



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

EXECUTIVE COMMITTEE MEETING  
July 1, 2008  
PROVIDENCE HEALTH & SERVICES WA/MT

9 EAST NINTH, 1<sup>ST</sup> FLOOR CONFERENCE ROOM  
3:00 P.M.

Estimated Time	Tab		
3:00 p.m.		Call to Order	<i>Julie Meyer</i>
	1	Review of April 1, May 6, and June 3 Executive Committee Meetings – Action Items and Minutes <i>Action Item</i>	<i>Julie Meyer</i>
		Potential Committee Structure	<i>Julie Meyer</i>
		<ul style="list-style-type: none"><li>• One-Stop</li><li>• Policy</li></ul>	
3:30 p.m.		Membership – Update for Recruiting	<i>Mark Mattke</i>
3:45 p.m.		501(c)(3) Development	<i>Julie Meyer</i>
4:15 p.m.		Agenda for July 9, 2008 SAWDC Meeting	<i>Julie Meyer</i>
4:00 p.m.		Other Business	<i>Julie Meyer</i>
4:05 p.m.		Adjourn	<i>Julie Meyer</i>

**SUBJECT**

Review of April 1, May 6, and June 3 Executive Committee Meetings – Action Items and Minutes

**BACKGROUND**

See attached.

**DISCUSSION**

Changes or corrections.

**EXECUTIVE COMMITTEE ACTION**

Vote to approve.

**FINANCIAL IMPACT**

None.

**REQUESTED COUNCIL ACTION**

No action required at this time.

**MINUTES  
WORKFORCE DEVELOPMENT COUNCIL  
EXECUTIVE COMMITTEE**

TUESDAY, June 3, 2008 – 3:00 pm  
INLAND NORTHWEST HEALTH SERVICES  
WELLS FARGO CENTER  
601 W FIRST AVE, 1<sup>ST</sup> FLOOR

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**MEMBERS PRESENT:**

Frankie Arteaga                      Donna Dalzell                      Craig Dias                      Beth Thew  
Hugh Severs                      Tom Fritz                      Rich Hadley

**MEMBERS ABSENT:**

Julie Meyer

**STAFF PRESENT:**

Mark Mattke –                      Anne Lockwood –                      Dawn Karber -                      Lori Meakin –                      Gordon Gutterud –  
Workforce Strategy &                      Secretary                      Youth Program                      Workforce                      Accountant  
Planning Director                      & Development                      Development                      Program Specialist  
Manager

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**CALL TO ORDER:**

The meeting was called to order at 3:06 pm.

**ITEM #1 - REVIEW OF LAST MONTH'S AGENDA/ACTION ITEMS:**

The April and May Executive Committee meetings did not take place due to the lack of a quorum, but actions were taken via electronic vote. The Committee will review those actions (see below) and vote upon approval as the official minutes from each meeting at the July meeting.

April 1, 2008 Executive Committee Meeting

Action Item: Vote for approval of the March 4, 2008, meeting minutes

Results: 6 approved, 2 did not respond, motion passes.

May 6, 2008 Executive Committee Meeting

Action Item: Annual Calendar of WDC meetings

Action Item: DPIP Grant to be awarded to support the Building Bridges proposal at Contract-Based Education in the West Valley School District

Results: 7 approved, 1 did not respond, motions pass.

## **ITEM #2 – BUDGET UPDATE:**

The new service delivery model has proven successful and therefore the WDC will not undergo a competitive bid process for program services in PY08. Based on decisions made at the Annual WDC Retreat in December of 2007 and the results of program and center performance, the WDC will make several adjustments to the basic model.

