



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

808 W. Spokane Falls Blvd ♦ Room 606 ♦ City Hall ♦ Spokane, WA 99201-3302
(509) 625-6210 ♦ Fax (509) 625-6929 ♦ E-mail: admin@wdcspokane.com

**EXECUTIVE COMMITTEE MEETING
NOVEMBER 3, 2009 – 3:00 PM
STERLING SAVINGS BANK
111 N WALL STREET – STERLING PRIVATE BANKING CONFERENCE ROOM**

Estimated Time	Tab		
3:00 p.m.		Call to Order	<i>Robert Duron</i>
	1	Review of the June 2, 2009 and September 1, 2009, Executive Committee Meeting Minutes <i>Action Item</i>	<i>Robert Duron</i>
		Staff Update	<i>Mark Mattke</i>
		Youth One-Stop Update	<i>Dawn Karber</i>
	2	Re-certification of Center/Affiliates	<i>Dawn Karber</i>
3:30	3	Bylaws Revision <i>Action item</i>	<i>Rich Hadley</i>
4:00	4	Annual Retreat Planning Lindsey Woolsey – Corporation for a Skilled Workforce <i>Action Item</i>	<i>Robert Duron</i>
4:30	5	State Audit Results • Kim Orlob – City of Spokane Accounting Manager	<i>Mark Mattke</i>
4:45	6	Joint Aerospace Study	<i>Mark Mattke</i>
		Workforce System Review	<i>Mark Mattke</i>
		501(c)(3) Annual Report to the Secretary of State	<i>Mark Mattke</i>
4:55 p.m.		Other Business	<i>Robert Duron</i>
5:00 p.m.		Adjourn	<i>Robert Duron</i>
Encl.		Minutes Selected Background Materials	

Tab 1

SUBJECT

Minutes from the June 2, 2009, and September 1, 2009, meetings.

BACKGROUND

See Attached minutes.

DISCUSSION

Changes or corrections.

EXECUTIVE COMMITTEE ACTION

Vote to approve.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

MINUTES WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

TUESDAY, JUNE 2, 2009 – 3:02 PM – 4:51 PM

808 W SPOKANE FALLS BLVD
CITY HALL – CONFERENCE ROOM 2B
ANNE LOCKWOOD – RECORDER
MARK MATTKE – EDITOR

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Craig Dias

OTHER ATTENDEES

Steve Dahlstrom

STAFF PRESENT:

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

ITEM #1 – REVIEW OF APRIL 7, 2009 AND APRIL 24, 2009 EXECUTIVE COMMITTEE

MEETING MINUTES:

Motion and second to approve the April 7, 2009 and April 24, 2009 Executive Committee Meeting Minutes. Approved. None opposed.

ITEM #2 – RFQ FOR CONTRACT TRAINING:

The Executive Committee requested that SAWDC staff set aside a portion of ARRA funds to for allowable cohort-based training to create capacity in areas training institutions are currently unable to provide.

The draft RFQ for the ARRA funds was presented to the Executive Committee. The RFQ will make available \$1.043M to provide the mechanism to develop additional training capacity. The RFQ will allow for the cost of a training facility, instruction, books, fees, etc., and is not bound to the regular college schedule of quarters or semesters. This type of training is occurring nationwide and statewide as a result of ARRA.

Tab 1

A committee will be created to review the RFQ responses. Once the cohort training is determined, the WIA Program Operator at the WorkSource Center will need to work with the RFQ awardees to enroll WIA eligible individuals in the training programs.

The training from the ARRA funds is not supported by other state dollars that pay for the books, the building, electricity, teachers, etc. The cost of training without state dollar support is expensive, at an average of \$8,000 to 12,000 per student. The cost could go lower if other agencies assist in the outlay of the resources required for the training.

The cohort training structure might help provide the colleges with an outline to deviate from the fall and spring semesters in the future and adopt a more responsive and flexible training schedule to meet the needs of the business community.

Cohort training with WIA funds is unusual, but can be very effective. The impetus from the USDOL is to spend down as much of the ARRA funds as possible to assist people accessing training and getting back to work. In addition, the SAWDC will then qualify for incentive funds later through 5809.

Motion and second to approve the RFQ. Approved. None opposed.

ITEM #3 – SUMMER YOUTH EMPLOYMENT PROGRAM:

John Serben and Dawn Karber reported out on the management of the Summer Youth Employment Program. A meeting with the SYEP subrecipients (CPS) this morning indicated the following:

- 95% of staff are hired and trained
- 40 youth registered
- Another 150 youth received registration packets but some paperwork is missing
- 174 worksites are prepared for to hire youth this summer
- Staff are seeing a large proportion of out of school youth
- Five of the six sites up and running – NECC Salem Lutheran, Medical Lake High School, Next Generation Zone, Contract-Based Education

Subjects to be approached:

- Next Generation Zone is geared more for youth, but 20 to 24 year olds might not consider themselves youth
- There have been misunderstandings regarding the fact that participants will be compensated for WEXes.

