



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

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## MINUTES SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL Wednesday, January 9, 2008, 7:30 a.m. Spokane Skills Center

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### **MEMBERS PRESENT:**

Frankie Arteaga	Jeff Benesch	Peter Casimir	Polly Crowley	Ron Dalla
Donna Dalzell	Nancy Nelson	John Serben	Hugh Severs	Dixie Simmons
Beth Thew	Lisa White			

### **MEMBERS ABSENT:**

Ben Cabildo	Liz Collier	Steve Dahlstrom	Craig Dias	Kim Do
Robert Duron	Tom Fritz	Rich Hadley	Steve Jurich	Bill Kalivas
Craig Lee	Kevin Managhan	Julie Meyer	Mike Senske	Diana Wilhite

### **OTHERS PRESENT:**

Janet Bloom-WS	Shannon Booth-WS	Susan Christenson- CVSD	Chuck Elmore-WS	Christi Harter- SPS CTE
Lynda Evans-WS	George Iranon-CPS	Eric Loewe-SNEDA	Darrell Mihara- SFCC	Anne Millane- WS
Mike Nepean-SPS	Scott Oakshott- Freeman School Dist	Mollie Patshkowski- WS	John Savage-EVSD	

### **STAFF PRESENT:**

Mark Mattke- Workforce Strategy & Planning Director	Gordon Gutterud- Accountant	Dawn Karber- Youth Program and Development Manager	Anne Lockwood- Secretary	Lori Meakin- Workforce Development Program Specialist
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### **CALL TO ORDER/WELCOME:**

The meeting was called to order at 7:46 am. Introductions were made.

### **TAB #1 – REVIEW JUNE 12, 2007 MEETING MINUTES:**

Due to lack of a quorum the June 12, 2007, September 12, 2007 and December 12, 2007 minutes were not approved. The June 12, 2007, September 12, 2007 and December 12, 2007 minutes will be done via e-mail vote.

## **WDC TACTICAL AND STRATEGIC PLANNING**

### **ONE-STOP SYSTEM UPDATE – SELF SUFFICIENCY CALCULATOR DEMO**

The self sufficiency calculator is a new statewide online tool developed for use that assists individuals in determining actual costs of living in local areas and the concomitant wages necessary for self sufficiency. The self sufficiency calculator tool is provided free to all customers and can be used by anyone with internet access. The tool allows customers to input actual expenses and wages and also determines eligibility for assistance such as work supports and tax credits and links to resources.

The calculator may be used to help customers conduct a comprehensive review of their finances and determine the income level needed to reach self sufficiency. This will then inform career plan development with or without assistance from our workforce development system staff.

The Business Solutions Team is using the self sufficiency calculator tool now in order to provide businesses with information on the wages needed to live in Spokane, which may assist in retention and recruitment strategies.

WorkSource staff and case managers will be trained on the use of the tool by March 1, with the ultimate goal to also make available throughout the system, at affiliates, and in secondary and post secondary institutions.

### **WIA PROGRAM UPDATE – PERFORMANCE REPORTS – CAMI HANSON**

The partnership at the WorkSource Center is proceeding well as cultures and policies from the different providers are blended, and it will probably take another year to completely settle in. The partnership reviewed procedures, identified where changes were needed, and worked on implementing new business practices. Also, new staff coming on board has required additional training.

WIA program performance reports indicate improvement but at a slower than anticipated rate. Adult and Dislocated Worker are not meeting enrollment targets and funds are under expended. Expenditures shortfalls exist in the On-the-Job Training (OJT) category, based in part upon a change over to utilizing the Business Solutions Team for sourcing these activities. This new procedure simplified our process from the business perspective but has slowed down the development of these opportunities for program participants. 43 OJTs are in place at this time with a Center goal of 240.

The lack of layoff events over the past year and robust economy has reduced inputs into the Dislocated Worker program. Recruiting efforts include advertising in the Inlander and the Spokesman and continuing to promote our programs to customers accessing the WorkSource center and throughout the community. Reemployment Services conducts presentations to dislocated workers early during their claim and Claimant Placement Profile is working to identify companies that are laying off people.

Customer flow in the center is being analyzed and changed to ensure that everyone receives services appropriate for their level of job readiness. If customers need services prior to WIA they are referred to other providers and resources. Balancing services between the 1<sup>st</sup> and 2<sup>nd</sup> floors is also being addressed so that customers do not fall through the cracks as they transition from one to the other.

### *Next Generation Zone Performance Report*

The Next Generation Zone on the second floor of the One-stop is experiencing an increase in youth customers and is conducting more marketing to serve additional 16-21 year old core service customers. Staff and management are working together to develop new services at the NGZ, including changing the orientation, creating a series of youth-focused workshops on topics such as fiscal literacy and interviewing. The Next Generation Zone will then conduct a mass mailing to youth with information on the workshops available.

The WorkSource Center will have more of these types of reports as the year progresses.

### **TAB #2 – LEGISLATIVE REPORT – BUDGET UPDATE:**

The legislative agenda for the Washington Workforce Association is called “Three Steps to a Brighter Future”, and has three elements – Achieve More with Existing Training Resources, Grow the Middle Class, and Save our High School Students. These 3 steps have been adopted by the 12 Washington State WDAs and WWA will bring this agenda to legislators in an effort to better familiarize them with our workforce development system’s priorities. Greater Spokane Incorporated has included the first two steps in their state legislative agenda this year as well.

