



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

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## SAWDC MEETING AGENDA

AUGUST 11, 2010  
LINCOLN CENTER  
1316 N. LINCOLN STREET  
LANDAU ROOM

ESTIMATED TIME	TAB		
7:30 am		Call to Order/Introduction of Guests	<i>Robert Duron</i>
	1	Review of June 9, 2010 Meeting Minutes <i>Action Item</i>	<i>Robert Duron</i>
		PY09 Workforce Investment Act Review	<i>Mark Mattke</i>
		Standing Committee Reports:	
	2	o Executive Committee • Board Certification • Monitoring • Board Assessment Tool	<i>Robert Duron</i>
		o Policy Committee	<i>Mark Mattke</i>
	3	o Membership Committee • Nomination of Vocational Rehabilitation representative <i>Action Item</i>	<i>Rich Hadley</i>
		o Youth Council	<i>Nancy Nelson</i>
		o Services & Oversight Committee	<i>Joe Tortorelli</i>
		Budget Update for PY10	<i>Mark Mattke</i>
	4	Economic Outlook <i>Doug Tweedy, Regional Labor Economist</i>	<i>Mark Mattke</i>
	5	Demand/Decline List <i>Action Item</i>	<i>Mark Mattke</i>
		2011 NAWB Forum	<i>Mark Mattke</i>
		Other Business	<i>Robert Duron</i>
9:30 a.m.		Adjourn	
Encl.		Minutes Selected Background Materials	

# TAB 1

**SUBJECT**

Review of June 9, 2010 Meeting Minutes.

**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

### MINUTES

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL

WEDNESDAY, JUNE 9, 2010, 7:40 A.M. – 9:26 AM

WORKSOURCE SPOKANE

130 S. ARTHUR – SEQUOIA ROOM

Anne Lockwood – Note Taker

Mark Mattke - Editor

#### **MEMBERS PRESENT:**

Frankie Arteaga	Pete Casimir	Steve Dahlstrom	Craig Dias	Robert Duron
Rich Hadley	Machelle Johnson	Jennifer MacKay	Alethea McCann	Julie Meyer
Nancy Nelson	Brian Read	Michael Schelstrate	John Serben	Hugh Severs
Beth Thew	Joe Tortorelli	Todd Turner	Lisa White	

#### **MEMBERS ABSENT:**

Jeff Benesch	Ben Cabildo	Ron Dalla	Donna Dalzell	Steve Jurich
Diana Wilhite				

#### **OTHERS PRESENT:**

Janet Bloom- WorkSource	Carri Callaghan- WorkSource	Dennis Conger- Spokane Skills Center	John Dickson- Dickson Consulting Service	Christy Doyle- Spokane Community College
Bob Everett- WorkSource	Cami Hanson- Career Path Services	Christi Harter- Spokane Public Schools CTE	George Iranon- Career Path Services	Jim Minkler- Community Colleges of Spokane
Heidi Peterson- Next Generation Zone	Kevin Quinn- Aerospace Joint Apprenticeship Committee	Linda Wilson- Spokane Community College		

#### **STAFF PRESENT:**

Mark Mattke- Workforce Strategy & Planning Director	Anne Lockwood- Secretary	Dawn Karber- Assistant Director - Workforce Operations
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# TAB 1

## **CALL TO ORDER/INTRODUCTION OF GUESTS**

Council Chair Robert Duron called the meeting to order at 7:40 a.m.

## **RECOGNITION OF SUCCESS:**

Richard Wayment was laid off in June of 2009. Unable to determine his next step to achieve employment, Richard started by going to WorkSource to discuss UI benefits and other services available and accessed the WorkSource Affiliate at Spokane Community College. He enrolled in the WIA Dislocated Worker program and working with WorkSource Specialist Patty Avey at the college, Richard was able to enhance his engineering background with courses in *Solid Works* and project management, and then worked with Brad Johnson at the WorkSource Center to find a job. Now Richard is working as a design consultant on a three-year contract with more possibilities after the three years. Mr. Wayment stated that “You and your office are to be commended for your work in helping people like me to keep a stiff upper lip and push through adversity, to reach new heights in a society of new adventures and change, that will brighten one’s life if they proceed with faith and humility to accept help and assistance from people like you.”

