



## SPOKANE WORKFORCE COUNCIL

### MINUTES

#### SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

May 27, 2021 – 12:01-1:15 PM

Meeting held via Zoom

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#### **MEMBERS PRESENT:**

Kelley Charvet	Robert Duron	Dan Evans	Machelle Johnson
Tina Morrison	Staci Taylor	Ron Valencia, designee for Commissioner Kerns	Mayor Nadine Woodward

#### **MEMBERS ABSENT**

Commissioner Josh Kerns	David Lewis, designee for Mayor Woodward	Diana Wilhite
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#### **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
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Mark Mattke –  
Chief Executive Officer

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Chair Dan Evans called the meeting to order at 12:01 PM with a quorum of members present.

#### **ITEM #1 – REVIEW OF MEETING MINUTES**

Review of March 25, 2021 meeting minutes.

***Action: Motion and Second to approve the March 25, 2021 minutes. Approved Unanimously.***

#### **ITEM #2 – GRANTS & CONTRACTS**

Mark Mattke, CEO – SWC

##### *Managed IT Services Contract for Next Generation Zone*

- The SWC issued a Requests for Bids for Managed IT Services at Next Generation Zone in April and received bids from two companies. After a review process by SWC and Next Generation Zone staff, Executech was selected as the new IT provider.

- Executech will provide a higher level of customer service, IT support, hardware lifecycle management, and IT security than our prior provider.
- We are entering in to a five (5) year contract, with a clause for annual adjustments as needed, to ensure continuity of services and stability for our network.
- The cost for year 1 is \$2,340 per month plus tax, and adjustments will be made on an annual basis if our number of managed devices changes.

***Action: Motion and Second to approve the contract with Executech for Managed IT Services at the Next Generation Zone for five years, May 2021 – May 2026. Approved Unanimously.***

#### *Commerce/CDBG-CV2 Grant*

- The Washington State Department of Commerce has received CDBG-CV2 Coronavirus Pandemic funding from the U.S. Department of Housing and Urban Development (HUD), and is utilizing a portion of the funding to support staffing needs at food distribution sites across the state that are either losing National Guard presence or did not have National Guard deployed at their sites to respond to the increased food need caused by the pandemic.
- Statewide, funding is going to both the Washington Service Corps (AmeriCorps) and to Local Workforce Development Boards to fund staffing positions at local food banks.
- We already have existing relationships with Second Harvest, Northwest Harvest, and Meals on Wheels through our Disaster Relief Dislocated Worker grants, so the use of this funding to further support their staffing needs is facilitated.
- This funding also has fewer eligibility requirements, and we will be able to leverage with the WIOA Adult and EcSA programs to serve additional customers at both WorkSource and the SRC.
- Our area is receiving \$977,500 for this effort for a program that will last through March of 2023.
- Staff are requesting to bring in the full amount and then subcontract \$957,500 to the WorkSource Consortium (Career Path Services and Employment Security Department) to serve customers.

***Action: Motion and Second to receive \$977,500 in CDBG-CV2 funds from WA Dept of Commerce and subcontract \$957,500 to the Spokane WorkSource Consortium. Approved Unanimously.***

#### *Basic Food Employment & Training (BFET) 100% Funds Contract*

- Over the past two years, we have been working to establish the BFET program at the Spokane Resource Center. BFET is a program operated by DSHS in Washington State intended to help increase the employment outcomes and self-sufficiency of individuals receiving food benefits.
- The SWC has deployed the BFET 50% program at the SRC, which allows us to be reimbursed for 50% of certain costs associated with serving BFET customers.
- We have now been offered BFET 100% funds, which will reimburse us for 100% of certain costs for serving BFET customers.
- We plan to deploy this 100% funding at the Next Generation Zone as an added offering for customers participating in the 21st Century Skills Academy.
- This program is revenue-generating – after we provide services paid for by other funding streams, DSHS will reimburse us the cost of providing those services. After we receive that payment, those dollars can be re-invested back into the system to serve additional customers.
- We are being offered \$93,785.00 of 100% funds to serve 48 customers at the Next Generation Zone through September 30, 2021.
- We will be subcontracting with Career Path Services for the work associated with serving BFET customers at the Next Generation Zone.

- The exact amount is still to be determined, but we are requesting approval to subcontract up to \$90,000 of the total award.

