



# 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

## EXECUTIVE COMMITTEE MEETING APRIL 7, 2009 – 3:00 PM PROVIDENCE HEALTH & SERVICES WA/MT 9 EAST NINTH, 1<sup>ST</sup> FLOOR CONFERENCE ROOM

Estimated Time	Tab		
3:00 p.m.		Call to Order	<i>Julie Meyer</i>
	1	Review of March 3, 2009 Executive Committee Meeting Minutes <i>Action Item</i>	<i>Julie Meyer</i>
3:05		WorkSource Framework RFP	<i>Mark Mattke</i>
	2	ARRA Update	<i>Mark Mattke</i>
4:00	3	Summer Youth Employment Program RFP <i>Action Item</i>	<i>Dawn Karber</i>
	4	Increased Staff Capacity	<i>Mark Mattke</i>
4:30	5	Legislative Update <i>Action item</i>	<i>Mark Mattke</i>
4:45		Preliminary Agenda Items for May 13, 2009 SAWDC Meeting	<i>Julie Meyer</i>
		Other Business	<i>Julie Meyer</i>
5:00		Adjourn	<i>Julie Meyer</i>
Encl.		Minutes Selected Background Materials	

**SUBJECT**

Minutes from the March 3, 2009, meeting.

**BACKGROUND**

See attached minutes.

**DISCUSSION**

Changes or corrections.

**EXECUTIVE COMMITTEE ACTION**

Vote to approve.

**FINANCIAL IMPACT**

None.

**REQUESTED COUNCIL ACTION**

None.



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## MINUTES WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

TUESDAY, MARCH 3, 2009 – 3:06 PM – 4:43 PM

ANNE LOCKWOOD – RECORDER

MARK MATTKE – EDITOR

---

---

### **MEMBERS PRESENT:**

Frankie Arteaga	Craig Dias	Robert Duron	Rich Hadley
Julie Meyer	John Serben	Beth Thew	

### **MEMBERS ABSENT:**

Tom Fritz

### **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	Lori Meakin- Workforce Development Program Specialist
--	---------------------------------	--	------------------------------------	---	---

---

---

### **ITEM #1 – REVIEW OF FEBRUARY 3, 2009 MINUTES:**

***A motion and a second to approve the February 3, 2009, Executive Committee Minutes. Motion approved unanimously.***

### **ITEM #2 – RECOVERY ACT IMPACTS ON SAWDC:**

The Executive Committee has requested a visual aid to illustrate the relevant potential fund sources with allocations by adult, dislocated worker, and youth, through the Recovery Act.

An issue of concern is that training resources will be available but there is a lack of employment opportunities. It is the responsibility of the SAWDC to determine where to deploy our training and support resources to ensure local industries have the skilled workforce necessary to move into the economic recovery as well as where current needs exist.

# TAB 1

Staff will work with business customers as well as utilize other data sources to update occupational data and prioritize the Demand/ Decline list to ensure it is accurate and also looks to the future for training needs beyond the current economic downturn.

***Motion and a second that the Committee authorizes SAWDC staff to allocate a portion of ARRA Adult and Dislocated Worker funds to current service providers while retaining monies for partnering and leveraging of other funds in our community. Approved. Frankie Arteaga abstained.***

#### **YOUTH REQUEST FOR PROPOSAL:**

***Motion and a second that the Committee authorizes SAWDC staff to author the Summer Youth Employment Program Request for Proposal and issue it for bids. Motion approved unanimously.***

#### **TEMPORARY POSITIONS**

In order to fulfill the administrative and program requirements set forth by the new ARRA funds and meet the goals set by the Board, the SAWDC will require additional staff. These new positions will be limited term project staff and will increase the capacity of the SAWDC to oversee and guide programs and services.

Staff will supply the position descriptions for Committee review.

#### **ITEM #3 – MEMBERSHIP – UPDATE ON RECRUITING OF NEW MEMBER:**

***Motion and a second to bring before the Council the SAWDC Member application for Michael Schelstrate. Approved unanimously.***

#### **STRATEGIC PLANNING PROCESS:**

Staff are working with the Regional Labor Economist and with guidance from the State Workforce Board to ensure the Strategic Plan reflects the state of the economy and will be a comprehensive guide for workforce development for the next several years that effectively utilizes all resources to improve the skills of the region's workforce.

#### **ITEM #4 – AGENDA FOR MARCH 11, 2009 SAWDC MEETING:**

- The Policy Committee will advise the SAWDC to support the \$18.4 million focusing on creation of a Health Sciences Academy at the Spokane Skills Center.
- The presenters at the March 11, 2009 WDC meeting will address the high school dropout rate and what schools are doing to reengage youth.
- There will also be an Unemployment Update from Doug Tweedy on the agenda.
- Members will be reminded that there are several action items which will require a quorum.

***Motion and a second to approve the March 11, 2009 Agenda. Approved unanimously.***

# TAB 1

## **OTHER BUSINESS:**

- 1) The WDC Staff is discussing moving the Next Generation Zone to a different location and creating a One-Stop Youth Center. The One-Stop Youth Center would build a broader partnership that addresses a wide range of youth needs, including employment and training. The issue of sustainability is key and having a number long term partners and anchor tenants to ensure viability.

## **NEXT MEETING:**

The next Executive Committee meeting will be **Tuesday, April 7, 2009** at Providence Health & Services WA/MT, 9 East Ninth in the 1<sup>st</sup> Floor Conference Room.

**SUBJECT**

ARRA Update.

**BACKGROUND**

See attached.

**DISCUSSION**

As needed.

**EXECUTIVE COMMITTEE ACTION**

As needed.

**FINANCIAL IMPACT**

Allocations to SAWDC from USDOL and State.

**REQUESTED COUNCIL ACTION**

None.

