



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## MINUTES

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL

Wednesday, December 9, 2009

Davenport Hotel

Anne Lockwood – Note Taker

Mark Mattke - Editor

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### **MEMBERS PRESENT:**

Frankie Arteaga	Jeff Benesch	Peter Casimir	Polly Crowley	Steve Dahlstrom
Ron Dalla	Donna Dalzell	Craig Dias	Robert Duron	Rich Hadley
Machelle Johnson	Alethea McCann	Julie Meyer	Nancy Nelson	Brian Read
Michael Schelstrate	John Serben	Hugh Severs	Dixie Simmons	Beth Thew
Joe Tortorelli	Lisa White	Diana Wilhite		

### **MEMBERS ABSENT:**

Ben Cabildo	Steve Jurich
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### **OTHERS PRESENT:**

Paul Warner – Communications Consultant	Kodi Meador – Communications Intern	Kim Orlob – Accountant, City of Spokane	Lindsey Woolsey – Corporation for a Skilled Workforce
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### **STAFF PRESENT:**

Mark Mattke- Workforce Strategy & Planning Director	Machelle Hughes - Accountant	Anne Lockwood - Secretary	Gordon Gutterud – Accountant	Dawn Karber- Youth Program & Development Manager	Lori Meakin- Workforce Development Program Specialist
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### **ITEM #1 – REVIEW OF SEPTEMBER 9, 2009 MEETING MINUTES:**

***Motion and second to approve the September 9, 2009, Meeting Minutes. Approved unanimously.***

### **ITEM #2 – BYLAWS – AMENDMENTS:**

The SAWDC Bylaws have not been updated for several years and a subcommittee of the Council conducted a thorough review and made several recommendations for changes to be made. Revisions included indemnification of members, use of technology for meetings, mandatory committees, and conflict of interest.

An e-mail of the proposed amendments to the Bylaws was sent to the membership in advance of this meeting.

***Motion and a second to accept the changes recommended by adding the parenthetical language after elected officials to define they are the Mayor of the City of Spokane and Chair of the Spokane County Commissioners. Approved. None opposed.***

**ITEM #3 – 2010 POLICY AND ADVOCACY AGENDA:**

The Policy Committee presented an agenda designed to guide Council involvement in state and federal legislation. The committee recommends advocating on behalf of represented stakeholders' interests, including K-12 and post secondary education and business.

***Motion and a second to accept the public policy and advocacy agenda. Approved none opposed.***

**RE-CERTIFICATION OF ONE-STOPS/AFFILIATE SITES:**

Certification of one-stops is a key responsibility of the SAWDC and the purpose is to ensure services are being delivered that meet the expectations of the Council and the needs of the community.

Four sites applied for certification this year – WorkSource Spokane, the comprehensive center; as well as three affiliate sites located at Goodwill, Spokane Falls Community College, and Spokane Community College. The Certification Team will begin visiting sites December 10, 2009. Once the all the sites have been visited the Certification Team will make recommendations to the SAWDC. An electronic vote by the full SAWDC will occur at the end of December and certificates to qualifying sites will be awarded at the February 10, 2010 SAWDC Meeting.

The One-Stop/Affiliate Site Certification process is an opportunity for members to become better acquainted with the infrastructure and partners within the local workforce development system.

Thank you to the Certification Team – Joe Tortorelli, Mike Schelstrate, Althea McCann, Robert Duron, John Serben, and Machel Johnson for their commitment to completing this important work of the Council.

**ITEM #4 – NOMINATION OF JENNIFER MACKAY:**

Jennifer MacKay has been nominated by the Spokane Regional Labor Council to join the SAWDC as a Labor Representative.

***Motion and second to present Jennifer MacKay's name to the Mayor and Chair of the County Commissioners for formal appointment to the SAWDC. Approved. None opposed.***

**OTHER BUSINESS:**

1. Gordon Gutterud, SAWDC Accountant is retiring this week and was presented a plaque thanking him for 37 years of service to the City and its citizens.

**NEXT SAWDC MEETING:** The next SAWDC Meeting is February 2010, from 7:30 am – 9:30 pm.