



SPOKANE WORKFORCE COUNCIL

MINUTES

SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

August 27, 2020 – 12:00-12:30 PM
Spokane Workforce Council – Zoom

MEMBERS PRESENT:

Robert Duron	Dan Evans	Staci Franz	Kelley Halverson
Machelle Johnson	Commissioner Josh Kerns	Tina Morrison	Mayor Nadine Woodward

MEMBERS ABSENT

Ron Valencia, designee for Commissioner Kerns	Diana Wilhite	Tim Sigler, designee for Mayor Woodward
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GUESTS PRESENT

John Dickson

STAFF PRESENT:

Jessica Clayton – Program & Development Director	Jeanette Facer – Finance Director	Dawn Karber – Chief Operations Officer	Angela Maioriello – Office Assistant
Mark Mattke – Chief Executive Officer			

Chair Dan Evans called the meeting to order at 12:08 PM with a quorum of members present.

ITEM #1 – REVIEW OF MEETING MINUTES

Review of July 16, 2020 meeting minutes and the August 19, 2020 Special Executive meeting minutes.

***Action: Motion and Second to approve the July 16, 2020 and August 19, 2020 meeting minutes.
Approved Unanimously.***

ITEM #2 – NEW GRANT

Basic Food Employment & Training

- Spokane Workforce Council has been awarded up to \$316,976 from the Department of Social and Health Services (DSHS) to support customers at the Spokane Resource Center.
 - The funding is a 50% match on non-federal funding.

- The SWC will be leveraging multiple private, City and County grants that qualify for the match.
- The BFET program will run out of the SRC and will serve current SNAP recipients with job search, training, education and job readiness activities to improve BFET participant's employment prospects and wage-earning potential.
- The grant will begin on October 1st, 2020 and run through September with additional funding potential for subsequent years.
- Mark mentioned that the DSHS program comes with an extra layer of complexity, and he thanked Dawn and the team for making this grant successful for us.
- Dawn thanked the city and the county for allowing us to match funding and helping to make this grant work.

Action: Motion and Second to authorize the SWC to accept up to \$316,976 from DSHS. Approved Unanimously.

ITEM #3 – NEXT GENERATION ZONE LEASE EXTENSION

Jessica Clayton, Program & Development Director

- The SWC first entered into a lease with Kiemle and Hagood for the Next Generation Zone (901 East 2nd Avenue, Suites #100 and #105) in November of 2009.
- In July 2016 the Board approved a new four-year lease that expanded our footprint in the building and added Suite #308, which became the Education Center.
- Our most current lease expires November 30, 2020.
- After conversations with our consortium partners and operational leaders, and due to the COVID pandemic, we propose to enter in to a one-year extension of our current lease.
- This will allow time to analyze impacts from COVID to the youth program, stabilize the program, staff, and youth when we are able to open to in person services, and go through a longer-term planning and visioning process once the pandemic situation stabilizes.
- All the existing lease terms would remain the same, except for a 2% increase in rent, which has been standard across the last four years of the existing lease.
- The SWC is requested Executive Committee approval to enter in to a one-year lease extension for our Next Generation Zone space at 901 East 2nd Avenue, Suites #100, 105, and 308.
- Tina asked how much of the space is being used right now and if there was an opportunity to renegotiate the 2% increase?
 - Jessica indicated that the space is currently closed to the public and Kiemle and Hagood were not amenable to not having a 2% increase, but she will check with them before we sign.

Action: Motion and Second to approve that SWC enter in to a one-year (12 month) lease extension with Kiemle and Hagood for our agreement at the Next Generation Zone.

OTHER BUSINESS

Mark reported that staff have been working for quite some time to develop the consulting enterprise of our organization in order to offer information and expertise across the entire country to other local workforce boards and system stakeholders. This is a means to bring additional unrestricted revenue to add to our funding pool. We have successfully applied to become a contractor for the state of California and are now on their list of approved vendors. Staff are currently engaged in several conversations across the state, including a possible contract to provide services to the Santa Cruz local workforce development board for labor market information. Dawn has been negotiating with the state of Montana

for delivering services to their entire state workforce system and is very close to finalizing a contract for about \$50,000. Mark thanked Dawn for all she has done to build this and to her staff for stepping up and helping to develop and deliver the curriculum.

This is a new line of business and the SWC does not have a policy governing this activity for our organization. We have been operating so far based on our existing purchasing and procurement policy that has established procedures requiring notification or board approval based upon the level of funding. Since this is a whole new environment, staff will develop a separate policy for consulting services to ensure the board is appropriately apprised of funding coming in and are managing.

Staff will also modify existing procurement policy as it currently addresses purchasing and procurement of external goods and services but not the contracting process with other funders and philanthropies. The SWC needs a policy that reflects that funding comes in from various outside sources that are used for system development and contains levels and tiers that govern notification and approval processes. The Montana contract is under negotiation and the goal is to have this policy in place before it is executed and deliverables are due.

Robert asked how are we marketing this new consulting part of the business? Dawn replied that we have not done too much marketing yet, that staff have been responding to requests for proposals for consulting services and other inquiries from colleagues around the U.S. and various entities. There is a page on our website that details our consulting services and staff have been including that information in all of our presentations at conferences, etc. Staff will work to create a formal marketing plan once the new Marketing and Communications Manager starts in early September.

Machelle asked how are we balancing this consulting work with our full-time positions? Mark responded that we have been focused on building out our consulting services based on our core competencies that offer value to the marketplace up to this point. Now, staff will need to figure out what the workload may encompass, how much time to devote to it, and be judicious with what jobs we accept. The SWC does not have a full-time consulting arm of our business and that has not been the goal. Staff are working to determine how to have those who are subject matter experts able to provide some time performing consulting services while doing their regular jobs. The Montana contract for 66 hours of instruction will be a pilot of how staff balance that and what we need in terms of capacity to allow us to do both. There may be a need to add another staff at the SWC to add to overall capacity and also help ensure we have the bandwidth to meet our needs on both sides of the house. The SWC has traditionally been a proportionally small organization compared to other LWDBs with similar budget and portfolio and as we increase complexity and work load more staff become necessary.

Mark asked Staci and Kelley about contact tracing and if they are conducting this work in-house yet. Both replied that they do not have in-house contact tracing, that the Spokane Regional Health District is contracted to get that work done. Mark mentioned that some private colleges are doing that work themselves as they reopen their campuses. They need to figure out where student outbreaks on campus are happening and zero in on that so they can stay open.

Dan congratulated the team and said we are doing a great job under very unique circumstances. He is proud to be part of this organization.

Meeting adjourned at 1:25 PM.