# TAB 2

## ARRA Funding, Administration, and Timing Provisions

Program	Federal Amount	State Allocation	Spokane Allocation (WIA rec'd 4/3/09)	Time for Federal Obligation	Period of Expenditure (Local Area period in Bold type)
Adult	500,000,000	8,240,128	725,181	March 19, 2009 <sup>1</sup>	6/30/2011 <sup>2</sup> <b>6/30/2010</b>
Youth	1,200,000,000	19,928,617	1,860,693	March 19, 2009	6/30/2011 <b>6/30/2010</b>
DW (after mitigation)	1,250,000,000	18,820,709	1,526,166	March 19, 2009	6/30/2011 <b>6/30/2010</b>
National Reserve	200,000,000			6/30/2010	As specified in the grant agreement, generally three years in practice <sup>3</sup>
YouthBuild	50,000,000			6/30/2010	As specified in the grant agreement, generally three in practice
High Growth/ Green Jobs	750,000,000			6/30/2010	As specified in the grant agreement, generally two years, plus a wrap up year, in practice
SCSEP	120,000,000	1,600,000		Awards to grantees to be made within 30 days, but remain available for Federal obligation through 6/30/2010	Per OAA, 1 year unless extended by request of grantee, but subject to recapture and re-obligation
ES	400,000,000	8,230,745	?	9/30/2010	9/30/2010 <sup>4</sup>
<b>Total</b>	<b>4,470,000,000</b>	<b>55,220,199</b>	<b>4,112,040</b>		

<sup>1</sup> A 30 day timeframe for allotments to States for Adult, Dislocated Worker, and Youth formula funds is contained in report language. The funds remain available for Federal obligation under the statute through 6/30/2010.

<sup>2</sup> The formula funds are available for expenditure by the States per the restrictions on funds in WIA—program year of appropriation (PY 2008), plus two (PY 2009 and PY 2010).

<sup>3</sup> Non-formula funds generally are available for expenditure five years prior to reversion to the Treasury; this narrative reflects the ETA common administrative practice on life of grant funds.

<sup>4</sup> Per ARRA bill language, the Employment Service funds are available for obligation by the states through 9/30/2010.

**SUBJECT**

Summer Youth Employment Program RFP

**BACKGROUND**

See attached RFP.

**DISCUSSION**

As needed.

**EXECUTIVE COMMITTEE ACTION**

Determine April 24<sup>th</sup> RFP evaluation process.

**FINANCIAL IMPACT**

None at this time.

**REQUESTED COUNCIL ACTION**

None.



**Spokane Area  
WORKFORCE DEVELOPMENT COUNCIL**

**REQUEST FOR PROPOSALS**

---

---

FOR

**2009 SUMMER YOUTH EMPLOYMENT PROGRAM  
PROGRAM OPERATOR**

ISSUED MARCH 24, 2009

**REVISED March 30, 2009**

Proposal must be received no later than 4:00 P.M.

*Pacific Daylight Time*

APRIL 21, 2009

ESTIMATED AWARD AMOUNT \$1,500,000

Spokane Area Workforce Development Council  
808 West Spokane Falls Blvd, Rm 606  
Spokane, WA 99201  
(509) 625-6210

---



## Spokane Area WORKFORCE DEVELOPMENT COUNCIL

### WIA Summer Youth Employment Program Request for Proposal **UPDATE**

---

---

**March 30, 2009**

On March 26, 2009, the U.S. Department of Labor announced that all local areas will have only one summer to spend American Recovery and Reinvestment Act dollars on Summer Youth Employment Programs. Prior to this announcement, local areas had both the 2009 and 2010 summer periods to deliver programs.

Due to the new timeframe, the Spokane Area Workforce Development Council has updated the Request for Proposal (RFP) that was released on March 24, 2009. All changes to this RFP are underlined. Please note the updated RFP timeline (page 6) and the new increased estimated award amount (cover page).



## Spokane Area WORKFORCE DEVELOPMENT COUNCIL

### WIA Summer Youth Employment Program Request for Proposal Contents

---

---

#### **Sections 1**

General information  
Calendar

#### **Section 2**

Spokane Workforce System Overview

#### **Section 3**

Summer Youth Employment Program Design

#### **Section 4**

Proposal Requirements  
Proposal Checklist

#### **Section 5**

Questions

#### **Section 6**

Additional Information

#### **Attachments**

- Proposed Budgets and Loading Charts
- Statement of Compliance Form
- General Terms and Conditions



## Spokane Area WORKFORCE DEVELOPMENT COUNCIL

### SECTION 1: GENERAL INFORMATION

---

The Spokane Area Workforce Development Council (SAWDC) is seeking a Program Operator to successfully implement a Summer Youth Employment Program for 300-700 economically disadvantaged youth ages 14-24 in Spokane County. The Program Operator must be capable of achieving the goals of the program through strong, committed partnerships involving entities with the expertise to fulfill aspects of the consortium service delivery model. The SAWDC strongly encourages a diverse mix of partners, including faith-based and community-based organizations, community colleges, public schools, and other entities. This consortium will be an active participant in contributing to the economic prosperity of Spokane County through a collaborative relationship with the SAWDC.

The successful consortium will provide services through a cost reimbursement contract. One hundred percent of the contract will be based on reimbursement of documented costs associated with approved Workforce Investment Act (WIA) services and paid from invoices submitted by the provider. This request does not commit the issuing organization to award a subgrant, to pay any costs incurred in the preparation of a proposal to this request, or to procure contract for services or supplies.

The SAWDC will enter in to separate Subrecipient Agreements with each funded consortium partner with the exception of professional services subcontractor(s). Subrecipients are not allowed to enter in to subcontracts with agencies for program services to be provided in the routine course of work for the Summer Youth Employment Program. It is anticipated that any professional services subcontract(s) will be negotiated between the Program Operator and its professional services subcontractor(s) directly.

While the selected Program Operator will be responsible for marketing the Summer Youth Employment Program in order to identify program participants, worksites, and community partners, the SAWDC will work with the consortium to develop marketing materials and inform the community and elected local and state officials about the project. The Program Operator will be responsible for providing the SAWDC with photos, success stories, information for newsletters, and summaries about the success of the program and the activities being conducted.

