Northwest Workforce Council

Northwest Workforce Council Meeting Minutes
December 12, 2018

Action Taken:
- Approval of Consent Agenda
- Approval of Annual Audit – Report and recommendation from Quality Assurance Committee’s Exit Interview with Auditor
- Approval of 2019 Slate of Officers

I. Call to Order
The meeting was brought to order at 1:33 p.m. by Chair, Tonja Myers.

II. Introduction of New Board Members
Tonja Myers opened the meeting by thanking all board members for their service and dedication to the important work the Council does in the northwest region communities. She then introduced and welcomed the following new members:
- Greg Winter, CEO, Opportunity Council, representing Community Based Organization - Whatcom County seat
- Sharon Sappington, Executive Director, Economic Development Council, representing Business - Island County seat
- Michele Stelovich, President, Northwest Washington Central Labor Council, representing Labor - Whatcom County seat

III. Consent Agenda
Tonja noted the four (4) items on the consent agenda: Minutes from the August 28, 2018 Full Council meeting, and three (3) Executive Committee actions taken on behalf of the Council during the November 28, 2018 meeting. She reminded members that each of the consent agenda items are delivered to members as part of the meeting packets one week prior for review. Tonja asked that if a member would like an agenda item pulled out for discussion to let her know. With no request from the floor for discussion, she asked for a motion to approve the following consent agenda items:

- Minutes of August 28, 2018 Full Council Meeting
- Authorize a $48,500 contract between the Council and Northwest Carpenters Institute (NWCI) for a Carpentry Skills Enhancement four-week Pre-Apprenticeship Program
- Extend the current One Stop System Operator (OSSO) contract with Strumpf Associates for a second year (January 1 to December 31, 2019) in the amount of $25,000
- Revise NWC Check Signing Procedure to Allow Single Signature on Items Under $5000

Michele Stelovich moved approval of the four (4) consent agenda items as presented, Ken Dahlstedt seconded, and the motion passed unanimously. Tonja reminded members that approved Council and Committee minutes can be found on the Council’s website: www.nwboard.org.
III. Chair’s / Executive Committee Report
Tonja offered recognition and congratulations to the board and council staff in managing the responsibilities that arose in 2018. Tonja led a presentation highlighting the work of the board in 2018 and the many accomplishments of the year. This presentation, accompanied by PowerPoint, is available on the Council’s website www.nwboard.org.

IV. Chief Executive Officer Report
• Statewide Business Marketing Outreach Launches at WorkSource
Gay Dubigk shared a new outreach campaign was recently launched, encouraging Washington employers to utilize the tools available to them on the website www.WorkSourceWA.com. The campaign encourages employers to use the state’s one-stop career center system to find the talent they’re in search of. The campaign features a new business landing page available here: https://test-secure.esd.wa.gov/home/WorkSourceWA/Employer/Account.

• WA Update: Federal Funding Summary
Gay provided members with a brief summary on the forecast of workforce funding. She shared at the time, there was little threat to cuts in workforce funding or staff, and business would continue to be conducted as usual.

• National Association of Workforce Boards (NAWB) Annual Conference: March 23-26, 2019
Gay reported that Executive Committee members Hart Hodges and Mark Vorobik, and Chairs of the board’s committees, Robin Plume (Planning Committee) and Tammie O’Dell (Quality Assurance and Regional Access Advisory Committees), as well as NWC’s Chief Local Elected Official, Skagit County Commissioner Ken Dahlstedt would be attending the NAWB Conference in Washington, DC next March. Two NWC staff will be accompanying board members.

V. System Planning/Programs
A. Workforce Innovation and Opportunity Act - Updates
1. Memorandum of Understanding (MOU) and Infrastructure Funding Agreement with One-Stop Partners:

   The MOU is a document developed and executed by the Local Board defining the agreement between the local board, local elected officials, and CEO’s of required partners relating to the operation of the one-stop delivery system in the Northwest region. It defines mutually agreed upon roles and responsibilities of each partner.

   The Infrastructure Funding Agreement (IFA) is the format for cost sharing and allocation of infrastructure costs among one-stop partners. WIOA requires all one-stop partner programs to contribute to infrastructure funding of the one-stop system.

   Tonja reported that the NW Memorandum of Understanding (MOU) has been fully executed. The amended Infrastructure Funding Agreement (IFA) has been delivered again to all partners following a slight redistribution in funds to accommodate Dept. of
Services for the Blind’s (DSBs) offer of a reduced amount. Signatures are due December 21.

B. Sector Strategies - Expanded Training Opportunities

1. Expanding Access to Apprenticeship and STEM Focused Careers

Alex Kosmides reported the most recent labor market data reflects continued growth in two of the Council’s key sector industries: manufacturing and construction. The data supports a continued focus on expanding career paths and apprenticeship opportunities in these industries. He shared NWC’s involvement in several recent career path development activities:

- Washington Apprenticeship Vocational Education (WAVE) Tour
- Two Council funded construction trades pre-apprenticeship rotational programs conducted by ANEW
- Two Council funded Ironworker direct entry pre-apprenticeship programs
- NWC funded carpentry pre-apprenticeship training program, scheduled for Spring, 2019

The Northwest is seeing strong increases in the number of job seekers, including young adults, entering registered apprenticeship programs.

