



# SPOKANE WORKFORCE COUNCIL

## MEETING MINUTES

**April 10, 2024 – 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:**

Christina Vigil Gross

Derek Tyree

Kimberly Watkins (Virtual)

Dr. Shari McMahan (Virtual)

Dr. Kevin Brockbank

Jeff Bosma

Mary Crago (Virtual)

Toby Broemmeling

John Dickson

Dr. Wade Larson (Virtual)

Tina Morrison (Virtual)

Joel White

Gary Ballew

Kelley Charvet

Robert Duron

Julie Orchard (Virtual)

Diane Quincy

Diana Wilhite

Lori Hunley (Virtual)

### **Elected Officials Present:**

Suzanne Schmidt

### **MEMBERS ABSENT:**

Doug Edmonson

Rebecca Cook

Ron Valencia (designee)

Commissioner Josh Kerns

Mayor Lisa Brown

Dr. Kevin Brockbank

Steve MacDonald

### **OTHERS PRESENT:**

Scott Holstrom

Andy Dwonch

Cami Eakins

Braden Fish

Kate Martin

Jen Morris

Lori Veitenheimer

Sherry Fujita

Kathy Hammonds

Kate Martin

Sondra Barrington

Tracy Ballard

Patti Borchardt

Sarah Stiffler

Beckie Sommerville

Leslie Stickel

Shon Fowler

### **STAFF PRESENT:**

Mark Mattke

Bianka DeSure

Tim Robison

Floyd Kimbrelle

DeeJay Harris

Jeanette Facer

Mike McBride

Andi Hixson

Jessica Clayton

Liz Laubscher

Kevin Williams

*Chair Christina Vigil Gross called the meeting to order at 7:32 a.m. with a quorum of members present in person and via zoom.*

### **MEETING THE MISSION**

*Kevin Williams, Division Executive System Advancement*

Kevin shared how the team is using the Learning Management System (LMS) to deliver training virtually and asynchronously for customers and staff across our local system. This improved access to content whenever individuals have the time has contributed to over 600 individuals using it since December 2023 and about 200 completed workshops in March of this year.

### **ITEM #1 – REVIEW OF FEBRUARY 7<sup>th</sup> MEETING MINUTES**

*Christina Vigil Gross, Board Chair*

The board reviewed the meeting minutes from the February 07, 2024, board meeting.

**ACTION: Motion and second to approve the February 7, 2024, meeting minutes. Approved unanimously.**

### **ITEM #2 – Inland Education Alliance**

*Kevin Williams, Division Executive System Advancement*

Dean Dr. Sherri Fujita and Assistant Dean Sarah Stiffler from the Adult Basic Education division of Spokane Community College discussed the new partnership between SCC and the SWC designed to engage adults who have not earned their high school diploma and won't return to complete. The goal is to work with employers who have workers that will benefit from advancing their educational attainment levels but don't have the time or ability to not work and earn a living. Employers may assist their employees by offering time to take online classes, space to study and use a computer, or financial incentives to support their educational journey, among other options. Students who continue on to college level coursework can receive a tuition waiver for up to 10 credits and also qualify for federal financial aid when taking 6-10 credits. Ultimately, a better educated workforce will contribute to improved productivity and career advancement as well as increased economic stability for the workers.

### **ITEM #3 – State Auditor's Office & PY23 WIOA Monitoring Reports**

*Jeanette Facer, Division Executive Finance*

Jeanette reported on the results of this year's audit performed by the State Auditor's Office and the annual monitoring visit by the Employment Security Department.

#### Single Audit

- The objective is to provide assurance to the Federal Government as to the management and use of Federal funds.
- Report on whether the organization's financial statements fairly present the financial position of the organization and whether they are presented in accordance with:
  - Generally Accepted Accounting Principles (GAAP)
  - Government Accounting Standards Board (GASB)
- Test Internal controls of the organization to identify weaknesses.

Jeanette shared the SAO report which stated:

- Significant Deficiencies: We reported **no deficiencies** in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- Material weaknesses: We identified **no deficiencies** that we consider to be material weaknesses. **No instances** of noncompliance that were material to the financial statements of the Council.

