

**MINUTES**  
**WORKFORCE DEVELOPMENT COUNCIL**  
**EXECUTIVE COMMITTEE**

**TUESDAY, OCTOBER 7, 2008 – 3:06 PM – 4:53 PM**  
**PROVIDENCE HEALTH & SERVICES WA/MT**  
**9 EAST NINTH AVENUE**  
**ANNE LOCKWOOD – RECORDER**  
**MARK MATTKE – EDITOR**  
**JULIE MEYER - EDITOR**

---

---

**MEMBERS PRESENT:**

Robert Duron                      Rich Hadley                      Julie Meyer                      John Serben

**MEMBERS ABSENT:**

Frankie Arteaga                      Craig Dias                      Tom Fritz                      Hugh Severs  
Beth Thew

**OTHER ATTENDEES**

Steve Dahlstrom

**STAFF PRESENT:**

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

---

---

**ITEM #1 – REVIEW OF SEPTEMBER 2, 2008 MINUTES:**

*As a quorum was not present, action could not be taken on this item.*

**ITEM #2 – STRATEGIC FUND RFP:**

The High Skills-High Wages Strategic fund RFP is due out from the WTECB in November. The source of the funds is WIA 10% Governor's Discretionary and applicants must include both the WDC and the ADO to be considered. This RFP will focus on funding planning and implementation activities through a targeted industry cluster skills panel mechanism. Skills panels have proven effective in identifying workforce needs and creating solutions for businesses. The Spokane area will concentrate on serving the Healthcare industry for this proposal. Mark will be meeting with GSI and other partners to begin work on the concept in advance of the RFP release and this team will attend the bidders' conference on October 12, 2008.

**ITEM #3 – LEGISLATIVE AGENDA:**

Mark will present the SAWDC legislative agenda at the annual GSI meeting on Thursday, October 9th. The elements will include what the Council agreed upon last year – planning, incumbent worker support, infrastructure, and youth programs.

**SKILLS2COMPETE**

Skills2Compete is a nationwide campaign designed to increase awareness of careers which are in high demand in our economy and require some education beyond high school but not a full baccalaureate degree.

*The Executive Committee has asked that the statewide job data be localized in order to compare and demonstrate the level of demand in the Spokane area. At the November 4<sup>th</sup> Executive Committee meeting they will take action on a recommendation to bring this information to the full Council on November 13<sup>th</sup> for a vote on endorsement.*

### **501(c)(3) DEVELOPMENT PROCESS**

*The Executive Committee requested that inquiries be made to Whitworth University and Gonzaga University to determine if an MBA program has the capability of studying the benefits of the SAWDC pursuing 501(c)(3).*

If it is found that a college is not available to do this study then the SAWDC will need to resolve this issue on its own, perhaps by tasking an ad hoc committee with this effort. The Chair expressed an interest in making a commitment to take on this work by the time of the Annual Planning Retreat.

### **ITEM #4 – NEW COMMITTEES – CHAIRS & MEMBERS:**

*Staff is to put a recommendation of committee structure and rules together and bring the recommendation to the November 12<sup>th</sup> WDC meeting for the WDC to vote on.*

### **ANNUAL RETREAT PLANNING:**

Possible areas for discussion at the 2008 SAWDC Annual retreat.

- Examine trends of the various industry clusters
- Receive feedback from our key stakeholders:
  - Employers present to the Council and discuss what is occurring in their industries and what they are seeking in their workforce
    - Use information learned in the morning for the afternoon planning session and incorporate into future strategic planning.
  - K-12 and Community College present to the Council and share their planning perspectives
  - City of Spokane and Greater Spokane Incorporated present their perspectives on workforce development
- Since the SAWDC is responsible for addressing the needs of certain populations, analyze and report on how well we are meeting these needs
- Review grants and awards received this past year for programs, initiatives, and the WorkSource center
- Share success stories from business, youth, adult, and dislocated worker programs
- Inquire of members as to why they are involved in the Council – what drew their interest and what will keep them engaged
- *Staff will look into purchasing a table for GSI's Economic Forecast event on November 13, 2008.*
- *Remind members at our meeting on November 12<sup>th</sup> that this event will provide good background information for our Retreat.*

### **ITEM #5 – AGENDA FOR NOVEMBER 12, 2008 SAWDC MEETING:**

Some topics for the November 12, 2008, SAWDC meeting:

- Set the scene for the December retreat.
- John Serben to report the Youth Council By-Laws change at SAWDC meeting indicating “minutes can be approved by a majority of Youth Council members present”.
- Discuss new committees.

### **ITEM #6 – PROGRAM SERVICES AND SITE OPERATOR RFP:**

The WIA Year End Report was given at the September 10, 2008, SAWDC meeting showing what our programs accomplished in PY07. Current data indicates we have exceeded performance targets.

**OTHER BUSINESS**

- 1) The Youth Council is seeking active youth members to join. Michael LeaderCharge will investigate getting youth from the Chase Youth Commission team and the Next Generation Zone will also look for youth to participate in the Youth Council.
- 2) John Serben, Youth Council Chair, discussed with the Youth Council the issue of the SAWDC doing an RFP this year. The Youth Council weighed in with their recommendation that an RFP was not needed this year.

**NEXT MEETING:**

The next Executive Committee meeting will be **Tuesday, November 4, 2008** at Providence Health & Services WA/MT, 9 East Ninth in the 1<sup>st</sup> Floor Conference Room.