Full Council Meeting Minutes
3/30/2016

Action Taken:

- Approval of December 9, 2015 Full Council Meeting Minutes

The meeting was brought to order at 1:34 p.m. by Chair, Tonja Myers.

I. Consent Agenda

II. Board Business
   a. Chair/Executive Committee Report
      Chair Tonja Myers led a discussion regarding the recent National Association of Workforce Boards (NAWB) Conference, held this year March 12-15 in Washington D.C.

      The conference was attended this year by board members Tonja Myers, Commissioner Ken Dahlstedt, and Ron Nelson (Economic Development Island County) and NWC staff Gary Smith. Each relayed highlights of the conference. The Keynote speaker focused on trends in technology and the corresponding effect on the current and future workforce. Tonja related that the conference centered on ongoing implementation of the Workforce Innovation and Opportunity Act (WIOA). She reported feeling very confident after attending the conference that the Northwest Workforce Council is on track and ahead of many other areas in the country in addressing the issues emphasized in the new legislation.

      Tonja closed discussion by encouraged members to consider attending in coming years.

   b. New Board Members – Chair Tonja Myers invited two new board members present to introduce themselves, as well as Dr. Kimberly Perry, Bellingham Technical College President, a guest at the meeting.

      James Tangaro, Vice-President of the Tesoro Corporation, newly appointed and representing the business sector in Skagit County, discussed his current position and background, and provided information on several new projects planned for the Tesoro refinery facility at March Point in Anacortes.

      The refinery plans a $400 million dollar project to build a xylene extraction unit on the site, which would extract xylene from crude oil and ship it out for use in production of polyester fiber for clothing, x-ray film and other products. Once complete, Tesoro estimates it will add 20 full time jobs at the site, and expects about 200 construction
workers during the building process. The project would create about $3.8 million in additional local and state taxes, and each new worker adds an additional 11.88 jobs in the state, according to the State Research Council. The average refinery worker makes approximately $120,000 a year with benefits. Tesoro hopes to have this project completed by 2018. In addition, the facility plans to complete a unit that captures vapors when offloading crude at the dock, an isomerization unit that increases the octane in gas and a unit that removes Sulphur from gas.

Sean Connell introduced himself as the Alternate to new board member John Sternlicht, of the Economic Development Alliance of Skagit County (EDASC), representing Economic Development on the Council. Sean is Director of Business Recruitment for EDASC.

Dr. Kimberly Perry, President of Bellingham Technical College, and a guest at the meeting introduced herself to Council Members. Dr. Perry was selected as BTC president in June, 2015, following the retirement of former BTC President Patty McGeown.

Chair Myers and Council members welcomed the two new members, and Dr. Perry.

c. Annual Review of Conflict of Interest Policy – WIA01-37 – Members reviewed the policy, as is the annual practice of the Board, and members were asked to sign and return acknowledgment that they read and understood the policy.

III. Chief Executive Officer Report – Executive Director Gay Dubigk reported on several matters.

a. New Island County Elected Official for Consortium Committee - Gay reported that a new Local Elected Official has been named to the NWC’s Consortium Committee. Commissioner Jill Johnson from Island County District Two, which encompasses the greater Oak Harbor area, has replaced Commissioner Richard Hannold, who represented the Camano Island Area as the Island County Local Elected Official on the WDAs Consortium Committee.

b. Workforce Investments
   o Lummi Nation Grant - The US Department of Labor awarded Lummi Nation a $7M National Dislocated Worker Grant to assist workers impacted by the decline of fishing and shellfish industry. Training will be for tribal jobs, and in high-demand industries.

   o YouthWorks Funding - NWC will receive $134,540 in the second year of YouthWorks funding, which comes from Governor’s WIOA set aside funds. This will support a second year of services through Project IMPACT!, a drop out re-engagement program operated in partnership with Bellingham Technical College (BTC) and Whatcom county school districts. NWC provides work-based training opportunities, including internships and career planning activities while students are engaged in
GED and high school completion services at BTC. NWC is working to replicate this project in Skagit.

