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## Executive Committee Minutes

March 13, 2024

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

### Actions Taken:

- Approval of November 7, 2023 Executive Committee Meeting Minutes
- Approval that each Executive Committee meeting will include an agenda item and action by the Committee to discuss and adopt any new or revised local policy required to comply with any new or newly revised state policy announced through State WIN 0139 (Change 1). The board also authorizes the NWC Executive Director to exercise judgement in developing any additional policies, beyond those required by the state and subject to the process outlined in WIN 0139, without any additional input by the board.
- Approval of NWC Policy WIOA 01-43, Rev 1: Personally Identifiable Information & NWC Policy WIOA 01-44: Monitoring Policy
- Approval to continue to provide WIOA IB Youth, Adult, Dislocated Worker Services through the program year which the State Workforce Board finalizes guidance on Policy 1015-1; as well as retroactively authorize the Council to provide Youth services for PY 2023 (July 1, 2023 to June 30, 2024).
- Approval to recommend Full Board approval of a regional minimum wage paid to WIOA participants enrolled in Work Experience activities, with the caveat the Executive Committee review and approve the new regional wage rate at the beginning of each calendar year

### I. Call to Order

The Executive Committee was brought to order at 2pm by Mark Vorobik.

### II. Review and Approval of Minutes

Following one technical edit found and corrected on the attendee list, **Approval of the November 7, 2023 Executive Meeting minutes was moved by Lori Province, seconded by Del McAlpine. Motion passed unanimously.** Approved meeting minutes are posted to the board website [www.nwboard.org](http://www.nwboard.org)

### III. Board Business

#### A. Northwest Workforce Council's 2024-2028 Draft Strategic Plan

Mark Vorobik welcomed Jennifer Noveck who shared a [presentation](#) on recent and ongoing activities regarding the Council's 2024-2028 draft Strategic Plan. Activities which sought stakeholder input included the Plan's virtual Community Forum event, Team Whatcom feedback session, and NWC's Strategic Planning sub-committee meetings. The workforce system stakeholder survey also remains live on the Council's website in both English and Spanish, and members were encouraged to continue to share widely. The draft Plan is on schedule to be submitted to the state workforce board on April 10.

#### B. WorkSource Information Notice (WIN) 0139, Change 1: Required Local Workforce Development Board Policies

Marissa Cahill shared WIN 0139 with members, and informed them of the requirement of local areas to have local policies in place assuring compliance with state and federal rules. The WIN provides instruction on what activities constitute acceptable board involvement in the development or amendment of local policy. Upon review and discussion, members agreed to have a standing Executive Committee agenda item related to any required local policy (new or updates) for the purpose of review and action, as is an allowable form of board involvement as prescribed in WIN 0139.

**Satpal Sidhu moved approval that each Executive Committee meeting will include an agenda item and action by the Executive Committee to discuss and adopt any new or revised local policy required to comply with any new or newly revised state policy announced through State WIN 0139 (Change 1). The board also authorizes the NWC Executive Director to exercise judgement in developing any additional policies, beyond those required by the state and subject to the process outlined in WIN 0139. Such policies may be developed without additional input from the Board, though the Executive Director is free to include any in its report to the Committee, for additional action or input that may be helpful. Lori Province seconded, and the motion passed unanimously.**

**C. New Local Policies for Board Review and Action**

- 1. Draft NWC Policy WIOA 01-43, Rev 1: Personally Identifiable Information**
- 2. Draft NWC Policy WIOA 01-44: Monitoring Policy**

Marissa referred members to the two draft NWC policies available in their meeting materials. **After short discussion, Lori Province moved to adopt both NWC policies as written. Executive Sidhu seconded, and the motion passed unanimously.**

**D. NWC Board Designation under WIOA**

Marissa referred members to their meeting materials where several items had been generated for their review and discussion. Items included a briefing note, detailing the potential benefits and process of updating NWC's board designation from its current "alternative entity" status to that of a WIOA compliant board; a WIOA board template, illustrating the number and designation of required membership; NWC's current seated board and vacancies under its grandfathered status; and lastly a draft mock-up of current seated members reflected in the WIOA board template. Executive Sidhu requested to have the aforementioned materials prepared and reviewed by the Executive Committee, as well as members of the Consortium for consideration.

Members discussed the difficulties in operating under alternative entity status, including how difficult it has proven to be to fill seats, as well as the difficulty in maintaining a strategic focus with such a large board. Understanding that WIOA also requires community subject matter experts be invited to engage with the board during meetings and strategic sessions, members favored the decision to move to a WIOA compliant board, and wished to have a facilitated discussion on this matter with the Full Council.

