



**Full Board Meeting
MEETING MINUTES**

September 10, 2024, | 4 p.m.

SCW Conference Room & Zoom w/ link

<https://us02web.zoom.us/j/81942022135?pwd=SG1zVGJlYlRzdDhQUmFvb3lRaFJpQT09>

Board Members Present:

Leanne Liddicoat, Chair
Dennis Flabetich, Vice Chair
Barbara Cosner, Treasure
Cathy Sterbenz
Christy Pettey

Daniel Gansereit
Graciela Villanueva
Jonathan Smith
Linda Kaminski
Mara Lopez

Peter Finch
Richard Foster
Todd Wurl

Staff Present:

Amy Martinez
Travis Piatz
Tim Hoerner
Meranda Smith

Patricia Padilla
Ariana Cordova
Michelle Smith
Kris Hartman

Armando Flores
Susy Moran
Haley Schmidt

Guests:

Madelyn Carlson
Patrick Baldoz
Sean Brogan
Tawnya Armstead
Teresa Rich

Martin Garibay
David Gutierrez Betancourt
Dayna Manriquez
Jesse Diaz
Israel Cervantes

Ricardo Arce
Sondra Pieti
Elise Rel
Carolina Garza
Skye Field

Call to Order

Leanne Liddicoat called the meeting to order at 4:02 p.m. Introductions were made. Leanne made the announcement of Board Member Ron Anderson's passing and recognized his contributions to our board and community.

Director's Report

Amy Martinez presented her director's report with updates covering the recent local apprenticeship graduations with Advanced Manufacturing Apprenticeship Committee (AJAC), the grand opening of the new WorkSource Ellensburg Affiliate Center next door to DSHS at 1100 W. University Way, Ste. 200, and the first round of Community Reinvestment Project grant business awards. Other items include rapid response events taking place throughout the region, Legislative Visit and Tour, and State WIOA Monitoring taking place the week of September 23-27. Lastly, Amy shared the National Association of Workforce Boards 2025 conference will be held on March 29-April 1, 2025. She invited new board members and those who have not attended the conference to let her know if they are interested in attending.

EcSA Presentation – People For People

Meranda Smith introduced Sean Brogan, People For People Adult and EcSA Program Manager, to present an opportunity for the board to hear a participant's experience in the Economic Security for All (EcSA) program. Sean provided some informational context of the program and introduced his team and Ray Hernandez, an EcSA participant. Ray shared his background and story of how he connected with People For People and how the program has impacted his life in a delightful oration.

Approval of Minutes

Leanne Liddicoat called attention to the virtually presented meeting minutes from May 14, 2024.

Linda Kaminski moved to approve the May 14, 2024, meeting minutes, seconded by Mara Lopez. Motion carried.

Consent Agenda

Leanne Liddicoat called attention to the items of the consent agenda listed below, asking if any item needed to be removed for discussion, no comments followed.

- 09-24-001 Executive Committee Board Action Forms
- 09-24-002 July 2024 Financial Statements
- 09-24-003 PY22 DVR Pre-ETS Mod. 2
- 09-24-004 PY22 QUEST Mod. 2
- 09-24-005 PY23 WIOA Adult, Dislocated Worker, and Youth Carry-in Modification
- 09-24-006 Policy Updates

Dennis Flabetich moved to approve the items on the Consent Agenda as virtually presented, seconded by Christy Pettey. Motion carried.

PY24 Final Budget

Barbara Cosner presented the PY24 Final Budget. The South Central Workforce approved a PY24 Preliminary Budget on June 11th, 2024. Due to PY23 carry-in funds and increases in expected in-house and subcontractor expenses, a modified PY24 Final Budget needs to be approved. The PY24 Final Budget was presented to and approved by the SCW Finance Committee on September 9th, 2024. Major changes in the PY24 Final Budget as compared to the PY24 Preliminary Budget are as follows:

- Grant/Contract Revenue increased \$6,647,418. This increase consists of the following:
 - \$1,460,699 increase in the WIOA grants due to PY23 carry-in,
 - \$170,525 increase in the WorkFirst grant,
 - \$4,165,110 increase in the discretionary grants (CRF, MyJOB, DVR Youth, QUEST, PY23 EcSA and Child Care) due to PY23 carry-in, and
 - \$851,084 increase due to the new State EcSA and Opportunity grants.
- Equipment was increased \$2,200 for a new OWL camera.
- Memberships were increased \$2,080 for NAWDP and YCDA memberships.
- Office Supplies were increased \$4,000 for staff apparel.

- Training was increased \$5,000 for NAWDP staff certifications.
- Subcontractor/Incumbent Worker expenses increased \$5,472,899. This increase consists of the following:
 - \$838,980 increase in WIOA subcontracts,
 - \$159,270 increase in WorkFirst subcontracts,
 - \$3,768,912 increase in discretionary subcontracts (CRF, MyJOB, DVR Youth, QUEST, PY23 EcSA and Child Care), and
 - \$705,737 increase for the new State EcSA and Opportunity subcontracts.
- Change in Net Assets of \$1,466,231 is unbudgeted funds. These funds will be used as carry-in for the next program year.
- The SCW projected fund balance at the beginning of the current program year is \$2,437,788 and is expected to increase by \$293,710 to \$2,731,498 by the end of the program year due to interest on the SCW investments, revenue generated from the WorkFirst and DVR grants, along with tenant improvement recovery.

