



SPOKANE WORKFORCE COUNCIL

MINUTES SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

December 17, 2020 – 12:00-1:09 PM
Meeting held via Zoom

MEMBERS PRESENT:

Kelley Charvet	Robert Duron	Dan Evans	Machelle Johnson
Commissioner Josh Kerns	Tina Morrison	Staci Taylor	Diana Wilhite

MEMBERS ABSENT

Ron Valencia, designee for Commissioner Kerns	Tim Sigler, designee for Mayor Woodward	Mayor Nadine Woodward
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STAFF PRESENT:

Jeanette Facer – Finance Director	Dawn Karber – Chief Operations Officer	Angela Maioriello – Office Assistant	Mark Mattke – Chief Executive Officer
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Chair Dan Evans called the meeting to order at 12:00 PM with a quorum of members present.

ITEM #1 – REVIEW OF MEETING MINUTES

Review of November 19th and December 9th special meeting minutes.

Action: Motion and Second to approve the November 19, and December 9, 2020 meeting minutes. Approved Unanimously.

ITEM #2 – MONTHLY FISCAL REPORT

Jeanette Facer, Finance Director – SWC

Jeanette reviewed the SWC Statement of All Funding Sources & Costs, Actual vs Budget for PY20.

- The budget is approved in May and the program year starts in July and existing grants are incorporated into the approved budget starting in the new program year.
- The updated budget includes the COVID-19 funding received to date.
 - Total grant funding: \$10,201,888
 - Total from all funding sources is \$10,301,888

SWC PY20 Active Grants Under Management

- WIOA Formula Grants: \$7,145,868, 51%
- WIOA Competitive Grants: \$4,018,088, 29%
- Other Grants: \$2,729,743, 20%
- Total Funds Under Management: \$13,893,699

Subcontracted Services July – October 2020

- Rental Assistance - \$1,277,712, 41%
- Salaries & Benefits - \$1,101,834, 36%
- Client Services - \$275,381, 9%
- Overhead - \$275,033, 9%
- Other Direct - \$156,432, 5%

Eviction Rent Assistance Program (ERAP) for Young Adults grant

- \$205,000 from 10/10/20-12/30/20
 - SWC Administration - \$5,000
 - Project Delivery:
 - Operations - \$30,000
 - Rental Assistance - \$170,000
 - Two increases for \$45K & \$60K
- The Eviction Rent Assistance Program (ERAP) for Young Adults is funded by the CARES Act via the Washington State Department of Commerce and passed through the City of Spokane to assist young adults who have had their housing impacted by the COVID-19 pandemic.
- The grant allowed payment of pay past due, current due, and future rent with a focus on equitable distribution of resources to disadvantaged populations.
- This program is administered by the Office of Homeless Youth and the Office of Family and Adult Homelessness at the WA Department of Commerce.

ITEM #3 – GRANTS AND CONTRACTS

Dawn Karber, COO - SWC

WIOA Formula Funds Modification for Talent Solutions

As the program year began, Career Path Services staffing at Talent Solutions was not fully funded. Staff worked to fill that gap with the funding brought in from the two National Dislocated Worker Grants. However, a small gap still remains to fully fund their staff for the remainder of the program year. We have identified under-utilized funding that was reserved for travel and training in other WIOA Formula contracts with CPS due to the cancellation of many conferences and work-associated travel that has not been taking place this year. We also identified under-utilized funding in the One-Stop Operator Contract. Staff are requesting to shift the funding to increase the overall budget for Talent Solutions by \$32,000.

- Because the Talent Solutions budget is approved as part of the RFP process, we need approval from Executive Committee in order to increase the award to that team.
- The total formula budget for CPS across all programs remains the same because this is virtually a swap between contracts.
- Robert Duron requested an update from Talent Solutions at the next meeting.

Action: Motion and Second to Approve increasing the award to Career Path Services for Talent Solutions by \$32,000, utilizing funding from travel, training, and benefits from their other WIOA formula contracts. Approved Unanimously.