Contracts resulting from this RFP are anticipated to begin in May 2009 and end November 30, 2009. All client services must end by September 30, 2009. It is anticipated that program staff funded through this grant may need to remain active from October 1, 2009 through November 30, 2009. Staff working on this project beyond September 30, 2009 may need to finalize program activities such as exit interviews with employers and coordination sites, final payroll collection and distribution, data collection, and report preparation. As addressed in the Department

# TAB 3

of Labor's Training and Employment Guidance Letter (TEGL) 14-08, youth served with Recovery Act funds that do not participate in summer employment or are served beyond summer months will be included in the regular WIA reporting mechanisms and will be subject to the full set of WIA Youth measures; however, it is the intent of the SAWDC that all youth registered into the Summer Youth Employment Program will participate in summer employment and will not be served beyond September 30, 2009.

The SAWDC reserves the option to renew contracts based on funding availability, contractors' satisfactory performance, and other factors. The Spokane Area Workforce Development Council reserves the right to defund subagents who fail to meet performance and/or expenditure requirements. Included in this RFP is a copy of the Terms and Conditions that is part of all SAWDC subcontracts. The successful bidder(s) will be required to agree to these terms and conditions and agree to comply with SAWDC policies and any applicable federal or state policies, regulations, or laws.

Successful bidders will be required to utilize the SKIES data management system. This includes the entry of individual participant data such as eligibility determination, demographics, activities, case notes, and outcomes data.

The Program Operator must have the capacity to serve as the employer of record and provide direct monetary payments to youth, including hourly wages. This can be done directly by the funded agency or through partnership with another agency, such as a payroll-processing firm. Service providers must adhere to all child labor laws regarding hours of employment, working conditions, etc. For more information see the following website: <http://www.dir.ca.gov/dlse/ChildLaborPamphlet2000.html>.

In accordance with Sections 122 and 123 of the Workforce Investment Act of 1998 and 29 CFR, the following is set forth concerning conflict of interest: No member of the Spokane Area Workforce Development Council may vote, discuss, or respond to questions on any matter which has a direct bearing on services to be provided by that member, or any organization which such member represents, or on any matter which would financially benefit such member, or any organizations such member represents.

The SAWDC reserves the right to amend, modify, delay or cancel this RFP or any subgrant award based upon any subsequent legislation or regulatory changes. This RFP also contains locally established guidelines, policies, and goals. The funding award will not be final until the Spokane Area Workforce Development Council and the prospective subrecipient(s) have executed a subrecipient agreement. The final program narrative, budget schedule, and loading charts will constitute the Scope of Work for the agreement. Targets are subject to change, as is the authorizing legislation of the Workforce Investment Act of 1998 and the American Recovery and Reinvestment Act of 2009. The Program Operator must be able to adapt to changing parameters should the need arise. Performance may be re-negotiated at any time. Regular performance reports will be required.

# TAB 3

The SAWDC reserves the right to accept or reject any or all proposals received, to negotiate with all designated representatives, or to cancel in part, or in its entirety, this RFP if its best interest to do so. The SAWDC reserves the right to request additional data, discussion, or presentation in support of written proposals.

The **UPDATED** timeline for the RFP and contract process is listed below:

Date	Activity	Time
March 24, 2009	Original RFP released, available at <a href="http://www.wdcspokane.com">www.wdcspokane.com</a> and <a href="http://www.spokaneworkforcewiki.pbwiki.com">www.spokaneworkforcewiki.pbwiki.com</a>	
March 30, 2009	Updated RFP released, available at <a href="http://www.wdcspokane.com">www.wdcspokane.com</a> and <a href="http://www.spokaneworkforcewiki.pbwiki.com">www.spokaneworkforcewiki.pbwiki.com</a>	
March 31, 2009	Bidders' Conference – City Hall, Briefing Center, 808 West Spokane Falls, Blvd.	2:00 PM – 4:00 PM
April 10, 2009	For all bidders not able to attend the mandatory Bidders' Conference, Letter of Intent due to SAWDC	5:00 PM
April 13, 2009	<b>Mandatory</b> Bidders' Conference – City Hall, Briefing Center, 808 West Spokane Falls Blvd.	2:00 PM – 4:00 PM
April 16, 2009	Q & A deadline	5:00 PM
April 21, 2009	Proposals due to SAWDC. All documents must be submitted electronically to Lori Meakin at <a href="mailto:lmeakin@wdcspokane.com">lmeakin@wdcspokane.com</a> .	4:00 PM
April 24, 2009	Evaluation of proposals by SAWDC Youth Council and SAWDC Executive Committee	
April 28, 2009	Provisional contract awards	
May 1, 2009	Deadline for appeal	5:00 PM
April 29, 2009	Contract negotiations, City Hall, Briefing Center	9:00 AM – 11:00 AM
May 6, 2009	Contract negotiations, City Hall, Conference Rm 5A	1:00 PM – 3:00 PM

## **SECTION 2: SPOKANE WORKFORCE SYSTEM OVERVIEW**

### **Spokane Area Workforce Development Council**

The Spokane Area Workforce Development Council (SAWDC) is the policy and planning body for workforce development activities in Spokane County. The SAWDC oversees the Spokane Area One-Stop Career Development System and provides a portion of the funding necessary to operate the system through the Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth programs. Its oversight responsibility includes designation of the One-Stop Operator, administration of WIA Title I-B program services, certification of the One-Stop centers/affiliates, and setting of local performance standards. The SAWDC is responsible for developing and implementing the regional strategic plan for workforce development.

# TAB 3

## **Consortium Model**

One of the keys to success in our community has been the strength of the partners that make up our network of service providers. In 2007, the consortium model was implemented for the delivery of funded program services. Each organization in our workforce development system brings a unique history, a wide array of skills, and a mix of resources to enhance the services available to the different customers of our system. The consortium model benefits our community by combining the strengths and resources of different organizations with streamlined management. This approach creates a collaborative environment that leverages resources from a variety of partners.