#### Federal Awards

Internal Control over Major Programs:

- Significant Deficiencies: We reported **no deficiencies** in the design or operations of internal control over major federal programs that we consider to be significant deficiencies.
- Material Weaknesses: We identified **no deficiencies** that we consider to be material weaknesses.

We issued an **unmodified opinion** on the Council's compliance with requirements applicable to each of its major federal programs.

We reported **no findings** that are required to be disclosed in accordance with 2 CFR 200.516(a)

#### WIOA PY23 Monitoring- Background and Monitoring Objective

- The state's Workforce Monitoring Unit conducted an annual compliance review of Spokane Workforce Council on December- 4-20, 2023. The review was conducted in accordance with the Uniform Administrative Requirements 2 CFR Part 200; the Workforce Innovation and Opportunity Act (WIOA), Sec. 184(a)(4); and additional requirements established by Department of Labor Employment and Training Administration (DOLETA) and ESD policies, rules, and regulations.

There are three sections they look at Policy, Programs and Administrative and Fiscal Review. Results in the report stated as follows: ESD's Monitoring unit determined, as a result of the review, there were **no findings, unresolved questioned costs, or disallowed costs**. There was a **noted practice observed** in how the SWC performs its comprehensive fiscal and program monitoring that ensures follow-up and training for subrecipients to improve their local practices.

#### **ITEM #4 – Local Policy Process**

*Tim Robison, SWC Policy and Data Security Analyst*

This was a follow-up item from the April board meeting where the Council was briefed on options to select a new policy development process. The choices provided were:

1. Policies are developed by board staff and approved through policy-adoption votes of the full board or committee.
2. Policies are developed by board staff with full board or committee discussions where at least one board member is present.
3. Policies are developed by board staff with periodic convening of a committee of the board, which reviews the impact policies may be having on populations served and/or outcomes against board's goals and directs changes needed to be consistent with the local plan.
4. Board members and/ or the board chair direct board staff through email communication regarding development of policies.

***ACTION: Motion and second to approve policies are developed by board staff with full board or committee discussions where at least one board member is present. Approved unanimously.***

#### **ITEM #5 – New Member Nominations**

*Mark Mattke, CEO*

Three candidates submitted their nominations to join the board of the SWC and fill current vacancies:

- **Patti Borchardt**, Senior Vice President, Regional Manager for Eastern WA/Northern Idaho at Umpqua Bank – Business representative
- **Scott Holstrom**, Business Manager, Secretary/Treasurer for Laborers Local 238 – Labor representative
- **Tracy Ballard**, Vice President, Director of Human Resources for STCU – Business representative

***Action: Motion and second to approve the nomination of Patti Borchardt, Scott Holstrom, and Tracy Ballard for membership on the Spokane Workforce Council and forward to Chief Elected Officials for appointment. Approved unanimously.***

#### **ITEM #6 – Resource Center of Spokane County**

*Mark Mattke, CEO*

The Resource Center of Spokane County (RCSC) located on the second floor of the WorkSource Center was launched in April of 2019 and over the past five years has provided valuable services to an array of different customers in our community. Over this period, a variety of different funding sources that have included Spokane County, the City of Spokane, partner contributions, and grants from the Spokane Workforce Council have supported the RCSC. However, the ongoing maintenance and operations costs versus the supporting revenue pose challenges for sustainability in the current model.

Staff and partners 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. After thoughtful analysis of the options and consultation and approval from the SWC Executive Committee, the SWC has decided to consolidate operations downstairs into WorkSource. SWC programs including Economic Security for All and Community Reinvestment Fund, as well as those run by Pioneer Human Services and CHAS Health, have agreed to relocate and integrate into the first floor and participate in the required Infrastructure Funding Agreement (IFA) and its cost sharing structure.

Staff and partners, including Employment Security Department Local Leadership and state office staff responsible for facilities, are meeting to plan the move and working through the details of the transition to help facilitate the process and reconfigure the space to accommodate the changes. Our target date for the first phase of the move to be completed is May 31, 2024.

Our focus will remain on aligning partners, services, and resources to ensure we keep customer needs and outcomes at the center of our efforts as we make this transition.

### **ITEM #7 – Community Reinvestment Fund-Business Investment Grant**

*Bianca DeSure, SWC Program Coordinator*

The Spokane Workforce Council is receiving several tranches of funding from the Washington State Legislature and the Department of Commerce's Community Reinvestment Plan. These resources are intended to address racial, economic, and social disparities created by the historic design and enforcement of state and federal criminal laws and penalties for drug possession (the war on drugs).

