



MEETING MINUTES

June 8, 2022 – 7:30-9:00 AM

Meeting held at the Ruby River Hotel
700 N Division St – Shoreline A Ballroom
and via Zoom

MEMBERS PRESENT:

Christina Vigil Gross, Vice Chair – Manpower West
Rebecca Cook – IATSE Local 488
Robert Duron – Bottom Line Prophets
Lori Hunley – DSHS Comm Services Div.
Dr. Wade Larson – Wagstaff, Inc
Luis Licea – NW Laborers Employers Training Trust
Steve MacDonald – City of Spokane
Tina Morrison – Spokane Regional Labor Council
Kimberly Myles – CdA Windows/McVay Bros
Diane Quincy – Avista Corp
Ben Small – CVSD #356
Derek Tyree - STCU
Jennie Weber – Employment Security Department
Diana Wilhite – Wilhite Enterprises

MEMBERS ABSENT:

Commissioner Josh Kerns – Board of Spokane County
Commissioners
Mayor Nadine Woodward – City of Spokane
Kelley Charvet, Board Chair - CHAS
Mary Crago – Div. of Vocational Rehabilitation
Dan Evans– BOA Merrill Lynch
Machelle Johnson – Pearson Packaging Systems
Vicki Leifer – West Valley School District
Ron Valencia – Board of Spokane County
Commissioners
Joel White – Spokane Home Builders Association

OTHERS PRESENT:

Mark Baldwin – Eastern Washington University
Jeff Bosma – Fast Way Freight System
Kathy Hammonds – Resource Center of Spokane County
Kat Hartsell – Our Place
Kayci Loftus – Career Path Services
Kate Martin – Next Generation Zone
Diane Quincy – Avista
Lara Senf – WorkSource/ESD
Lori Veitenheimer – WorkSource
Leward York – Our Place
Marissa York – Next Generation Zone

STAFF PRESENT:

Mark Mattke – CEO
Dawn Karber – COO
Kevin Williams – VP Systems Advancement/Dir. Next
Generation Zone
Jessica Clayton – Program & Development Director
Andrea Hixson – Program & Operations Assoc. Director
Michael McBride – Business & Industry Analyst
Tim Robison – Program & Compliance Specialist
Victor Rapez-Betty – Communications Manager
Mandy Adamson – Program Assistant
Melissa Voelker – Office Assistant

STAFF ABSENT:

Jeanette Facer – Finance Director

Vice Chair Christina Vigil Gross called the meeting to order at 7:30 AM with a quorum of members present.

MEETING THE MISSION

Andrea Hixson, SWC Program & Operations Associate Director

Andrea introduced Kathy Hammonds from Resource Center Spokane County, who in turn introduced Kat Hartsell and Leward York – two of the first paid employees for Our Place Community Outreach. Kathy discussed grant funding that allows for staff development, as well as opening opportunities to assist more clients in the community. Where during COVID Our Place saw to the needs of 3,000-4,000 clients per quarter, more recently they have been serving around 3,000 clients each month (having moved up from the 13th most-used food bank in the community to the 1st). Kat and Leward followed Kathy with personal stories of volunteering and then working at Our Place.

ITEM #1 – REVIEW OF APRIL 14 MEETING MINUTES

Christina Vigil Gross, Vice Chair

Review of April 14, 2022, meeting minutes.

ACTION: Motion and second to approve the April 14, 2022, meeting minutes.

Approved unanimously.

ITEM #2 – KHQ/WORKSOURCE JOB FAIR

Andrea Hixson, SWC Program & Operations Associate Director

This was the first year back to an in-person job fair event after having to cancel in 2020 and post-pone in 2021. Those employers and prospective employees that wished to attend in-person this year participated on May 11th at the Spokane Convention Center. Those that could not make it in-person were able to attend a virtual event through the Premier Virtual Job Fair platform on May 12th.

