



MEETING MINUTES

April 12, 2023 – 7:30-9:30am

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

MEMBERS PRESENT:

Jeff Bosma  
Dr. Kevin Brockbank  
Toby Broemmeling  
Rebecca Cook  
Mary Crago  
Robert Duron  
Doug Edmondson  
Dr. Christi Harter  
Lori Hunley  
Machelle Johnson

Dr. Wade Larson  
Luis Licea  
Dr. Shari McMahan  
Tina Morrison  
Diane Quincy  
Christina Vigil Gross  
Kimberly Watkins  
Jennie Weber  
Joel White  
Diana Wilhite

Chief Elected Officials:

Commissioner Josh Kerns  
Steve MacDonald (designee)  
Ron Valencia (designee)

MEMBERS ABSENT:

Dan Evans  
Katy O’Connor  
Kelley Charvet

Chief Elected Officials Absent:

Mayor Nadine Woodward

OTHERS PRESENT:

Cami Eakins  
Kathy Hammonds  
Kayci Loftus  
Stephanie Mark  
Jenni Martin  
Jen Morris

Brett Olivier  
Lori Veitenheimer  
Beckie Sommerville  
Jon Anderson  
Katie Martin  
Oscar Coronado

STAFF PRESENT:

Jessica Clayton  
Jeanette Facer  
Bianka DeSure  
Andrea Hixson  
Dawn Karber  
Liz Laubscher

Mark Mattke  
Mike McBride  
Victor Rapez-Betty  
Tim Robison  
Kevin Williams  
Amber Atwood

*Vice Chair Christina Vigil Gross called the meeting to order at 7:35 a.m. with a quorum of members present in person and via zoom.*

## **MEETING THE MISSION**

*Mark Mattke, SWC Chief Executive Officer*

Mark began this segment by inviting Jen Morris, Director of the Resource Center of Spokane County to introduce Darin Christensen from Pioneer Human Services to discuss Second Chance Month. Darin shared a success story about an individual who served an extended period incarcerated for marijuana charges, but then was released due to Washington State decriminalizing marijuana as a result of the Washington State Supreme Court's *State vs. Blake* decision. Over 3000 people were impacted and this individual and many like him were released so quickly that they did not have a transition plan in place. Darin discussed how Pioneer Human Services helped this individual and others in similar situations to receive training, find employment, and be successfully rehabilitated into society through Pioneer Human Services' *Roadmap to Success* program. To date, they have served over 225 people and have a remarkable less than 2% recidivism rate.

Mark announced that Jennie Weber, Regional Director for the Employment Security Department, was celebrating 45 years of service. The group shared kudos and congratulations.

Mark also congratulated Dr. Kevin Brockbank who was recently named Chancellor of Community Colleges of Spokane. He will succeed our former board member, Dr. Christine Johnson, who retired at the end of 2022.

## **ITEM #1 – REVIEW OF FEBRUARY 8<sup>th</sup> MEETING MINUTES**

*Christina Vigil Gross, Board Vice Chair*

A review was done of the meeting minutes from the February 8, 2022, board meeting.

***ACTION: Motion and Second to approve the February 8, 2022, meeting minutes.***

***Approved unanimously.***

## **ITEM #2 – FISCAL, AUDIT, AND MONITORING REPORTS**

*Jeanette Facer, SWC Division Executive - Finance*

**Fiscal:** Jeanette presented a comprehensive fiscal report detailing the SWC's management of active grants from Program Year 2015 to Program Year 2023. She provided a detailed breakdown of the three main types of active grants, including WIOA Formula Grants at 43%, WIOA Competitive Grants at 24%, and Other Grants at 33%. In total, the funds under SWC's management amounted to \$15,208,170. Jeanette then presented a detailed analysis of our actual spending compared to the budget for Program Year 2022.

She went on to provide the board with a breakdown of expenditures for Subcontracted services for the 2022 Program Year. Including Salaries and Benefits at 49%, Client Services at 25%, Program Support at 13%, Other Direct Support at 11%, and Rental Assistance at 2%.

Jeanette then presented a breakdown on WIOA Formula Funds Expenditures and Obligations as of February 28, 2022.

**Audit:** Jeanette shared some highlights from the State Auditor’s Office Exit Conference from their single audit reports from the July 1, 2021-June 30, 2022, year. There were no reported deficiencies in internal control or material weakness. No instances of noncompliance that were material to the financial statement of the council. It was reported that there were no uncorrected misstatements or material misstatements. In the Federal Grant Compliance Audit results for July 1, 2021 – June 30, 2022, there were also no significant deficiencies in internal control or material weaknesses and no instances of non-compliances needing to be reported.

