MEETING MINUTES SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE	**May 21st, 2026** Meeting held virtually

MEMBERS PRESENT
Tina Morrison
Christina Vigil Gross
Kelley Charvet
Kim Watkins
Ron Valencia
Patti Borchardt
Diana Wilhite

STAFF PRESENT
Jeanette Facer
Jessica Clayton
Kevin Williams

STAFF ABSENT

MEMBERS ABSENT
Mayor Lisa Brown
Steve MacDonald
Comm. Josh Kerns

Kimberly Watkins called the meeting to order at 12:00 P.M.

ITEM #1 - REVIEW OF MEETING MINUTES

Kimberly Watkins – Board Chair

Review of April 16 & April 28, 2026, Meeting Minutes.

Action: Motion and second to approve Meeting Minutes from **April 16 & April 28, 2026*****. Approved unanimously.***

ITEM #2 – Grants, And Contracts

Jessica Clayton, Division Executive Development & Program
Jeanette Facer, Division Executive Finance

Jessica Clayton presented three grant awards: state Economic Security for All funds of $329,812, federal Economic Security for All funding of $242,751 with a proposed subcontract up to $182,000 to the consortium at WorkSource, and a FAP award of $160,000 with a proposed subcontract of approximately $145,000 to Manzanita House including $25,000 for supportive services and capacity-building details about Manzanita House's performance and staffing support at WorkSource.

Action: Motion and second to approve SWC to accept $329,812 in State EcSA funds from the Employment Security Department and subcontract up to $250,000 to the Spokane Workforce Consortium, accept $242,751 in Federal (WIOA) EcSA funds from the Employment Security Department and subcontract up to $182,000 to the Spokane Workforce Consortium, accept $160,000 from DSHS for ORIA E&T Program and subcontract up to $145,000 to Manzanita House. Approved unanimously.

ITEM #3 – Budgets

Jeanette Facer, Division Executive Finance

Jeanette Facer reviewed year-to-date budget adjustments showing incremental funding additions across quarters, reporting an increase to the current budget. PY25 Original approved budget was about 5.5 million and current budget for PY25 is about $6.8 million (about a 19% increase from the original approved budget). She reviewed preliminary WIOA allocations for PY26 showing an overall 2.9% increase with notable growth in youth funding, explained assumptions about rapid response funds and other revenue sources, and presented the proposed PY26 operating budget of about $6.2 million for the fiscal year beginning July 1.

Action: Motion and second to approve SWC to accept approval of the PY25 annual budget adjustments and the PY26 operating budget. Approved unanimously.

ITEM #4 – Salary Survey & Benchmarking Summary

Jeanette Facer, Division Executive Finance

Jeanette presented results of a salary and wage benchmarking exercise using Washington Workforce Association data, reported that the organization's pay is slightly below the statewide median for comparable council roles, and described modest compensation adjustments included in the approved budget to better align with peers and support staff retention, with those adjustments set to take effect July 1. Jeanette announced adjustments to staff salaries and the introduction of a new, more objective performance measure system tied to compensation. The group discussed shifting from subjective reviews to measurable outcomes to give staff clearer goals and motivation. Kevin and Jessica described the rationale for objective scorecards, the six-month midpoint review process to avoid surprises at annual evaluations, and a commitment to share finalized evaluation tools with the executive committee. Jessica noted benefits for supervisory consistency across teams and welcomed standardized assessments for staff support.

ITEM #5 – Activities & Updates

Kevin Williams, CEO
Jessica Clayton, Division Executive Development & Program

Jessica presented INWELA's structure, funding sources, and request for SWC to act as a fiscal pass-through agent, noting prior involvement and the potential to earn about 10% of an $80–$120K budget while preserving INWELA's brand. She reported that INWELA's board will vote in a few weeks and that SWC will be notified of the outcome in June.

Kevin announced the nomination of Dan Blakesley from DSHS to the board and described his workforce and Medicaid/HR1 expertise. Kevin thanked Jeanette for serving as interim CEO, outlined Jessica's expanded operational role, and discussed completed and scheduled one-on-ones with staff and board members to gather input for organizational priorities.

Kimberly Watkins adjourned the meeting at 12:37 P.M.