



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

WDC MEETING
May 9, 2007
Spokane Skills Center
4141 N Regal

Estimated Time	Tab		
7:30 a.m.		Call to Order/Introduction of Guests	
7:35	1	Review of March 14, 2007, Meeting Minutes <i>(vote on approval)</i>	<i>Craig Dias</i>
7:40	2	WDC Local Operations Plan Update	<i>Mark Mattke</i>
	3	Legislative Update – Report from Regional Fly-in to Washington D.C.	<i>Mark Mattke</i> <i>Amy Johnson</i>
	4	Request for Proposals – Site Operator and Program Operator – Provisional Contract Awards	<i>Craig Dias</i>
9:15		Other Business	<i>Craig Dias</i>
9:30 a.m.		Adjourn	<i>Craig Dias</i>
Encl.		Minutes Selected Background Materials	

SUBJECT

Notes from the March 14, 2007 meeting.

BACKGROUND

See Attached minutes.

DISCUSSION

Changes or corrections.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

Vote to approve.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

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MINUTES
SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL
Wednesday, March 14, 2007, 7:30 a.m.
Spokane Skills Center

MEMBERS PRESENT:

Frankie Arteaga	Donna Dalzell	Craig Dias	Robert Duron	Tom Fritz
Steve Hanson	Dennis Holt	Don Howell	Steve Jurich	Craig Lee
Kevin Managhan	Hugh Severs	Steve Dahlstrom		

MEMBERS ABSENT:

Jeff Benesch	Christine Burgess	Ben Cabildo	Liz Collier
Kim Do	Rich Hadley	Bill Kalivas	Julie Meyer
Mike Senske	Beth Thew	Diana Wilhite	Nancy Nelson

OTHERS PRESENT:

Gail Kogle	Dawn Karber-GW	Peg Waldron-WS	Janet Bloom-WS	Nick Hughes-CPS
George Iranon-CPS	Teresa Kutsch-DVR	Lynnae Rutledge-DVR	Jeff Zahir-WS	Christy Doyle-SCC
Margo Rice-Lakeside HS	Christi Harter-Spokane Public Schools-CTE	Mike Nepean-Spokane Public Schools	Telana Mielke-Riverside School District-CTE	Anne Tucker-CCS
Darrell Mihara-SFCC	Scott Oakshott-Freeman HS	John Savage-East Valley School District	Susan Christenson-Fuhrman-Central Valley School District	Cathy Baxter-CCS
Lisa White-Spokane Public Schools-CTE	Pat Knowles-West Valley School Dist.			

STAFF PRESENT:

Mark Mattke-Workforce Strategy & Planning Director	Gordon Gutterud-Accountant	Lori Meakin-Workforce Development Program Specialist	Anne Lockwood-Secretary
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CALL TO ORDER/WELCOME:

Tom Fritz, Chair, called the meeting to order at 8:43 am. Introductions were made we welcomed Lynnae Rutledge, the Director of the State Division of Vocational Rehabilitation and member of the State Workforce Training and Education Coordinating Board, and Teresa Kutsch, Area Supervisor for DVR, to our meeting. Lynnae spoke for several minutes and encouraged our area to continue bringing partnerships together for better customer outcomes. She mentioned new strategies in place including "Work Strides", and community-based learning to help people with skill attainment and connecting to the workplace.

ITEM #1 – REVIEW JANUARY 10, 2007 MEETING MINUTES:

On a motion and a second to approve the January 10, 2007 meeting minutes. Approved. None opposed.

ITEM #2 – WDC STRATEGIC PLANNING

Demand/Decline List:

The area Demand/Decline List was determined complete after staff received feedback from interested members and incorporated the updated information where indicated. The list will now be submitted to the state and published for use in our WDA. It was recommended that Mark forward the updated Demand/Decline list to the state.

Jeff Zahir expressed his thanks that the WDC took an in depth look at the list and modified it to meet our local labor market conditions.

Review Of Strategic Plan:

Staff reported that the Draft Strategic Plan has been finished and will be placed on the website for public comment two weeks before the deadline of March 30. The process for development included meetings with key stakeholder groups from the workforce development system and the WDC. The next step is for the Workforce Training and Education Coordinating Board to review and comment. The final plan is due April 30.

