



## SPOKANE WORKFORCE COUNCIL

### SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

October 28, 2021 – 12:00-1:00 PM  
Meeting held via Zoom

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#### **MEMBERS PRESENT:**

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

#### **MEMBERS ABSENT**

Commissioner Josh Kerns	Mayor Nadine Woodward
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#### **OTHERS PRESENT**

Amanda Fisher, Labor  
& Industries

#### **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			

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Chair Kelley Charvet called the meeting to order at 12:02 PM with a quorum of members present.

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

Review of August 26, 2021 meeting minutes.

***Action: Motion and Second to approve the August 26, 2021 minutes. Approved Unanimously.***

#### **ITEM #2 – GRANTS AND CONTRACTS**

Mark Mattke, SWC Chief Executive Officer

#### **Opportunity Partnership Program (OPP)—Advisory update from Dawn Karber**

\$42,500 grant awarded from Workforce Training and Education Coordinating Board for the Opportunity Partnership Program (OPP) to support first-generation students at the two campuses of Community Colleges of Spokane with completing their course of study. We will be working with the Talent Solutions Team, KSPS, and subcontracting \$30,000 to Career Path Services to support the Talent Solutions Team’s work on this project. We are partnering with business mentors and KSPS to publish and share industry videos.

Andi Hixson successfully negotiated this contract with the Workforce Board to allow for the work to be done through virtual mentoring.

## **Basic Food Employment & Training(BFET) Fiscal Year 2022**

Spokane Workforce Council has been awarded up to \$199,296 from the Department of Social and Health Services (DSHS) for the BFET program to support customers at the Resource Center of Spokane County (RCSC) and the Next Generation Zone. The funding is a 50% match on non-federal funding. The SWC will be leveraging multiple private, City, County, and State grants that qualify for the match. The grant runs October 1, 2021 – September 30, 2022.

***Action: Motion and Second to authorize the SWC to accept up to \$199,296 from DSHS and subcontract up to \$100,000 to the Consortium (Career Path Services, Goodwill, and NEWESD101) as needed.***

## **Columbia Bank Workforce Development Advocacy – Advisory update from Mark Matke**

SWC was awarded a \$25,000 grant from Columbia Bank as part of their Workforce Development Advocacy program, which can be used for general operating and maintenance purposes. They are very interested in supporting services for customers through the Resource Center of Spokane County during the final stages of the pandemic and in helping provide financial literacy to individuals who may not already be utilizing banks, also known as *unbanked individuals*. This grant runs through January 2023, but it is anticipated the the funds will be fully expended prior to that date.

## **ITEM #3 – ANNUAL RETREAT DEBRIEF**

The board held its Annual Retreat on October 13<sup>th</sup> via Zoom. The topic for this year's event was the culmination of Racial Equity work that the board began in April of this year by developing an Equity Statement that will help guide our local workforce system's service delivery and investment strategies.

The board worked in small groups with the goal of developing a Racial Equity Statement to serve as the guiding tenet for how our workforce system might better orient its work to improve services and outcomes for all racial groups in our area. A draft Equity Statement was developed that captures the board's understanding of our responsibility for this work and our role in taking action to get better results and increasing economic prosperity for everyone. The board did not finalize the Equity Statement due to time constraints and will take time at the December 8<sup>th</sup> Full Council meeting to finalize the statement.

### **Discussion:**

- Board members liked how they broke into smaller groups, which facilitated greater collaboration and allowed for richer conversations than a large group.
- Question: Will we continue to work with Greater Spokane Progress (facilitators)?
  - Answer: This will be up to the board to decide.
- Question: Are there any assessment tools/ metrics to measure ROI for our work with Greater Spokane Progress? A pre-assessment tool might have been a good idea to gauge where we were at the beginning.
  - Answer: This was part of the homework, there were self-assessment tests through Harvard Business Review.
- Question: How will this be applied?
  - Answer: Through policy, procurement, contracting, and service delivery efforts and then benchmarking current data to measure progress against. We may also have Greater Spokane Progress come back and discuss changes that have been made and the results.

## **ITEM #4 – ACTIVITIES AND UPDATES**

Mark Mattke, SWC Chief Executive Officer

### **SPOKANE COUNTY & RESOURCE CENTER OF SPOKANE COUNTY (RCSC)**

We experienced a setback with regards to commitment from the City of Spokane for funding, which we are still working through. The Spokane County Commissioners were able to step in and close the gap by becoming the leaseholder for a nearly two-year term using ARP funds. The Commissioners see the value of the services provided at the center and said that supporting it was a “no-brainer.” Having the County as the leaseholder for nearly two years gives SWC some breathing room, but we will need to continue to look for additional partnerships and resources for financial stability and sustainability with partners like Columbia Bank and others.

### **PERSONNEL HANDBOOK CHANGES**

- Added Juneteenth Holiday on June 19<sup>th</sup> as an annual holiday as mandated by the state.
- All staff are required to reference SAWDC Data Security Policy regarding safeguarding information while using mobile devices.
- COVID-19 vaccination policy—SWC staff members are required to be vaccinated unless they are eligible for a reasonable accommodation.
- Paid Leave Payout—SWC staff have accrued an excess of unused leave due to the pandemic. Employees are allowed to cash out an additional 40 hours of vacation this year.

### **OPERATIONS UPDATES**

- We increased the Career Path Services (CPS) technical assistance sub contract by \$6,000 to support a new contract with Wichita, Kansas which begins on November 2 for \$23,000.
- We have received exceptional feedback for the State of Montana contract, for the work done by Dawn and Kevin to develop curriculum and deliver the material. The SWC Marketing team compiled an online handbook available for the customers to use. This will be posted to the website and upcoming Learning Management System (LMS).
- Purchased TalentLMS (LMS)—used for training with customers and across the campus. Cost is approximately \$2,500 per year, a pretty inexpensive option. It is launching next Tuesday, November 2, 2021 with our new consulting project.
- Purchased HubSpot (CRM)—Our former CRM provider, EZIQ, closed. This is a new CRM company. We did not need to bid because we had already done an RFP and it was within the same year.
  - Discussion: Is there a way in which to get video testimonials of customers to include on marketing websites? Answer: Yes, we can put on our YouTube channel.
- The press regarding the RCSC and the lease did have the unintended outcome of having supporters contact offering help, and today we are developing a relationship with the Aerospace Joint Apprenticeship Committee (AJAC) – and exploring subleasing space at the RCSC for apprenticeship training. Will be launching an apprenticeship and skilled trade center. AJAC will staff the new center. The customers being served at the RCSC are from very diverse populations and we are pleased to be able to serve them via this facility. Many thanks to Spokane County for stepping in to help us continue to do so.
- SWC was recently awarded Homeless Housing and Assistance Act (HHAA) funding from Spokane County. We were 1 of 9 bidders who were tentatively awarded \$310K—we were the single biggest recipient. This is pending a vote.