



**Full Board Meeting**  
**May 9, 2023, | 4 p.m.**  
**SCWDC Conference Room & Zoom**

<https://us02web.zoom.us/j/82597249955?pwd=M3N5MnFuQlQvZDBTZmdHWFl2L3hrdz09>

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**Board Members Present:**

Leanne Liddicoat, Chair	Christy Pettey	Peter Finch
Dennis Flabetich, Vice Chair	Daniel Gansereit	Richard Foster
Barbara Cosner, Treasurer	Graciela Villanueva	Ron Anderson
Becky Gellerson	Jonathan Smith	Steve Hart
Cathy Sterbenz	Linda Kaminski	Todd Wurl
Chelsea Kennady	Mara Lopez	

**Staff Present:**

Amy Martinez	Travis Piatz
Tim Hoerner	Patricia Padilla
Ariana Cordova	

**Guests:**

Jedediah Watters	Anthony Peterson	Maliea Yakymi
Tim McGann	Patrick Baldoz	Elise Rel
Melissa Green	Karla Jessen	Tawyna Armstead
Angie Mobley	Martin Garibay	

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**Call to Order**

Leanne Liddicoat called the meeting to order at 4:01p.m. welcoming everyone including new board members. Introductions were made in person and virtually.

**Director's Report**

Amy Martinez presented her report to the board, beginning with current operations. Amy presented the Quarterly Contract Performance Report, highlighting all federal WIOA contracts are meeting or exceeding targets for expenditures and enrollments. However, the Commerce WorkFirst program are a little behind enrollments and expenditures, but staff are working with DSHS for more referrals. Two discretionary grants are coming to an end, COVID-19 Disaster Recovery and Employment Recovery, funds end in June. Board members asked for clarification regarding goals and dollars spent per participant. Amy clarified information on the graphs while adding approximately \$5000 is spent on participants. In March, newly appointed board members and the Kittitas County Commissioner, along with SCW staff, attended the National Association of Workforce Boards (NAWB) annual conference. There they were part of the contingency that visited with Senator Maria Cantwell and Patty Murray. Board members shared their experiences. Other operational updates shared were the annual review of organizational policies. All 100-level policies were updated and can be found on SCW website at <https://scworkforce.org/policies/>.

**Approval of Minutes**

Leanne Liddicoat presented the February 14, 2023, Meeting Minutes, calling for a motion to approve.

**Barb Cosner moved to approve the February 14, 2023, meeting minutes, seconded by Jon Smith. Motion carried.**

### **Consent Agenda**

Leanne Liddicoat called for attention to the consent agenda items, noted below. She asked if any items needed to be removed for further discussion or correction, no remarks were given. Leanne asked for a motion to approve the consent agenda as presented.

- 05-23-001 March 2023 Financial Statements
- 05-23-002 Executive Committee Action Forms
- 05-23-003 PY22 WIOA Adult, DW, and Youth Programs Mod. 3

**Graciela Villanueva moved to approve the items on the Consent Agenda as presented, seconded by Cathy Sterbenz. Motion carried.**

### **Incumbent Worker Training – Yakima Chief Hops**

Leanne Liddicoat presented Yakima Chief Hops' application for Incumbent Worker Training funds. The South Central Workforce (SCW) Planning Committee met on April 25, 2023, to review an Incumbent Worker Training Application funded through the Dislocated Worker Program. Yakima Chief Hops will train 28 of their managers and executives in Franklin Covey's Leading at the Speed of Trust leadership course. The course will teach the 13 Behaviors of High-Trust Leaders to increase team trust. Yakima Chief Hops states productivity will increase, and costs decrease as attention is redirected toward the company-wide objective of being a global hop supplier of choice. Of the requested \$21,000 amount, \$15,000 will be awarded, for the cost of the fees only. Leanne asked if any further questions or discussions were needed. Commissioner Curtis asked if it is typical to get one application or are more applications submitted. Prior to Covid-19, there were many more applications submitted. This question was brought up by the committee as well, with staff planning to do more outreach to share the training opportunity with the community. Clarification was also given to the application process, as it is currently governmental, staff are working to modify the application and process to encourage more applicants. These funds come from the participant grants, every year the planning committee reviews the budget to determine how much to set aside for Incumbent Worker Training. SCW strides 100% in kind match. In this case, Yakima Chief Hops has exceeded the match, by paying for training fees and staff wages during training. No further questions or comments were made.

