



SPOKANE WORKFORCE COUNCIL

MINUTES SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

May 15, 2019 – 12:00-2:00 PM
Spokane Workforce Council – 140 S Arthur St, Suite 300C

MEMBERS PRESENT:

Robert Duron	Dan Evans	Staci Franz	Machelle Johnson
John Dickson, designee for Commissioner Kerns	Tim Sigler, designee for Mayor Condon		

MEMBERS ABSENT

Mayor David Condon	Rob Goranson	Commissioner Josh Kerns	Tina Morrison
Ron Valencia, designee for Commissioner Kerns	Diana Wilhite		

STAFF PRESENT:

Mark Mattke – Chief Executive Officer	Dawn Karber – Chief Operations Officer	Jeanette Facer – Finance Director	Jessica Clayton – Program & Development Director
Andrea Hixson – Office Coordinator			

Chair Machelle Johnson Called the meeting to order at 12:15 PM with a quorum of members present and conducted introductions of members and staff.

ITEM #1 – REVIEW MEETING MINUTES

Review of February 14 and April 17, 2019 meeting minutes (February minutes were not voted on at April's meeting due to lack of quorum).

Action: Motion and Second to approve both February 14 and April 17 meeting minutes. Approved Unanimously.

ITEM #2 – WIOA REQUEST FOR PROPOSALS AND PROVIDER SELECTION

The SWC is required to procure bids at least every three years for the WIOA Title I-B Adult, Dislocated Worker and Youth programs. The Services and Oversight Committee (SOC), in partnership with

representatives from Youth Employment and Career Readiness Network (YECRN), worked with staff to draft, release, collect, and review proposals for the four bids that were released under this year's RFP.

- On May 9, members of the proposal review committee met to discuss and score proposals and select successful bidders. SWC staff did not contribute in the scoring process. Committee recommendations are now forwarded to the Executive Committee for vote.
- We provided more time between releasing the RFP and requiring proposals to be submitted than we have in the past, and the extra time really showed improved quality. These proposals were commended at the the best we have ever seen.
- SOC Chair Robert Duron mentioned that Dawn did a really good job of organizing the process and making it clear and simple for the review committee. He was also impressed by the quality of the proposals, partially due to the great quality of the RFPs themselves.
- There are a few questions that will be posed to those who are being recommended to fund; however none of those questions are issues that need to delay the award – they can be discussed during contract negotiations.
- In total we released \$3.39 M in funding over four RFPs. This will support the work of 89 staff, serving 8,000 customers and 2,500 businesses.
- WorkSource Campus Operations - \$430,000 – to Career Path Services.
 - This includes operators at WorkSource, Next Generation Zone, and Spokane Resource Center.
 - The anticipated City of Spokane funding for the Spokane Resource Center operator (aka EnVision Center) was not awarded to us. We have reached a temporary agreement to fund the center through December with leveraged funding from SWC and the City, and we will continue to work to identify additional funding for 2020.
- WorkSource System Talent Solutions - \$305,000 – to the Spokane Workforce Consortium members consisting of Career Path Services and Employment Security Department.
- WorkSource Spokane Service Providers' Consortium - \$1,665,000 – Spokane Workforce Consortium members consisting of Career Path Services, Employment Security Department, and Goodwill Industries of the Inland Northwest.
- Next Generation Zone Service Providers' Consortium - \$990,000 – Spokane Workforce Consortium members consisting of Career Path Services, NEWESD101, and Goodwill Industries of the Inland Northwest.
- We are seeking approval from the Executive Committee to award contracts as proposed for Program Year 2019-2020, with contracts to begin on July 1, 2019.
- Some of the challenges in the existing consortium have been worked through and strengthened through this process.

Action: Motion and second to approve the award of \$3,390,000 as outlined above. Approved unanimously.

- Cards were circulated for board members to sign congratulating the providers who won the awards. They are eagerly awaiting the announcement of funding.
- Mark reiterated the importance of this work in setting up the foundation of our system and moving forward to the next iteration of our model.
- This process sets the vision for the whole system, not just the \$3.39 million. This will inform how all of our other leveraged funding is applied to the system.

ITEM #3 – PY18 WIOA GRANT REVISIONS

The SWC is required to obligate 80% of each of the three WIOA program funds to our subrecipients each year to avoid recapture of funds by the state. At this time, we need to modify contracts with our subrecipients before year-end to bring our obligation levels into compliance.

