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**Executive Committee Meeting Minutes
May 29, 2024**

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

Actions Taken:

- Approval of CEO Cahill performance and compensation review
- Approval of March 13, 2024 Executive Committee Meeting Minutes
- Approval of the following NWC Policies:
 - NWC Policy WIOA 01-09, REV 4
 - NWC Policy WIOA 01-20, REV 4
 - NWC Policy WIOA 01-11, REV 7
 - NWC Policy WIOA 02-01, REV 4
 - NWC Policy WIOA 02-05
 - NWC Policy WIOA 01-23
- Approval of and Recommendation of Full Council Approval of NWC OSSO Contract Renewal with Baldoz Professional Services through June 30, 2026
- Approval of and Recommendation of Full Council Approval of NWC IT Vendor Contract Renewal with Litzia through June 30, 2027

I. Call to Order

The Executive Committee was brought to order at 2:14pm by Mark Vorobik.

The meeting adjourned for Executive Session from 2:14pm – 2:27pm. **After returning to regular session, Del McAlpine moved approval of CEO Cahill’s performance and compensation review. Tonja Meyers seconded and the motion passed unanimously.**

II. Review and Approval of Minutes

Approval of the March 13, 2024 Executive Meeting minutes was moved by Del McAlpine, seconded by Satpal Sidhu. Motion passed unanimously. Mark reminded members that once approved, meeting minutes are posted to the board website www.nwboard.org

III. Board Business

A. Northwest Workforce Council’s 2024-2028 Draft Strategic Plan: UPDATE

Mark let the council know that we are in the final stages of our updated Strategic Plan 2024-2028. The plan has been signed and resubmitted to the state for their final review and submission to the Governor for his approval. It is anticipated the Council’s Plan will be approved during the state Workforce Board’s scheduled June meeting. The signed plan is posted to www.nwboard.org

B. Updated Local Policies for Board Review and Action

Marissa shared a briefing note which outlined proposed revisions to contemporize several current local policies and one new local policy. Per the new state requirement that policy generation and revisions go before the board, and the board’s agreed upon method of review/approval, these are brought to the executive committee for approval. Policies

reviewed:

1. Draft NWC Policy WIOA 01-09, Rev 4: Needs based (Related) Payments System
2. Draft NWC Policy WIOA 01-20, Rev 4: Eligibility Verification and Priority Selection for Title IB Dislocated Worker
3. Draft NWC Policy WIOA 01-11, Rev 7: Supportive Services for Adults, Dislocated Workers and Young Adults
4. Draft NWC Policy WIOA 02-01, Rev 4: Incumbent Worker Training
5. Draft NWC Policy WIOA 02-05: Young Adult (Youth) Stipend (new)
6. Draft NWC Policy WIOA 01-23: Policies and Procedures, including Conflict of Interest, for the Procurement of Supplies, Equipment, and Services

Following review, members unanimously approved the above listed NWC Policies on a motion by Tonja Myers, seconded by Satpal Sidhu.

- C. **PY24 WIOA Program Delivery and Procurement as defined in Draft State Policy 1015-1**
Marissa informed members that Draft State Policy 1015-1 (Competitive Procurement of One-Stop Operators and Service Providers) was again up for review and discussion during the State Workforce Board's March 21, 2024 meeting. The result was another failed discussion, with the notion the topic would be revisited during the WTBs June 20th meeting.
- D. **One-Stop System Operator (OSSO) Performance/Monitoring Review and Contract Renewal**
Marissa referred members to the OSSO briefing note and performance review available in their meeting packets. Baldoz and Associates have navigated another year of working with system partners and cultivating a workforce service delivery system. In the upcoming year we are looking forward to seeing the Focus Group feedback sessions take place, as well as greater presence and training in WorkSource Center front-line staff. Staff are recommending a 2-year renewal to finish out the allowable time with Baldoz as the OSSO and allow continuity in leadership through the anticipated Center Certification process in 2026. As well as additional training for new staff on the larger understanding of the system.

Del McAlpine moved approval to recommend full council approval to renew the OSSO contract for 2-years with Baldoz Professional Services, through June 30, 2026. Tonja Meyers seconded, and the motion passed unanimously.

