



SPOKANE WORKFORCE COUNCIL

MEETING MINUTES

June 14, 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:

Dr. Kevin Brockbank
Rebecca Cook (Virtual)
Machelle Johnson
Tina Morrison (Virtual)
Derek Tyree (Virtual)
Joel White

Toby Broemmeling
Mary Crago (Virtual)
Luis Licea (Virtual)
Kimberly Watkins (Virtual)
Christina Vigil Gross

Kelley Charvet
Robert Duron
Steve MacDonald
Diane Quincy
Jennie Weber (Virtual)

Chief Elected Officials Present:

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

MEMBERS ABSENT:

Jeff Bosma
Lori Hunley
Diana Wilhite

Dan Evans
Dr. Wade Larson?

Christi Harter
Vickie Leifer

Chief Elected Officials Absent:

Mayor Nadine Woodward

OTHERS PRESENT:

Sierra Gonzales
John Mangiantini
Donna Evenson
Lori Veitenheimer
Paul Muir
Brad Baker
Mary Heitkemper
Chelsea Barton
Kyle McCarthy
Terrance Nixon (Virtual)

Dave Winegar
Romeal Watson
Tina Swammack
Jen Morris
Brett Oliveri
Valerie Shayman Southerland
Stephanie Marko
Cami Eakins
Sondra Barrington
Kayci Loftus (Virtual)

Mark Baldwin
Ken Commers
Kathy Hammonds
Beckie Sommerville
Doug Roach
Oscar Coronado
Amy Ubario
Josh Monroe
Doug Edmonson
Anna Dryer

STAFF PRESENT:

Mark Mattke
Bianka DeSure
Dawn Karber
Tim Robison

Mustafa Baigzad
Jeanette Facer
Mike McBride
Kevin Williams

Jessica Clayton
Andrea Hixson
Victor Rapez-Betty

Chair Kelley Charvet called the meeting to order at 7:31 a.m. with a quorum of members present via zoom and in person.

MEETING THE MISSION

Mark Mattke, SWC Chief Executive Officer

As a board and organization, we are committed to workplace learning. One of our goals pre-pandemic was to help develop a more robust infrastructure for internship opportunities in Spokane. This work

stalled out during COVID, but we are re-focusing on it now and have developed an internship program in our own office. Victor Rapez-Betty shared about the SWC's internship program.

- We have hosted interns from two post-secondary institutions so far this year.
- Our first interns were Public Relations Seniors from Gonzaga
 - They assisted us with an outreach campaign for the QUEST WIOA grant (Quality jobs, Equity, Strategy and Training). They conducted a communications audit, surveys with stakeholders, and market research.
 - They also designed and launched the website for our Reconnect2Work initiative.
- More recently, we hired two Digital Marketing 6th quarter students from SCC to develop a social media content calendar for our campus and design the layout for posts.
- Sierra, one of our interns from SCC, joined us for the board meeting. She graduates next week.
- We are also re-launched the Spokane Internship Guide website, developed in partnership with Eastern Washington University. It is an online toolkit for businesses to use to develop their own in-house internship opportunities.
- Romeal Watkins from Eastern shared about his experience growing their internship program and how businesses can engage with students.
 - For businesses that are interested in hosting interns, connect with Romeal to connect with programs/professors, have on-campus hiring events, and more.

ITEM #1 – REVIEW OF April 12th MEETING MINUTES

Kelley Charvet, Board Chair

A review was done of the meeting minutes from the April 12, 2023, board meeting.

ACTION: Motion and Second to approve the April 12, 2023, meeting minutes. Approved unanimously.

ITEM #2 – BOARD BUSINESS

Kelley Charvet, Board Chair

This is the Annual Meeting of the SWC, which takes place at the end of our Program Year when we have several business items to address, including Board members with expiring terms that may stand for re-appointment and when we elect our officers for the next Program Year that starts July 1.

