

April Gibson, Chair
Steve Gear, 1st Vice-chair
TBD, 2nd Vice-chair
April Gibson
Darci Gibson
Bruce Kendall
Dale King
Mandy Kipfer
Nathe Lawver
Dona Ponepinto
Patty Rose
David Shaw
Dereck Spivey
Ron Thalheimer
Blaine Wolfe
Lin Zhou

WorkForce Central Staff
Helen McGovern-Pilant, Interim CEO
Hmcgovern-pilant@workforce-central.org

Deborah, Howell, Vice President of
Innovation & Strategy
dhowell@workforce-central.org

Jan Adams, Executive Assistant
jadams@workforce-central.org

WorkForce Central
3640 S. Cedar St. Suite E
Tacoma, WA 98409
www.workforce-central.org

- 1. Welcome/Call to order/Safety Briefing**
- 2. Introductions**
- 3. Public Comment**
- 4. WorkForce Central Executive Board update – April Gibson**
- 5. Consent Agenda**
 - Approve February 20, 2020 minutes
- 6. WorkForce Central CEO Hiring Timeline Update**
- 7. WDC Committee Report Out**
 - WDC Talent Pipeline Committee – Nathe Lawver
 - WDC Business Services Committee – Steve Gear
 - WDC Assurance & Certification Committee – Dave Shaw
- 8. CEO Report**
 - Interim CEO Update
 - PY20/FY21 Budget Draft
 - Quarter 3 Obligation Report
 - Monthly Employment Report
 - Bold Goals Review
 - System Dashboard
 - WDC Update - Populating the Council
- 9. Other business**
- 10. Adjourn**

February 20, 2020

3:00-4:30 p.m.

WorkSource Center 2121 State St. 3rd Floor Alder Room

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

Attendees: Bruce Kendall, Nathe Lawver, Dave Shaw, Steve Gear, Dale King, Blaine Wolfe

Phone: Darci Gibson

Staff: Helen McGovern-Pilant, Deborah Howell, Josh Stovall, Steve Grimstad, Jan Adams

Guests: Dennis Karras, Marissa Karras, Debbie Aoki

1. Welcome/Call to order/Safety Briefing

Steve called the meeting to order at 3:00 p.m. Debbie gave the safety briefing.

2. Introductions

Introductions were done.

3. Public Comment

None

4. WorkForce Central Executive Board update – April Gibson

Steve gave a brief update on yesterday's board meeting.

5. Consent Agenda

• **Approve January 19, 2020 minutes**

Motion to approve made by Dale; seconded by Bruce. Approved

6. CEO Job Description – Karras Consulting

Dennis covered the job description that was approved by the Executive Board. Marissa discussed the timeline for filling the position. They expected the job to be posted on Monday, February 24th. Steve asked if they had done this type of recruitment previously. Dennis gave a background on their company. Debbie asked what challenges might arise. Dennis noted that scheduling could delay the timeline or the possibility of the lack of qualified candidates. Discussion continued around the selection process.

7. WDC Committee Report Out

• **WDC Business Services Committee – Steve Gear**

Steve noted they have struggled with attendance. He asked if there are other WDC members that are not on a committee. They need new members. Deborah will reach out to a couple members that have not selected a committee to work on. Steve noted they will be reaching out to SHRM and other workforce development organizations to see what they are hearing and experiencing to determine their area of focus.

• **WDC Talent Pipeline Committee – Nathe Lawver**

Nathe noted they had their second Future of Work task force meeting. Working on organization of what their area of focus will be. They also had their first construction industry meeting.

• **WDC Quality Assurance and Certification Committee – Dave Shaw**

Dave noted Pierce College dropped out because they are already CARF certified and didn't want to pursue another certification. Dave said Lori is reaching out to another few organizations that may be interested in certification.

WorkForce Central Staff
Helen McGovern-Pilant, Interim
CEO
lnguyen@workforce-central.org

Deborah, Howell, Vice President of
Innovation & Strategy
dhowell@workforce-central.org

Jan Adams, Executive Assistant
jadams@workforce-central.org

WorkForce Central
3640 S. Cedar St. Suite E
Tacoma, WA 98409
www.workforce-central.org

8. CEO Report

- **Quarter 2 Obligation Report**

Steve noted the return of Karen Downing who is the new Director of Contracts and Compliance. He gave a brief overview noting we will be fully obligated as mandated by WIOA, which states we have two years to spend the budgeted dollars

- **Program Year 2020 Budget Process & Timeline**

He gave an overview of the timeline and noted we will have a draft budget to review starting in April or May and must be approved by June.

