

WDC Meeting

Agenda

November 15, 2018

3:00-4:00 p.m.

Tacoma Rail 2601 SR 509 North Frontage Rd., Tacoma WA 98421

April Gibson, Chair

Steve Gear, 1st Vice-chair

TBD, 2nd Vice-chair

Joyce Conner

April Gibson

Darci Gibson

Bruce Kendall

Dale King

Mandy Kipfer

Nathe Lawver

Mark Martinez

Tim McGann

Dona Ponepinto

Patty Rose

David Shaw

Dereck Spivey

Ron Thalheimer

Blaine Wolfe

Lin Zhou

WorkForce Central Staff

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Jan Adams, Executive Assistant

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WorkForce Central

3640 S. Cedar St. Suite E

Tacoma, WA 98409

www.workforce-central.org

1. Welcome/Call to order/Safety Briefing (by someone other than Dale)
2. Introductions
3. Public Comment
4. WorkForce Central Executive Board update – April Gibson
5. Consent Agenda
 - Approve October 18, 2018 minutes
6. WDC Regional Workforce Development Strategic Plan Next Steps
7. Community Engagement – What does this mean to you?
8. WDC Committee Report Out
 - Young Adult Committee – Dale King
 - Business Services – Dereck Spivey
 - Quality Assurance and Certification Committee – Dave Shaw
9. CEO Report
 - Pierce County Career Day – Preliminary Report
 - Update on Center Move
 - Update on DW RFP
 - WIOA Q1 Obligation Report
 - Upskill/Backfill – Strategic Partnership Model
 - Fourth Annual WWA Conference Update
10. Other business
11. Adjourn

Future meetings:

WDC Meeting – April Gibson, Chair	December 20	3:00-4:00
Business Services Committee – Dereck Spivey, Chair	November 26	8:00-9:00
Young Adult Services Committee – Dale King, Chair	November 27	10:30-11:30
WDC Pierce Leadership Committee	December 12	1:00 – 3:00

**WDC Meeting
MINUTES
October 18, 2018
3:00-4:00 p.m.**

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Attendees: April Gibson, Dale King, Mandy Kipfer, Patty Rose, Blaine Wolfe
On Phone: Tim McGann

Staff: Linda Nguyen, Deborah Howell, Debbie Lean, Peyton Westman, Candice Ruud, Jesse Becerra

Guests: Robert Jonas, Martinez Hickmon

1. **Welcome/Call to order/Safety Briefing (Not Dale)**
April called the meeting to order at 3:03 p.m. Patty gave the safety briefing.
2. **Introductions**
3. **Public Comment**
None.
4. **WorkForce Central Executive Board update – April Gibson**
April gave an update from this morning's board meeting noting discussions on data and business involvement as well as approval of WIOA funding.
5. **Consent Agenda**
 - **Approve September 20, 2018 minutes**
Motion to approve made by Dale; seconded by Patty. Approved
6. **WDC Regional Workforce Development Strategic Plan – Community Forums Update**
Deborah gave an overview of the forums noting attendees overall liked the direction of the plan and provided their input and suggestions. There will be continued outreach to those populations that were not represented.
7. **Bold Goals – More Refined Data**
Linda gave an overview of the regions and discussed the additional data.
8. **WDC Committee Report Out**
 - **Young Adult Committee – Dale King**
Dale spoke about the young adult focus groups. Jesse gave an overview of the focus groups and how they are conducted. He noted the results of the first group showed the ideal time for the groups is in the afternoons.
 - **Business Services – Dereck Spivey**
Deborah noted the next meeting is on Monday.
 - **Quality Assurance and Certification Committee – Dave Shaw**
Linda noted there are two applications for this quarter.
9. **CEO Report**
 - **Suzie LeVine, ESD Commissioner Invitation to Visit**
Her visit is being rescheduled.
 - **Pierce County Career Day**
Linda noted this event is on November 14th at the Washington State Fairgrounds
 - **Update on the WorkSource Pierce Job Center Move**
Linda gave a background on the process to location a new permanent center noting the date to move to the new center on 2121 State St. is beginning to mid-December.