The next meeting of the SYEP Committee will be on July 14th. The committee will review all the worksites and check budget numbers.

Tab 1

ESSB5809:

A bill passed during the legislative session and signed by the Governor creates a fund of \$7M out of the Administrative Contingency Fund. Another \$5.5M may be added by the Governor to use at her discretion.

The WDC's will receive 25 cents of incentive funds for every dollar spent on ITAs, and 75 cents on the dollar for expenditures used for contract training. WIA funds have multiple constraints and these funds may offer more flexibility. The timeframe for this project is unknown but the Executive Committee will be updated.

MEMBERSHIP – RESIGNATIONS AND RE-APPOINTMENTS:

SAWDC Members are reappointed at the June 10, 2009 annual SAWDC meeting. Rich Hadley will contact Julie Meyer, Peter Casimir, Ron Dalla, Craig Dias, Brian Read, Dixie Simmons, and Diana Wilhite, whose terms are up July 1, 2009, to see if they wish to continue on a new term. Rich will bring the nominations to the June 10, 2009 annual SAWDC meeting for a vote.

Tom Fritz, Paul Milliken, and Mike Senske have resigned from the SAWDC. Mike Senske has offered to send someone from the Pearson Packaging company to replace him. Rich will work with Mark to recruit new SAWDC Members.

OFFICERS FOR PY2009:

Rich will bring the names of Robert Duron and Brian Read, the slate of officers to the June 10, 2009 SAWDC meeting.

WTECB CONFERENCE RECEPTION:

The WTECB Conference will be in Spokane for 2009, and the WTECB is requesting funding for designing and supporting a reception. People from the entire state will be arriving in Spokane. GSI is looking for ideas on how to structure a reception.

Rich is requesting a subcommittee be formed to recommend the design, location, and funding of the reception.

Possible suggestions for the reception are:

- A Healthcare theme. Bring in an ambulance, diagnostic equipment, etc., to highlight the importance of this industry in our area.
- A tour of the Dry Fly facility.

Some obstacles that need to be addressed:

- Transportation of conference attendees.
 - STA could donate the use of a bus
- Other vendors could offer their services.
- Rental fees

Tab 1

Mark, Rich, and Amy are very involved in the steering of the conference and the reception. GSI would like to solicit donations towards the reception and the total amount needed is unknown at this time. The Executive Committee will be kept informed of the progress.

ITEM #4 – 2009-2010 SAWDC MEETING CALENDAR:

The SAWDC has gone to six meetings a year schedule. The SAWDC Meetings will be at the Skills Center until a new location has been determined.

Summer is not an easy time to get SAWDC Members at the SAWDC Meetings, so information will be provided to the SAWDC Members during the summer and the SAWDC will meet again in September.

Mark is still ascertaining the location and time of the Executive Committee Meetings for PY09.

The Youth Council's Meeting location will still be at the Skills Center.

On a motion and second to present the PY09-PY10 SAWDC Meeting Calendar to the June 10, 2009 SAWDC Meeting. Approved. None Opposed.

ITEM #5 – AGENDA FOR JUNE 10, 2009 SAWDC MEETING:

- The Policy Committee will not have a report at the SAWDC Meeting.
- The Membership Committee will present the election of SAWDC Chair, Vice Chair, and the reappointments of the expiring SAWDC Members.
Mike Nepean to discuss the topic of the Spokane Skills Center putting in the Health Science Department and the overall re-visioning of the Skill Center.
Place SOC under the Standing Committee Reports.

OTHER BUSINESS

1. The overall total of regular WIA formula funds is significantly less this year. The good news is the ARRA funds have taken up the slack for the reduction in WIA formula funds. The ARRA Stimulus funds are just masking the reduction in WIA formula funds.

There is a push nationwide to contact legislators and congress to increase the appropriations levels for WIA formula funds. Spokane's local legislators will be back in town, which will provide the SAWDC an opportunity to verbalize the need for larger appropriations.

ACTION:

Mark and Rich will coordinate with the local legislators, so the SAWDC can have a formal response and discuss the need for an increase in WIA formula funds.

Tab 1

2. The Demand/Decline list is owned and determined by the SAWDC. SAWDC members provide needed insight into declaring occupations in demand, in decline, or balanced. The SAWDC will not invest in training of workers for jobs that are not classified as in demand or balanced. The Demand/Decline list will also affect the utilization of ARRA funds.

Note: The Demand/Decline list is a living document and can be updated at any time during the year. The updates to the Demand/Decline list do not require full Council approval.