Nomination to Reappoint Members

The following members' terms are expiring on June 30, 2023, and they have agreed to be nominated for reappointment to the Council:

- **Rebecca Cook**, Vice President, International Alliance of Theatrical Stage Employees (IATSE) Local 488 – Labor
- **Dr. Wade Larson**, Chief Human Resources Officer, Wagstaff, Inc. – Business
- **Luis Licea**, Site Coordinator/Apprenticeship Coordinator, Northwest Laborers Employers Training Trust – Labor
- **Dr. Shari McMahan**, President, Eastern Washington University – Postsecondary Education
- **Joel White**, Executive Officer, Spokane Home Builders Association – Community-based Organization

ACTION: Motion and Second to nominate Rebecca Cook, Dr. Wade Larson, Luis Licea, Dr. Shari McMahan, and Joel White for reappointment to the Council for a three-year term and forward to our Chief Elected Officials for official appointment. Approved unanimously.

Election of Officers for PY23

Several board officers are reaching the end of their terms this month, and we are presenting candidates for nominations to serve as our Council officers for the upcoming year and will also open the floor for nominations.

- **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 two years. She is nominated for the Chair role for Program Year 23 starting July 1, 2023.

- **Kimberly Watkins**, Human Resources Manager for Coeur d'Alene Windows/McVay Brothers, has served on the Council since 2021. She has a strong background in human resources leadership and staff development. She is nominated to the Vice Chair role for the upcoming program year, beginning July 1, 2023.
- The floor was opened for other nominations. None were submitted.

ACTION: Motion and Second to appoint Christina Vigil Gross as Board Chair and Kimberly Watkins as Board Vice Chair for Program Year 23. Approved unanimously.

Several members are leaving the board at the end of this month.

- **Machele Johnson**, who has served on the board since 2009, served as chair of YCRN, served as Vice Chair and Chair of our board, and has been instrumental in multiple of our initiatives, is retiring. We are thankful for her many contributions over her long tenure.
- **Dan Evans** joined the board in 2016 and has served as board chair and treasurer during his tenure.
- **Jennie Weber** is retiring from Employment Security Department after 45 years of service. She's made such an impact on our system and has been on our board at least 9 years. Her leadership and guidance has been instrumental in our partnerships. Thank her for her service.
- For long-term board members who leave, we make a \$100 donation in their name to the charity of their choice.

PY23 SWC Meeting Calendar

The proposed SWC meeting calendar for the next program year was shared with members.

ACTION: Motion and Second to approve the PY23 Meeting Calendar. Approved unanimously.

System Memorandum of Understanding

Dawn Karber, Chief Operating Officer

At our last Full Council meeting, we discussed the purpose of the Workforce System Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) and our requirements under the Workforce Innovation and Opportunity Act to work with our partners and chief elected officials to develop and execute these agreements that describe how our system operates and governs its funding contributions by different partners. Our current MOU/IFA agreements expire on June 30, 2023, and staff are seeking a vote of approval by the board on our updated agreements prior to routing it for signature by all parties. The draft documents were sent to all board members ahead of this meeting.

Background and discussion:

- This is a large project, as it requires us to obtain agreement from about 30 agencies and their attorneys.
- Our process was crunched a bit this year because we did not receive operating budgets until a few weeks ago.
- If our board approves today, this document will be in place for three years, and we will implement sub-MOU agreements with each agency, helping us to avoid having to have all agencies re-sign every year per State policy.
- Services and Oversight committee has also been briefed prior to this meeting.

ACTION: Motion and Second to approve the MOU/IFA to be routed to system partners for signature. Approved Unanimously.

ITEM #3 – SWC PY22 & 23 OPERATING BUDGETS

Jeanette Facer, Division Executive, Finance

Annual Budgets – PY22 updated and PY23 draft budget

Mark thanked Jeanette for her hard work over the years keeping us compliant with so many different fund sources and regulations. He also introduced our new Accounting Coordinator, Mustafa, who is filling a need for additional fiscal support as our organization has grown.

- Each year around this time we ask the council to review and approve proposed changes to the current annual budget to bring it into alignment with new grant revenues and expenditures that have been updated since the budget was approved at the beginning of the last program year. Over the course of the year, the SWC receives new funds from a variety of sources and approves their receipt and disbursement on an ongoing basis without formally adopting a new budget each time. Since we cannot anticipate all the new grants that we will receive, or the expenses associated with them, the State Auditor's Office recommends that we use this process to true up the budget at this time each year.
 - Jeanette walked through the budget detail, including personnel costs, operating costs, and subcontractor costs.
 - The executive committee approved the PY22 Operating Budget Revision at its May 25 meeting.
 - The updated budget reflects an increase of \$2,152,942 to the PY 22 operating budget, from \$7.2 million to \$9.3 million.