Major Programs Selected for Audit:

- COVID-19 Community Development Grant
- WIOA Cluster – Adult Program
- WIOA Cluster – Youth Program
- WIOA Cluster – Dislocated Worker Formula Grants

The next audit will be in 2023 and will include accountability for public resources, financial statements, and federal programs. An estimated cost for the next audit has been provided in the exit packet.

**Monitoring:** Jeanette gave a brief overview of the WIOA State monitoring reports from Program Year 2022. Monitoring review dates were October 3-18, 2022. The following areas were examined during this review period:

***WIOA Program Policies***

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 6)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 3)
- All Other policies and/or procedures, memos, technical assistance guides, etc. developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review.

***WIOA Adult Program***

- Eligibility
- Priority of Service
- All Direct Participant Costs
- MIS/ETO- Data Element Validation

***WIOA Dislocated Worker Program***

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO-Data Element Validation
- Case Notes
- TAA/DW Co-enrollment

***WIOA Youth Program***

- Eligibility
- All Direct Participant Costs
- MIS/ETO- Data Element Validation

**Statewide Discretionary Contracts Program Review**

**Federal and State Economic Security for All (EcSA)**

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO
- Case Notes

**COVID-19 Employment Recovery Dislocated Worker Grant**

- Data Element Validation

**WIOA Title I Formula Administrative and Fiscal Review**

- Design and Governance of the LWDB including sunshine provisions
- MOU/IFA
- Policies/Procedures
- Administrative Controls and Monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal Controls
- Cash and Financial Management
- Procurements & Contracts including One-Stop Operator, if applicable
- Cost Allocation Plan or Rate
- Single audit
- Personnel
- Grievance and Complaint

**Statewide Discretionary Contracts Administrative and Fiscal Review**

**Economic Security for All (EcSA); COVID-19 Disaster Recovery Dislocated Worker Grant; and COVID-19 Employment Recovery Dislocated Worker Grant**

**Administrative and Fiscal**

- Cash and Financial Management
- Administrative Controls (Sub-recipient Monitoring)
- Procurements & Contracts

ESD’s Monitoring Unit reported no findings, unresolved questioned costs, or disallowed costs. Kudos were expressed for a job well done by Jeanette, the SWC team, and our service providers.

**ITEM #3 – MEMORANDUM OF UNDERSTANDING/INFRASTRUCTURE FUNDING AGREEMENT PROCESS**

*Dawn Karber, SWC Chief Operations Officer*

Dawn informed the board that the SWC is required to create a new Memorandum of Understanding (MOU). The current MOU agreement expires on June 30, 2023. The SWC crafts the MOU by engaging with community partners to describe how our system collaborates to deliver services and achieve outcomes for our job seekers and business customers. Dawn further discussed that a committee has been formed to create and review the MOU. Dawn mentioned that if anyone would like to participate in community feedback sessions that a formal invitation would be forthcoming at the next board meeting.

Mark provided additional clarification on the Infrastructure Funding Agreement (IFA) process. He explained the steps involved and provided a detailed overview of the IFA process.

## **ITEM #4 – NATIONAL ASSOCIATION OF WORKFORCE BOARDS FORUM - TAKEAWAYS**

*Christina Vigil Gross, Vice Chair*

Christina began by sharing her experience attending the National Association of Workforce Board's (NAWB) Annual Forum. Christina then invited other board members and staff members to discuss their insights and perspectives gained from attending NAWB with the group. Several staff members and board members shared that attending NAWB was insightful and enlightening and that they appreciated the opportunity and learned a lot about the workforce system and a number of best practices. Staff members Dawn, Kevin, and Victor reported that their presentation at the forum was successful.

## **ITEM #5 – DEVELOPING A SKILLED WORKFORCE – EASTERN WASHINGTON UNIVERSITY**

*Mark Mattke, SWC Chief Executive Officer*

The item began with Mark introducing President McMahan from Eastern Washington University (EWU), who provided an overview of the university's current and future plans to meet the needs of the local community and workforce. President McMahan highlighted that EWU serves over 10,000 students annually and emphasized the university's commitment to being a "People's University."

President McMahan then introduced Provost Jon Anderson. Provost Anderson discussed how EWU is collaborating with community partners and local community colleges to ensure a smooth transition from a two-year to a four-year education at the university. He shared information about EWU's Dual Enrollment Program and Guaranteed Admissions Program, which helps students with a high school GPA of 3.0 or higher gain admission to EWU without needing to apply.

Provost Anderson also announced that EWU will be launching its new B.S. in Nursing program to address the local workforce's needs and the shortage of nurses. He also discussed various certificate programs and summer programs designed to support students and the community. Lastly, Provost Anderson highlighted EWU's emergency fund that provides emergency housing assistance for students who are in need.