## **SECTION 3: SUMMER YOUTH EMPLOYMENT PROGRAM DESIGN**

---

The SAWDC is seeking a Program Operator able to successfully launch and implement a Summer Youth Employment Program. A successful bidder will achieve the program's goals through a strong, committed partnership involving entities with the expertise to fulfill aspects of the consortium service delivery model. The SAWDC strongly encourages a diverse mix of partners, including faith-based and community-based organizations, community colleges, public schools, and other entities.

The Summer Youth Employment Program is designed to connect young people with well-supervised, relevant paid work experiences in order to assist with the development or identification of a career path. Bidders are encouraged to create an innovative program that allows young people to experience positive work-related experiences while ensuring that all funds are used wisely and expediently.

All youth must meet the WIA eligibility requirements including low-income and have at least one barrier to employment as defined by Section 101 (25) of the Workforce Investment Act of 1998. Youth enrolled into the Summer Youth Employment Program will be given an objective assessment of service needs and an Individual Service Strategy must be developed. In accordance with the Workforce Investment Act of 1998, 30% of funds must be used to provide services to out-of-school youth.

While any youth activities under WIA are allowable under this funding, primary services provided under this contract will include WIA subsidized paid work experiences and work readiness skill attainment for youth ages 14-24. It is important to note that the only required outcome set forth by the Department of Labor is the Work Readiness Indicator. As such, work readiness skill attainment must be offered to all youth in the program. Programs should incorporate age and developmentally appropriate levels of instruction and learning for youth who have limited or no work experience as well as advanced work readiness training that focuses on advancement of basic work readiness skills. Target outcomes for youth enrolled in the Summer Youth Employment Program are 1) 95% successful completion a minimum of 6 hours of documented work readiness and safety training in advance of paid work experience activity, and 2) 90% positive completion rate of summer employment activities.

## TAB 3

Additional services can include vocational education and training, academic remediation, on-the-job training, employer cost share work experiences (50/50 summer employment wage split), educational attainment incentives/stipends, and support services. Consideration should be given to vocational education and training that focus on high-growth and developing industry sectors, such as “green and clean” occupations.

Consortium partners must have the capacity to develop meaningful, safe and well-supervised worksites for youth. Each worksite must have a Worksite Agreement prior to the start of any paid work experiences, and worksite supervisors must be provided with a program overview, supervisor expectations, and time cards. Worksite monitoring and follow-up is required to ensure that both the youth and supervisor are supported.

In conformance with the Fair Labor Standards Act, a participant shall be enrolled in a paid work experience when s/he is performing work which contributes to the productivity of the agency or business hosting the work experience. In such instances, the participant shall be paid an hourly wage at the same rates as similarly situated employees or trainees, but not less than the higher of the minimum wage prescribed under federal and state minimum wage laws. Participants enrolled in classroom training activities, combined with a paid work experience, may receive the hourly work experience wages or a stipend for such participation, provided the scheduled paid work experience time is more than 50% of the combined activities.

Attention must be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. Participants’ paid work experiences should not replace the work of employees who have been laid off. The Program Operator is required to implement a system for documenting that youth are placed in work experiences that do not displace other workers.

The Program Operator will be responsible for staffing the WIA Title 1-B Summer Youth Employment Program. As mentioned above, a consortium model for service delivery incorporating a diverse partnership is an objective of this procurement. It is not the intent of the SAWDC to stipulate exact terms for the design of the delivery system; however, several key staff roles are recommended as likely for the proper management of this program. Irrespective of actual titles, these roles include the Youth Program Manager, Site Coordinators(s), Fiscal/Payroll Technician(s), and Administrative Support. It is anticipated that sites will share administrative staff that function in the same roles across the county in order to achieve the greatest cost efficiency. At least 40% of the contract award must be used for participant costs, and no more than 60% can be used for administration and overhead.

# TAB 3

## **SECTION 4: PROPOSAL REQUIREMENTS**

---

All proposals must be submitted electronically to Lori Meakin at [lmeakin@wdcspokane.com](mailto:lmeakin@wdcspokane.com).

Narratives are to be no more than 12 pages total with 12 point font and 1 inch margins. Bidders must answer all questions in Section 5 and address their consortium's ability to:

- Provide outreach, recruitment and enrollment to a large number of youth
- Determine and document program eligibility
- Provide 6 hours of pre-employment safety and work readiness training to all youth, including a pre- and post-assessment that demonstrates skill attainment
- Refer ineligible youth to other youth employment opportunities
- Place youth in appropriate work experiences
- Ensure youth complete at least 120 hours of paid work experience
- Recruit, select, approve, and oversee worksites
- Train and advise worksite supervisors
- Troubleshoot and promptly resolve program issues
- Manage all required administrative paperwork
- Manage program budget, payroll systems, and serve as employer of record
- Ensure participants are paid promptly
- Collect and report all applications, enrollments, placements and exits in SKIES system in a timely fashion
- Refer appropriate candidates to WIA year round programs, including one-stop career centers for older youth

**All proposals must submit the following documents as part of their application package:**

- Proposal Narrative (Response to RFP questions and criteria)
- Proposed Budgets and Loading Charts
- Letters of Commitment from collaborative stakeholders detailing their organization's role in this project
- Signed Statement of Compliance Form

Interested parties may submit questions about this RFP to Lori Meakin at [lmeakin@wdcspokane.com](mailto:lmeakin@wdcspokane.com) until COB **April 16, 2009**. Questions will be posted in their entirety on the SAWDC website. Answers to questions will be posted within 1 (one) business day of receipt. Questions submitted in alternate formats or after the deadline will not be answered.