- **Pre-Apprenticeship Training - Manufacturing Academy (MA)** - NWC is funding two (2) new cohorts of the Manufacturing Academy, a pre-apprenticeship training program preparing workers for entry level manufacturing jobs and for apprenticeship training opportunities. Eleven weeks of instruction is provided by Aerospace Joint Apprenticeship Committee (AJAC) in partnership with NWC and Bellingham Technical College. The training is located at Bellingham Technical College (BTC) and participants earn BTC credits. Trainees will include dislocated workers and out of school youth. Two MA cohorts funded by NWC in Skagit County have already been provided in collaboration with Skagit Valley College and AJAC.

*Department of Vocational Rehabilitation (DVR) Grant Proposal* – NWC submitted a proposal to DVR to provide services to 35 in-school students who receive specialized instruction or accommodations necessary for success in school. Under the proposal, NWC would provide summer work experience (internships) and workplace readiness activities including workshops on job search and workplace skills, resumes and coaching sessions with the goal of preparing these students for success following high school completion. Total funding would be $200,000 for two years, beginning this summer.

- **NWC and Alignment with Economic Development** - Coordination with regional economic development organizations is a requirement in WIOA and is also a required component in the local NWC strategic plan. Economic development entities are the lead in working with business in each of the communities. Whatcom County has a standing meeting of practitioners involved in economic development activities, known as “Team Whatcom”. NWC actively participates and has recently worked with this group on the “Choose Whatcom” project to grow and attract business to Whatcom County. Launch party for this new effort is April 25, 5-7PM at the Pickford Theater in Bellingham. NWC is highlighted as a resource for business on the project’s new website, [http://choosewhatcom.com/](http://choosewhatcom.com/).

NWC is participating on the Economic Development Alliance of Skagit County (EDASC) Strategic Plan Steering Committee. Sean Connell of EDASC reported that the Strategic Plan is up on the EDASC website, [http://skagit.org/strategic_planning](http://skagit.org/strategic_planning).

Ron Nelson reported that in Island County economic development activities focus primarily on growing existing local businesses. Ron discussed the new effort to pilot WorkSource services in South Whidbey island, in partnership with the Island County Economic Development Association and Sno-Isle Library, using the libraries as WorkSource Connection sites.
In San Juan County, the NWC’s Career Center in Friday Harbor adjoins the EDC offices, and staff of each agency work closely together on business and workforce projects and presentations. Currently, each organization participates on a county committee called “Island Friendly” whose goal is to improve overall customer service and build a San Juan Islands brand.

IV. WIOA Transition Issues

a. Policies - Gay Dubigk reported that the state and NWC policies are being revised to be compliant with WIOA. This is a considerable body of work moving through the system at a rapid pace.

b. Young Adult Program Provider Procurement - At the December 9th Council meeting, this board approved a process to move forward for selection of a WIOA Youth Services Provider, to be in place by July 1, 2016, as required under WIOA. That process is underway. Interested parties have submitted a response to a Request for Qualifications (RFQ) to the independent Procurement process Manager, to show that they are qualified for the next step in the process. Next step will be a Request for Proposals (RFP) with responses due to the Procurement Manager by April 20th. The independent Procurement Manager and independent review team will complete their evaluation and scoring of proposals and present a recommendation for Youth Services Provider to the NWC Board’s Executive, Planning and Young Adult Committees, meeting jointly, on May 11.

c. Strategic Planning
   - State Strategic Plan - The State’s Strategic workforce development plan, “Talent and Prosperity for All” has been recently approved and is available to view on their website, [http://www.wtb.wa.gov/Documents/TAPPlanStrategicandOperational2016.pdf](http://www.wtb.wa.gov/Documents/TAPPlanStrategicandOperational2016.pdf)
   - Local Workforce Plan Development - Guidelines for writing the local workforce plan for 2016-2020 are finalized and available on the NWC website, [www.nwboard.org](http://www.nwboard.org). The local plan is now in development. The local plan must support the strategy contained within the state plan. The local plan will include input provided by local WIOA partners and stakeholders and incorporated into the draft local plan.

   Drs. Hart Hodges, board member, and Anneliese Vance-Sherman, Employment Security Department regional economist, are assisting in the regional analysis of economic conditions, industry sectors, demographics, and the workforce for inclusion in the plan.

