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Executive Committee Minutes September 11, 2024

Actions Taken:

- Approval of May 29, 2024 Executive Committee Meeting Minutes
 - Approval of June 18, 2024 Executive Committee Meeting Minutes
 - Approval of Recommendation to Prepare for Procurement Process of Auditor in 2025
 - Approval of Recommendation and Preparation of Processes Necessary to Secure Youth and Adult and Dislocated Worker Direct Services Provider(s)
- I. **Call to Order**
The Executive Committee was brought to order at 12:36pm by chair, Mark Vorobik.
- II. **Review and Approval of Minutes**
Approval of the May 29, 2024, and the June 18, 2023 Executive Committee Meeting Minutes was moved by Hard Hodges, seconded by Del McAlpine. Motion passed **unanimously**. Mark reminded members that once approved, meeting minutes are posted to the board website. www.nwboard.org
- III. **Board Business**
- A. NWC's Transformation Plan: A Review of Board Member and Committee Responsibilities, and the Strategic & Operational Functions of a LWDB
Marissa referred members to their meeting packets where several newly generated documents were available for their review and information. She reminded members of the decision made during the board's June restructuring retreat, to continue the path of transformation and transparency, and generate informational materials in support of the newly agreed upon committee structure. Thus, she provided members with the notes from the June retreat, which illustrated the new committee structure as well as the timeline for implementation; a new Board Member Information Packet which contained an overview of the board's purpose, membership, and member responsibilities; and lastly, a document that shared the 17 functions of a workforce board under WIOA, complete with which committee was responsible to oversee each function.

Members agreed the new member information packet was clear and would be helpful in conducting new board member orientations as necessary moving forward. They also shared appreciation for the defined member responsibilities and application requirements for board members, as showing an interest in the work and identifying how one might contribute is important when considering new membership.

Timeline for Implementation

Marissa walked through the timeline that was developed and decided upon at the June Board retreat:

- 1st Meeting (September 11) Review the Board Member Information Packet & NWC Transformation Packet. Then review the 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) Continue working on priority action plans; staff reports on status of execution of priorities to date for which direction was given by the committee.
- 4th and 5th Meeting (January 15, March 5) Continue work as defined with staff reports and status and challenges, if any, for implementation.

Executive Committee Membership

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

Hart Hodges

CLEO: Executive Satpal Sidhu

Kevin Corrigan

Vice Chair/Treasurer: Del McAlpine

Non-voting members: Marissa

Secretary: Lori Province

Cahill, QAC Chair, WSC Chair

Tonja Myers

Executive Committee Charge

Directs and manages the activities, as well as development of financial polices and budgets of the Northwest Workforce Council. Marissa touched lightly on the Strategic and Operational Functions of a LWDB and the NWC Current Operations

tracker. The Committee was led briefly through the tracker pointing out that is shown each committee assignment, including where to view board member vacancies.

B. Recommendations on Upcoming Procurement Processes

a. Recommended Procurement Process of Auditor for 2025:

Marissa referred members to a briefing note in their meeting materials and shared the board last procured an auditor 2018. Members discussed the importance to re-procure its third-party auditor periodically, and agreed it would be time to conduct an open procurement in 2025. Following discussion, **Del McAlpine moved to approve staff recommendation to begin preparing to conduct an auditor procurement in 2025. Tonja Meyers seconded, and the motion passed unanimously.**

b. Recommended Preparation Process for WIOA IB Service Provider(s):

Marissa referred members to a briefing note in their meeting materials, which recommended staff begin completion of a timeline and tentative contingency materials for the completion of procurement processes and/or request to the governor to continue in the capacity of program service provider, in order to be prepared to act quickly in the coming months with the goal of completing procurement/request to governor and finalization of service provider(s) for the program year of July 1, 2025 and beyond. **Tonja Meyers moved to approve the staff's recommendation. Del McAlpine seconded, and the motion passed unanimously.**

Old Business - None

New Business Marissa informed the committee she had been working closely with Kevin Corrigan on making revisions/updating NWC's Personnel Policies. As there were expressed concerns with the document, she had taken initiative to generate a completely new and more contemporary employee handbook for the organization. Members were invited to review a cover memo, detailing the vision Marissa has for incorporating clear and open lines of communication with staff and positive work environment, as well as the new draft handbook. Kevin informed the committee the new Employee Handbook provided a fresh and positive take on the work environment and spoke to retaining staff. Members were pleased to receive the new handbook with the opportunity to provide any feedback prior to implementation. Any feedback should be shared with Marissa by September 18th, so that she may work to incorporate prior to release. She thanked members for their interest in supporting the organization in this capacity and looked forward to their feedback. While not a required function of the board, **Tonja Meyers motioned to accept the new handbook, barring any additional edits or suggestions by members of the**

executive committee by September 18. Kevin Corrigan seconded the motion, and it passed unanimously.

Public Comment- None

Adjourn: Mark Vorobik adjourned the meeting at 1:26 pm.

Attendance

Board Members: Del McAlpine, Tonja Meyers, Kevin Corrigan, Mark Vorobik, and Hart Hodges

Staff: Marissa Cahill, Malinda Bjaaland, and Liz Vaughn