Overall, President McMahan and Provost Anderson's presentation shed light on EWU's commitment to serving the local community and providing students with quality education and support.

## **ITEM #6 – SYSTEM FOCUS AND PRIORITIES**

*Mark Mattke, SWC Chief Executive Officer*

Mark began by outlining the focus and priorities of the workforce system for Program Year 2023, which starts on July 1, 2023. To provide insight into emergent community needs and SWC program initiatives to meet those needs, Mark introduced Jessica Clayton and Andrea Hixon. Andrea highlighted the ongoing struggle of underserved populations to recover from the COVID-19 pandemic and emphasized that the SWC's programmatic efforts would prioritize supporting these groups. Jessica Clayton talked about how the childcare initiative is taking off and is prioritizing middle-class parents in the assistance with getting back to working full time and affording quality childcare. Andrea also spoke about the Opioid grant she has recently begun to develop, how many people in our community are heavily impacted by Opioid use, and how this grant is intended to help serve them.

Mark then invited the group to participate in small group discussions at their tables and via Zoom for 15 minutes to answer a series of questions. These included how to better organize the work of the SWC, which populations may be neglected, how to better serve the community, and whether the SWC may be overlooking skill gaps and community partners.

Mark invited each small group to share highlights from their discussions. The group discussed a range of ideas, including intervention and education to prevent addiction, childcare issues and legislation, Artificial Intelligence causing jobs to disappear, and focusing on mental health support as a priority.

The discussion generated valuable insights and perspectives that will be considered in the SWC's planning and decision-making processes for Program Year 2023. Overall, the group appreciated the opportunity to collaborate and share their ideas and feedback.

## **ITEM #7 – STANDING COMMITTEE REPORTS**

*Christina Vigil Gross, Vice Chair*

Christina reported out on the March 16, 2023, Executive Committee meeting and via 3/21 electronic vote, that the Executive Committee took action on the following items:

### **SWC Administrative Offices Lease Renewal**

The SWC office lease will expire in June 2023. A new lease needs to be signed by July of 2023 to renew for 3 years to remain in the 140 S Arthur space.

***Action: Motion and Second to approve lease renewal. Approved unanimously.***

### **Rapid Response Funds**

The SWC anticipates receiving \$74,602 additional Dislocated Worker funds from the Rapid Response fund that the state holds in reserve every year in case funding is needed to respond to major business failures. The funds breakdown is \$67,142 in program funds and \$7,460 in administration funds. The SWC is still deliberating where the funds will be spent, so is seeking approval to bring in the full amount and subcontract up to the full amount of the program funds to the WorkSource Consortium.

***Action: Motion and Second to accept \$48,340 in State EcSA funds and \$74,602 in Rapid Response Dislocated Worker funds and subcontract them as stated. Approved unanimously.***

### **Employment Recovery Dislocated Worker Grant – Increase Award**

This board approved a \$160,000 increase to our ERDWG grant at the February Full Council meeting. After we submitted our application materials, the state reached out to us to ask if we would be willing to take more funding that they were having challenges allocating. Because all funds must be expended by June 30, 2023, we decided we were only able to absorb an additional \$55,350 and keep the funds at our level for administration in order to expend them by June 30. These funds will offset expenditures of Dislocated Worker funding, allowing us to have a slightly higher carry-in of DW funds into the next program year to help shield us from federal cuts. This grant began in 2020 with an award of \$1,028,933. This final modification will bring our final award to \$2,210,224, more than double the original award. Spokane's ability to deploy and effectively expend these funds has resulted in multiple opportunities to extend and expand the project, and it has truly been an incredible source of funding to respond to the COVID Emergency, as it was intended.

Christina offered the group an opportunity to ask questions or make comments.

## **OTHER BUSINESS**

*Christina Vigil Gross, Vice Chair*

Mark reminded everyone about *the Hiring and Retention Strategies* event happening on April 19<sup>th</sup> at CenterPlace in Spokane Valley and encouraged the group to attend.

Mark also invited folks to *Embark*, the Next Generation Zone GED graduation happening on June 13<sup>th</sup>, 2023, at Gonzaga University's Hemmingson Center.

Andrea made an announcement that the WorkSource Job Fair employer registration was now open and that there are still sponsorship opportunities available.

Dawn announced that the Resource Center of Spokane County would be celebrating their 4<sup>th</sup> anniversary on Tuesday April 18<sup>th</sup>, 2023, at noon and all were invited to attend.

## **NEXT MEETING:**

The next Full Board Spokane Workforce Council Meeting will be held in-person (and via Zoom) at the Ruby River Hotel, 7:30-9:30am, on June 14, 2023.