ITEM #3 – STANDING COMMITTEE REPORTS:

One-Stop Team

Mark reported that he is working to complete the RFPs for service delivery and is targeting the end of the month for release. He intends to have the RFPs open for about a month and a Bidders Conference will be scheduled to assist interested parties in learning more about the proposed model. The evaluation of RFPs and award of funds would follow in early May with a July 1 start date for contracts.

There has been no indication yet of this year's formula allocation from the US Department of Labor or the State.

Vancouver Visit

Frankie Arteaga and Mark Mattke visited the One-Stop in Vancouver and met with the management team. They reported that:

- Arbor Employment & Training is the operator – a private company
- Their model for program services has a 400 client to one counselor ratio
- All staff throughout the center work with all customers – “all money is green” is the motto
 - All money that comes into Vancouver is under one code and is considered One-Stop money – not separated by DSHS, Veterans, etc.
- Youth providers are located off site
- They have a well-developed Business Services Team with staff from the Operator and ES serving on it

Public Relations Team

Hugh Severs announced the new website is up and running. Hugh is pleased with the accomplishment of the overall design, the succinctness of the website and the attainment of the goals of engaging the business customer.

The Media Strategy Consultant, Ed Clark, has created several outreach spots and they have been placed on the air at a local radio station coinciding with the launch of the new website. WDC members were able to listen to one of the spots during the meeting and commented favorably.

The next step for the PR Team is to oversee completion of the Youth workforce development website.

Youth Council:

Dawn Karber chaired the March 6th Youth Council meeting in Donna Dalzell's absence and reported that her Connections Committee will be exploring other One-Stops that have youth programs housed at their One-Stop Centers. She will tour different centers and take photographs to share with the Youth Council. Ideas from these visits will be used to help shape the new model for Spokane's One-Stop Center.

Youth Council DVD/CD Team

The DVD/CD Team is making progress on creating the navigation of Workforce Explorer website DVD/CD and will complete it in April. The DVD/CD It will be given to guidance counselors, parents etc. An update on this item will be given at the May 9th WDC meeting.

SAPTAC General Advisory Council

Don Howell, Director of the Spokane Skills Center, presented his Carl D. Perkins Plan for the 2006-2007 School Year as the first such plan for review by the WDC acting as the SAPTAC General Advisory Council.

TAB 1

These funds are designed to give vocational programs more flexibility at the local level. The State develops the plan at the post secondary and secondary levels and forms basis for funds requests through an application process each year. Each school district needs to address the requirements stated in the plan requirements indicating how the funds will be utilized. Many areas use these funds primarily for equipment needs as very little funding comes from the state for this purpose.

Funding amounts range from \$3500 to \$350,000 based upon the size of the schools, and each may spend in different programs. This year Don is targeting the construction, auto technician, and healthcare careers/NAC programs at the Skills Center.

Steve Dahlstrom asked that we be sure to leverage our efforts to serve youth with SAPTAC. Don supports finding new ways to partner and a matrix is being developed of all CTE programs in the area that will help map what is already in place and aid in future planning.

Tom Fritz mentioned that there is a history of businesses making equipment donations and these efforts can be better coordinated to benefit CTE programs.

The SAPTAC Team was introduced to the WDC: Lisa White-Spokane Public Schools/CTE, Scott Oakshott-Freeman, Pat Knowles-West Valley School Dist., Susan Christenson-Fuhrman-Central Valley School District, Cathy Baxter-CCS, Anne Tucker-CCS, Telana Mielke-Riverside School District/CTE, Mike Nepean-Spokane Public Schools, Christy Harder-Spokane Public Schools/CTE, and Margo Rice-Lakeside HS.

SAPTAC representatives thanked the council for this new partnership and hope that together we will have a positive impact on the drop out rate and improve workplace preparation for students.

Steve Dahlstrom brought up the fact that this week is WASL week in Washington and that this topic bears an in-depth inquiry by the WDC. SAPTAC members can educate the council on the facets of this issue.

