



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
DECEMBER 1, 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 June 2, 2009, September 1, 2009, and November 3, 2009 Executive Committee Meeting Minutes <i>Action Item</i>	<i>Robert Duron</i>
	2	RFQ for Cohort-Based Training Update	<i>Mark Mattke</i>
3:30 p.m.		Summer Youth Employment Program	<i>John Serben/ Dawn Karber</i>
		Membership	<i>Rich Hadley</i>
	3	Budget	<i>Mark Mattke</i>
		2009-2010 SAWDC Executive Committee – Annual Planning, Priorities, Measures	<i>Robert Duron</i>
	4	By-Laws	<i>Robert Duron</i>
	5	WTECB Conference Sponsorship	<i>Mark Mattke</i>
4:30 p.m.	6	Agenda for December 9, 2009 SAWDC Meeting	<i>Robert Duron</i>
4:45 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, September 1, 2009, and November 3, 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 – Anne Lockwood – Dawn Karber – Peg Waldron - Assistant
Workforce Strategy & Secretary Youth Program & Director Workforce
Planning Director Development Operations
Manager

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.

Tab 1

TUESDAY, JUNE 2, 2009

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.

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

Tab 1

TUESDAY, JUNE 2, 2009

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 WEX's.

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

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.

Tab 1

TUESDAY, JUNE 2, 2009

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

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.

Tab 1

TUESDAY, JUNE 2, 2009

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.

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, September 1, 2009** at Providence Health Services WA/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
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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.

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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.

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.

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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.

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

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- 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

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

Tab 1

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- Address voting electronically

By-Laws Committee Members appointed by the Chair

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

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
- 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.

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OTHER BUSINESS

None

NEXT MEETING:

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



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

MINUTES WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

TUESDAY, NOVEMBER 3, 2009 – 3:12 PM – 5:02 PM

STERLING SAVINGS BANK

111 N WALL STREET

ANNE LOCKWOOD – RECORDER

MARK MATTKE – EDITOR

MEMBERS PRESENT:

Robert Duron

Brian Read

Beth Thew

MEMBERS Absent:

Frankie Arteaga

Jeff Benesch

Rich Hadley

Julie Meyer

John Serben

OTHERS PRESENT:

Steve Dahlstrom

Kim Orlob

STAFF PRESENT:

Mark Mattke – Workforce Strategy & Planning
Director

Anne Lockwood –Secretary

ITEM #1 – REVIEW OF JUNE 2, 2009 AND SEPTEMBER 1, 2009 EXECUTIVE COMMITTEE

MEETING MINUTES:

Due to lack of a quorum the June 2nd and September 1st, 2009 Executive Committee Meeting Minutes were not approved. ***Vote delayed until the December 1, 2009 Executive Committee Meeting.***

STAFF UPDATE:

Kim Orlob is the WDC's Division Accountant through the City of Spokane. Kim spoke about the accounting issues that have arisen this year.

- The City of Spokane is moving to a new centralized accounting structure.
- Gordon will retire around December 11, 2009.
- Gordon's Accounting III position is downgraded to an Accountant I. Mark and Kim will start Interviews tomorrow for the Accountant I.

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- Peg, Assistant Director for Workforce Development, was ill and retired in October 2009. The retirement left an opening for the Assistant Director for Workforce Development. Dawn Karber, Youth Program and Development Manager, has filled the Assistant Director for Workforce Development, since Peg's illness.

Mark announced Dawn as Interim Assistant Director for Workforce Development November 2, 2009.

If Dawn decides to take the Assistant Director for Workforce Development position, the Youth Program and Development Manager Position will be open.

The Youth Program and Development Manager position was critical this summer because of ARRA funds, but now has become a development role in workforce development. The Youth Program and Development Manager Position can be occupied with a project-based employee.

YOUTH ONE-STOP UPDATE:

Deferred to the November 1, 2009 WDC Executive Committee Meeting.