**Action: Motion and Second to accept \$93,785.00 from DSHS in BFET 100% funding and subcontract up to \$90,000 to Career Path Services. Approved Unanimously.**

#### *Spokane County HHAA (Homeless Housing Assistance Act)*

- In January 2020, the SWC was awarded \$200,000 from Spokane County to provide housing and utility assistance for county residents, deployed out of the Spokane Resource Center.
- This program created the foundation for us to be able to ramp up additional housing assistance projects during COVID, and as of March 31, we have served 140 beneficiaries out of HHAA, more than double our goal of 63.
- The County decided to extend the project for an additional six months, through December 2021, and provide \$276,322 to serve 175 additional beneficiaries, bringing the contract total to \$476,322.
- Staff are asking for a vote to approve the contract extension and additional funding to support this critical resource for our community, which also serves as a pipeline for us to be able to offer co-enrollment into other services and grants provided at the SRC, including Economic Security for All and Basic Food Employment & Training.
- The majority of funding will be subcontracted to Career Path Services to support navigator staff at the SRC and provide direct payments to customers.

**Action: Motion and Second to receive \$276,322 in Homeless Housing Assistance Act funds from Spokane County and subcontract \$251,322 to Career Path Services. Approved Unanimously.**

#### *WIOA Formula Funds—Increase Spokane Workforce Consortium Award*

- Federal WIOA rules require that we obligate 80% of each of our WIOA program funds each year or risk recapture of the funds by the state.
- Due to the increase in other funding offsetting the need to spend federal funds, we have utilized less WIOA monies to-date.
- At this time, we need to obligate the following amounts and modify subcontracts to our subrecipients accordingly by year-end to bring our obligation levels into compliance:
  - WIOA Dislocated Worker program: \$150,000
  - WIOA Youth program: \$150,000

**Action: Motion and Second to approve increasing Career Path Services' PY20 WIOA contracts for Dislocated Worker and Youth by \$150,000.00 each. Approved Unanimously.**

#### *A Way Home Washington – Innovation Grant*

- The SWC has been awarded \$5,000 from A Way Home Washington for an Innovation Grant to pilot a project to provide childcare access to participants at Next Generation Zone.
- The grant is a small pilot project designed to test how childcare assistance impacts the progression to employment for young adults completing education or training.
- Our data shows that our LGBTQ and BIPOC youth often take longer to complete due to inconsistent childcare access and other family obligations.
- Our hope if this project is successful is it may lead to application for and receiving larger grants to provide more comprehensive widespread childcare support for Next Generation Zone participants.

**Action: Notification only.**

## ITEM #3 – ANNUAL (PY20) BUDGET REVIEW/REVISE

Jeanette Facer, Finance Director – SWC

- The Executive Committee reviewed and acted on the proposed changes to the annual budget to bring it into alignment with new grant revenues and expenditures that have been updated since the budget was approved at the beginning of the last program year.
- Over the course of the year, the SWC receives new funds from a variety of sources and approves their receipt and disbursement on an ongoing basis without formally adopting a new budget each time.
- Since we cannot anticipate all the new grants that we will receive or the expenses associated with them, the State Auditor’s Office recommends that we use this process to true up the budget at this time each year.

***Action: Motion and Second to approve an Increase of \$3,120,922 to the PY20 operating budget. Approved Unanimously.***

## ITEM #4 – PY21 OPERATING BUDGET

Mark Mattke, CEO – SWC

Jeanette Facer, Finance Director – SWC

Our office has received WIOA Adult, Dislocated Worker, and Youth program and administrative awards from the state for PY21 (July 1, 2021-June 30, 2022). All three programs will experience a decrease over last year’s allocations.

### **Spokane Workforce Council PY21 WIOA Formula Allocations & Comparison**

Program	PY21	PY20	Variance \$	Variance %
Youth	\$1,602,854	\$1,988,893	(\$386,039)	-19.4%
Adult	\$1,522,505	\$1,888,100	(\$265,595)	-19.4%
DW	\$1,138,756	\$1,411,240	(\$272,484)	-19.3%
Total	\$4,264,115	\$5,288,233	\$(1,024,173)	-19.4%

Based upon these figures, staff have developed PY21 Operating Budget for consideration and approval. This comprehensive budget contains both WIOA Formula and other grants and revenue sources that fund the operations of the SAWDC and the local workforce system.