ACTION: Motion and Second to ratify the revised PY22 budget. Approved unanimously.

- Our office has received WIOA Adult, Dislocated Worker, and Youth program and Administrative awards from the state for PY23 (July 1, 2023-June 30, 2024). All three programs will experience a decrease over last year's allocations. Board members were also provided with historical data back to PY20 showing decreases each year since that year. This year we are down about 20% across the board. These funds are allocated by formula, and often when the economy is doing better, our funds will be cut as the formula for allocation is based upon unemployment figures.
- We have been working hard to identify alternative funding sources and discretionary grants to help fill in gaps left by these cuts, and we have several large investments coming our way from the State and others.
- Staff have developed the PY23 Operating Budget for consideration and approval, for the fiscal year that begins July 1. This comprehensive budget contains both WIOA Formula and other grants and revenue sources that fund the operations of the SWC and the local workforce system.
 - We haven't done this in the past, but this year we are including several grants we have applied for that we are confident we will receive. This budget, if approved, will be trueed up to account for additional funding received over the course of the next 11 months, similar to what we just did with the PY22 budget.
 - The executive committee voted to accept \$3,124,193 in WIOA Title I PY23 program funds and approved the PY23 budget for WIOA program and local workforce system services and operations and forwarded to the Spokane Area Consortium for concurrence.

ACTION: Motion and second to ratify the PY23 budget. Approved Unanimously.

ITEM #4 – TALENT SOLUTIONS IN A CHANGING ECONOMY

Kevin Williams, Division Executive of System Advancement

- Kevin introduced the Talent Solutions team and gave an overview – the TST is a dedicated team specifically for business services and was the first functional team that we developed at WorkSource Spokane. We currently have staff from Career Path Services, Dept of Vocational Rehabilitation, Goodwill Industries of the Inland Northwest, and Employment Security Department (including Veterans' Services) serving as the consortium for the team.

- We can confidently say that our current group is the best talent solutions team that we have ever had, almost fully staffed with a talented group of individuals.
- The team has really been exploring creative services for businesses in this uncertain economy. New services include talent retention, apprenticeship/skilled trades, and childcare.
- Kevin then introduced Sondra, team manager, to lead a panel discussion with local business representative guests.
 - Kyle McCarthy and Anna Dryer, Davenport Hotels
 - Kyle shared that the Davenport has utilized multiple programs, including job fairs, WEX program, and OJT program. He's had a great experience.
 - Anna shared that post-pandemic, there have been new and unique challenges, and the TST has been phenomenal in supporting their businesses. They've also been really impressed by the candidates and participants that they have hired through our team.
 - Chelsea Barton, Inland Northwest Associated General Contractors
 - AGC serves on behalf of member construction businesses, and partnering with TST on the TradeUp to Construction initiative has been so valuable for their industry. She's been working closely with Josh Monroe, and they've identified a new source of candidates for apprenticeships and direct hires.
 - Dave Winegar, Transportation Security Administration
 - He's worked with this team for several years and has found them to be passionate and dedicated to our community. He mentioned that attending the KHQ/WorkSource job fair every year is a highlight, and it's the best job fair he attends. Other events, including hiring events out of the WorkSource Campus and on Fairchild Airforce Base, have been really valuable to them being able to identify fantastic candidates.
 - Question: How did you get connected with WorkSource/TST?
 - Davenport started with Meet the Employers
 - TSA found out about administrative spaces for conducting interviews and Meet the Employers. TST is really engaging.
 - Question: What types of opportunities have you had to strategize together around your staffing challenges? In other words, how do employers know that there is more than simple transactional assistance?
 - Dave shared that TST has done the work to understand their clientele and information around industries and employers, and they do a good job making strategic recommendations for candidates for various roles.
 - AGC shared that they have an overall goal of getting more people into the construction industry, and Josh has been really instrumental in helping businesses decide the "how," for example redesigning job postings.
 - Comment: Before there was this team, this board saw a need and really pushed for providing services in this space. Thank you from the board for listening to that feedback and for all the hard work spent developing these services.
 - Question: Which thing is more challenging right now? Recruitment or retention?
 - Dave shared, from the hospitality industry, that the flow of applicants is strong, so retention is more of a challenge. The number one reason is less about being a "bad" employer, but more about wage and cost of living. They are working on trying to be flexible and offer good benefits, but it is quite challenging.
 - For construction, the challenge is more acutely in recruitment. The workforce is aging, and retirements are high. There is a gap in knowledge base with high retirements, and applicants often do not attend interviews. There is also difficulty recruiting young people to be interested in the trades.
 - For TSA it is more a recruitment challenge. It can be hard to interest people in working for the federal government and dispelling myths that keep people from