## **SECTION 5: QUESTIONS**

---

### **1. Describe what qualifies your consortium to operate a summer youth employment program. Include the following:**

- Consortium partners - Describe your consortium partners, including their specific role(s) and expertise in this service delivery plan, current customer base, and staffing. Describe any experience serving diverse customers including employers, economically disadvantaged individuals with little or no work experience, and disengaged and/or dropout youth. Describe your consortium's experience in system integration, leadership, partnership, consensus building, and working on diverse/divergent issue agendas to reach outcomes. Discuss how disputes among consortium partners will be handled. Describe leveraged funding, including sources and usage of other funding the partners' access and how other funding will be leveraged to support this program. Although representatives from all partners and/or stakeholders may not be identified at the time of this application, clearly outline the process to engage key stakeholders. **25 points**
- Administrative management experience - Describe your consortium's administrative management and program delivery experience. Describe your experience with responsibility for staff and facilities, assuring acceptable accounting practices and fiscal controls, and experience exceeding performance standards. Describe the payroll system and capacity for processing and distributing paychecks to large numbers of youth. **15 points**
- Staffing – Detail the program's staffing patterns, including the name(s) the management staff and their qualifications. Clearly articulate the role of each proposed position funded under this contract and their responsibilities. Identify if these are existing staff positions or will be new hires. For new hires, describe the hiring process and timeline. If already a WIA service provider, describe how currently funded staff will be utilized. Describe your consortium's capacity to implement the use of the SKIES management system. **10 points**

### **2. Describe the Summer Youth Employment Program you are proposing. Include the following:**

- Program design - Specifically describe the summer employment program you are proposing. Highlight any unique or innovative features of the service delivery. Describe how many youth your consortium plans to serve and how youth will be recruited. Describe specifically what services your consortium will provide to the following age groups: 1) 14-15 year olds; 2) 16-18 year olds; and, 3) 19-24 year olds. Describe how the program will ensure youth are work-ready, including safety training, prior to the summer placement. Discuss how you plan to transport youth and/or connect youth to transportation. Describe the referral system for individuals who are determined not eligible for WIA. Explain how customer service and satisfaction information will be used to provide data for continuous improvement efforts. **25 points**

# TAB 3

- Service center and/or site coordination – Describe how your consortium plans to distribute services throughout Spokane County. Specifically, where will your service site(s) be located? Describe your consortium’s plan for renting and/or leveraging space. Describe the hours of operation and how many staff will be located at each site. Discuss how your consortium will resolve coordination across multiple service sites, including staff and data management. **10 points**
- Worksites – Describe how your consortium plans to connect youth to relevant work experiences. Explain group versus individual placement models. How will work experience sites for youth be identified and evaluated? How will your consortium meet the volume of sites required to operate this program? How will your consortium connect youth to the following targeted career industries: Construction, Health Care, Transportation, Wholesale Trade, Manufacturing, Green and Clean, Information Technology and Business and Professional Services? How many hours per week will youth work? If applicable, describe your plans for splitting wages with employers and your rationale for selecting these employers. **10 points**
- The workforce system - Specifically, how will your consortium partner with or complement the workforce system currently funded by the SAWDC? How will your consortium collaborate with currently funded WIA programs to provide transition services for youth beyond the summer program? Describe how your consortium will develop working arrangements with the partners in order to provide a responsive and high quality system. **5 points**

## **SECTION 6: ADDITIONAL INFORMATION**

---

### **References and Resources**

Spokane Area Workforce Development Council website [www.wdcspokane.com](http://www.wdcspokane.com)

SAWDC WIA Youth Policies <http://www.wdcspokane.com/PoliciesY.html>

Spokane Area Workforce Development Council wiki

<http://spokaneworkforcewiki.pbwiki.com/>

US DOL Employment and Training Administration

ETA Web site: <http://www.doleta.gov>

Regulations: <http://www.doleta.gov/regs/statutes>

TEGL 14-08: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2728](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2728)

Definitions: [http://wdr.doleta.gov/directives/attach/TEGL17-05\\_AttachB.pdf](http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf)

### **Issuing Organization**

Spokane Area Workforce Development Council and  
Spokane City-County Employment and Training Consortium  
808 W Spokane Falls Blvd., Room 606 City Hall  
Spokane WA 99201, (509) 625-6210  
Mark Mattke, Workforce Strategy & Planning Director

### **Source of Funding**

Workforce Investment Act of 1998

American Recovery and Reinvestment Act of 2009

**SUBJECT**

Increased Staff Capacity

**BACKGROUND**

Additional funds and Board directives require an increase in the number of staff to effectively carry out necessary work. Position descriptions are attached.

**DISCUSSION**

As needed.

**EXECUTIVE COMMITTEE ACTION**

Vote to approve.

**FINANCIAL IMPACT**

To be determined based upon negotiations with City of Spokane.

**REQUESTED COUNCIL ACTION**

None.

# TAB 4

## **Spokane Area Workforce Development Council Position Job Title: Business Services Manager**

**Reports to:** Director, Spokane Area Workforce Development Council  
**Classification:** Project

### **Nature of Work:**

As part of the Spokane Area Workforce Development Council management team, develops and implements business service strategy and oversees workforce system business services functions and provider contracts with subrecipients; provides the Spokane Area Workforce Development Council (SAWDC) management, staff and Council members with technical expertise on business services; works with representatives from regional businesses to determine workforce needs and with partners from educational institutions to create training solutions and meet human capital challenges; markets and delivers WorkKeys and other assessments to business customers; coordinates the flow of information among workforce system stakeholders to ensure parties are aware of current and future workforce needs; and produces all needed reports and assists in developing cost models for program operations. This position will provide the right person with the opportunity to apply innovation, energy and enthusiasm in leading the development of enhanced business services across the workforce system for the Spokane Region. This position requires strong leadership skills and will afford the right candidate the opportunity to work with business leaders, local and state government officials and a broad spectrum of educators and trainers.

### **Supervision:**

Reports to the Workforce Strategy and Planning Director. Works independent of close supervision. Communicates effectively both orally and in writing. Establishes and maintains harmonious and effective working relationships with a wide variety of individuals and groups. Uses the highest level of interpersonal skills in order to understand, develop, and motivate people at any level.

