



**SkillUp Washington
Investor's Council Meeting Minutes
July 20th, 2009 - 12-2pm
The Seattle Foundation**

In Attendance:

Investors: Steve Johnson (Office of Economic Development/City of Seattle), David Harrison (STEP), Michael Brown (The Seattle Foundation), David Okimoto (United Way of King County), Carol Gregory (BuRSST), David Wertheimer (Gates Foundation), MaryJean Ryan (City of Seattle), Carolyn Wall (Medina Foundation), Kevin Walker (Northwest Area Foundation), Kollin Min (Gates Foundation), Gary Cunningham (Northwest Area Foundation), Karla Miller (Northwest Area Foundation), Ruby Lee (Northwest Area Foundation), and Tina Bloomer (on phone) on behalf of Charlie Earl (WA State Training & Education Coordinating Board)

Partners and Guests: Karin Zaugg Black (Office of Economic Development/SkillUp), Marl éna Sessions (WDC), Kelly Dang (WDC), George Dignan (King County Worker Training Program), Anne Keeney (Seattle Jobs Initiative), Juliet Scarpa (Seattle Jobs Initiative), Krista Kipp (Seattle Jobs Initiative), Anna Brandt (WDC), Helena Haas (SkillUp WA/Office of Economic Development), Anne Gienapp (Organizational Research Services), and Susan Crane (Port Jobs)

Primary Objective:

Approve Attainment Fund recommendations and Evaluation Framework recommendations. Learn more about regional manufacturing and workforce recommendations related to this sector. Discuss On Ramp RFP and have a preliminary discussion regarding draft recommendations to be presented at the Investors Council in August.

I. Welcome and Introduction

David Harrison welcomed the investors and the attendees and gave a special welcome to the Northwest Area Foundation investors. Introductions were made. Kevin Walker noted that he is really pleased to meet fellow investors and attend the meeting. Gary Cunningham, Ruby Lee and Karla Miller, also from the Northwest Area Foundation, all gave their thanks for being a part of the meeting.

II. Director's Report

Steve Johnson provided an overview of today's meeting. With regards to the first year of the attainment fund, he says that we are looking to move swiftly. We also want to evaluate employer partnerships around the table as well as look for direction. A main theme is that we have started work with healthcare and energy efficiency. Steve notes that he is excited for Anna Brandt's presentation on manufacturing and how it will offer help in identifying new employers and how to train low income workers in this field.

Mr. Harrison suggested that Updates be provided first to accommodate late arrivals.

Approve:

III. Approve agenda and June Investors Council minutes

Mr. Harrison moves to approve the agenda – Michael Brown seconds. The agenda is approved.

Updates:

IV. Communications Committee (report from Karin Zaugg Black, filling in for Ms. Gemma Edwards)

Ms. Zaugg Black notes that the SkillUp website was launched and some edits to the site will be completed in a week or two. Ms. Zaugg Black also noted that they are currently working on a series of op-ed pieces. The first one will place an emphasis on the issue of school completion. This will hopefully be released in The Seattle Times or the Puget Sound Business Journal.

Also, at the Communications Sub Committee meeting, which occurred last week, there was a discussion about a launch event that would take place in the second week of October. We still need to narrow down a specific date. Ms. Zaugg Black mentioned that if anyone has a date in mind, or any other event planning details, to let her know.

MaryJean Ryan suggested having a communications liaison when the stimulus begins to be utilized. Also, Mr. Harrison mentioned that he thought it would be wise to have the Mayor, the King County Executive, and the Gates Foundation sign the first op-ed.

V. Investor Funding and Update

David Harrison mentioned a recent \$200,000 payment from Microsoft. Carolyn Wall and the Medina Foundation had constructed an Express Credit Union – “Express Advantage”. We will be meeting with her to discuss further alignment.

VI. Energy Efficiency Workforce Intermediary Meeting

Marlena Sessions gave a brief update on the first energy efficiency workforce intermediary meeting. At that meeting it was determined to split the group in two. There will be a residential energy efficiency workforce intermediary as well as a commercial energy efficiency workforce intermediary.

VII. Executive Committee Retreat August 24th

VIII. Attainment Fund

Living Cities recently gave SkillUp WA a \$150,000 grant to execute the attainment fund. The first eligible group of people will be those enrolled in the College for Working Adults programs. Early next year, eligible students will be expanded to include those enrolled in Bridge or On Ramp programs. This funding will help for the first year, but more capitalization efforts will need to be implemented to keep the fund going. Phase 1 would be put into action in fall 2009.

Mr. Johnson mentioned 3 issues with the Attainment Fund. These 3 issues were: (1) the 200% poverty level can be a cliff; (2) A question to ask is, what if the individual gets halfway through the program and then wants to switch out into a more traditional program or other form of education?; (3) for people going into technology programs, do we give everyone computers?

