

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

TUESDAY, July 1, 2008 – 3:00 pm  
**INLAND NORTHWEST HEALTH SERVICES**  
**WELLS FARGO CENTER**  
**601 W FIRST AVE, 1<sup>ST</sup> FLOOR**  
ANNE LOCKWOOD – RECORDER  
MARK MATTKE – EDITOR

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**MEMBERS PRESENT:**

Frankie Arteaga	Craig Dias	Robert Duron	Beth Thew
Hugh Severs			

**MEMBERS ABSENT:**

Donna Dalzell	Tom Fritz	Rich Hadley	Julie Meyer
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**STAFF PRESENT:**

Mark Mattke – Workforce Strategy & Planning Director	Anne Lockwood – Secretary	Dawn Karber - Youth Program & Development Manager	Peg Waldron- Assistant Director Workforce Operations
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**CALL TO ORDER:**

The meeting was called to order at 3:12 pm.

**ITEM #1 - RATIFICATION OF APRIL 1<sup>ST</sup>, 2008, MAY 6<sup>TH</sup>, 2008 ITEMS AND APPROVAL OF JUNE 3, 2008 MINUTES:**

On a motion and a second to ratify the actions taken relating to the April 1, 2008 and May 6, 2008 meetings and approve the June 3, 2008 minutes. Approved. None opposed.

**POTENTIAL COMMITTEE STRUCTURE**

There are five existing committees currently listed in the Bylaws – Executive Committee, Membership Committee, Communications Committee, Budget Committee and the Youth Council. The subject of adding to the committee structure was discussed by the Council at its Annual Planning Retreat in 2007 and several committees were identified as likely to be useful for conducting the work of the Council, but no action was taken at that time. A Policy committee and One-Stop committee would offer value add in the coming year as the Council develops legislative policy and looks to the next iteration of the service delivery model.

A charter will need to be developed for each committee to give the WDC member an idea of the purpose of the committee to enable the WDC members to determine which would best fit their skills and interests.

A list of committees will be created and will be circulated among Council membership for review and sign up.

### **MEMBERSHIP – UPDATE FOR RECRUITING**

The Membership Committee will be meeting the latter part of July to review the list of candidates and determine a strategy and timeline for conducting interviews. An e-mail will be sent out to WDC members requesting names of individuals to approach. The focus for new members will include representatives of our targeted industry clusters.

In an effort to learn more about why members leave the Council, an exit survey will be done when a WDC member resigns and the results used for board improvement.

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

As funds continue to be reduced at the federal level the development of alternate revenue sources has become increasingly important. The 501(c)(3) offers the Council the ability to diversify its fund source and continue to deliver services while WIA is decreasing. Mark will work to enlist the assistance of EWU or GU MBA students to help create a business plan for the development of a 501(c)(3). The Executive Committee will be apprised of the progress.

### **GOVERNMENT MANAGEMENT ACCOUNTABILITY AND PERFORMANCE (GMAP)**

Locally, the WDC has established a goal of having all the partners in the center adopt the use of GMAP as a tool to effect better integration between service providers and community partners.

The WDC has focused on a demand driven, cluster strategy for the use of WIA funds. GMAP demonstrates progress being made toward reaching performance goals and how elements of the Strategic Plan are being addressed. This is somewhat “revolutionary” in relation to how other partnerships in the state measure their performance as a system, share results, and devise solutions. One of the exciting components of this GMAP presentation was also that Spokane Community College and Spokane Falls Community College reported out on measures for which they are held accountable and that our workforce development system can help to impact. The Spokane workforce development system is the first in the state in which the GMAP presentation included the educational community. This sharing of goals and increased understanding of each partner’s measures is a critical step in real integration of services.

### **AGENDA FOR JULY 9, 2008 SAWDC MEETING:**

Items will include a presentation by Joe Tortorelli from the Washington Economic Development Association, discussion of the new Demand/Decline List, and a presentation by Doug Tweedy on the Construction Cluster.

### **OTHER BUSINESS**

- a) The SAWDC will continue expanding its focus upon regional workforce issues and integration of workforce development services beyond Spokane County. Idahoans cross the border to work in Washington and vice versa. Mark reported that the WDC is coordinating with North Idaho on a Regional Innovation Grant that will address these issues.

**ADJOURN:**

Meeting adjourned at 4:43 pm.

**NEXT MEETING:**

The next Executive Committee meeting will be **Tuesday, August 5, 2008** at Providence Health & Services WA/MT, 9 East Ninth in the 1<sup>st</sup> Floor Conference Room.