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## Executive Committee Minutes November 19, 2025

### Actions Taken:

- Approval of September 10, 2025 Executive Committee Meeting Minutes
- Approval to submit formal request to the State Workforce Board to extend direct service delivery authority through June 30, 2028
- Approval of applications to provide WIOA Title I-B Youth, Adult, and Dislocated Worker program services (and their submission to the state WFB if requested to do so)

### I. Call to Order

Mark Vorobik called the meeting to order at 10:02 AM.

### II. Review and Approval of Minutes

Members were referred to the September 10, 2025, Executive Committee Meeting Minutes available in their meeting materials. **Executive Sidhu moved approval of the minutes as presented, Kevin Corrigan seconded, and the 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

Mark Vorobik, Board Chair, reported on the latest Quality Assurance Committee meeting held on November 5<sup>th</sup>, 2025.

- **Quality Assurance Committee**

The committee reviewed system performance for Program Year 2025, Quarter 1. Program enrollments were reported at capacity, and expenditures remained on target across Adult and Dislocated Worker programs, while Youth program spending stabilized. Updates from the One Stop System Operator highlighted successful employer engagement through the October Business Focus Group and ongoing collaboration among partners, including renewed participation from OIC of Washington and confirmation of continued operations at Cascade Job Corps. Customer satisfaction metrics remained strong, with quarterly and annual surveys reflecting consistently positive feedback.

- **Workforce Solutions Committee**

Mark asked Scott Iddings, NWC staff, to share on the committee meeting held on November 5<sup>th</sup>, 2025. Scott shared updates from the Board's Business Engagement Strategies Task Force (BEST), which advanced efforts in career pathway development, employer engagement, and layoff aversion strategies. Recent BEST meetings focused on aligning pathways with regional business needs, developing outreach materials for Rapid Response and Shared Work programs, and

creating a regional communications strategy to promote business services and work-based learning. Members explored opportunities for micro-credentials and industry-recognized certifications. Council staff introduced the YouthWorx pilot program, scheduled for January 2026, to strengthen essential workplace skills for young adults through in-person and virtual training modules covering prioritization, problem-solving, ethics, communication, and AI literacy.

Scott shared the relaunch of statewide Virtual Rapid Response sessions for federal and state employees impacted by layoffs, alongside a localized regional pilot serving displaced workers from multiple sectors. The committee is awaiting a report on the October Business Focus Group, which gathered employer feedback on WorkSource branding, job seeker readiness, and digital literacy needs. Scott explained that alignment efforts with K–16 education and economic development partners were highlighted, including initiatives to improve career pathway coordination and digital transcript systems. Scott announced monthly information sessions beginning January 2026.

**B. Updated Local Policies for Board Review (N/A)**

*\* Per Full Board action, the Executive Committee formally assumed responsibility for reviewing and approving local workforce policies as required under State WIN 0139, Change 1.*

Mark stated there were no local policies in need of board review at this time.

**C. One-Stop System Operator**

**PY25 Q1 Report:** Mark reported that the first quarterly update for Program Year 2025 highlighted key developments and collaboration within the local WorkSource system. He noted the successful Business Focus Group held in October, which gathered local employers to discuss workforce needs and system improvements, with a summary of recommendations to be shared at a future meeting. Additional updates included renewed participation from the Opportunity Industrialization Center (OIC) of Washington, the Community Action of Skagit County (CASC) transition out of adult education services, and confirmation that the Cascade Job Corps Center remains open. Mark concluded that the NW Partner Management Team will use recent employer feedback to guide ongoing system improvements and prepare for upcoming priorities, including updates to the local Memorandum of Understanding and Infrastructure Funding Agreement.

**Upcoming OSSO Procurement 2026:** Mark reported that several documents were included in the meeting mailout, including a memorandum from Marissa summarizing the legal requirements for the One Stop Operator and how those requirements are fulfilled through the Council’s MOU, Regional Strategic Plan, and existing OSSO contract. He noted that the re-procurement of the One Stop System Operator is scheduled for next year and that committee and board members were invited to provide feedback prior to the release of the Request for Proposals; however, no suggestions or concerns have been received to date. Mark encouraged further discussion and requested that the draft RFP materials be distributed in advance of the February 2026 meeting, allowing members

adequate time for review prior to committee approval and the anticipated release in March.

**D. Request to provide WIOA IB Youth, Adult, and Dislocated Worker Program Services Directly**

The committee reviewed updates related to the Council's continued role as the direct provider of WIOA Title I-B services. Mark provided background on the Council's original application submitted the prior year, which sought approval to deliver Youth, Adult, and Dislocated Worker services through the full duration of the 2024–2028 Regional Workforce Plan. While the State Workforce Board approved the request, it did so only through June 30, 2026, citing the pending finalization of WorkSource System Policy 1015, which remains in draft form after more than two years.

Marissa presented a proposed next step: submitting a formal request to the State Workforce Board to extend the Council's authority through June 30, 2028. This extension would provide added stability and support uninterrupted service delivery and long-range program planning. Committee members affirmed the importance of clearly demonstrating board support and requested that a letter outlining the request be prepared for signature by the Board Chair, Chief Local Elected Official, and Executive Director. Marissa agreed to draft the letter and circulate it for signatures prior to submitting the request.

