

**Executive Committee Minutes DRAFT
June 11, 2025**

Actions Taken:

- Approval of March 5, 2025 Executive Committee Meeting Minutes
- Approval of May 28, 2025 Special Executive Committee Meeting Minutes
- Approval of WIOA Policy, Rev 2: Property Management and Inventory
- Approval and Recommendation of Full Council approval of Alegria & Co. to serve as Auditor
- Approval and Recommendation of Full Council approval PY 2025 Preliminary Operating Budget

I. Call to Order

Kevin Corrigan called the meeting to order at 10:03 AM.

II. Review and Approval of Minutes

Members referred to the March 5, 2025 and the May 28, 2025, Executive Committee Meeting Minutes available in their meeting materials. **Executive Sidhu moved approval of the minutes as presented, Hart Hodges seconded, and the 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

- **Quality Assurance Committee** – Marissa Cahill shared an update on behalf of Quality Assurance Committee Chair, Lori Province. She reported that the committee recently met to review audit submissions, and staff will be presenting a recommendation for the selection of an annual audit firm to the Executive Committee for consideration later in the agenda. Additionally, the Certification Team provided the QAC with an update on the upcoming WorkSource Center re-certification process. Their recommendation will be brought forward directly to the Full Council at its June 25th meeting.
- **Workforce Solutions Committee** - Kevin Corrigan reported that the Workforce Solutions Committee received a presentation from Scott on the Council's updated Business Services strategy, including the newly developed Regional Business Services Plan. The committee voted to approve the plan, which has been included in the meeting packet for informational purposes. Hart expressed appreciation for the refreshed strategy and underscored the importance of tracking metrics to measure progress on key initiatives. Kevin emphasized that incorporating clear performance indicators will help ensure the plan remains dynamic and relevant, supporting continued collaboration and

effectiveness in business engagement efforts. Marissa confirmed that progress updates will be regularly shared with the Full Council as business services continue to evolve.

B. Updated Local Policies for Board Review and Action

1. Draft NWC Policy WIOA 01-22, Rev 2: Property Management and Inventory

Marissa provided an overview of the proposed revisions to the Property Management and Inventory Policy. She noted that the update reflects revised state guidance, which raises the threshold for equipment purchases requiring prior written approval from \$5,000 to \$10,000. This change is reflected on page one of the policy under Section A, item four. Additionally, a reference to Washington State Policy #5260, Revision 5 has been added on page three to ensure alignment with current requirements. Marissa reminded the Committee that, per the board's approved governance process, the Executive Committee holds the responsibility for reviewing and approving local policies that require board action.

Motion to approve the update to WIOA Policy 01-22, Rev. 2 was made by Mark Vorobik, seconded by Hart Hodges, and passed unanimously.

C. One-Stop System Operator (OSSO) Performance/Monitoring Review

Mark invited Marissa to present an overview of the annual One-Stop Operator (OSSO) performance review. Marissa noted that, as the board previously approved extending the current OSSO contract through June 30, 2026, this review serves as the standard annual update and does not require board action. She highlighted Patrick Baldoz's continued strong performance, particularly his effective partner engagement and leadership during the certification process and MOU training. Marissa also reminded the Committee that an open procurement for OSSO services is scheduled for 2026.

D. Annual Audit Firm RFQ – Update

Mark provided an update on the audit solicitation process, highlighting key milestones:

- February 3, 2025: RFQ Released
- February 3-28, 2025: Q&A Period (one inquiry received regarding remote audits)
- March 7, 2025: Responses Due
- March 17-21, 2025: Evaluation Team Reviews Quotes
- May 21, 2025: Executive Committee Reviews Recommendations
- June 25, 2025: Full Board Action on Final Selection

Marissa provided an update on the Auditor RFQ process, noting that a new procurement was required as the last audit review occurred in 2018. She explained that NWC issued a Request for Quotes and received three proposals from Washington-based audit firms. A three-member staff review team evaluated the submissions, with technical scores summarized in the memo included in the meeting materials. Alegría was identified as the strongest candidate, based on their prior experience with the Council, extensive background auditing WIOA-funded entities, and a well-scoped proposal supported by experienced staff. The Quality Assurance Committee reviewed the evaluation results and approved recommending Alegría continue as the Council's auditor.

Motion to recommend Alegria & Co. as our auditor to our Full Council was made by Satpal Sidhu, seconded by Hart Hodges, and passed unanimously.

E. WIOA PY 2025: Washington State's IB Annual Allocations for 1) Adult, Dislocated Worker, and Youth (Young Adult), and 2) Wagner Peyser (ESD) Programs, NWC Budget Funding Distribution, and PY 2025 Preliminary Operating Budget

Marissa thanked members for their time and engagement during the special Executive Committee meeting on May 28th, where the draft budget was reviewed in greater detail. She noted that the current version of the budget remained largely unchanged from the previous week, with no adjustments to the overall total.

Marissa then provided a high-level overview of the WIOA PY 2025 allocations at both the state and local levels. She reported that Washington state experienced average reductions of approximately 10% in the Youth and Adult WIOA funding streams, consistent with national trends. However, Dislocated Worker funding increased significantly by roughly 30%, making Washington one of the few states to see a substantial increase. Wagner-Peyser funding remained largely flat, with a decrease of less than 1%.

At the local level, she shared that allocations are still being finalized with ESD, with finalized figures expected early next week and contracts anticipated by the end of June. Current projections for the Northwest region show a 1.5% decrease in Youth funds, a 4% decrease in Adult funds, and a notable 37% increase in Dislocated Worker funds for PY25. This results in an overall 7% increase in WIOA Title IB funding for the region.

