Workforce Development Board Meeting
MINUTES
December 11, 2025 • 3:00 – 4:30
WorkSource Pierce, Pine Room

Present: Irene Reyes, Lynn Strickland, Dave Shaw, Deanna Keller, Mandy Kipfer, Nino Gray, Robin Baker, Nathe, Jenna Pollock, Jolita Perez, Blaine Wolfe, Misty Sullivan, Deb Tuggle, Umi Wagoner

Staff: Katie Condit, Teresa Delicino, Joanna Rasmussen, Josh Stovall, Debbie Lean**,** Karen Downing, Shellie Willis

I. Welcome
Irene called the meeting to order at 3:03PM. Introductions were made with members sharing one thing they are proud of this year.

II. Public Comment
None

III. Consent Agenda (*VOTE)*
a. August 2025 Meeting Minutes
b. October 2025 Board Retreat Meeting Minutes
c. November 2025 Financial Report

Motion to approve the consent agenda as presented by Dave; seconded by Nathe; Approved

IV. 2026-2028 Board Leadership (*VOTE)*
Katie reminded the board that leadership positions are for two-year appointments. Irene completed her term as Board Chair, and Dave Shaw, the Vice Chair, moves into the Chair role. Deb Tuggle was nominated as Vice Chair for a two-year term. Katie also reminded the board that the Bylaw requires the Chair and Vice Chair to be private sector representatives.
Motion to approve as Deb Tuggle as Vice Chair presented by Dave; seconded by Lynn; Approved

V. Organization Audit Results – Katie Condit
Katie informed the board that Steve Grimstad, our CFO, is out of the office and would normally present this report. Each year, our team is audited by the State Auditor's Office (SAO), which requires weeks of staff participation. She was thrilled to say that the annual audit is complete. WorkForce Central is a low-risk entity for audits, and there were no findings with the highest compliance rating achieved.
The board acknowledged fiscal team and leadership for strong compliance and financial stewardship.

VI. Board Domestic Violence Workgroup – Shellie Willis & Board
Shellie explained she is the facilitator of this workgroup, formed after the board prioritized addressing domestic violence impacts in the workplace. She thanked the board members for their commitment to ensuring our community and partners receive critically important care.

Dave shared that the first large roundtable event was hosted with strong engagement from board members and community partners. Dave gave a presentation on the six key initiative areas identified.

- Language Access: Improve interpreter accuracy; develop protocols for critical conversations.
- Safety Planning: Create workplace safety plan checklist; train frontline staff on domestic violence warning signs and referral pathways.
- Training & Awareness: Launch virtual sessions for executives; partner with local organizations for workshops.
- Small Business Support: Develop central resource hub; assist with workplace policy creation.
- Cyber & Emergency Risk: Implement cyber safety protocols; provide resources for security and data protection.
- Mental Health & Wraparound Services: Strengthen referral partnerships; train staff to recognize stress and family violence.
- Next Steps: Assign leads for each initiative; finalize timelines; explore policy alignment at county and state levels.
- Committee will reconvene January 2026 to continue work.

VII. SWOT Analysis & 2026 Board Priorities – Katie Condit & Board

Katie shared that as WorkForce Central navigates a rapidly evolving workforce landscape, several critical themes demand our attention: the transformative role of AI, the realities of layoffs and career transitions, the shifting aspirations of young adults, the impacts of domestic violence on workers and businesses, and the growing importance of legislative advocacy. Also shared WorkForce Central's core outcomes: Training, work experience, and retention of workers in quality jobs. By exploring emerging trends, leveraging board expertise, and aligning with community needs, we can shape strategies that not only respond to today's disruptions but also build a resilient, future-ready workforce.

Board breakout sessions explored each priority area, addressing local trends, opportunities for impact, and strategic engagement of board expertise.

VIII. Good of the Order

- Board expressed gratitude to Irene for exemplary service as Chair over the past two years, including extensive advocacy and grant support.
- Recognition of Dave Shaw (incoming Chair) and Deb Tuggle (Vice Chair) for stepping into leadership roles.
- Meeting adjourned at 4:32 PM.