Kudos to Richard for his accomplishments and the staff at the WorkSource for a job well done.

## **ITEM #1 – REVIEW OF MAY 12, 2010, MEETING MINUTES – ACTION ITEM:**

***Motion and second to approve the May 12, 2010, meeting minutes. Approved unanimously.***

## **ANNOUNCEMENTS**

- Craig Dias shared that Haskins Steel Co, Inc., has been named Runner Up for the Manufacturer of the Year (Midsize Companies) by Seattle Business Magazine. Haskins Steel also is the Winner of the Better Workplace award in the category of Job Training and Advancement presented by the Association of Washington Businesses. In addition, Craig was recognized by Leadership Spokane with the Leadership Trustee Award. Congratulations and thanks to Craig and Haskins Steel for all of their contributions to the citizens and community of Spokane.
- The Spokesman-Review published a headline story about employment opportunities for youth. Heidi Peterson, Next Generation Zone manager, was interviewed and provided the reporter with great background information that helped paint a realistic portrait of the challenges facing youth in our community.

## **WORKSOURCE FACILITY TOUR:**

The SAWDC worked with partners in the WorkSource center to obtain a Framework Initiative grant of \$250,000 from the state in order to aid in service integration efforts and remodel the Center. Also included in the grant were funds for Lean training for all staff. Over \$1M was leveraged through other sources to help fund this 18-month project, which will be completed in the next two weeks. However, the process of transforming how we do business and deliver services is ongoing. All staff have taken ownership of this new business model and goals include eliminating waiting for customers and the use of an outdated computer tracking system, and utilization of daily visual management tools to help keep everyone updated on progress toward reaching outcomes. Spokane will host a statewide summit on the 22<sup>nd</sup> of this month to share lessons learned.

# TAB 1

SAWDC Members toured the facility to observe the streamlining of the Center.

A date for an Open House for the newly remodeled WorkSource Center will be announced later.

## **STANDING COMMITTEE REPORTS:**

### **EXECUTIVE COMMITTEE:**

The Executive Committee is in the process of evaluating the impact of the 2010/2011 budget figures received from the State.

### **POLICY COMMITTEE:**

The new Chair of the State Workforce Board is Cindy Zehnder. Cindy served as Chief of Staff for the Governor and now works as the VP of Governmental Affairs for a law firm and advocates on behalf of the Washington Economic Development Association (WEDA).

Discussions with the Workforce Board have lately concerned:

- The leadership role of the Workforce Board
- Advising the Governor on uses for WIA 10% discretionary funds
- Increasing training capacity at educational institutions
- Cindy Zehnder's vision of the roles of state and local workforce development entities.

### **MEMBERSHIP COMMITTEE:**

Three motions were put before the SAWDC at this meeting – nominations of new members, reappointments of existing members and selection of the 2010/2011 Chair and Vice-Chair of the SAWDC.

### **ITEM #2 – NOMINATIONS AND REAPPOINTMENTS – ACTION ITEM:**

***Motion and a second to approve recommendation to the LEO's for appointment of Dr. Christine Johnson, and Omar Garza to the SAWDC. Approved unanimously.***

***Motion and a second to approve recommendation to the LEO's for re-appointment of Polly Crowley, Robert Duron, Rich Hadley, Beth Thew, and John Serben to the SAWDC. Approved unanimously.***

### **ITEM #3 – ELECTION OF OFFICERS FOR PY10 – ACTION ITEM:**

***Motion and a second to suspend the open floor nomination rules and unanimously accept the rules as put forth. Approved unanimously.***

***Motion and a second to appoint Robert Duron to continue as Chair, and Brian Read to proceed as Vice-Chair for the 2010/2011 (PY10) year. Approved unanimously.***

### **RECRUITMENT:**

Turnover is occurring July 1, 2010. Donna Dalzell will be leaving the SAWDC and has recommended Genie Ybarra as her replacement. Our other esteemed colleagues leaving the SAWDC are Steve Dahlstrom and Jeff Benesch.

These are just a few of the members who have contributed a large amount of knowledge, expertise, and hours spent developing and modifying the local workforce development system into what you see today. Thank you.

# TAB 1

Please forward any business sector recommendations for possible SAWDC Membership to [Rich Hadley](#), [Julie Meyer](#), [Hugh Severs](#), or [Mark Mattke](#).

