



SPOKANE WORKFORCE COUNCIL

MINUTES SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

June 24, 2021 – 12:01-12:24 PM
Meeting held via Zoom

MEMBERS PRESENT:

Kelley Charvet	Robert Duron	Tina Morrison	Christina Vigil-Gross
Ron Valencia, designee for Commissioner Kerns	Diana Wilhite		

MEMBERS ABSENT

Commissioner Josh Kerns	David Lewis, designee for Mayor Woodward	Machelle Johnson	Dan Evans
Staci Taylor	Mayor Nadine Woodward		

OTHERS PRESENT

John Dickson –
Spokane County

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 Kelley Charvet called the meeting to order at 12:01 PM with a quorum of members present.

ITEM #1 – REVIEW OF MEETING MINUTES

Review of May 27, 2021 meeting minutes.

Action: Motion and Second to approve the May 27, 2021 minutes. Approved Unanimously.

ITEM #2 – GRANTS & CONTRACTS

Mark Mattke, CEO – SWC

United Way Grants- Spokane Resource Center and Next Generation Zone

- Spokane Workforce Council has been awarded two separate grants from Spokane County
- United Way allocated to both the Next Generation Zone and the Spokane Resource Center.
- \$30,000 total will be split in half, \$15,000 for Program Support at Next Generation Zone and \$15,000 to Operating Support at the SRC.
- As a long-term investor in our system, United Way funds give us flexibility to blend federal and private support which stretch our dollars to serve a broader reach of individuals in our community.

Action: Motion and Second to bring in \$30,000 in grant funding from United Way, \$15,000 allocated to Next Generation Zone and \$15,000 allocated to Spokane Resource Center. Approved Unanimously.

BFET 100% Funds – updated subcontractors

- In May, this committee voted to bring in \$93,785.00 in BFET 100% funds from the Washington State Department of Social and Health Services to deploy at the Next Generation Zone and subcontract up to \$90,000 to Career Path Services.
- As we have proceeded with program design, we determined that we need to subcontract with each of the consortium partners at the Next Generation Zone so that the whole team rolls the program out together.
- Staff request an updated approval to subcontract with the Consortium, which includes both Goodwill Industries of the Inland Northwest and Northeast Washington Educational Services District 101, in addition to Career Path Services.

Action: Motion and Second to approve subcontracting of BFET 100% grant funds with the Consortium. Approved Unanimously.

ITEM #3 – ACTIVITIES AND UPDATES

Mark Mattke, CEO – SWC

Jessica Clayton, Program & Development Director – SWC

- Mark shared that Jen Ranney, Director at Next Generation Zone, has resigned from her position and is going to be leaving the first week of July.
 - Jessica Clayton has agreed to add these duties to her portfolio as she has been closely involved in the development of the Next Generation Zone and responsible for much of the youth programming oversight.
 - There will be a farewell lunch for Jen on July 1st at noon for everyone who wants to participate.
- Jessica shared that our plan is to spend time listening and learning from staff and customers to better determine what the needs are for the director position and what new directions the Next Generation Zone may take as continue the revisioning process.
 - The Next Gen Zone began with limited appointments back in the fall and two weeks ago opened open full-time for regular operations.
 - It has been slow and steady, with young people returning to the classroom and both staff and customers have appreciated a return to more normal engagement.
 - Over 100 young adults graduated with their GED this year.

- Staff are still providing some services online, blending hybrid career and education instruction.
- There have been no exposures or known COVID cases so far in this facility.
- Staff are taking extra precautions by requiring everyone to wear a mask and performing extra cleaning.
- At WorkSource, we are working through all the protocols to ensure that we satisfy the State Office of Financial Management's requirements for opening as well as ESD's own plan in order to make sure that staff and customers are safe.
 - We have asked ESD to return all their staff to the building that do not have a medical excuse at the end of the month.
 - The state is lifting the waiver on the work search requirement for unemployment insurance that has been in effect since the pandemic began. Effective on the week of July 4, UI claimants will be required to conduct and document three work search activities per week or make three contacts and apply for three jobs.
 - We believe that will cause more people to seek our services, attend workshops, and learn more about what they need to do to be active in their work search.
 - June 30 is when the state enters Phase Four of the Governor's reopening plan and many of the current restrictions will end.
 - We intend to be fully open for business with whatever guidelines are still in place for keeping staff safe and are eager to offer in-person services again.
 - Many of our customers are not digitally literate and have trouble accessing technology and using different online platforms. It will make a significant difference for them to be able to come into the center and sit across the desk from a career coach, receive direct services, make a plan, and follow through to get reconnected to employment.
- The SRC is also open for business and seeing customers face to face.
 - We are moving back to normal operations as fast as the guidelines will allow us.
- We are also bringing the Talent Solutions Team back to their offices on the 28th of June.

Executive Committee members are asked to please turn in your conflict-of-interest forms to ensure we are in compliance with this requirement for the year. Contact Angela if you need a form sent to you.

Adjourned at 12:20 PM.

Reconvene the annual meeting of the board at 12:20 PM.

ITEM #4 – ELECTION OF OFFICERS

Mark Mattke, CEO – SWC

Per our bylaws and at its annual meeting in June, the Executive Committee as the operating board of the nonprofit corporation must elect its two officers – Treasurer and Secretary.

- Dan Evans has agreed to stand for nomination again as the Treasurer.
- Diana Wilhite has agreed to stand for nomination again as the Secretary.

Action: Motion and Second to approve Dan Evans as Treasurer for the Executive Committee. Approved Unanimously.

Action: Motion and Second to approve Diana Wilhite as Secretary for the Executive Committee. Approved Unanimously.

Meeting adjourned at 12:24 PM.