ACTION:

An e-mail will be sent out to the SAWDC members containing a copy of the Demand/Decline list and expressing the importance of weighing in with their expertise. The SAWDC will be voting on the Demand/Decline list at the June 10, 2009 meeting.

3. The Youth Council created a Youth One-Stop subcommittee to review the possibility of moving the Next Generation Zone to a larger facility.

Some items that the Youth One-Stop Subcommittee are addressing:

- A recommendation is needed for a commercial real estate broker.
- Better engagement of businesses at the new Youth One-Stop.

4. Nancy Nelson has agreed to be the Youth Council's Vice-Chair.
5. Thank you to the Executive Committee for the support of the Career Exploration Day. Thirty-five businesses were on hand with exhibits. It is possible that GSI will conduct this event again.

NEXT MEETING:

The next Executive Committee meeting will be **Tuesday, June 2, 2009** at Providence Health Services W/MT, 9 East Ninth in the 1st Floor Conference Room.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

MINUTES WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

TUESDAY, SEPTEMBER 1, 2009 – 3:06 PM – 4:48 PM

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

MEMBERS PRESENT:

Frankie Arteaga	Jeff Benesch	Robert Duron	Rich Hadley
Julie Meyer	Brian Read	John Serben	Beth Thew

OTHERS PRESENT:

Steve Dahlstrom

STAFF PRESENT:

Mark Mattke – Workforce Strategy & Planning Director	Anne Lockwood – Secretary	Gordon Gutterud - Accountant	Dawn Karber – Youth Program & Development Manager
--	------------------------------	---------------------------------	---

ITEM #1 – REVIEW OF AUGUST 6, 2009 EXECUTIVE COMMITTEE MEETING MINUTES:

On a motion and second to approve the August 6, 2009, Executive Committee Meeting Minutes. Approved. None opposed.

ITEM #2 – RFQ FOR COHORT-BASED TRAINING UPDATE:

Under the American Recovery and Reinvestment Act WIA appropriations, WDC's 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.

John Serben and Hugh Severs are serving on the RFQ Committee, created to quickly review and evaluate the twenty-three RFQ responses. Recommendations from the RFQ Committee were presented to the Executive Committee and the Executive Committee approved the eleven recommended Cohort Training proposals.

Tab 1

Cohort training is new to WIA, in the sense of allowing the WDC's to spend the funds for an entire classroom instead of on an individual basis. Training will start with some of the programs as soon as fall quarter, but other programs will begin later in the college winter and spring quarters of 2010.

Once the cohort training is set up, the WIA Program Operator will need to coordinate with the successful bidders to recruit and support WIA eligible individuals for training.

The colleges are also strategizing to aid in filling the classes. The colleges may be able to identify eligible students already on the wait list for training programs. If the WorkSource Center is unable to fill the classes with WIA students, the college will make slots available for students who will pay normal tuition for the training. Distribution of funds from tuition paying students will be determined later. Classes will be stackable enabling individuals to take more than one. Due to the time limit for spending these funds, it is anticipated that some cohort training classes may serve less than the full complement of students.

The State has requested applications from WDC's for incentive funds. The amounts of available incentive funds are based on the money spent on training. Cohort training will return 75 cents on every dollar spent and WIA training will return 25 cents on every dollar spent for training. Once the incentive funds are received from the state, the WDC can spend the incentive funds on additional training. The state will need to approve the applications and notify the WDC's of the criteria to follow.

SUMMER YOUTH EMPLOYMENT PROGRAM:

The Summer Youth Employment Program has served 440 youth thus far.

Washington State received a waiver to extend the ARRA Youth Program until March 31, 2010, for 18 to 24 year old out-of-school youth. The waiver is unclear on some of the required outcomes so staff is working with the State to determine if the youth to be served are 100 currently enrolled youth or 100 additional youth. The plan is to extend the existing contracts with the service providers and youth employers.

Mark will be presenting Spokane's ARRA Youth Program at the US Conference of Mayors Conference in Washington, D.C., at the end of September.

The NGZ intends to move out of the WorkSource Center to its new location by the end of the year.

Tab 1

MEMBERSHIP:

Mark and Rich interviewed Machel Johnson for a position on the Council upon recommendation of Mike Senske. Machel is involved in Human Resources Management for Pearson Packaging and brings wide experience and knowledge to the Council.

Rich is working on filling the position vacated by Tom Fritz and is exploring the possibility of a representative from within Community Health Systems.

Beth Thew will try to have the labor representative replacement by the December 9th SAWDC Retreat.

ITEM #3 – BUDGET:

The SAWDC has received the PY2009 and the ARRA funds. The ARRA funds have a two-year life span, but the SAWDC did not receive the ARRA funds until July 2009. This means the ARRA's spending life is now one year.

