



## SPOKANE WORKFORCE COUNCIL

<p>MEETING MINUTES SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE</p>	<p>September 15, 2022 - 12-12:35pm Meeting held via Zoom</p>
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### **MEMBERS PRESENT:**

Kelley Charvet

Christina Vigil Gross

Robert Duron

Tina Morrison

Ron Valencia (designee for  
Commissioner Kerns)

### **MEMBERS ABSENT:**

Dan Evans

Diana Wilhite

Mayor Nadine Woodward

### **OTHERS PRESENT:**

None

### **STAFF PRESENT:**

Mark Mattke – Chief **Executive** Officer

Dawn Karber – Chief Operations Officer/EO  
Officer

Jeanette Facer – Finance Director

Melissa Voelker – Office Assistant

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*Chair Kelley Charvet called the meeting to order at 12:13 PM with a quorum of members present.*

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

*Kelley Charvet – Board Chair*

Review of August 25, 2022, Meeting Minutes.

***ACTION: Motion and Second to approve Meeting Minutes from August 25. Approved unanimously.***

### **ITEM #2 – Monthly Fiscal Reports**

Staff Auditors with the Washington State Auditor’s Office provided a report on the annual audit of the SWC, conducted in December 2020-August 2021.

## **Accountability Audit**

Included Open Public Meetings and Financial Position.

Results in brief – SWC complied in all respects — no concerns.

Also reviewed Accounts Payable – general disbursements and EFT controls – found no issues, controls are adequate to safeguard public resources.

## **Financial Statement Audit**

Included Government activities and major funds and related notes.

Results were that the SAO issued an unmodified/clean audit opinion. Provides assurance that our statements are fairly presented and materially correct in accordance with GAAP Accounting.

- Based on audit procedures performed, no deficiencies or material weaknesses identified. No instances of non-compliance noted.
- There were no uncorrected misstatements or material misstatements that were corrected during the audit.
- No instances of possibility where controls were circumvented.

## **Single Audit**

Results were that the SAO is issuing an unmodified audit opinion – the cleanest opinion that can be received. No deficiencies in internal controls or material weakness in our processes.

The SAO did identify concerns that will be a finding related to the Coronavirus Relief Fund. The City of Spokane received funds that initially allowed the charging of indirect funds to the grant but then the guidance changed to not allow these to be charged. This information was not passed along to the SWC by the City and as a result, the SWC continued to charge indirect costs which are unallowable. Our internal controls were adequate for the regulations that we were operating under at the time.

Our next audit will be at the end of this calendar year. The SAO thanked Jeanette and Mark for their work to respond to requests for documents and information.

Mark thanked Jeanette for her work in running an excellent fiscal shop at the SWC. She manages a very complex array of funds, and this past year was both a high-water mark in terms of our annual budget and the different sources and rules that they fall under. He also detailed how this year's finding was the result of not receiving timely information from our funder when the rules changed and that the SWC will be providing greater scrutiny of the regulations that apply to the funds we receive rather than rely solely upon our funders to communicate changes to us. This proactive stance will help to mitigate against a repeat of this situation. We are grateful that the City of Spokane has elected to not pursue recovery of these funds from us or other subrecipients due to their oversight of the change in regulations. Staff noted that this finding does put us into a "high risk" category from our previous low risk status so there will be additional testing and cost associated with the audit when it's performed next year.

We will see this same finding again next year since the period of the grant crossed over from one calendar year to the next.

Finance Director Jeanette Facer provided an update on the financial status of the SWC and reviewed financials for the year that ended June 30, 2022.

## ITEM #3 – GRANTS AND CONTRACTS

### **Basic Food Employment & Training grant (BFET) - Fiscal Year 2023**

SWC COO Dawn Karber shared information about this year's BFET grant. The Spokane Workforce Council has had our proposed budget for the Federal Fiscal Year 2023 Basic Food Employment and Training grant approved by DSHS, pending federal award, which will be announced October 1. The tentative award is for \$258,449 from the Department of Social and Health Services (DSHS) to support customers at the Resource Center of Spokane County and the Next Generation Zone. The funding is a 50% match on non-federal funding, so the SWC will be leveraging \$516,899 in non-federal funding from multiple sources in order to earn the 50% reimbursement from DSHS. Planned fund sources include State EcSA, HHAA, CDBG, United Way, Innovia, and reutilized funds from previous BFET contracts. This will be our fourth year running the BFET program and we are growing it to include services at the Next Gen Zone GED classroom. The BFET program operates out of the RCSC and Next Generation Zone and will serve current SNAP (food benefit) recipients with job search, training, education and job readiness activities to improve their employment prospects and wage earning potential. The grant runs October 1, 2022 – September 30, 2023. As match funding is received, we may sub-contract portions of it back out to our consortium of providers as a profit-sharing mechanism for carrying out the work, as well as use funding to provide supportive services to customers.

***Action: Motion and second to authorize the SWC to accept up to \$258,449 from DSHS and subcontract up to \$100,000 to the Consortium (Career Path Services, Goodwill, NEWESD101) as needed. Approved unanimously.***

Dawn extended thanks to SWC staff Andi Hixson and Jeanette Facer for their work to manage this complex grant on both the program and fiscal sides, respectively. Their work makes it possible for the SWC to bring in additional unrestricted resources and increases our investments in our local system.

## ITEM #4 – ACTIVITIES AND UPDATES

Staff shared information about a number of projects that are currently under way:

- Access Job Fair will be on 10/20 at the Centennial Hotel. We partner with Spokane county to hold this annual event designed to serve individuals with disabilities. This will be virtual on 10/19 and in-person the next day.
- ARPA Proposal – the SWC has submitted one to Spokane county focused on providing child care in tandem with workforce development services to connect parents in training and obtaining employment to reduce the burden of child care costs. The proposal also addresses workforce pipeline needs in the child care sector. This grant would also be leveraged with the \$1.5 million award from Sen. Murray that is anticipated to arrive in the spring of 2023 and helps us position child care as a workforce service and the SWC as a solution provider in that ecosystem.
- Workforce Development Month is September and we are celebrating across the WorkSource campus with recognition of staff and partners.
- Workforce Wednesdays is a new media partnership with KAYU Fox 28 to highlight aspects of our local workforce system and the services we provide. Each Wednesday morning, staff and community partners deliver information for the 7:15 a.m. broadcast that is then used at other times throughout the day and is featured on the KAYU Fox 28 website. This info is designed to raise awareness for both job seekers and businesses and increase engagement with our system.
- Workforce Impact Fund continues to move forward as a decision package for consideration by the Governor for inclusion in his budget proposal to the Legislature. The Local Boards in Washington state are seeking additional state resources to help meet the workforce needs of

businessess. There may be a Coalition Letter with signatures from our board members that can help lend support as the bill moves through the legislative process in the upcoming session.

- Mr. Valencia asked about whether this was brought to GSI to include in their policy agenda? Mark responded that now that it is taking its final shape, he will be asking for GSI support through their process and also seeking support from Spokane County and the City of Spokane, as well as other regional entities that develop and promote their own state legislative agendas.
- Annual Board Retreat is October 12<sup>th</sup> and the survey results are coming in to help shape the agenda. Looking forward to seeing everyone there and to the dialogue.

Meeting adjourned at 1:01 p.m.