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Executive Committee Agenda

September 11, 2024, 12:30pm – 2:00pm

WorkSource Skagit NWC Boardroom: 2005 E. College Way, Mount Vernon WA 98273

Optional: [Join Zoom Meeting](#) / Call In: 253.215.8782 // Meeting ID: 829 8682 3821 // Passcode: 881771

I. Call to Order

II. Minutes

May 29, 2024 Executive Committee Meeting ([enclosed](#)) **Action**

June 18, 2024 Special Executive Committee Meeting ([enclosed](#)) **Action**

III. Board Business

- A. Board Member information packet, NWC Transformation Plan, & Strategic and Operational Functions of a LWDB ([enclosed](#))

Timeline for implementation

1st meeting (September 11): Familiarize with the charter, begin to prioritize approach to the tasks defined in the charter ([see attached Board Member Info Packet & NW Transformation Plan](#)). Begin discussion on what needs to be accomplished around each Priority Task ([see attached Strategic and Operational Functions of a LWDB](#)).

2nd meeting (October 9): Develop a check-in report to the Council and begin discussions to develop an action plan for each priority task.

3rd meeting (November 6): Keep working on priority action plans; staff reports on status of execution of priorities to date for which direction was given by the committee.

4th & 5th meetings (January 15, March 5): Continue work as defined with staff reports on status and challenges, if any, for implementation.

Executive Committee Membership and Charge

Membership is determined through an election process during the last Full Council meeting of the calendar year. Members include: Board Chair, Chief Local Elected Official (CLEO), 5 members of the board (business majority), and 3 non-voting members: CEO and committee chairs.

Current Executive Committee Membership

Board Chair: Mark Vorobik
CLEO: Executive Satpal Sidhu
Vice Chair/Treasurer: Del McAlpine
Secretary: Lori Province

Tonja Myers
Hart Hodges
Kevin Corrigan



Non-voting members: Marissa
Cahill, QAC Chair, WSC Chair

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Executive Committee Charge

Directs and manages the activities, as well as development of financial policies and budgets of the Northwest Workforce Council.

- B. Recommendations on upcoming Procurement Processes - *Action*
 - a. Recommended Procurement Process of Auditor for 2025 (*enclosed*)
 - b. Recommended Preparation Process for WIOA IB Service Provider(s) (*enclosed*)

Old Business

New Business

Public Comment

Adjourn

Next Full Council Meeting

Wednesday September 25, 2024 at 1:30pm – 4:00pm