In order to meet one of the objectives of the funds, the SWC is launching a new Business Investment Grants (B.I.G) program that will support small businesses within Spokane County. This program invites business owners to apply for a grant of up to \$15,000 and prioritizes businesses that are 51% or more owned and operated by individuals from Black, Indigenous, and Latino/a/x communities.

Board involvement opportunities

- Community Engagement and outreach  
Help us connect this opportunity with the focus populations
- Reviewing and scoring applications - Join the scoring Committee.

### **ITEM #8- Local Integrated Workforce Plan**

*Mark Mattke, CEO*

In response to guidance from the State Workforce Board and the U.S. Department of Labor, the SWC board has been developing our Local Integrated Workforce Plan (Local Plan) for the past six months, starting with our Retreat in October of 2023, surveying our community stakeholders, and convening listening sessions. We are examining how we serve Workers, Businesses, and Youth customers in the current economic environment, the challenges we face, and identifying opportunities for growth to respond to the changing needs of our residents and businesses.

The draft Local Plan addresses the requirements set forth by the state as well as highlighting where the gaps exist in our regional talent pool and the initiatives, investments, and strategic partnerships that the SWC is implementing in our local workforce system to advance the interests of the people whom we serve.

The board broke into small groups to share ideas on how to better meet the needs of our business customers and to approve the draft Local Plan. Below are a few takeaways from the tabletop discussions:

- Explore providing a good skills assessment method/program that will help determine what skills are needed by potential employees and then design curriculum to offer our customers
- Recognize that employers can reduce degree requirements for many of their jobs and this will improve access for more job seekers. Employees can engage in continued education later, as needed.
- Make it easier to engage with the workforce system and consult more with businesses
- Promote a shared sense of urgency that businesses face in meeting their talent needs
- Better predict the seasonality of business needs and the topics that are prioritized – recruiting and retention
- Assist businesses with retaining Gen Z and being successful with employees who may only have 18-24 -month tenure

- Consider launching a leadership academy – hybrid delivery - to support management development that includes topics such as mentorship and having difficult conversations
- Upskill current workforce – address more small businesses’ needs
- Convene businesses, labor, WorkSource to better understand gaps in construction industry (and others) and manage pool of available workers and their skill sets to make matches
- Improve integration of Talent Solutions Team, GSI, and other business serving organizations

***Action: Motion and second to approve draft Local Integrated Workforce Plan and submit to WTECB for approval. Approved unanimously***

### **ITEM #9-Standing Committee Reports**

At its 03/01/24 and 03/28/24 meetings, the Executive Committee took action on the following items:

#### **DWG QUEST Reallocated Funds**

In January, the Executive Committee approved a preliminary award of an additional \$28,213 in funds for Quest Dislocated worker Grant program from Employment Security Department. We have since been notified that another area declined funding, and our actual reallocation is \$536,427, which will leverage with other grant funds to support staff capacity at WorkSource Spokane and expand availability of training and supportive services to our customers. This increase will bring our total DWG Quest award to \$1,565,028.

#### **EXECUTIVE COMMITTEE ACTION**

***Action: Motion and second to approve SWC to accept \$536,427 in additional funds from WA Employment Security Department for the DWG Quest grant program and subcontract up to \$450,000 to the Spokane Workforce Consortium. Approved unanimously.***

- **Services and Oversight Committee (SOC)**

Robert Duron, Chair

The SOC will be meeting in June to review policies per the new board decision. New members are welcome to join. Please let Robert or SWC staff know of your interest.

- **Youth Employment and Career Readiness Network (YCRN)**

Derek Tyree, Chair

Derek also invited other members to join this group and help in guiding Next Generation Zone and how we serve our young adult customers. The YCRN is seeking resources to purchase a van to add the capability to take our customers to visit employers and access different organizations throughout the area. Please let Derek or SWC staff know if you are interested in joining YCRN or have ideas about obtaining a van.

#### **NEXT MEETING:**

The next Full Board Spokane Workforce Council Meeting will be June 12<sup>th</sup>, 2024.

Meeting adjourned at 9:36 AM.