

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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WORKFORCE DEVELOPMENT COUNCIL AND REGIONAL BOARD MEETING

September 22, 2016 at 12 noon
Spokane Airport Ramada Inn

AGENDA

1. Introductions
2. Approval of agenda **Action item: 1 motion**
3. Approval of May 26, 2016 minutes **Action item: 1 motion**
4. Regional Board Report **Action item: 1 motion**
5. Chairman's report **Action item: 1 motion**
6. Quality Assurance report
7. Administrative Committee report
8. Director's report
9. Labor Market Economist report
10. WorkSource report
11. Local Plan Update
12. Old business
13. New business

Next meeting: December 8th, 2016

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WORKFORCE DEVELOPMENT COUNCIL AND REGIONAL BOARD MEETING SPOKANE, WA May 26, 2016

Attendance:

WDC: Bill Clemens, Scott Habenicht, Teresa Kutsch, Jennie Weber, Kathy Covey, Jerry Anhorn Jr., Jeff Koffel, Ken Maestas, Steve Stahl, Tessa Wicks, Kim Witt, Deana Zakar

Regional Board: Scott Hutsell, Jim Jeffords, Art Swannack, Mike Talbott

Contractors and Guests: Ajsa Suljic, Jenny Martin, Doug Loney, Nathan Strege, Don Dashiell

Staff: Rod Van Alyne, Dayna Brown

Bill Clemens brought the meeting to order at 12:33 p.m. and introductions followed.

Bill Clemens called for a motion to approve the Agenda and the December 10, 2015 meeting minutes.

Kathy Covey made a motion to approve the agenda. Jim Jeffords seconded the motion. The motion passed

Scott Hutsell made a motion to approve the February 25, 2016 meeting minutes. Kathy Covey seconded the motion. The motion passed.

Regional Board Chairman's Report

Scott Hutsell thanked all the Regional Board members for signing and returning the Inter-Local Agreements. Scott thanked the members for adopting the resolutions.

The following members' terms on the council will expire at the end of June: Bill Clemens, Leslie Druffel, Teresa Kutsch, Kenneth Maestas, Butch Van Dyk, Jennie Weber, and Deana Zakar. The WDC by-laws allow for members to serve multiple terms, but require letters of continuing support from the original nominating entity. Scott stated that Rod will be talking to the members to determine their intent and will be contacting the nominating entities to seek letters confirming their support. Scott said he will be able to reappoint them to the board on the behalf of the Board of commissioners when the letters are received.

Chairman's Report

Bill Clemens reported that at the last WDC meeting in February, he stated that there were a number of vacancies on the four committees. He thanked the members that have agreed to participate and reported that all committees now have at least four members. Bill mentioned that the ideal size for each committee is five members, and there are still a few open spots available if anyone would like to participate. The time commitment is about 30 minutes per quarter, typically two weeks prior to the WDC meetings.

Quality Assurance Committee Report

Teresa Kutsch reported that the Quality Assurance Committee met on May 17th to review the service providers' performance for the program year 2016. Teresa stated that the first page of the Monthly Contractor Report contains the raw data and the following pages have bar charts to reflect the numbers from the first page. Teresa explained that Chart A, the percent of planned registrants for the year was on track for the service providers. She noted that though Rural Resources Adult program looks to be behind, they are actually on track for where they want to be in their plan. The Federal Entered Employment chart shows that the program completers who went to work after receiving services was above target for each of the providers. Teresa explained that the third chart shows the 6-month average earnings for the people who went to work is very close to target for Rural Resources and Blue Mountain Action Council Adult programs, above target for Walla Walla ESD Dislocated Worker and below target for Colville ESD Dislocated Worker, but are fine for this point in the program year.

The first graph on Chart B shows the Youth finishing the program after gaining a degree or certificate was on target for BMAC and below target for Rural Resources. Teresa explained that there is always a significant increase in the fourth quarter when students graduate from high school. The Youth Placement in Employment or Education rate is very good at this time for both service providers. The Literacy / Numeracy chart shows that Blue Mountain Action Council is below target but Rural Resources is above target so the Eastern Washington Partnership as a whole is doing well for that measure.