Future dislocated worker funding is anticipated as the state has put aside dislocated worker funds for mitigation. The SAWDC is able to transfer funds from adult to dislocated worker if the need arises.

The WDC's are requesting an increase in appropriations at the federal level for PY2010 funding. Spokane's appropriations will be affected if another area in Washington has a worse economy.

Nationwide, WDC's are encouraged must spend down all the allocated WIA funds and avoid carrying in funds from previous years. Carry-in funds help to buffer the decreasing funds received for WIA and constraints the WDC's have upon spending WIA funds makes it difficult to not carry in funds from previous years.

The GMAP Report provides a month-by-month snapshot of the WIA spending plan vs. the actual WIA funds spent. To review where the SAWDC is for WIA spending go to <http://www.wdcspokane.com/GMAP.html>.

Regarding average earnings targets, subrecipients are expressing concern that the targets are high for the Dislocated Worker program, and that jobs paying over \$19 per hour are not common in Spokane. A strategy being deployed is to stack services upon one another, e.g., classroom training plus OJT, in order to help participants reach these goals.

Tab 1

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

Discussion around planning SAWDC meetings and annual retreat centers around how to focus on supplying necessary information for strategic decision making and avoiding overloading members with superfluous information, resulting in reduced participation at meetings.

Suggestions for Informing Members:

- Information that is useful and pertinent
- Larger strategic questions affecting our system
- Balance enough information including additional information for longer term “on the horizon” planning
- Flatten out the learning curve
- Create one-pager of relevant information to use as more frequent
- Stay away from using acronyms
- May have an agenda item that says “I need your help” to invite members to weigh in
- Give the members a message to take out to their peers explaining what the SAWDC does – elevator speech
- Focus on work at the committee level to engage members in work of SAWDC
- Attend the April and June meetings for training and orientation

Some Proposed Solutions for informing Members:

- Explanation of core mission of SAWDC
- Strategic Plan
- Operations plan
- Program performance and metrics
- Change agenda format to ensure appropriate time given to topics
- Updates at meetings to include graphs to give a snapshot and move on to next issue
- Need to use article media releases – send press releases out to the members as part of distribution list
- Change meeting location
- Charge committees with conducting more of the work of the Council and then move into deliberative process at full SAWDC meetings
- Doug Tweedy’s Regional Labor Reports are valuable and should be regular feature
- Develop a New Member Handbook (that a layperson can read) that will also serve to guide new members towards committee’s they can join
- Consider aligning with community indicators and how our services contribute to moving the needle
- Provide information about the youth dropout rate and what the SAWDC is doing to help
- Information could be divided up quarterly and posted on the website

Tab 1

ITEM #4 – BY-LAWS:

Several discussions have occurred concerning the updating of the By-Laws to better reflect the organization and guide where further development will occur. Some issues that may be addressed are:

- Terms of members
- Committees
 - Communications, Budget, and Membership committees need to be examined for composition and charter
 - Ad hoc committees – have become more relevant
 - Appointments for all members to committees as component of SAWDC membership
- Address voting electronically

By-Laws Committee Members appointed by the Chair

- Rich Hadley – Committee Chair
- Robert Duron
- Steve Dahlstrom
- Brian Read
- Beth Thew
- Mark Mattke

Any changes proposed for the By-Laws need to be ready for recommendation by November 9, 2009 to present at the SAWDC at the December 9, 2009 meeting for a vote.

ITEM #5 – WTECB CONFERENCE SPONSORSHIP:

The Workforce Training and Education Coordinating Board's Annual Conference will be in Spokane, October 27, 2009 through October 29, 2009. Mark will invite SAWDC members to attend the Annual Conference.

The conference presents an opportunity for the SAWDC sponsorship in partnership with GSI. WIA funds can help to sponsor a conference, but WIA regulations dictate the limited types of support allowed.

On a Motion and second to authorize sponsorship at the level of \$3,000. Approved. None opposed.

ITEM #6 – AGENDA FOR SEPTEMBER 9, 2009 SAWDC MEETING:

- Call to order
- Recognition of Success – The Summer Youth Employment Program present:
 - Program Managers Cami Hanson and Heidi Peterson
 - A youth will come to the meeting and talk about their SYEP experience
 - An employer will explain their experience in participating in this program and employing a summer youth

Tab 1

- SAWDC Business
- Committee Reports:
 - Alethea will report out on her committee's activities and bring an action item forward to present to Washington State legislators
 - Joe Tortorelli will discuss progress made by the Services and Oversight Committee
 - John Serben will announce the SYEP Newsletter
 - Rich will have a recommendation to nominate Machel Johnson
- The RFQ will be an information item for the SAWDC
- Doug Tweedy will not be at the SAWDC meeting, but we will be able to present his slides.

