

**WFC Executive Board Meeting****AGENDA****April 17, 2019 • 9:00-10:30 a.m.****WorkForce Central • 3640 S. Cedar St., Suite E Conference Room****Mayor Victoria Woodards presiding****I. CALL TO ORDER****II. PUBLIC COMMENT****III. WDC UPDATE – April Gibson****IV. CONSENT AGENDA**

- A. Approve March 21, 2019 Minutes
- B. Approve March 2019 Voucher Payments

**V. REGULAR AGENDA**

- A. Approve and appropriate \$15,000 in Economic Security for All planning funds from WA State Employment Security Department for the period of April 1, 2019 to May 31, 2019. (Resolution 855)
- B. Approve and appropriate \$10,000 from State Farm to support the Pierce County Pre-Apprenticeship Center (Resolution 854)
- C. PY19/FY20 Budget Draft #1
- D. CEO Annual Performance Evaluation – Cathy Journey

**VI. CEO Report**

- A. EMAP Data Presentation
- B. Restructure of WDC Committees
- C. Grand Opening Event – One-Stop Center
- D. Quarter 3 WIOA Title 1 Dashboard Update
- E. Thank you to Dave Shaw for IT Assessment

**VII. OTHER BUSINESS****VIII. ADJOURN**

**WFC Executive Board Meeting****MINUTES****March 21, 2019 • 8:30-10:00 a.m.****WorkForce Central • 3640 S. Cedar St., Suite E Conference Room****Mayor Victoria Woodards presiding****I. CALL TO ORDER**

Mayor called the meeting to order at 8:31 a.m.

**II. PUBLIC COMMENT**

None.

**III. WDC UPDATE – April Gibson**

April gave an update noting the focus on bold goals and the meetings will now be held at the WorkSource Center. She also spoke about the Young Adult focus group and the Business Solutions focusing on business engagement.

**IV. CONSENT AGENDA****A. Approve - February 21, 2019 Minutes****B. Approve February 2019 Voucher Payments**

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

**V. REGULAR AGENDA****A. Approve and appropriate \$316,111 in Rapid Response program funds from WA State Employment Security Department to provide workforce services to dislocated workers for the period of February 26, 2019 to June 30, 2020 (Resolution 853)**

Motion to approve made by Bruce; seconded by Marty.

**VI. CEO Report****A. Prepping for PY19/FY20 Budget Deliberations**

Linda discussed the new investment areas and expanded products and services and new products and services. She noted this is just a preliminary look at the budget.

**B. 2019 Board Meeting Schedule Update**

New dates for the board meetings will be the 3<sup>rd</sup> Wednesday at 9:00 – 10:30 each month.

**C. CEO notice of Early Retirement Effective January 1, 2020**

Linda reported that last month she submitted her notice of retirement at the end of this year. Bruce noted it was begrudgingly accepted by the board.

**D. National Association of Workforce Boards Annual Conference Attendance**

Linda spoke about the attendees from the WDC and staff members attending. She noted April will be participating on a panel with Lori Strumpf covering our Strategic Planning Process



**E. Funding pursuits**

Deborah discussed several funding opportunities including Pr-ETS and Career Connect Washington

**F. Success Stories**

Deborah shared stories about Blaze and Holly.

**VII. OTHER BUSINESS**

Linda noted the open house for the center on April 10<sup>th</sup> from 3:00 – 5:00 p.m.

Linda stated she is working with the county and city to extend the line of credit with both for two years.

**VIII. EXECUTIVE SESSION – Personnel**

Motion to go into executive session at 8:47 a.m. Returned at 9:05 a.m.

**IX. ADJOURN**

Motion to adjourn made by Bruce; seconded by Marty. Adjourned at 9:05





**GREATER ECONOMIC VITALITY FOR ALL.**

Partnering to prepare and grow the Pierce County workforce to align it with employer needs.

