



GREATER ECONOMIC VITALITY FOR ALL.

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

WFC Executive Board Meeting

AGENDA

June 17, 2020 • 9:00-10:30 a.m.

WorkForce Central • Virtual via Zoom

County Executive Bruce Dammeier presiding

I. CALL TO ORDER

II. PUBLIC COMMENT

III. WDC UPDATE – April Gibson

IV. CONSENT AGENDA

- A. Approve the May 20, 2020 Minutes
- B. Approve the May 22, 2020 Special Session Minutes
- C. Approve December 2019 Final Voucher Payments
- D. Approve May 2020 Voucher Payments

V. REGULAR AGENDA

- A. Adoption and amendment of budget for the calendar year and financial reporting period January 1, 2019 to December 31, 2019 (Resolution No. 871)
- B. Approve appointment of Jenna Pollock to the WDC to fill the ABE/Adult Literacy position
- C. Approve WIOA Title 1 Budget for PY20/FY21
- D. Declaration of Emergency

VI. CEO Report

- A. Interim CEO Update
- B. Bold Goals Recommendation – Deborah Howell

VII. OTHER BUSINESS

VIII. ADJOURN



WFC Executive Board Meeting**MINUTES****May 20, 2020 • 9:00-10:30 a.m.****Virtual Meeting via Zoom****County Executive Bruce Dammeier presiding****Attendees:** April Gibson, Bruce Dammeier, Marty Campbell, Victoria Woodards**Staff:** Helen McGovern-Pilant, Josh Stovall, Deborah Howell, Steve Grimstad, Jan Adams**I. CALL TO ORDER**

Bruce called the meeting to order at 9:02 a.m.

II. PUBLIC COMMENT

None

III. WDC UPDATE – April Gibson

Helen noted the last two meetings were via written report

IV. CONSENT AGENDA

- A. Approve the February 19, 2020 Minutes**
- B. Approve February 2020 Voucher Payments**
- C. Approve March 2020 Voucher Payments**
- D. Approve April 2020 Voucher Payments**

Motion to approve made by Marty; seconded by April. Approved with amended dates.

V. REGULAR AGENDA

- A. Approve and Appropriate \$67,142 in additional Rapid Response program funds from WA State Employment Security Department for the period of April 28, 2020 to June 30, 2021 (RESOLUTION 870)**

Motion to approve made by Marty; seconded by April. Bruce and Helen noted these funds are in response to the COVID 19 crisis. Helen explained the process used by the state to distribute these funds. She also gave a brief explanation of how the funds will be distributed and used. Approved.

- B. Approve appointment of Robin Baker to the WDC replacing Dereck Spivey**

Motion to approve made by Marty; seconded by April. Deborah noted Robin was previously on the WDC and will come back to replace Dereck. She spoke about her experience and how she helped the WDC previously. Marty noted personal info should be redacted on public documents. Approved.

- C. WorkForce Central CEO Hiring Timeline Update**

April gave an update noting we are in the final stages of the selection process prior to making a recommendation to the Executive Board.

VI. CEO Report

A. Interim CEO Update

Helen spoke about the UI claims showing the last five years and what the possible future of claims might look like. She noted the award to Deborah and Debbie, Tamar's work on the Community Engagement Task Force, Josh's work on research and data and Joanna & Julianna's work on the WorkSource Pierce website. She also spoke about the work needed to return the office and Shellie's work keeping the One-Stop center functioning while everyone is working remotely. She gave detail on the various grants awarded and requested. Helen discussed the SWOT analysis of the One-Stop Center and challenges for reopening. Discussion continued around how services will be delivered in the future and how to train job seekers on using the various way to access the services.

B. PY20/FY21 Budget Draft

Steve discussed the proposed budget giving an update noting the State of Washington will see an increase of about 20%, which is currently under review and have received a draft. He noted we should an increase in both Young Adult and Adult of about 21% and Dislocated Worker should be increased minimally. April asked by the large increase in Young Adult and Adult and not DW. Steve noted that was determined by the state. Discussion continued around the budget and how it might increase given the current circumstances. Marty asked about the Administrative Reserve and 5% Mitigation. Victoria and Marty noted we should not be growing the Administrative Reserve, but possible using some of it given the current climate.

C. Quarter 3 Obligation Report

Steve gave an explanation and background on the requirement to obligate funds.

D. Monthly Employment Report

Josh gave an overview of the report noted the various regions and options to view current employment rates. Marty asked if we could provide another parameter by census tract or zip code.