- **Update on Adult and DW RFPS**

Linda gave a background on the reasons for the RFPs noting the Adult process is complete with contract negotiations in progress and the DW RFP review is in process. Linda noted the Adult services will transition from Career Path Services to the new provider.

- **WIOA Title 1 Dashboard Results – Quarter 1**

Linda noted the Executive Board requested simplification of the information presented. Deborah discussed the results noting a transition of how services are provided and our expectations to achieve the bold goals.

- **Enrolled Membership Assistance Program (EMAP) Update**

Linda gave an overview of the program that is now being offered as a pilot to the Title 1 participants. These are the same services offered in the Employee Assistance Program. She noted this should help the case managers with the efforts in removing some of the barriers encountered.

- **Live. Work. Pierce. Job Board Roll Out**

Linda gave a preview of the job board on the WorkForce Central website. She noted there are about 10k active open job posting available in Pierce County. Linda noted the Business Solutions team can help businesses get their jobs posted. Patty asked if seasonal jobs would be posted. Linda clarified that all jobs posted on various job boards and sites will be included if they are located in Pierce County.

10. Other business

Linda discussed the audits noting there will be a finding this year as noted last year around sole source procurement process that was not document properly, but will not result in disallowed costs. There will also be a management letter concerning support services documentation in the participant files.

April and Steve will be participating in a conference to promote commitment to workforce development.

Linda discussed Pre-apprenticeship Breakfast that Scott Jones from Newland Properties will be hosting on November 13th.

11. Adjourn

Motion to adjourn made by Dale; seconded by Tim. Meeting adjourned at 4:04 p.m.

WorkForce Central

PY18/FY19 Expenditure / Obligation Progression

Q1 - 09/30/18 Projection

ADULT				
	\$ Grant	\$ Obligated	Total	% Obligated
Q1 September 30, 2018 Report	1,928,174	428,921	428,921	22%
Q2 December 31, 2018 Report			-	0%
Q3 March 31, 2019 Report			-	0%
Q4 June 30, 2019 Report			-	0%
Q4 Projections - Additional Estimates				
+ Wages, Benefits & Op Exp to 6/30/19		407,836	836,757	43%
+ Contracts in Negotiations to be Executed by 11/30/18		20,420	857,177	44%
+ New Provider Contract to be Executed by 12/31/18		620,000	1,477,177	77%
+ Provider Contracts to be Executed by 6/30/19		986,711	2,463,888	128%
** projected expenditures and obligations				

DW				
	\$ Grant	\$ Obligated	Total	% Obligated
Q1 September 30, 2018 Report	2,042,332	620,958	620,958	30%
Q2 December 31, 2018 Report			-	0%
Q3 March 31, 2019 Report			-	0%
Q4 June 30, 2019 Report			-	0%
Q4 Projections - Additional Estimates				
+ Wages, Benefits & Op Exp to 6/30/19		714,399	1,335,357	65%
+ Contracts in Negotiations to be Executed by 11/30/18		31,073	1,366,430	67%
+ Provider Contracts to be Executed by 6/30/19		980,000	2,346,430	115%
** projected expenditures and obligations				

YOUTH				
	\$ Grant	\$ Obligated	Total	% Obligated
Q1 September 30, 2018 Report	2,028,577	991,361	991,361	49%
Q2 December 31, 2018 Report			-	0%
Q3 March 31, 2019 Report			-	0%
Q4 June 30, 2019 Report			-	0%
Q4 Projections - Additional Estimates				
+ Wages, Benefits & Op Exp to 6/30/19		673,655	1,665,016	82%
+ Contracts in Negotiations to be Executed by 11/30/18		37,288	1,702,304	84%
+ Provider Contracts to be Executed by 6/30/19		1,000,000	2,702,304	133%
** projected expenditures and obligations				