Marissa also introduced a proactive contingency plan should the State Workforce Board require a refreshed application. She explained that draft applications, one for Youth services and a second for Adult and Dislocated Worker services, had already been updated and included in the meeting packet for Executive Committee review. Although the cost-per-participant data from the Employment Security Department was still pending, a final version of the applications would be circulated once that information was received. Mark confirmed that the draft applications had been distributed in advance, allowing sufficient time for review.

**Satpal Sidhu moved to approve both the submission of a formal request to the State Workforce Board to extend direct service delivery authority through June 30, 2028, and- if requested- the submission of updated applications to provide WIOA Title I-B Youth, Adult, and Dislocated Worker program services. Lori Province seconded the motion, and it passed unanimously.**

**E. 2024-2028 NWC Strategic Plan – 2026 Update**

Marissa reported that, in accordance with WIOA Section 108 and 20 CFR 679.580, local and regional workforce plans require a midpoint review and update. For NWC's 2024–2028 Regional Strategic Plan, a two-year update is required in 2026. She noted that these mid-cycle updates are typically lighter, with more substantial revisions occurring during the four-year submission. The update should reflect current economic and labor market conditions, incorporate state policy changes and new strategic priorities, and revise partner commitments, funding strategies, and performance goals as needed. The draft timeline includes a planning kickoff and state guidance review in January/February 2026, drafting and partner input in March/April, and public posting, board review, and state submission in May/June. She shared there was talk at the state level to postpone local updates until 2027, and she would provide additional information as it was released.

## F. Board Membership and Recruitment

Mark reviewed the Executive Committee's role in identifying and recommending qualified candidates to fill vacancies on the Council's Board, ensuring balanced representation across required sectors. Responsibilities include reviewing sector alignment, engaging community partners, and forwarding nominations to Local Elected Officials for appointment.

The committee then reviewed the current Board roster and identified open positions. Lori Province shared that she is working to identify a candidate to represent apprenticeship programs. Satpal Sidhu also expressed his intent to help finalize a nomination for the vacant higher education seat.

## IV. System Oversight

### A. Monitoring Activities

1. NWC Internal Fiscal Monitoring Report 09/30/2025
2. WIOA IB Internal PY24 Q3&4 Program Monitoring
3. WIOA IB Internal PY25 Q1 Program Monitoring 09/29/25 – 10/03/25

Mark directed committee members to the Internal Monitoring Reports included in their meeting materials, covering the PY24 Q3 & Q4 Program Monitoring, PY25 Q1 Program Monitoring (September 29 – October 3, 2025), and the NWC Internal Fiscal Monitoring Report dated September 30, 2025.

He noted that both program and fiscal monitoring activities went smoothly and reflected positively on the Council's operations. The internal fiscal review found no issues of concern, and confirmed that sound internal controls are in place to support effective financial management and compliance with applicable requirements.

With regard to program monitoring, several participant files had been completed by newly onboarded staff, and the reviewer noted that the training and preparation provided to new team members was highly effective. Items requiring correction were minimal and addressed promptly, and the monitor observed a high level of responsiveness from staff throughout the process. The review further noted that participants were receiving quality services aligned with WIOA goals, and commended the organization for a smooth transition in management, highlighting the strength of internal leadership during the period of operational change.

4. Annual PY24 Equal Opportunity Monitoring 10/14-16/25

Mark reported that the State Equal Opportunity (EO) monitoring review was conducted the week of October 13, 2025, with program activities and staff engagement proceeding smoothly. He noted that the Council expects to receive the formal monitoring results within six months, at which point findings will be shared with the committee.

Liz Vaughn added that the EO monitors spent a significant portion of their onsite visit providing technical assistance and training support to her in her new role as the Council's Equal Opportunity Officer. She described the experience as both enriching and insightful, supporting her understanding of EO responsibilities. Liz shared her plans to deliver her first Equal

Opportunity training for NWC staff in December, followed by a regional partner training in January to further strengthen awareness and compliance across the workforce system.

**B. 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.

**C. WIOA IB Programs (Operated by NWC)**

- WIOA Grant Summary YTD
- Non-WIOA Grant Summary YTD
- Statement of PY25 Q1 Revenue/Expenses (7.1.25 – 9.30.25)

Members were directed to the following documents included in their meeting materials: WIOA Grant Summary Year-to-Date, Non-WIOA Grant Summary Year-to-Date, and the Statement of PY25 Q1 Revenues and Expenses (July 1 – September 30, 2025). Elena VanVoorhees, NWC staff, provided a summary of expenditures across both WIOA and non-WIOA grants. She noted that some WIOA program expenditures may appear elevated due to higher-than-typical participant carryover from the prior program year. Spending is expected to normalize as short-term activities, such as internships, reach completion. She further reported that non-WIOA grants- including Federal and State Economic Security for All (EcSA) and Community Reinvestment- are advancing as planned, with expenditures aligned to budget expectations.

**Old Business-** None

**New Business-** None

**Public Comment-** None

**Adjourn:** Mark Vorobik adjourned the meeting at 11:02 am.

**Attendance**

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

**Staff:** Marissa Cahill, Elena VanVoorhees, Scott Iddings and Liz Vaughn