Graciela Villanueva asked why the amount for staff apparel is at \$4000. Amy Martinez responded sharing SCW is building a store for branded apparel for staff and board members who are interested in wearing SCW branded apparel while networking and outreach in the community. No further discussion followed.

Linda Kaminski moved to approve the PY24 Final Budget as presented, seconded by Dennis Flabetich. Motion carried.

New Board Member – Dr. Teresa Rich

Amy Martinez presented the new board member application and supporting documents of Dr. Teresa Rich from Yakima Valley College. Leanne opened discussion for the board member's application. Dr. Linda Kaminski shared her experience with Dr. Teresa Rich and the skills she brings as a board member. No further discussion followed.

Peter Finch moved to approve the New Board Member Application of Dr. Teresa Rich as presented, seconded by Jonathan Smith. Motion carried.

PY24 One-Stop Operator – Baldoz Professional Services

Meranda Smith presented the PY24 One-Stop Operator contract. The South Central Workforce (SCW) staff requests a contract with Baldoz Professional Services (BPS) for the PY24 One-Stop Systems Operator. The total contract for PY24 is \$40,000 for the period of July 1, 2024, through June 30, 2025. The One-Stop Systems Operator will do the following:

- Assist the SCW in WorkSource customer flow and front-end Integrated Service Delivery.
- Maintain a WorkSource presence on a regular/periodic basis within each WorkSource center throughout the local area with the primary assignment at the Yakima WorkSource Center.
- Attend one-stop center meetings, integrated service delivery meetings, Job Fairs, Business Solutions, and other meetings as deemed necessary.

- Assist the SCW staff in developing processes, procedures, and protocols for WorkSource Integrated Service Delivery.
- Provide system-wide workforce development training as needed and appropriate.
- Update the SCW on the WorkSource Certification process.
- Attend state and national conferences as deemed necessary.

Dennis Flabetich moved to approve the PY24 One-Stop Operator Contract with Baldoz Professional Services as presented, seconded by Linda Kaminski. Motion carried.

Opportunity Partnership Program Grant

Meranda Smith presented the renewal of the Opportunity Partnership Program Grant. The South Central Workforce Board has been awarded a \$56,666 grant from the Washington Workforce Training and Education Coordinating Board (WTECB) to match 20 Yakima Valley College (YVC) students with industry mentors. The program will provide students with workplace learning experiences including facility tours, informational interviews, job shadows, and internships. Since 2018, the Opportunity Partnership Program mentors have served 122 low-income Opportunity Grant-eligible college students. The grant will focus on healthcare professionals, the education sector, and others as mentors who ideally will be employed in the field in which the student is interested. The mentors influence students to complete their coursework, explore their career and employment options, and enroll in advanced training. Student mentorship services will be coordinated by People For People staff working closely with YVC staff through the grant period which will run from the date of execution through May 31, 2025.

Peter Finch moved to approve the Opportunity Partnership Program Grant as presented, seconded by Graciela Villanueva. Linda Kaminski abstained from voting. Motion carried.

WorkSource Ellensburg Center Re-Certification

Amy Martinez presented the re-certification of the new WorkSource Ellensburg Center. In 2023, the Employment Security Department offered to build a new building in Ellensburg to house the WorkSource Center. The new WorkSource Ellensburg Affiliate Center was completed in July and due to the new building and address of the WorkSource Center, the One-Stop Operator and South Central Workforce staff had to re-certify the One-Stop as required by WA State WIOA Policy. Throughout July and August, One-Stop Operator Patrick Baldoz and South Central Workforce staff visited the WorkSource Ellensburg Center and carried out a certification pre-assessment. The preassessment 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 state and local policy requirements. Following the pre-assessment visits, a Board Certification Team consisting of SCW staff conducted an onsite certification review. During the Board Certification visit, the team performed an independent review to ensure the information provided through the pre-assessment visit and assessment tool were fairly and accurately represented; and that the WorkSource Ellensburg Center meets the needs of the communities it serves. The Board Certification Team has determined that WorkSource Ellensburg Affiliate Center meets all state and local minimum certification requirements.

Mara Lopez moved to approve the WorkSource Ellensburg Center Re-Certification as presented, seconded by Christy Pettey. Motion carried.

PY23 Monitoring Reports

Amy Martinez provided an informational update on the PY23 Monitoring Letters to South Central Workforce Contractors, Baldoz Professional Services, OIC of WA, People For People, and Yakima County Development Association. Local monitoring revealed there were no findings, disallowed costs or questioned costs reported.

Next meeting – November 5, 2024

Meeting was adjourned at 4:45 p.m.