- **CEO 60 Day Update**

Helen noted she spend the first 60 days focusing on WFC and will spend the next 60 days focusing on the One-Stop center. She noted she is working with other WDC to find their best practices that can be applied at our One-Stop Center. Helen gave an update on the Parkland Center. Dave gave some suggestions on how to mitigate possible push back from the landlord. She also noted there will be a review of the Bylaws and interlocal agreement.

- **Washington Alliance for Better Schools Request**

Deborah gave an overview of WABS and noted they have asked to come to ask for some assistance such as hosting teachers for externships, advertising through some of our companies, after school STEM Academy leverage, etc. The group agreed next month would be appropriate for them to present.

- **Quarter 2 System Dashboard**

Josh gave an overview of the results from the partners for the second quarter. He noted there are still several partners that have not reported their data.

- **CQI/Certification**

Helen noted Shellie Willis will become certified through Malcom Baldrige and will facilitate internally.

- **Career Connect Washington Recognition**

Helen presented a letter from the state thank WFC for our performance on the CCW grant. Deborah gave a background on the process and program. She thanked Kari Haugen for the fabulous job she did managing the process and coordinating the partners. The state has asked us to share our process to be presented as a best practice.

9. Other business

None.

10. Adjourn

Motion to adjourn made by Nathe; seconded by Dale. Meeting adjourned at 3:58 p.m.

	ADULT	DW	YOUTH	Total	Leverage	ADMIN
REVENUE						
Formula Funding	\$ 2,181,563	\$ 2,073,760	\$ 2,293,631	\$ 6,548,954		\$ 727,662
Projected PY19/FY20 Carry-in Funds	\$ 968,342	\$ 1,002,435	\$ 618,479	\$ 2,589,256		\$ 404,931
Secondary Sources of Admin Funding						\$ 43,814
Leverage Funding	\$ 836,761	\$ 476,082	\$ 465,425	\$ 1,778,267	\$ 1,778,267	
Total Funds Available	\$ 3,986,666	\$ 3,552,277	\$ 3,377,535	\$ 10,916,477	\$ 1,778,267	\$ 1,176,407
INVESTMENT AREAS						
PY19/FY20 Carry-in Obligations - Projected (Detail Below)	\$ 350,802	\$ 353,766	\$ 390,432	\$ 1,095,000		-
Direct Services						
Adult Formula	\$ 1,051,000			\$ 1,051,000		
Adult Non-Formula	\$ 742,000				\$ 742,000	
Dislocated Worker Formula		\$ 980,000		\$ 980,000		
Dislocated Worker Non-Formula		\$ 256,500			\$ 256,500	
Youth Formula			\$ 1,000,000	\$ 1,000,000		
Youth Non-Formula			\$ 428,000		\$ 428,000	
Business Solutions Formula	\$ 223,885	\$ 221,405	\$ 174,710	\$ 620,000		
Business Solutions Non-Formula		\$ 103,000			\$ 103,000	
New Cohort Training/Priority Initiatives/System Enhancements	\$ 216,174	\$ 228,794	\$ 241,479	\$ 686,447		
Professional Development	\$ 9,930	\$ 9,820	\$ 7,749	\$ 27,500		
Pre-Apprenticeship Initiatives	\$ -	\$ -	\$ -	\$ -		
Service Delivery via Technology	\$ 36,110	\$ 35,710	\$ 28,179	\$ 100,000		
Assessment/Tracking Licenses	\$ 25,458	\$ 25,176	\$ 19,866	\$ 70,500		
Training Resource Expansion	\$ 36,110	\$ 35,710	\$ 28,179	\$ 100,000		
Workforce Summits	\$ 18,055	\$ 17,855	\$ 14,090	\$ 50,000		
Young Adult Initiatives	\$ -	\$ -	\$ 50,000	\$ 50,000		
Statutory Mandates Personnel Requirements	22.5 FTEs	\$ 858,084	\$ 848,578	\$ 669,612	\$ 2,376,274	\$ 522,202
Leverage		\$ 84,428	\$ 104,149	\$ 33,771	\$ 222,348	\$ 32,283
Implementation and oversight of 4 year local Plan						
Conduct Workforce Research and Region Labor Market Analysis						
Convene, Broker and leverage stakeholders and assets						
Lead employer engagement						
Lead career pathways development and implement with secondary and post secondary partners						
Lead effort to identify and promote proven and promising practices						
Develop technology based strategies for service access, engagement and delivery						
Oversee the local service delivery system and programs						
Negotiate local performance accountability						
Select one stop operator(s) and provider(s)						
Identify eligible training providers						
Ensure consumer choice						
Coordinate with education providers						
Approve and oversee budget and comply with federal/state/local laws and regulations in the administration of WIOA						
Statutory Mandates Operational Requirements		\$ 215,217	\$ 215,692	\$ 173,132	\$ 604,041	\$ 136,657
Leverage		\$ 10,333	\$ 12,433	\$ 3,653	\$ 26,419	\$ 11,531
Administrative Reserve						\$ 437,351
5% Mitigation PY20/FY21		\$ 109,078	\$ 103,688	\$ 114,682	\$ 327,448	\$ 36,383
Total Budget Need		\$ 3,986,666	\$ 3,552,277	\$ 3,377,534	\$ 10,916,477	\$ 1,176,407