***Action: Motion and Second to approve PY21 Budget for WIOA program and local workforce system services and operations and forward to Spokane Area Consortium for concurrence. Approved Unanimously.***

## ITEM #5 – PY21 PERFORMANCE TARGETS

Mark Mattke, CEO – SWC

The State Workforce Board is responsible for negotiating WIOA program performance targets with the U.S. Department of Labor for the state level targets and with the 12 local workforce development boards to set each area’s targets for the Adult, Dislocated Worker, and Youth programs. The results of this year’s negotiations are reflected in the table below.

PY21 Local Area Performance Negotiations - Final Negotiated Targets - Spokane Updated 5/21/2021

	Local Targets Set for PY20 (DOL Adjusted)	WTB / SWC Negotiated Targets (Updated 2021)	SWC Performance Year Ending 12/31/2019 (PY19 Q2)	SWC Performance Year Ending 12/31/2020 (PY20 Q2)	DOL Adjusted State Targets
<b>Adult</b>					
Q2 Employment	65.1%	65.1%	65.0%	63.3%	66.6%
Q4 Employment	60.3%	60.3%	60.1%	61.2%	66.8%
Median Earnings	\$6,660	\$6,660	\$6,747	**	\$8,212
Credential	66.4%	56.3%	50.0%	55.9%	66.4%
Measurable Skill Gains*	50.0%	43.4%	20.9%	19.5%	50.0%
<b>Dislocated Worker</b>					
Q2 Employment	65.6%	65.6%	64.2%	69.0%	72.2%
Q4 Employment	69.7%	69.7%	69.6%	65.1%	72.8%
Median Earnings	\$8,043	\$8,043	\$8,528	**	\$9,579
Credential	71.3%	71.3%	65.1%	78.5%	71.3%
Measurable Skill Gains*	50.0%	46.1%	24.4%	18.1%	50.0%
<b>Youth</b>					
Q2 Employment	58.8%	58.8%	59.8%	58.5%	60.7%
Q4 Employment	61.4%	61.4%	64.7%	62.7%	60.0%
Median Earnings	\$3,608	\$3,608	\$3,748	**	\$3,480
Credential	66.3%	66.3%	76.9%	73.2%	66.3%
Measurable Skill Gains*	50.0%	40.7%	20.9%	5.4%	50.0%

\*MSG performance is being affected by a defect in the state MIS reporting.

Actual MSG performance is closer to Credential Rate performance.

\*\*PY20 Q2 Median Earnings are not yet available

**Action: Motion and Second to approve PY21 WIOA program performance targets. Approved Unanimously.**

## ITEM #6 – OFFICE SPACE

Mark Mattke, CEO – SWC

- Our staff have done incredible work and responded to the needs of our community during the pandemic with the development of innovative service models and brought in funding from new and diverse sources.
- We readily transitioned to a hybrid work environment, utilizing both remote technology and spending time in the office to perform their work.
- As the public health crisis diminishes and we transition back to in-person operations for our workforce system campus and our SWC team, we have been discussing with staff what the impacts have been upon them and their families and what their needs are to help ensure that both our organizational demands are met as well as those of our staff.
- We anticipate continuing to lease our current office space and maintain and grow SWC staffing levels. Our organization benefits from working in an in-person, team-based environment.
- Further, we are aware of the mental, emotional, and physical toll that this 14 months+ crisis has taken upon our staff and have actively worked to provide support and flexibility to them and their families as they have navigated the balance between work and home life.

- As we have surveyed staff, one area that they have all identified would help make a difference in their mental and physical health as we return to normal is having dedicated space in our office suite where they can relax, work out, and generally recharge their batteries.
- Our research has indicated there are many proven benefits from employees utilizing space to relieve stress – including boosting productivity and less days off for illness, exhaustion, and injuries.
- We have identified available space on our floor in the Gateway 5 building that can be leased and repurposed for a staff health room.
- The space would be added to our current lease that expires June 30, 2023.
- Cost per month at a rate of \$11.00/square foot is \$442.75.

