



**Full Board Meeting
MEETING MINUTES
May 12, 2026 | 4 p.m.**

SCW Conference Room & Zoom w/ link

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

Board Members Present:

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

Staff Present:

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

Guests:

Bri Burham	Patrick Baldoz	Madelyn Carlson
Commissioner Kyle Curtis	Dennette Woodiwiss	Martin Garibay
Anthony Peterson	Ajsa Suljic	Tawnya Armstead
Karla Jessen	David Gutierrez	Alma Caballero
Haydee Barbosa	Israel Cervantes	

Call to Order

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

Public Comment

Leanne Liddicoat opened the floor to guests for public comment for items not listed on the agenda. No comments were made.

SCW PY24 Impact Report

Amy Martinez presented the Program Year 2024 Impact Report booklet as a comprehensive overview of the organization's work during Program Year 2024, highlighting both internal accomplishments and the contributions of subcontractors such as People for People and childcare partners. Ms. Martinez emphasized that the report was a significant team effort and a reflection of the organization's impact. It will now be incorporated into annual budget materials and distributed each November at the board meeting. Both electronic and printed versions were shared, with additional copies available upon request. Board Members responded positively,

noting the report as an effective and engaging snapshot of organizational activities, commending staff for their work, and recommending that a Spanish version also be made available.

Approval of Minutes

Leanne Liddicoat called attention to the February 10, 2026, meeting minutes.

Dr. Peter Finch moved to approve the February 10, 2026, meeting minutes, seconded by Raul Lopez. Motion carried.

Consent Agenda

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

- 05-25-001 March 2026 Financial Statements
- 05-25-002 Executive Board Action Forms

Jonathan Smith moved to approve the items on the Consent Agenda as presented, seconded by Dennis Flabetich. Motion carried. Dr. Teresa Rich abstained from voting.

New Board Member

Amy Martinez presented a new board member application for Briana Durham. Under the SCW by-laws, Ms. Martinez is requesting the appointment of Briana Durham, General Manager of Training Operations at Apprenti, to fill the vacant apprenticeship seat on the South Central Workforce Board of Directors.

Dennis Flabetich moved to approve the New Board Member Application as presented, seconded by Christy Pettey. Motion carried.

2026 Memorandum of Understanding

Meranda Smith presented the 2026 Memorandum of Understanding. The South Central Workforce Board is required under the Workforce Innovation and Opportunity Act (WIOA) to establish a Memorandum of Understanding (MOU) that governs the operation of the WorkSource System across Kittitas, Klickitat, Skamania, and Yakima Counties. The MOU defines how job seekers and businesses access services, how partners coordinate across Comprehensive, Affiliate, Specialized, and Connection Centers, and how integrated service delivery is implemented throughout the region. The updated MOU is effective July 1, 2026 – June 30, 2029, and will be reviewed at least once every three years to ensure appropriate funding, service delivery, and compliance with federal and state requirements. This version includes substantial updates required by Washington State Policy 1024 (Revision 1), Policy 1013, and federal guidance (TEGL 16-16 and TEGL 17-16). Key updates include:

- Alignment with the South Central Regional Strategic Workforce Plan
- Updated Descriptions of Services provided by WorkSource Partners
- Revised Duration, Renewal, and Modification procedures

- Expanded State Funding Mechanism (SFM) language
- Clarified Local and State Dispute Resolution processes
- New sections on Technology-Enabled Access, Continuous Improvement, Equity and Language Access, and Referral and Service Coordination Procedures
- Updated definitions and WorkSource System structure consistent with WorkSource Policy 301 and Policy 1016 (Certification Requirements)

The MOU also includes the Infrastructure Funding Agreement (IFA), which serves as the operating budget for the WorkSource Union Gap Comprehensive Center. The IFA outlines how partners proportionately share infrastructure and additional costs based on their relative benefit and use of the center.

IFA Cost Allocation Summary (PY26):

- Partners located within the center contribute based on the proportional share of common and shared space associated with their occupied area.
- Partners not located within the center contribute based on their proportional share of common and shared space in the greeting and resource room.
- Resource Room technology costs are allocated across all partners, as all customers and programs have equal access to these tools.
- Affiliate, Specialized, and Connection Center costs are managed through Resource Sharing Agreements (RSAs) or subleases with the leasing agency.

Total costs for Program Year 2026 are detailed in the IFA summary.