DETAIL CARRY-IN OBLIGATIONS - PROJECTED				
ResCare PY2019 Youth Direct Services	-	-	191,000	191,000
Career Team Adult PY2019 Direct Services	167,000	-	-	167,000
Career Team DW PY2019 Direct Services	-	172,000	-	172,000
ResCare PY2019 Business Solutions Provider	38,277	37,853	29,870	106,000
JayRay - Strategic Communications/Outreach	11,194	11,070	8,736	31,000
Tacoma Community College ABE Navigator	21,666	21,426	16,907	60,000
One Stop System Operator	4,333	4,285	3,381	12,000
Construction Training Cohorts	72,221	71,421	56,358	200,000
Workforce Strategist and CQI, One Stop System Facilitation and Technical Assistance	36,110	35,710	28,179	100,000
Young Adult Postsecondary Education and Mentorship	-	-	56,000	56,000
TOTAL	350,802	353,766	390,432	1,095,000

	Annual Budget	In PY20/FY21 WIOA Budget	From Partners and Other Sources	Additional Revenue Needed	Impact of Partial Funding	Impact of Full Funding
EXPAND PRODUCTS AND SERVICES						
Systems Capacity	\$ 27,500	\$ 27,500	\$ -	\$ -	See Notes Below	
MOU System Integrators	\$ 105,500	\$ 21,200	\$ 71,800	\$ 12,500		
Service Delivery via Technology	\$ 100,000	\$ 100,000	\$ -	\$ -		
Resource Development	\$ 140,000	\$ 140,000	\$ -	\$ -		
Pre-Apprenticeship Initiatives	\$ 112,000	\$ -	\$ 112,000	\$ -		
Total for Expand Products and Services	\$ 485,000	\$ 288,700	\$ 183,800	\$ 12,500		
NEW PRODUCTS AND SERVICES						
Training Resource Expansion	\$ 100,000	\$ 100,000	\$ -	\$ -	See Notes Below	
Workforce Summits	\$ 50,000	\$ 50,000	\$ -	\$ -		
Life Coaching/Barrier Reduction Support	\$ 250,000	\$ -	\$ -	\$ 250,000		
Young Adult Initiatives	\$ 50,000	\$ 50,000	\$ -	\$ -		
Total for New Products and Services	\$ 450,000	\$ 200,000	\$ -	\$ 250,000		
Total Budget Need	\$ 935,000	\$ 488,700	\$ 183,800	\$ 262,500		

Notes:

Systems Capacity - Provide professional development for WDC, Executive Board, WFC staff and system partners. The work moves forward for the system's capacity to engage businesses, build partner relationships, community engagement, cultural competence, and project management.

MOU System Integrators - As driven by the Infrastructure Agreement attached to the system MOU. With partial funding the work continues for common referral system, common data collection system, and single point of contact for businesses. Fully funded, able to implement all seven system integrators outlined in the MOU.

Service Delivery via Technology - At this time, evaluating the need to hire a permanent FTE technology position to oversee this work. In Program Year 2019 hired a .75 FTE to support content design work. Funding to provide resources for technology and equipment in delivering virtual services to customers.

Resource Development - Full funding for a FTE resource development position to increase opportunities to find and collaborate with partners to identify and bring funding to the community.

Pre-Apprenticeship Initiatives - Working on utilizing private funding for the Pre-Apprenticeship Program for medical related pre-apprenticeships and apprenticeships.