## **YOUTH COUNCIL:**

A plaque was presented to John Serben, thanking him for two years of service as the Chair of the Youth Council, during which he presided over the successful implementation of the Summer Youth Employment Program and the move to the new location and service delivery model of the Next Generation Zone.

Nancy Nelson will take over as Chair of the Youth Council on July 1<sup>st</sup> and continue developing the vision and adding to the great progress made by increasing the level and quality of youth services over the past several years.

The Youth Council is looking for more SAWDC Members. If you are interested in joining the Youth Council, please contact [Nancy Nelson](#) or [Dawn Karber](#) for more information.

## **SUMMER YOUTH EMPLOYMENT PROGRAM?**

Funding for a 2<sup>nd</sup> Summer Youth Employment Program continues to be discussed in Washington, D.C., as part of various proposed bills. If a decision is made soon the SAWDC might have funding to expand the very small existing program. Summer jobs are urgently needed for youth in Spokane.

## **NEXT GENERATION ZONE:**

The Youth Council is moving forward with the expansion of the Next Generation Zone. Youth have reported high levels of satisfaction with the new Center and partner programs are doing well. A year round GED Program has been set up and the *GoodGuides* mentoring and *YouthBuild* programs are now housed in the Next Generation Zone.

Several Youth Council members and staff will visit Tacoma to tour the Youth One-Stop created by Goodwill. It took three years for the Tacoma Youth One-Stop to come to fruition and the delegation hopes to learn from their experience.

## **SERVICES & OVERSIGHT COMMITTEE:**

The Services & Oversight Committee has been very active the last couple of months through the re-certification process and the RFP/procurement process for program and site operations. Thank you to all who helped review the RFP responses most recently. The committee will be meeting with the awarded Consortium to address some concerns in the RFP response.

The Services & Oversight Committee is looking for additional members. Contact [Joe Tortorelli](#) or [Dawn Karber](#) for further details.

## **ITEM #4 – BUDGET FOR PY10:**

The SAWDC has been working with the providers and the state concerning the PY10 allocations. Youth and Adult funding are down about 14% from last year. Final budget amounts will not be determined until the end of July when carry-in figures come in after grants close out.

The SAWDC is requesting approval from the Council to move forward with the budget numbers as they stand now, and staff will report on updated numbers to the Council at future meetings.

# TAB 1

***Motion and a second to approve the budget as presented by Mark for PY10.  
Approved unanimously.***

**ITEM #5 – DEMAND/DECLINE LIST:**

The Demand/Decline list has been created by the State to help guide where training funds are invested. Each SAWDC Member has expertise in their industry sector and is urged to help in the development of our local list by offering authoritative advice on the need for occupations found in their sector.

The staff is depending on SAWDC Members to review the list and comment on the job activity in their sector, bearing in mind the time it will take to train a person to fill a position.

The Demand/Decline list will be an action item at the August 2010 meeting.

**OTHER BUSINESS:**

1. Janet Bloom, WorkSource Operations Manager, has been instrumental in the development of the WorkSource Center over the past four years. Janet will be retiring June 11, 2010. Janet's contributions were applauded by all present.

**NEXT SAWDC MEETING:**

The next SAWDC Meeting is August 11, 2010, from 7:30 am – 9:30 am, Location TBD.

# TAB 2

## **SUBJECT**

Executive Committee updates.

- Board Certification
- Board Assessment Tool
- Monitoring

## **BACKGROUND**

See attached documents for reference.

## **DISCUSSION**

As needed.

## **EXECUTIVE COMMITTEE ACTION**

None.

## **FINANCIAL IMPACT**

None.

## **REQUESTED COUNCIL ACTION**

Complete the Assessment Tool and return it to SAWDC staff by September 30 for analysis to be presented at October 13 Council meeting.

CHRISTINE O. GREGOIRE  
Governor



STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 753-6780 • www.governor.wa.gov

July 7, 2010

The Honorable Mary Verner  
Mayor, City of Spokane  
808 West Spokane Falls Boulevard  
Spokane, WA 99201

The Honorable Mark Richard  
Chair, Spokane County Commissioners  
1116 West Broadway  
Spokane, WA 99260

Dear Mayor *Mary* Verner and Commissioner *Mark* Richard:

Thank you for your application for certification of the Spokane Area Workforce Development Council (Council). The Workforce Training and Education Coordinating Board reviewed the membership composition of the Council using state and federal criteria. Based on its favorable recommendation and my own review, I am pleased to approve your request.

