



SPOKANE WORKFORCE COUNCIL

MEETING MINUTES
SPOKANE WORKFORCE COUNCIL
EXECUTIVE COMMITTEE

May 25, 2023
Meeting held via Zoom

MEMBERS PRESENT:

Kelley Charvet
Robert Duron

Steven MacDonald (designee
for Mayor Woodward)
Tina Morrison

Christina Vigil Gross
Dan Evans
Ron Valencia (designee for
Comm. Kerns)
Derek Tyree

MEMBERS ABSENT:

Diana Wilhite
Mayor Nadine Woodward
Commissioner Josh Kerns

GUESTS PRESENT:

Kimberly Watkins

STAFF PRESENT:

Mark Mattke
Dawn Karber
Jeanette Facer

Chair Kelley Charvet called the meeting to order at 12:02 P.M.

ITEM #1 - REVIEW OF MEETING MINUTES

Kelley Charvet - Board Chair

Review of March 16, 2023, Meeting Minutes.

Action: Motion and Second to approve Meeting Minutes from March 16, 2023.

Approved unanimously.

ITEM #2 – GRANTS AND CONTRACTS

Kelley introduced Dawn Karber, Chief Operations Officer, who gave an overview of the grants and funding sources that staff are seeking approval to receive and the intent for use of those funds. Addition of \$181,308.36 to the PY22 operating budget

Anticipated Award – Washington State Department of Social and Health Services Food Assistance Program Office of Refugee & Immigrant Assistance Employment & Training (DSHS FAP ORIA E&T)

In January, the SWC was awarded \$68,396 from DSHS to serve refugees and immigrants on state-funded food assistance who are not eligible for federal benefits, some of which have not yet received their work

permits. We launched the program with Career Path Services out of the Resource Center of Spokane County, and their new navigator started enrolling customers in late February. We knew that there were a lot of refugee and immigrant customers on our campus who needed assistance accessing programming, but we did not know how many of them would be eligible for this program. We are pleased to inform the committee that the launch has been wildly successful, with 25 enrollments to-date, 100% of our original enrollment target. The navigator assists customers in accessing supportive services, often helping to stabilize housing, and connecting them with employment and training services on campus. Two of the participants have already obtained employment. As this is a pilot project, not all providers elsewhere in the state have been successful, and we were awarded an additional \$13,048.94 in early May that was recaptured from another area that was not enrolling customers. Then we were just notified on May 11 that \$10,269.42 in additional funds were available. These additions will bring the total award for the first six months to \$91,714.36. Along with the additions, we have had to increase our enrollment target, but the team has done such a good job with outreach and enrollments that it was an easy yes.

In addition, we have been notified that the program is being extended for an additional 12 months, and we will likely be receiving \$100,000 in a new contract – we will bring that funding to the committee to vote on once it is confirmed.

Reallocated WIOA Title I-B Dislocated Worker Funds

Toward the end of each program year, there is often an opportunity to accept reallocated WIOA funding from areas that are under-spent. In late April, the SWC received \$7,990 in Dislocated Worker funds - \$7,191 for program and \$799 for administration. Although this is a small award, we are always thankful for the opportunity to deploy additional resources to our local area.

Dislocated Worker Career Path Services

The SWC will need to obligate an additional \$150,000 in order to meet the 80% obligation rate requirement to avoid recapture. Career Path Services' contract will be modified to reflect this increase.

ITEM #3 –Annual (PY22)- BUDGET REVIEW/REVISE

Jeanette Facer, Division Executive Finance

Kelley introduced Jeanette to discuss the budget review for the program year 2022. The budget that was approved in May of 2022 was 7.2 million dollars. The finalized budget was presented with additional grant funds and associated expenditures of 9.4 million dollars.

- The Executive Committee reviewed and acted on the proposed changes to the annual budget to bring it into alignment with new grant revenues and expenditures that have been updated since the budget was approved at the beginning of the last program year.
- Over the course of the year, the SWC receives new funds from a variety of sources and approves their receipt and disbursement on an ongoing basis without formally adopting a new budget each time.
- Since we cannot anticipate all the new grants that we will receive or the expenses associated with them, the State Auditor's Office recommends that we use this process to true up the budget at this time each year.

***Action: Motion and Second to approve the 2022 budget and the addition of \$2,152,942.00.
Approved unanimously.***

ITEM #4 –(PY23)- OPERATING BUDGET

Jeanette Facer, Division Executive Finance

Jeanette discussed the budget for the program year 2023. The budget presented was \$9,051,106 which included known grant funds of 7.3 million dollars and 1.6 million dollars in grant funds applied for with a high probability of being awarded. It was discussed that WIOA formula funds awarded for program year 2023 were down 21.3% from the prior year and that the SWC is working to pursue a variety of additional grant funds to make up the shortfall.

Spokane Workforce Council WIOA Formula Allocations Comparison

Program	PY23	PY22	Variance	Variance (%)
Youth	1,173,672	1,394,016	(220,344)	-15.8%
Adult	1,113,492	1,320,399	(206,907)	-15.7%
DW	837,029	1,256,734	(419,705)	-33.4%
Total	3,124,193	3,971,149	(846,956)	-21.3%

Action: Motion and Second to approve 2023 budget. Approved unanimously.

Action: Motion and Second to accept \$3,124,193 in WIOA Title 1 PY23 program funds.

Approved unanimously.

ITEM #5 – ACTIVITIES AND UPDATES

Mark Mattke, Chief Executive Officer

- Governance Review & Changes to interlocal agreement for compliance with State and USDOL.
 - Local workforce boards need to update legal and governance documents and legal teams at both Spokane County and the City of Spokane have been engaged to review and revise our current agreements.
- IRS form 990
 - This year's form was reviewed by the board and submitted by the deadline.
- Economic Security for All Expansion-Results/ State Legislative Action
 - As a result of advocacy efforts in the last legislative session in Olympia, local workforce development boards will share in an additional \$8.2M designated to provide resources to individuals seeking career services as well as businesses needing assistance navigating local labor markets.
- Resource center of Spokane County lease renewed
 - The SWC is grateful that Spokane County agreed to take on the role of leaseholder as our lease was expiring at the end of May and the demand for services at the RCSC is high. Both the County and City of Spokane will provide support in covering the leasing costs.
- WorkSource System Conference
 - This annual event will occur on Friday, 5/23 at Spokane Community College.
- Conflict of Interest Disclosure form
 - Needs to be completed and submitted by all board members.
- KHQ job fair
 - This annual event occurs Today (5/25), and Commissioner Kerns was the keynote speaker earlier today, welcoming businesses to the event and thanking them for their participation.
- Embark Next Generation Zone Graduation
 - Our successful high school equivalency graduates will be honored on 6/13 at our event on the campus of Gonzaga University.

Kelley Charvet adjourned the meeting at 12:58 P.M.