2. NW Employer Internship/Apprenticeship Roundtable Meeting

Alex shared that the NW Employer Internship/Apprenticeship Roundtable meeting, held on December 7th, was attended by more than 60 leaders in business, education, and government. The event was convened by NWC, Skagit STEM and the Career Connect NW team. Local presenters included Economic Development Alliance of Skagit County (EDASC) Executive Director, John Sternlicht, and Kevin Corrigan, representing Nichols Brothers Boat Builders (NBBB). Excellent presentations and discussions ensued around addressing skills gaps and barriers to quality jobs by aligning workforce system programs and employing sector strategies, apprenticeships/work based learning and increased employer led training. Presentations encouraged businesses to be creators of talent not only consumers. This is a notable example of the board’s involvement with convening partners and the activities that bring focus to our region’s key sector industries.

VII. System Oversight


Tammie O’Dell, Chair of the board’s Quality Assurance Committee, reported on the exit interview with Alegria and Co. conducted just previous to this meeting. Tonja clarified that the Quality Assurance Committee serves as the board’s audit committee. Tammie shared that Marissa Cahill had hard copies available of the Draft Audit Committee Letter and the Draft Financial Statement for Year End 2017 & 2018 should they be interested. She stated the Quality Assurance Committee recommended Full Council approval of the annual audit before offering a brief
background on Northwest Workforce Council’s annual independent audit requirements.

Tammie reported, based on her review, the audit was clean with no findings. Alex Kosmides confirmed the draft financial statements, as submitted to the auditors, were correct and required no change. Tammie stated that the committee is very pleased to see there are no findings and that it is once again a clean audit with nothing noted in the Schedule of findings and questioned costs. She also relayed commentary by Gilbert Plascencia, representative with Alegria & Co., where during the call he expressed appreciation for the work of NWC management team supporting a clean Annual Audit under the new Uniform Guidance.

Del McAlpine moved approval of the annual audit conducted by Alegria & Co as presented, Ken Dahlstedt seconded, and the motion passed unanimously.

VIII. Nominating Committee Recommendations for Council’s 2019 Slate of Officers
As an annual duty of the Chair of the Board, Tonja named the Nominating Committee for the 2018 Slate of Officers: Tammie O’Dell, Robin Plume, and Kevin Corrigan. She stated that according to the By-laws, these nominations and elective process occurs during the last Full Council meeting in the calendar year. Tonja thanked all those present in the room for their time and service to the board and its committees, and stated that the work conducted by the board as being instrumental in the lives of so many individuals in our communities to finding work and beginning new career paths. She then asked Tammie O’Dell to present the work of the Nominating Committee, and to share their slate of officers for NWC’s Executive Committee during 2019.

Tammie O’Dell introduced the recommended slate of officers (Executive Committee):
• Del McAlpine – Business Sector – Chair
• Tonja Myers – Business Sector – Vice-Chair
• Lori Province – Labor – Secretary
• Mark Vorobik – Business Sector
• Terry Corrigan – Business Sector
• Hart Hodges – Business Sector

The 2018 slate of officers identified above received unanimous approval on a motion by James Tangaro and seconded by John Sternlicht.

Note: the boards Chief Local Elected Official (CLEO) serves on the Executive Committee per the By Laws.

IX. Northwest Workforce Council Board and Committee 2019 Meeting Calendar
Tonja referred members to the 2019 NWC Committee meeting calendar in their meeting packet. The meeting calendar has been posted on http://nwboard.org.
Old Business – None
New Business – None
Public Comment - None

The meeting was adjourned by Chair, Tonja Myers at 2:55 PM.

Attendance
Board Members:
Chair: Tonja Myers, Business Sector, Whatcom County
Alerd Johnson, K-12 Education, Island County
Bob Gay (alt. to Michele Stelovich), Labor, Whatcom County
Del McAlpine, Business Sector, Whatcom County
Greg Winter, Community Based Organization, Whatcom County
James Tangaro, Business Sector, Skagit County
John Sternlicht, Economic Development Alliance of Skagit County
Karl de Jong (alt. to Tammie O’Dell), Labor, Skagit County
Kathi Hiyane-Brown, Post-Secondary Education, Whatcom Community College
Kevin Corrigan, Business Sector, Island County
Mark Vorobik, Business Sector, Skagit County
Matt Bench, Public, Regional
Michele Stelovich, Labor, Whatcom County
Sharon Sappington, Business Sector, Island County
Tammie O’Dell, Labor, Skagit County

Local Elected Officials:
Kenneth Dalhstedt, Skagit County Commissioner, Chief Elected Official to the Board

NWC Staff:
Gay Dubigk, Chief Executive Officer
Alex Kosmides, Deputy Director
Marissa Cahill, Director of Executive Operations
Joel Heverling, Finance Manager

Guests: John Michner, Port of Bellingham