



## SPOKANE WORKFORCE COUNCIL

<p><b>MEETING MINUTES</b> <b>SPOKANE WORKFORCE COUNCIL</b> <b>EXECUTIVE COMMITTEE</b></p>	<p><b>December 22, 2022</b> Meeting held via Zoom</p>
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### **MEMBERS PRESENT**

Kelley Charvet  
Robert Duron  
Josh Kerns  
Steve MacDonald  
Diana Wilhite

### **MEMBERS ABSENT**

Christina Vigil Gross  
Dan Evans  
Ron Valencia  
Nadine Woodard

### **OTHERS PRESENT**

None

### **STAFF PRESENT:**

Mark Mattke  
Dawn Karber  
Jeanette Facer  
Jessica Clayton  
Melissa Voelker  
Kevin Williams

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*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 October 27 and November 30, 2022, Meeting Minutes.

***Action: Motion and Second to approve Meeting Minutes from October 27 and November 30.  
Approved unanimously.***

### **ITEM #2 - GRANTS AND CONTRACTS**

*Mark Mattke - SWC Chief Executive Officer*

Mark introduced *Jessica Clayton, Division Executive-Development & Program*, who gave an overview of the grants and funding sources she and her department have been working on. Over the last six months they have applied for over \$12 million in financial awards and have brought in about \$5 million from those submissions.

## **Spokane Community College – FAFSA Completion Initiative**

FAFSA (Free Application for Federal Student Aid) completion has been shown to have a direct correlation to postsecondary attendance. To support more students seeking higher education, and to increase the number of FAFSA applications in Washington state, the legislature has allocated for community colleges and community-based organizations also working towards these goals. Spokane Community College and the SWC submitted a funding proposal that would see more staff time across the WorkSource campus devoted to promoting FAFSA completion. It would also provide funding for virtual and in-person workshops and campaigns to promote the FAFSA, with the goal of 100 FAFSA completions by June 30, 2022.

***ACTION: Motion and Second to authorize the SWC to accept \$50,000 from Spokane Community College and subcontract up to \$35,000 to the Spokane Workforce Consortium.  
Approved unanimously.***

## **Economic Security for All (EcSA) Federal – Increased Reward**

After the EcSA pilot project ended in April of this year, new grants were made available to all areas of the state, under two funding streams: WIOA (federal) funding from the Governor’s discretionary budget, and State funding approved by the legislature. One of the areas that received a federal-funded EcSA contract has not expended their funding, and recently had a portion of their funding re-captured. As one of only three areas that are on track with both expenditures and performance so far this program year, Spokane was offered \$62,000.81 those recaptured dollars. They are from a previous program year and expire in March. We are one of only three areas of the state positioned to be able to expend them in time. We will seek to subcontract the full amount to Career Path Services to be used for supportive services and training for customers and supplement our direct client budgets that are very tight this year due to reductions in WIOA formula funding.

***ACTION: Motion and Second to authorize the SWC to accept \$62,000.81 in Federal EcSA funding from Employment Security Department and subcontract up to the full amount to Career Path Services.  
Approved unanimously.***

## **Anticipated Award – DSHS FAP ORIA E&T**

The SWC anticipates receiving up to \$70,000 from DSHS to serve refugees and immigrants on food assistance who have not yet received their work permits. Over the last year, we have seen a significant increase of refugees on our campus, but without a work permit we are very limited in what services we can offer. Across our sites, we have staff who speak over 10 languages, and are well positioned to provide services to this population if we had funds to do so. SWC staff are in the middle of negotiating a contract with DSHS to serve approximately 30 refugees through the end of this program year. We will hire a Navigator at the RCSC to provide wraparound pre-employment services and the ability to assist this vulnerable population until they are able to legally work. We will subcontract up to the full award with Career Path Services.

***ACTION: Motion and Second to authorize the SWC to accept up to \$70,000.00 in FAP ORIA E&T funds from DSHS and subcontract up to the full amount to Career Path Services. Staff will brief the Executive Committee at its next meeting about the status of these funds and if they were received as anticipated.  
Approved unanimously.***

## **First Interstate Bank**

The First Interstate Bank Community Grants program awarded \$2,500 to the SWC. These funds will be used for customers at the Resource Center Spokane County (RCSC) for flexible supportive services including pre-employment tools, uniforms, and transportation.

***No Action was required for this award. It was discussed for informational purposes only.***

## **ITEM #3 – ACTIVITIES AND UPDATES**

*Mark Mattke - SWC CEO*

Information from around the table – all board members and staff.

- SWC Employee Handbook Revisions were shared with the Committee, including new titles for senior leadership positions and guidelines for telecommuting and remote work.
- *Thank you to the following local businesses for their year-end contributions to the SWC:*
  - Spherion Staffing - \$1,000 allocated for bus passes for Next Generation Zone
  - Wagstaff - \$1,000 for the unrestricted general fund
- Economic Security for All Expansion – State Legislative Session

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*Chair Kelley Charvet adjourned the meeting at 12:22 p.m.*

The next Executive Committee meeting is scheduled to be held via Zoom from 12-1:30 p.m. on January 26, 2023.