



SPOKANE WORKFORCE COUNCIL

MINUTES

SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE

May 26, 2022, 12:00-1:30 PM

Meeting held via Zoom

MEMBERS PRESENT:

Kelley Charvet	Christina Vigil-Gross	Robert Duron	Dan Evans
Tina Morrison	Ron Valencia (designee for Commissioner Kerns)		

MEMBERS ABSENT

Mayor Woodward	Diana Wilhite
----------------	---------------

OTHERS PRESENT

Steve Simmons

STAFF PRESENT:

Jessica Clayton – Program & Development Director	Jeanette Facer – Finance Director	Dawn Karber – Chief Operations Officer	Mark Mattke – Chief Executive Officer
--	--------------------------------------	---	--

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 March 24, 2022 Meeting minutes.

Action: Motion and second to approve the March 24 Meeting minutes. Approved Unanimously.

ITEM #2 GRANTS AND CONTRACTS

Mark Mattke, SWC CEO

Three grants were presented for consideration and approved.

WIOA Youth Reallocation – Program and ACP Funding

Spokane Workforce Council was awarded a total of \$270,234 of unspent PY20 funds that have been recaptured from other workforce boards across the state. PY20 funds expire on June 30, 2022, and the short life span allows us to spend older funds and save PY21 funds to carry into the next program year.

Spokane is one of several areas who accepted reallocated funds and are positioned to quickly spend out in the next six weeks. The breakdown of funds is \$262,225 in WIOA Youth program funds and \$8,009 in ACP (administrative).

Economic Security for All – Round 3/State Funds

Economic Security for All (EcSA), is a poverty reduction pilot program that we have been operating out of the Resource Center of Spokane County since 2019. The program focuses on providing intensive case-management to adults who are receiving public assistance and below 200% of the federal poverty level, to help them reach their self-sufficiency goals. The pilot program was funded through Governor Inslee's discretionary WIOA budget and was recently expanded to be statewide and extended through June of 2024. Additionally, Employment Security Department successfully advocated for the state legislature to invest in the program for its 2022-2023 budget. We now have the opportunity to support our program with state funds, and if implemented successfully, these funds will be available via legislative budgeting year after year.

We have worked collaboratively with ESD and the Washington Workforce Association to determine a funds allocation methodology, and Spokane is receiving \$565,179 in state funding to be utilized July 1, 2022, through June 30, 2023. This funding will support much-needed staffing at the RCSC, including a front desk guest services position and a second case manager, and will allow us to serve over 100 additional participants with career services, training opportunities, and supportive services. Staff are seeking approval to bring in the \$565,179 in State funding from Employment Security Department and subcontract up to \$480,000 to the Spokane WorkSource Consortium.

Employment Recovery Dislocated Worker Grant – Extension and Increase

Spokane participated with the state in several COVID response National Dislocated Worker grants, the second of which was recently approved for an extension by US Department of Labor. Originally ending this June, we have extended our contract through June of 2023. Although no increased award came from USDOL, several other workforce development areas are either under-spent on their initial awards for this grant, or they are not participating in the extension, which has left a portion of funding available for re-allocation. This funding will be crucial in helping us to mitigate the effects of the formula funding budget cuts this upcoming program year. We have requested up to \$472,074 in additional funding, and as of now have been approved to receive \$302,228. Staff are requesting a vote on our full ask in case the amount available increases after the vote. Staff are also seeking approval to subcontract up to the full amount to the Spokane WorkSource Consortium.

Action: Motion and a second to accept the funding and subcontract levels listed below. Approved Unanimously.

1. \$262,225 in WIOA Youth PY20 program funds and \$8,009 in ACP (administrative) PY20 funds.
2. \$565,179 in Economic Security for All funding and subcontract up to \$480,000 to the WorkSource Consortium.
3. \$472,074 in Employment Recovery Dislocated Worker funds and subcontract up to the full amount to the WorkSource Consortium.

FINANCIAL IMPACT

Addition of up to \$1,307,487 to the PY21 operating budget.

Mr. Mattke also presented an informational item regarding another grant received from the Innovia Foundation.