applying. TST has been helpful in identifying candidates who would be a good fit and helping outreach and craft messaging to recruit folks. TSA works hard to promote from within, so offering lots of growth opportunities helps to attract more applicants.

- Andrea Hixson and Amy Ubario then reported out on outcomes from the May 25 job fair
 - 2023 marked the event's 10th anniversary, with a move to an updated name (NonStop Local KHQ/WorkSource Job Fair), new location (trade show halls on the Spokane Convention Center Campus), and new offerings (resource area, supervised children's activity room, prizes and giveaways, and free parking for attendees)
 - Thanks to corporate sponsorships, we are able to offer a high-quality event at a low price point for employers. Special thanks to sponsors represented by our board: Wagstaff, Manpower, and CHAS.
 - Although the SWC supports the event financially and provides a lot of logistical and communications support, the teams from WorkSource and Talent Solutions Team do most of the work for the event, including day-of event staffing. Thank you!
 - Our partnership with NonStop Local/KHQ continues to be valuable, as about 21% of attendees reported finding out about the event via television.
 - We reported out that despite a snafu with counting, we are estimating over 700 attendees, as well as 129 employers and 10 community resource providers.
 - Survey responses have been overwhelmingly positive so far, and to-date we have received feedback that:
 - 63% of job seeker attendees made valuable connections with employers
 - 11 employers offered same-day interviews
 - At least 20 job offers were made same day
 - More than 50 interviews have been completed so far since the event, and 98% of employers reported scheduling interviews with at least 1 candidate they met at the event (11% are interviewing more than 10 candidates!)

ITEM #5 – INNOVATIONS IN SECONDARY EDUCATION

Doug Edmondson, CTE Director at East Valley School District

Our partners in secondary education play a vital role in the development of our regional talent pipelines to in-demand careers. Students explore different pathways through a wide range of Career and Technical Education (CTE) instructional programs, earn college credits and obtain industry recognized credentials, and chart their course to next steps beyond high school.

- Doug reported that he views his job as being about how he can expose kids to careers and industries that they aren't aware of, as well as asking how can CTE respond to industry needs?
- Nationally, in 2021 38% of all 18 to 24 year olds were enrolled in college.
- So our question is, what are we preparing the remaining 62% for?
- At East Valley, they are talking more about careers than they are about college. They want to stop the false dichotomy of college *or* career. Instead, focus all conversations around career, and college may or may not be a part of that equation. They are trying to talk to students first about a career pathway, and after a goal is determined, decide if college is needed or not.
- They want to empower students to have the information they need to make decisions for their own futures.
 - For example, they do Flight Knight at the Historic Flight Foundation at Felts Field. Students get to meet John Sessions, the owner, learn about aviation, do hands-on events, and encourage students to maintain their curiosity.
 - They are trying to be creative with ways to expose students to a variety of experiences, career opportunities, and skills. Students don't know what they don't know. Without exposure, how will they know what appeals to them/what they'll be good at?

