

**Executive Committee Minutes
September 10, 2025**

Actions Taken:

- Approval of June 11, 2025 Executive Committee Meeting Minutes
- Approval to Update NWC's Bank of America Check Signers
- Approval to Update NWC's Columbia Bank Authorized Signatories

I. Call to Order

Lori Province called the meeting to order at 10:06 AM.

II. Review and Approval of Minutes

Members referred to the June 11, 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

Mark Vorobik, Committee Chair, asked Lori Province to report on the latest Quality Assurance Committee meeting held on August 27.

- **Quality Assurance Committee**

- i. **Renewal of Leases Agreements for Center Locations**

Lori informed the committee that the building leases for the NW region's WorkSource Centers located in Island, Whatcom, and Skagit counties are set to expire in June 2026. Marissa confirmed that negotiations with building owners have begun, and are expected continue through the new year. She will keep the board apprised of any developments or roadblocks along the way.

- ii. **MOU/IFA due for renewal July 1, 2026**

Lori noted that the NW WIOA MOU and IFA are also up for renewal in 2026. NWC's One Stop System Operator, Patrick Baldoz, has alerted the NW Partner Management Team of these impending activities, and is expected to lead efforts to renew and renegotiate with system partners during the first and second calendar quarters in 2026. She acknowledged the process can be lengthy and complex, and stated appreciation for Patrick's expertise in this field.

- **Workforce Solutions Committee**

Mark informed the committee that this meeting was cancelled due to scheduling conflicts. The committee information and presentations will be provided at the next full Board meeting scheduled for September 24, 2025.

B. NWC Authorized Check Signers – Bank of America

Mark referred members to a memo contained in their meeting materials, *Board approval to update NWC's Bank of America check signers*. He informed members that with the departure of Malinda Bjaaland, leaves Marissa Cahill, Executive Director as the sole authority to sign checks at NWC. **To maintain compliance with internal controls and ensure uninterrupted financial operations, members moved to remove Malinda Bjaaland from agency accounts, and add Scott Iddings, Workforce Programs Manager, and Liz Vaughn, Executive Administrative Manager, as additional authorized signers.** Both have appropriate oversight responsibilities and will support the agency's established review procedures, ensuring strong internal controls and seamless continuation of fiscal operations. **The motion received unanimous approval as moved by Kevin Corrigan, seconded by Satpal Sidhu.**

C. NWC Authorized Signatories – Columbia Bank (formerly Umpqua)

As part of the implementation of the Community Reinvestment Program (CRP), NWC established Matched Investment Savings Accounts (MISAs) to assist eligible participants in building financial assets while achieving program milestones. Consistent with sound business practices, the Programs Manager has been included on the account to monitor activity and provide coverage in the event the fiscal lead is unavailable.

With recent staffing transitions, the Council discussed the need to update account authorization and signatory designations. **Members moved to remove Malinda Bjaaland from the Columbia accounts and that Cynthia Silva, Workforce Program Manager with direct oversight of CRP operations, be added as an authorized signatory to ensure continuity of program administration. The motion received unanimous approval as moved by Lori Province, seconded by Hart Hodges.**

D. One-Stop System Operator

PY24 Q4 Reports: The PY24 4th quarter One Stop Operator reports are available to committee members in their meeting materials. The OSSO report highlighted successful completion of the 2025 Certification of all three sites, made possible through strong partner and staff collaboration. Membership shifts continue to affect attendance, and efforts are underway to integrate new member Haydee Barbosa, Director of Educational and Career Services with OIC, into the Partner Management Team.

Additionally, Liz Gallagher, Workforce Policy Associate with the State Workforce Board, attended the Partner Management Team meeting and visited the Whatcom and Skagit WorkSource Centers. She commended the region's strong partnerships, effective service integration, and commitment to continuous improvement.

Upcoming OSSO Procurement 2026: Lori reminded members that the next procurement for the One Stop System Operator is scheduled for 2026 and recommended that members review the current OSSO contract and scope of work in advance to identify any updates the Council may wish to implement prior to releasing the Request for Proposals. While the Quality Assurance Committee will manage the procurement process, both the Executive Committee and full board will be consulted to ensure the scope of work reflects the Council's needs. Members agreed to review the current scope of work following the September meeting, during which Patrick will present his annual report. The discussion also addressed contract term limits, staffing and facility considerations, and potential legislative impacts, with members emphasizing the value of Patrick's experience and willingness to continue service.

E. Board Membership and Recruitment

The Committee reviewed current vacancies, anticipated departures, and recruitment strategies for board member nominations. Lori reported efforts to fill a labor seat with a candidate connected to apprenticeship programs and will connect the individual with Mark and Marissa for consideration. Mark noted the importance of securing qualified and committed candidates, ideally through business organizations. Marissa emphasized the need to have a fully seated board by Spring 2026 to meet State Workforce Board reauthorization requirements.

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 Q4 Revenue/Expenses (7.1.24 – 7.31.25)

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. Members discussed that some expenditures may appear high due to higher than typical enrollment carryover from the previous year, and that internship and other program spending will even out as these short-term program activities conclude. Non-WIOA grants, including Quest, Federal and State EcSA, and Community Reinvestment, are progressing as planned.

B. Monitoring Activities

1. Annual WIOA IB PY24 State Monitoring April 7-11, 2025

Marissa informed members the final annual WIOA IB monitoring report, delivered to Whatcom County Executive Satpal Sidhu and the Board Chair, is included in the board packet for review. She noted that the monitoring process was comprehensive and concluded with no questioned costs or critical findings, resulting in another clean bill of health for the organization. The

committee recognized this outcome as a positive reflection of NWC's strong fiscal and program management practices.

2. WIOA IB Internal PY24 Q4 Program monitoring scheduled for 09/29/25 – 10/3/2025

Marissa reported that NWC's internal program monitor, Michelle Mann, will be onsite during the week of September 29 to meet with staff and program management as part of the PY24 fourth-quarter monitoring. Results from the review will be presented at the upcoming fourth-quarter Quality Assurance Committee meeting.

3. Annual PY24 Equal Opportunity monitoring scheduled for 10/17-16/25

Marissa reported that the state Employment Security Department will conduct its annual Equal Opportunity monitoring onsite during the week of October 13. During the visit, Liz will participate in one-on-one training in her new role as NWC's Equal Opportunity Officer. The monitors are also expected to review physical and programmatic access at the Whatcom Center. The final report from the August 2024 monitoring is still pending.

Old Business

New Business

Public Comment

Adjourn: Mark Vorobik adjourned the meeting at 11:27 am.

Attendance

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

Staff: Marissa Cahill, Elena VanVoorhees, and Liz Vaughn