



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

MINUTES WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

TUESDAY, AUGUST 6, 2009 – 3:00 PM – 4:40 PM

STERLING SAVINGS BANK
111 N WALL STREET
ANNE LOCKWOOD – RECORDER
MARK MATTKE – EDITOR

MEMBERS PRESENT:

Robert Duron Brian Read John Serben

MEMBERS ABSENT:

Frankie Arteaga Rich Hadley Julie Meyer Beth Thew

STAFF PRESENT:

Mark Mattke – Workforce Strategy & Planning Director	Anne Lockwood – Secretary	Dawn Karber – Youth Program & Development Manager	Lori Meakin- Workforce Development Program Specialist
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ITEM #1 – REVIEW OF JUNE 2, 2009 EXECUTIVE COMMITTEE MEETING MINUTES: *No action taken.*

ITEM #2 – RFQ FOR CONTRACT TRAINING:

Under the American Recovery and Reinvestment Act WIA appropriations, WDCs were encouraged to set aside funding to be used to contract for training with institutions of higher education in order to create training capacity that does not currently exist. The Executive Committee agreed that the SAWDC will reserve funds for this activity and authorized staff to develop a process to guide proposal submission and awards.

The draft RFQ for Cohort-Based Training using the ARRA funds was presented to the Executive Committee and an amount of just over \$1M dollars made available for awards. Proposals will fund the costs of facilities, instructors, books, etc., and is not bound to the normal schedule of the training providers. This type of training activity is occurring nationwide and statewide as a result of the ARRA.

John Serben and Hugh Severs are serving on the RFQ Committee created to review and evaluate the twenty-three RFQ responses quickly. Recommendations from the RFQ committee will be presented to the Executive Committee for a vote. Once the cohort training is set up, the WorkSource Center will need to coordinate with the successful bidders to recruit and support WIA eligible individuals for the training.

ITEM #2 – DEMAND/DECLINE LIST RESULTS:

The Demand/Decline List is used as a guide for staff and customers in our workforce system in making training and career decisions. The State Labor Market and Economic Analysis division provides a baseline of figures each year. The SAWDC will analyze last year's list and make determinations of each occupation's status at this time. The list can be revised at any time during the year.

Many occupations are in decline at this time due to current economic conditions, but the SAWDC needs to position our workforce to be prepared for opportunities as the economy recovers.

The Demand/Decline List will be posted reflecting the changes as submitted by members at the June 10, 2009 WDC Meeting.

SUMMER YOUTH EMPLOYMENT PROGRAM:

The SYEP Subcommittee convened Tuesday, August 2, 2009, before the Youth Council Executive Committee. The subrecipients reported excellent progress in implementing the program with 416 youth served and 106 youth are already placed in work experience.

One concern raised is that some of the youth have worked 90 to 110 hours instead of the 120 hours required for completion. The subrecipients are working with the youth who have not reached 120 hours.

The subrecipient is confident they will meet the expenditure goals. In addition, the state's request for a waiver was approved by USDOL in order to serve youth from October 1, 2009 to March 2010. Kudos to Heidi Peterson and Cami Hanson for their success in designing and implementing a very successful program.

Representatives from the US Department of Labor and Employment Security Department visited Spokane in July and toured several of the worksites where summer youth are employed. Both were very impressed by the quality of the program.

The SYEP continues to remain high on the national radar and the SAWDC has been invited to have staff present our program information at the US Conference of Mayors 2009 Conference.

ONE-STOP CENTER:

Kiemle & Hagood has been retained to help find a location for the Youth One-Stop Center. One building was found that meets the initial criteria of the Youth One-Stop Center and the realtor is verifying its suitability. The One-Stop Center Committee's goal is to move in December 2009.

The One-Stop Center Committee is trying to secure partner commitments for the Youth Center. These partners will play a critical role in the Youth One-Stop Center as they will increase the breadth of services and resources available and assist with facilities costs.

MEMBERSHIP:

Mike Senske of Pearson Packaging, has resigned from the SAWDC but provided a recommendation for a replacement from within his company. The Human Resources Director will be contacted to see if she is interested in serving on the SAWDC.

Tom Fritz of Inland Northwest Health Services resigned from the SAWDC and the Memberships Committee will pursue a replacement from INHS.

There will be a new Labor Representative to replace retiring Paul Milliken, who will be nominated by the Spokane Regional Labor Council.

**2009-2010 SAWDC EXECUTIVE COMMITTEE –
ANNUAL PLANNING, PRIORITIES, & MEASURES:**

The SAWDC continues to utilize its mission, vision and goals to guide strategic development of workforce system services. In order to achieve this, the SAWDC has focused its efforts upon

- determining the workforce skill needs of businesses in key regional industry clusters,
- supporting the delivery of workforce education to connect people with the skills necessary for success, and
- connecting people to jobs at area businesses when they are ready to enter the labor market.

A challenge for the Council is find the right balance of information provided to members that will enable them to make decisions regarding investment of SAWDC resources in the short term, and to educate the membership on broader issues that have a bearing on longer term and strategic decisions.

A communication tool has been proposed to be developed that will offer information to our members on a monthly basis in a concise format. Highlights and status of current projects and initiatives, as well as streamlined performance statistics will be included in this report. This will allow members to quickly come up to speed on a variety of system activities and enable Council meetings and committee meetings to focus more upon information that directly affects decision making.

At its next meeting, this committee will discuss what elements will be included in this communication tool and other committees will also be asked for input. Staff will then work to develop a draft to share with Executive Committee.

Recommendation:

The Executive Committee will bring 10 to 12 ideas for the tool to the next Executive Committee meeting for development.

Recommendation:

Ask for member input at the September SAWDC Meeting regarding content they would value.

SAWDC MEETINGS:

Discussion included the possibility of designing the agenda for Council meetings on an action vs. information basis. Items requiring action may occur earlier on the agenda and information items being presented to educate the members and clarify issues more toward the end.

The By-Laws could be revised to modify the number of members comprising a quorum to ensure that business can be transacted at more meetings.

We may also explore having the SAWDC moving to a quarterly meeting schedule and having committees conduct more of the work that leads to recommendations for action by the full Council. It is through the committees that members learn much of how the SAWDC works.

ITEM #3 – AGENDA ITEMS FOR SEPTEMBER 9, 2009 SAWDC MEETING:

- Recovery Act/ Budget Update, e.g., expenditures, program information
- Policy Committee – WIA Reauthorization Update
- 5809 and ramifications
- The Executive Committee will make a decision on the RFQ, and the decision will be reported to the full Council
- DVR Project HIRE contract
 - Serving 30 people with disabilities
- Review the SAWDC accomplishments from last program year
 - Revenues, awards, media – this will help to put work in context for this coming year and engage membership

OTHER BUSINESS

None

NEXT MEETING:

The next Executive Committee meeting will be **Tuesday, September 1, 2009**, at Sterling Savings Bank, 111 N Wall Street.