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## Workforce Solutions Committee Meeting Minutes

September 11, 2024

### I. Call to Order:

The meeting was brought to order at 10:30am am by Chair, Robin Plume.

### II. Board Business

Workforce Solutions Committee Responsibilities, Membership, and Charge

NWC's Transformation Plan: A Review of Board Member and Committee Responsibilities, and the Strategic & Operational Functions of a LWDB

Marissa referred members of the Workforce Solutions Committee 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 reviewed the information provided and thanked Marissa and staff for the level of transparency provided. Robin reminded the room that this was a chance to really look at what our communities need, as well as the importance to strategize to meet those needs. All agreed they looked forward to having more robust and

informed discussions around how the board (and this committee) would work to support the job seeker and employer needs of industry in the Northwest.

#### Timeline for Implementation

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

- 1<sup>st</sup> Meeting (September 11) Familiarize with the charter, begin to prioritize approach to the tasks defined in the charter.
- 2<sup>nd</sup> Meeting (October 9) Develop a check-in report to the Council and begin discussions to develop an action plan for each priority task.
- 3<sup>rd</sup> 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.
- 4<sup>th</sup> and 5<sup>th</sup> Meeting (January 15, March 5) Continue work as defined with staff reports and status and challenges, if any, for implementation.

#### Workforce Solutions Committee Membership and Charge

Chaired by member of the board, WDC members and community members who have a demonstrated experience and expertise in accordance with [§679.340\(b\)](#).

- Membership: Marissa informed committee members that moving forward, individuals interested in serving as a voting member of the board would now be invited to submit an application, with the intention that members are better invested and understand their roles and responsibilities when appointed. Members agreed there should be an onboarding process for all new board members, so they are fully supported when they join. Marissa also shared the responsibility of the committee chair, to attend the Executive Committee meetings when the dissemination of information was necessary.
- Workforce Solutions Committee Charge: Marissa referred members to NWC's new Committee/Board functions Operations tracker, a living document illustrating the work currently underway as it pertains to each board responsibility. Members agreed having a tracker available at each meeting would help them better understand the work currently underway, their role(s) and how they could best support the work.

As members reviewed the focuses of the Workforce Solutions Committee, conversation ensued around job seeker and business services. Marissa shared the need to revamp the Council's Regional Business Services Plan, and invited Scott Iddings, NWC Workforce Programs Manager to share some employer engagement ideas with the committee. Members discussed the possibility of forming a business services taskforce, however requested to know what services system partners were providing to employers to better inform the taskforce charge. Conversation continued along

the importance of growing the business sector services of the Council's work, including a focus on maritime employers and training paths for students looking to engage.

**Old Business** – None

**New Business** – None

**Public Comment** – None

The meeting was adjourned by Robin Plume at 11:46 am.

**Attendance**

**Board Members:** Robin Plume, Del McAlpine, Megan Grundbrecher, Lynnette Brower, Adele Skinner, Dave Paul

**Guests:** Victoria Compton, Kyle Jones

**Staff:** Marissa Cahill, Malinda Bjaaland, Scott Iddings, Liz Vaughn