- Questions include whether maintaining the WASL standards is supported or if these may alienate populations that we are trying to serve and are already having difficulty in school.
- These standards may cause schools to lean away from areas that are very important to the council, e.g., preparing the workforce with the skills to succeed in our economy
- Also, how to help those who do not pass the WASL and are at risk of dropping out of school
- How does the WASL align with our focus on High Skills, High Wages? – mapping the competency needs of our job market with the demand/decline list may help inform our policy and investment strategies
- Financial literacy may also be an important component of our local strategy

At the May 9, WDC meeting Steve would like a report on the impact of the WASL standards in meeting workforce needs and what is being done to help those who don't pass the WASL. Steve also requested that SAPTAC or the Youth Council give periodic updates to the WDC on how these issues are progressing.

On a motion and a second to endorse Spokane Skills Center Carl D. Perkins Plan for 2006-2007 School Year. Approved. None opposed.

Membership Committee

No Report.

Business Solutions

No Report.

ITEM #4 - OTHER BUSINESS:

1. Craig Dias reported on the Manufacturers' Roundtable. They will be meeting on Friday with representatives from the North Idaho Manufacturers' Consortium to address shared issues and learn from each other.
2. Craig also mentioned that the Inland Northwest Aerospace Manufacturers' Consortium (INWAC) has been created and is hosted by the GEG Airport Director Neal Sealock. INWAC has a website funded through Greater Spokane Incorporated, with a "yellow pages" of businesses in the area and a link with "Dream It, Do It". They are also trying to link to 14,000 furloughed workers in Detroit to recruit from their ranks.
3. Forbes Magazine is in town to interview civic and business leaders for a "Best Cities to Live" competition. A number of WDC members are participating in this process and we look forward to Spokane being included as a winner in this competition.
4. Workforce Innovations in Regional Economic Development (WIRED) Grants – The Department of Labor has issued this year's WIRED solicitation and the deadline for submission is April 13, 2007. Each state will be allowed to submit only two proposals, and the Governor will choose which are sent to USDOL for review. Spokane put forward a proposal for consideration that included the manufacturing and healthcare sectors and we anticipate hearing back tomorrow.
5. Mark will assemble a compilation of NAWB information from the February 2007, NAWB trip. Mark recognized those who attended the conference and thanked them for taking the time to go to the other Washington and for their diligence in sharing information, learning from their peers from around the country, and reporting out to the group.
6. Kevin Managhan announced the Pizza, Pop and Power Tools event on May 9, 2007. They are anticipating about 400 middle school age girls to attend. Kevin requested funds to from the WDC to support this event. On a motion and a second to match funds for sponsorship of this outreach event for up to \$3,000. Approved. None opposed.

TAB 1

7. Current bills in the state legislature were discussed. Several are workforce development focused including a drop out prevention bill and a skills-based economic growth bill. Members indicated that updates on legislative activities may be placed in the meeting agendas and, where necessary, emails requesting support for pieces of legislation can be sent to members to obtain the support that is needed for the Spokane workforce. Contact information for the elected officials will also be included in the email. When the session closes, an update on pertinent legislation will be given to the WDC.
8. Angelique notified the WDC that Anne Millane was giving testimony on Educational Service District's leading role in the success of operating the NET. The NET is being profiled as an exemplary drop out prevention and retrieval program statewide.
9. CPS is having its annual graduation ceremony at the Lewis & Clark auditorium on May 3, 2007 at 6:45 pm. Everyone is invited to attend.

ADJOURN:

The meeting was adjourned at 9:05 am.

NEXT MEETING:

The next WDC Meeting will be Wednesday, May 9, 2007, at the Skills Center 4141 N Regal.

SUBJECT

WDC Local Operations Plan Update.

BACKGROUND

See Attached High Skills High Wages Strategies.