ITEM #2 – RECERTIFICATION OF CENTER/AFFILIATES:

The WDC Staff took on the responsibility of recertifying the WorkSource Center and Affiliates a couple of years ago. It is now time to recertify the WorkSource Center and Affiliates again.

Mark discussed the WorkSource Center and Affiliates Recertification with the Services and Oversight Committee. The Services and Oversight Committee will take on the responsibility of recertifying the WorkSource Center and Affiliates. The WDC Staff would like to extend an invitation, via e-mail, to the WDC for participation in the recertification process.

The recertification process is an excellent way for a WDC Member to learn about workforce development. The process to include sending out an assessment, going to actual sites, touring sites, recommend or not to recommend recertification

ITEM #3 – BY-LAWS REVISION:

The By-Laws Committee met, went through the By-Laws and recommended changes. The Committee updated membership beyond two years, filling a quorum at the meetings, use of technology, conflict of interest, committees, etc.

The By-Laws will be submitted via e-mail to the WDC Members thirty days before the next WDC Meeting, so the WDC Members can vote on the By-Laws changes at the WDC Retreat.

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TUESDAY, NOVEMBER 3, 2009

ITEM #4 –2009-2010 SAWDC ANNUAL RETREAT PLANNING:

Lindsey Woolsey joined the Executive Committee via telephone.

- Issues discussed:
- Sending out a survey
 - How do we keep everyone engaged
 - How we as an individuals deal with change
 - Scorecard concept
 - See where board thinks they are effective. What does it mean to be an effective board?
- A business meeting from 7:30 am to 8:15 am before the WDC Retreat
- By-Laws vote
- Presenting the ARRA Youth Video
- Review worked accomplished during 2009
- Have a discussion about the idea of change
- Do not have Standing Committee Reports
- Youth funding that went away. Is this an issue?
- We did well, what worked and what do we need to change
- Clear WDC direction
- Set the stage for the recertification
- what the WDC has accomplished
- Guidance on the system services (subrecipient packages) for 2010
- Talk about roles and expectations. Then everyone has a clear understanding of his/her roles as an individual, council and staff.
- Work around 3 or 4 areas of our strategic plan
- Here is what we look like now that the system is it working, do we need to change, what type of change?
- What can you take home to your employer and business
- Work on dropout problem
- Knowing today, what the WDC didn't know then, would you have changed your dot location? Focus on the WDC applying the principles of planning chosen at last years meeting. Did the focus help the WDC?

Agenda Items

- Economic Data
- Standing Committees
- Mark to populate the agenda

ITEM #5 – STATE AUDIT RESULTS:

The Spokane Area Workforce Development Council was audited by the State this year. The audit exposed some issues and the news reported on these issues. The SAWDC is taking steps to make sure these findings do not occur again.

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Please keep in mind:

- Every year the City of Spokane gets a new State Auditor. One auditor might say a procedure is okay and next auditor will say the procedure is not allowable.
- The findings will show up again next year, because of the schedule the State Auditors use.

Some findings are:

- Allowable cost principles:
 - Not getting time and effort documentation to show how the WDC spends its time during the day.
 - The City of Spokane will work with state to come up with an approved state allocation-costing plan. Turn around time possibly by the end of the year.
- Cash management:
 - The SAWDC had cash on hand in excess of our needs. Because we had excess cash on hand, the general fund was receiving interest and we allowed paying interest.
 - The SAWDC is in the process of making sure we are requesting draws more frequently, so we don't need large amounts of cash on hand.
 - Subrecipients are not providing adequate documentation to support the fund requests.
 - The Request for funds from the subrecipients are estimated and rounded up.
- Not receiving adequate documentation on the monitoring of subrecipients.
 - The SAWDC will strengthen our controls when we do monitoring of the subrecipients.

WDC Members were disconcerted to hear about the State Audit findings through the news. The new protocol for issues like these is:

1. Be sure to notify the WDC Members of the issues, before the issues are on the news.
 - a. Provide an internal memo stating the issues, and include talking points for the WDC Members.
 - b. Follow up with a memo talking about how the issues are being addressed.

