



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

808 W. Spokane Falls Blvd ♦ Room 606 ♦ City Hall ♦ Spokane, WA 99201-3302
(509) 625-6210 ♦ Fax (509) 625-6929 ♦ E-mail: admin@wdcspokane.com

Mark Mattke
Workforce Strategy & Planning Director

EXECUTIVE COMMITTEE MEETING
MARCH 3, 2009 – 3:00 PM
PROVIDENCE HEALTH & SERVICES WA/MT
9 EAST NINTH, 1ST FLOOR CONFERENCE ROOM

Estimated Time	Tab		
3:00 p.m.		Call to Order	<i>Julie Meyer</i>
	1	Review of February 3, 2009 Executive Committee Meeting Minutes <i>Action Item</i>	<i>Julie Meyer</i>
3:05 p.m.	2	Recovery Act Impacts on SAWDC <i>Action Item</i>	<i>Mark Mattke</i>
4:25 p.m.	3	Membership – Update on Recruiting of New Member	<i>Rich Hadley</i>
		Strategic Planning Process	<i>Mark Mattke</i>
4:40 p.m.	4	Agenda for March 11, 2009 SAWDC Meeting <i>Action item</i>	<i>Julie Meyer</i>
4:50 p.m.		Other Business	<i>Julie Meyer</i>
5:00 p.m.		Adjourn	<i>Julie Meyer</i>
Encl.		Minutes Selected Background Materials	

SUBJECT

Minutes from the January 6, 2009, meeting.

BACKGROUND

See attached minutes.

DISCUSSION

Changes or corrections.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

Vote to approve.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

MINUTES WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

TUESDAY, JANUARY 6, 2008 – 3:06 PM – 4:06 PM

CONFERENCE CALL

ANNE LOCKWOOD – RECORDER

MARK MATTKE – EDITOR

MEMBERS PRESENT:

Frankie Arteaga Craig Dias Robert Duron John Serben
Beth Thew

MEMBERS ABSENT:

Tom Fritz Rich Hadley Julie Meyer

OTHER ATTENDEES

Steve Dahlstrom

STAFF PRESENT:

Mark Mattke – Workforce Strategy & Planning Director	Anne Lockwood – Secretary	Dawn Karber – Youth Program & Development Manager	Gordon Gutterud - Accountant	Peg Waldron - Assistant Director Workforce Operations
--	---------------------------------	--	------------------------------------	--

ITEM #1 – REVIEW OF NOVEMBER 4, 2008 MINUTES:

A motion and a second were made to approve the November 4, 2008 Executive Committee Minutes. Motion approved unanimously.

ITEM #2 – RETREAT DEBRIEF:

Feedback on the retreat was positive and members felt it was productive. Next year as part of the planning process the SAWDC will again examine economic trends for the region, discuss viability of the targeted clusters, redeployment of workforce development resources to ensure alignment with goals, and any necessary changes to strategies or workforce system implementation.

SERVICE PROVIDER CONTRACTS FOR PY09:

The RFP governing contract awards allows the SAWDC the option of extending service provider contracts for another year.

TAB 1

The workforce system and the partners which comprise the two operators are meeting and exceeding expectations. Major projects this year include updating the two-year strategic plan and implementing any changes to the workforce system that federal and state economic stimulus packages require. The SAWDC would be well served to opt to extend current service provider contracts another year.

A motion and a second were made to approve the extension of the service provider contracts and not RFP this year. Motion approved with Frankie Arteaga abstaining.

ITEM #3 – FIRST ROBOTICS PROGRAM FUNDING:

The SAWDC has received a request to donate funds to the 2009 FIRST Robotics Program. This program was successful last year and was the recipient of \$5,000.00 from the SAWDC in 2008. These funds will be distributed to teams in most need of the funds.

A motion and a second were made to approve support of the FIRST Robotics Program in the amount of \$5,000.00, with the stipulation that the SAWDC will be recognized as a sponsor of the event. Motion approved unanimously.

MEMBERSHIP – UPDATE ON RECRUITING EFFORTS:

The Membership Committee is seeking one more business person to fill the position open on the SAWDC. The Membership Committee would like to fill the position with someone from the aerospace industry or manufacturing. It was suggested that Cascade Aerospace or Goodrich be approached for a possible WDC member.