In filling future vacancies on the Council, I encourage you to make appointments that reflect the community at large in terms of gender, race and ethnicity, and disability. This will further enhance the Council's ability to meet the needs of those it serves. I also encourage you to appoint business members who represent key economic sectors in your region.

I look forward to the continued success of the Spokane Area Council as it works to enhance the delivery of workforce development services for job seekers and businesses.

Please relay my best wishes for success to all Council members.

Sincerely,

Christine O. Gregoire  
Governor

cc: Mark Mattke, Director, Spokane Area Workforce Development Council  
Cindy Zehnder, Chair, Workforce Training and Education Coordinating Board  
Karen Lee, Commissioner, Employment Security Department  
Eleni Papadakis, Executive Director, Workforce Training and Education Coordinating Board



# TAB 2

## Spokane Area Workforce Development Council

### Self-Assessment

Please review each item. Using a scale of 1-5, with 5 = SAWDC effectively addresses, and 1 = need to address better, rate each item based upon your knowledge of the work of the SAWDC. Mark "Don't Know" for those items you are unsure of our work or impact in the relevant area.

<b>Function/Roles List</b>	<b>Scale 1-5: 5 = high, effective; 1 = low, needs work</b>	<b>Don't Know</b>
<i>Builds/Transforms One-Stop/Workforce Development System for economic growth/shared prosperity... Our Council:</i>		
<ul style="list-style-type: none"> <li>• <i>Focuses on the <b>system</b> and not just WIA programs/funds</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Has an agreement with the One Stop Operator to clarify roles</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Has established a workforce development system vision</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Has communicated the workforce development system vision to the community</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Charters/evaluates One Stop Centers using Baldrige or other continuous improvement tools</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Has established One Stop system measures</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Has provided guidance for service integration among all partners</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Establishes criteria for performance expectations across all programs and funding sources</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Publishes performance outcomes/report cards for programs/funding sources</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Ensures the continuous improvement of the workforce system</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Publicizes goals/outcomes as accountability devices for local programs and selves</i></li> </ul>		
<b>As the Central Point of Workforce Intelligence for the Community... Our Council:</b>		
<ul style="list-style-type: none"> <li>• <i>Has identified key industry clusters</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Has shared the key industry clusters within the community</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Has created community service asset/resource maps</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Identifies current and future employer requirements</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Identifies current and emerging labor force skills</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Identifies gaps between employer requirements and labor force skills</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Identifies gaps in services</i></li> </ul>		

# TAB 2

<b>Function/Roles List</b>	<b>Scale 1-5: 5 = high, effective; 1 = low, needs work</b>	<b>Don't Know</b>
• <i>Identifies gaps in funds</i>		
• <i>The community sees the Council as the “go to” place for workforce intelligence</i>		
• <i>Has created and shared state of the workforce reports</i>		
<i>Addresses Community Workforce Issues ... Our Council:</i>		
• <i>Creates WIB strategic plans</i>		
• <i>Creates WIB Budgets</i>		
• <i>Has identified community workforce development issues</i>		
• <i>Helps community create a community plan</i>		
• <i>Coordinates <b>community</b> workforce development system budgets</i>		
• <i>Focuses all partners services/resources towards system issues/needs</i>		
• <i>Bases program decisions on current/emerging labor force and market information</i>		
• <i>Looks at what needs to get done and finds funds to do what is needed versus determining what to do based upon existing funds</i>		
• <i>Ensures the Memorandum of Understanding (MOU) includes how the partners will focus their funds to assist in addressing key community workforce issues.</i>		
• <i>Diversifies funds beyond WIA</i>		
• <i>Mobilizes private sector resources to meet needs and fill gaps</i>		
• <i>Identifies current resources to address gaps between employer requirements and labor force skills</i>		
• <i>Works in partnership with economic development and community development agencies</i>		
• <i>Promotes lifelong learning opportunities to employers and labor force</i>		
<i>Engages Partners... Our Council:</i>		
• <i>Has identified the key “movers and shakers” in the community</i>		
• <i>Connects with all of the key “movers and shakers” in the community</i>		
• <i>Treats economic development as a primary customer</i>		
• <i>Brokers services</i>		
• <i>Facilitates community groups</i>		
• <i>Convenes community players</i>		

