



**SPOKANE  
WORKFORCE  
COUNCIL**



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**MINUTES**

**SPOKANE WORKFORCE COUNCIL  
EXECUTIVE COMMITTEE**

**DECEMBER 16, 2021, 12:00-1:00 PM**

Meeting held via Zoom

**MEMBERS PRESENT:**

Kelley Charvet	Christina Vigil-Gross	Staci Taylor	Diana Wilhite
Dan Evans	Commissioner Josh Kerns		

**MEMBERS ABSENT**

Robert Duron	Tina Morrison	Mayor Nadine Woodward
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**STAFF PRESENT:**

Jessica Clayton – Program & Development Director	Jeanette Facer – Finance Director	Dawn Karber – Chief Operations Officer	Laurel Henderson– Office Assistant
Mark Mattke – Chief Executive Officer			

Chair Kelley Charvet called the meeting to order at 12:07 PM with a quorum of members present.

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

Review of October 28 & November 8<sup>th</sup> Special Meeting minutes.

***Action: Motion and Second to approve the October 28 Meeting minutes.  
Christina moved and Staci Taylor seconded. Approved Unanimously.***

***Dan Evans moved to approve the November 8th Special Meeting Minutes and Christina Vigil Gross seconded. Approved unanimously.***



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## ITEM #2 MONTHLY FISCAL REPORTS

Jeanette Facer, SWC Finance Director

Jeanette reported on December financials for SWC.

- SWC had grants under management totaling \$15.3M in PY20, in PY21 there is \$14.1M.
- WIOA Formula grants comprise 48% at \$6.7M, WIOA competitive grants are 30% at \$4.2M with other grants representing 22% at \$3.1M.
  - Although the WIOA Formula funds decreased from the previous year, Carry-in funds totaling >\$2M helped to offset the reduction in funding.
- Breakdown of SWC expenditures for subcontracted services during Q1 & Q2 of PY21 is as follows:
  - Salaries & Benefits 51% at \$998,701
  - Client Services 15% at \$308,055
  - Overhead 13% at \$253,515
  - Other Direct Expenses 12% at \$229,579

## ITEM #3 –GRANTS AND CONTRACTS

Mark Mattke, SWC Chief Executive Officer

The State has notified local workforce development boards that there is \$1,478,107 in unspent and unobligated Rapid Response (RR) funds that are now available for distribution to all 12 areas. Spokane's total allocation is \$128,968, with \$116,071 in program funds and \$12,987 in administrative.

***Dan Evans moved to approve the contract modification with ESD to accept \$128,968 and subcontract with the Consortium. Diana Wilhite seconded the motion. No one opposed. The motion was approved unanimously.***

## ITEM #4 – PURCHASING & PROCUREMENT, SIGNATURE AUTHORITY POLICIES

Mark Mattke, SWC Chief Executive Officer

The SWC Purchasing and Procurement and Signature Authority policies were written in 2013 with the establishment of the non-profit corporation and updated in 2018. Current Federal regulations allow for different purchasing authorization thresholds than existing SWC policies. To align SWC policies and procedures with federal regulations and continue to ensure strict internal controls remain in place, staff are recommending updates to policies G101 R2 Purchasing and Procurement Policy and G102 R1 Signature Authority Policy.

***Action: Motion and Second to approve modification of policies G101 R1 and G102 R2 as indicated in the attached documents. Approved Unanimously.***

## ITEM #5 – LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) GOVERNANCE STRUCTURE

Mark Mattke, SWC Chief Executive Officer

U.S. Department of Labor Region 6 conducted an Enhanced Desk Monitoring Review (EDMR) of ESD's WIOA formula grants in the fall of 2020. The overall result of this review was six findings and three areas of concern that Washington State needs to address, as well as three promising practices.

- Finding One: Noncompliant sanctions policy



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- Finding Two: Superseded functions of local boards
- Finding Three: Lack of state funding mechanism policy
- Finding Four: Noncompliant data validation policy and procedures
- Finding Five: Noncompliant Wagner-Peyser monitoring plan and self-appraisal report
- Finding Six: Noncompliance with “sunshine provision” requirements
- Area of Concern One: Local boards unaware of incident reporting and complaint/grievance procedures
- Area of Concern Two: Minimal technical assistance (TA) available for local board performance issues; uncoordinated TA for other program issues
- Area of Concern Three: Outdated and/or inaccessible state and local policies
- Promising Practice One: State monitoring process and tools
- Promising Practice Two: State policy development process
- Promising Practice Three: Seattle-King County LWDB equal opportunity resource page.