- E. **Litzia Performance/Monitoring Review and Contract Renewal**
Marissa referred members to the IT vendor briefing note and performance review available in their meeting packets. She shared how pleased staff have been with Litzia's professionalism and support. Marissa also informed members that under the current contract there was the option to renew for an additional 3 years, through June 30, 2027. She shared staff's recommendation to renew for the allowable time-period, with the understanding the Council would engage in a competitive procurement process in 2027 for IT services.

Following review of presented materials, Del McAlpine moved approval and recommendation for full council approval to renew the IT vendor contract with Litzia for 3 years, through June 30, 2027. Tonja Meyers seconded, and the motion passed unanimously.

- F. **WIOA PY 2024: Washington State's IB Annual Allocations for 1) Adult, Dislocated Worker, and**

(Young Adult), and 2) Wagner Peyser (ESD) Programs, NWC Budget Funding Distribution, and PY 2024 Preliminary Operating Budget

Marissa informed members we have yet to receive the local allocations from the state, so we have been unable to generate a draft budget for the council's review and approval. Members agreed to a special Executive Committee meeting the week of June 18th, 2024, when it is expected local allocations would be available and a budget could be prepared for review.

IV. System Oversight

Executive Director/CEO, Marissa Cahill, shared the following items Workforce Performance Reports and Quality Assurance Committee Reports:

WIOA IB Programs (Operated by NWC):

- Supplemental Program Performance Report: PY 23 Q3 (7.1.23 – 3.31.24)
- NEW: WIOA Grant Summary YTD
- NEW: Non-WIOA Grant Summary YTD
- NEW: Statement of PY23 Q3 Revenue/Expenses (7.1.23 – 3.31.24)

The Supplemental Program Performance report shows we are not hitting our goals this year, but with the increase in staffing we will continue to see growth. The two grant summaries are new and provide a clear representation of available funds, spending to date, and the percentage of target. Statement of PY24 shows the expenditures for a period of time and the depositing for funds requested from ESD.

Employment Security Department's *Recognizing Your Teams Successes* Letter

Mark shared an informative letter from the state's Grant Management Office showing NWC's positive performance through December 31, 2023.

Monitoring Activities Underway

1. WIOA IB Internal PY23 Q3 Program monitoring scheduled for 6/10-14/2024

Marissa informed members NWC's internal monitoring was scheduled to take place on-site during the second week in June.

2. Annual WIOA IB PY23 Monitoring April 8-12, 2024; Exit Meeting conducted April 19, 2014 – no issues identified.

Marissa shared Council staff were finalizing their responses to items requested during the annual IB monitoring by the state in April. The monitoring unit then has 45 days to return the final monitoring report back to NWC, delivered directly to the board Chair and Chief elected official. We expect no issues identified in the final report.

NWC PY23 Q3 (January – April 2024) Participant Success Stories

Malinda shared a summary of participant success stories with the committee. Members were pleased to receive the positive report, and look forward to further refined versions in the future. Recommendations to post success stories to the board's website were also received.

V. Chief Executive Officer Report

CEO Cahill shared the following information:

Exploring Careers & Healthcare Opportunities (ECHO) Tour; Whatcom and Skagit activities are underway to host two ECHO Tours. The Skagit ECHO Tour is scheduled to take place in April 2025 at Skagit Valley College. Whatcom's ECHO Tour kick-off meeting is scheduled for June 6th. Marissa will

bring additional details to the board as it becomes available.

WIOA Re-Authorization “A Stronger Workforce for America” (ASWA). Marissa shared the nation’s primary workforce development and training law (WIOA) was amended and reauthorized by the lawmakers in the US House of Representatives on April 9th. The bill now goes to the Senate for consideration.

Board Retreat Tuesday June 25th at Squalicum Boathouse in Whatcom. Marissa announced the board’s training retreat would take place at the Squalicum Boathouse in Whatcom on Tuesday June 25th. The day will be lead by a skilled facilitator in workforce development, who has been asked to provide training on the roles and responsibilities of workforce development councils, and lead discussions around building a more contemporary committee structure.

State Rapid Response Team Retreat June 26-27, 2024 in Leavenworth. Marissa and two additional NWC leadership staff will be attending the state rapid response team retreat in Leavenworth June 26-27.

Old Business - None

New Business - None

Public Comment - None

Adjourn: Chair, Mark Vorobik adjourned the meeting at 3:38pm.

Attendance:

Committee (and Board) Members:

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

Del McAlpine, *Business, Whatcom County*

Tonja Meyers, *Business, 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*

Liz Vaughn, *Executive Administrative Manager*