



**Full Board Meeting
MEETING MINUTES
September 9, 2025 | 4 p.m.
SCW Conference Room & Zoom**

<https://us02web.zoom.us/j/85410601908?pwd=LZ6baxdiaZ32xFY6Mpgi0CjkH41j7s.1>

Board Members Present:

Leanne Liddicoat, Chair	Cathy Sterbenz	Jonathan Smith	Richard Foster
Dennis Flabetich, Vice Chair	Chelsea Rullie	Mara Lopez	Teresa Rich
Barbara Cosner, Treasurer	Christy Pettey	Matt Wilkes	Todd Wurl
Andrew Norman	Daniel Gansereit	Peter Finch	
Becky Gellerson	Graciela Villanueva	Raul Lopez	

Staff Present:

Amy Martinez	Patricia Padilla	Jensie Rosenow
Travis Piatz	Ariana Cordova	
Tim Hoerner	Susy Moran	
Meranda Smith	Armando Flores	

Guests:

Patrick Baldoz	Martin Garibay	Victor Phillips
Isreal Cervantes	Sondra Pieti	
Anthony Peterson	Karla Jessen	
Jesse Diaz	David Gutierrez	

Call to Order

Leanne Liddicoat called the meeting to order at 4:00 p.m. Introductions were made.

Directors Report

Amy Martinez shared recent operations in her director's report highlighting key priorities for the year, developed in collaboration with the Personnel and Executive Committees, with a focus on increasing engagement, strengthening external communication, and expanding visibility across the region. In response to federal funding disruptions, the team aims to ensure communities are informed of local impact and to extend services beyond Yakima County to all four counties. A "Stories of Impact" campaign will highlight staff achievements and employer partnerships, including national presentations and upcoming contributions to the Washington Workforce Conference. Despite budget cuts and the loss of a dedicated communications role, internal efforts have sustained outreach and visibility. Plans are underway to launch regional industry tours to foster cross-sector learning and showcase innovative practices among board members and commissioners. Open office hours and direct feedback channels are encouraged to support collaboration and idea-sharing. A refreshed board orientation and learning series will be

introduced, covering required trainings and optional development opportunities. Travis Piatz presented the State of the Economy in South Central Workforce Region report, providing a comprehensive overview of labor market conditions across Yakima, Kittitas, Klickitat, and Skamania counties. It highlights employment fluctuations over the past year, with notable shifts in agriculture, healthcare, manufacturing, and hospitality, influenced by seasonal patterns and post-pandemic recovery. Unemployment rates vary by county, with Yakima showing gradual improvement, while labor force participation remains a concern, particularly among youth and older workers. Growth sectors include healthcare, logistics, and food processing, whereas retail and hospitality continue to face volatility. The report also notes economic pressures such as federal funding uncertainties, inflation, and housing affordability, all of which impact workforce stability and employer capacity. Emphasis is placed on regional collaboration, cross-sector partnerships, and targeted outreach to underserved communities as key strategies for strengthening the local workforce.

Committee Engagement Opportunities

Amy Martinez shared opportunities to join the Executive and Finance Committees. Committee Charter packets were shared with board members. The Executive Committee is seeking one additional member from the board, and the Finance Committee needs two new members. Interested individuals are encouraged to reach out to Amy or Leanne to discuss involvement and requirements, including conversations with the Finance Chair or other committee leads. Other committees are currently well-populated.

Board Election Planning

Amy Martinez announced board elections for chair, vice chair, and treasurer will take place in November. Current officers interested in continuing, or others interested in serving, are encouraged to reach out for a conversation. A slate of candidates will be prepared for the vote, and anyone wanting to review position requirements can request the bylaws, which the speaker is happy to share and discuss.

Approval of Minutes

Leanne Liddicoat called attention to the May 13, 2025, meeting minutes.

Peter Finch moved to approve the May 13, 2025 meeting minutes, seconded by Graciela Villanueva. Motion carried.

Consent Agenda

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

- 09-25-001 July 2025 Financial Statements
- 09-25-002 Executive Board Action Forms
- 09-25-003 PY24 WIOA Programs Modification

Dennis Flabetich moved to approve the items on the Consent Agenda as presented, seconded by Graciela Villanueva. Motion carried.

PY25 Opportunity Partnership Program Grant Renewal

Meranda Smith presented the PY25 Opportunity Partnership Program Grant. The South Central Workforce Board has been awarded a \$56,000 grant from the Washington Workforce Training and Education Coordinating Board (WTECB) to match 25 Yakima Valley College (YVC) students with industry mentors. The reimagined program will emphasize cohort-based experiences, including industry presentations, job shadows, tours, and job fairs. Since 2018, the Opportunity Partnership Program mentors have served 150 low-income Opportunity Grant-eligible college students. The grant will focus on healthcare professionals, the education sector, and others as industry mentors who ideally will be employed in the field in which the student is interested. The industry 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, 2026.

Dr. Teresa Rich abstained from voting. Dennis Flabetich moved to approve the PY25 Opportunity Partnership Program Grant Renewal as presented, seconded by Cathy Sterbenz. Motion carried.

PY25 Final Budget

Barbara Conser presented the Program Year 2025 Final Budget. The South Central Workforce approved a PY25 Preliminary Budget on June 10th, 2025. Due to PY24 carry-in funds and increases in expected in-house and subcontractor expenses, a modified PY25 Final Budget needs to be approved. The PY25 Final Budget was presented to and approved by the SCW Finance Committee on September 8th, 2025. Major changes in the PY25 Final Budget as compared to the PY25 Preliminary Budget are as follows:

- Grant/Contract Revenue increased \$4,636,697. This increase consists of the following:
 - \$2,117,115 increase in the WIOA grants due to PY24 carry-in,
 - \$214,578 increase in the WorkFirst grant,
 - \$332,352 increase in the discretionary grants (QUEST and Child Care) due to PY24 carryin, and
 - \$1,972,653 increase due to new (EcSA, CRF, RESET, DVR Youth and Opportunity) grants.
- Board was increased \$3,090 for 3 Board members to attend the annual WWA conference.
- Amortization/Depreciation was increased \$21,604 for additional tenant improvements after the remodel.
- Equipment was increased \$11,200 for a new printer and desktop computers.
- Travel was increased \$17,901 for travel related to the new RESET grant and Conference of Mayors.
- Subcontractor/Incumbent Worker expenses increased \$3,328,317. This increase consists of the following:

- \$1,174,658 increase in WIOA subcontracts,
 - \$200,415 increase in WorkFirst subcontracts,
 - \$329,337 increase in discretionary subcontracts (Child Care), and
 - \$1,623,907 increase for the new (EcSA, CRF, RESET, DVR Youth and Opportunity) subcontracts.
- Change in Net Assets of \$1,407,889 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 \$2,713,754 and is expected to increase by \$234,675 to \$2,948,429 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.

Raul Lopez moved to approve the PY25 Final Budget as presented, seconded by Jonathan Smith. Motion carried.

SCW Policy 113 Unrestricted Funds

Barbara Cosner presented SCW Policy 113 Unrestricted Funds to the board. This policy outlines a strategic plan for the use of unrestricted funds or cash reserves accumulated since 1996. The policy establishes a process for utilizing these funds, including board approval for expenditures exceeding specified thresholds.

Jonathan Smith moved to approve the SCW Policy 113 Unrestricted Funds as presented, seconded by Teresa Rich. Motion carried.

Next Steps/Assignments

November meeting rescheduled to Tuesday, November 18th.

Officers meeting with Consortium of County Commissioners

Meeting was adjourned at 4:44 p.m.