



## SPOKANE WORKFORCE COUNCIL

### MINUTES

#### SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

July 22, 2021 – 12:00-12:48 PM

Meeting held via Zoom

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#### **MEMBERS PRESENT:**

Kelley Charvet	Robert Duron	Dan Evans	Commissioner Josh Kerns
Ron Valencia, designee for Commissioner Kerns	Christina Vigil-Gross	Diana Wilhite	

#### **MEMBERS ABSENT**

David Lewis, designee for Mayor Woodward	Tina Morrison	Staci Taylor	Mayor Nadine Woodward
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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
Mark Mattke – Chief Executive Officer			

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Chair Kelley Charvet called the meeting to order at 12:00 PM with a quorum of members present.

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

Review of June 24, 2021 meeting minutes.

***Action: Motion and Second to approve the June 24, 2021 minutes. Approved Unanimously.***

#### **ITEM #2 – MONTHLY FISCAL REPORTS**

Jeanette Facer, SWC Finance Director

Jeanette provided an overview of the SWC finances as of 5/31/21 with one month to go until our Program Year ends. Highlights included:

- WIOA Formula Adult/DW/Youth Funds
  - \$4,240,987 Actual

- \$5,485,038 Updated PY20 Budget
  - \$1,244,051 Under Budget
- WIOA Formula Administrative Funds
  - \$375,552 Actual
  - \$445,693 Updated PY20 Budget
    - \$70,141 Under Budget
- WIOA Competitive Grants
  - \$1,657,770 Actual
  - \$2,064,312 Updated PY20 Budget
    - \$406,542 Under Budget
- Other Grants
  - \$2,661,660 Actual
  - \$3,078,934 Updated PY20 Budget
    - \$417,274 Under Budget
- Total Grant Funding
  - \$8,935,969 Actual
  - \$11,073,977 Updated PY20 Budget
    - \$2,138,008 Under Budget
  
- Total All Funding Sources
  - \$9,113,589 Actual
  - \$11,228,977 Updated PY20 Budget
    - \$2,115,388 Under Budget
- Total Costs
  - \$9,177,565 Actual
  - \$11,228,977 Updated PY20 Budget
    - \$2,051,412 Under Budget

#### SWC PY20 Active Grants Under Management

- WIOA Formula Grants – \$7,153,275 (47%)
- WIOA Competitive Grants – \$4,018,088 (26%)
- County & City Grants – \$3,272,285 (21%)
- Other Grants – \$836,243 (6%)
- **Total Funds Under Management - \$15,279,891 (100%)**

#### WIOA Formula Funds Expenditures & Obligations as of May 31, 2021

The SWC has met the required 80% obligation threshold for WIOA Formula Funds. Rates are as follows:

- Adult
  - Expenditures – 77%
  - Obligated – 84%
- DW
  - Expenditures – 65%
  - Obligated – 80%
- Youth
  - Expenditures – 61%
  - Obligated – 83%
- Goal 6/30/21
  - Expenditures – 70%
  - Obligated 80%

## **ITEM #3 – GRANTS & CONTRACTS**

Jessica Clayton, SWC Program & Development Director

### *Starbucks Foundation Neighborhood Grant*

- Spokane Workforce Council has been awarded a \$1,000 grant from the Starbucks Foundation Neighborhood Grants program to support the Next Generation Zone.
- Next Gen Zone was nominated by a Starbucks employee who was a long-time volunteer in the 21st Century Skills Academy prior to COVID.
- The employee has been a mentor to youth, taught employment skills from a business perspective, and also done direct recruitment for Starbucks at Next Gen Zone.
- The foundation received over 7,000 submissions from Starbucks employees across the country, and we were one of about 1,300 chosen to receive an award.
- We are proud to be recognized by Starbucks for addressing critical needs in our community and proud that this Starbucks employee is so passionate about the work that we do helping young adults find their career pathway.