**E. PY24 WIOA Program Delivery – Update on State's draft policy 1015-1 & Youth Provider**

Marissa Cahill informed members the state's draft policy 1015-1 remains in deliberations at the state workforce board, scheduled to be reviewed during their March 21, 2024 meeting. The policy has been in draft form since March 2023, with no further guidance provided to local areas. CEO Cahill shared several letters from the Washington Workforce Association, WDA Directors, Local Workforce Development Chairs (including NWC), and Local Elected

Officials, were received by the state workforce board sharing concerns over the draft policy's apparent disregard for the provisions afforded local boards by federal regs (WIOA) to provide Youth services directly, without the additional administrative burden and overhead that procurements would incur.

Members discussed the state's continued delay in providing local area guidance on service provider procurements. Following broad discussion on the topic, Del McAlpine **moved to approve retroactive authority of the Council to provide Youth services for PY 2023 (July 1, 2023 to June 30, 2024), as well as the Council's ability to continue providing Youth, Adult, & Dislocated Worker services through the program year which the State Workforce Board finalizes guidance on Policy 1015-1.** Lori Province seconded and the motion passed unanimously.

#### IV. System Oversight

##### A. WIOA Northwest Workforce Performance Reports / Quality Assurance Committee Reports

*As the operator for WIOA IB Programs: Youth, Adult, Dislocated Worker, the NWC provides quarterly data on performance as part of system oversight.*

###### 1. Supplemental WIOA IB Program Performance Report: PY 23 Program Year: Qtr. 2 – July 1, 2023 – December 31, 2023

Marissa guided members through the report: *WIOA Title IB Program Performance PY 2023, PY 23 Qtr. 2 Report: July 1, 2023 to December 31, 2023* enclosed in the meeting materials. Data is based on real-time exit information for the three (3) WIOA Title IB funded programs administered by NWC: Adult, Dislocated Worker & Youth/Young Adult. Of note is the continued high performance exceeding the core measure of performance, especially Earnings which reflects the Council emphasis and investment in training for quality jobs.

###### 2. WIOA & Non-WIOA Grant Summaries

Marissa shared two additional reports with members, a WIOA Grant Summary Year to Date (YTD) and a Non-WIOA Grant Summary YTD. The additional reports shared greater detail on expenditures as they apply to each of the three WIOA funding streams as well as those non-WIOA grants to include all PY allocations currently open, grant periods of performance, and remaining budgets. She asked members to review the new reports and let she or Mark know if there was anything they would like to see in addition to these figures moving forward. Members expressed appreciation for receiving the additional detailed reports.

##### B. Employment Security Department's *Recognizing Your Teams Successes* Letter

Marissa shared a letter from Employment Security Department's Grants Management Office, recognizing the Council's positive performance on WIOA Title I grants and discretionary contracts.

##### C. Monitoring Activities underway

###### 1. Annual WorkSource Equal Opportunity Monitoring by the State – Monitors on-site October 17-19, 2023

Malinda informed members the state's Equal Opportunity monitoring unit visited the WorkSource Skagit Center in October, 2023. The EO monitors reported that the majority of their review across the state was measuring towards federal code issued by US Department of Justice under the Civil Rights Division. To date, no facility has met ADA

compliance and those buildings occupied by ESD employees and the WorkSource Centers have action items to meet compliance. The EO monitors are looking at the age of the facilities to determine if there are areas that can be safeguarded (i.e. grandfathered) and be granted an exemption. It was determined that none of the deficiencies identified during their NW visit can be granted an exemption. Other than architectural issues, the feedback from the monitoring team was positive. A final report has yet to be issued.

**2. WIOA IB Internal PY23 Q1 & Q2 Program monitoring conducted 2/9–21/2024**

Malinda shared the PY23 internal program monitoring report for quarters 1 and 2. Several noted practices were identified, including how well new staff have been doing. We are looking forward to hosting the next quarter internal monitoring on-site in June.

**3. Annual WIOA IB PY23 Monitoring Scheduled for April 8-12, 2024**

Marissa informed members the annual WIOA IB monitoring is scheduled for the week of April 8<sup>th</sup>. Several monitors are expected to be onsite during this week, with at least one additional week of remote monitoring to follow. Council staff received the entrance letter, which included the monitors' request to receive items in advance including the pre-monitoring questionnaire and accompanying backup documentation.