- We held extra funds in reserve in case of a WorkSource move. That move did not occur, so we now need to obligate those funds back into services.
- Funds roll into the next Fiscal Year, so this does not impact current budgets. Rather it obligates the funds that we anticipate spending in the next program year.
- WIOA Adult Program: additional \$75,000.
- WIOA Dislocated Worker program: additional \$100,000.
- WIOA Youth program: additional \$50,000.
- All contract modifications will be with Career Path Services on behalf of the Spokane Workforce Consortium.

Action: Motion and second to approve the increased subcontract with Career Path Services as outlined. Approved unanimously.

ITEM #4 – PY19 OPERATING BUDGET

Our office has received WIOA Adult, Dislocated Worker and Youth program and administrative awards from the state for PY19 (July 1, 2019 – June 30, 2020). All three programs have an anticipated increase over last year's allocations. Staff have developed an operating budget for PY19 based upon these new numbers for the committee to review.

- We were pleased to get timely awards this year, ahead of having to draft the budget.
- We received a higher percentage increase in all categories compared to the state as a whole. This is due to our higher unemployment rate as compared to the Seattle area and some of the other areas. It was noted that rural areas receive a higher percentage of funds due to their economic situation, but with a smaller population their total allocations are lower than ours.
 - Adult: \$1,535,735 (+14.4%)
 - DW: \$1,364,195 (+2.2%)
 - Youth: \$1,619,500 (+14.44%)
- These funds are not awarded based upon performance, but are formula funds, disseminated based upon population characteristics. However, missing obligation or performance targets can expose an area to the risk of the state recapturing funds. We have been awarded funds in the past from other areas that had their funds recaptured.
- The proposed comprehensive budget contains both WIOA Formula funds as described above but also other grants and revenue sources that fund the operations of the SWC and the local workforce system.
- Jeanette articulated the details of the proposed budget.
- We do not have a policy regarding reserve funds, but we try to keep close to \$100,000 each program year in each program as reserves in case of loss of funding, unexpected economic downturn, or identification of new investment opportunities.
- We receive our funds in two disbursements – base (program year) in July and advance (fiscal year) in October of each year.
- The proposed budget includes only funds that we have signed contracts for and does not include funding that we anticipate but that has not been finalized yet.
- Jeanette walked the committee through which grants were included in the proposed budget, and the change between PY18 and PY19.
 - The WorkFirst Grants will not be renewed for the next Program Year due to budget cuts at Community Colleges of Spokane.

- Several grants not included are anticipate being awarded again later this year, including Opportunity Partnership and possibly United Way.
- Total requested budget of \$5,785,718.

Action: Motion and second to approve the PY19 Budget for WIOA program and local workforce system services and operations and forward to Spokane Area Consortium for concurrence. Approved unanimously.

ITEM #5 – NEXT GENERATION ZONE PLANNING

At the April 17 meeting, the committee discussed plans to utilize open office space at the Next Generation Zone, as well as contingencies in the event that partners decide to relocate. The service model at Next Gen continues to evolve, as do the fund sources that support its operations. The board plays a vital role in designing and implementing our service model to help ensure its sustainability and that partners continue to contribute to successful outcomes for the youth we serve.

- We had a meeting with NEWESD101 and discussed their concerns with the center and the RFP process. Those currently in leadership at ESD101 were not in their positions when the Open Doors program and its connection to Next Gen was developed and institutional knowledge was lost when the former Next Gen director quit. Our staff is working to provide their leadership with Open Doors program history and how it functions within the vision and strategy for the Next Gen Zone.
- NEWESD101 remains in the services providers' consortium and they were included in the RFP bid for WIOA program youth services. We have had some additional meetings and we continue to build our partnership.
- Question: do you know the percentage of youth who come to Next Gen just for Open Doors, and how many of those get connected to other services there?
 - 40% of students come originally for Open Doors, but they immediately take part in other services at the center because of the integrated model. Also, when local schools make referrals, they are really recommending the full center and not just Open Doors.
- Lessons learned: put more expectations in writing, have more consistent communication between our leadership and theirs without relying so much on a single director for communication.
- We have several other grant funds that we have applied for this year to infuse more funding into the center and redesign some of the programming and training.

