



ISLAND
265 NE Kettle St., Ste. 102
Oak Harbor, WA 98277
360.675.5966

SAN JUAN
540 Guard St., Ste. 160
(PO Box 1696)
Friday Harbor, WA 98250
360.378.4662

SKAGIT
2005 E. College Way
Mount Vernon, WA 98273
360.416.3600

WHATCOM
101 Prospect Street
(PO Box 2009)
Bellingham, WA 98225
360.676.3209

Executive Committee Minutes

June 10, 2026

Actions Taken:

- Approval of March 4, 2026 Executive Committee Meeting Minutes
- Approval of Annual One Stop System Operator PY25 Performance Review
- Approval of Award of the One Stop System Operator Contract to Baldoz Professional Services
- Approval and Recommendation of Full Council Approval of the 2026-2029 MOU and IFA
- Approval and Recommendation of Full Council Approval of the Program Year 2026 Operating Budget

I. Call to Order

Mark Vorobik called the meeting to order at 10:22 AM.

II. Review and Approval of Minutes

Members were referred to the March 4, 2026, Executive Committee Meeting Minutes available in their meeting materials. **Lori Province 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**

Lori Province reported on key outcomes from the Quality Assurance Committee (QAC) meeting, noting that several items would be addressed later in the Executive Committee agenda. She shared that the committee completed its review of the One-Stop System Operator procurement process, including evaluation of submitted proposals and staff analysis, and reached consensus on a recommendation for Executive Committee consideration.

Lori also provided an update on the recent state monitoring review, which identified the need to revise the One-Stop infrastructure funding methodology to align with updated federal guidance issued in 2024. She noted that this work may be incorporated into upcoming MOU and Infrastructure Funding Agreement (IFA) processes and could require future Board action. Further discussion of these items was deferred to later in the meeting agenda.

- **Workforce Solutions Committee**

Mark Vorobik reported on updates from the Workforce Solutions Committee, highlighting ongoing efforts to strengthen business engagement and coordination across workforce system partners. The committee discussed opportunities to expand the use of labor market intelligence tools to support employer outreach and improve alignment with regional workforce needs. Members also received

a brief update on Disaster Recovery Dislocated Worker Grant activities, with additional detail planned for later in the Executive Committee agenda.

The committee further discussed rapid response and layoff aversion strategies, emphasizing proactive approaches to supporting employers, retaining workers, and responding to changing economic conditions. Staff provided updates on continued success with YouthWorx soft skills training cohorts, strong participation in WIOA information sessions, and positive participant and employer outcomes. The committee also reviewed efforts to expand pathways into high-demand sectors through pre-apprenticeship and apprenticeship partnerships, including construction and maritime industries.

B. Updated Local Policies for 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 shared there were no policies requiring board action.

C. One-Stop System Operator

- a. **PY25 Q3 Report:** Mark Vorobik provided a second quarter update on One-Stop system operations supporting workforce services across the region under the guidance of the Northwest Workforce Council. He reported significant progress toward updating the local Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) ahead of the July 2026 deadline. Efforts during the quarter focused on coordinating with partner agencies, preparing Partner Management Team (PMT) members for the review process, and identifying appropriate representatives for agreement participation and execution.

Mark noted that a joint meeting between Council staff and partner leadership reviewed infrastructure funding requirements and proposed cost allocation methodologies, resulting in general partner support for the proposed distribution model and continued engagement as planning progresses. The report also highlighted ongoing PMT “Operations Group” work to improve WorkSource center operations, maintain DAWN system resources, support staff training, and review customer satisfaction data, reflecting strong partner collaboration and a continued focus on system improvement.

- b. **PY25 OSSO Performance Report:** Mark Vorobik presented the Program Year 2025 performance evaluation of the One-Stop System Operator as part of the Council’s ongoing contract oversight responsibilities. He noted that the Executive Committee periodically reviews operator performance, and that the enclosed evaluation was completed by Northwest Workforce Council staff based on contractual requirements, work plan deliverables, and applicable WIOA compliance standards.

Staff reported that Baldoz Professional Services satisfactorily fulfilled the duties and responsibilities of the One-Stop System Operator during the reporting period and remained in compliance with all applicable federal, state, and local requirements.

Hart Hodges motioned to approve the receipt and acceptance of the PY25 One Stop System Operator Performance Review. Lori Province seconded the motion, and it passed unanimously.

c. One Stop System Operator Procurement

Mark Vorobik introduced the recommendation regarding the One-Stop System Operator (OSSO) contract and noted that the Executive Committee had previously received an update on the procurement process. He indicated that the Quality Assurance Committee had completed its review of submitted proposals and was forwarding a recommendation for Executive Committee consideration.