Teresa reported that in WIOA, the WDC's are required to increase attention to the issues that affect people with disabilities. The Quality Assurance Committee will review the progress on WorkSource services to people with disabilities including the accessibility to programs outside of the Division of Vocational Rehabilitation as well as the accessibility of the self-service options in the sites. Teresa will include this information in future Quality Assurance reports. Scott Hutsell asked if there would be a chart included in the Monthly Contractor Report for the disability information. Rod answered that that is the hope, but it depends on the reporting capabilities.

Administrative Committee Report

The service providers, Kathy Covey, Jennie Weber, and Doug Loney excused themselves from the meeting at 12:43 p.m. Bill Clemens reported that the WDC had issued two requests for proposals (RFP's) for the WIOA Adult and Dislocated Worker programs for the coming two years beginning July 1, 2016. The first RFP covered the four northern counties: Ferry, Stevens, Pend Oreille, and Lincoln. The second RFP was for the five southern counties: Whitman, Asotin, Garfield, Columbia and Walla Walla. On May 12th the Administrative committee met to review the RFP's.

The council contracted with Marty Wold to serve as the RFP Coordinator. Marty led the discussion on the proposals. Rural Resources and ESD WorkSource Colville submitted a joint proposal for the four northern counties and Rural Resources, Blue Mountain Action Council and ESD WorkSource Walla Walla submitted a joint proposal for the five southern counties. Bill said that the committee discussed and ranked each proposal separately. The committee agreed that the proposals were well-written and that the service providers have demonstrated their capacity to deliver the programs in a manner that meets the requirements of the RFP.

Scott Habenicht asked if there were any other bids received. Bill said that there weren't. Bill stated that based on the scores, the administrative committee recommends that the WDC and Regional Board approve the award of Adult and Dislocated Worker contracts for the northern counties to Rural Resources and ESD and approve the award of Adult and Dislocated Worker contracts for the southern counties to Blue Mountain Action Council, Rural Resources and ESD, in accordance with the formula allocations issued by the Employment Security Department when the allocations become available.

Art Swannack made a motion for the Regional Board to approve the recommendations of the Administrative Committee to award a contract to Rural Resources to provide adult services and a contract to Employment Security Department to provide dislocated worker services in the northern four counties and to award contracts to Blue Mountain Action Council and Rural Resources to provide adult services and a contract to Employment Security Department to provide dislocated worker services in the southern five counties. Mike Talbott seconded the motion. The motion passed.

Scott Habenicht made a motion for the Workforce Development Council to approve the recommendations of the Administrative Committee to award a contract to Rural Resources to provide adult services and a contract to Employment Security Department to provide dislocated worker services in the northern four counties and to award contracts to Blue Mountain Action Council and Rural Resources to provide adult services and a contract to Employment Security Department to provide dislocated worker services in the southern five counties. Jeff Koffel seconded the motion. The motion passed.

Scott Hutsell expressed his thanks to Marty Wold for being diligent and doing an excellent job on the RFP.

The service providers returned to the meeting at 12:47 p.m.

Director's Report

Rod reported the strategic plan was submitted to the State and Workforce Training Board on May 2nd. The original timeline identified May 23rd as the date comments would be returned to the local areas. A notice has gone out to the local areas that they were delaying sending comments and will be extending the deadline for areas to submit the plan to the State for Governor approval to June 17th. Rod stated that when feedback is received he will get it out to the Board and the Executive Committee will meet and approve the Strategic plan at that time.

Ken Maestas made a motion to change the process to approve the Strategic plan at an Executive Committee meeting. Scott Hutsell seconded the motion. The motion passed

Rod informed the board that a monitoring team from ESD was on site in Colville in April. The team looked at administrative controls, time and effort, procurement, financial reporting, cash management, cost allocation, budget controls, and personnel. The team reviewed six youth files for program eligibility and supportive services and to verify that policies and procedures were followed as well as nondiscrimination and equal opportunity requirements were met. There were no issues identified and the team was helpful to give technical assistance for WIOA. Kathy Covey asked if the administrative entity was audited. Rod explained that Rural Resources is the administrative entity and under goes an independent audit. The monitoring team reviews the outcomes of the audit as well as the fiscal policies to make sure that the WDC is following what the council expects.