Please forward names to Mark (mmattke@wdcspokane.com) or Rich (rhadley@greaterspokane.org).

ITEM #4 – COMMITTEES – ROLE AND ROLL OUT:

Alethea McCann has agreed to fill the Chair position on the Policy Committee and Mark Mattke will be the staff support for this committee. Joe Tortorelli has agreed to fill the Chair position on the Services and Oversight Committee and Peg Waldron will be the staff support. Each committee will be tasked with work based upon their charters and staff support will aid the Chairs of the each to identify and prioritize items for committee attention.

The committees will work with staff to update the committee charters to reflect the Workforce Training & Education Coordinating Board's High Skills High Wages 2009-2012 plan and the input from the retreat. The committee charters will also indicate outcomes and measurables.

- The Public Relations Committee will not be meeting until the SAWDC has completed the draft Strategic Plan. At that point this committee can be tapped to help determine possible audiences for the plan in the community and ways in which it can be disseminated.

TAB 1

SAWDC MEETINGS – STRUCTURE TO ACCOMPLISH WORK OF THE COUNCIL:

✓ COMMITTEES' REPORT OUTS:

ITEM #5 – STRATEGIC PLANNING – OUTLINE AND PROCESS:

The SAWDC has begun the process of updating the two-year strategic plan and will be seeking public comment on the draft for a 45-day period prior to submitting a final to the State by the deadline of April 30.

- The City of Spokane routinely solicits public comment and their process can be used by the SAWDC for its plan.
- The SAWDC could also charge their committees to perform outreach and make sure all public constituencies are aware of the comment availability.
- The members of the Manufacturing Roundtable and Construction Skill Panel may be good sounding boards for comments.
- Please submit any ideas for public comment to Mark.

The anticipated infusion of funds from the federal stimulus legislation will have a bearing on the development of the Strategic Plan. Opportunities will exist to create additional capacity for skill development and other workforce system services. The new focus upon a summer youth program will require an expansion of our current service delivery model. Information will be gathered from past summer youth programs that existed under JTPA and other sources as they become available.

Infrastructure funds would give us some opportunity for job development, skill

ITEM #6 – AGENDA FOR JANUARY 14, 2009 SAWDC MEETING:

The meeting will start with the prior SAWDC meeting minutes and move to committees' updates which will include the two new committees.

In keeping with the focus on the business customer as was discussed at the retreat, the SAWDC will then hear from the Business Solutions Team about staffing patterns and business services performed and have a dialogue with Board on these issues to develop a better understanding of what our system currently offers.

On a motion and a second to approve the agenda as proposed. Approved unanimously.

OTHER BUSINESS:

1. An MBA student at Whitworth University will be conducting research on the 501(c)(3), i.e., process for creating a 501(c)(3), the impact of becoming a 501(c)(3), and possible benefits/costs.
2. Mark will be out of the office in early February so the Executive Committee is not going to meet.
3. The NAWB Conference concludes March 10th and the SAWDC meeting is on March 11th. The WDC members attending the NAWB will probably fly into Spokane on the late flight.

TAB 1

NEXT MEETING:

The next Executive Committee meeting will be **Tuesday, March 3, 2009** at Providence Health & Services WA/MT, 9 East Ninth in the 1st Floor Conference Room.

SUBJECT

Recovery Act Impacts on SAWDC

BACKGROUND

See attached Preliminary Allocation Estimates.

DISCUSSION

Steps necessary for utilization of Recovery Act funds.

EXECUTIVE COMMITTEE ACTION

Vote to authorize staff to take action to enhance capacity of workforce system and respond to meet funding requirements.

FINANCIAL IMPACT

Expenditure of new funds received from federal government.

REQUESTED COUNCIL ACTION

No action required at this time.