Marissa Cahill reviewed the procurement process for OSSO services beginning July 1, 2026, noting that the OSSO is responsible for coordinating the WorkSource system, facilitating the Partner Management Team, supporting system integration, monitoring performance, and ensuring compliance with federal and state workforce requirements. She reminded the Committee that, consistent with prior board direction, the proposed contract structure includes a one-year initial term (July 1, 2026 through June 30, 2027) with options for up to three additional one-year extensions.

She reported that two responsive proposals were received: one from incumbent Baldoz Professional Services and the second from Desiree “Monique” Stefens. Both proposals were reviewed against RFP criteria focused on organizational capacity and experience, understanding of the OSSO role and approach, and cost reasonableness.

Lori reported that the Quality Assurance Committee found strengths in both proposals. Committee members noted that Ms. Stefens presented a strong facilitation and relationship-centered approach, extensive regional knowledge, and a demonstrated commitment to partnership development and customer-focused service delivery. Members viewed these qualities as valuable assets within the workforce development system.

However, the committee ultimately concluded that Baldoz Professional Services more closely aligned with the specific responsibilities and technical requirements of the OSSO role. Members cited Mr. Baldoz’s seven years of direct OSSO experience, including current service supporting multiple workforce development areas, as well as his demonstrated expertise in workforce system operations, partner alignment, performance management, WorkSource certification, infrastructure funding agreements, and compliance with WIOA and related federal and state requirements. The committee further noted that the OSSO position requires a detailed understanding

of workforce system governance, monitoring, reporting, and operational oversight in addition to facilitation and partnership-building skills.

Both proposers submitted identical cost proposals of \$35,000 for the contract period. After considering the evaluation criteria and committee recommendation, Executive Committee members concurred that Baldoz Professional Services represented the strongest overall fit for the current needs of the workforce system and would provide continuity and proven experience in fulfilling the OSSO responsibilities.

Lori Province motioned to approve the recommendation of the Quality Assurance Committee and award the One-Stop System Operator contract to Baldoz Professional Services for the period of July 1, 2026 through June 30, 2027. Hart Hodges seconded the motion, and it passed unanimously.

D. Memorandum of Understanding (MOU) 2026-2029: Due June 30, 2026

Mark Vorobik presented the proposed 2026–2029 Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA), noting that the current agreement expires June 30, 2026. He explained that the MOU outlines the roles and responsibilities of the Northwest Workforce Council, required one-stop partners, and the One-Stop System Operator, while the IFA establishes the methodology for sharing WorkSource infrastructure and system costs.

Mark reported that staff worked closely with partner agencies, fiscal representatives, and the Partner Management Team to update the agreement, negotiate cost-sharing allocations, and prepare the document for the next three-year period. Following partner review, only minor technical edits were requested and incorporated. The agreement was distributed for signature on June 9, with full execution anticipated prior to the June 30 deadline.

Marissa noted that, as signature pages continue to be collected, additional technical corrections, formatting updates, or other non-substantive modifications may be required to finalize the document. Any such changes would not alter the intent, obligations, cost-sharing methodology, or substantive provisions of the agreement.

Lori Province motioned to recommend approval of the 2026–2029 Memorandum of Understanding and Infrastructure Funding Agreement to the Full Council and to authorize the Executive Director to make technical, administrative, formatting, and other non-substantive revisions as necessary prior to final execution. Hart Hodges seconded the motion, and it passed unanimously.

E. 2024-2028 NWC Strategic Plan – Process Update

Mark Vorobik introduced an informational update regarding Washington State WorkSource System Policy 1040 and the associated planning requirements for local workforce development boards.

Marissa Cahill reported that the State Workforce Board recently adopted an updated Policy 1040, which establishes revised expectations for local workforce development planning, regional alignment, and documentation of strategic priorities. The updated policy includes a new Attachment A template

designed to standardize how local boards demonstrate compliance with planning requirements and alignment with state workforce system goals.

Marissa shared that staff reviewed the new policy requirements and completed the required Attachment A using information contained within the Council's adopted 2024–2028 Local Strategic Plan and supporting documentation. The completed materials have been submitted to the State Workforce Board for review.

She noted that the submission is intended to demonstrate continued alignment between the Council's strategic priorities, regional workforce needs, and state workforce system objectives. Any feedback received from the State Workforce Board will be incorporated into future planning and reporting efforts as appropriate.

Marissa noted that the recent one-year extension of local plan modification requirements to June 30, 2027 provides additional time for local boards to incorporate evolving federal and state guidance into future plan updates.