## **RESOLUTION NO. 854**

### **WA STATE EMPLOYMENT SECURITY DEPARTMENT**

**BE IT ORDAINED BY TACOMA-PIERCE COUNTY EMPLOYMENT & TRAINING CONSORTIUM dba WORKFORCE CENTRAL:**

That the proper officers of the Tacoma-Pierce County Employment and Training Consortium dba WorkForce Central (WorkForce Central) be and they are hereby authorized and directed to execute for and on behalf of WorkForce Central a grant award agreement from State Farm in the amount of \$10,000 to support the Pierce County Pre-Apprenticeship Center and further that the Chief Financial Officer of WorkForce Central be and is hereby authorized and directed to deposit the funds received pursuant to such grant award in the Tacoma-Pierce County Employment and Training Consortium Fund.

That there be and is hereby appropriated from the Tacoma-Pierce County Employment and Training Consortium Fund the sum of \$10,000 to support the Pierce County Pre-Apprenticeship Center as provided in accordance with the provisions and terms of the aforementioned grant agreements.

Passed \_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of Board





**GREATER ECONOMIC VITALITY FOR ALL.**

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## **RESOLUTION NO. 855**

### **WA STATE EMPLOYMENT SECURITY DEPARTMENT**

**BE IT ORDAINED BY TACOMA-PIERCE COUNTY EMPLOYMENT & TRAINING CONSORTIUM dba WORKFORCE CENTRAL:**

That the proper officers of the Tacoma-Pierce County Employment and Training Consortium dba WorkForce Central (WorkForce Central) be and they are hereby authorized and directed to execute for and on behalf of WorkForce Central a grant award agreement of \$15,000 in Economic Security for All planning funds from WA State Employment Security Department for the period of April 1, 2019 to May 31, 2019; and further that the Chief Financial Officer of WorkForce Central be and is hereby authorized and directed to deposit the funds received pursuant to such grant award in the Tacoma-Pierce County Employment and Training Consortium Fund.

That there be and is hereby appropriated from the Tacoma-Pierce County Employment and Training Consortium Fund the sum of \$15,000 in Economic Security for All planning funds from WA State Employment Security Department for the period of April 1, 2019 to May 31, 2019 in accordance with the provisions and terms of the aforementioned grant agreements.

Passed \_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of Board





**DRAFT**  
**WorkForce Central**  
**Program Year 2019 / Fiscal Year 2020**  
**Budget - 5% Decrease in WIOA Funding**

		ADULT	DW	YOUTH	Total	Leverage	ADMIN
<b>REVENUE</b>							
Formula Funding		\$ 1,834,043	\$ 1,943,567	\$ 1,927,148	\$ 5,704,759		\$ 633,861
Projected PY18/FY19 Carry-in Funds		\$ 1,180,983	\$ 1,074,098	\$ 560,840	\$ 2,815,921		\$ 315,238
Secondary Sources of Admin Funding							\$ 37,200
Leverage Funding		\$ -	\$ 691,347	\$ 201,354	\$ 892,700	\$ 892,700	
Total Funds Available		\$ 3,015,027	\$ 3,709,011	\$ 2,689,341	\$ 9,413,380	\$ 892,700	\$ 986,299
<b>INVESTMENT AREAS</b>							
PY18/FY19 Carry-in Obligations - Projected (Detail Below)		\$ 366,803	\$ 336,286	\$ 541,411	\$ 1,244,500		-
<b>Direct Services</b>							
Adult - Career Team		\$ 986,711			\$ 986,711		
Dislocated Worker Non-Formula - Career Team			\$ 480,000			\$ 480,000	
Dislocated Worker - Career Path Services			\$ 980,000		\$ 980,000		
Youth - Rescare				\$ 900,000	\$ 900,000		
Youth Non-Formula - Career Connect Washington				\$ 179,000		\$ 179,000	
Business Solutions - Rescare		\$ 257,459	\$ 239,133	\$ 153,408	\$ 650,000		
Dislocated Worker Non-Formula - Rescare Business Solutions			\$ 105,000			\$ 105,000	
New Cohort Training/Priority Initiatives/System Enhancements		\$ 100,000	\$ 177,493	\$ 50,000	\$ 327,493		
Professional Development		\$ 10,892	\$ 10,117	\$ 6,490	\$ 27,500		
Pre-Apprenticeship Center		\$ 39,609	\$ 36,790	\$ 23,601	\$ 100,000		
Service Delivery via Technology		\$ 83,179	\$ 77,258	\$ 49,563	\$ 210,000		
Assessment/Tracking Licenses		\$ 31,885	\$ 29,616	\$ 18,999	\$ 80,500		
Training Center		\$ 94,400	\$ 144,000	\$ -	\$ 238,400		
Workforce Summits		\$ 11,883	\$ 11,037	\$ 7,080	\$ 30,000		
Young Adult Advisory Council		\$ -	\$ -	\$ 81,000	\$ 81,000		
Resource Development		\$ 28,717	\$ 26,673	\$ 17,111	\$ 72,500		
Statutory Mandates	14.5 FTEs	\$ 742,077	\$ 693,844	\$ 435,751	1,871,672		482,506
Leverage			\$ 94,685	\$ 18,386		\$ 113,071	30,067
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		\$ 206,390	\$ 197,111	\$ 145,760	\$ 549,261		121,283
Leverage			\$ 11,661	\$ 3,968		\$ 15,629	7,132
Administrative Reserve							326,294
3% Mitigation PY19/FY20		\$ 55,021	\$ 58,307	\$ 57,814	\$ 171,143	-	19,016
Total Budget Need		\$ 3,015,027	\$ 3,709,011	\$ 2,689,341	\$ 9,413,380	\$ 892,700	986,299

