



**Executive Committee Meeting  
MEETING MINUTES  
April 9, 2024, | 4:00 p.m.  
Zoom**

<https://us02web.zoom.us/j/88147866113?pwd=VGRLQmFqQ0dOZ2twR0dBWE5EdEdLZz09>

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***Board Members Present***

Leanne Liddicoat, Chair	Chelsea Rullie
Barbara Cosner, Treasurer	Jonathan Smith
Cathy Sterbenz	Linda Kaminski

***Staff Present:***

Amy Martinez	Meranda Smith	Kris Hartman
Travis Piatz	Patricia Padilla	Haley Schmidt
Tim Hoerner	Ariana Cordova	

***Guests:***

None

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**Call to Order**

Leanne Liddicoat called the meeting to order at 4:01 pm.

**Approval of Minutes**

Leanne Liddicoat virtually presented the meeting minutes from the March 12, 2024, Executive Committee meeting. No further discussion followed.

**Barbara Cosner moved to approve the March 12, 2024, Executive Committee meeting minutes, seconded by Dennis Flabetich. Motion carried.**

**Consent Agenda**

Leanne Liddicoat virtually presented the consent agenda, calling for any item to be removed for discussion. Leanne called for a motion to approve the items listed below.

- 04-23-001 February 2024 Financial Statements
- 04-23-002 PY23 Community Reinvestment Funds Mod. 1

Dennis Flabetich asked for clarification regarding the Individual Development Accounts (IDAs) rules from the Community Reinvestment Funds modification. Amy Martinez clarified that the accounts are savings accounts that receive a 2x match from this funding for a specified amount of time before it can be accessed by the account holder. This is a new opportunity from the Department of Commerce and the Washington Workforce Association, who is also working on a

statewide procurement for banking partners to hold and match the IDAs and offer financial coaching. Amy asked if there were more questions, Barbara Cosner added it is a new incentive that was rolled out at Umpqua Bank. No further discussion followed.

**Cathy Sterbenz moved to approve the items on the consent agenda as virtually presented, seconded by Jonathan Smith. Motion carried.**

### **PY23 Community Reinvestment Funds Training Contract – Yakima County Development Association**

The South Central Workforce (SCW) received a modification from the Employment Security Department Community Reinvestment Funds (CRF). The funds supplement the Economic Security for All (EcSA) state funding to help low-income families move out of poverty with a focus on Black, Latinx, and Indigenous populations. CRF funds also pay for subsidized training for businesses, participants, and community members, such as occupational skills training, internships, on-the-job training, pre-apprenticeships, apprenticeships, customized training, and incumbent training. SCW staff are requesting to enter into a training contract with the Yakima County Development Association (YCDA) for the PY23 Community Reinvestment Funds for a total of \$365,900. The contract will run from April 10<sup>th</sup>, 2024, to May 31<sup>st</sup>, 2025, for the following activities:

- Bilingual Business Development Program (\$248,000)
  - Provide the following training to businesses that are two years or older, have fewer than 30 employees, and have active plans for growth but need additional assistance:
    - Financial & Digital Literacy
    - Childcare Business Accelerator
    - HR Management
    - Real Estate
    - Marketing and Promotion
    - Financing
    - Construction Business Accelerator
- Workforce Development Program (\$37,500)
  - Host a Reverse Career Fair for job seekers to showcase their achievements and talents to potential employers.
  - Form an advisory board to oversee the process and provide guidance and feedback on the fair.
  - Provide workshops on resumes, cover letters, professional communication skills, interview preparation, dress-for-success tips, and mock interviews.
  - Host a follow-up event to share successes and lessons learned.
- City Outreach Events (\$49,900)
  - Host small business resource events to bring together small businesses, municipalities, and other business development partners in three to five smaller cities.
- Small Business Needs Assessment (\$30,500)
  - Form an advisory board to oversee the process and provide guidance and feedback on the assessment.
  - Conduct the assessment online, by phone, or in person with for-profit businesses with fewer than 30 employees in Yakima County.

- Compile the data and provide a report to give recommendations

Meranda Smith asked the committee if there were any questions. Leanne Liddicoat asked for more information regarding the city outreach events and the objective. Meranda states the objective is to learn more about what each municipality requires for a business to operate in their respective areas/regions. The intent is to help businesses learn more about the resources that the city has for them. No further questions or discussion followed.

**Linda Kaminski moved to approve the PY23 Community Reinvestment Funds Training Contract with Yakima County Development Association as virtually presented, seconded by Barbara Cosner. Jonathan Smith abstained. Motion carried.**

### **PY23 Community Reinvestment Funds Training Contract – Advanced Manufacturing Apprenticeships Committee**

The South Central Workforce (SCW) received a modification from the Employment Security Department Community Reinvestment Funds (CRF). The funds supplement the Economic Security for All (EcSA) state funding to help low-income families move out of poverty with a focus on black, Latinx, and indigenous populations. CRF funds also pay for subsidized training for businesses, participants, and community members, such as occupational skills training, internships, on-the-job training, pre-apprenticeships, apprenticeships, customized training, and incumbent training. SCW staff are requesting to enter into a training contract with the Advanced Manufacturing Apprenticeship Committee (AJAC) for the PY23 Community Reinvestment Funds for a total of \$263,232. The contract will run from April 10<sup>th</sup>, 2024, to May 31<sup>st</sup>, 2025, for the following activities:

- Manufacturing Academy Pre-Apprenticeship in Yakima County
  - Provide 3 pre-apprenticeship training in the manufacturing industry that provides the following:
    - Safety
    - Shop math
    - Blueprint reading
    - Manufacturing basics
  - Certifications provided:
    - OSHA 10
    - First Aid/CPR, and
    - Forklift

Amy Martinez asked the committee if there were any questions. Leanne Liddicoat asked if drug testing was a part of this project similar to the TAPIT Project, Amy stated that drug testing was not a part of this training. Dennis Flabetich asked about the success rate, Amy noted the success rate was 78-80% in job placements. No questions or discussion followed.

**Dennis Flabetich moved to approve the PY23 Community Reinvestment Funds Training Contract with the Advanced Manufacturing Apprenticeship Committee as virtually presented, seconded by Linda Kaminski. Motion carried.**

### **Required WIOA Policies Approval**

Amy Martinez presented the WorkSource System Policy 1028 through the Employment Security Department which requires Local Workforce Development Boards (LWDBs) to develop and implement Workforce Innovation and Opportunity Act (WIOA) laws, rules, and guidance through local policies. The policies must have local board members involved in developing and/or approving policies within 120 days from publication. The board, when required by specific policies, did approve those through a board meeting, however, the ESD is asking for a broader approval process for all WIOA policies. Therefore, the South Central Workforce (SCW) staff completed a thorough review of all policies and developed the attached document for review and approval. All policies are available on the SCW website at [SCW Policies](#). Annually, the SCW staff will bring new and/or revised policies to the board during the fall meeting as a way to ensure that all policies are reviewed and approved. If a new policy is required outside of the fall board meeting, staff will bring it to the next available meeting to adhere to the state requirements of 120 days. Amy demonstrated on the policy list attachment where the revisions will be noted. No further questions or comments followed.

**Jonathan Smith moved to approve the Required WIOA Policies Approval as virtually presented, seconded by Dennis Flabetich. Motion carried.**

Meeting adjourned at 4:25 p.m.