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Executive Committee Minutes

October 9, 2024

Actions Taken:

- **Approval of September 11, 2024 Executive Committee Meeting Minutes**
- I. **Call to Order**

The Executive Committee was brought to order at 12:32pm by chair, Mark Vorobik.
 - II. **Review and Approval of Minutes**

Approval of the September 11, 2024 Executive Committee Meeting Minutes was moved by Lori Province, 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. **Committee Report Outs / Actionable Items carried forward**

Lori Province noted that in the previous two meetings (Quality Assurance and Workforce Solutions), each committee engaged in discussions about their identified responsibilities. Members were assigned homework to provide additional feedback to staff, which will aid in prioritizing activities for the November meeting.
 - B. **New Committee Structure Implementation & Materials**

Mark referred members to a few new documents available in their meeting packets and allowed some time for review.

 - Template: Check in Report to Executive Committee/Board. Provides space for committee chairs to notate important items intended to be shared with the Executive Committee during their next scheduled meeting. Committee Chairs are responsible for reporting their respective committee activities and any actionable items with the Executive Committee moving forward.
 - Strategic and Operational Functions of a Local Workforce Development Board. Identifies and defines the 17 strategic and operational functions of a LWDB, and provides which committee is responsible for each function.
 - NWC Operations Tracker – Executive Committee. Provides relevant projects, programs, or initiatives currently underway for each of the functions assigned to the Executive Committee.

Marissa summarized the board's decision from the June restructuring retreat to pursue ongoing transformation and transparency while developing informational materials to support the new committee structure. Members participated in a dynamic discussion about committee assignments and suggested minor edits to the descriptive language in three key documents. Mark advised that any further feedback should be sent to staff via email, ensuring the committee is prepared to establish priorities and action plans at the November interim meeting.

C. 2025 Slate of Officers and nomination process

Marissa directed members to the Council's interim meeting schedule, which has removed the traditional December meeting date. Historically, the board conducts its officer elections during the final meeting of the calendar year. Members concurred that the election can instead be held during the scheduled January 2025 meeting.

Old Business - None

New Business - None

Public Comment - None

Adjourn: Mark Vorobik adjourned the meeting at 1:55 pm.

Attendance

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

Staff: Marissa Cahill, Malinda Bjaaland, and Liz Vaughn