OTHER BUSINESS

None

NEXT MEETING:

The next Executive Committee meeting will be **Tuesday, October 6, 2009**, at Sterling Savings Bank, 111 N Wall Street.

Tab 2

SUBJECT

Re-certification of Center/Affiliates.

BACKGROUND

See attached.

DISCUSSION

Process and participation.

EXECUTIVE COMMITTEE ACTION

Volunteers for process.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

WorkSource Center and Affiliate Site Recertification 2009-2012

Background

- SAWDC is the authorizing body to designate or certify one-stop operators, and is further authorized to terminate a site's eligibility for cause.
- Sites must represent the highest standards of quality and integrity in the delivery of employment and training services.
- Any entity wishing certification must demonstrate outcomes which meet or exceed the quality standards which are based upon Malcolm Baldrige Award criteria.
- Attainment of the quality standards and a rigorous certification process provides assurance to the public the site has achieved a high standard and consistently maintains that standard.
- Once certified, a site may use the "WorkSource" name in accordance with the Council's marketing policy and the statewide WorkSource Marketing and Brand Standards.
- Sites must be recertified by the SAWDC every three years.

Recertification Process, Leads, and Timeline

Est. Date	Item	Lead	Status
Oct. 21	Recertification team identified	SOC	In progress
Oct. 30	Update Certification Application Packet	Dawn	Done
Nov. 2	Send sites Recertification Application Packet	Dawn	Done
Nov. 11	Coordinate site visits	Dawn	In progress
Nov. 30	Application packets due back to SAWDC	Sites	
Dec. 1 - 7	Recertification team reviews packets	SOC	
Dec. 8 - 18	Site visits (4 sites)	SOC/Dawn	
Dec. 28	Recertification recommendations to SAWDC	SOC	
Dec. 29	SAWDC electronic vote	SAWDC	
Jan. 15	Sites receive letter of authorization	Dawn	
Feb. 10	Sites presented with certificate, SAWDC meeting	SAWDC	

Tab 3

SUBJECT

Bylaws Revision.

BACKGROUND

See attached Bylaws with recommended revisions from subcommittee.

DISCUSSION

As needed.

EXECUTIVE COMMITTEE ACTION

Vote to approve and send to Council for consideration.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

Vote to approve at December 9 meeting.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

808 W. Spokane Falls Blvd, Room 606
Spokane, Washington 99201-3302
(509) 625-6210/Fax (509) 625-6929
E-mail: admin@wdcspokane.com
Mark Mattke
Workforce Strategy and Planning Director
As of 8/30/06

Bylaws

Article I. Name.

The name of this body shall be the Spokane Area Workforce Development Council, hereinafter referred to as Council, and is established pursuant to Section 117 of the Workforce Investment Act of 1998, P.L. 105-220, hereinafter referred to as the Act.

Article II. Purpose.

It is the responsibility of the Council to provide policy guidance for, and exercise oversight with respect to, activities under the Act for Spokane County in partnership with the elected officials of the City and County of Spokane.

Article III. Members.

Section I. Designation. Members shall be appointed to the Council by the chief elected officials pursuant to criteria established by the Workforce Training and Education Coordinating Board. Members may not delegate alternates to represent them at Council meetings.

Section 2. Terms. Members shall be appointed for terms of up to three years, which shall be assigned on a staggered basis. ~~The terms of all private business members may be renewed one (1) time for a total of up to 6 years of continuous services.~~ Terms may be renewed without limitation in three year increments. Vacancies in un-expired terms shall be filled for the remainder of that term.

Tab 3

Section 3. Right to Resign. Members desiring to resign may do so by submitting his/her resignation in writing to the Chair of the Council.

Section 4. Removal of Members. If a member is absent from three (3) consecutive regular meetings or is absent from fifty (50) percent of regular, scheduled meetings in any calendar year, such member may be removed from the Council. A member may be removed at any time upon affirmative vote of a majority of Council members at any regular or special meeting of the Council. Notice of proposed removal must be given to the member five (5) days prior to the date of the meeting at which such removal is to be voted upon and such notice shall state the reason for removal. Should a member cease to represent the category to which he/she was appointed to fill on the Council through change in status, or otherwise become disabled, ill or unable to perform his/her duties on the Council, such member shall be removed upon recommendation of the Membership and the Executive Committees to the full Council.

Section 5. Indemnification of Members. SAWDC members are indemnified by the City of Spokane for work carried out in good faith on behalf of the Council. The City of Spokane will not indemnify any director, officer, committee member, employee, or agent for: (a) that persons' acts or omissions adjudged to be intentional misconduct or a knowing violation of law; (b) conduct making the person liable for an unlawful distribution; or (c) any transaction in which the person is adjudged to have received a benefit in money, property, or services to which the person was not entitled.