TAB 2

Economic Stimulus Package

The final version of the bill contained more than \$4.7 billion for employment and training programs as follows:

- WIA Dislocated Worker Formula Grants - \$1.25 billion
- WIA Youth Formula Grants - \$1.2 billion
- Competitive Grants for High Growth Industries - \$750 million
- WIA Adult Formula Grants - \$500 million
- State UI and Employment Service Operations - \$400 million
- Job Corps - \$250 million
- National Emergency Grants - \$200 million
- Community Service Employment for Older Americans - \$120 million
- YouthBuild - \$50 million

Highlights of the bill:

- All WIA formula grants must be awarded within 30 days of enactment.
- Green Jobs are a high priority in the stimulus package, with \$500 million slated for training for careers that focus on renewable energy.
- \$250 million is designated for reemployment services.
- \$500 million is focused on healthcare professional shortages.

TAB 2

WASHINGTON STATE ALLOCATION

SAWDC ESTIMATES

	PY 2008	% OF NATIONAL	ECONOMIC RECOVERY ACT (PROJECTED)	PY 2008	% OF STATE	ECONOMIC RECOVERY ACT (PROJECTED)
ADULT	19,000,000	2.2%	10,881,000	1,219,706	6.4%	698,506
DISLOCATED WORKER	22,000,000	1.5%	18,669,000	1,120,621	5.1%	950,949
YOUTH	<u>20,000,000</u>	2.2%	<u>26,717,000</u>	<u>1,410,074</u>	7.1%	<u>1,883,647</u>
	<u>61,000,000</u>		<u>56,267,000</u>	<u>3,750,401</u>		<u>3,533,103</u>

	PY 2008	% OF NATIONAL	ECONOMIC RECOVERY ACT (PROJECTED)	PY 2008	% OF STATE	ECONOMIC RECOVERY ACT (PROJECTED)
ADULT	18,747,476	2.2%	9,800,000	1,219,706	6.5%	637,585
DISLOCATED WORKER	22,166,920	1.5%	13,400,000	1,120,621	5.1%	677,420
YOUTH	<u>20,263,249</u>	2.2%	<u>23,700,000</u>	<u>1,410,074</u>	7.0%	<u>1,649,230</u>
	<u>61,177,645</u>		<u>46,900,000</u>	<u>3,750,401</u>		<u>2,964,236</u>

TAB 2

New State Numbers from CTED 2/27/09
(Projected)

ADULT	9,800,000	6.5%	637,000
DISLOCATED WORKER	16,793,000	5.10%	856,443
YOUTH	23,682,000	7.00%	1,657,740
			3,151,183

SUBJECT

Membership – Update on Recruiting of New Member.

BACKGROUND

The SAWDC has sought to fill its remaining private sector position with a representative from the Aerospace industry and has successfully recruited Mike Schelstrate from Triumph Composite Systems.

DISCUSSION

As needed.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

Vote to nominate Mr. Schelstrate to the SAWDC.

Application for Nomination

NAME: Michael J. Schelstrate

BUSINESS: Human Resources Director, Triumph Composite Systems, Inc.
Spokane, WA

PHONE NUMBER: 509.623.8113

EMAIL: mschelstrate@triumphgroup.com

- Why are you interested in serving on a Board whose functions are to oversee programs focusing on assisting economically disadvantaged youth and adults, and dislocated workers and perform policy development and strategic planning that contributes to a robust economy?

My background and experience have prepared me for broader community leadership responsibilities related to the development of the workforce. My thirty-three year-career in human resources and labor and employee relations has given me significant exposure to the challenges faced by the target groups that the Council serves.

I also have experience in policy development and strategic planning by virtue of my work experience in several key industries: agriculture equipment manufacturing, technology, health care, banking and finance, and aerospace manufacturing.

The work involved with the Council is both challenging and critical, and I would welcome the opportunity to assist in establishing goals, policies, and seeking ways to improve the community through a well-qualified workforce.
- What do you feel are the specific roles of Government, Education, and the Private Sector in workforce development?

Although seemingly separate and distinct facets of our society, government, education and the private sector share mutual responsibility in helping to prepare the workforce through training and education so each individual can discover their self-worth through meaningful jobs and careers.

Government:

 - Goal setting, funding, leadership, policy development

Education:

Greatest contact with our youth, but also with dislocated workers who have re-entered the educational sector for skill development and training opportunities.

 - Provides educational and training resources.

