



## SPOKANE WORKFORCE COUNCIL

<p>MEETING MINUTES SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE</p>	<p>August 25, 2022 - 12-12:35pm Meeting held via Zoom</p>
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### **MEMBERS PRESENT:**

Kelley Charvet

Christina Vigil Gross

Robert Duron

Dan Evans

Commissioner Josh Kerns

Tina Morrison

Ron Valencia (designee for  
Commissioner Kerns)

Diana Wilhite

### **MEMBERS ABSENT:**

Mayor Nadine Woodward

Steve MacDonald (designee for Mayor  
Woodward)

### **OTHERS PRESENT:**

Scott Simmons

### **STAFF PRESENT:**

Mark Mattke – Chief Executive Officer

Dawn Karber – Chief Operations Officer/EO  
Officer

Jeanette Facer – Finance Director

Jessica Clayton – Program & Development  
Director

Melissa Voelker – Office Assistant

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

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

*Kelley Charvet – Board Chair*

Review of May 26 and July 28 Meeting Minutes.

***ACTION: Motion and Second to approve Meeting Minutes from May 26 and July 28. Approved unanimously.***

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

*Jeanette Facer – SWC Finance Director*

Jeanette will have monthly reports on the financial status of the Spokane Workforce Council (SWC) at the next meeting of the Executive Committee (September 15, 2022). She will also present audit results from the State Auditor's Office (SAO), which will include information about the finding to be reported that will most likely appear next year as well.

## **ITEM #3 – GRANTS AND CONTRACTS**

### **-Opportunity Partnership Program (OPP) Grant-**

*Jessica Clayton – Program & Development Director*

The SWC is anticipating an award of \$56,500 from the Workforce Training and Education Coordinating Board for the Opportunity Partnership Program (OPP). These funds will go toward mentorship and employment connections for students attending the 2022-2023 school year at the Community Colleges of Spokane. The award amount this year has increased from the \$42,500 it was in previous years.

Mandy Adamson, SWC Programs Assistant, will be working with the Talent Solutions (TS) Team and KSPS to identify which industries this year's OPP students are training to enter, identify businesses from those industries that are interested in connecting with those students, and creating various business tour videos to be added to the Career Explore NW website. Talent Solutions will host virtual networking events on the Premier Virtual platform where students can meet prospective employers.

The Spokane Workforce Council seeks approval to accept the \$56,500 in funding, and then to subcontract up to \$40,000 to Career Path Services (CPS) to support the TS Team's work on this project.

***ACTION: Motion and Second to approve acceptance of \$56,500 in Opportunity Partnership Program funding and to subcontract up to \$40,000 to Career Path Services. Approved unanimously.***

### **-TradeUp Spokane Grant (Revision to Subcontract)-**

*Dawn Karber – SWC Chief Operations Officer*

At the July 28 meeting of the Executive Committee, a contract for \$100,000 between the SWC and the Inland Northwest Association of General Contractors (AGC) was approved. At that time, the contract was intended to support the launch of TradeUp 2 Construction, with \$90,000 subcontracted to employ a Navigator meant to handle the major share of work on the project. A program design meeting with the WorkSource Consortium led to the decision that funding would be best utilized by employing the Navigator as Project Lead (TST Team) and by receiving industry navigation tools for job seekers from the Home Team.

As budgeting for this additional element of the work requires an increase in necessary funding, the SWC seeks approval to raise the subcontracting threshold to \$95,000.

***ACTION: Motion and Second to approve subcontracting up to \$95,000 of TradeUp Spokane funding to the WorkSource Consortium. Approved unanimously.***

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

*Mark Mattke – SWC Chief Executive Officer*

### **-Annual Board Retreat-**

The Workforce Development Council (WDC) annual Board Retreat will be held October 12<sup>th</sup> from 1-5pm at the Spokane Convention Center. It will include three main issues/themes covered throughout the day and the goal is to identify action items and a plan for implementation for the year. Mark is working with a consulting firm on the full agenda for the retreat and is utilizing information gained through surveying board membership to shape the event.

### **-Area Plan Approval-**

The Workforce Training and Education Coordinating Board of the State of Washington has approved the Spokane Workforce Council Local Plan for Program Years 2020-2024. The SWC is currently operating under this approved plan.

### **-New Board Members-**

Dr. Sherri McMahan, President of Eastern Washington University (Postsecondary Education) and Katy O'Connor, Vice President and Chief Human Resources Officer for WA/MT Region from Providence (Business) have applied for membership to the Board. We will seek to nominate them at the 10/12 Retreat and they intend to be present.

### **-THRIVE/CEDS Implementation-**

The current ultimate THRIVE Spokane (Comprehensive Economic Development Strategy) plan from Greater Spokane Inc. required by the U.S. Economic Development Administration to receive funding has been developed through a collaborative process with input from the SWC. Work is moving forward to implement the plan and the SWC is engaged in multiple elements of the strategy to ensure workforce development efforts are aligned and integrated.

### **-Juvenile Rehabilitation (Next Generation Zone)-**

Spokane is a destination for teenagers and young adults being released by the juvenile justice system and the SWC and Next Generation Zone (NGZ) are working with the Division of Children, Youth & Families/Juvenile Rehabilitation on ways to better connect our local career and education services with young people seeking to successfully re-enter our community.

### **-ARPA Funding Opportunity-**

Spokane County has released a request for proposal (RFP) on ARP funds toward addressing negative economic impacts and nonprofit sector capacity. The Spokane Workforce Council wishes to focus on supporting childcare services for current and future working parents. Jessica Clayton (Program & Development Director) explained the SWC's plan to extend direct support to 200 families over the next three years who have seen the cost of childcare bar them from the workforce and/or continuing their education. The proposed plan will also assist childcare providers in filling job openings with talented individuals and in gaining or retaining their licensing. Commissioner Josh Kerns indicated that this will be a competitive funding opportunity - as it is open to all nonprofits – but encouraged the SWC to submit their proposal. He also explained that a childcare specific opportunity may be forthcoming.

### **-Workforce Impact Fund-**

The Washington Workforce Association (WWA) is developing ways to bring in additional, sustainable funding for the state. Based in part on programs currently existing in Idaho, California, and Oregon, the WWA is seeking state legislature supported funding to make up for declining federal assistance. They

are advocating to see this funding added to the state legislative agenda and are asking for support from our local board members and elected officials.

**Meeting Adjourned at 12:31 PM to allow for reconvening of Annual Meeting of the Board.**

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*Chair Kelley Charvet called the reconvening of the Annual Meeting of the Board to order at 12:31 PM with a quorum of members present.*

**ITEM #5 – ELECTION OF OFFICERS**

*Kelley Charvet – Board Chair*

The Bylaws of the Spokane Workforce Council require that the Secretary and Treasurer of the organization be elected by the Board on an annual basis. Diana Wilhite (Secretary) and Dan Evans (Treasurer) were both nominated to continue in their positions for another year, which they both accepted.

***ACTION: Motion and Second to approve Diana Wilhite as Secretary and Dan Evans as Treasurer for July 2022-June 2023. Approved unanimously.***

**Meeting Adjourned at 12:35 PM.**

**NEXT MEETING:**

The next Executive Committee Meeting is scheduled for Thursday, September 15, 2022, from 12:00 – 1:30 PM.