# TAB 2

<b>Function/Roles List</b>	<b>Scale 1-5: 5 = high, effective; 1 = low, needs work</b>	<b>Don't Know</b>
• <i>Has the One Stop perform outreach to stakeholders</i>		
• <i>Links websites with economic development and community partners</i>		
• <i>Develops joint marketing materials</i>		
<i>Aligns Services with Workforce Intelligence...Our Council uses our local workforce intelligence to:</i>		
• <i>Determines which types of business and job seeker customers should be targeted for service</i>		
• <i>Determines what services should be offered</i>		
• <i>Ensures that service methods meet customer needs</i>		
• <i>Integrates assessment and data-driven career counseling into services strategies</i>		
• <i>Articulates assessments and certifications to the requirements of the next level of education and employment</i>		
• <i>Ensures that services are integrated across partner agencies</i>		
• <i>Includes continuous improvement of the workforce system as a priority in the system vision</i>		
• <i>Includes continuous improvement in documents such as RFPs, service provider contracts, One-Stop Center business plan instructions, One-Stop Operator agreement</i>		
<i>Board Infrastructure Management...Our Council</i>		
• <i>Has the key community movers and shakers as its members</i>		
• <i>Continually develops its membership</i>		
• <i>Has a Council member succession plan</i>		
• <i>Engages Local Elected Officials (LEOs) in our work</i>		
• <i>Takes a continuous improvement approach to its work</i>		
• <i>Has an empowered chief executive and staff</i>		
• <i>Develops a Council strategic plan</i>		
• <i>Organizes Council work around the strategic plan</i>		
• <i>Establishes goals for itself</i>		
• <i>Forms committees based on the goals</i>		
• <i>Creates effective and motivating meeting agendas based on the Council's goals</i>		
• <i>Has changed the meeting agenda items from a program to a workforce improvement focus</i>		

(Materials adapted from presentation at National Association of Workforce Boards 2009 Forum  
By Richalene (Ricki) M. Kozumplik | AHA Consulting | Peru, IN)