Private Sector:

 - Provides hands-on work experience, including training and development in specific jobs; mentoring, internships, job shadowing, etc.

TAB 3

3. Have you had any direct experience with Workforce Development programs? If so, explain.
I have not had any direct experience with Workforce Development programs. However, I am well aware of many of the needs of members of the workforce in skill development, training, and so forth, due to my career in human resources management.
4. What experiences, contact, or affiliations do you have that you think will assist the Workforce Development Council in accomplishing its mission? (What Boards / Committees have you been involved with in the past in any capacity? What were your contributions and what did you take away from this work?)
 - Board of Directors, Mississippi Valley Blood Bank, Davenport, Iowa
 - Apprenticeship and Training Program Coordinator, John Deere Foundry, East Moline, Ill.
 - Adjunct professor at Whitworth University, Gonzaga University, University of Phoenix in varied disciplines: Strategic Management; Interpersonal Communication; Advanced Human Resources Practices.
 - Assisted in workforce training initiative at the Spokane Employment Security Division by participating on employer-represented panels that trained laid off workers in how to find and hold onto jobs, resume preparation, interviewing skills, etc.
5. With limited Federal funding available, what would you suggest as possible solutions to serve individuals in need of skill development and vocational education services?
 - Unless the forthcoming federal Stimulus Bill has significant funding for this program, skill development and vocational education services could face roadblocks to development and implementation. With or without federal funding, the responsibility will fall most heavily on local government, education and the private sector; the employer base is a significant stakeholder as it seeks to attract, motivate and retain a qualified workforce.
6. In your opinion, which approach is more successful in addressing the problems facing our workforce: preventive or rehabilitative? Why?
Ideally, prevention would preclude the need for rehabilitation, but the reality is it will take a combination of both. And the skills required to lead, train, communicate strategies from these two perspectives would in some cases be separate, and in other cases overlapping.
7. Will you be available to devote the time necessary to the Workforce Development Council to be an effective member? (Minimum: Bi-monthly meetings, committee meetings, annual all day planning retreat.)
Yes, I have set aside the time necessary and will do whatever it takes to meet and exceed your expectations of me as a member of this Council.
8. Do you have any other comments about your candidacy for membership on the Workforce Development Council, including disclosure of possible situations of conflict of interest?
No conflicts of interest.

TAB 3

Having been a dislocated worker myself (permanently laid off from Telect, Inc. of Liberty Lake, WA in the telecommunications sector downturn in 2001), I feel I can relate to many people today who are considered dislocated workers.

I look forward to the opportunity to serve on this Council.

Mike Schelstrate
February 8, 2009

SUBJECT

Agenda for March 11, 2009 SAWDC Meeting.

BACKGROUND

See attached.

DISCUSSION

As needed.

EXECUTIVE COMMITTEE ACTION

Vote to approve.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

TAB 4

**SAWDC MEETING
MARCH 11, 2009
SPOKANE SKILLS CENTER
4141 N REGAL**

Estimated Time	Tab		
7:30 am		Call to Order/Introduction of Guests	<i>Julie Meyer</i>
7:35	1	Review of January 14, 2009 Meeting Minutes Action Item - Vote on approval	<i>Julie Meyer</i>
		Standing Committee Reports:	<i>Julie Meyer</i>
	2	<ul style="list-style-type: none">• Membership Committee<ul style="list-style-type: none">○ Nomination of New Member <i>Action Item – Vote on approval</i>	<i>Rich Hadley</i>
	3	<ul style="list-style-type: none">• Policy Committee Action Item - Vote on approval of recommendation• Services and Oversight Committee	<i>Alethea McCann</i> <i>Joe Tortorelli</i>
7:45	4	Analysis of Clusters and Economic Outlook Doug Tweedy - <i>Regional Labor Economist</i>	<i>Mark Mattke</i>
7:50		Presentation: High School Drop out and Engagement	<i>Julie Meyer</i>
9:00	5	SAWDC Strategic Plan for 2009-2011 <i>Action Item – Vote to approve Draft</i>	<i>Mark Mattke</i>
9:25		Other Business	<i>Julie Meyer</i>
9:30 a.m.		Adjourn	
Encl.		Minutes Selected Background Materials	