Innovia Foundation – Cultivating Potential Supported Scholarship Program

Spokane Workforce Council has been awarded \$125,400 from the Innovia Foundation to manage the second year of a supported scholarship program for 12 young adults on behalf of the foundation for the 2022-2023 school year. The Cultivating Potential Sustaining Fund was established at Innovia to support disadvantaged youth in pursuing post-secondary educational success. The fund provides scholarships to be used for tuition, books, fees, and education related expenses. In addition, the fund supports other education related activities including mentoring, monthly cohort meetings, and access to additional support services and resources to reduce barriers to achieving success during the school year. It is the goal of his program to help students cultivate purpose and provide access to opportunities that will lead them to become active and positive participants in our community. In the first year of the program, five scholars made great strides in their education. Year two expands access and includes four of the original cohort and adds on eight new scholars— students from Next Generation Zone were given the opportunity to apply, and one NGZ Alumni was selected for the program.
(No vote, informational only.)

ITEM #3 –ANNUAL (PY21) BUDGET – REVIEW/REVISE

Jeanette Facer, SWC Finance Director

The Executive Committee will reviewed 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 PY21 Budget Revision as presented. Approved unanimously.

FINANCIAL IMPACT

Increase of \$1,363,472 to the PY21 operating budget.

REQUESTED COUNCIL ACTION

This item now advances to the Full Council for a vote to ratify at the June 8, 2022, meeting.

ITEM #4 – PY 22 OPERATING BUDGET

Jeanette Facer, SWC Finance Director

Our office has received preliminary WIOA Adult, Dislocated Worker, and Youth program and Administrative awards from the state for PY22 (July 1, 2022-June 30, 2023). All three programs will experience a decrease over last year’s allocations.

Spokane Workforce Council WIOA Formula Allocations Comparison

Program	PY22	PY21	Variance	Variance %
Youth	1,394,016	1,602,854	(208,838)	-13.0%
Adult	1,320,399	1,522,505	(202,106)	-13.3%

DW	1,256,734	1,519,123	(262,389)	-17.3%
Total	3,971,149	4,644,482	(673,333)	-14.5%

Based upon these figures, staff developed the PY22 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 SWC and the local workforce system.

Action: Motion and second to accept \$3,971,149 in WIOA Title 1 PY22 program funds and Approve PY22 Budget for WIOA program and local workforce system services and operations and forward to Spokane Area Consortium for concurrence. Approved Unanimously.

FINANCIAL IMPACT

Availability of \$3,971,149 in PY22 WIOA formula funds and additional PY21 carry-in funds (TBD) as well as utilization of discretionary grants, contract services, program income, sub-leases, and private donations to operate the local workforce system in PY21.

REQUESTED COUNCIL ACTION

This item now advances to the Full Council for a vote to ratify at the June 8, 2022, meeting.

ITEM #5 – WIOA REQUEST FOR PROPOSAL AND PROVIDER SELECTION

Dawn Karber, SWC Chief Operations Officer

The SWC, in agreement with the Spokane Area Consortium, is required to procure bids at least every three years for the WIOA Adult, Dislocated Worker and Youth programs. In March of this year, the SWC released four Requests for Proposals (RFP) totaling \$3.45M in Workforce Innovation and Opportunity Act (WIOA) funding to identify contractors to provide services on the Spokane Workforce Campus for Program Year 22-23 (July 2022-June 2023) with the possibility of two extensions (2023-2024 and 2024-2025).

The process was led by the SWC Services and Oversight Committee in partnership with the Youth Career Readiness Network (Chair). Prior to releasing the RFPs, the group met weekly for almost two months to thoroughly discuss how this funding could best be utilized to support the vision of the board and address regional business and community needs, as well as how the then anticipated/now confirmed significant reduction in funding might impact service delivery to businesses and jobseekers.

Proposals were due to the SWC in early May, and the committee has since read and scored proposals. Overall, they were extremely pleased with the proposals received, noting they were among the best proposals to-date for those that have participated in this process in the past. They had hoped to attract new bidders but even without having others to compare to, they felt those received were excellent and had no concerns with the process or the outcome. As such, the Services and Oversight Committee offers the following funding recommendations for vote today with the understanding that the award is not final until the Full Council votes on June 8:

- 1. WorkSource Spokane Service Providers:** Services to assist jobseekers at WorkSource Spokane with career planning, job search and the training necessary to meet local employer needs. Funding recommendation: **\$1,845,000 to the Spokane Workforce Consortium** (Employment Security Department, Career Path Services and Goodwill Industries of the Inland Northwest).