ITEM #4 – SPOKANE RESOURCE CENTER LEASE

Mark Mattke, CEO – SWC

- The Spokane Workforce Council continues to work with the City of Spokane to identify funding to support lease costs at the Spokane Resource Center.
- The city's lease for the space expired on November 30, 2020; however, they are working with the building owner to extend again through May 2021.
- The city has not identified funding to continue supporting the costs and as the SRC is essential, particularly during the pandemic when they have served over 4,000 residents of Spokane County, the SWC has offered to help identify funding to support the lease costs through at least May.
- Within existing budgets, the SWC has access to \$108,000, which is the cost of the rent and utilities from December 2020 through May 2021. These funding streams include:
 - \$60,000 set aside for rental/utilities in the Economic Security for All grant;
 - \$6,500 set aside for rental/utilities in the JPMorgan Chase grant;
 - \$25,000 from earned income received from the Basic Food & Employment grant; and
 - \$16,500 from WIOA funding set aside to support the SRC in case of emergency.
- Rent at the center is approximately \$16,000 per month plus utilities.
 - While we are awaiting hard numbers from the city, staff have created this plan based on the average of \$18,000 per month.
- Dawn shared that several city council members toured the SRC yesterday.
 - They are looking for potential funding support within the city budget.
 - There are several members continuing to support us and the state has approved our funding plan.
- Staff are also asking to approve entering into an MOU with the city to commit these funds.
 - The city, as the lease holder wants assurances from us that we will cover the lease costs.
 - The SWC will then enter into a formal agreement with the city that would provide the assurances they need to move forward.
- Diana Wilhite had a question about the \$25,000 from the Basic Food Employment grant and how it would impact the rest of the grant if we take the \$25,000 out.
 - Mark replied that this grant from DSHS and that it is not money that is actually given to us to deliver program services but rather it is match that we earned back by making investments of other program funds.
 - When expenditures are made from other non-federal sources on individuals that are receiving food benefits, the SWC earns 50% of that of that investment by DSHS, and that comes back to us as unrestricted income, which we then can redeploy in support of these types of programs or wherever else we see fit our system.
 - A component of that resource that will be deployed and support this is aligned with serving individuals receiving basic food assistance and food stamps that are served by the SRC, so it makes sense to put the money back into the SRC.
- Mark thanked everyone and the staff involved in making this work.
 - We have been negotiating for months in advance of this to try and come up with a solution that brought in different fund sources, and if we can leverage other funds in support of this, it makes a lot of sense.
 - The SWC is interested in working with Spokane County and the city of Spokane to figure out how can we bring co-investors to the table around this.

- These discussions will go forward and there may be an opportunity with the new round(s) of CARES Act funds to support of this. Staff will report back regularly on the progress of the negotiations.
- It is challenging, public budgets are tight but there is recognition that the SRC is performing an essential function for the community and that may attract current and new partners to dedicate some resources to help support this effort.
- Diana mentioned that some federal officials came for the grand opening of the SRC and they have referenced how we are one of the most successful programs for bringing together people to unify to provide these services.
 - Is there any way we can get something out of the federal government to help these costs?
 - Mark replied that try that we are very much engaged with the folks from the prior leadership at Department of Labor, and both Assistant Secretary Pallasch and HUD Secretary Carson were here so we will continue to promote different models for service delivery that offer value for federal investments.
 - COVID is reinforcing that people do not have the capacity to wade through the labyrinth of different programs silos and funds to get the services they need, and we are streamlining access right here. We will keep advancing this as a model that makes sense and if there is any way at all we can access resources for a pilot, or from some other funding source, we will definitely tap into that.

Action: Motion and Second to approve use of grant funds for Spokane Resource Center facilities costs and enter into MOU with the City of Spokane to commit these funds.. Approved Unanimously.

ITEM #7 – ACTIVITIES AND UPDATES

Mark Mattke, CEO – SWC

Information from around the table – all board members and staff.

- (re)Employ Campaign
 - This is the (re)Employ campaign that we introduced last week at our Full Council meeting.
 - Thank you to everyone on this call, our business representatives, who have agreed to be filmed and help with the messaging to our community about the fact that workers are needed right now to get back into the workforce, and to go to school and get new skills that prepare them for reentering the labor market. It is significant that each of our business members stepped up.
 - The messaging coming from business leaders is much more vital than it is coming from staff or others that are not the ones doing the hiring.
 - Victor, our communications manager, is working right now in order to publish as soon as before the holidays.
 - As discussed, a major consideration driving the release is the ending of the unemployment compensation benefits, effective 12/26.
 - There are 5,700 people on this type of benefit Spokane County plus others whose longer-term claims are also expiring.
 - Congress may vote to extend those benefits, but it does not take away the pressing need to utilize our services while individuals are still getting income support from unemployment insurance.
 - It is hoped that Congress does pass a relief package that provides people with a little more breathing room, but it is important to seize the moment and connect people to resources and services now.