**Graciela Villanueva moved to approve the Incumbent Worker Training for Yakima Chief Hops as presented, seconded by Barbara Cosner. Motion carried.**

### **WorkSource Certifications**

The South Central Workforce (SCW) Board is required by WIOA sec. 121 (g) to assess, at least once every 3 years, the effectiveness, physical and programmatic accessibility, and continuous improvement of WorkSource (one-stop) Centers and the one-stop delivery system. Throughout the month of April, One-Stop Operator Patrick Baldoz visited each WorkSource Center in the South Central region and carried out a certification pre-assessment. The pre-assessment consisted of a walkthrough to physically inspect the facility to verify that required postings (e.g., EO, complaint, partners in each center, etc.) were present and that externally the facility met disability compliance requirements. Each visit included a meeting with leadership and partner staff to review each specification of the state certification checklist and to ensure

that the centers met all requirements of state and local policy. Following the pre-assessment visits, a Board Certification Team consisting of SCW board members and staff conducted on-site certification reviews at each WorkSource Center.

The Board Certification Team included:

Dennis Flabetich, SCW Board Vice-Chair	Linda Kaminski, SCW Board Member
Barb Cosner, SCW Board Member	Chelsea Kennedy, SCW Board Member
Jonathan Smith, SCW Board Member	Amy Martinez, Staff
Travis Piatz, Staff	Meranda Smith, Staff

During the Board Certification visits, the team performed an independent review to ensure the information provided through the pre-assessment visits and assessment tool were fairly and accurately represented; and that each WorkSource Center meets the needs of the communities they serve. The Board Certification Team has reviewed the certification checklist, and conducted onsite reviews and inspections of the below seven WorkSource Centers and finds that all WorkSource Centers meet all state and local minimum certification requirements. Also shared was the newly certified Yakima Valley Mall Kiosk that will serve as a connection site directing the community to the Union Gap center. Research was completed with Google analytics that reflected the best time of day to staff the kiosk, promoting as much outreach to the community as possible. Leanne asked if there were any questions regarding the center certifications. A board member asked if any research for gap data was done for a community's need of a center. Amy let the board know of "pop up" outreach opportunities will be serving the community where the public is at, as opposed to having a brick and mortar building in place as it can be expensive to staff and maintain by required partners. No further discussion followed.

**Ron Anderson moved to approve the WorkSource Certifications as presented, seconded by Graciela Villanueva. Motion carried.**

### **Memorandum of Understanding/Infrastructure Funding Agreement 2023**

South Central Workforce is required by the Workforce Innovation and Opportunity Act to establish a Memorandum of Understanding (MOU) that is the guiding document for WorkSource Centers across the region. It also outlines how job seekers and businesses access the centers, and a menu of services, as well as how community partners work together through an array of Comprehensive, Affiliate, Specialized, and Connection WorkSource centers in Kittitas, Klickitat, Skamania, and Yakima Counties.

This agreement is effective July 1, 2023, through June 30, 2026, and will be reviewed once every three years to ensure appropriate funding and delivery of services are available in the local area. The MOU also includes updated language required by the WA State Policy 1024 Revision 1:

- How the MOU is supported by the South Central Strategic Plan,
- Description of Services provided by WorkSource Partners,
- Duration, Renewal, and Modification language,
- IFA State Funding Mechanism, and
- Local and State level Dispute Resolution process.

The One-Stop System operating budget, the Infrastructure Funding Agreement (IFA), is the financial plan that the partners agree will be used to achieve the MOU's goals of delivering services at the WorkSource Union Gap Comprehensive Center. The IFA costs are reviewed and updated on an annual basis. IFA facility costs or partners that live in the center are based on the proportional share of common and shared space allocated to their occupied space. IFA facility costs for partners that do not live in the center are

based on the proportional share of common and shared space of the greeting and resource room. Resource Room technology costs are allocated across all partners as visitors have equal access to and use of the Resource Room technology. An update was given for the Icon Landing page to offer full access for resources. Leanne asked if there were any questions or comments pertaining to the 2023 MOU/IFA. Commissioner Curtis asked for clarification for the cost breakdown of IFA, amounts due per program, per partner. This sheet will be revised for ease of understanding. No further questions followed.

**Ron Anderson moved to approve the MOU/IFA 2023 as presented, seconded by Graciela Villanueva. Motion carried.**

**Next Steps/Assignments**

Move the August meeting to September for the Board Retreat.  
Strategic Planning Committee Meeting in June.

Meeting was adjourned at 4:51 p.m.