

Workforce Solutions Committee Meeting Minutes

October 9, 2024

I. Call to Order:

The meeting was brought to order at 10:30am am by Lori Province.

II. Minutes

Review and Approval of September 11, 2024 Workforce Solutions Committee Meeting Minutes. **John Sternlicht moved to approve, and Adele Skinner seconded. The motion passed unanimously.** Approved NWC committee and board minutes are available on the Council's website www.nwboard.org.

III. Board Business

Workforce Solutions Committee Implementation:

Lori 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 the committee chair to notate important items intended to be shared with the Executive Committee during their next scheduled meeting. Chairs will be responsible for reporting 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 – Workforce Solutions Committee. Provides relevant projects, programs, or initiatives currently underway for each of the functions assigned to the WSC.

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. Lori 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.

Old Business – None

New Business – None

Public Comment – None

The meeting was adjourned by Lori Province at 11:36 am.

Attendance

Board Members: Lori Province, Del McAlpine, John Sternlicht, Mark Vorobik, Lynette Brower, Adele Skinner, Dave Paul, Kyle Jones (alt. to Megan Grundbrecher)

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