- a) In the area of Business Services it was determined that there will be two dedicated staff responsible for developing OJTs and WEXs in order to better serve customers across all programs, leaving Business Solutions staff to focus upon conducting Business Needs Assessments and delivering the range of services in response to the results of the consultations. The process will be such that when a WIA participant needs an OJT or WEX, the program staff will hand the management of the WIA participant to one of the two OJT and WEX developers for the duration of that activity, with communication between the two staff regarding performance and any supportive service needs that arise.
- b) The WDC will to re-deploy ESD101's staff from Business Solutions to the Next Generation Zone as a lateral transfer. This will create additional capacity at the NGZ for customized youth training services, including soft skills, and the development of youth OJT's and WEX's. The Next Generation Zone will increase the quality of youth work experiences and will allow youth to take part in more than one program activity and benefit from a continuum of services, e.g., computer and business skills.
- c) Reduce number of youth enrollment targets from 600 to 450 and improve the quality and impact of the services. This decision was based on feedback from business and staff. Reducing the caseload size will give the NGZ staff more flexibility to provide these services. There has been an increased emphasis on youth in our community over the past several years and the WDC will support this focus through our system and via our services.
- d) Staff will track the impact of these changes to the service delivery model and report back to determine if it was successful and should be sustained. We will track credentials and include some GED and high school completion, which are currently required under the WIA Act. This change will not eliminate the 4 mandatory federal performance measures.
- e) Administration in the Next Generation Zone is being reduced from 70% to 50%. There is redundancy in the administration of the youth program that this will ameliorate.
- f) Two full time positions are being added to the Next Generation Zone. One will serve in the role of employment/education coordinator and the other position will be recommended by the consortium.
- g) Staff and partners have determined that the WorkSource will benefit from a full time staff person who is responsible for the front desk and that this position will be WIA-funded. Cross training is still going to occur and other partner staff will rotate through the duties at the front desk, but this person will be the point person. Frankie Arteaga also put in for extra funds from Employment Security to add another full time staff for this purpose.

- h) The WDC built in a 3% salary and 5% healthcare cost increase for the coming year to account for added expenses.
- i) The WDC will retain an unallocated reserve fund across each program to utilize for unforeseen needs or projects.
- j) A Letter of intent will be issued tomorrow to the program providers.

On a motion and a second that to accept the proposed funding plan of \$3,042,745 for PY08. Motion carried. None opposed.

**ITEM #3 – WDC ANNUAL CALENDAR:**

The Executive Committee needs to decide where to hold monthly meetings for the next 12 months. Julie Meyer has indicated that we can hold the meeting at Providence Health & Services WA/MT, 9 E. Ninth Ave. The Executive Committee decided that as Chair in PY08 Julie will decide where the Executive Committee meetings will be held.

**MEMBERSHIP AND SUCCESSION**

Hugh Severs will bring the names of Julie Meyer for Chair and Robert Duron for Vice-Chair for PY08 at the June 11, 2008 WDC meeting. Hugh will also open up the floor for any other nominations for Chair and Vice-Chair at that time. The Council will then vote upon the election of officers.

The Membership Committee seeks recommendations for possible candidates for the WDC. Rich, Hugh, and Julie will talk to other agencies such as AGC and develop a list of potential candidates who can be contacted to fill the vacant WDC positions.

An e-mail will be sent to Rich Hadley verifying the positions that will be vacant on the WDC.

**ITEM #4 – LEAVE PAYOUT POLICY:**

The WDC By-Laws allow WDC staff to create the policies necessary to perform administrative business. The Leave Payout policy was created to address issues that were raised last year by one of our providers. This new policy will cover those issues and will also apply to future vendors.

The WDC will allow providers to put leave payout into a reserve fund – not a contingency fund. Providers will be able to bill the WDC directly for leave on a percentage basis for the actual time that a person worked under WIA during a program year. The policy was based upon other areas' policies elsewhere in the state.

**ITEM #5 – AGENDA FOR JUNE 11, 2008 SAWDC MEETING:**

- a) Amy Bragdon from the State Board of Education will be at WDC meeting to discuss Core 24 and other SBE proposals.
- b) Kyra Kester has not responded yet to the invitation to present to the WDC. Kyra is a WSU researcher working on Navigation 101. Kyra worked for several years at the State Workforce Board and Navigation 101 was one of her dedicated projects of interest.
- c) Hugh Severs will report for the Membership Committee.

OTHER BUSINESS

Craig Dias had asked Mark for grant inventory to get a comprehensive look at what the WDC is managing at this time. This was supplied in the meeting packet for the members' review.

**ADJOURN:**

Meeting adjourned at 4:30 pm. The Executive Committee went into Executive Session.

**NEXT MEETING:**

The next Executive Committee meeting will be **Tuesday, July 1, 2008 – Location TBD**