

Northwest Workforce Council Meeting Minutes June 20, 2024

Action Taken:

- Approval of the April 3, 2024 Full Council Meeting Minutes
- Approval of WIOA PY 2024 WIOA Washington State's IB Annual Allocations for 1) Adult, Dislocated Worker, and Youth (Young Adult) 2) Wagner Peyser (ESD) Programs; PY 2024 Operating Budget
- Approval of One-Stop Operator (OSSO) Performance/Monitoring Review and Contract Renewal
- Approval of Litzia Performance/Monitoring Review and Contract Renewal
- Approval of Updated local NWC Policies: WIOA 01-08, Rev 4: Needs based payments; WIOA 01-20, Rev 4: Eligibility Verification and Priority Selection for Title IB Dislocated Worker; WIOA 01-11, Rev 7: Supportive Services for Adults, Dislocated Workers and Young Adults; WIOA 02-01, Rev 4: Incumbent Worker Training; WIOA 02-05: Young Adult (Youth) Stiped; WIOA 01-23, Rev 2; Process & Procedures, including Conflict of Interest, for the Procurement of Supplies, Equipment and Services.

Note: All approved Council and Committee minutes can be found on the Council's website: www.nwboard.org. Also, NWC's written outline that describes using a [Consent Agenda](#) for a Board can be found on the Council's [Meeting Minutes and Agendas](#) webpage for reference.

I. Call to Order

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

II. Executive Session

The meeting adjourned for a brief Executive Session where Chairman Vorobik shared CEO Cahill's six-month performance review conducted by the Executive Committee during their May 29 meeting.

III. Consent Agenda

A. Minutes of April 3, 2024, Full Council Meeting

Lori Province moved approval of the April 3, 2024, Full Council Meeting Minutes. Del McAlpine seconded and the motion passed unanimously. Approved meeting minutes are posted to the board website www.nwboard.org

IV. Chair's/Executive Committee Report

A. WIOA PY 2024 WIOA Washington State's IB Annual Allocations for 1) Adult, Dislocated Worker, and Young (Young Adult), and 2) Wagner Peyser (ESD) Programs; PY 2024 Operating Budget.

Marissa shared that Washington state fared well in state allocations, as one of the few states to receive 20% increases in both the Youth and Adult funding streams, and only a 3% decrease in Dislocated Worker (DW) funds. There were only 4 states to receive significant (30%) increases to their DW allocations (ID, IA, NV, and UT) with every other state receiving cuts of up to 11%.

Locally, the WIOA allocation for WDA3 (NW) decreased by less than one percent overall, with Youth and Adult allocations receiving just over 2%-4% increases over last year, respectively.

Dislocated Worker receiving a 10% decrease in funding. Overall, NWC's WIOA budget allocations for PY24 being less than one percent decrease from PY23.

Following review of the PY 2024 preliminary operating budget and member discussion, Lori Province moved approval of the PY 2024 operating budget, seconded by Janet St. Clair. The motion passed unanimously.

- B. One-Stop System Operator (OSSO) Performance/Monitoring Review and Contract Renewal**
Mark 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. The Executive Committee recommends 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 2025. As well as additional training for new staff on the larger understanding of the system.

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

- C. Litzia Performance/Monitoring Review and Contract Renewal**
Mark referred members to the IT vendor briefing note and performance review available in their meeting packets. He 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. Mark shared the Executive Committee 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, John Sternlicht moved approval to renew the IT vendor contract with Litzia for 3 years, through June 30, 2027. Hart Hodges seconded, and the motion passed unanimously.

- D. Updated local NWC Policies: [WIOA 01-09, Rev 4: Needs-based Payments](#); [WIOA 01-20, Rev 4: Eligibility Verification and Priority Selection for Title I-B Dislocated Worker](#); [WIOA 01-11, Rev 7: Supportive Services for Adults, Dislocated Workers and Young Adults](#); [WIOA 02-01, Rev 4: Incumbent Worker Training](#); [WIOA 02-05: Young Adult \(Youth\) Stipend](#); [WIOA 01-23, Rev 2: Processes & Procedures, including Conflict of Interest, for the Procurement of Supplies, Equipment and Services](#).**

Mark referred members to the briefing note available in their meeting packets, and shared a brief overview of the policy revisions approved by the Executive Committee. He reminded members this was the preferred method of board involvement and approval of any local updates to current or new policies.

V. Chief Executive Officer Report

- A. Washington Workforce Association annual conference November 13-14, 2024**

Marissa explained the annual Washington Workforce Association conference will be held at the Marriott Tacoma Downtown November 12-14. Marissa shared that she is looking forward to extending the invitation to attend to NWC staff, it's a great team-building and training

opportunity for direct service providers (Workforce Coordinators) to be able to connect with their peers across the state.

B. Exploring Careers & Healthcare Opportunities (ECHO) Tour

Marissa shared that dates have been set for the Skagit Exploring Careers & Healthcare Opportunities (ECHO) Tour: April 2025 at Skagit Valley College. Planning has also commenced for a Whatcom ECHO Tour, anticipated to take place at Whatcom Community College in the coming year. More information will be provided as these events take shape.

C. 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.

VI. Board Business

A. Board Retreat Tuesday June 25 @ Squalicum Boathouse in Whatcom

Mark shared 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.

B. Preparing for Regional Workforce Needs – conversation led by Commissioner St. Clair

Mark invited Janet St. Clair to share insights she has on future regional workforce needs. Commissioner St. Clair shared concern that with the incoming funding to support the expansion of Broadband and Telecommunication resources in Washington state, estimated at \$1.2B, that we are facing a critical shortage of skilled workers needed to execute related (and years long) projects pertaining to the implementation of these efforts. Members discussed the broad range of industries facing shortages in skilled workers and the possibility of bringing industry, labor and education together to assess where dislocated workers could be afforded work opportunities given current certifications to avoid lengthy periods of unemployment.

St. Clair invited Marissa to join an upcoming SWISS meeting held at the Sno-Isle Tech Skills Center on July 8th, where the main agenda item will be workforce issues.

Old Business – None

New Business – None

Public Comment – None

Adjournment

The meeting was adjourned by Chair, Mark Vorobik at 2:30 PM.

Attendance

Board Members:

Mark Vorobik, Board Chair, *Business Sector, Skagit County*

Del McAlpine, *Business Sector, Whatcom County*

Kevin Corrigan, *Business Sector, Island County*

Lori Province, *Labor, Whatcom County*

Robin Plume, *Business Sector, Whatcom County*
Tonja Myers, *Business Sector, Whatcom County*
John Sternlicht, *Business Sector, Skagit County*
Kathi Hiyane-Brown, *Higher Education, Whatcom County*
Jessica Barr, *Public Employment Service, Regional*
Hart Hodges, *Business Sector, Whatcom County*

Elected Officials:

Janet St. Clair, *Island County Commissioner*

NWC Staff:

Marissa Cahill, *Executive Director*

Malinda Bjaaland, *Director of Programming & Workforce Initiatives*

Liz Vaughn, *Executive Administrative Manager*