DISCUSSION

Regarding purpose and impact of plan.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

Local Plan Subsections and Related State Plan Strategies

	Local Plan Subsections	High Skills High Wages State Plan Strategies
Section I.2 e, f, g	Describe the roles and functions of the one-stop operator	<p>15.3 All staff within a WorkSource Center will function as part of a multi-agency team coordinated by the one-stop operator.</p> <p>15.1 ESD SLT team and WDC Directors commit to an even stronger partnership in overseeing the managing of the WorkSource system.</p>
Section I.3 a, b, c	Implementation of a Demand Driven System	<p>11.4 Develop expertise in the WorkSource System in serving the needs of local employers in key clusters</p> <p>11.5 Identify and support the development of economic clusters that provide a large number of family-wage jobs</p>
Section I.4 a, b	Efficient use of resources and fiscal accountability	<p>15.4 ESD and the WDC Directors should work with WorkSource partner programs toward integrated, not commingled, budgets for WorkSource centers.</p> <p>15.1 ESD SLT team and WDC Directors commit to an even stronger partnership in overseeing the managing of the WorkSource system.</p>
Section II.2	Complete the Partner Participation Matrix	16.6 Pilot collocation of L&I Vocational Rehabilitation Services at WorkSource Centers
Section II.3 a, b	Integration of Core-Services <ul style="list-style-type: none"> • Business Services • Screening and referral of job applicants • Referral Methods 	16.8 Improve coordination of job development and refine referrals.

TAB 2

<p>Section II.3 c, e</p>	<p>Service Integration to Target Populations</p>	<p>12.1 Rapidly link dislocated workers with appropriate employments services and retraining programs.</p> <p>15.1 ESD SLT team and WDC Directors commit to an even stronger partnership in overseeing the managing of the WorkSource system.</p>
<p>Section II.4 b, c</p>	<p>Service Flow</p> <p>Describe assessment of WIA participants</p>	<p>16.3 Mandate increased use of common assessments</p> <p>15.1 ESD SLT team and WDC Directors commit to an even stronger partnership in overseeing the managing of the WorkSource system</p>
<p>Section II.4 c, d</p>	<p>Describe how your area coordinates with community colleges</p>	<p>5.3 Provide WIA Title I resources to help student access and retention, including upfront “bridge” funds</p> <p>5.4</p>
<p>Section II.5 c, d</p>	<p>Youth Services</p> <p>Describe approaches used by WIA funds to support the prevention of dropout or school dropout retrieval</p> <p>Describe the approaches your area will use to implementing the literacy/ numeracy policy</p>	<p>1.2 Expand the Dropout Prevention Initiative to more high schools</p> <p>16.3 Mandate increased use of common assessments</p>
<p>Section III.1</p>	<p>Common measures</p> <p>Identify improvements to integrated business planning, processes and practices to achieve the goals of common measures</p>	<p>16.4 Enhance management information system integration</p>

TAB 2

Section III.2	Management Indicators and Process measures (Supplemental instructions to be sent)	15.1 ESD SLT team and WDC Directors commit to an even stronger partnership in overseeing the managing of the WorkSource system. 15.2 ESD will continue to be the lead organization for developing statewide WorkSource operation policy 15.5 One-stop Center results will be reported using a GMAP approach
Section III.3	Increased use of SKIES.	15.5 One-stop Center results will be reported using a GMAP approach 16.4 Enhance management information system integration 15.2 ESD will continue to be the lead organization for developing statewide WorkSource operation policy

SUBJECT

Legislative Update – Report from Regional Fly-in to Washington D.C.

BACKGROUND

Presentation and attached information from the National Workforce Association and Senator Cantwell.

DISCUSSION

Current federal legislation.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

National Workforce Association



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CANTWELL/COLLINS DEAR COLLEAGUE DEADLINE FOR SIGNATURES EXTENDED TO WEDNESDAY

Washington, DC April 27, 2007 at 3:30 pm Senators Cantwell and Collins have extended the deadline for signatures on their WIA Dear Colleague until May 2nd. While thirty-three Senators have already signed on, Cantwell and Collins are hoping to gather at least ten more signatures and have asked for assistance in securing additional support. The following

is the list of Senators who have signed on to date and other Senators who might be interested in signing if made aware of the Cantwell/Collins WIA Dear Colleague letter. If your home state Senator has not signed on to the Dear Colleague letter, please make his or her labor staffer aware of the importance of signing on to the Cantwell/Collins WIA Dear Colleague letter to the Appropriations Committee. Signors to date