Rod reported that the WDC has received the allocations and permission to release the funds for the Youth program, and the preliminary allocation amounts for the Adult and Dislocated Worker programs. The funding came in as an increase of approximately 20%. The increase comes from the State receiving an increase and from the work that Tom O'Brien had done last year with the allocation model that helped some counties in our area bounce back from the reductions they saw last year. Rod explained that Walla Walla took a big hit in allocations last year and this year the additional funding will help replace that.

Rod reviewed the performance measures for WIOA. He explained that there is a broader focus with WIOA. WIOA replaced WIA, and has retained and amended the Adult Education and Literacy Act, the Rehabilitation

Act of 1973, and Wagner-Peyser. Rod said that everyone will be counted on the same measures. Entered Employment is now measuring employment in the 2nd quarter, Wage will be measured as median wage in the 2nd quarter, and Retention will be measuring people that are working in the 4th quarter after exit. There is a new Employer measure that will be measuring employer satisfaction. Art Swannack asked how median wage will be measured; Rod said that the median wage is the one in the middle and his understanding is that they will list out all of the wages and the one that is in the middle will be that wage achieved. Rod also stated that it will be a challenge to track the measure.

Rod informed the board that there is a new contract with DVR for Pre-Employment Transitional Services. In the program, youth will go through internships and workplace readiness training including learning how to fill out job applications and resumes, interviewing and work maturity skills. They will go through a 55 hour internship that will be evaluated by the employer. Scott Hutsell asked what age group will be served; Rod answered that it is for 16 to 21 years old. One of the stipulations will be that the participant will need to have an IEP or 504 plan. Deana Zakar asked when this will start; Teresa said it is ready to start now. Rod mentioned that the YouthWorks grant has been renewed, it is to provide internships to primarily out of school youth. The projects are in Walla Walla and Clarkston and will work mostly with opportunity students which are youth in drop out re-engagement programs that are self-paced and designed to keep students on track to graduate.

The One-Stop Operator and WorkSource Center certification will be coming up soon, Rod mentioned that by the next meeting we will be voting on those. Sector panels will start soon. There will be a health skills panel and a manufacturing panel.

Regional Economist Report:

Ajsa Suljic, Regional Economist with Employment Security, presented the labor market report. Ajsa reported the unemployment rates are trending down, jobs are being added which aids in the changing unemployment rate. Labor force is in slow growth, which could be an indication of confidence in the state as well as our nine counties. Ajsa said it has taken almost five years to recover to pre-recession labor force numbers. All counties are seeing growth. Ferry County has the highest unemployment, but is gaining the labor force back quickly. Employment for Eastern Washington for all industries has grown faster than Washington State as a whole.

Ajsa stated that the top industries are government, manufacturing and healthcare. Healthcare has grown by 5.1% in Eastern Washington. There is a large gap at this time for labor market supply and demand in healthcare and social assistance occupations, there is a large demand and the need for workers is great.

Ajsa's full PowerPoint presentation can be accessed at: <http://ewpartnership.org/reports>

WorkSource Report:

Jennie Weber stated that there is no dashboard data available at this time, WorkSourceWA had a soft-launch on May 3rd, with over 500,000 job seeker records migrating to the new system.

Doug Loney presented information on the new system, WorkSourceWA. There is a customer site and a staff site. As with all large scale launches, there are a few hiccups, but it is moving forward quickly. Doug said one of the benefits of the system is the two sites are able to talk to each other in real-time. Doug explained that customers first need to set up a Secure Access Washington account, it is user friendly and linked to other services that customers may need like being able to renew a driver's license or purchase a fishing license.

Doug walked the council through the dashboard on the website. Customers are able to create and store their resumes and cover letters, making it easy to apply for jobs they find on the site. Customers can sign up for

workshops or classes in their area along with using a budget calculator and other resources to aid in their job search.

There is improved job listing, resume search, and candidate screening function for employers. Doug said the State verifies each employer to ensure that fake businesses aren't set up, that process can take up to 2-3 days. WorkSourceWA is a good tool for small businesses or large companies.

Old Business:

None

New Business:

Scott Hutsell said he went to Tom O'Brien's retirement party in April, it was very well attended and Tom is well thought of and respected.

Jerry Anhorn announced that they were awarded \$150,000 for twelve new PLC trainers in Clarkston.

Rod announced the next meeting will be held on September 22, 2016.

The meeting adjourned at 1:54 p.m.