# TAB 2

## WorkSource Standards & Integration Division Summary of Policies Under Development As of May 21, 2010

Policy	Status	Subject Matter Experts
<b>Memorandum of Understanding</b> Establishes minimum standards for the development and updating of local Memoranda of Understanding (MOUs), and ensures clarity and specificity for partner programs that are part of the MOU.	Posted/Effective July 1, 2010	Lisa Nisenfeld, Jordana Barclay, Patrick Baldoz, Mark Mattke, Michael Kennedy, Anthony Wright, Lynnae Rutledge,
<b>Complaint Policy</b> Sets standards to assist any WorkSource customer interested in filing an initial complaint to any partner in a WorkSource site. Directs applicable programs to maintain and make available complaint policies.	Posted/Effective Date: July 1, 2010	Held phone conference meetings open to all WDCs
<b>One Stop Operator</b> Provides direction to the Workforce Development Council (WDC) and its designated One-Stop Operator(s) and informs partners in the local WorkSource system of operator roles, responsibilities and accountability which will align with their local WIA/Wagner-Peyser Operations Plans, the Integration Framework, Washington Works and other system integration policies and partnership agreements. Includes minimum standards for WDC-Operator Agreement clarity of roles and responsibilities; bi-annual review; and conflict resolution.	Posted/Effective Date: July 1, 2010	Jordana Barkley, Amy Persell, Jennie Weber, Anne Goranson, Frankie Arteaga, Ken Kelnhofner, Sandy Miller, Tom O'Brien, Patrick Baldoz, Linda Nguyen, Doric Olson
<b>WorkSource Initiative Framework</b> Describes the WorkSource Initiative Framework's expectations for the delivery of high quality services and the roles and responsibilities of partners in the WorkSource System. Commences the development of a series of service delivery policies and standards.	Posted/Effective Date: October 5, 2009	Jordana Barkley, Amy Persell, Jennie Weber, Anne Goranson, Frankie Arteaga, Ken Kelnhofner, Sandy Miller, Tom O'Brien, Patrick Baldoz, Linda Nguyen, Doric Olson
<b>Priority of Veterans &amp; Eligible Spouses</b> Sets minimum standards for basic employer/business services and integrated approaches among partners to maximize responsive solutions to match employer skill needs with qualified applicants, and to align job order development with the skills profile of job seekers at a site.	Posted/Effective Date: October 30, 2009	Chip Kormas, Ken Kelnhofner, Sandy Miller, Ignacio Marquez, Oscar Trevino
<b>WorkSource Initiative Integrated Front End Services</b> Provides guidelines and standards for delivering a minimum, consistent level of system defined front-end services through WorkSource centers and, as applicable, affiliate sites.	Posted/Effective Date: July 1, 2010	Jordana Barkley, Amy Persell, Jennie Weber, Anne Goranson, Frankie Arteaga, Ken Kelnhofner, Sandy Miller, Tom O'Brien, Patrick Baldoz, Linda Nguyen, Doric Olson, Mark Mattke
<b>Employer/Business Services Policy</b> To provide policy and standards for delivering a minimum set of coordinated services to businesses by WorkSource partners in a workforce development area.	Posted/Effective Date: July 1, 2010	Lisa Nisenfeld, Sue Ambler, Michelle Mann, Tony Wright, Frankie Arteaga, Jenie Weber, Kathy DiJulio
<b>Menu of Jobseeker Services</b> To provide guidelines and standards for a consistent, minimum, menu of services available to job seeker customers through WorkSource Centers and, as applicable, affiliate sites.	Posted/Effective Date: July 1, 2010	Gary Smith, Marlena Sessions, Alex Kosmides, Sandy Crews, Doug Loney, Kelly Lindseth, Brian Humphrey

# TAB 2

Policy	Status	Subject Matter Experts
<p><b>One Stop Assessment</b> Provides guidelines and standards for delivering a minimum, consistent level of assessments through WorkSource centers and affiliate sites.</p>	Sent out for an additional 10 day final review since Aspects of the Skills Development Services policy were incorporated	Marlena Sessions, Michelle Mann, Dave Petersen, Sandy Miller, Brian Kanes, Christy Doyle, Darlene Molson, Donna Miller-Parker, Ann Goranson, Frankie Arteaga, Beth Blanchard
<p><b>Skills Development Services</b> To provide direction and standards focused on giving the customer the opportunity to identify their current skills, receive a tailored set of potential tools and services to address skill needs, and use acquired skills in finding employment.</p>	Incorporated aspects of Skills Development Services policy within the One Stop Assessment Policy; Sent out for 10 day final review	Gary Smith, Marlena Sessions, Alex Kosmides, Sandy Crews, Doug Loney, Kelly Lindseth, Brian Humphrey
<p><b>One-Stop Performance Measures</b> Provides standards to measure the combined accomplishments attained by partners and service providers through the WorkSource service delivery system.</p>	Held 5 <sup>th</sup> SME meeting on May 21, 2010	Steve Frazier, Terry Westmark, Jordana Barkley, Eu-wanda Jenkins, Sandy Miller, Anne Goranson
<p><b>Common Customer</b> Directs local Councils to provide ongoing planning and review of local service delivery strategies that involve the participation of a wide range of partners, so that WorkSource customers receive a range of value-added services which assist the customer to achieve his/her ongoing employment objectives.</p>	4th SME meeting scheduled for May 28 <sup>th</sup> .	Mike Kennedy, Steve Frazier and Marlena Sessions, Sandy Miller, Eu-Wanda Jenkins, Dot Fallihee.
<p><b>Resource Sharing Agreement</b> Identifies standards for cost sharing funds or in-kind resources through agreements among partners, which address infrastructure and other common system costs agreed to locally. Aligns with the MOU partner agreements which outline partner participation and sharing of costs for a locally sustainable WorkSource</p>	Delayed until 2nd iteration of system policies	Michelle Mann, Min Song, Mary Jane Vujovic--Brell

## Color Coding:

Denotes Policy Completed

Denotes Policy Being Finalized

Denotes Policy in Development

# TAB 3

## **SUBJECT**

New member nomination.