F. Board Membership and Recruitment

Mark Vorobik initiated a discussion regarding future Board recruitment, member engagement, and succession planning. He noted that maintaining a strong and diverse Board requires ongoing recruitment efforts and proactive planning to address future vacancies, term expirations, and evolving workforce system needs.

Committee members discussed the importance of ensuring continued representation from the business community, labor, education, economic development, and other required workforce system partners. Mark encouraged members to consider potential candidates within their professional networks who possess leadership experience, regional influence, and a commitment to workforce development.

The discussion also included consideration of geographic representation across the four-county region, opportunities to engage emerging industry sectors, and strategies for communicating the value and impact of Board service to prospective members. Members noted the importance of recruiting individuals who can contribute strategic insight, industry expertise, and community connections that support the Council's mission and long-term priorities.

As a next step, Executive Committee members were asked to identify potential candidates and recruitment opportunities prior to the next meeting and to be prepared to continue the discussion regarding Board composition, succession planning, and future recruitment strategies.

G. WIOA PY 2026: Washington State's IB Annual Allocation for 1) Adult, Dislocated Worker, and Youth (Young Adult), and 2) Wagner Peyser (ESD) Programs, NW Budget Funding Distribution, and PY 2026 Preliminary Operating Budget

Marissa Cahill provided an overview of the proposed Program Year 2026 operating budget and WIOA formula allocations. She reported that statewide WIOA funding allocations decreased across the Adult,

Youth, and Dislocated Worker programs, with Northwest Workforce Council experiencing modest reductions in Adult and Youth funding and a larger reduction in Dislocated Worker funding. Marissa reviewed the state's allocation methodology, noting no changes from prior years, and explained that mitigation funding continues to be used to offset local Dislocated Worker funding reductions.

Marissa presented the proposed operating budget, which combines WIOA formula funds, Economic Security for All (EcSA) grants, Community Reinvestment Program (CRP) funding, Disaster Recovery Dislocated Worker Grant resources, and carry-in funds from prior program years. She highlighted the council's strategy of carrying forward allowable formula funds to support continuity of services and reviewed investments in participant training, work-based learning, supportive services, business services, and asset-building initiatives. The proposed budget maintains administrative costs below allowable limits and continues to meet federal youth work-based learning expenditure requirements.

Following discussion, the Executive Committee reviewed the proposed Program Year 2026 operating budget and recommended approval as presented.

Lori Province moved to recommend approval of the 2026 Operating Budget to the Full Council. Hart Hodgea seconded the motion. The motion passed unanimously.

IV. System Oversight

A. Annual WIOA IB PY 25 State Monitoring April 6-15, 2026; Exit Meeting conducted April 22, 2026

Marissa provided an update on the annual WIOA Title I-B state monitoring review conducted in April. She reported that staff responded to all monitoring inquiries and document requests and completed all required follow-up actions by the state's deadline. The review resulted in only minor technical corrections, which were promptly addressed. The final monitoring report is expected within the state's review timeline and will be provided directly to Board leadership upon completion.

Marissa noted that one anticipated monitoring item relates to the methodology used to allocate one-stop infrastructure costs among partner agencies. Just prior to the monitoring unit's exit, staff were provided updated federal guidance that was shared with the state in 2024 regarding documentation and allocation expectations for shared infrastructure costs. Although the Council's methodology has been reviewed and accepted through prior monitoring cycles, the updated guidance reflects a higher level of documentation and traceability than previously required.

As a result, Council staff will work to revise the IFA cost allocation methodology and engage one-stop partners as necessary to align with the updated federal interpretation and documentation requirements. Staff anticipate developing and implementing a revised methodology during Program Year 2026, with the goal of incorporating any necessary updates into the Infrastructure Funding Agreement by the second or third quarter of the program year. Marissa emphasized that staff do not anticipate significant changes to partner contributions under the current agreement, as the monitoring feedback was primarily related to methodology documentation and cost allocation traceability rather than the overall funding levels themselves.

B. DOL Disaster Recovery Dislocated Worker Grant

Scott Iddings provided an update on the Council's ongoing flood recovery efforts in Skagit and Whatcom counties. He reported that the Disaster Recovery Dislocated Worker Grant was awarded to three local workforce development areas – Northwest, Snohomish, and Seattle-King – to support temporary employment opportunities tied to disaster recovery activities in flood-affected communities.

Scott shared that implementation efforts are underway with both the Whatcom Long Term Recovery Group and Community Action of Skagit County. Through these partnerships, the grant will support temporary positions focused on recovery, remediation, rebuilding, debris removal, and disaster case management activities.

