



SPOKANE WORKFORCE COUNCIL

<p>MEETING MINUTES SPOKANE WORKFORCE COUNCIL EXECUTIVE COMMITTEE</p>	<p>March 16, 2023 Meeting held via Zoom</p>
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MEMBERS PRESENT:

Kelley Charvet
Robert Duron
Commissioner Josh Kerns
Steven MacDonald (designee for Mayor Woodward)
Tina Morrison
Christina Vigil Gross
Dan Evans
Ron Valencia (designee for Comm. Kerns)

MEMBERS ABSENT:

Derek Tyree
Diana Wilhite
Mayor Nadine Woodward

OTHERS PRESENT:

Angeles Diaz Jimenez, SAO
Alisha Shaw, SAO
Tara Alfano, SAO
Jane Wilko, SAO

STAFF PRESENT:

Mark Mattke
Dawn Karber
Jeanette Facer
Kevin Williams

Jessica Clayton
Amber Atwood

Chair Kelley Charvet called the meeting to order at 11:00 a.m. with a quorum of members present.

ITEM #1 - REVIEW OF MEETING MINUTES

Kelley Charvet - Board Chair

Review of December 22, 2022, Meeting Minutes.

Action: Motion and Second to approve. Approved unanimously.

ITEM #2 - State Auditor's Office – Exit Conference

Angeles Diaz Jimenez, Assistant State Auditor

Jeanette introduced Angeles Diaz Jimenez, Alisha Shaw, and Tara Alfano from the State Auditor's Office to discuss the financial audit reports and summary audit results for the July 1, 2021-June 30, 2022, year. There were no reported deficiencies in internal control or material weakness. No instances of noncompliance that were material to the financial statement of the council. It was reported that there were no uncorrected misstatements or material misstatements. In the Federal Grant Compliance Audit results for July 1, 2021 – June 30, 2022, there were also no significant deficiencies in internal control or material weaknesses and no instances of non-compliances needing to be reported.

Major Programs Selected for Audit:

- COVID-19 Community Development Grant
- WIOA Cluster – Adult Program
- WIOA Cluster – Youth Program
- WIOA Cluster – Dislocated Worker Formula Grants

A summary schedule of prior audit findings was also reported, and SWC took corrective action. The finding from the previous fiscal year was fully corrected and is included in the full audit report.

The next audit will be in 2023 and will include accountability for public resources, financial statements, and federal programs. An estimated cost for the next audit has been provided in the exit packet.

Staff and board members expressed their thanks to SWC Division Executive for Finance, Jeanette Facer, for her diligence, professionalism, and expertise in managing the complex fiscal operations of the SWC and the sterling results of this year's annual audit.

ITEM #3 – DRS COMPLIANCE REVIEW

Jeanette Facer – Finance Director, SWC

The Washington Department of Retirement Systems, which is the governmental state benefit plan that our organization pays into on behalf of our employees, conducted an audit and reviewed 2 years of submissions from the SWC and came back with recommendations. There was one issue found by this audit and the SWC will need to go back and recapture the compensation that was missed for one employee, including the employee contribution. The resolving of this issue is still ongoing. It is anticipated that SWC will be responsible for up to \$6,000.

ITEM #4 – SWC ADMINISTRATIVE OFFICES LEASE RENEWAL

Dawn Karber – SWC COO

Dawn reported that the SWC office lease will expire in June 2023. A new lease will need to be signed in July of 2023 to renew for 3 years to remain in the 140 S Arthur space.

Action: Motion and Second to approve lease renewal. Approved unanimously.

ITEM #5 – GRANTS AND CONTRACTS

Mark introduced Jessica Clayton, Division Executive-Development & Program, who gave an overview of the grants and funding sources that staff are seeking approval to receive and the intent for use of those funds.

Economic Security for All – Federal and State

The Federal Economic Security for All fund increase that was approved by the board at February's board meeting was raised by an additional \$5,395, bringing the total award to \$786,096.64. The SWC intends to allocate these funds to the consortium for direct client costs. This is just an update for the committee and is below the threshold to require a vote.

The SWC has also received \$48,340 in additional dollars from the Economic Security for All State funding. These dollars must be spent by June 30, 2023. Other state workforce boards were unable to spend this money, so it was reallocated to the SWC. SWC intends to allocate the full amount to Career Path Services to directly support clients.

Rapid Response Funds

The SWC anticipates receiving \$74,602 additional Dislocated Worker funds from the Rapid Response fund that the state holds in reserve every year in case funding is needed to respond to major business failures. The funds breakdown is \$67,142 in program funds and \$7,460 in administration funds. The SWC is still deliberating where the funds will be spent, so is seeking approval to bring in the full amount and subcontract up to the full amount of the program funds to the WorkSource Consortium.

Action: Motion and Second to accept \$48,340 in State EcSA funds and \$74,602 in Rapid Response Dislocated Worker funds and subcontract them as stated. Approved unanimously.

ITEM #6 – ACTIVITIES AND UPDATES

Mark Mattke - SWC CEO

- SWC Employee Handbook Revisions
 - Job title changes
 - New Position Added
 - Adjustments to remote work policies
 - Economic Security for All Expansion – State Legislative Session
 - Governance Review & Changes to interlocal agreement compliance
 - Local workforce boards need to update legal and governance documents.
 - Resource Center of Spokane County lease is up for renewal in May 2023
 - City was the original leaseholder.
 - The building owner will not lease to SWC, will only lease to government entities.
 - Spokane County is current leaseholder.
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Kelley Charvet adjourned the meeting at 11:47 a.m.

The next Executive Committee meeting will be held via Zoom from 12-1:30pm on April 27, 2023

ADDENDUM

Employment Recovery Dislocated Worker Grant – Increase Award

This board approved a \$160,000 increase to our ERDWG grant at the February full council meeting. After we submitted our application materials, the state reached out to us to ask if we would be willing to take more funding that they were having challenges allocating. Because all funds must be expended by June 30, 2023, we decided we were only able to absorb an additional \$55,350 and keep the funds at our level for administration in order to expend them by June 30. These funds will offset expenditures of Dislocated Worker funding, allowing us to have a slightly higher carry-in of DW funds into the next program year to help shield us from federal cuts. This grant began in 2020 with an award of \$1,028,933. This final modification will bring our final award to \$2,210,224, more than double the original award. Spokane's ability to deploy and effectively expend these funds has resulted in multiple opportunities to extend and expand the project, and it has truly been an incredible source of funding to respond to the COVID Emergency, as it was intended.

EXECUTIVE COMMITTEE ACTION

Vote to authorize the SWC to accept \$55,350 in Employment Recovery Dislocated Worker Grant funds from Employment Security Department and subcontract up to the full amount to Career Path Services.

FINANCIAL IMPACT

Addition of \$55,350 to the PY22 operating budget.

Action: Motion passed with 7 members responding, 2 absent.