## **BACKGROUND**

The Council currently has an opening for a representative from Vocational Rehabilitation. Geneva Ybarra, a Program Specialist with the Spokane office of the Washington State Division of Vocational Rehabilitation has been nominated by the agency to serve on the SAWDC in this position.

## **DISCUSSION**

Information regarding the new candidate is attached below.

## **EXECUTIVE COMMITTEE ACTION**

None.

## **FINANCIAL IMPACT**

None.

## **REQUESTED COUNCIL ACTION**

Vote to nominate Geneva Ybarra and send to the Local Elected Officials for approval and appointment to the SAWDC.

## GENEVA YBARRA

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702 Irene Pl      Cheney WA 99004      (509) 235-1597      ybarrag@hotmail.com

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### Education

Warden High School  
Big Bend Community College

### Experience

#### Program Specialist 3

Division of Vocational Rehabilitation

May 2010 to present

Implements a variety of programs with statewide impact and manages multiple cooperative agreements and collaborative relationships with other service providers. Assists the Area Manager in implementing the American Indian Policy 7.01 Program, Supported Employment Program, and High School Transition Program, and trains DVR staff and partners in these specialized program areas. Serve as an integral member of the Area's leadership team. Develops and leads pilot projects to test service delivery innovations for division-wide replication. Conducts specialized activities and responds on behalf of the Area Manager to implement a wide range of the program functions. Represent the Area Manager and make presentations at a variety of community meetings and events, including meetings with disability community groups, partner service providers, vendors, employers, and other stakeholders. Provide research, information and recommendations to assist the Area Manager in addressing complex issues. Prepares and analyzes monthly and bi-monthly performance reports for the Area Manager to present to the DVR Field Services Administrator and DVR Statewide Management Team. Manages staff development activities required for employees to achieve proficiency in Motivational Interviewing skills.

#### Administrative Assistant 4

Division of Vocational Rehabilitation

January 2005 to May 2010

Assist Area Manager in managing 15 offices. With delegated authority, perform higher level administrative duties in support of the Area Manager, Area Supervisors and field staff by performing varied administrative and support duties which require flexibility and attention to detail. Duties also include, researching, analyzing, and compiling necessary background information to assist the Area Manager in responding to a wide variety of complex issues and meeting all deadlines. As principal support to the Area Manager, responds through verbal and/or written communications to a wide variety of inquiries. Responsibilities require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall agency goals and objectives.

#### Rehabilitation Technician

Division of Vocational Rehabilitation

July 1984 to January 2005

Rehabilitation Technician for three (3) Voc Rehab Counselors. Assisted counselors in maintaining caseloads of customers with disabilities.

#### Clerk-Typist 3

DSHS/Moses Lake Community Services Office

October 1981 to July 1984

Clerical support for Child Protective Services Caseworkers and backup to Human Resource Assistant.

### Related Training

Human Resource Management; Asset Management (inventory); Public Disclosure; Clerical Update; Word 6 Basics; Windows/Desktop; Personnel-payroll procedures; Administrative support; Basics of Supervision; Leadership & Supervisory Skills for Women; Assertiveness training; Excel Basics.

### Organizations

Hispanic Professional Business Association

# TAB 4

**SUBJECT**

Economic Outlook.

**BACKGROUND**

Regional Labor Economist Doug Tweedy will update the Council regarding current economic conditions and provide his forecast.

**DISCUSSION**

As needed.

**EXECUTIVE COMMITTEE ACTION**

None.

**FINANCIAL IMPACT**

None.

**REQUESTED COUNCIL ACTION**

None.

# TAB 5

## **SUBJECT**

Demand/Decline List.

## **BACKGROUND**

The attached Demand/Decline list with ratings of occupations found in our local labor market is the result of feedback received from Council members, community stakeholders, and data from the state Labor Market and Economic Analysis office. This list will be used by customers throughout the workforce system to guide career planning and also in the determination of eligibility for various program resources, including Unemployment Insurance Training Benefits and WIA.

## **DISCUSSION**

As needed.

## **EXECUTIVE COMMITTEE ACTION**

None.

## **FINANCIAL IMPACT**

None.

## **REQUESTED COUNCIL ACTION**

Vote to approve.