Cantwell,	Obama,
Collins,	Reed,
Dodd,	Webb,
Clinton,	Kohl,
Kerry,	McCaskill,
Lieberman,	Sanders,
Kennedy,	Leahy,
Cardin,	Feinstein,
Wyden,	Casey,
Feingold,	Schumer,
Stabenow,	Durbin,
Mikulski,	Whitehouse,
Levin,	Rockefeller,
Boxer,	Bayh,
Smith,	Warner,
Coleman	Snowe,
Menendez	
Other potential supporters, who have yet to sign on:	
Lincoln (D-AR)	Pryor (D-AR)
Lugar (R-IN)	Biden (D-DE)
Akaka (D-HI)	Baucus (D-MT)
Bill Nelson (D-FL)	Conrad (D-ND)
Salazar (D-CO)	Dayton (D-MN)
Lautenberg (D-NJ)	Landrieu (D-LA)
Enzi (R-WY)	Tester (D-MT)
Johnson (D-SD)	Klobuchar(D-MN)
Bingaman (D-NM)	Sununu (R-NH)
Murray (D-WA)	Roberts (R-KS), and
Nelson (D-NE)	Graham (R-SC)

Thanks for your help!

May is National One-Stop Month

About the National Workforce Association

The National Workforce Association is a membership organization dedicated to strengthening the nation's workforce development system. Formerly called the National Association of County Training and Employment Professionals, NWA is one of the largest of over 23 affiliates with NACo (National Association of Counties). NWA's goal is to: provide expertise and input to federal, state and local elected officials to enable them to make sound policy decisions about the workforce system and promote innovation and excellent performance in locally based workforce programs through conferences, training sessions, publications and peer-to-peer exchanges.

Website: <http://www.nwaonline.org>

The National Workforce Association

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SUBJECT

Request for Proposals – Site Operator and Program Operator –
Provisional Contract Awards

BACKGROUND

See attached proposals.

DISCUSSION

System changes and awards.

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

Allocation of formula funds for PY07.

REQUESTED COUNCIL ACTION

None.

SUBJECT

Committee Reports

BACKGROUND

See attached

DISCUSSION

Information Only

EXECUTIVE COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED COUNCIL ACTION

None.

BUSINESS SOLUTIONS TEAM VISION

The Business Solutions Team was formed in August 2006 in partnership with the Workforce Development Council and local WorkSource System partners. The partners, WorkSource, Career Path Services, Goodwill Industries, Spokane Falls Community College, Spokane Community College, and Educational Service District 101 provide a personalized and customized service approach. The team will provide a business assessment to determine workforce needs, job skills, testing, labor market information and recruitment assistance. On-the-job training, Apprenticeship and Work Experience for job seekers will be available with targeted employers.

The team was tasked with developing a comprehensive marketing plan unique to the needs of local employers. Implementation of innovative employer services, strategies, as well as outreach and marketing will be identified to inform employers and job seekers of our services. Teams have been developed to focus on key industry clusters; manufacturing/aerospace, medical/healthcare, construction/apprenticeship, wholesale trades, and business services.

The Business Solutions team will assist employers in identifying a process for developing a strong workforce in our community. This will improve coordination within workforce and economic development in key economic clusters and will identify appropriate employment services and training programs relevant to specific industries.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

YOUTH COUNCIL

MEETING NOTES

MAY 1, 2007 - 8:30 AM

SPOKANE SKILLS CENTER – 4141 N. REGAL

Members in Attendance:

Andrew Arganbright –Kemper Auto & Home	Donna Dalzell-DVR	Jeff Duncan-SRO	Kathleen Grier-Juvenile Court
Don Howell-Skill Center	Craig Lee-Coffman Engineers	Ashlee Mielewicz-Youth	Alexander Rising-Youth
Judy Cash for Bo Schumacher-CPS	Michael Snediker-Youth	Joshua Strohl-Youth	

Members Absent:

Kathleen Atha-WorkSource	Kim Burnett-Goodwill	Demetrius Bell-Youth	Linda Duncan-Purcell Systems
Natasha, Gomez-Youth	Matt Harold-Youth	Steve Jurich-YMCA	John Krasowski-Youth
Jess Martin-Youth	Kevin Managhan-IEETT	Anne Millane-ESD101	Lyle Moholt-WorkSource
Tina Morrison – Professional Musicians Local 105	Alex Patton-Youth	Danika Schneider-Youth	Angelique Signorelli- ESD101
Matt Spink-Deputy Sheriff	David Sullivan-Habitat for Humanity	Deylene Telles-Youth	Bonnie Wagner-EWU
Lisa White- Spokane Public Schools	Sharee Wilbanks-Youth	Jeff Wolf-Learning for Life	Steven Yackel-Learning for Life

Laura Foust-Job Corps

Staff Present:

Mark Mattke- Workforce Strategy & Planning Director	Dawn Karber- Youth Coordinator	Anne Lockwood - Secretary	Lori Meakin- Workforce Dev Program Spec.	Gordon Gutterud – Accountant
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Call To Order and Introductions: The meeting was called to order at 8:40 am.

Item #1 - Review and Approval of April 3, 2007, Minutes: On a motion and second to approve the April 3, 2007, minutes. Approved. None opposed.

Presentation from YC DVD/CD Committee:

The YC DVD/CD Committee began the creation of the DVD in early December. The concept of the DVD is to introduce youth to the state's labor market and career information website, www.workforceexplorer.com. The DVD will be given to guidance counselors, teachers, parents, and youth in an effort to broaden understanding of the tools available on this website and how it can assist in career planning.

The DVDs will be available in the fall. Plans currently call for 100 DVDs to be produced and distributed, along with 1000 business cards which advertise the website as well.

Item #2 – RFP Evaluation – Youth Program Services:

The RFPs were issued April 3, 2007 for Program Operator and Site Operator. The RFPs are geared toward a comprehensive model where multiple partners may work together to deliver services in the one-stop.

The RFP Program Operator response was from the Spokane Workforce Consortium, a partnership comprised of current service providers. Arbor E&T and Karen Michaelson were eligible to bid but did not respond.

The Youth Council focused on the Program Operator proposal's youth service delivery elements. Staff Cost/Price Analysis indicated that the financial elements of the proposal met the requirements of the RFP. The primary concern expressed by the Youth Council was as to how the providers would provide an even higher level of service with a proposed reduction in staff and funds. Members asked that this question be raised at the SAWDC/Executive Committee meeting on May 3. Other questions dealt with in-school activities and tracking, the referral process for youth providers in and out of the center, alternative hours, customer flow in the Youth service area, and the lack of planning for non-positive exits.

The Youth Council's general recommendation was to approve the proposal and voted to send this to the SAWDC/Executive Committee for their deliberations. Approved. None opposed.

Other Business:

1. The Connections Committee is still meeting and will be coming up with Youth Zone ideas and recommendations for inclusion in the design of the new youth services area at the one-stop.
2. A time frame is being created by the Operations Committee for how and when everyone will move into the One-Stop.
3. Next Wednesday, May 9, 2007 from 10:30 am to 12:00 pm there is a Reverse Job Fair at the Northtown Mall in the Food Court. There is a need for more interviewers to talk with the students who attend.

Adjourn: The meeting was adjourned 10:25 am

Next Meeting: The next regular meeting for the Youth Council will be Tuesday, June 5, 2007, at the Skill Center from 8:30 am – 9:30 am.



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

MEETING EVALUATION

May 9, 2007
Skills Center
4141 N Regal

Please help us assess our Council's effectiveness during this meeting by responding to the following questions.

1. Agenda items discussed were (circle one)

<i>Important</i>					<i>Not important</i>
5	4	3	2	1	

2. How would you have changed today's agenda to make the best use of the Council's time?

3. I received the right information early enough to prepare for the meeting.

Yes No

4 How would you change the information packet prepared for the Council meeting?

5. Did the chair manage the meeting time and discussion well? (Circle one)

Focused					Unfocused
5	4	3	2	1	

6. Any highlights? Suggestion for future meetings?

(Optional)

Name: _____

Call me: _____