ITEM #6 – JOINT AEROSPACE STUDY:

The Governors Joint Aerospace study is part of the RIG Grant to conduct asset mapping and planning. The Committee is aligning with North Idaho, around a study for workforce needs in aerospace. The study is to finish up sometime in January 2010.

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TUESDAY, NOVEMBER 3, 2009

WORKFORCE SYSTEM REVIEW:

On August 11, 2009, Governor Gregoire directed Karen Lee, Commissioner of the Employment Security Department and Charlie Earl, Executive Director of the State Board for Community and Technical Colleges, in collaboration with Eleni Papadakis, Executive Director of the Workforce Training and Education Coordinating Board, to conduct a review of the Workforce Development System.

Information will be gathered through conversations with three tiers of participants, an on-line instrument, and research and analysis. Research and analysis will provide a foundation for examining the structure, roles, and responsibilities within the workforce system.

Stakeholder Input will be gathered by engaging statewide associations, local practitioners, and representatives in Olympia. An on-line instrument will also be made widely available to ensure all who wish to comment may do so.

The review will address three aspects of the workforce development system, as defined above. Those are: Strategic Direction, Education and Training, and Operations.

The WDC's concern is the political aspect surrounding this issue. Key stakeholders are vying for a position of the funds in the workforce system.

Mark will work with the Executive Committee to put forth the SAWDC's message.

Possible message:

Working with Olympia is an ideal situation, but not staying local can provide issues of no trust, no local investment, the need to maintain local nimbleness, streamline measures, availability and streamline proprietary information.

501(c)(3) ANNUAL REPORT TO THE SECRETARY OF STATE:

The 501(c)(3) Annual Report to the Secretary of State is due by November 30, 2009. The WDC Executive Committee needs to adjourn their meeting and open the Workforce Foundation to vote in the new officers.

Vote delayed until an e-mail or telephone meeting can be arranged.

OTHER BUSINESS:

None

NEXT MEETING:

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

Tab 1

Tab 2

SUBJECT

BACKGROUND

DISCUSSION

EXECUTIVE COMMITTEE ACTION

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

Tab 2

Tab 3

SUBJECT

BACKGROUND

DISCUSSION

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

Tab 3

Tab 4

SUBJECT

By-Laws.

BACKGROUND

See attached.

DISCUSSION

As needed.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

Tab 4

Tab 5

SUBJECT

BACKGROUND

DISCUSSION

EXECUTIVE COMMITTEE ACTION

FINANCIAL IMPACT

REQUESTED COUNCIL ACTION

None.

Tab 5

Tab 6

SUBJECT

Agenda for December 9, 2009 SAWDC Meeting.

BACKGROUND

See attached.

DISCUSSION

As needed.

EXECUTIVE COMMITTEE ACTION

Approve agenda.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.



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

DRAFT

SAWDC MEETING DECEMBER 9, 2009 THE DAVENPORT – ISABELLA ROOM

Estimated Time	Tab		
7:30 am		Call to Order/Introduction of Guests	<i>Robert Duron</i>
7:35	1	Review of September 9, 2009 Meeting Minutes Action Item	<i>Robert Duron</i>
7:55		Budget for PY09	<i>Mark Mattke</i>
		RFQ for Contract Training Update	<i>Mark Mattke</i>
		Economic Data	<i>Mark Mattke</i>
9:25		Other Business	<i>Robert Duron</i>
9:30 a.m.		Adjourn	
Encl.		Minutes Selected Background Materials	

Tab 7

DIRECTIONS:

Use the **Section Break Types** for the **next tab**:

Go to Insert

Break

Section break Types

Click on next page. (DO NOT USE CONTINUOUS PAGE)

Click ok

Use the **Break Types** for the **same tab** but next page:

Go to Insert

Break

Break Types

Click on page break

Click ok

Change **Tab #s**:

Click on view

Header and footer

Go to header

Go to next section

Click same as previous off

Change Tab #