SAWDC members are asked to provide their business logo which will be put on the legislative agenda to demonstrate businesses’ support of these priorities. No sponsorship funds are needed. The WWA and WDCs’ goal is to further legislation that supports these priorities and appropriate funds to advance our efforts.

### **FEDERAL BUDGET LEVELS**

All WDCs are going to see large cuts in WIA funds as a result of the \$250,000,000 nationwide rescission. These funds will be taken from dollars already allocated and from future budget allocations, if necessary.

USDOL has not yet released the final amounts to state and local areas, but estimates at this time point to approximately \$325,000 will be taken back from the Spokane Area WDC. Reserve funds may help mitigate the impact locally, and it is hoped that current subrecipients will not have funds taken back that result in negative impacts on program participants or staff.

The FY09 budget is also shaping up to present additional cuts to WIA, based upon the state of the economy at the time the formula is applied. However, the lag time in the downturn of economy and the response from the federal government usually translates into increases arriving in the year following the first signs of the economic downturn. If larger scale layoffs occur in our region there is also the option of applying for National Emergency Grants to assist transitioning workers.

### **STANDING COMMITTEE REPORTS**

#### **TAB #3 - EXECUTIVE COMMITTEE:**

- a) NAWB Conference - the Executive Committee invites board members to learn more about the workforce development system through professional development opportunities such as state and national conferences.

The National Association of Workforce Boards Annual Conference is coming up in February and if members would like to attend, please contact Anne at the WDC. This conference is a good way to get up to speed and will provide new members with new ideas and help our area stay abreast of current practices and trends. This conference is highly recommended and there are funds budgeted to support our attendees.

- b) On February 4, the WDC will host Eleni Papadakis, Executive Director of the Workforce Training and Education Coordinating Board, and Nancy Pringle, Assistant Commissioner of the Employment Security Department's Division of Employment and Training. This visit is part of an effort by senior state leadership to tour all the WDCs and discuss accomplishments and challenges. Eleni and Nancy are interested in learning more about some of the innovative initiatives this WDC has undertaken. WDC members are invited to participate in a meeting from 1:45 pm to 3:00 pm at GSI.

#### PR COMMITTEE

##### WEBSITE AND MEDIA STRATEGY UPDATE

The Workforce Development Council website is complete and the Youth Council website is close to wrapping up. Radio spots are being developed and press releases are being sent to inform the public about recent successful grant awards.

#### TAB #4 – YOUTH COUNCIL:

##### a) BY LAWS REVISION:

The Youth Council has realigned their goals with the WDCs strategic plan and has reviewed their committee structure and Bylaws. In the past, the Youth Council has not come to the WDC to vote on the Youth Council Bylaws but is asking for endorsement to ensure our planning and structures support the WDC's vision. Please review and at the March 12, WDC meeting this will be an action item.

- b) There will be a Youth Council retreat next Tuesday, January 15, 2008. The Youth Council will be working to sharpen their vision and mission to correspond with the WDCs, including the Youth Council's committee work.

#### TAB #5 – MEMBERSHIP:

There was not a quorum at the meeting so a vote via e-mail will be conducted on the continuing reappointment of Donna Dalzell, Beth Thew, and Jeff Benesch as WDC members.

#### TAB #6 – BUSINESS SOLUTIONS:

The Business Solutions Team (BST) is using a cluster strategy and actively visiting area businesses, associations and partnerships to determine their workforce needs and help create solutions.

One of the new focus areas of the Business Solutions Team is in utilization of apprenticeships as training and recruiting mechanisms and educating business that apprenticeships are applicable to industries beyond traditional construction occupations. The Business Solutions Team is coordinating an apprenticeship/construction job fair to take place next month and Kathy Atha is the contact for this fair.

The Business Solutions team is working closely with WIA program staff to create and place participants in OJTs.

### **SAPTAC UPDATE: MIKE NEPEAN**

- a) Public comment is being solicited to help shape the state career and technical education plan.

Washington State is deciding on how to spend federal dollars designed to improve the quality of and expand access to the state's career and technical education programs. It is important that the State hears from employers, labor organizations, educators, parents, students, and community organizations regarding the state's five-year Perkins plan. A written comment can be sent by Jan. 16, 2008 to: Terri Colbert, program manager, Workforce Training Board, PO Box 42495, Olympia, WA 98504; or by email to [tcolbert@wtb.wa.gov](mailto:tcolbert@wtb.wa.gov).

Career and technical educational (CTE) programs are courses that provide individuals with the knowledge and skills needed to prepare for careers in current or emerging employment sectors. CTE programs are usually geared towards careers that do not require a baccalaureate or higher degree to be successful.

- b) The pre-apprenticeship website is up and running. Mark Mattke and the Construction Skill Panel identified the need for a career coordinator position to assist with the pre-apprenticeship programs in area high schools and help with the website. The career coordinator position has been funded and the Construction Skill Panel will be interviewing applicants this Thursday, January 17, 2008.
- c) There is a need to recruit teachers for career and technical education. The lack of qualified teachers and substitute teachers is impacting our community and this could create a situation where Career and technical educational classes disappear.

### **TAB #7 – OTHER BUSINESS**

1. Action Items –
  - a. Send company logos to Anne to help demonstrate support for the WWA legislative agenda.
  - b. E-mail Anne if interested in attending the NAWB Conference in February.
  - c. Send Anne your corrected Demand/Decline Lists.

### **ADJOURN:**

The meeting was adjourned at 9:30 am.

### **NEXT MEETING:**

The next WDC Meeting will be Wednesday, March 12, 2008 at the Spokane Skills Center, 4141 N. Regal.