



SPOKANE WORKFORCE COUNCIL

**MEETING MINUTES
SPOKANE WORKFORCE COUNCIL
EXECUTIVE COMMITTEE**

January 25, 2024
Meeting held via Zoom

MEMBERS PRESENT:

Christina Vigil Gross
Robert Duron
Derek Tyree
Diana Wilhite
Ron Valencia
Tina Morrison
Steve MacDonald
Kelley Charvet
Scott Simmons

MEMBERS ABSENT:

Mayor Lisa Brown
Commissioner Josh Kerns
Kimberly Watkins

STAFF PRESENT:

Mark Mattke
Jeanette Facer
Kevin Williams
Jessica Clayton

Chair Christina Vigil Gross called the meeting to order at 12:00 P.M.

ITEM #1 - REVIEW OF MEETING MINUTES

Christina Vigil Gross - Board Chair

Review of December 1st, 2023, Meeting Minutes.

Action: Motion and second to approve Meeting Minutes from December 1st, 2023.

Approved unanimously.

ITEM #2 – GRANTS AND CONTRACTS

Jessica Clayton, Division Executive Development & Program

Northwest Business Development Association

Spokane Workforce Council has been awarded \$20,000 from the Northwest Business Development Association to support the 21st Century Skills Academy at the Next Generation Zone. Funds will support staff time, program supplies, and incentives for attendees. Diversified non-federal funding amplifies the Academy, allows us to serve all young adults and provides us sustainability and less burden on federal fund sources. Up to \$18,000 will be subcontracted to Spokane Workforce Consortium.

(information only, no action required)

DWG Quest Reallocated Funds

Spokane Workforce Council has been awarded \$268,213 in reallocated funds for our Quest Dislocated worker Grant program from Employment Security Department. We are one of two areas ahead in spending and performance and are receiving funds from other areas who are behind in performance. These funds will leverage with other grant funds to support staff capacity at WorkSource Spokane and expand the availability of training and training and supportive services to our customers. This increases will bring our total DWG QUEST award \$1,296,814. Please note that the amount of additional funds is

being finalized, as one more area may face recapture funds, but we are confirmed to at least receive \$268,213. Any additions to this amount will be brought forth at the next Executive committee meeting.

EXECUTIVE COMMITTEE ACTION

Action: Motion and second to approve SWC to accept \$268,813 in additional funds from WA Employment Security Department for the DWG Quest grant program and subcontract up to \$216,000 to the Spokane Workforce Consortium. Approved unanimously.

ITEM #3 - Monthly Fiscal Report

Jeanette Facer, Division Executive Finance

Jeanette explained where the funding for the rent for RCSC is coming from for the current year as the County and City as of June 1, 2023 are no longer contributing. Jeanette explained in detail the funds that are being used for rent from different grants. It was reported that estimated RCSC monthly full operating expenses are about \$61,787 a month with direct occupancy costs making up \$23,501 a month. It was communicated to the board that a meeting was convened with the partner occupants at the RCSC to discuss the RCSC's past, present and future and the financial feasibility of continuing to remain on the 2nd floor of the WorkSource building. Currently there are three partners and one sublease holder contributing to the RCSC monthly rent of \$21,801. Pioneer \$1,654 (soon to be \$3,900 with OPIOID DWG subcontract) CHAS \$1,000, SRHD \$1,300 and CPS as a sublease at \$1,800. Options were discussed for the future location of the RCSC included:

- Downsizing the space on the 2nd floor of the WorkSource building to half of the current 20,000 square feet currently leased.
- Moving only programs that aligned with the SWC's services down to the first floor of the WorkSource building and not renewing the upstairs lease this next year.
- Relocating the RCSC to a different offsite location.

ITEM #4 - Resource Center of Spokane County Lease

Mark Mattke, Chief Executive Officer

Staff have connected with the property manager of the RSCS and begun the process to develop and ultimately execute a lease for this current year (draft lease attached) with the SWC taking over from Spokane County as the new leaseholder, per the County's request. The RCSC provides valuable services to an array of different customers in our community, but the ongoing maintenance and operations cost versus the supporting revenue pose challenges for sustainability in the current model. Staff have been exploring various options for continuing to operate the RCSC, including increasing rent income from partners, shrinking the footprint, and moving to a different location. Today's meeting is intended for review of the draft lease, discussion of options, and to garner support and guidance for the next steps we take.

Action: Motion and second to approve vote to authorize negotiating and executing a new lease for the Resource Center of Spokane County and developing recommendations and plan for operations upon expiration of the lease. Approved unanimously.

ITEM #5 – ACTIVITIES AND UPDATES

Mark Mattke, Chief Executive Officer

- Grants (information only)
 - Umpqua Bank - \$20,000.00
 - Northwest Business Development Association - \$20,000.00
- State Monitoring
 - Employment Security Development – WIOA programs
 - State Auditor's Office – Single Audit and Financial
- Performance letter
- Tech Hub-American Aerospace materials Manufacturing Center
- Mayor Transition Team

- Legislative Session

Chair Christina Vigil Gross adjourned the meeting at 1:00 P.M.