### **Examples of Work:**

#### **Board Development:**

- Provides the SAWDC Board with information and guidance that leads to effective planning and policy making.

#### **Business Services Delivery:**

- Works directly with regional business to determine ongoing and future workforce needs.
- Acts as liaison to industry skill panels.
- Communicates information to workforce system staff, educators, and other stakeholders to guide appropriate service development.
- Partner with key stakeholders and coordinate multiple partnerships throughout community.
- Oversees the implementation of business service strategy that utilizes system assets and responds to business needs.

# TAB 4

- Markets and delivers WorkKeys assessment tool to businesses to aid in recruiting and screening of job candidates.
- Conducts WorkKeys profiling of occupations for area businesses.
- Supervises business services contracts between SAWDC and providers to ensure compliance and alignment with service strategy.
- Provides administrative leadership, guidance, technical assistance, and training to business services providers.
- Responsible for administration of business-related continuous quality improvement initiatives.
- Participates in the development of system-building policies and procedures for the Spokane WDA, including Agreements and Memoranda of Understanding, service provider responsibilities, service delivery and business outreach protocols, and related policies and procedures.
- Participates in certification of centers and affiliate sites.
- Assists with grant and fund seeking efforts.
- Provides staff and sub-recipients with information regarding new rules, regulations, policies, and procedures related to Spokane WDA system-building.

**Organization and Staff Development:** Actively supports the Director and other staff members in carrying out the mission, vision and strategies of the SAWDC.

**Business Management:** Responsible for the overall development and periodic review with the Director, staff and the Board, of business services activities and initiatives.

**External Partnerships:** Creates and maintains a favorable public image, assuring that the SAWDC's business initiatives and services are financially sound and operationally effective. Seeks and develops strategic alliances which can help the SAWDC achieve its mission, vision and objectives and builds strong federal, state and local relationships which can enhance the overall operations and financial effectiveness of the SAWDC.

**Additional Work Performed:** Attend meetings, workshops, seminars, read and study laws, rules and ordinances, and keep current with trends, practices and regulations affecting the SAWDC, the Workforce Investment Act and other significant legislation. Assume additional responsibilities and perform a wide variety of duties necessary to efficiently assure the operational and financial well-being of the SAWDC.

**Work Environment and Mental/Emotional Demands:** Frequent interaction and communication with a wide variety of individuals and groups in both one-on-one and group settings. Flexibility needed to adapt to changing priorities. A demanding work environment due to schedule and deadline requirements is a constant. Work interruption is normal. Varied schedules to meet organizational needs; overtime sometimes required. Compliance and performance are critical aspects of the work environment. Fast paced, action-oriented, small staff and innovative change best describe the desired work environment. Majority of work is conducted in an office setting much of which is with external contacts which necessitates regular local travel. A valid driver's license and properly insured automobile is required.

# TAB 4

## **Required Knowledge and Abilities:**

Strong interpersonal skills and demonstrated ability to forge relationships with stakeholders/customers and set and meet goals.

Educational/training requirements for employability in the regional labor market and workforce trends.

Thorough knowledge and skills to perform competently all duties and responsibilities considered essential functions of this job.

Experience in facilitating diverse groups and individuals to reach effective decisions.

Analyze complex problems; reach sound decisions and present information in a clear concise manner.

Use word processing, spread sheets, data bases and presentation software in an effective and efficient manner.

Communicates effectively both orally and in writing.

Skill in analyzing and interpreting fiscal and statistical data and operational effectiveness.

## **Preferred Qualifications:**

Working knowledge of the Workforce Investment Act and regulations and knowledge of Spokane Area WDC policies and procedures governing the Spokane workforce investment system; sales or consulting experience in the private sector.

## **Minimum Education and Experience:**

Graduation from a recognized four-year college or university with a bachelor's degree in Business Administration, Public Administration, Operations, Accounting, Social Sciences, Education Administration, or related fields, or equivalent experience AND relevant three (3) to five (5) years experience working in private or public sector.

## **Spokane Area Workforce Development Council**

**Position Job Title:** Workforce System Services Coordinator

**Reports to:** Assistant Director – Workforce Operations, Spokane Area Workforce Development Council

**Classification:** Project

## **Nature of Work:**

Performs work assisting the department in managing the operations of the workforce system. Work requires knowledge of Federal and State laws and regulations relating to the Workforce Investment Act (WIA). This position will be responsible for providing oversight of WIA funded Adult, Dislocated Worker, and Youth programs, monitoring performance to ensure compliance with contractual obligations, and providing technical assistance to improve performance. Employee will have frequent contact with outside

# TAB 4

sources including program operators and service providers as well as State agencies to obtain or supply factual information. This position will provide the right person with the opportunity to apply innovation, energy and enthusiasm to assist the area workforce system in becoming the top performing system in the state. This position requires strong organizational and interpersonal skills and will afford the right candidate the opportunity to work with a broad spectrum of community partners and local and state government officials. Duties are sedentary in nature, performed under normal working conditions, and frequently require sustained periods of concentrated attention.

## **Supervision:**

Reports to the Assistant Director – Workforce Operations. Works closely with other staff to coordinate information gathering and report writing for department and subrecipient use. Communicates effectively both orally and in writing. Establishes and maintains harmonious and effective working relationships with a wide variety of individuals and groups. Uses the highest level of interpersonal skills in order to understand, develop, and motivate people at any level.

## **Examples of Work:**

### **Board Development:**

- Provides the SAWDC Board with information and guidance that leads to effective planning and policy making.