Article IV. Officers.

Section 1. Designation. The Officers of the Council shall be the Chairperson and the Vice-Chairperson.

Section 2. Qualifications. Officers of the Council shall be representatives of the Business sector.

Section 3. Duties of Officers. The Officers shall have the duties prescribed in these bylaws and any other duties delegated by the Council.

Section 4. Chairperson. The Chairperson shall be the principle elected officer of the Council and shall, be subject to the control and approval of the Council, generally supervise and control all of the business and affairs of the Council. He/she shall preside at all meetings of the Council and shall be an Ex officio member, without voting privileges, of all Committees of the Council except the Executive Committee. He/she shall see that all order, policies, and resolutions of the membership are carried into effect. He/she shall sign contracts, grants or other instruments binding the Council that the Council has approved and authorized to be executed. He/she shall establish the agenda for all meetings of the Council. He/she shall perform all other duties and functions, which are assigned to him or her by the Council.

Tab 3

Section 5. Vice-Chairperson. The Vice-Chairperson shall perform all duties and functions as assigned to him or her by the Chairperson or by the Council. In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson. In the event the office of the Chairperson becomes permanently vacant for any reason whatsoever, the Vice-Chairperson shall fill the un-expired term of the Chairperson and shall assume all the duties of such office.

Section 6. Committee Chairs. The Chairperson of the Council, subject to the approval of the Council, shall appoint the chairpersons of all standing or special committees.

Section 7. Elections and Voting. Any member representing the Business sector may run for office. The election of officers shall be conducted at the Annual Meeting. Voting shall be by secret ballot and the results shall be certified by the Membership Committee. A candidate for any office of the Council shall need a plurality of votes cast to be elected to such office. Officers shall assume such office on July 1. A candidate for any office of the Council shall be nominated by the Membership Committee or from the floor at the Annual Meeting. In the event of a tie vote for any office, the Membership Committee shall establish a procedure for declaring a candidate elected. Each member is entitled to one (1) vote. No proxy voting will be permitted.

Section 8. Terms. Officers shall be elected for a one-year term and may have the privilege of succeeding himself or herself for office, but may not serve more than two (2) consecutive terms in the same office. Filling out the un-expired term of an officer shall not be counted for the purposes of restricting succession as provided herein. No officer shall be eligible for re-election to that office until at least two (2) years has elapsed from the conclusion of his/her last term. No person may hold more than one (1) office at the same time.

Article V. Meetings.

Section 1. Regular Meetings. The Council will determine whether to have regularly scheduled meetings or whether to delegate authority to the Chairperson to call meetings as needed. All meetings of the Council are to be open meetings and are subject to the Sunshine Provision of the Act. All notices, agenda, minutes of the last meeting and other pertinent information on items to be acted upon by the Council shall be mailed to the membership at least five (5) days prior to the meeting date. Any member may request that items be placed on the agenda. Each agenda shall include an "Other Business" section which shall be the time when proposals, recommendations and reports from the floor that were not included as specified agenda items may be brought before the Council.

Section 2. Special Meetings. Special meetings of the Council shall be held at the call of the Chairperson or by written notice sent by a majority of the Council members. The purpose of any special meetings must be disclosed in the notice sent to the Chairperson. The notice of the time, place and purpose of any special

Tab 3

meetings shall be sent to the last recorded address of all members at least one (1) week prior to said meeting.

Section 3. Use of Technology or Other Means. The Board of Directors, Executive Committee, standing and ad hoc committees, internal employee committees, and special committees may conduct their business by electronic or conventional means including mail, telephone, fax, computer, email, or other appropriate means if all members have access to the information and/or debate through one or more of the means listed.

Section 4. Quorum. A quorum of the Council shall consist of a majority of the members of the Council. Once established, a quorum shall exist for the duration of the meeting unless the number of Council members in attendance drops below 25% of the membership.

Section 4. Conflict of Interest. ~~A Council member shall not vote or participate as a decision maker in any matter under consideration by the Council regarding the provision of services to be provided by that member or his/her organization or that would provide a direct financial benefit to the member or his/her family. Such prohibition includes the selection, award or administration of a subgrant or contract of WIA funds where there is a conflict of interest. Prior to discussing an issue at a Council meeting, each Council member with a conflict of interest shall so declare and shall not participate in the decision-making process on that issue except to respond as appropriate to questions from the Council.~~

In accordance with the Workforce Investment Act, Workforce Development Council members (WDC), as well as members of the Youth Council, who directly represent, are employed by, or act as consultants to organizations or agencies having business before the Council shall not vote on any matter or issue regarding said organization or agency. Any member having a conflict of interest will declare the conflict prior to any discussion on the matter.

