



# SPOKANE WORKFORCE COUNCIL

**MEETING MINUTES  
SPOKANE WORKFORCE COUNCIL  
EXECUTIVE COMMITTEE**

**September 21, 2023**  
Meeting held via Zoom

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Mayor Nadine Woodward  
Robert Duron

**STAFF PRESENT:**

Mark Mattke  
Jeanette Facer  
Jessica Clayton  
Kevin Williams

---

*Chair Christina Vigil Gross called the meeting to order at 3:02 P.M.*

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

*Christina Vigil Gross - Board Chair*

Review of August 22, 2023, Meeting Minutes.

***Action: Motion and Second to approve Meeting Minutes from August 24, 2023.***

***Approved unanimously.***

**ITEM #2 – Monthly Fiscal Reports**

*Mark Mattke, Chief Executive Officer*

Division Executive for Finance Jeanette Facer presented a report on the financial status of the SWC as of the end of Program Year 22. Total grant funding was \$8.596M and total funding from all sources of \$8.819M. We ended the year with a split of 41% WIOA Formula funds and 59% non-WIOA, in keeping with our intention of becoming less reliant on WIOA funds. The focus of direct client services expenses was 40% Individual Training, 32% Work Experience, 27% Supportive Services, and ~1% On the Job Training.

**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:

**BFET Fiscal Year 2024 - \$204,824**

Spokane Workforce Council has been awarded \$204,824 from the Department of Social and Health Services (DSHS) for our Federal Fiscal Year 2024 Basic Food Employment and Training program. The funding is a 50% match on non-federal funding, so the SWC will be leveraging \$409,648 in non-federal funding from multiple sources in order to earn the 50% reimbursement from DSHS. Planned fund sources include State Economic Security for All (EcSA), reutilized funds from previous BFET contracts,

RCSC operations support funding received from partners like Pioneer Human Services and Spokane County United Way. This will be our fifth year running the BFET program. This program supports customers at the Resource Center of Spokane County and the Next Generation Zone who are current SNAP (food benefit) recipients with job search training, education and job readiness activities to improve their employment prospects and wage-earning potential. The grant runs October 1, 2023 – September 30, 2024. As match funding is received, we may sub-contract portions of it back out to our consortium of providers as a revenue-sharing mechanism for them to carry out the work, as well as funding to provide supportive services to customers.

- **Motion and second to authorize the SWC to accept up to \$204,824 from DSHS and subcontract and/or pay out in revenue sharing up to \$100,000 to the Consortium (Career Path Services, Goodwill, NEWESD101) as needed. Approved unanimously.**

#### **HHS Congressionally Directed Spending – Childcare \$1,500,000**

The SWC has received \$1.5 million from the U.S. Health and Human Services Department, through South Central Workforce Council, to invest in childcare for families in our community. Senator Patty Murray allocated these funds to the SWC in her FFY 2024 Congressionally Directed Spending requests. Funds will support the Reconnect2Work program and provide direct childcare tuition assistance for families, support our childcare navigator staffing, and also support training cohorts for Childcare Basics+ to equip trained early learning professionals. Funds will be subcontracted to the Spokane Workforce Consortium and Community Colleges of Spokane.

- **Motion and second to authorize the SWC to accept \$1.5 million from HHS through South Central Workforce Council and subcontract up to \$1,125,000 to the Spokane Workforce Consortium and up to \$15,000 to Community Colleges of Spokane. Approved Unanimously.**

#### **OPIOID DWG - \$879,363**

Spokane Workforce Council has been notified by U.S. Department of Labor of a pending award of \$879,363 from the Employment Security Department under the Opioid Disaster National Dislocated Worker Grant. The SWC applied for more than \$2.7 million in funding under this grant, and USDOL has awarded the initial funding at this time, with the remainder of our full request being available after we have demonstrated expenditure and performance goals are being met. This initial round of funding is meant to provide employment and training services for dislocated workers experiencing long-term unemployment and other workforce barriers resulting from the opioid crisis through June of 2024. We anticipate receiving the next installment of funding for the following program year.

We have a multi-pronged approach to this work and will be deploying funds across all sites on our campus, where we have seen an increase in customers impacted by the opioid crisis. We will also be partnering with Pioneer Human Services at the Resource Center of Spokane County to employ Peer Recovery Navigators who provide intensive case management to customers in recovery. Additionally, we will be funding the Talent Solutions Team to provide training and resources to local businesses whose workforce is impacted by the opioid crisis with the ultimate goal of supporting sustained employment for workers struggling with Substance Use Disorder.

We are pleased to have received this grant award and to be able to meaningfully engage in our community's work to combat this crisis, recognizing that gainful employment is one of the primary keys to success in recovery.

We are seeking approval to accept the funding and subcontract up to \$792,000 to the WorkSource Consortium (Career Path Services, Employment Security Department, and Goodwill Industries of the Inland Northwest) and to Pioneer Human Services.