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Executive Committee Meeting

June 13, 2016

11:30 a.m.

(By Teleconference)

Members in attendance: Bill Clemens, Scott Hutsell, Scott Habenicht, Teresa Kutsch, Jennie Weber, Jim Jeffords

Staff in attendance: Rod Van Alyne, Dayna Brown

Rod opened the meeting by informing the committee that the purpose of the meeting is to approve the Strategic Plan for submission to the Governor. Rod said that the Workforce Board has a meeting scheduled for June 22nd to approve local plans and make a recommendation for the plan to be approved by the Governor.

Rod stated that he has been working with Terri Colbert from the Workforce Board to go over the suggested changes to the original plan that was sent in and went through a summary of the changes. On page 13 of the Plan, it was suggested to clarify that the WDC is prioritizing healthcare and manufacturing for Sector Partnership. On page 41, the State Board asked who makes up the cross-regional leadership team with Spokane. Rod clarified that it will be staff from each WDC and select board members. Pages 42-43 reference the goals, objectives and strategies developed by the board for future activities. Rod stated that on page 48 and 49 he clarified language that the Title 2, Adult Education applications from the local areas were approved by Tom O'Brien. Also on page 49, Rod explained there is now clarification that Department of Vocational Rehabilitation is in the MOU and we will be working with the Department of Services for the Blind in a future MOU. Pages 49 and 50 now have an added section explaining the Quality Assurance Committee will act as the "Barrier Removal Group" for the WDC.

Bill Clemens asked if the State Board has seen the changes yet, Rod said that they have and asked Terri Colbert if the language used would meet the State Plan needs and it does. Bill asked who the representatives from the Board and sector panels will be, Rod said that won't be decided until the sector panels are up. Scott Hutsell asked if it is finite number for the leadership team, Rod stated that it will be comprised of himself, Dayna Brown, staff from Spokane WDC and then it depends on who is participating on the sector panels. Rod asked the committee if they agree for him to add the wording "Board and industry representatives", it was agreed that that would be broad enough statement. Scott Habenicht asked if labor representatives would be included in the sector panels and Rod agreed that we would want their voice heard on the panels.

Rod stated that after committee approval, he would have the Board Chair, Bill Clemens and Regional Chair, Scott Hutsell sign the signature sheet and then he would send the finished Plan to the Committee and the Board with a summary of changes.

Scott Hutsell made a motion for the Executive Committee to recommend that the WDC and Regional Board approve the WDC's Strategic Plan. Jim Jeffords seconded the motion. Jennie Weber abstained. Motion passed.

Meeting adjourned at 11:47 a.m.

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Quality Assurance Committee Meeting Minutes

(By telephone conference call)

September 16, 2016

Attendees: Teresa Kutsch, Jennie Weber

Staff: Rod Van Alyne, Dayna Brown

The meeting opened at 10:00 a.m. Rod explained that with the lack of reporting capabilities in the new WorkSourceWa's case management system (WIT/ETO) we are not able to run reliable reports at this time. Both transfer of data and application issues are impacting the system. This is a high priority issue in the state and is actively being worked on.

DOL and the State have completed performance negotiations and performance targets have been released, with most being slightly higher than the WDC's had hoped for, the measures will be for 2nd quarter employment, 2nd quarter median earnings, 4th quarter employment and, credential during or by the 4th quarter after exit. The measures are currently in draft, but Rod does not expect them to change before they are final.

Rod informed the committee that the Quality Assurance committee will be looking at the barrier and accessibility issues in facilities and programs. The local plan identified the committee to act as the Barriers and Accessibility committee required in the State plan. Most facilities have to complete ADA compliance reports, Rod suggested the committee consider looking over the reports to ensure compliance. Rod explained that the workforce training board is interested in tracking participation in the 14 populations facing barriers to employment identified in WIOA. When fully operational WIT/ETO should have the capacity to run reports and we will be able to track the different barriers, if they are disclosed. Reporting training is scheduled for Tuesday, September 20th and the reporting capabilities of WIT/ETO should be clarified.

Rod also mentioned the WDC has a contract with DVR for pre-employment transition services. The goal of the program is to assist youths gain pre-employment skills, complete career exploration activities and participate in paid internships. Seven students have been enrolled throughout the summer and now that school is in session more will be enrolled.