The conduct of personal business between any member or officer and the WDC is prohibited. Business transactions of the WDC in which a member or officer has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of the WDC and that they will not lead to conflict of interest. For the purposes of this policy, a member or officer has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, member of the board of directors, general manager, or principal officer in any such organization. Prior to the start of any negotiations, or consideration of a grant request by the organization, members and officers are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by notifying the Workforce Strategy & Planning Director or an officer designated by the Board to handle such matters. In matters requiring prior approval of the WDC or one of its

Tab 3

committees, the Workforce Strategy & Planning Director or other officer shall ensure that the WDC or committee is informed of the potential for conflict of interest before a vote is taken.

A WDC member or officer with a dual interest in a proposed transaction shall not vote on the matter and shall declare this conflict of interest before entering any discussion of the matter. A WDC member or officer shall not use inside information of the WDC for his/her personal benefit or the benefit of his/her business or organization; or use such inside information or his/her position as a WDC member or officer to the detriment of the WDC. Inside information is information obtained through the individual's position as a WDC board member that has not become public information. If, due to a member's affiliation (private sector, Labor, education, CBO, , etc.), there is a conflicting opinion by that affiliation, not in agreement with the WDC's stance on a particular issue, it is incumbent on the board member to bring that conflicting opinion to the attention of the Workforce Strategy & Planning Director prior to it becoming a public stance. Each member and officer has a "standard of loyalty" duty to place the interests of the WDC foremost in any dealings involving the organization and has a continuing responsibility to comply with the requirements of this section.

Section 5. Majority Vote. A majority vote shall carry any question put before the membership at any membership meeting after the establishment of a quorum.

Section 6. Notice. Notice is deemed given when deposited in the U.S. Mail, faxed or e-mailed to a Council member at his/her last recorded address. Notice may be waived in writing by any member and is automatically waived if the member is present at the meeting.

Section 7. Rules of Order. The parliamentary rules of order as set forth in Robert's Rules of Order, Newly Revised, shall govern at all Council meetings, except where in conflict with these Bylaws.

Article VI. Committees.

Section 1. Appointment. The Chairperson of the Council, subject to the approval of the Council, shall appoint the members of all committees.

Section 2. Designations. The standing committees of the Council shall be as follows:

- A. **Executive Committee.** The Executive Committee shall consist of the Council Chairperson, Vice-Chairperson, Immediate Past-Chairperson, Youth Council Chairperson and up to four (4) additional Council members and shall be chaired by the Chairperson of the Council. The Executive Committee shall be authorized to act on behalf of the Council between meetings and will disclose such actions to the full Council. The Executive Committee will act as the Budget Committee and will determine and monitor budget allocations for

Tab 3

other committees and plan for Council member capacity building activities (i.e. training, conference travel, retreat planning etc). The Executive Committee will also review and recommend changes to these Bylaws as needed, research and develop goals for inclusion in Requests For Proposals, act as steering committee for any ad hoc committees, assist with Request For Proposal and agenda development and provide needed direction between regular meetings as necessity demands. The Committee will focus on strategies formation and implementation processes for the Council.

- B. ~~Membership Committee. The Membership Committee shall be made up of at least three (3) members, who shall be appointed by the Chairperson, subject to the approval of the Council. The Membership Committee will interview and recommend new nominees for membership to the Council, preside over reappointments to new terms for the current membership in accordance with Membership Expectations, subject to the approval of the Council present a slate of proposed officers to the Council annually, and facilitate new member orientation to the council. The Membership will work with the Communication Committee to develop related material.~~

- C. ~~Communications Committee. The Communication Committee shall be made up of members, appointed by the Chairperson, subject to the approval of the Workforce Development Council. The Communication Committee will initiate efforts to raise community awareness of the Workforce Development Council and the Council's activities and work with the Membership Committee on specific recruitment and orientation materials.~~

- D. ~~Budget Committee. The Budget Committee shall be made up of members, appointed by the Chairperson, subject to the approval of the Council. The Budget Committee will determine and monitor budget allocations for other committees and plan for Council member capacity building activities (i.e. training, conference travel, retreat planning etc).~~

- E. Youth Council. There shall be established, as a subgroup within the Council, Youth Council appointed by the Council, in cooperation with the chief elected officials of Spokane City and County. The membership shall include at least four (4) members of the Council with special interest or expertise in youth policy; representatives of youth service agencies, including juvenile justice and local law enforcement agencies; representatives of local public housing authorities; parents of eligible youth seeking assistance under the Act; individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and such other individuals as the chairperson of the Council, in cooperation with the chief elected officials, determines to be appropriate.