<b>DETAIL CARRY-IN OBLIGATIONS - PROJECTED</b>				
Rescare PY2018 Youth	-	-	195,000	195,000
Career Team PY2018 Adult	205,000	-	-	205,000
Career Path Services PY2018 Dislocated Worker	-	186,000	-	186,000
ResCare PY2018 Business Solutions	61,394	57,024	36,582	155,000
JayRay - Strategic Communications/Outreach	8,318	7,726	4,956	21,000
Career Path Services BankWork\$	12,873	11,957	7,670	32,500
Tacoma Community College ABE Navigator	23,765	22,074	14,161	60,000
One Stop System Operator	7,922	7,358	4,720	20,000
Workforce Strategist and CQI, One Stop System Facilitation and Technical Assistance	47,531	44,148	28,321	120,000
Young Adult Postsecondary Education and Mentorship	-	-	250,000	250,000
<b>TOTAL</b>	<b>366,803</b>	<b>336,286</b>	<b>541,411</b>	<b>1,244,500</b>

**DRAFT**

**WorkForce Central**

**Program Year 2019 / Fiscal Year 2020**

**Budget - WDC Operations Plan**

		Annual Budget	In PY19/FY20 WIOA Budget	From Partners and Other Sources	Additional Revenue Needed	Impact of Partial Funding	Impact of Full Funding
<b>EXPAND PRODUCTS AND SERVICES</b>							
Systems Capacity		\$ 27,500	\$ 27,500	\$ -	\$ -		
MOU System Integrators		\$ 85,500	\$ 8,000	\$ 59,000	\$ 18,500		
Service Delivery via Technology		\$ 297,500	\$ 210,000	\$ -	\$ 87,500		
Resource Development		\$ 145,000	\$ 72,500	\$ -	\$ 72,500		
Pre-Apprenticeship Center		\$ 500,000	\$ 100,000	\$ 217,000	\$ 183,000		
Total for Expand Products and Services		\$ 1,055,500	\$ 418,000	\$ 276,000	\$ 361,500		
<b>NEW PRODUCTS AND SERVICES</b>							
Training Center		\$ 238,400	\$ 238,400	\$ -	\$ -		
Workforce Summits		\$ 175,000	\$ 30,000	\$ -	\$ 145,000		
Life Coaching		\$ 1,075,000	\$ -	\$ -	\$ 1,075,000		
Young Adult Advisory Council		\$ 81,000	\$ 81,000	\$ -	\$ -		
Business Engagement		\$ -	\$ -	\$ -	\$ -		
Listen to Customers		\$ -	\$ -	\$ -	\$ -		
Total for New Products and Services		\$ 1,569,400	\$ 349,400	\$ -	\$ 1,220,000		
Total Budget Need		\$ 2,624,900	\$ 767,400	\$ 276,000	\$ 1,581,500		