



Consortium of County Commissioners Meeting
MEETING MINUTES
March 12, 2026, | 1:00 p.m.
Zoom

<https://us02web.zoom.us/j/89789659799?pwd=06LbEObVwHfWbt2Zl5MoPiEo813JNw.1>

PRESENT

Consortium Members

Brett Wachsmith, Kittitas County
Todd Andrews, Klickitat County
Robert Farris, Skamania County
Kyle Curtis, Yakima County

Guests

None

SCW Staff

Amy Martinez, CEO
Tim Hoerner, CFO
Travis Piatz, COO
Patricia Padilla, Secretary
Ariana Cordova, Director of Integrity & Compliance

Call to Order:

The meeting was called to order by Commissioner Kyle Curtis at 1:02 p.m. Introductions were made, highlighting new Consortium Member, Commissioner Robert Farris in Skamania County.

Public Comment

Commissioner Curtis opened the floor to guests for public comment of items not listed on the agenda. No comments were made.

Approval of Minutes

Commissioner Curtis called for a motion to approve the Consortium minutes from the October 7, 2025, meeting:

Commissioner Wachsmith moved to approve the minutes from October 7, 2025, as presented, seconded by Commissioner Farris. Motion carried.

SCW Board Bylaws

Amy Martinez presented the update to SCW's Board Bylaws. The State of Washington Policy 5610, Revision 1, Local Board Member Appointment Criteria, which outlines local board composition related to Local Workforce Development Board composition, is currently undergoing updates. Historically, the Washington State Workforce Education and Coordinating Board (WTECB or State Board) allowed local workforce boards to operate under certain exceptions permitted by the federal Workforce Innovation and Opportunity Act (WIOA). One such exception allowed a single individual to occupy two seats on a local board. For South Central Workforce, this applied to the combined Labor and Apprenticeship seat. However, under current Policy 5610 language, the provision titled "Board Members Representing Multiple Entities" (page 4) does not permit one individual to hold multiple board seats. As a result, until the policy update process is complete, local workforce boards must fully comply with the existing policy requirements. Accordingly, South Central Workforce is required to add a separate

Apprenticeship representative to the Board. The Executive Committee met on January 13, 2026, to address this requirement and to make corresponding updates to the Bylaws and board composition. The proposed changes are summarized below:

Article V – Board of Directors

- Expands the Board from 19 to 20 members, with detailed composition requirements across business, labor, education, and government sectors.
- Updated language to align with policy requirements for at least two small business representatives and efforts to include minority- and women-owned businesses.
- Updates language to align with policy by separating labor and apprenticeship representation, allowing for union and/or non-union representation.
- Clarifies nomination process across all sectors to ensure appropriate local representation.
- Updates proxy voting language to require written notice submitted via email to the CEO prior to the meeting.

Article VI – Officers

- Clarifies succession protocol when both the Chair and Vice-Chair are absent, designating the Treasurer or another private-sector Director to serve as Chair Pro Tem.

Article VII – Committees

- Update Executive Committee composition to include the Chair, Vice-Chair, Treasurer, and four at-large Directors, with voting members maintaining a majority of business representatives.
- Adds language granting the Executive Committee emergency authority to act on behalf of the Board on time-sensitive or emergency matters, subject to ratification at the next Board meeting.

Article VIII – Meetings

- Adjust the quarterly Board meeting schedule by moving the August meeting to September: February, May, and November remain unchanged.
- Clarifies that Directors may participate remotely via virtual platforms or conference call and be considered present.

Article XI – Books and Records

- Requires public posting of Board and Executive Committee meetings minutes on the Corporation's website, with approval at the subsequent meeting.
- Confirms retention of Articles, Bylaws, and Director/officer rosters at the registered or principle office, with copying costs borne by requestors.

Commissioner Wachsmith moved to approve the SCW Board Bylaws as presented, seconded by Commissioner Farris. Motion carried.

Interlocal Agreement/Accountability Audit

Amy Martinez provided an update regarding SCW's Interlocal Agreement and audit compliance considerations. Amy provided background on SCW's nonprofit, quasi-governmental structure and explained that the organization has historically maintained clean audits. She discussed a recent State Auditor's Office finding involving Spokane Workforce Board, which related specifically to providing services outside its authorized

service area without legal review. Amy noted that this issue prompted leadership to assess whether similar circumstances could apply when the organization contracts with partners to deliver services outside the four-county region, including previous contracts related to childcare and re-entry. It was clarified that SCW does not directly provide services outside the four counties and its grants are reimbursement-based, not fee-for-service. Although leadership believes current practices are likely compliant, Amy requested legal guidance to confirm compliance and document due diligence to avoid potential future audit findings. Following discussion, the consortium agreed that the matter should be referred to Yakima County Legal Council for review. Staff will provide relevant information to assist with the legal analysis, and the resulting guidance will be shared with the board once available.

Applications/Awards

Amy Martinez reported on current and upcoming funding applications, noting grant notifications to the Consortium will be added as a standing agenda item going forward per the interlocal agreement. Amy informed the Consortium that SCW is reapplying for two longstanding programs, both of which are ongoing services across the four-county region:

- A DSHS Department of Vocational Rehabilitation pre-employment program, servicing students with IEPs or 504 plans by supporting career exploration, work readiness, and employment opportunities; and
- The Department of Commerce WorkFirst (TANF) program, which assists individuals receiving public assistance with work experience and employment across all four counties.

Amy also reported the submission of a \$84,000 request for state dislocated worker funds in response to recent WARN notices affecting Yakima County, intended to support retraining services without impacting other counties. Additional updates include potential participation in the federal Workforce Pell initiative and submission of federal appropriations requests related to increased work requirements under SNAP and Medicaid.

Other Business

Travis Piatz share updates for the CRP Small Business Grants. This grant is part of the Department of Commerce's biennial Community Reinvestment Program allocation, supported by cannabis tax revenues, and are intended to promote economic development, particularly for historically underserved communities. This grant is currently available across all four counties. Outreach efforts are underway, including information sessions and promotion through social media, to ensure small businesses are aware of the opportunity. The grant is open to small businesses with 50 or fewer employees that did not receive funding in the previous round. Grants of up to \$5,000 are available for eligible business growth activities, including equipment, marketing, and workforce training. A simplified one-page application is used to increase accessibility. Approximately, \$180,000 is available for this funding cycle, which is open until 5:00 p.m. March 27, 2026.

Adjourned at 1:45 p.m.