- They've developed "Trades Knights" events, including not only aviation, but finance, healthcare, automotive trades night, and more. Vendors can't attend unless they have something hands-on for the students to engage with.
- Question: Is East Valley the only district with this programming?
 - A: No, all districts have a CTE director. IT looks different in different districts, especially depending on size, but all districts have something for CTE.
 - Comment: there is also a wide variety of programming depending on the school district's investment. We want to commend East Valley for really investing in this space and building robust programming that many districts have not invested in to the same extent.
- Comment: Thank you for working with industries as we try to develop talent pipelines. Summer programs and workplace exposure events are really valuable for local industries. It's also a good challenge for businesses to partner with CTE and create opportunities, paid when possible, for students.
 - Doug wants to develop a summer STEM academy for elementary students, hopefully next summer. We do a good job of exposing kids to sports camps in the summer, but what about academic camps? And we want to develop a sustainable program where older students can work in camps and be paid, "kids teaching kids." He did it in Mead previously and wants to do it in East Valley now.
- Question: Are you seeing results yet with older students matriculating into trades or careers?
 - It's too early to tell yet. Doug just joined the team in July of last year, so there aren't results yet. He can speak from his experience in Mead that he did see results, especially in exposing engineering field to females and bio-med to males.
 - We're seeing a lot of kids going to different high schools in other districts after middle school, so he's working on developing high school programs and also being able to track where kids go.

ITEM #6 – RECONNECT 2 WORK, A CHILDCARE IMPACT PROJECT

Bianka DeSure, Program Coordinator for our childcare initiative

In support of our local efforts to improve the availability of affordable and accessible childcare for families in our area, the SWC has received a \$2 million investment of American Rescue Plan Act funds from the Board of Spokane County Commissioners and will receive another \$1.5 million from a Congressionally Directed Spending Request from U.S. Senator Patty Murray. Using these resources, we have convened a wide array of local stakeholders and launched our Reconnect 2 Work initiative.

- Bianka shared that she has a background in childcare and worked in childcare for 6 years prior to this. She was brought on to the SWC to lead our childcare initiative.
- We have done market studies about the complex issues around childcare. Findings were shared with the board (slides available upon request). Highlights include:
 - Washington's economy loses an estimated \$6.5 billion annually because of childcare shortages.
 - Lack of access to affordable childcare leads to working parents in WA foregoing \$14 billion in lost wages each year.
 - (summarize slides)
 - Our region is approximately 430 childcare providers short, if following national average. Our area only meets the needs of 26% of children ages 0-5 who do not qualify for state-funded childcare subsidies.
- What are we doing about this? Our Reconnect2Work initiative is multi-faceted to try to help address this complex issue on a variety of fronts.
 - TST is working with childcare providers to assist in hiring and retention needs as well as connecting them to other resources such as grant opportunities for expansion.

- We are partnering with Community-minded Enterprises to provide assistance to families and providers collectively in both the County and in the City.
- We have hired a childcare navigator based out of the Resource Center who is providing direct support services to families.
- We partnered with Vanessa Behan to offer a supervised children’s room at the job fair to allow parents the opportunity to attend without childcare being a barrier.
- We have partnered with KSPS to film a childcare industry spotlight video for the Career Explore NW website.
- We have partnered with CCS’s Corporate and Continuing Education Division to create a Childcare Basics+ course which will provide all State required certifications and licenses to individuals interested in the field of early learning. This course begins July 10 and runs for 5 weeks. We will be providing full scholarships for the first 15-25 students and will also be holding an exclusive hiring event with community childcare and early childhood learning agencies when the course concludes.
- We have also created a website and marketing materials (some shared with board today) to get the word out in the community about our resources and initiative.
- Discussion:
 - Question: What’s the attendance for the Community Colleges course?
 - It’s a 5-week course, most of it is accessible online. There is only one 3-hour portion that is in person required, so we’re hoping it’s very accessible.
 - Comment: We want to say how grateful we are to Spokane County for funding this project, and the federal dollars that are also supporting the initiative.

ITEM #7 – STANDING COMMITTEE REPORTS

Kelley Charvet, Board Chair

In the package under Tab 7 is a review of actions that Executive Committee took over the last few meetings, which we have already covered during this meeting.

OTHER BUSINESS

- Mark shared that there have been so many challenges coming out of the pandemic, and wanted to voice his appreciation to the staff, partners and providers for their hard work, creative work, and efforts in our community.
- He also expressed thanks to Kelley for her work as the chair over the pandemic which was very challenging.

NEXT MEETING:

The next Full Board Spokane Workforce Council Meeting will be our annual retreat at the Convention Center in October.

Meeting adjourned at 9:24 AM.