were the quarterly contract performance reports and the National Association of Workforce Board annual conference. All federal WIOA contracts are meeting or exceeding targets for expenditures and enrollments. The Commerce WorkFirst program is a fee-for-service contract and numbers are based on referrals from DSHS. The WorkFirst program is a little behind and workforce council staff are working with People For People and DSHS to increase referrals. Two other programs Opportunity Partnership Program (OPP) and QUEST just started. NAWB annual conference is March 25-29, 2023. Board members attending are Graciela Villanueva, Daniel Gansereit, Mara Lopez, and Kittitas County Commissioner Brett Wachsmith. Three workforce council staff will also be in attendance.

### **Approval of Minutes**

Leanne Liddicoat called for a motion to approve the Full Board meeting minutes from October 25, 2022.

**Dennis Flabetich moved to approve the October 25, 2022, meeting minutes, seconded by Jonathan Smith. Motion carried.**

### **Consent Agenda**

Leanne Liddicoat called for attention to the consent agenda items (noted below) asking if any items need to be removed for discussion or corrections, no remarks were given. Leanne asked for a motion to approve the consent agenda as presented.

02-23-001 Executive Committee Action Items  
02-23-002 December Financial Statements

**Dennis Flabetich moved to approve the items on the Consent Agenda as presented, seconded by Jonathan Smith. Motion carried.**

**Board Member Appointment – State Employment Department, Todd Wurl**

Amy Martinez presented the application for new board member Todd Wurl. Due to the vacancy of Alberto Isiordia, Todd is now the interim Regional Director representing ESD replacing the seat previously held by Alberto. Amy introduced Todd to the board. Leanne made a motion for approval.

**Jonathan Smith moved to approve the board member application of Todd Wurl as presented, seconded by Barbara Cosner. Motion carried.**

### **IRS Tax Form 990**

Barbara Cosner presented Tax Form 990 to the board. Following the completion of the Program Year 2021 (PY21) state audit, staff have completed the PY21 IRS Form 990. Upon completion and internal reviews, the Form 990 was sent to Alegria & Company for final review. Key details are noted below:

- Net Assets increased \$55,185 for a year-end total of \$2,211,898.
- 3 largest program accomplishments;
  - WIOA - \$5,735,567 in program expenses, \$5,122,057 in subcontracts, and 1,055 participants served,
  - WorkFirst - \$1,182,182 in program expenses, \$1,143,650 in subcontracts, and 113 participants served, and
  - DVR Youth - \$182,551 in program expenses, \$181,056 in subcontracts, and 88 participants served.

**Dennis Flabetich moved to approve the IRS Tax Form 990 as presented, seconded by Linda Kaminski. Motion carried.**

### **Board Priorities for Program Year 2022**

Amy informed the Board of the priorities and strategies that board members identified as critical issues during the Board Retreat on October 25, 2022. During the course of this year, the South Central Workforce Council staff will focus on four of the priorities; Wages, benefits, recruitment and retention. The specific objects entail the following per priority. Wages: Provide labor market wage/benefit trends that are localized and real-time. We will utilize LightCast software system to provide labor market information to employers and the community on Quality Jobs in the South Central region. As well as, collaborate with Yakima County Development Association and Yakima Society for Human Resource Management (SHRM) to provide education and training on the new workforce. Benefits to business; Work in partnership with economic development to meet the needs of business. Hire a full-time Employer Engagement Manager to coordinate regionwide business services. Work collaboratively with Yakima County Development Association to access the needs of business retention and expansion. Recruitment; Provide WorkSource services in the community outside of the physical centers. Provide access points into the WorkSource system and partners through “pop-up” WorkSource offices strategically located in the community. Finally, Retention: Provide outreach and recruitment campaigns to bring more job seekers into WorkSource and programs. This will be possible by funding an outreach and communication campaign to bring job seekers into the WorkSource and workforce programs through radio, television, flyers, social media, etc. Lastly, provide outreach to traditionally underserved populations such as DACA, Dreamers, and BIPOC communities. These priorities will also be a focus later this fall at the Board of Directors Retreat, which will cover the strategic planning phase for a long-term design. Leanne highlighted the recap and invited any questions as well as opening an invitation to board members who would like to participate in the planning committee. Graciela Villanueva asked about the reporting out for the goals in the current strategic plan. Leanne answered with two perspectives, that of the board of

directors and that of the governmental expectations for WIOA. She noted as a board member, reporting is more on the strategy, goals, and measurements accomplished. Whereas the WIOA governing body has specific requirements put in place for staff to follow. Amy added reporting can be as the board would like to see it, including the director's report at the quarterly meetings, or producing a different component with the sole focus of the strategic plan outside of board meetings. Graciela asked if there is a formal evaluation of the current strategic plan and if measures were met. Amy said there will be a discussion topic within the planning committee, then reported out at the fall board retreat. Amy highlighted the plan is a 4-year plan with 2-year updates. Graciela is interested in joining the Planning Committee. Leanne asked if there were further questions, Commissioner Kyle Curtis asked about the frequency of analyzing labor market wage and benefit trends; annually, quarterly, etc.? Amy answered, quarterly updates with more information to come as staff is preparing to launch this piece. Commissioner Curtis asked about recent layoffs in the Puget Sound area and if those workers can be brought over to our region. Amy let him know a lot of those jobs are in the IT industry which South Central region does not have many openings for. She shared; grants can help relocation if a customer is already enrolled in a program with funding. Amy noted other local workforce boards, when needed, reach out on behalf of the customer's interest for relocation due to employment opportunities. Meranda Smith spoke on the peer to peer group she participates in as another avenue for these communications as well.

#### **Next Steps/Assignments**

- a. WorkSource Certification**
- b. Memorandum of Understanding and Infrastructure Funding Agreement**
- c. Personnel Committee Meeting**
- d. Planning Committee – Board Fall Retreat**
- e. Next Board meeting - May**

Meeting was adjourned at 4:40 p.m.