### **Program Services Delivery:**

- Assists in the administration of the Workforce Development Council Area 12 Workforce Investment Act formula and contract programs. Represents the Spokane Area Workforce Development Council Administrative office at local, state and Department of Labor meetings.
- Works directly with service providers to determine program performance.
- Communicates information to workforce system staff, the Board, and other stakeholders to guide appropriate service development
- Works with SAWDC staff to develop and implement technical assistance and corrective action plans. Answers questions from subcontractors regarding performance and planning.
- Prepares specialized reports for various groups, including elected officials, SAWDC members, and program managers. Prepares reports on grant performance showing performance standards, trends, and fiscal and outcome implications.
- Responsible for administration of continuous quality improvement initiatives.
- Trains new agencies or staff to ensure proper data collection and reporting.
- Performs related work as required.
- Participates in certification of centers and affiliate sites.
- Assists with grant and fund seeking efforts.
- Provides staff and sub-recipients with information regarding new rules, regulations, policies, and procedures related to Spokane WDA system-building

**Organization and Staff Development:** Actively supports the department in carrying out the mission, vision and strategies of the SAWDC.

# TAB 4

**Program Management:** Responsible for the overall development and periodic review with the Director, staff and the Board, of program performance and activities.

**External Partnerships:** Builds strong federal, state and local relationships which facilitate effective programs and services.

**Additional Work Performed:** Attend meetings, workshops, seminars, read and study laws, rules and ordinances, and keep current with trends, practices and regulations affecting the SAWDC, the Workforce Investment Act and other significant legislation. Assume additional responsibilities and perform a wide variety of duties necessary to efficiently assure the operational and financial well-being of the SAWDC.

**Work Environment and Mental/Emotional Demands:** Frequent interaction and communication with a wide variety of individuals and groups in both one-on-one and group settings. Flexibility needed to adapt to changing priorities. A demanding work environment due to schedule and deadline requirements is a constant. Work interruption is normal. Compliance and performance are critical aspects of the work environment. Fast paced, action-oriented, small staff and innovative change best describe the desired work environment. Majority of work is conducted in an office setting much of which is with external contacts which necessitates regular local travel. A valid driver's license and properly insured automobile is required.

**Required Knowledge and Abilities:**

Strong interpersonal skills and demonstrated ability to forge relationships with stakeholders/customers and set and meet goals.

Thorough knowledge and skills to perform competently all duties and responsibilities considered essential functions of this job.

Experience in facilitating diverse groups and individuals to reach effective decisions.

Analyze complex problems; reach sound decisions and present information in a clear concise manner.

Use word processing, spread sheets, data bases and presentation software in an effective and efficient manner.

Communicates effectively both orally and in writing.

Skilled in analyzing and interpreting fiscal and statistical data and operational effectiveness.

**Preferred Qualifications:**

Working knowledge of the Workforce Investment Act and regulations and knowledge of Spokane Area WDC policies and procedures governing the Spokane workforce investment system.

# TAB 4

**Minimum Education and Experience:**

Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Business Administration, Computer Science or a closely related field; AND, at least two years of relevant work experience, e.g., performance management or grant and contract administration. Additional experience may substitute for the education requirements on a year for year basis.

# TAB 5

## **SUBJECT**

Legislative Update.

## **BACKGROUND**

Bills are moving in the Legislature, which have potential impacts upon the SAWDC.  
See attached.

## **DISCUSSION**

As needed.

## **EXECUTIVE COMMITTEE ACTION**

As needed.

## **FINANCIAL IMPACT**

Possible changes to funds available to SAWDC.

## **REQUESTED COUNCIL ACTION**

None.

## HOUSE BILL REPORT E2SSB 5809

As Reported by House Committee On:  
Commerce & Labor

**Title:** An act relating to workforce employment and training.

**Brief Description:** Revising unemployment compensation and workforce training provisions.

**Sponsors:** Senate Committee on Ways & Means (originally sponsored by Senator Hargrove).

**Brief History:**

**Committee Activity:**

Commerce & Labor: 3/18/09, 3/27/09 [DPA].

### Brief Summary of Engrossed Second Substitute Bill (As Amended by House)

- Provides that certain funds be used to create incentives for education and training for certain individuals who are enrolled in training for high-demand occupations.
- Requires that the Employment Security Department (ESD) distribute certain funds as a match for other funds provided by workforce development councils to increase training capacity and provide student financial aid.
- Requires the ESD to also encourage an increase in education and training through grants and local plan modifications with workforce development councils.

### HOUSE COMMITTEE ON COMMERCE & LABOR

**Majority Report:** Do pass as amended. Signed by 5 members: Representatives Conway, Chair; Wood, Vice Chair; Green, Moeller and Williams.

**Minority Report:** Do not pass. Signed by 3 members: Representatives Condotta, Ranking Minority Member; Chandler and Crouse.

**Staff:** Jill Reinmuth (786-7134)

---

*This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not a part of the legislation nor does it constitute a statement of legislative intent.*

# TAB 5

## **Background:**

### Adult and Dislocated Worker Programs.

The Adult and Dislocated Worker programs were established pursuant to the Workforce Investment Act of 1998. The adult program gives priority to welfare and low-income clients. The dislocated worker program serves people who lost jobs due to plant closures, company downsizing, or other significant changes in market conditions.

These programs provide certain core services for adult and dislocated workers. Core services include skill assessment, labor market information, consumer reports on training programs, and job search and placement assistance.

These programs also provide intensive services and training services for unemployed individuals unable to find jobs through core services alone. Intensive services may include comprehensive assessments, development of individual employment plans, and counseling and career planning. Training services may include both prevocational and vocational training.

Services are coordinated through a one-stop career center system. Washington's one-stop system is called WorkSource. Additional funding for these programs is provided pursuant to the federal American Recovery and Reinvestment Act of 2009.

### Training Benefits Program.

The training benefits program was established in 2000, and expanded in 2009. The program allows certain dislocated workers to receive additional unemployment benefits while in retraining. Beginning September 7, 2009, certain low-wage workers, military personnel and National Guard members, and persons who are disabled will also be eligible to receive benefits while in retraining.

The training must target a high demand occupation and may include vocational training or courses needed as a prerequisite to that training. The training may not include courses primarily intended for completion of a baccalaureate degree.

