



Consortium of County Commissioners Meeting  
**MEETING MINUTES**  
October 7, 2025  
Zoom

<https://us02web.zoom.us/j/87105270065?pwd=HT0qoSvHcPcHecGHnOM6zElkYcCB9L1>

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**PRESENT**

**Consortium Members**

*Asa Leckie, Skamania County*  
*Brett Wachsmith, Kittitas County*  
*Kyle Curtis, Yakima County*  
*Todd Andrews, Klickitat County*

**Guests:**

Leanne Liddicoat, Board, Chair  
Dennis Flabetich, Board, Co Chair  
Barbara Cosner, Board Treasurer

**SCW Staff**

*Amy Martinez, CEO*  
*Tim Hoerner, CFO*  
*Travis Piatz, COO*  
*Patricia Padilla, Secretary*

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**Call to Order:**

The meeting was called to order by Commissioner Kyle Curtis at 2:07 p.m. Introductions were made.

**Approval of Minutes:**

Commissioner Curtis called for a motion to approve the Consortium minutes from the June 16, 2025 meeting:

**Commissioner Wachsmith moved to approve the minutes from June 16, 2025, as presented, seconded by Commissioner Leckie. Motion carried.**

**Program Year 2025 Final Budget**

Tim Hoerner presented the final budget for Program Year 2025 (July 1, 2025-June 30, 2026). The South Central Workforce approved a PY25 Preliminary budget on June 10<sup>th</sup>, 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 8<sup>th</sup>, 2025.

Major changes in the PY25 Final Budget as completed 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 carry-in, 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 at 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 expense 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.

**Commissioner Lekie moved to approve the Program Year 2025 Final Budget as presented, seconded by Commissioner Wachsmith. Motion carried.**

### **Managing Uncertain Times**

Amy Martinez updated an overview of the Board's continued work on managing operations during federal funding uncertainties, including reserve levels, sustainability planning, and recent updates to the Unrestricted Funds Cash Management Policy. Due to last year's funding pause and the more recent funding freeze caused by litigation, these start-and-stop situations disrupt both the agency and its contractors. In response, the Board directed staff to analyze how long the organization could sustain operations using reserves and reviewed the policies guiding those decisions. Staff reported that current reserves total approximately \$2.7 million, accumulated mainly through a long-standing TANF-funded fee-for-service contract dating back to 1996. Staff calculated that WIOA programs require about \$480,000 per month to operate and assessed total available cash and projected earnings, estimating roughly \$2.6 million that could temporarily support WIOA if funding were halted. Because WIOA is the organization's core funding stream, the Board also reviewed contract termination clauses, noting providers can be notified within 10 days to two weeks. Any funding interruption extending beyond a month would be elevated to the Finance Committee and full Board, with commissioners notified immediately. This analysis led to updates to the Unrestricted Funds Cash Management Policy. Last month, the Board held a work session to review the policy and discuss how reserves should be used to support staffing and operations during funding pauses. Board Chair, Leanne Liddicoat, noted that, similar to counties facing the same challenges, the organization must carefully evaluate how reserves are spent to avoid depleting funds without a long-term plan. She explained that the recent study session focused on identifying essential cash-flow needs and determining how much should be held in reserve to manage potential start-and-stop funding cycles. The finance committee worked through scenarios to establish a comfortable reserve level, emphasizing that the Unrestricted Funds Policy must be reviewed annually. The organization maintains strong

fiscal and MIS controls, but recent trends underscore the importance of keeping reserves sufficient to shield commissioners and local governments from financial liability. The Consortium shared their appreciation of the update and financial transparency.

Minor program updates were shared with the group. No further discussion followed.

Adjourned at 2:42 p.m.