Training Resource Expansion - Funding to leverage existing community and workforce development partners' services to support and enhance virtual service delivery, customer online training, employment services such as resume building, and essential skills classes.

Workforce Summits - Not hiring an additional staff for event planning. Will leverage current resources and plan to host a couple of smaller scale events that may include a pre-apprenticeship summit and another workforce summit (with topics to be determined).

Life Coaching/Barrier Reduction Support - Currently 2 life coaches employed by current WIOA/Title I direct service providers serving WIOA/Title I customers. With \$250,000 additional funding, provides the ability to deploy additional life coaches for Young Adults and Adults and provide additional support or enhancements to reduce barriers for customers to access the workforce development system.

Young Adult Initiatives - The WFC Community Engagement Task Force is currently evaluating strategies to increase awareness and outreach/recruitment efforts for the Young Adult bold goal population. These strategies may include internships, work experiences, and platforms to capture the voice of the Young Adult customer.

**WorkForce Central
Program Year 2020 Draft Budget vs.
Approved Program Year 2019 Budget**

Budget Line Item	Draft PY20 Budget	Approved PY19 Budget	Difference
Revenue:			-
Formula Funding	6,548,954	6,548,954	-
Projected Carry-In	2,589,256	2,980,173	(390,917)
Leverage	1,778,267	1,038,800	739,467
Total Funds Available	<u>10,916,477</u>	<u>10,567,927</u>	<u>348,550</u>
Investment Areas :			
Projected Carry-In Obligation	1,095,000	1,368,200	(273,200)
Direct Services Formula	3,651,000	3,620,000	31,000
Direct Services Non-Formula Leverage	1,529,500	903,000	626,500
Assessment/Tracking Licenses	70,500	80,500	(10,000)
Other Investments	1,013,947	1,651,570	(637,623)
			-
Total Investments	<u>7,359,947</u>	<u>7,623,270</u>	<u>(263,323)</u>
Statutory Mandates Personnel Requirements	2,376,274	1,877,368	498,906
Statutory Mandates Personnel Requirements - Leverage	222,348	120,125	102,223
Statutory Mandates Operational Requirements	604,041	604,041	-
Statutory Mandates Operational Requirements - Leverage	26,419	15,675	10,744
Mitigation	327,448	327,448	-
Total Budget Need	<u>10,916,477</u>	<u>10,567,927</u>	<u>348,550</u>
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>

WorkForce Central

PY19/FY20 Expenditure / Obligation Progression

Q3 - 03/31/20 Projection

ADULT					
	\$ Grant	\$ Expended	\$ Obligated	Total	% Obligated
Q1 September 30, 2019 Report	2,187,857	-	433,348	433,348	20%
Q2 December 31, 2019 Report		66,501	653,888	720,389	33%
Q3 March 31, 2020 Report		630,966	425,383	1,056,349	48%
Q4 June 30, 2020 Report				-	0%
Q4 Projections - Additional Estimates					
+ Wages, Benefits & Op Exp to 6/30/20		429,466	**	1,485,815	68%
+ Provider Contracts to be Executed by 6/30/20		**	990,000	2,475,815	113%
			** projected expenditures and obligations		

DW					
	\$ Grant	\$ Expended	\$ Obligated	Total	% Obligated
Q1 September 30, 2019 Report	2,075,786	-	511,945	511,945	25%
Q2 December 31, 2019 Report		13,606	676,901	690,507	33%
Q3 March 31, 2020 Report		507,554	391,488	899,042	43%
Q4 June 30, 2020 Report				-	0%
Q4 Projections - Additional Estimates					
+ Wages, Benefits & Op Exp to 6/30/20		439,951	**	1,338,993	65%
+ Provider Contracts to be Executed by 6/30/20		**	980,000	2,318,993	112%
			** projected expenditures and obligations		

YOUTH					
	\$ Grant	\$ Expended	\$ Obligated	Total	% Obligated
Q1 September 30, 2019 Report	2,301,614	26,996	1,345,157	1,372,153	60%
Q2 December 31, 2019 Report		601,938	1,003,725	1,605,663	70%
Q3 March 31, 2020 Report		1,172,565	576,434	1,748,999	76%
Q4 June 30, 2020 Report				-	0%
Q4 Projections - Additional Estimates					
+ Wages, Benefits & Op Exp to 6/30/20		204,323	**	1,953,322	85%
+ Provider Contracts to be Executed by 6/30/20		**	900,000	2,853,322	124%
			** projected expenditures and obligations		