He also noted that the Council continues to coordinate with Western Washington University's Small Business Development Center (SBDC) to connect businesses affected by the flooding with technical assistance, recovery resources, and other available support services.

Scott reported that the Washington State Employment Security Department elected to pursue the maximum available federal funding and submitted an application to the U.S. Department of Labor requesting the full \$10 million available under the Disaster Recovery Dislocated Worker Grant opportunity. In support of that application, the three participating local workforce development areas developed and submitted the required project narratives, implementation plans, and budget proposals. At the time of the meeting, no determination had been received from DOL regarding the state's request. Should additional funding be awarded, the Council would evaluate opportunities to expand recovery-related activities and services within the region.

C. WIOA IB Programs (Operated by NWC)

- WIOA Grant Summary YTD
- Non-WIOA Grant Summary YTD
- Statement of PY25 Q3 Revenue/Expenses (01.1.26 – 3.31.26)

Members were directed to the following documents included in their meeting materials: the WIOA Grant Summary Year-to-Date, Non-WIOA Grant Summary Year-to-Date, and the Statement of PY25 Q3 Revenues and Expenses (January 1 – March 31, 2026).

Elena VanVoorhees, NWC staff, presented the quarterly WIOA and non-WIOA grant expenditure reports through March 31, 2026. WIOA Adult, Youth, and Dislocated Worker program expenditures were reported below the year-to-date spending target, with staff anticipating all allowable funds will be fully obligated by June 30, 2026. The committee reviewed participant cost expenditures, including training, supportive services, and work-based learning activities, and noted no concerns regarding grant utilization.

Elena also reviewed non-WIOA grant activity, including the Federal and State EcSA grants, Community Reinvestment Program (CRP), Opportunity Partnership Grant, and Disaster Recovery Dislocated Worker Grant. The Federal EcSA grant concluded on March 31, 2026, and a new allocation has been received for Program Year 2026. CRP expenditures remain on track within the grant's two-year period, with

continued emphasis on outreach and support for historically underserved and flood-impacted businesses. The Opportunity Partnership Grant has met all performance objectives, and implementation of the Disaster Recovery Dislocated Worker Grant is expected to accelerate following contract execution in late March.

Old Business –

- **Center Leases Update**

Marissa Cahill reported that lease negotiations for all WorkSource locations have been completed. She shared that the Council successfully secured five-year lease agreements for each location, providing long-term facility stability and operational certainty through 2031.

Marissa also noted that, as part of the negotiation process, the Council relinquished unused space at the Skagit WorkSource location. The adjustment better aligns facility costs with operational needs and supports more efficient use of resources.

New Business –

- **Washington Workforce Association**

Marissa Cahill informed the committee that she was nominated and appointed to serve as Vice Chair of the Washington Workforce Association (WWA) effective June 2026. She further shared that, pursuant to the Association's succession plan, she is expected to assume the role of Board Chair on January 1, 2027.

Marissa noted that the appointment provides Northwest Workforce Council with an opportunity to further contribute to statewide workforce development discussions and initiatives while strengthening relationships with workforce system leaders across Washington.

Marissa also reported that the 2026 Washington Workforce Association Annual Summit will be held in Spokane from November 3–5, 2026. She highlighted opportunities for Board member participation, including governance-focused sessions and a dedicated board member learning track. Members discussed the potential value of a Northwest Workforce Council delegation attending the conference to gain additional insight into workforce system trends, state and federal policy developments, board governance practices, and innovative workforce strategies being implemented throughout Washington.

The committee expressed support for exploring opportunities for Board member participation and professional development through the summit.

- **Launch of WaWorks Update**

Scott Iddings provided an update on the implementation of WaWorks, the state's new case management system for WIOA-funded programs. He explained that the system has been under development for several years and is now being utilized for participant case management activities across the workforce system. In addition to supporting case management functions, the platform provides monitoring staff with direct access to information needed for program oversight, reporting, and annual compliance reviews.

Scott and Marissa Cahill acknowledged that, as with any major technology transition, implementation has included a period of adjustment and issue resolution. Overall, however, the rollout has progressed

smoothly. They highlighted the platform's Salesforce-based design, improved user interface, enhanced case management functionality, and stronger tracking, reporting, and case note capabilities.

Scott also reported that the redesigned WorkSourceWA website has recently been launched. While system enhancements and technical refinements remain underway, the updated platform is expected to provide a more modern and user-friendly experience for both job seekers and employers once fully stabilized.

Public Comment- None

Adjourn: Mark Vorobik adjourned the meeting at 11:22 am.

Attendance

Board Members: Hart Hodges, Mark Vorobik, Lori Province

Staff: Marissa Cahill, Scott Iddings and Liz Vaughn