2. **Talent Solutions** – Workforce services to assist employers with the intent of helping businesses succeed and grow. Funding recommendation: **\$340,000 to the Spokane Workforce Consortium** (Employment Security Department and Career Path Services).
3. **Next Generation Zone** – Services to assist young adults ages 16-24 with achieving their career and educational goals. Funding recommendation: **\$1,292,000 to the Spokane Workforce Consortium** (Career Path Services, Goodwill Industries of the Inland Northwest, and NorthEast Washington Educational Service District 101). Note: Increased from \$970,000 included in RFP due to new information received from the state. Increasing to ensure level-funding and consistency in staffing and service delivery.
4. **WorkSource Campus Operations** – Supports site managers at WorkSource Spokane and the Resource Center of Spokane County. Funding recommendations: (1) Up to \$150,000 to Career Path Services for WorkSource Site Operator, and (2) Up to \$150,000 to Career Path Services for RCSC Site Operator.

Action: Motion and second to award to the Spokane Workforce Consortium as outlined above:

- **\$1,845,000 for jobseeker services at WorkSource Spokane**
- **\$340,000 for Talent Solutions at WorkSource Spokane**
- **\$1,292,000 for youth services at the Next Generation Zone**

Approved unanimously.

Action: Motion and second to award to Career Path Services:

- **\$150,000 for site operations at WorkSource Spokane**
- **\$150,000 for site operations at the Resource Center of Spokane County**

Approved Unanimously

FINANCIAL IMPACT

Up to \$3,777,000 in subcontracts.

REQUESTED COUNCIL ACTION

These items advance to the Full Council for ratification at the June 8, 2022, meeting with contracts to begin on July 1, 2022.

ITEM #6 – RECORDS RETENTION POLICY

Mark Mattke, SWC CEO

This policy has been updated to reflect our agency name and other formatting as well as incorporate language from related Washington State policy. It has also been revised as a WorkSource Administrative Policy since it applies to our service providers and requires their compliance.

Action: motion and second to approve revision to Policy #A103.. Approved unanimously.

ITEM #7 – ACTIVITIES AND UPDATES

Kelley Charvet, SWC Board Chair

Staff reported on a number of items:

- **AGC partnership contract** – the SWC will be contracting with Inland NW Associated General Contractors to help launch the Trade Up Spokane initiative and provide an industry navigator

position located at our Apprenticeship and Skilled Trades Center. KREM2 will also be a partner in this effort to help more people learn about and enter into careers in the skilled trades.

- **WorkSource Campus Leadership Training** – started this week for cadre of staff from our service providers and partners.
- **Technical Assistance** – Syracuse Career coach training – 6/9 start – one of two new contracts totaling approx. \$48,000 to provide training for staff in an Upstate New York workforce development area.
- **FAFB Collaboration** – staff from Fairchild Air Force Base’s Airman & Family Readiness Center are visiting the WorkSource Spokane Campus as we ramp up our efforts to provide career services to transitioning service members, military spouses, and their families and connect them to career opportunities in the Spokane area.
- **WorkSource System Conference** – 6/24 – this year’s conference is the first since the pandemic and will host 150 staff from around our system on the campus of Spokane Community College. Commissioner Kerns is invited to open the event with welcoming remarks and the rest of the day long conference will include sessions on a content-rich range of topics for workforce professionals.
- **EO campus monitoring** – staff from the State’s Equal Opportunity office will visit on 6/1-6/2 to conduct their annual evaluation of our facilities and procedures.
- **SAO Audit Update** – our team is still working with the State Auditor’s Office to resolve the issue with our contract with the City of Spokane for COVID-19 Rental Assistance.
- **IRS Form 990** – thank you to the board for reviewing this year’s form. No comments were received, and it was submitted on time.
- **New National Dislocated Worker Grant (NDWG)** – the U.S. Department of Labor has signaled that they will issue a grant designed to serve individuals impacted by COVID-19 and provide resources to help them re-connect to the labor market. Our team is working with others from around the state to shape our response and be prepared to craft and quickly submit a proposal upon release of the guidance.
- **Conflict of Interest Disclosure form** – all members and staff are required to submit a conflict of interest form on an annual basis. Please complete and return to our office for our records at your earliest convenience.

OTHER BUSINESS

Kelley Charvet, SWC Board Executive Chair

None was presented to the board.

Meeting Adjourned at 1:25 p.m.