**Action: Motion and Second to Approve addition of new space to current lease. Approved Unanimously.**

## **ITEM #7 – ACTIVITIES AND UPDATES**

Mark Mattke, CEO – SWC

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

Dawn Karber, COO – SWC

- Technical Assistance
  - State of Montana technical assistance – wrap and bill out.
  - San Bernardino TA - \$50K contract starts next month.
  - We are also working on a smaller contract through another consulting organization to help redesign a facility in Chicago.
  - We are working with Wichita, Kansas to see what additional services we might be able to offer them.
  - Kevin is moving into a new position, and we have backfilled the One-Stop Operator role also giving him more time to dedicate to technical assistance work as it arises.
- Notice of increase TA Reserve to CPS
  - We increased the budget by \$10,000 to pay for Kevin’s time while employed by Career Path Services.
- NAWB updates
  - Mark thanked the board members and staff that are attending the NAWB conference.
  - We have two presentations that have been accepted:
    - Jessica will present the Next Generation Zone’s Ambassador Program
    - Dawn and Andrea will present on our SNAP/BFET Programs as it relates to providing technical assistance. These presentations to a national audience may lead to more requests for technical assistance.
    - We appreciate staff putting in the work to share information - develop the presentations, travel, and present at this conference.
- BFET – additional funding to CPS from SWC pool
  - We need to increase funding to CPS by \$10,000 for the Basic Food Employment & Training (BFET) program.
- SRC – City/County update on status of lease/MOU
  - Mark shared that we received an extension on the lease for the last six months and needed to extend it out or sign a new lease.
  - The City has been reluctant to move forward for a variety of reasons, so the County has graciously stepped up to indicate their interest in sustaining the SRC, helping by being a co-investor and serving as the leaseholder.

- This is an important evolution of the partnership, and we are thankful for John Dickson's efforts to help with this and to the County Commissioners as well for understanding the value of what the SRC brings to the community.
- The City Council approved a lease extension and to remain co-investors at least until the end of the year. John will follow up with the City to find out more details on the lease extension.
- The SRC continues to be a very viable and critical component of our service delivery infrastructure and we are excited to think about what sustainability looks like and how we can attract co-investors like the County, the City, and other philanthropic entities to help support this effort.
- Reopening plan for campus facilities – WorkSource, Spokane Resource Center, Next Generation Zone
  - WorkSource will reopen June 7<sup>th</sup> for a soft test run then more staff will return to work on June 14<sup>th</sup>.
    - Per OFM guidelines, we are currently allowed to operate at 25% capacity of the resource room on an appointment-only basis.
    - ESD has requested an unarmed security officer at WorkSource to ensure there are no issues with clients who may be upset about their unemployment insurance claims or the fraud that has happened. We are putting some security measures in place even though we do not anticipate any threats. With the stress and burnout levels of our community in response to the pandemic it is worth the investment to keep staff safe.
  - The Spokane Resource Center is open for business on June 7<sup>th</sup> for both walk-in and appointments.
    - Not all agencies are ready to send their staff back full time, so we will have reduced staff capacity and will be open for walk-ins until we reach capacity for staff, then we will ask customers to make an appointment or stay in the parking lot until they can be seen. No one will be turned away; they can make an appointment for later or wait a little bit longer to be helped.
  - The Next Generation Zone is also reopening on June 7<sup>th</sup> for regular operations.
- Texting/SMS platform for outreach
  - Remote services are here to stay across all our enterprises, so we have identified a platform to send text updates and outreach to our customers.
- Included in the agenda packet is the SWC IRS Form 990 that was filed based on our audited financials and our monitoring process.
  - It was prepared by Clifton Larson Allen, LLP who has submitted our taxes for a number of years.
  - Please let staff know if you have any questions.
- Conflict of interest Disclosure
  - It is time for our annual submitting of the Conflict of Interest Disclosures by Executive Committee members.
  - Please sign, scan, and send it back to us by the end of June.
- Jessica shared that she is about to turn in a grant application for more housing funding from the City.

## **OTHER BUSINESS**

- Staff is continuing work to envision what it would take to consolidate all of the Next Generation Zone operations on one floor to improve cohesiveness and strengthen the connection between the GED classroom and Open Doors program and the employment and training initiatives.

# Tab 1

- Mark shared that as we are closing out our program year, he is super proud of all the staff and work that has gone on.
  - It has been a lot of long hours trying to figure out new revenue sources and serving the need that is out there, and everyone has come through with flying colors.
  - He could not be prouder of the work that has been done by the staff of this organization, the board as well for their engagement in this process and the Full Council as well for taking on the racial equity work.
  - We are well-positioned for whatever the next year brings us.
  - We have a great team in place, a great system, and a great board so we are well-positioned to continue making progress in our next program year starting in July.
- Robert thanked the team and gave kudos for being effective and getting things done even through our challenges.
- Dan also thanked Mark and staff and he really appreciates everything we do for our constituents and the community.
- Mark thanked Dan for serving as chair the last two years especially during a pandemic.
- John asked about the Mayor's availability at the consortium meeting. Staff will inquire to determine which day and time worked for Mayor Woodward.

Meeting adjourned at 1:15 PM.