## **ITEM #4 – BFET FFY 21 MONITORING REPORT**

Dawn Karber, SWC Chief Operations Officer

- On May 27, the Washington State Department of Social and Health Services (DSHS) conducted a virtual monitoring visit for our current Basic Food Employment & Training (BFET) 50% contract, which is serving customers based out of the Spokane Resource Center, and issued their monitoring report to us on July 15.
  - No findings or material weaknesses were identified, and the monitoring team included several commendations – one for accuracy of case notes, and one for the resiliency and innovation of our subcontractor during COVID.
  - Kudos to Career Path Services on doing such an excellent job during a challenging year, and to Jeanette Facer for excellent fiscal management of a very complex grant.

## **ITEM #5 – SPOKANE RESOURCE CENTER LEASE & INTERLOCAL AGREEMENT**

Mark Mattke, SWC Chief Executive Officer

- The process to develop a new lease agreement for the Spokane Resource Center has been underway with Spokane County taking the lead role in crafting a new interlocal agreement detailing the terms of the agreement between Spokane County, the City of Spokane, and the Spokane Workforce Council.
- The most recent draft was distributed for review, discussion, and possible action.
- The current lease extension expires August 31, 2021, so all parties are working to execute the new agreement by the deadline.
- Per the terms of the new lease:
  - One payment of \$16,320.00 for the period of June 1, 2021-August 31, 2021.
  - Payments of \$18,333.3 per quarter for the period of September 1, 2021 – May 31, 2023.

***Action: Motion and Second to enter into a lease agreement with Spokane County and the City of Spokane for the Spokane Resource Center after notifying executive committee. Approved Unanimously.***

## **ITEM #6 – ACTIVITIES & UPDATES**

Mark Mattke, Chief Executive Officer - SWC

- Facilities Reopening Status

- The state is requiring temperature screenings and masks at WorkSource.
  - Current customer count is about 50 per day.
  - Many people are opting to make appointments and are able to meet in person or with staff who remain working from home.
  - Spokane is the first WorkSource Center in the state to reopen.
- Staff anticipated seeing a lot more youth customers who would like to engage virtually but that has not proven to be the case.
  - Next Generation Zone is seeing about 22 people per day on average.
  - We are exploring options to see if Next Gen Zone can modify their physical footprint as there remain many access issues and barriers to virtual services.
- The Talent Solutions Team is engaging with businesses to offer assistance with their recruitment efforts.
  - Many people are trading out shift work for jobs with benefits and better pay.
  - Employers are seeing gaps in the skills of their applicants and a lack of numbers of people applying for work.
  - We have heard quite frequently that childcare is a major issue with people being able to return to work. Many childcare facilities closed during the pandemic.
  - Also, people who were laid off, unable to work or worked remotely have been reflecting on whether or not they want to go back to in-person work.
  - A recent survey indicated that 42% of people would resign from their jobs if there is not a remote or hybrid work option.
  - Another survey statistic shared is that 75% of employed individuals are actively looking for other work because they have re-evaluated their lives during the pandemic and want to work from home.
  - Retaining employees has been a challenge as well with many places being extremely short-staffed because their staff are leaving to take jobs that offer hiring bonuses. TST staff are sharing with employers that they may be well-served to consider retention bonuses as many jobs now offer hiring bonuses which may induce employees to leave if there is not a comparative benefit for staying on.
- WIOA Performance Letter
  - The SWC received a letter from the grants director at ESD yesterday giving kudos for the last quarter in terms of our WIOA program enrollments and our National Dislocated Worker grant enrollments.
  - We are meeting our targets, which were set during pre-COVID conditions, and we are very close to exceeding them.
- Conflict of Interest forms
  - Please fill out and send in your Conflict of Interest forms.
- Mark thanked Angela Maioriello who has been our office in the last two years and is moving to Bellingham.
  - She will be attending Western Washington University and is also starting a new job, working remotely for the Employment Security Department.
  - Mark and the board thanked Angela for her tenure here and for all she has done to connect us, keep these meetings on track, and the keep technology working – especially with the challenges caused by the pandemic.

Meeting adjourned at 12:48 PM.