

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

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 location of Executive Committee meetings for the coming year will be Providence Health & Services WA/MT, 9 E. Ninth Ave.

**MEMBERSHIP AND SUCCESSION**

Hugh Severs will present a slate of officers for PY08, open the floor for any other nominations, and the Council will then vote upon the election of officers.

**ITEM #4 – LEAVE PAYOUT POLICY:**

The new 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 apply to future vendors.

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

Couple of tentative.

- 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.

**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 Committee went into Executive Session.

**NEXT MEETING:**

The next Executive Committee meeting will be **Tuesday, July 1, 2008 – 9 E. Ninth.**