The 2022 job fair was a collaborative effort between the Spokane Workforce Council and WorkSource Spokane, as well as sponsors including: KHQ, The Davenport, Wagstaff Inc, CHAS, Atlas Staffing, Manpower, and the Spokane County Library. Participating employers came from many industries and brought job opportunities for those seeking entry-level up to executive positions. Some statistics from the event:

- 650+ in-person and 177 virtual job seekers in attendance
- 107 in-person and 57 virtual employers in attendance

While turnout was smaller than previous years, the overall tone of the in-person job fair was very positive. Promotion for the event was done through print media, billboard ads, social media, on-air television and streaming television advertisements, and radio ads (for the first time). Aside from the opportunity to meet each other “face-to-face”, job seekers and employers in attendance were also able to attend prep sessions from WorkSource Spokane.

ITEM #3 – BOARD BUSINESS

Christina Vigil Gross, Vice Chair

Nomination of New Members

The following individuals submitted their candidacy for membership to fill several current vacancies:

- **Jeff Bosma**, owner of Fast Way Freight, as a Business representative
- **Dr. Kevin Brockbank**, president of Spokane Community College, as a Postsecondary representative – to fill the vacancy left Dr. Christine Johnson who will be retiring from her position at the end of the year.
- **Dr. Christi Harter**, Vice President of Education and Talent for Greater Spokane Incorporated, as Economic Development representative to fill the vacancy left by Alisha Benson.

ACTION: Motion and second to approve nominations of Jeff Bosma, Dr Kevin Brockbank, and Dr Christi Harter as board members, as well as to forward their nominations to the Chief Elected officials for appointment.

Approved unanimously.

Nomination to Reappoint Members

When the terms they are currently serving expire on June 30, 2022, these members have agreed to nomination and re-appointment to the SWC:

- **Kelley Charvet**, Chief Administrative Officer, CHAS Health – Business
- **Robert Duron**, Owner, Pet Vittles and Wild Birds West – Business
- **Dan Evans**, Senior Vice President/Senior Client Manager of Global Commercial Banking, Bank of America – Business
- **Lori Hunley**, Administrator, Spokane Maple Community Services Office, Economic Services Administration, Washington State Department of Social and Health Services – Public Assistance
- **Tina Morrison**, Secretary-Treasurer, Spokane Regional Labor Council, - Labor
- **Diane Quincy**, HR Director: Leadership and Organization Development – Business
- **Jennie Weber**, Regional Director, Washington State Employment Security Department – Employment Services

ACTION: Motion and second to approve nominations and re-appointments to the WDC for new three-year-terms (and forward to Chief Elected officials) for Kelley Charvet, Robert Duron, Dan Evans, Lori Hunley, Tina Morrison, Diane Quincy, and Jennie Weber.

Approved unanimously.

Election of Officers for PY22

As SWC officer candidates to serve in the upcoming year, Vice Chair Christina Vigil Gross presented the following:

- **Kelley Charvet**, Chief Administrative Officer for CHAS Health, has served as Chair in the past year and is nominated to continue serving as Chair in the new Program Year.
- **Christina Vigil Gross**, Market Manager for Manpower Spokane/Inland Northwest, has served on the Services and Oversight Committee since 2018 and the Membership Committee and as the Vice Chair for the past year. She is nominated to continue as the Vice Chair role for Program Year 22 starting July 1, 2022.

ACTION: Motion and second to approve nominations and vote to elect officers for PY22.

Approved unanimously.

CEO Mark Mattke thanked Ben Small for 10 years of service on this board and his many contributions to our community as Superintendent of Central Valley School District. Ben is retiring from CVSD and taking on a new role as Executive Director of LaunchNW where he will oversee the development and implementation of a new initiative designed to provide post high school scholarship funding to every high school graduate in a 20-county region of eastern Washington and North Idaho. We wish him well and will continue to work with him in his new role. Mark also thanked Dr. Christine Johnson for 12 years of service on the board of the SWC and her partnership during her tenure as Chancellor of the Community Colleges of Spokane that have made significant impacts upon our region and leave a strong legacy upon which we will continue to build.

Board Calendar

Board members have been presented with the proposed calendar for SWC, Executive Committee, and YECRN meetings for the next program year.

ACTION: Motion and second to approve the PY22 meeting calendar.

Approved unanimously.

