



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

808 W. Spokane Falls Blvd ♦ Room 606 ♦ City Hall ♦ Spokane, WA 99201-3302
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MINUTES SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL Wednesday, September 12, 2007, 7:30 a.m. Spokane Skills Center

MEMBERS PRESENT:

Frankie Arteaga	Liz Collier	Peter Casimir	Collier, Liz	Donna Dalzell
Rich Hadley	Don Howell	Mike Senske	Kevin Managhan	Nancy Nelson
Hugh Severs	Beth Thew			

MEMBERS ABSENT:

Jeff Benesch	Ben Cabildo	Craig Dias	Kim Do	Robert Duron
Tom Fritz	Steve Jurich	Bill Kalivas	Craig Lee	Julie Meyer
Serben, John	Diana Wilhite			

OTHERS PRESENT:

Janet Bloom-ES	Judy Cash-CPS	Susan Christenson-CVSD	Christy Doyle-SCC	Michele Harris-GW
Christi Harter-Spokane Public Schools	George Iranon-CPS	Anne Millane-ESD101	Mike Nepean-Spokane Public Schools	Scott Oakshott-Freeman School District
Margo Rice-Lakeside High School	John Savage-East Valley School District	List White-Spokane Public Schools	Matt Miller-Mead School District	Dan Butler-Mead School District
Scott Friedman-Lakeside High School	Dixie Simmons-CCS	Allen Skoog-Cheney Public Schools	Mollie Patshkowski-WorkSource	Jim Minkler-CCS
Pat Knowles-WVSD				

STAFF PRESENT:

Mark Mattke-Workforce Strategy & Planning Director	Gordon Gutterud-Accountant	Peg Waldron-Assistant Director of Workforce Operations	Dawn Karber-Youth Involvement Coordinator	Anne Lockwood-Secretary	Justin Davis-Intern	Noritsu Lantimo-Intern	Lori Meakin-Workforce Development Program Specialist
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CALL TO ORDER/WELCOME:

The meeting was called to order at 7:38 am.

ITEM #1 – REVIEW JUNE 12, 2007 MEETING MINUTES:

Due to lack of a quorum the June 12, 2007 minutes were not approved. The June 12, 2007 minutes will be moved to the December 12, 2007 agenda.

ITEM #2 – WDC TACTICAL PLANNING:

2a. One-Stop System Update

Moving all service providers into the One-Stop has shifted more staff to direct service delivery and reduced overhead costs. Planning and conducting the move itself were time consuming but good participation from all partners facilitated its success.

A WorkSource Partner Leadership Team has been created to resolve operational issues that arise in the day to day workflow. Also, a WIA Team was created involving adult, dislocated worker, and youth program staff. Tasks taken on by this team include the development of forms and center policy and recommended areas of training for everyone. The Next Generation Zone has been established for youth services at the Center.

Recertification

The existing certification of the One-Stop and Affiliate sites will expire September 30, 2007. The design of the application for Re-Certification of the One-Stop and affiliate sites is complete and the application has been e-mailed to the One-Stop and affiliate sites with a request for a response in two weeks. The onsite visits will be the last week in September.

The Council also discussed examining what kind of footprint we want for One-Stop and affiliate sites in our system. The WDC needs to engage others to apply for site certification that brings the most value to the system.

2b. One-Stop Center Update

In the August GMAP Presentation the dislocated worker & youth enrollment was below plan. An action plan to increase the enrollments and meet the goals for this year was put in place by the Program Operator. Factors which may have played a role in missing the target include a reduction in the amount of dislocations due to a strong economy, as well as a labor market where worker shortages causes less difficulty in transitioning from one job to another.

ITEM #3 –DEMAND DECLINE LIST:

The Demand/Decline list is up for review and amendment. When looking over the list we need to be cognizant of the higher paying jobs in this area and make sure our list supports training for these occupations. At the same time helping to guide individuals into training that supports new industries we are trying to grow. The clusters we are targeting are Business & Professional Services, Healthcare, Construction, Wholesale Trade (Transportation & Logistics), and Manufacturing,. Jeff Zahir is going to conduct a survey by cluster and identify the higher paying jobs.

Jeff Zahir is exploring the use of an interactive program that helps develop the Demand/Decline list.

ITEM #4 – EXECUTIVE COMMITTEE:

The Executive Committee has examined the need for changes to be made in the Bylaws of the organization, which have not been updated since 2000. The Council may benefit from a change in the committee structure which engages the members in support of the primary work of the Council – strategic planning, initiative and budget development, performance and service delivery, etc.

Also in question is the length of terms for WDC members. It is in the interest of the Council to retain experienced members who have gained familiarity with the workforce development system, rather than limiting their terms to only two and losing a depth of knowledge that will be extremely difficult to fill.

PR-Website and Media Strategy Update

The Public Relations Team has not met over the summer and the team is recruiting new members to continue the PR and marketing work of the WDC.

Please forward to Anne articles on market trends in your industry, events news, and workforce changes in business to be added to the WDC website.

Youth Council

There is a need for additional business leaders from the WDC to join the Youth Council.

The Youth Council seeks to create better linkages with other entities in our community that assist youth in setting and reaching their goals. A Youth Council Strategic Planning session will be held in the coming months to identify priorities, goals, and objectives for the next year.

SAPTA

The Spokane Area Professional Technical Association (SAPTA) is seeking further guidance from the WDC in the area of strategic and operations planning to meet its statutory requirements. The Youth Council will work with SAPTA to determine what they need to remain in compliance and advise the WDC as to their role. SAPTA will be put on the Youth Council's agenda for their next meeting so this issue can be discussed.

Next Generation Zone

There is an Open House at the WorkSource Center, 130 S Arthur, 2nd Floor Youth Center on September 19, 2007, from 2:30 pm – 4:30 pm. There will be dignitaries speaking from 3:00 pm – 3:30 pm. Employers have been invited for a Job Fair and there will be door prizes for participants.

Our Media Strategy Consultant, Ed Clark, has started a radio campaign for the Open House on 96.9 WIRED.

Youth Website

The first page of the website has been completed. WDC Intern Noritsu Lantimo will be creating a group to help develop website content.

Item #5 – Membership:

Introductions and welcomes for our new members were made. Pete Casimir from DSHS, and John Serben, Fidelity Investments (American Medical Response).

Rich Hadley discussed the attributes of each of the candidates applying for membership. However, due to lack of a quorum the vote for membership of Polly Crowley, Steve Dahlstrom, Dixie Summers, and Ron Dalla was re-scheduled to an email vote to the WDC.

Item #6 – Business Solutions:

The Business Solutions Team reports progress in using a cluster strategy to guide their employer contacts and provide workforce development consulting services to meet their human capital needs.

Item #7 – Other Business

1. The Workforce Strategies Conference will be from November 13th to November 15th. This has created a conflict with the November 14th WDC Meeting. It was decided that the November 14th WDC meeting would be canceled, as there will be a retreat in December.
2. The WDC Retreat is December 12, 2007 for half a day. The Retreat will have an opportunity to review progress in our system and plan for 2008. Please save the date.
3. The Employment Security Department has asked the WDC to make a decision as to whether we will re-locate the One-Stop in 2009. A One-Stop Site Selection Committee will be formed to respond to this issue and develop an answer by October 8, 2007. Mark will be e-mailing the WDC members for recruits.

ADJOURN:

The meeting was adjourned at 9:30 am.

NEXT MEETING:

The next WDC Meeting will be Wednesday, December 12, 2007, at the Glover Mansion.