**D. One-Stop System Operator PY23 Q1 & Q2 Reports**

Marissa shared the most recent One-Stop System Operator PY23 quarterly reports with members. Baldoz continues to be engaged with the Partner Management Team and WorkSource Operations Group – a main proponent of the work being the requests by the Certification Team in the TA report. Marissa was pleased to announce the recent re-introduction of the “Center Use” meetings at both the Skagit and Whatcom Centers, which all staff seemed very pleased to be engaging in.

**Chief Executive Officer Report**

CEO Cahill reported on the following items:

- **2024 National Association of Workforce Boards (NAWB) Annual Forum March.** Marissa Cahill, Mark Vorobik, Peter Browning, and Jane Fuller will be attending the NAWB forum this year. She shared their collective excitement to be re-engaging with the conference (NWC had not attended since 2019). They are hopeful to bring some fresh ideas back for the upcoming Full Council planning meeting on April 3<sup>rd</sup>.
- **Exploring Careers & Healthcare Opportunities (ECHO) Tour March 18-20, 2024 @ Everett Community College.** Marissa shared she was pleased to learn that a Healthcare Tour – Mirroring our local WAVE Tour – is being organized in Snohomish by CCWA and ESD189 on March 18-20 at Everett Community College. Tonja Myers would be joining Marissa in attending the VIP Tour on the 18<sup>th</sup>. Please ask Marissa if any additional members are interested in attending. Marissa hopes to coordinate with CCWA, ESD189, and local healthcare providers to host similar events in the NW Region.
- **The Workforce Board's 2024 workforce system poster is now available.** A handy overview of Washington's largest, publicly funded workforce development programs, including participant employment rates and earnings, federal and state funding totals, and a list of administering agencies and providers is included; Link: [Matrix 2024 Final.pdf \(wa.gov\)](#)

- **WIOA Re-Authorization “A Stronger Workforce for America” (ASWA).** Marissa shared two enclosures with members pertaining to the proposed re-authorization of WIOA, called, A Stronger Workforce for America (ASWA). The first, a quick one-page pros/cons on the draft legislation as it pertains to local service delivery, and the second a more detailed look at the proposed regs section by section. WIOA was last up for re-authorization in 2022 and did not pass congress. She will keep members informed as legislation moves forward and what implications (if any) they will have on the NW area.

### **System Planning/Programs**

#### **A. Federal and State Economic Recovery for All (EcSA) Program**

- **Community Reinvestment Funds (Dept. of Commerce)**

Malinda shared three of the five tribes are participating in the Community Reinvestment Funds summer projects. Upper Skagit, and Samish declined participation. Lummi, Nooksack, and Sammamish all have intensive projects that increase skill, career awareness and aim to develop their youth for entrance into the workforce. Malinda is meeting this week with the Mount Vernon Chamber to develop plans to serve Latino Businesses and Latino Youth.

#### **B. Minimum Wage paid to WIOA Work Experience participants**

*\*NWC Planning Committee Approved at 2.7.24 meeting*

Malinda shared the City of Bellingham raised its minimum wage and intends to gradually do so over the next couple of years until they reach a static wage rate that is always \$2.00 above the state’s minimum wage. The Planning Committee recommended Executive Committee approval to set a regional minimum wage to the highest amount set by any regulatory body within NW’s 4-county region. Increasing the minimum wage will not have any significant impact on the NWC youth budget and will help us meet compliance with the work-based ratio rule. Members discussed that staff will need to have intentional conversations with participants regarding realistic wage expectations with future entry level jobs should that be the young person’s career pathway.

**Following discussion, Del McAlpine moved to recommend Full Board approval of a regional minimum wage paid to WIOA participants enrolled in Work Experience activities, with the caveat the Executive Committee review and approve the new regional wage rate at the beginning of each calendar year. Lori Province seconded, and the motion passed unanimously.**

#### **Attendance:**

##### ***Committee (and Board) Members:***

Mark Vorobik (Board Chair), *Business, Skagit County*

Del McAlpine, *Business, Whatcom County*

Hart Hodges, *Business, Whatcom County*

Kevin Corrigan, *Business, Island County*

Lori Province, *Labor, Whatcom County*

***Local Elected Officials:*** Satpal Sidhu, *Whatcom County Executive*

***Council Staff:*** Marissa B. Cahill, *Executive Director*

Malinda Bjaaland, *Director of Programming and Workforce Initiatives*