



# SPOKANE WORKFORCE COUNCIL

**MEETING MINUTES  
SPOKANE WORKFORCE COUNCIL  
EXECUTIVE COMMITTEE**

**October 27, 2022**  
Meeting held via Zoom

## **MEMBERS PRESENT:**

Kelley Charvet

Christina Vigil Gross

Robert Duron

Dan Evans

Tina Morrison

Diana Wilhite

Ron Valencia

## **MEMBERS ABSENT:**

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Comm. Josh Kerns

Steve MacDonald

Scott Simmons

Mayor Nadine  
Woodward

## **OTHERS PRESENT:**

None

## **STAFF PRESENT:**

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Mark Mattke – Chief Executive Officer

Jeanette Facer – Financial Director

Jessica Clayton – Program & Development Director      Melissa Voelker – Office Assistant

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

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

*Kelley Charvet - Board Chair*

Review of September 15, 2022, Meeting Minutes.

**Action: Motion and Second to approve Meeting Minutes from September 15.  
Approved unanimously.**

## **ITEM #2 - MONTHLY FISCAL REPORTS**

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*Jeanette Facer - SWC Financial Director*

Jeanette provided financial information as of August 31, 2022, for the Committee. This included

statistics on active grants under management (from PY15 to PY22), more detailed analysis specifically of active grants under management for PY22, and a current overview of the actual vs. budget for program year funds for July 1, 2022, to June 30, 2023. This overview covered funding sources, including grant funding, contracted services, contributions, interest income, and Next Generation Zone IFA Subleases. Jeanette finished her report with a breakdown of WIOA formula funds expenditures and obligations as of August 31, 2022.

### **ITEM #3 - GRANTS AND CONTRACTS**

*Mark Mattke - SWC Chief Executive Officer*

*Jessica Clayton – SWC Program & Development Director*

#### **QUEST Dislocated Worker Grant**

Washington State was awarded a QUEST (Quality jobs, Equity, Strategy, and Training) Disaster Recovery Dislocated Worker Grant by the US Department of Labor. Created as a pandemic disaster response grant, these funds are to be designated on programs that focus on equity that connects workers with quality jobs.

QUEST allows for a higher cost-per-participant than other grants, which makes it well-suited for allowing longer periods to work with participants, as well as the ability to pay for higher-cost support services and training opportunities. We will be receiving \$1,021,809 (over two years), which will be used for staffing across campus as well as outreach efforts.

***Action: Motion and Second to accept \$1,021,809 in QUEST DWG funds from the Employment Security Department - with up to \$922,000 to be subcontracted to the WorkSource Spokane Consortium (Career Path Services, ESD, and Goodwill).***

***Approved unanimously.***

#### **Spokane County American Rescue Plan Act (ARPA) Award**

On October 25, 2022, the Spokane County Board of Commissioners unanimously voted to award us \$2,200,000 in ARPA funds. This award came after submission of a Request-for-Proposal written by Jessica Clayton, which included the foundation for comprehensive programs to support middle-income families struggling with childcare costs, as well as childcare providers experiencing challenges in hiring and retaining quality employees. Spokane County residents who are ineligible for Washington Working Connections Childcare will be a main focus, as will childcare providers (center-based and Family, Friends, and Neighbor (FFN) care) needing assistance filling positions and navigating licensing systems. Funds from this award will also be used to hire a Navigator to offer industry-specific assistance to childcare providers.

This is our biggest grant award to date and is a major achievement for everyone who worked hard on the RFP and the initial details of the upcoming childcare support programs. Jessica presented information about the grant award on KREM nightly news October 12th. She and the communications team also sent out a press release across news outlets and posted a web page with first details and FAQs to the Resource Center website as quickly as possible to begin the process of informing the community on the upcoming programs.

***Action: Motion and Second to accept \$2,200,000 in ARPA funds from the Board of Spokane County Commissioners of Spokane County, Washington - \$2,000,000 of which will be used to develop childcare-focused programs for families and industry providers.***

***Approved unanimously.***

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

*Mark Mattke - SWC CEO*

*Jeanette Facer - SWC Financial Director*

*Jessica Clayton – SWC Program & Development Director*

### **Monitoring Review Results**

After two weeks with on-site monitoring, our preliminary report for WIOA Programs, Fiscal, and Administrative has come back with positive results. Our Program results were clean, and aside from the need to update our inter-local agreement by the end of this fiscal year, there were no findings in our Fiscal results. Spokane County also gave us a clean audit on the use of HHAA (Homeless Housing & Assistance Act) grant funds we were awarded.

### **Workforce Impact Fund**

Currently the impact fund is awaiting approval by the Governor so that it can move onto the legislature. It has also been brought before the GSI (Greater Spokane, Inc) for possible inclusion in their next legislative agenda.

### **Regional Challenge Grant**

TSCC (Spokane Community College) has requested that the SWC take the fiscal lead on requesting this grant, which they will use to fund staff focused on working with getting refugees and immigrants into the workforce as soon as possible. These funds will also provide for two-year educational opportunities through SCC, SFCC (Spokane Falls Community College), and Eastern Washington University.

### **Retreat Debrief**

The 2022 WDC Board Retreat was held on October 12th at the Spokane Convention Center and included energetic discussion and engagement over the state of the current workforce landscape, and the necessity for stronger outreach covering services offered by RCSC (Resource Center Spokane County), Talent Solutions, WorkSource Spokane, and Next Generation Zone. We are still awaiting a full post-event report from retreat moderator Kevin Perkey.

### **Access Job Fair**

Held virtually on October 19th and in-person on October 20th, this year's Access Job Fair saw over 250 attendees, as well as nearly 80 participating employers. The overall tone of the events was positive, and dialogue on the days was focused on diversifying efforts to locate and assist those wanting and needing to get back into the workforce.

### **TREX**

We were invited to take part in the recent ground-breaking for the new C Concourse at Spokane International Airport. Along with Commission Josh Kerns, Mark Mattke was invited to participate in the ceremony to show support for this project as it will have a large impact on the economy and workforce of the area.

### **CEO Performance Evaluation**

Chair Kelley Charvet explained the upcoming process for Mark Mattke's evaluation, which will include a self-evaluation, review by a Compensation Committee, and recommendations on bonus eligibility and amount. Though this year's evaluation is behind schedule, the process is expected to move forward by Thanksgiving.

### **WWA Fall Conference**

Several members of staff have been selected to present at this year's Washington Workforce Association (WWA) Fall conference in Seattle. SWC partners and Board Members have also been

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announced as recipients of multiple awards, including those for Employer of the Year and DEI (Diversity, Equity, and Inclusion).

## Other

Spokane Community College CC has proposed a partnership with us to create a series of financial aid workshops. They have offered to provide funding (via grants) so that our Centers can provide these workshops.

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*Kelley Charvet adjourned the meeting at 12:47 p.m.*