Dennis Flabetich moved to approve the 2026 Memorandum of Understanding as presented, seconded by Jonathan Smith. Motion carried.

WorkSource Certification

Meranda Smith presented the WorkSource Center Certification Recommendation. The South Central Workforce (SCW) Board is required by WIOA sec. 121 (g) to assess, at least once every 3 years, the effectiveness, physical and programmatic accessibility, and continuous improvement of WorkSource (one-stop) Centers and the one-stop delivery system. Throughout the month of April, One-Stop Operator Patrick Baldoz met with each WorkSource Center's Manager/Lead and discussed how to complete the One-Stop Site Assessment and Certification Tool. The meeting consisted of reviewing the tool to ensure that the centers met all requirements of state and local policy, discussing what each center's presentation would consist of, and scheduling site visits. Following these meetings, the South Central Certification Team, consisting of SCW board members and staff, conducted on-site certification reviews at each WorkSource Center.

Dennis Flabetich, SCW Board Member
Barbara Cosner, SCW Board Member
Dan Gansereit, SCW Board Member
Travis Piatz, SCW Staff

Teresa Rich, SCW Board Member
Steve Hart, SCW Board Member
Amy Martinez, SCW Staff
Meranda Smith, SCW Staff

During the certification visits, the team conducted an independent review to verify that the

information submitted through the pre-meeting and assessment tool was accurate and fairly represented, and to ensure that each WorkSource Center effectively meets the needs of the communities it serves. The South Central Certification Team reviewed the certification checklist and completed on-site inspections of the seven WorkSource Centers listed below. The team determined that five centers fully comply with both state and local minimum certification requirements, and two centers (WorkSource Stevenson and WorkSource White Salmon) meet requirements for provisional certification pending corrective actions on Equal Opportunity and ADA items.

Provisional certification allows a WorkSource Center to continue operating while addressing specific deficiencies identified during the certification review. Centers granted provisional status:

- Must develop a corrective action plan within 30 days, outlining clear steps, responsibilities, and timelines to resolve identified issues.
- They then have up to 90 days to implement those corrections, submitting progress updates every 30 days to demonstrate measurable improvement.
- The Certification Team monitors progress and, once all requirements are met, conducts a re-evaluation to determine eligibility for full certification.

Provisional status is time-limited and cannot exceed 180 days, ensuring that centers move efficiently toward full compliance while maintaining services to the community.

Jonathan Smith moved to approve the WorkSource Center Certification as presented, seconded by Raul Lopez. Motion carried.

Board Member & Community Updates

A board member update was then provided on the upcoming FIRA (International Forum for Agricultural Robotics) AgTech trade show scheduled for October 20–22, which is expected to draw 40–60 global exhibitors and approximately 2,000 attendees, including significant participation from industry, education, and workforce partners. The event will highlight emerging technologies such as automation, robotics, data systems, and irrigation management, with a strong focus on workforce development and training opportunities. Discussion emphasized potential alignment with local workforce needs, including exploration of stackable certificate programs, particularly for incumbent farmworkers, to support upskilling and career advancement as technology evolves. Leadership expressed interest in learning from established models in California and potentially bringing similar initiatives to Central Washington. Concerns were raised about job displacement due to automation, but it was noted that adoption will occur gradually over several years and that training programs are being designed to help existing workers transition into higher-skilled, better-paying roles. Overall, there was optimism about future funding opportunities and the potential positive impact on the regional workforce.

September Meeting shift due to Labor Day

The board discussed rescheduling the September meeting due to its conflict with the day after Labor Day (September 8). To improve attendance and accommodate schedules, a shift to a later date was proposed, along with plans to hold the meeting in person as part of a longer strategic

planning retreat. Staff will follow up by sending out a poll to determine the most suitable date and ensure broader availability.

Executive Session

Leanne Liddicoat announced the last agenda item to move into an executive session to conduct the CEO's annual performance review, noting that this portion of the meeting would be reserved for board members only. It was noted that the session would conclude around 5:30 p.m., at which time the board would reconvene briefly to adjourn the meeting. Non-board members present, both in person and online, were excused prior to entering the executive session. Ms. Liddicoat called for a motion to enter the executive session.

Dennis Flabetich moved to enter executive session for the purpose of conducting the CEO annual review, seconded by Dr. Teresa Rich. Motion carried.

Open Public Meeting resumed at 5:27 p.m.

Meeting was adjourned at 5:27 p.m.