   Additional Community Forum for Plan Input - NWC is convening a Community Forum to provide an additional venue for local plan input from stakeholders. The forum will be held on Friday, April 15, 8:30 – 11:30am in the Boardroom at WorkSource
Skagit. This is the third community forum regarding the workforce plan development.

**Timeline and Review Process for Plan Completion** - A completed draft local plan will be reviewed by the Executive Committee of the NWC Board at its April 27, 2016 meeting, followed by a 30 day public comment period. As part of the comment period, the state Workforce Board will provide a technical review and comment.

Following public comment, state technical review, and final action by the NWC in June, the plan will be signed by Chief Local Elected Official Ken Dahlstedt on behalf of the Consortium Committee of Local Elected Officials and the NWC. The plan is then submitted to the Workforce Board to be approved by the Governor before June 30, 2016.

- **NWC Comment on Adult Basic Education (ABE) provider plans** – The Adult Basic Education providers in this region requested review and comment by NWC upon their annual plans. Under WIOA, the board is directed to take a new role in the annual plans required by the ABE funding source and state administrative entity. This is the first year of working on plan alignment.

  Plans from local providers of ABE include: Whatcom Community College, Bellingham Technical College, Skagit Valley College, Northwest Indian College and Opportunity Council. Plans were reviewed by NWC staff and recommendations were made and incorporated into the provider’s plans. In subsequent years, joint planning for integrated services will be required.

- **Workforce Board Depiction of Workforce Development System** - Tonja Myers referenced a document in each members meeting folder published by the State Workforce Board. The handout provides a depiction of Washington State’s workforce training system, including participant employment rates and earnings, federal and state funding totals, and a listing of administering agencies and providers.

V. **ALICE – Asset Limited, Income Constrained, Employed – Presentation and Discussion led by Peter Theisen, United Way of Whatcom County.**

United Way of Whatcom County President Peter Theisen delivered a powerpoint presentation and led a discussion on ALICE. ALICE stands for Asset Limited, Income Constrained, Employed and refers to a large percentage of the population that work and earn above the Federal Poverty Level (FPL), but do not earn enough to afford the basic household budget of housing, child care, food, transportation, and health care.

The presentation highlighted results of a study by United Way on this subject, in order to
provide objective, comprehensive data that can be used for driving community progress while supporting ongoing work to build a stronger community. United Way is using this model throughout the country. Through a series of new, standardized measurements, the United Way Alice reports present a broad picture of financial insecurity at the county and town level and the reasons why.

Data presented showed that while 18% of Whatcom County residents are below the federal poverty level, an additional 24% of Whatcom residents are above poverty level, but below the ALICE level deemed necessary to meet basic needs in housing, child care, food, transportation and health care. Select additional data for the four counties was presented.

Members discussed the report, and the relative costs for child care, housing and other necessities in our region, and other factors highlighted in the report and presentation. Dr. Perry of Bellingham Technical College noted that Washington State ranked 47th out of the 50 states in the number of youth who attend college, and pointed to higher education as a key in addressing some of factors accounting for the measures presented.

Members thanked Mr. Theisen for the report and lively discussion. Mr. Theisen’s materials presented at the meeting will be posted and available on the NWC website, www.nwboard.org.

Old Business - None

New business
- Greta Kaas-Lent announced that this will be her last Full Board meeting as she is retiring in May. She thanked the Council for its work and its effective partnership in serving our communities.
- Alex Kosmides, NWC staff, announced that NWC has been awarded an AmeriCorps position beginning in August, 2016.

Public comment – None

The meeting was adjourned by Chair Tonja Myers at 3:15 PM

Attendance

Board Members: Alerd Johnson, Carl Johnston, Darren Greeno, Del McAlpine, Greta Kaas-Lent, James Tangaro, Kathy Howell, Ken Dahlstedt, Mike Riber, Ron Nelson, Sean Connell, Shawna Unger, Tammie O’Dell, Terry Corrigan, Tonja Myers

Consortium Committee: Jack Louws, Whatcom County Executive

NWC Staff: Gay Dubigk, Alex Kosmides, Gary Smith, Richard Dietz, Marissa Cahill

Guests: Dr. Kimberly Perry, President, Bellingham Technical College; John Michener, Port of Bellingham