

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

**TUESDAY, NOVEMBER 4, 2008 – 3:05 PM – 4:20 PM**  
**PROVIDENCE HEALTH & SERVICES WA/MT**  
**9 EAST NINTH AVENUE**  
**ANNE LOCKWOOD – RECORDER**  
**MARK MATTKE – EDITOR**

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**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Craig Dias                      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	Lori Meakin- Workforce Development Program Specialist
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**ITEM #1 – REVIEW OF OCTOBER 7, 2008 MINUTES:**

*A motion and a second were made to approve the September 2, 2008 and October 7, 2008 Executive Committee Minutes. Motion approved unanimously.*

**ITEM #2 – NAWB CONFERENCE MARCH 7, 2009 TO MARCH 10, 2009:**

The Executive Committee Members interested in attending the NAWB Conference in Washington, D.C. are:

- Beth Thew
- John Serben
- Robert Duron
- Frankie Arteaga (Frankie will request that Employment Security cover her costs)

**501(C)(3) DEVELOPMENT PROCESS:**

Mark is communicating with colleges in order to recruit MBA students to assist in the completion of the 501(c)(3) development project.

Slate of Officers for the 501(c)(3) in 2009 are:

- o Julie Meyer – President
- o Robert Duron – Vice-President
- o Beth Thew – Secretary Treasurer
- o Rich Hadley – Director

- John Serben – Director
- Craig Dias – Director
- Steve Dahlstrom – Director
- Frankie Arteaga - Director

**MEMBERSHIP – UPDATE ON RECRUITING OF NEW MEMBERS:**

The Executive Committee recommends presenting for approval at the November 12<sup>th</sup>, SAWDC meeting to submit to the City of Spokane, Mayor Verner and Chair of the County Commissioners, Bonnie Mager, the names of Althea McCann, Brian Read, and Joe Tortorelli for membership on the SAWDC.

**ITEM #3 - SKILLS2COMPETE:**

*A motion and a second were made to seek SAWDC approval for support of the Skills2Compete Campaign. Motion approved with no opposition.*

**ITEM #4 – ANNUAL PLANNING RETREAT:**

This year the SAWDC will take the opportunity to review accomplishments, changes made, awards and focus on our future goals for 2009 at the December 10<sup>th</sup>, SAWDC Annual Retreat.

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

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

- Add a Grant Report.
- NAWB Conference attendance
- Standing Committee Reports.
  - Move the Standing Committee Reports up to Tab 2.
  - Include new committees.
- Frankie to report on the status of the workforce system, e.g., layoffs, customer census, etc.
- Set the stage for the SAWDC Retreat planning.
- Present Donna Dalzell a plaque commemorating her service as Youth Council Chair.

**OTHER BUSINESS:**

- 1) We will also place the WIA 503 incentive project Institute for Extended Learning (IEL) to College Bridge program on the SAWDC meeting agenda.

**NEXT MEETING:**

The next Executive Committee meeting will be **Tuesday, December 2, 2008** at Providence Health & Services WA/MT, 9 East Ninth in the 1<sup>st</sup> Floor Conference Room.