### Administrative Contingency Fund.

The Administrative Contingency Fund primarily consists of penalties and interest for late or incorrect tax payments, penalties for incorrect reports, and interest from overpayments of benefits.

Under state law, moneys in the Administrative Contingency Fund may be used for administrative expenses for which federal funding is not available. During the 2007-09 biennium, moneys may be used for job skills and worker retraining programs at the community and technical colleges, administrative costs at the State Board for Community and Technical Colleges, and reemployment services at the Department of Community, Trade and Economic Development.

---

## **Summary of Amended Bill:**

### Legislative Findings and Intent.

The Legislature makes findings about education and training, and expresses its intent that certain individuals have the opportunity to enroll in training for high-demand occupations. These individuals are ones who are eligible for services under the Workforce Investment Act Adult and Dislocated Worker programs, or who are receiving or have exhausted entitlement to unemployment benefits.

### Education and Training; Incentives.

The Employment Security Department (ESD) must distribute certain funds as a match for other funds provided by workforce development councils. If used to increase capacity, the match is 75 percent. If used to provide student financial aid, the match is 25 percent.

The funds not distributed to workforce development councils must be distributed to the State Board for Community and Technical Colleges (SBCTC) on March 1, 2011. The SBCTC must use the funds to increase capacity.

The ESD must develop guidelines on allowable uses of the funds. The guidelines must be developed in cooperation with the Workforce Training and Education Coordinating Board (WTECB) and the SBCTC.

During Fiscal Year 2010, no more than \$5 million in the Administrative Contingency Fund may be expended as appropriated to create incentives for education and training. The Governor may direct certain discretionary funds for these purposes.

### Education and Training; Other Provisions.

The ESD also must:

- encourage an increase in education and training through grants and local plan modifications with workforce development councils;
- encourage workforce development councils to collaborate with other recipients of funding, and to use certain resources to increase capacity and provide individual training accounts; and
- require workforce development councils to determine the number of participants who will receive education and training, and to report on their efforts.

Certain federal funds may not be used to replace or supplant existing enrollments, programs, support services, or funding sources. The ESD must monitor and report to the Governor on the use of the funds.

# TAB 5

## Other Requirements.

The ESD must submit a report on implementation of these provisions to the Governor and appropriate committees of the Legislature by December 1, 2010. The report must be prepared in collaboration with the WTECB, the SBCTC, and the workforce development councils.

The ESD must periodically bring together representatives of the WTECB, the SBCTC, workforce development councils, business, labor, and the Legislature to review development and implementation of these provisions and the training benefits program.

## **Amended Bill Compared to Original Bill:**

A section is added expressing legislative findings and intent. Another section is added establishing education and training incentives. The amount of money in the Administrative Contingency Fund that may be used for incentives is limited to no more than \$5 million. The section establishing reporting requirements is modified to provide for one report (instead of three reports) to the Legislature. A section is added requiring the Employment Security Department to bring together specified parties to review development and implementation of the incentives and the training benefits program. The section making certain funds available for use by the State Board for Community and Technical Colleges is deleted. The section making administrative funds under the Workforce Individual Act available for training is deleted.

---

**Appropriation:** None.

**Fiscal Note:** Available. New fiscal note requested on March 27, 2009.

**Effective Date of Amended Bill:** The bill contains an emergency clause and takes effect immediately.

## **Staff Summary of Public Testimony:**

(In support) Additional resources are needed. Enrollment was up during the fall and the winter. Retraining is a proven means of getting people back to work in record time and in high-wage jobs.

(In support with concerns) If funds are available for retraining, community colleges and career colleges should be treated in the same manner. The worker should be able to choose which retraining program is most appropriate.

(Neutral) This bill was highly controversial when originally introduced, because it included a diversion of funds from the unemployment insurance trust fund. With the change in funding source, there is support for training for folks who are having a difficult time getting back into the job market.

# TAB 5

(With concerns) This bill raises concerns in certain areas. First, it identifies the two-year college system as the only appropriate training provider for displaced workers or others who need training. It should also identify apprenticeship programs as appropriate. Second, it uses a unique term – "high employer demand" – throughout the bill. Interested parties have worked for two years to make sure the same terminology is used throughout the law.

(Opposed to section 3) Section 3 diverts administrative funds for worker retraining. This approach is wrong and will have unintended consequences. Redirecting administrative funds could jeopardize millions provided for other programs. It could result in the loss of funding for direct services for low-income workers, youth, and dislocated workers. There are certain obligations that are primarily administrative. Section 3 should be deleted. The bill must be amended to avoid dire consequences.

(Opposed) This bill jeopardizes Workforce Investment Act (WIA) funding. Over the years, the state has received \$60 to \$120 million per year in WIA funding. If this bill is not changed, it will cripple the state's ability to deliver funds to local workforce development councils and community colleges. If the state cannot guarantee proper oversight, it could lose those funds.

This bill would also reverse the Legislature's decision in 2007 to devote moneys in the Administrative Contingency Fund to claimant placement services. These moneys help bridge the gap between unemployment insurance funds and Wagner-Peyser funds. They support services like the free website used by claimants searching for work and the training benefits program. They also support efforts to uncover state unemployment tax act (SUTA) dumping.

**Persons Testifying:** (In support) Jim Crabbe, State Board for Community and Technical Colleges.

(In support with concerns) Steve Lindstrom, Northwest Career Colleges Federation; and Melanie Stewart, Corinthian Colleges.

(Neutral) Donna Steward, Association of Washington Business.

(With concerns) Lori Province, Washington State Labor Council.

(Opposed to section 3) Linda Nguyen and Russ Johnson, Tacoma-Pierce County Workforce Development Council; and Sue Ambler and Frank Pochaska, Snohomish Workforce Development Council.

(Opposed) Karen Lee, Employment Security Department; and Bryan Wilson, State Workforce Board.

**Persons Signed In To Testify But Not Testifying:** (With concerns) Jeff Johnson, Washington State Labor Council.