ITEM #6 – ACTIVITIES AND UPDATES

- Spokane Resource Center
 - As we mentioned earlier, we are working with the city to identify funding sources for the center in light of not being awarded City Grant funds. We do have \$50,000 from the city to help fund the center through the end of the current calendar year.
 - Our staff will step into a greater leadership role at the center to bring it up to speed. We are applying for various grants to help fund the center going forward as well.
 - Question about how this started – isn't it the city's project?
 - We were announced as a winner without having the chance to plan – but it started as a partnership between the city, SWC and Spokane Housing Authority.
 - The staff at the center work for a variety of nonprofits, but as opposed to Next Gen and WorkSource, there isn't core funding to direct the site.
 - Discussion of funding options and plan for how to make the center successful, if possible.

- The SRC doesn't yet have a board of directors. Using some members of this committee as an advisor committee for the next six months would be very helpful.
- John Dickson is happy to meet to talk about County funding and potentially having positions work out of the center.
- We are hosting the regional administrators from HUD and from HHS to tour the center. They are interested in replicating our model, but we do not yet have sustainable funding, which is an important part of a replicable model.
- Regional Law and Justice Contract with Spokane County
 - A McArthur grant is funding a community navigator, and Jeanette will be providing administrative support that will support our bottom line. We have reviewed this opportunity at past meetings as well. Just an update that it is now underway.
- Journal of Business Workforce Summit on April 24
 - Mark served on a panel for this event discussion solutions to talent needs in our region. There was a great showing from the community to talk about workforce development in the community. It was a good event and data was captured for ongoing conversation.
- Economic Security for All grant
 - We are applying for a major grant of \$1.7M to serve people in poverty receiving Supplemental Nutrition Assistance Program – SNAP aka food stamps – benefits in our community. DSHS is a required partner and we are looking at other community partners as well. We have 80,000 people receiving food stamps in Spokane and we are going to utilize this grant to try to move the needle on economic self-sufficiency. It will focus on a 4-zipcode area with a high poverty rate.
 - The purpose of the grant is to raise people above 200% of the poverty level, and we plan to work in upskilling to strengthen wages. We are also writing in funding some navigator positions at the SRC.
 - John Dickson (Spokane County) and Staci Franz (INHS/Providence) both offered to sign letters of support to accompany the grant application.
- Organization for Economic and Cooperative Development study
 - Mark participated in this study, which is surveying four states regarding the connection between higher education and employment outcomes. Mark explained how our system works as a link between education and industry.
 - A report will be put out some time in the fall that details the results from the four-state study.
- U.S. DOL Employment and Training Administration visit – Division Chief, Office of State Systems, Division of Workforce investment
 - We had a visit last week from the regional division chief who was interested in seeing our service model. She toured our centers and expressed appreciation for our approach in alignment with the vision of WIOA. We also broached the topic of fees for consulting to replicate our model and she will be discussing with others within USDOL.
- Job Fair – May 23
 - Announcement that the large annual KHQ/WorkSource job fair is coming up next Thursday.
 - KHQ has been doing more promotions this year than in the past. Andi Hixson will be interviewed, along with recruiters from Providence and Jubilant HollisterStier, on Sunday morning's Invest Northwest segment.
- Inclusive Development Network
 - GSI applied for this grant from the Council for Adult and Experiential Learning and was awarded. We are involved in this project and will be supplying labor market data. This

fits within our strategic planning for regional goals and want to take advantage of the synergy offered to support both efforts.

- There are five cities involved and the first meeting will be in Cleveland in June.
- There will likely be a meeting held in Spokane in September.
- Staci Franz is now a member of NAWB. She is excited to be given a chance to inform policy development and contribute to the workforce system at the national level.
- Economic Development – ongoing update: we have been providing labor market information for a number of site selectors – city pharma manufacturer; GSI graphite manufacturer, GSI medical consumable manufacturer.
- Internship Guide
 - EWU is interested in utilizing our guide for helping to manage internships for their students. A number of businesses have also expressed interest as we are promoting it in the area.

OTHER BUSINESS

- INHS has had success with hiring marketing interns from Gonzaga to manage their strategic communications and marketing.

Meeting adjourned at 1:58 p.m.

NEXT MEETING:

The next Executive Committee meeting is scheduled for June 19, 2019 from 12:00 – 2:00 p.m. at the SWC office.