Motion to recommend PY 2025 Preliminary Operating Budget to the Full Board for approval was made by Kevin Corrigan, seconded by Hart Hodges, and passed unanimously.

F. Board Membership and Recruitment

Marissa addressed the current absence of a local apprenticeship representative on the board, emphasizing the importance of filling the next vacant labor seat with an individual affiliated with a registered pre-apprenticeship or apprenticeship program. She reminded the Committee that board recruitment and engagement are shared responsibilities and requested their support in identifying qualified candidates.

The group acknowledged that several current members are expected to retire within the next year, which will create upcoming vacancies. Members stressed the importance of recruiting individuals who are both committed and able to invest the necessary time to actively contribute to the board's work.

Chair Vorobik noted the difficulty in identifying his own successor and welcomed any recommendations. Marissa also shared that San Juan County Councilmember Kari McVeigh has been actively engaged in identifying a business representative for her county. Members discussed the potential to engage local colleges, Whatcom County's Business and Commerce Advisory Committee, and local Economic Development representatives to explore possible candidates and strengthen outreach.

IV. System Oversight

A. WIOA Northwest Workforce Performance Reports

As the operator for WIOA IB Programs: Youth, Adult, Dislocated Worker, the NWC provides quarterly data on performance as part of the system oversight.

1. WIOA IB Programs (Operated by NWC)

- WIOA Grant Summary YTD
- Non-WIOA Grant Summary YTD
- Statement of PY24 Q3 Revenue/Expenses (7.1.24 – 4.30.25)

Members were referred to three documents available in their meeting materials (bulleted above). Elena VanVoorhees, NWC staff, walked through the materials and provided an update on WIOA and non-WIOA grant expenditures to date. She reported that all grants are on track for appropriate spend-down, with no risk of unspent PY24 funds being returned.

2. WIOA IB Internal PY24 Q3 Program monitoring scheduled for 06/5/2025 – 06/10/2025

Kevin invited Malinda to provide an update on NWC's PY24 third quarter internal program monitoring. Malinda reported that Michelle Mann began the internal review on June 5th, with the scope consistent with prior years and inclusive of all programs, including state-funded grants. She noted that due to NWC's low-risk designation in the recent state monitoring, only 50% of the usual number of files will require review. A final report is expected to be available for the July committee meetings.

3. Annual WIOA IB PY24 State Monitoring April 7-11, 2025; Exit Meeting conducted May 1, 2025

Marissa reported that this year's monitoring by the state was conducted almost entirely remotely, with one monitor visiting the Centers in person for one day to fulfill the on-site requirement. The monitor toured the Island, Skagit, and Whatcom Centers during their visit. Despite a reduced sample size due to NWC's low-risk designation, the review was thorough and extended well beyond the initial one-week schedule, continuing into the fourth week of April. NWC's responses to any outstanding questions or requests are due by June 13. Following submission, the monitoring team has 45 days to issue their final report, which will be delivered directly to the Board Chair and Chief Local Elected Official (CLEO).

Old Business

Measurable Skills Gains: Malinda provided an update on Measurable Skills Gains (MSGs) performance for young adult participants, highlighting substantial recent improvements. She noted that while both the local area and the state had previously fallen behind MSG targets, the local area was never at risk of a funding penalty. However, the state faces the potential loss of the Governor's discretionary funds if MSG performance falls short for two consecutive years—an outcome that could indirectly impact future local allocations.

Locally, NWC's MSG rate improved significantly from 25% to 61%, surpassing the annual performance target of 50%. Malinda credited this progress to the dedicated efforts of program staff to retrieve and

enter outstanding data, combined with aggressive interventions and technical support from the Workforce Training Board. She noted that continued improvement is expected as more students complete their programs and final grades are submitted. Malinda stressed the importance of initiating proactive measures earlier in the program year to avoid end-of-year time pressures.

Washington Ferry Build: Kevin provided an update on the ongoing effort to secure the Washington State ferries contract. He noted the strong advocacy from the workforce development community and other industry groups, including a widely circulated letter that has gained nearly 20 signatures. Although the decision was originally due to be announced last Friday, it has yet to be shared. This delay is being interpreted as a positive sign, suggesting a competitive process rather than a quick, straightforward decision. Kevin shared that the Port of Everett's commission study demonstrated a significant economic impact, projecting over 1,200 jobs if the contract is awarded in-state. This includes direct employment and a multiplier effect involving suppliers and support industries. While the announcement is still pending, Kevin stated that they remain hopeful and continue to monitor the situation closely.

New Business

Job Corps: Malinda informed members of the proposed closure of the Cascade Job Corps Center in Sedro-Woolley. A statewide team is actively coordinating rapid response efforts for the approximately 120 employees who would be affected. She noted that the State of New York has filed a legal stay, delaying the closure until a hearing scheduled for June 17th determines whether operations will continue.

Lori emphasized the importance of identifying concrete metrics- such as financial and enrollment impacts - to effectively communicate the implications of the closure to public officials and the broader community. Hart noted that the loss of discretionary spending by staff could have a significant economic ripple effect across the region.

Members identified two primary areas of concern: the economic impact of displaced workers and the disruption to the youth workforce development pipeline. Cascade has served as a critical source of trained young talent for regional employers, and its closure would leave a significant gap. Of the four Job Corps centers in Washington State, only Cascade is operated by a subcontractor and therefore subject to closure; the others, being federally operated, are not at risk.

Public Comment - None

Adjourn: Kevin Corrigan adjourned the meeting at 11:26 am.

Attendance

Board Members: Hart Hodges, Kevin Corrigan, Mark Vorobik, Satpal Sidhu, Lori Province

Staff: Marissa Cahill, Malinda Bjaaland, Elena VanVoorhees, and Liz Vaughn