- **Motion and second to authorize the SWC to accept \$879,363 in Opioid DWG funding and subcontract up to \$792,000 to the Consortium (Career Path Services, Goodwill, ESD) and Pioneer Human Services. Approved Unanimously.**

### **Opportunity Partnership \$56,666**

The SWC anticipates receiving an award of \$56,666 from the Workforce Training and Education Coordinating Board for the Opportunity Partnership Program (OPP) for the 2023-2024 school year. This will be our eleventh year receiving these funds to support first-generation students at the Community Colleges of Spokane with completing their course of study by providing mentorship and other quality employment connections prior to graduation. Kevin Williams will coordinate the grant at our level, and we will subcontract with Career Path Services to fund a Talent Solutions Team member to work with the colleges to identify which industries this year's OPP students are training to enter, identify businesses from those industries that are interested in connecting with those students, and organizing various events and opportunities for the businesses and students to connect. TST will host virtual networking events on the Premier Virtual platform where students can meet prospective employers, will refer students to WorkSource for enrollment into WIOA programming as appropriate, and will help facilitate work experience and/or internship placements. This has become a popular offering with several programs at CCS, in particular the Addiction Studies program, and professors offer extra credit or sometimes require students to attend these events. We are seeking approval to accept the funding and to subcontract up to \$47,000 to Career Path Services to support the Talent Solutions Team's work on this project

- **Motion and second to authorize the SWC to accept \$56,666 from WTECB and subcontract up to \$47,000 to Career Path Services. Approved unanimously.**

### **2<sup>nd</sup> Quarter Consortium Awards**

The SWC's WIOA Formula awards for PY23 were approximately 20% less than last program year. While we have received new grants and have close to \$3.5 million pending for this year, the funding does not always replace our need. Our consortium agency staffing needs have increased over 25% since the prior program year, and coupled with our reduction in funding we cannot maintain existing funding levels with all of our current known budgetary factors. After an in-depth analysis, we have determined that the prudent course of action is a reduction in our WIOA Formula awards for the second quarter of this program year. The SWC intends to make funding decisions for the rest of the year in December after we have received notification of award status for several pending large grants.

Summary of Q2 Contracts:

- WIOA Adult and Dislocated Worker contracts for Q2 are at 20% less overall. With this funding reduction, we will add needed funds into direct client services for our Adult customers, which leaves staffing down 35% in Adult and 20% in Dislocated Worker. We are prioritizing training and supportive services for our Adult customers who do not qualify for other funding.
  - Talent Solutions Operations is down 9% overall with one current vacancy remaining unfilled.
  - Next Generation Zone's proposed funding needs are higher than Q1, due to the WIOA requirement for Work-Based Learning spending. This gives the Youth team the full allocation necessary to meet this requirement, and staffing would be reduced in Q3 if pending grants are not awarded.
- **Motion and a second to authorize the SWC to subcontract up to \$854,361.80 to the Spokane Workforce Consortium for Operations and Service Provider contracts at WorkSource Spokane and Next Generation Zone. Approved Unanimously.**

### **For Information Only**

*Spokane Teachers Credit Union (STCU) – Next Generation Zone student nutrition*

Spokane Workforce Council has received \$3,000 from STCU to support student nutrition at Next Generation Zone. STCU has been a supporter of providing food for young adults accessing education and career services at Next Gen since 2017. Their donation goes towards supplying nutritious and filling snacks and meals so that students won't be hungry while learning. Thank you to STCU and SWC Board Member/Youth and Career Readiness Network (YCRN) chair Derek Tyree for his support of this gift.

### **Financial Impact**

Addition of \$2,643,853 to the operating budget and obligation of \$854,361.80 to Spokane Workforce Consortium for PY23Q2.

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

*Mark Mattke, Chief Executive Officer*

- Retreat Planning – members have been surveyed and the agenda is under development based on their responses.
- RCSC Lease – the SWC and Spokane County are still working to obtain the building owner’s signature in order to execute the lease.
- Spokane County Economic Development Grant – staff applied for a \$15,000 grant aimed at further expanding our outreach and services to individuals in the City of Spokane Valley. This grant will also us to strategically provide easy to access services while maintaining the option for residents to come to our comprehensive American Job Center in person for more in-depth services.
- Interlocal Agreement – We have finalized the changes to our interlocal agreement with the guidance from both Spokane County and City of Spokane legal and risk management teams and the agreement will now go the Board of Spokane County Commissioners and Spokane City Council for formal approval.
- Q2 Budget Update – as indicated in Tab 3 above, we have determined funding amounts available for our service providers for Q2 of this program year.

#### **ITEM #5 – CEO EVALUATION**

*Christina Vigil Gross, Board Chair*

The Board Chair convened the Compensation Committee to discuss the performance of the SWC CEO for the program year July 1, 2022 – June 30, 2023. Based on meeting established KPIs and overall performance, the Committee recommends awarding the full performance bonus. The Board thanked Mark for his work for this organization and his accomplishments. He expressed his appreciation for the trust of this Board in his leadership over the past 17 ½ years and looks forward to continuing to lead the team of the SWC.

- **Motion and a second to award the CEO the full performance bonus for service in PY22. Approved Unanimously.**

---

*Christina Vigil Gross adjourned the meeting at 3:52 P.M.*