- Mark thanked the board for two related items – 1. for authorizing us to hire a communications manager who could execute this type of work at the drop of a hat with this level of quality and 2. for taking an active role in this campaign.
- Technical Assistance
 - The SWC entered into a \$50,000 contract to train 200 workforce system staff in Montana on how to be career coaches.
 - This encompasses teaching staff throughout the entire state of Montana, including all of their employment specialists at their American Job Centers, how to use the model that we use in Spokane.
 - Dawn shared that it is going quite well, and she is proud that she and Kevin Williams have collaborated with Kevin providing the majority of the teaching while she runs the chat, doing the administrative side and she will then be training the staff on WIOA 101.
 - They are “still operating like it was 20 years ago” – their own characterization – so this training will bring them into the 21st century together as a system.
 - They are also teaching 26 managers how to transition from management into leadership.
 - Courses are Every Tuesday and Thursday and occasionally on Monday and Friday.
 - Late last year, the SWC responded to an RFP to teach a group in Chicago how to implement Human Centered Design and how to redesign an American Job Center. Our proposal was a finalist, but another entity was awarded it. Virginia Hamilton, former USDOL Regional Administrator and one of the foremost experts in HCD and workforce systems, got the contract and she reached out to us to see if we would subcontract with her for part of the work. It is quite an honor for her to consider working with us in this way.
 - We are negotiating to start an \$8,000 contract to teach them how to advance their understanding of how to design physical space to better serve customers.
- State Monitoring
 - In October of 2020, we hosted our State monitors and have a draft report to share.
 - Staff received the management letter which indicates there are no findings, no issues.
 - There were a number of things to work on that were resolved through the course of the visit, so the SWC will receive a clean report, anticipated in the next 30 days.
 - Staff are also scheduling time coming up early January to meet with the State Auditor’s Office as the Employment Security Department is being audited by the SAO due to the unemployment insurance fraud that happened earlier this year.
 - The audit of their shop has now extended down into local areas to check on how Local Boards are delivering programs so we will be meeting with them, in addition to our own regular SAO audit visit, occurring in early January for two weeks or so, as they conduct our single audit on annual basis.
- USDOL Innovation Project
 - Both Dawn and Mark were invited to take part in a round table of a dozen people, invited by Jobs of the Future, a national think tank around workforce and education, and participate in a conversation about proposing to develop a new arm within the U.S. Department of Labor, that is devoted to research and development.

- This would be modeled after DARPA, the Defense Advanced Research Projects Agency, which is responsible for creating the internet, among other big-ticket items such as the F-35 fighter jet.
- The idea is that DOL does not really have a place where research and innovation can reside within the agency and there is a real need to develop new innovative approaches to our work – including better use of technology and how to organize and structure workforce services – which is really our stock-in-trade.
- The prior director of DARPA who served there for 6 years was at the meeting, as well, and she had many key insights to share about what made it effective.
- It was a great opportunity to have two local workforce board leaders from Spokane, Washington talking about how to possibly invent something new at USDOL that would be able to benefit the entire country and really help to transform the workforce system, taking quantum leaps forward on how we do business.
- It is exciting for us to be a part of this conversation and helping to inform that effort, and hopefully we will see a proposal coming out soon that can then land on the Secretary's desk for consideration.
- As we think about funding, it is also a big opportunity to think about how DOL can fund innovation and help take to scale.
 - We have been effective in developing these ideas and promoting these things to audiences outside of Spokane, but our reach is only so far.
 - If DOL could house this, then have our ideas take root there and can be propagated across into our country, we could really achieve some real change at scale.
- This could be very transformational for our system and for our country.
- Dawn shared that she honored to be invited, alongside with Mark, and some of the best and the brightest in workforce development as well as those that have helped operate DARPA before, so it is a pretty significant opportunity.
- USDOL Webinar
 - Dawn and Mark get invited to do webinars for the USDOL from time to time and this time the purpose was helping to inform the 16 states of the Northeast region from Maine on down through New Jersey and their respective state workforce boards and provide them technical assistance on how to innovate around the delivery of services and the benefits of creating a flexible policy environment to help local boards better do their work.
 - Mark was invited to present along with the director of the Idaho state Workforce Development Council and the director of the Colorado state workforce development board, about how to effect change in workforce systems.
 - Out of this effort, the SWC may get inquiries regarding how to accomplish this and replicate the work we are doing.
- Mark was also on a call on just before this meeting with the National Association of Workforce Boards (NAWB) as they are undertaking a research project to inform DOL about where it needs to do more research and provide information to the field and identify what topics are timely that they need to pay attention to.
 - There is a lot of activity right now at the federal and state levels to figure out best practices for high impact local service delivery and ensuring the policy environment supports it.

OTHER BUSINESS

- Robert asked if Big Table Spokane has reach out to us or if we have been engaged with them?
 - Dawn is familiar with them, but we have not been engaged with them.
 - Robert believes there could be an opportunity to work with them as they provide services to the hospitality industry, including employment services.
 - Robert offered his input, leadership, and time if it is needed.
- Kelley Charvet shared a nice word to the team because the work that has been done locally to support efforts across our region and across the nation is pretty remarkable and exciting.
 - Dawn thanked Kelly and shared that it has been a big thing to having CHAS staff at the Spokane Resource Center, absolutely invaluable.
 - We have been leveraging one of your staff for a language assistant, and he is helped us bring in quite a few customers so thanks again for having staff there.

Meeting adjourned at 12:46 PM.