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## Executive Committee Minutes November 6, 2024

### Actions Taken:

- Approval of October 9, 2024 Executive Committee Meeting Minutes
- Approval of Draft Youth Procurement documents
- Approval of Draft Application materials requesting the Governor's / State Workforce Board's approval to continue as WIOA IB Direct Service Provider to Youth, Adult and Dislocated Worker
- Approval of the Draft 2025 WorkSource Certification Application
- Approval of Executive Director performance review and salary set effective December 1, 2024

### I. Call to Order

The Executive Committee was brought to order at 12:31pm 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 Tonja Meyers. Motion passed unanimously. Mark reminded members that once approved, meeting minutes are posted to the board website. [www.nwboard.org](http://www.nwboard.org)

### III. Board Business

#### A. Committee Report Outs / Actionable Items carried forward

**Quality Assurance Committee:** Lori Province noted the Quality Assurance Committee had robust discussions regarding several key items, each being approved, and are scheduled to be reviewed by the Executive Committee today during their meeting under Board Business. Two key items pertained to the board continuing as the direct WIOA IB program service provider to Youth, Adult and Dislocated Workers. The third item pertaining to the Draft 2025 WorkSource Certification Application.

**Workforce Solutions Committee:** Mark shared the Workforce Solutions Committee identified their top 3 priority items to focus on in the coming year, which were:

1. Employer Engagement (Taskforce launched)
2. Identifying Service Gaps
3. Identify statewide/national Proven and Promising Practices

Scott Iddings, Workforce Programs Manager at NWC, has been appointed as the lead for the new Business Engagement Strategies Taskforce. He is eager to collaborate with board members, partners, and the community to successfully launch and advance this important initiative.

#### B. Draft 2025 WorkSource Certification Application

Mark as Lori to share details on the newly revised WorkSource Certification Application, as reviewed by the QAC. Lori provided a concise overview of previous applications and the sustained efforts over the years to develop a revised framework and updated certification application. She noted that with certification scheduled for 2025, it was timely to introduce an updated application for the partnership to complete—one that balances a celebratory tone highlighting the achievements of WorkSource Centers with the need to substantiate those successes through robust data and performance metrics.

Members of the Executive Committee expressed agreement, recognizing the new application as a positive step forward. They emphasized that it better reflects the essence and impact of the WorkSource system and its Centers.

**Lori motioned that the Executive Committee approve and adopt the Draft 2025 WorkSource Certification Application. Tonja Meyers seconded. The motion passed unanimously.**

**C. NWC Processes to secure WIOA IB Program Service to Providers**

- a. **Preparing Processes Necessary to Secure Youth, Adult, and Dislocated Worker Program Service.** Mark recapped the board’s activities over the course of the past year as they pertained to the provision of WIOA IB program services. In March 2024, this board affirmed NWC would continue to provide Youth, Adult and Dislocated Worker program services, acknowledging that the state remained in a holding pattern with their revisions to draft Policy 1015, which, when finalized would define the allowable processes boards must follow to directly provide these program services.

In response to the request, staff have prepared materials for the board, including:

- A tentative board activity timeline outlining key procurement dates,
- A solicitation document for an independent procurement manager, complete with contract deliverables and a detailed job description, and
- An RFQ narrative to guide the procurement manager in identifying and evaluating potential service providers.

**Following discussion, Lori Province motioned that should Northwest Workforce Council be required to procure, that these materials be approved for use as presented. Tonja Myers seconded. Motion passed unanimously.**

- b. **Request to provide WIOA IB Youth, Adult , and Dislocated Worker Program services directly.** In light of the state's ongoing deliberations on Policy 1015—which will establish the processes local boards must follow to secure service providers for WIOA Title IB Programs (Youth, Adult, and Dislocated Worker)—Marissa recommended that the board utilize the current draft provisions to submit a formal request to the State Workforce Board, as appointed by the Governor. This request would seek approval for NWC to continue serving as the provider of career services for Youth, Adult, and Dislocated Worker programs for the duration of NWC's Regional Strategic Plan (2024–2028).

As outlined in the draft Policy 1015, local boards have the option to request authorization to provide all three WIOA Title IB programs directly. In consideration of NWC's and the State Workforce Board's 2025 meeting schedules, staff have proactively developed a draft request/application for this purpose. Mark reminded members that the draft materials were distributed the previous week, with a request for members to review them in detail and bring any questions to this meeting. The draft request was reviewed and minimal discussion followed.

**Lori Province motioned to approve the draft applications, requesting approval by the State Workforce Board/Governor to continue as the WIOA IB Programs direct services provider for Youth, Adult and Dislocated Workers. Kevin Corrigan seconded. Motion passed unanimously.**

#### **D. New Committee Implementation**

Mark directed members to a few documents available in their meeting packets and reminded them that these materials are to help maintain progress and keep the board actively engaged.

- 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.

#### **IV. Executive Session**

Mark adjourned the meeting to executive session at 1:04. Members returned from executive session at 1:15 and made the following motion:

**Kevin Corrigan moved to approve the set Executive Director salary for Marissa Cahill effective December 1, 2024. Lori Province seconded. Motion passed unanimously.**

**Old Business** - None

**New Business** - None

**Public Comment** - None

**Adjourn:** Mark Vorobik adjourned the meeting at 1:19 pm.

#### **Attendance**

**Board Members:** Tonja Meyers, Kevin Corrigan, Mark Vorobik, Lori Province

**Staff:** Marissa Cahill, Malinda Bjaaland, and Liz Vaughn