Board Governance

Board members were reminded of their responsibility to ensure federal WIOA funds are spent in accordance with federal and state guidance. While the SWC is monitored by the Washington State Employment Security Department and the Washington State Auditor's office on an annual basis – to make sure of compliance on program, administrative, and fiscal matters – it is the duty of board members to report any fraudulent uses of funds as well as abuses and WIOA violations and make complaints and/or grievances as necessary. CEO Mark Mattke provided information to the board regarding incident reporting requirements and procedures as well as grievance reporting procedures, including the contact information for the Office of Inspector General in Washington, D.C., and the Employment Security Department in Olympia.

ITEM #4 – SWC PY21 & PY22 OPERATING BUDGETS & PY21 WIOA MONITORING

Mark Mattke, SWC CEO (for Jeanette Facer, Finance Director)

Annual PY21 Budget Review/Revise

Members of the Executive Committee approved several revisions to the PY21 budget at their May 26, 2022, meeting. These revisions were proposed based on the receipt and disbursement of new funds received throughout the year from a variety of sources. These new funds increase the PY21 operating budget by \$1,363,472.

ACTION: Motion and second to ratify the PY21 Operating Budget Revision approved at the May 26 Executive Committee meeting.

Approved unanimously.

Annual PY22 Budget Approval

On May 26, 2022, the Executive Committee voted to accept \$3,971,149 in WIOA Title I PY22 program funds, as well as to approve the proposed PY22 WIOA budget for the Spokane Area Consortium to use for local workforce system services and operations. Though WIOA Adult, Dislocated Worker, and Youth Program and Administrative awards will see a decrease from previous years, the SWC was able to develop a comprehensive PY22 Operating Budget.

ACTION: Motion and second to ratify PY22 Budget, which includes the availability of \$3,971,149 in WIOA formula funds, additional PY21 carry-in funds, and the utilization of discretionary grants, contract services, program income, sub-leases, and private donations.

Approved unanimously.

ITEM #5 – REQUESTS FOR PROPOSAL – SYSTEM SERVICES AND PROVIDER SELECTION

Dawn Karber, SWC COO/EO Officer

At least every three years, the SWC (in agreement with the Spokane Area Consortium) is required to procure bids for the WIOA Adult, Dislocated Worker, and Youth programs. Four Requests for Proposal (RFP) were released in March 2022 to identify contract service providers on the Spokane Workforce Campus for the July 2022-June 2023 program year.

Both the SWC Services and Oversight Committee and the Youth Career Readiness Network Chair led the process to determine how funding could best be utilized to address community needs, as well as support the vision of the board. Deadline for proposals was in early May 2022. Overall, the proposals were of high quality, and led to the following funding recommendations to the Executive Committee:

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.

In turn, the Executive Committee took part in the following actions:

1. *Voting to award the Spokane Workforce Consortium:*
 - \$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
2. *Voting to award Career Path Services:*
 - \$150,000 for site operations at WorkSource Spokane
 - \$150,000 for site operations at the Resource Center of Spokane County

ACTION: Motion and second to ratify recommendations of the Services and Oversight Committee and Executive Committee for selection of service providers and awards for the July 1, 2022-June 30, 2022, Program Year.

Board member Jennie Weber abstained from the vote.

Approved by the majority of board members.

ITEM #6 – STANDING COMMITTEE REPORTS

Christina Vigil Gross, Vice Chair

Executive Committee

At its May 26, 2022, meeting, the Executive Committee took action on the following items:

WIOA Youth Reallocation – Program and ACP Funding

Spokane Workforce Council has been 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).

Action: Motion and Second to approve accepting \$262,225 in WIOA Youth PY20 program funds and \$8,009 in ACP (administrative) PY20 funds. Approved Unanimously.

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 sought 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.

Action: Motion and Second to accept \$565,179 in Economic Security for All funding and subcontract up to \$480,000 to the WorkSource Consortium. Approved Unanimously.

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 requested a vote on our full ask in case the amount available increases after the vote. Staff also sought approval to subcontract up to the full amount to the Spokane WorkSource Consortium.

Action: Motion and Second to accept up to \$472,074 in Employment Recovery Dislocated Worker funds and subcontract up to the full amount to the WorkSource Consortium. Approved Unanimously.

Meeting Adjourned at 8:47 AM by Christina Vigil Gross.

NEXT MEETING:

The next Full Board Workforce Council Meeting is our annual retreat scheduled for Wednesday, October 12, 2022, from 1:00-5:00 p.m.