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Administrative Committee Meeting Minutes

(By telephone conference call)

September 14, 2016

Attendees: Scott Habenicht, Kathy Covey

Staff: Rod Van Alyne, Dayna Brown

Rod opened the meeting at 9:30 stating the purpose of the meeting was to discuss the one-stop competitive selection process and the MOU process. Rod informed the committee that under WIOA, the one-stop operator must be competitively selected by the council and regional board. Rod asked the committee for feedback on considering hiring a third party to conduct the competitive one-stop operator selection process, the committee was in agreement.

Rod stated that he was on a statewide conference call with John Chamberlin, a Portland based Lawyer with a strong Workforce Development background, and he encouraged areas to make sure that they have a system approach, not a program approach to the one-stop operator selection. Previously, Tom and Jennie had acted as co one-stop managers, and that seemed to work well; Jennie being the lease holder (handling space allocation and rent) and Tom bringing together the partners and integrating the system. Scott Habenicht asked if Rod expects others to bid, Rod said that he doesn't see any outside competition yet. Scott mentioned that with the broad, rural nature of our area we don't see many competitors and we are fortunate that we don't have quality issues with our service providers.

Rod informed the committee that the current Memorandum of Understanding (MOU) has been in place since 2014 and is good through 2019, however WIOA requires an updated MOU to be in place. The WorkSource system partners met in Colfax at the beginning of the month and began discussions around requirements and what each of the partners can bring to the table. Kathy Covey mentioned that Rod and Jennie have done a good job in bringing partners in, and they have been interested in participating and learning the requirements. Rod informed the committee that the MOU needs to be in place by July 1, 2017, it is a long process to make sure each of the partners language fits and all the partners are on the same page. Rod expects the MOU to be available to for the council and board to approve by the May 2017 meeting.

The meeting concluded at 9:47 a.m.

Eastern Washington Partnership
WorkSource System Update
September 2016

Walla Walla Veteran's Nursing Home Nearing Completion

The Washington State Department of Veterans Affairs (WDVA) is finalizing construction of the new 80 bed Nursing Home facility being built on the Veterans Administration hospital grounds, and has initiated recruitment for key administrative roles. The long awaited facility will provide round the clock, long term housing and medical support for veterans who lack resources to enter private residential facilities.

WDVA has chosen a "small house" model with residents grouped into separate living units that provide a more home like atmosphere. Certified Nursing Assistants will serve as primary care providers and staffing plans will ensure a minimum ratio of 1 staff per 10 residents (all 3 shifts.) Registered Nurses will provide supervisory oversight, and ensure skilled nursing capacity to triage and respond to urgent medical needs.

When complete, the facility is expected to employ 80 – 100 full time employees. The WDVA expects to receive the keys to the facility in December, and hopes to open for resident occupancy in February, 2017. Onboarding and training of employees will occur 6 weeks prior to the opening date.

WorkSource Walla Walla will host a recruiting and informational event for the new facility on September 22nd, from 10:00 am – 2:00 pm. WorkSource staff will also deliver special workshop sessions to assist interested applicants in completing the required (on-line) state application. A second recruitment event is being planned for late October.

Kinross Mine Closure

Following the January announcement that the Echo Bay / Kinross Gold Mine in Republic would be closing, WorkSource Colville staffs have worked to maintain regular communication with Kinross management and closely monitor the status of employee separations.

The closure of the mine will impact roughly 180 Kinross employees, and approximately 10 on-site "Leased Firm" employees. The majority of impacted workers reside in Ferry County, however, an estimated 30 employees live in Stevens, Okanagan and Spokane counties.

A Trade Act Petition has been approved by the Department of Labor that will enable impacted workers to request retraining services, job search and relocation allowances, and Trade Readjustment Allowances (similar to unemployment benefits) if participating in approved training. Workers will also be provided all reemployment services afforded through the WorkSource system such as, skills assessments, employment counseling, and assistance with job search readiness activities such as resume writing and interviewing skills.

Layoff activity to date has been modest, with only 5 workers displaced. Per the companies projected closure schedule, layoffs will remain light until December when it is anticipated that the mine shut down will displace 80 employees. A planned closure of the mill in February of 2017 will mark the next large layoff, impacting an estimated 40 employees, with the balance of separations to be completed by June, 2017.