



**Executive Committee Meeting  
March 10, 2015  
4:00 p.m.  
SCWDC/WebEx**

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**Minutes:**

*Board Members Present:*

Barbara Cosner, WebEx  
Leanne Liddicoat  
Brian Lenz, WebEx

Denny Newell, WebEx  
Linda Kaminski

Mark Todd  
Kathy Rheäume

Marcia Henkle

Tony Edwards

*Staff Present:*

Patrick Baldoz  
David Gonzales  
Lori Edwards-Olson

Becky Smith, Minutes  
Tim Hoerner

Chuck Padorr  
Tamara Bosler

*Guests:*

Kim Pualani  
Marcelino Osorio

Haydee Barbosa  
Cindy Maib-Robinson

Sondra Pieti  
Don Meseck

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**Call to Order: Barbara Cosner**

Barbara Cosner called the meeting to order at 4:03 p.m. and welcomed everyone. Introductions were made.

**Approval of Minutes: Barbara Cosner**

Barbara called for a motion to approve the February 10, 2015 meeting minutes:

**Leanne Liddicoat moved to approve the February 10, 2015 Full Board Meeting minutes as printed, seconded by Mark Todd. Motion carried.**

**Consent Agenda**

**15-03-01 Finance Report**

To adopt the SCWDC Finance Reports as submitted for period ending January 31, 2015

**Denny Newell moved to approve the items on the Consent Agenda as presented, seconded by Leanne Liddicoat. Motion carried.**

**SCWDC Committees: Patrick Baldoz**

Patrick provided the committee roster. He shared that we had asked board members to volunteer for committees. Board members were then contacted asking them to prioritize their

choices. Patrick walked through the document and reviewed the tasks these committees will be working on in relationship to WIOA.

Denny asked to be removed from the Business, Industry & Education Committee. Leanne asked if there were too many tasks assigned to the Planning Committee. Patrick said that it is possible to move the negotiation of performance to the Board Development Committee. Denny suggested convening the committees and allow them to make assignments to a sub-group or if necessary to move tasks to another committee.

**Linda Kaminski moved to combine the WorkSource Oversight and WorkSource Certification committees and allow committees to assign tasks to sub-groups or if necessary to another committee, to remove Denny Newell from the Business, Industry and Education Committee and approve committees as otherwise presented, seconded by Brian Lenz. Motion carried.**

**Board Retreat: Patrick Baldoz**

Becky reported that the date for the Board Retreat is Wednesday, May 6. The location is still to be determined. Patrick shared that we have put out an RFQ for a facilitator and WIOA trainer. We are waiting for these bids to come back.

**Final Audit Report: Chuck Padorr**

The Final Audit Report was provided. It has been submitted and approved. It was a clean report. The report has been reviewed and approved by the Finance Committee.

**Denny Newell moved to approve the Final Audit Report and suggested that the chair sign a letter of commendation for Chuck's personnel file, seconded by Leanne Liddicoat. Motion carried.**

**990 Report: Chuck Padorr**

The report was provided on the website for review. Chuck shared that the 990 is our tax return. Extensions were requested in order to have the audit completed before filing the report. The report has been reviewed by Alegria and the Finance Committee.

**Leanne Liddicoat moved to approve the 990 report as presented, seconded by Mark Todd. Motion carried.**

**PY14 Revised Budget: Chuck Padorr**

Chuck shared that over the last few months there has been reason to review the final budget, in part due to additional YouthWorks funding and staffing changes. Because of additional work in preparing for WIOA, we needed to look at staff time allocations. There were also a number of expense line items that were budgeted and now we can look at actual expenses. He walked through the provided PY14 Budget Revision explaining the changes being made.

Linda asked what happens with the money left over. Chuck answered that if it turns out that our own expenses and/or contractor expenses are under budget then we will have carry-in for the following year.

**Leanne Liddicoat moved to approve the Revised PY14 Budget as presented, seconded by Kathy Rheume. Motion carried.**

**Director Report: Patrick Baldoz**

**Facilities:** Patrick reported that the committee met with the commissioners and they decided to move forward with a decision on a new facility. The commissioners agreed to the purchase of a facility if that was the best option. Further, staff were given the permission to negotiate, but the Commissioners must approve the final deal; and they would like to look at the property before any decision is made.

Staff reported that they have looked at the top property at Iron Horse. They don't have a facility that is the right size for us so some modifications would be required. It looks like a purchase would be much more affordable than a lease. Chuck is doing an analysis of interest rates and depreciation schedule. There is also the possibility to build to suit. If we do this, we will need to go back and review all of the bids providing this option, since this was not in the original Iron Horse bid.

Linda asked of the possibility of sub-leasing if we purchased a larger building than needed. Patrick answered that the Commissioners didn't want us to be in the landlord business however, if they come down and look at the property, they might come to that conclusion.

**Procurement:**

Patrick reminded everyone that the board voted to defer procurement until next year while awaiting the WIOA requirements. We have asked the state about the requirement for procurement. It looks like the Department of Labor is expecting WDCs to procure youth programs. Patrick is suggesting that we go ahead and move forward with the procurement of the youth program. He would like us to do the quickest and most efficient procurement possible. The RFP would basically be to continue to run programs with the bidders understanding that the programs could change under the direction of the DOL or State and the understanding that we may have to rebid the following year. We will engage the Youth Council to start this process.

**Leanne Liddicoat moved to go forward with youth procurement unless we get notice from DOL or the State of Washington that we don't need to, seconded by Kathy Rheame. Motion carried.**

**Other Business:** None

The meeting was adjourned at 4:53 p.m.