Members of the Youth Council who are not members of the Council shall be voting members of the Youth Council and nonvoting members of the Council. The duties of the Youth Council, subject to the approval of the Council, include: developing the portions of the Operations Plan relating to eligible

Tab 3

youth; recommending eligible providers of youth activities; conducting oversight with respect to the eligible providers of youth activities; coordinating youth activities authorized under the Act; and other duties determined to be appropriate by the chairperson of the Council.

Section 3. Special Committees. Special Committees, task forces, or councils shall be designated by the Chairperson to deal with special areas of interest to the Council and to assist in developing more fully its goals and objectives. Generally, they shall be considered advisory, unless authorizing legislation dictates otherwise or the Council prescribes action with the specific areas for which they were constituted when it is not feasible for the Council to meet. The role of special committees, task forces or councils shall be to review and make recommendations to the Council only.

Article VII. Amendment of By-Laws.

These Bylaws, or any part thereof, may be amended at any regular meeting of the Council by a two-thirds vote of the membership, provided that written notice of the proposed change has been submitted to the Chairperson not less than thirty (30) days prior to the scheduled meeting at which they are to be acted upon. Proposed amendments will be distributed to all Council members not less than seven (7) days prior to the meeting.

Article VIII. Allocation of Funds.

The award of grants and contracts to carry out activities under the Act shall be done on an open, competitive basis in accordance with applicable state and federal bulletins, guidelines, policies, regulations, rules and statutes.

The foregoing Bylaws were originally adopted by the Spokane Area Workforce Development Council at the regular meeting held on June 28, 2000, and amended July 25, 2001, November 13, 2002, November 12, 2003, and September 13, 2006, and December 9, 2009.

Tom Fritz, Robert Duron, Chair

Date

Tab 4

SUBJECT

Annual Retreat Planning.

BACKGROUND

See attached Agenda for December 9, 2009 SAWDC Meeting and Retreat.

DISCUSSION

Facilitator via conference call.

EXECUTIVE COMMITTEE ACTION

Develop and approve agenda.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

DRAFT

SAWDC ANNUAL PLANNING RETREAT
DECEMBER 9, 2009
7:30-2:30

Estimated
Time Tab

Business Meeting

7:30 am		Call to Order/Welcome	<i>Robert Duron</i>
7:35	1	Review of September 9, 2009 Meeting Minutes Action Item	<i>Robert Duron</i>
7:45		Re-certification of One-Stops Action Item	<i>Dawn Karber</i>

Retreat

Welcome, Introduce Lindsey Woolsey, Senior Policy Associate for Corporation for a Skilled Workforce, Expectations for Today

Robert Duron

Economic Data
Doug Tweedy – Regional Labor Economist

Lindsey Woolsey

Standing Committee Reports:

- Executive Committee
- Policy Committee
- Membership Committee
- Youth Council
- Services & Oversight Committee

Robert Duron

Alethea McCann

Rich Hadley

John Serben

Joe Tortorelli

Board Effectiveness and Improvement

Lindsey Woolsey

Planning and Discussion

Lindsey Woolsey

2:15 Recap and Summary - Where we are heading

Robert Duron

2:30 p.m. Adjourn

Encl. Minutes
Selected Background Materials

DRAFT

Tab 5

SUBJECT

State Audit Results and Corrective Action Plan.

BACKGROUND

See attached.

DISCUSSION

As needed.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

City of Spokane
Responses to Federal Audit Findings
2008

1. The City did not comply with requirements of its U.S. Department of Housing and Urban Development grant programs.

The City is in the process of further refining our internal controls to ensure program income is used prior to submitting costs for reimbursement, to ensure that the match amount provided by the subrecipient is from an allowable source and is supported by adequate documentation, and to ensure compliance with suspension and debarment requirements.

As the auditor acknowledged in their report, they did not find any areas of questioned costs, or any evidence that grant funds were being used inappropriately.

2. The City did not have adequate controls over its federal Workforce Investment Act (WIA) grants.

The City will establish and comply with internal controls related to allowable costs, cash management and sub-recipient monitoring. The City will also consult with the Washington State Employment Security Department to establish an approved cost allocation plan or begin time and effort documentation of employees being charged to federal grants.

The City will also work with the grantor to remit any interest due on advanced funds, and to establish the appropriate documentation or remit funds for the administrative costs questioned in their report.

Tab 6

SUBJECT

Joint Aerospace Study.

BACKGROUND

The SAWDC will work with the Idaho Department of Labor to conduct a workforce study of the Aerospace industry. Deliverables will include a comprehensive survey of regional employers and detailed report which will guide development of training programs, investment of workforce resource, and career planning.

DISCUSSION

As needed.

EXECUTIVE COMMITTEE ACTION

As needed.

FINANCIAL IMPACT

Cost of survey and preparation of report to be shared with Idaho Department of Labor.

REQUESTED COUNCIL ACTION

None.