Staff propose to conduct an in-depth analysis of the documents and processes that the SWC currently operates under for its governance, including by-laws and interlocal agreements, and report back to the Executive Committee with recommendations for changes to be made where SWC is not in alignment with WIOA and the regulations.

The SWC Board may need to change its decision-making structure to include the whole board-- rather than a committee, including the Executive Committee. It is an area that has been identified for review and assessment. There is also some language that needs to be updated in the SWC by-laws and other materials. Updates will be necessary to ensure alignment with the Workforce Innovation & Opportunity Act (WIOA) from the previous Workforce Investment Act (WIA).

One of the benefits of having the Executive Committee authorized to make financial decisions on behalf of the board is that it enables the SWC to be nimbler and act on a more frequent basis. Mark would like the Board to consider how to continue having the Executive Committee make decisions and then have the larger board ratify those agreements/decisions later, without precluding action being taken. Feedback is requested from the Executive Committee.

Within WIOA there is a confluence of businesses, organizations and elected officials. Each have critical roles to play in the SWC governance structure and the operations of the workforce system. This is a good time to revisit these and review our critical roles and decision making processes and ensure alignment with WIOA.

### **ITEM #6 – ACTIVITIES AND UPDATES**

Kelley Charvet, SWC Board Chair

### **Resource Center of Spokane County (RCSC)—Dawn Karber**

Spokane County took over the lease and committed to funding the RCSC. The SWC is grateful to the County for stepping into this new role and providing funding. Staff have been advised that the building owner may



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not have signed the lease agreement yet so payments cannot be made. SWC did receive an invoice for rent and the County is working to get the agreement executed. Hopefully, this may be an administrative error and nothing more.

The Spokane City Council previously failed to approve a partnership agreement with Spokane County for the RCSC. However, at its November 29, 2021, meeting, the Council passed a resolution to sign the agreement and now we SWC shares a three-way partnership (City, County, SWC) to cover the lease costs until June of 2023. Staff and partners are working to identify and secure resources to sustain the RCSC operations beyond the current lease.

### Board Equity Statement

The Board successfully created and adopted its racial equity statement. The next steps are to continue working to implement it and determine ways to measure results as the SWC works to serve more diverse populations.



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### Local Integrated Workforce Plan

In early 2020, the Board and stakeholders worked to create and finalize our Plan for the 2020-2024 period. The pandemic began shortly after, and this significantly changed the economic conditions and impacted our service delivery models. SWC has previously been advised that a modification to the plan would be required but have learned that only the State Plan needs to do this in order to be in compliance with USDOL guidance.

### New SWC Staff: Kevin Williams—Vice President of System Advancement

Kevin Williams will join the Spokane Workforce Council on January 18, 2022. He will help lead the Next Generation Zone and Talent Solutions Team and help enhance how the organizations utilize data and provide services. Jessica Clayton will step back into her role at SWC as the Program & Development Director.

### Services and Oversight Committee

Dawn Karber, SWC Chief Operations Officer

The SOC committee discussed the One-Stop Recertification process that is required every three years in order for facilities to use the WorkSource brand. The committee will report to the Full Council in February to ask for a vote on recertification of sites until 2023.

### In person Meetings

There is some hesitation about returning to holding future meetings in-person due to the continued COVID-19 pandemic situation and levels of infection rates. The January Executive Council meeting will be held virtually, and a determination about the February full board meeting will be made closer to the date.

### **OTHER BUSINESS**

Kelley Charvet, SWC Board Executive Chair

The April Full Council meeting has been moved to a new date to accommodate the annual NAWB Forum. The new date will be Wednesday, April 20, 2022.

Meeting Adjourned at 12:53pm

### **NEXT MEETING:**

The next Executive Committee meeting is scheduled for Thursday, January 27, 2022, from 12:00-1:00PM via Zoom.