



# SPOKANE WORKFORCE COUNCIL

**MEETING MINUTES  
SPOKANE WORKFORCE COUNCIL  
EXECUTIVE COMMITTEE**

**August 24, 2023**  
Meeting held via Zoom

**MEMBERS PRESENT:**

Christina Vigil Gross  
Kimberly Watkins  
Kelley Charvet  
Robert Duron  
Derek Tyree  
Diana Wilhite  
Commissioner Josh Kerns  
Tina Morrison

**MEMBERS ABSENT:**

Mayor Nadine Woodward

**GUESTS PRESENT:**

Ron Valencia

**STAFF PRESENT:**

Mark Mattke  
Dawn Karber  
Jeanette Facer  
Jessica Clayton  
Mustafa Baigzad  
Kevin Williams

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*Chair Christina Vigil Gross called the meeting to order at 12:01 P.M.*

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

*Christina Vigil Gross - Board Chair*

Review of June 22, 2023, Meeting Minutes.

***Action: Motion and Second to approve Meeting Minutes from June 22, 2023.***

***Approved unanimously.***

**ITEM #2 – Signature Authority Policy Revision**

*Mark Mattke, Chief Executive Officer*

Christina introduced Mark to discuss revision signature authority policy due to staffing.

***Action: Motion and Second to approve Signature Authority Policy Revision.***

***Approved unanimously.***

**ITEM #3 – Grants and Contracts**

*Jessica Clayton, Division Executive Development & Program*

Christina introduced Jessica to discuss Grants and Contracts. Jessica presented the following funding items:

**Innovia Cultivation Potential Scholarship- \$104,500.00**

This scholarship is a private anonymously bestowed scholarship to fund nontraditional first-generation college students in their education. Each student receives \$1,000 in scholarship money to support them in their education journey. This year there are 10 scholars.

### **Spokane County United Way- \$12,500.00**

This funding will be used for things that our federal funding cannot pay for, including incentives for young adults for program completion and non-WIOA staff time and professional development. SCUW has been a longtime supporter and funder of the Next Generation Zone and is an important partner of the SWC.

### **CHAS Heath- \$5000.00**

This funding was awarded to the Resource Center of Spokane County and will be used to restock hygiene items for customers' use there. The grant started out at the \$3500 level and was increased to \$5000.00 by CHAS. CHAS Health has staff located at the RSCS who provide a range of high value services to our diverse customer base.

### **ITEM #4 – ACTIVITIES AND UPDATES**

*Mark Mattke, Chief Executive Officer*

- Governance Review & Changes to interlocal agreement are under way with both Spokane County and City of Spokane legal teams to bring into compliance with State and USDOL requirements.
- Staff Transitions – COO Dawn Karber is leaving her position at the SWC after 16 years of service, effective 9/1/23. Mark and the board expressed their gratitude for her many contributions and wished her well. Mark is not filling the role of COO at this time. Victor Rapez-Betty also announced that he has taken a new position. His last day is 8/30/23. The Communications Manager position will be posted shortly, and referrals of qualified candidates are welcome!
- Update to Employee Handbook – to reflect the new org chart.
- Revenue Development – multiple grants proposals have been submitted over the past month and staff are waiting for word on successful awards. These include:
  - Tech Hubs – Aerospace and Sterile Therapeutics
  - National Dislocated Worker Grant – Opioid project
  - National Science Foundation – INTENT project
  - Economic Security for All – Supplemental
  - Bi-partisan Infrastructure Law (BIL), Broadband Equity Access & Deployment (BEAD), Inflation Reduction Act (IRA), CHIPS and Science Act (CSA) – USDOL Convening
  - Digital Navigators
- Strategic planning – the board will meet at its annual retreat on October 11 at the Convention Center. Kevin Perkey of Uphill Partners will again facilitate our event kicking off our quadrennial strategic planning process.
- Resource Center of Spokane County Lease – staff continue to work with Spokane County to reach an executed lease agreement and also to determine if additional funding is available to support lease costs this year.

### **Childcare Project ARAP UPDATES**

*Jessica Clayton, Division Executive Development & Program*

This is the 3<sup>rd</sup> month in providing direct tuition assistance to families. May applications opened and in June tuition assistance was provided to two families. In July, three more families were added and August the total so far that are receiving assistance is fifteen families. This project continues to build momentum as the infrastructure has been built out and the partnership with stakeholders matures and the training provided by Community Colleges of Spokane is delivered.

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*Christina Vigil Gross adjourned the meeting at 12:36 P.M.*