Juliet Scarpa, from SJI, described the follow up work that was done to determine which case management model would be the best to use in this first year. SJI has also developed a list of responsibilities that are a bare minimum for those accessing the funds. She reminded the investors that the Attainment Fund must be timely, flexible, and use the current system. Anne Keeney noted that the fund manager will be looking at other funding resources so that this attainment fund is the very last resort.

Krista Kipp, from SJI, stated that the fund manager (which will be housed at SJI for the first year) will be the main access point for these funds. The allocation of the funds should balance between the colleges. There will be a monthly review of invoices and case files of each participant. They would be expected to provide a checklist of other areas that they had received funds from. Colleges are expected to maintain this documentation. Also, rental assistance/child care can come directly from this fund. The goal is to have real-time data.

Carol Gregory moved and Mr. Harrison seconds on the approval of contracts with SJI. The motion passed and was approved.

Mr. Harrison acknowledges that, very often, the money is not spent at all. Sometimes, there will be too many strings attached. Ms. Keeney noted that how the funds are spent depends on each of the case managers at the colleges. Mr. Harrison also comments that SJI should set responsibilities that will streamline the role throughout the colleges.

Ms. Ryan mentioned tying in asset building and an Access to Benefits portal. She also mentions PeoplePoint. She would like to get PeoplePoint to work with the Collaborative. This would link us and the portal.

As a side note regarding the College for Working Adults programs, Mr. Johnson noted that North Seattle Community College had a very high response rate regarding their medical assisting program that will be offered in the fall. About 150 people responded with interest to fill 25 slots.

George Dignan noted that his Economic Opportunities/Washington Families Fund will have some great things to present at the next meeting that will tie in with the Attainment Fund and On Ramps.

IX. Evaluation Framework recommendations

Anne Gienapp from Organization Research Services (ORS) presented the final evaluation framework and timeline. The primary recommendation is to use a phase in approach and to use the proof of concept. Also, the evaluation framework can be applied to any of the strategies and not just to the College for Working Adults. The beginning of September will be the time for implementation. By August of 2010, the evaluation should be expected to be launched in its fullest form.

Ms. Gregory approved the evaluation framework and Mr. Brown seconds. The motion passed.

Ms. Ryan explained that the completion rates for school are very poor. She believes that it is a good idea to get a snapshot of our King County community colleges as a baseline for evaluation. David Okimoto thinks that a control group may make the evaluation more powerful.

Mr. Johnson recognizes that we want to double the expansion and is wondering if it will be 2 or 3 years out until this happens.

Mr. Brown asked if we should evaluate everything as one, big picture. Mr. Johnson replied that we will use RFPs to elicit suggestions.

David Wertheimer wondered what happens next to students who are successful in completing post secondary attainment? Could students get stuck at that one skill level that they achieve? It is recognized that the evaluation outcomes will need to be clearly defined.

Another question raised is, “how do we form a substantial amount of support to fund the College for Working Adults?”

David notes that when comparing previous programs with the College for Working Adults, they differ conceptually. With the previous grant support programs, the names of those students who have received funds from the grant are known. Will this be the case for SkillUp Washington as well? At what time does the person who is aspiring become our client? Mr. Johnson replies by saying that we are testing new ways to find that solution. The RFP will ask those to come forward so we can identify who is willing to try out the new SkillUp program.

David Okimoto asks the question of whether it is a good idea to include DCHS or if that is premature. Mr. Dignan replied that working with DCHS is critical.

Steve says that by fall, we should be able to figure out how to expand the attainment fund and should have a clear approach to the evaluation. A question he raises is, “should we turn to the Gates Foundation and hand them the evaluation?”

Discussion:

X. ARRA Funding Update and Energy Efficiency Workforce Intermediary meeting

Ms. Sessions, from the WDC, had informed the council that Kelly Dang would be the lead of the College for Working Adults contracts. They hired Ben Pearson who will be leading the Energy Efficiency/Living Cities Grant. The participants at the Energy Efficiency kick-off meeting were very engaged. It was a great way to introduce to people what Living Cities is about, as well as the concept of green jobs.

According to the DOL, there are 5 buckets available with due dates for applications quickly approaching. These buckets are comprised of some very competitive dollars. Ms. Sessions believes Washington State is well positioned to receive these funds.

The WDC is working on a project called, “Pathways out of Poverty.” Steve says that SmartGrid will deal with this targeted area as well. Mr. Johnson stated that an update on ARRA will be provided at the next Investors Council meeting on August 17th.

XI. Regional Manufacturing Report

Anna Brandt presented a report on Regional Manufacturing. Carol Gregory from BuRSST noted that the manufacturing industry would be a great sector for SkillUp WA to invest resources in.

Mr. Harrison says that the next step is to have representatives from SkillUp WA, the WDC, BuRSST, and CAMPS meet to further discuss the recommendations of the report.

The meeting was adjourned at 2:06 pm.