E. Bold Goals Review

Deborah gave an update on the process of reviewing the bold goals. She noted there is difficulty getting timely data from our system partners. The review should be completed by mid-June.

F. System Dashboard

Josh noted the response has been low and not enough to populate the dashboard and we will continue to work on getting the data.

G. WDC Update – Populating the Council

Deborah noted the Business Services has been tasked with filling vacant seats on the WDC. She gave a background on the work and how they will be identifying candidates to fill the seats. Victoria asked that the Executive Board be given the information so they can possibly nominate candidates.

VII. OTHER BUSINESS

Deborah noted the local plan will be out for review and public comments later this week.

VIII. ADJOURN

Motion to adjourn made by Marty; seconded by April. Meeting adjourned at 10:28 a.m.

Executive Board Chair WorkForce Central

CEO





WFC Executive Board Meeting
Special Session MINUTES
May 28, 2020
1:00 – 1:30
Virtually via Zoom

Attendees: Victoria Woodards, Bruce Dammeier, April Gibson, Marty Campbell
Guests: Dennis Karras, Marissa Karras
Staff: Jan Adams

Bruce called the meeting to order at 1:06 p.m.

Motion to go into Executive Session made by April; seconded by Marty. Entered executive session at 1:10 p.m.

Returned from Executive session at 1:30 p.m.

Motion to authorize Karras Consulting to negotiate with preferred candidate made by Victoria; seconded by April. Approved.

Motion to adjourn made by Victoria; seconded by Marty. Meeting adjourned at 1:32 p.m.

Executive Board Chair WorkForce Central

CEO

VOUCHER APPROVAL

December 2019 Final

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUND NAME	CLAIMS	PAYROLL	TOTAL
ETC General Fund	\$ (79,961.96)	\$ (36,541.40)	\$ (116,503.36)
Pierce County One Stop System	\$ 23,612.54	\$ 1,252.43	\$ 24,864.97
Contra Pierce County One Stop System	\$ (9,199.57)	\$ -	\$ (9,199.57)
Unencumbered Fund	\$ 36,123.52	\$ 22,482.72	\$ 58,606.24
Pierce County Worksource Center	\$ 45,683.02	\$ 10,949.45	\$ 56,632.47
Indirect Cost Pool	\$ 12,954.52	\$ -	\$ 12,954.52
Contra Indirect Cost Pool	\$ (12,954.52)	\$ -	\$ (12,954.52)
WIOA Adult	\$ 530,504.38	\$ 51,514.54	\$ 582,018.92
WIOA Admin	\$ 12,880.41	\$ 113,790.19	\$ 126,670.60
WIOA Dislocated Worker	\$ 516,947.58	\$ 38,508.99	\$ 555,456.57
WIOA Youth	\$ 487,785.56	\$ 77,580.29	\$ 565,365.85
WIOA Program Pool	\$ 479,846.21	\$ 100,398.39	\$ 580,244.60
Contra Program Pool	\$ (479,846.21)	\$ (100,398.39)	\$ (580,244.60)
All Grants Admin Pool	\$ 11,797.04	\$ 29,199.69	\$ 40,996.73
Contra All Grants Admin Pool	\$ (11,797.04)	\$ (29,199.69)	\$ (40,996.73)
Strategic Planning/Partnership Pool	\$ 9,208.63	\$ 27,238.37	\$ 36,447.00
Contra Strategic Planning/ Partnership Pool	\$ (9,208.63)	\$ (27,238.37)	\$ (36,447.00)
Rapid Response Initiatives	\$ 246,035.14	\$ 9,533.95	\$ 255,569.09
Economic Security for All (EcSA)	\$ 1,478.33	\$ 7,529.20	\$ 9,007.53
Career Connect	\$ 120,894.35	\$ 3,487.92	\$ 124,382.27
TOTAL	\$ 1,932,783.30	\$ 300,088.28	\$ 2,232,871.58

The original December 2019 Voucher Approval report submitted in January 2020 was based on a preliminary fiscal close. This final Voucher Approval report is based upon the completion of the year end closing process and completion of the annual financial statements.

Respectfully submitted by



Chairman of Board

Date

VOUCHER APPROVAL

May 2020

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUND NAME	CLAIMS	PAYROLL	TOTAL
ETC General Fund	\$ 481.01	\$ -	\$ 481.01
Pierce County One Stop System	\$ 14,576.67	\$ 3,038.22	\$ 17,614.89
Contra Pierce County One Stop System	\$ -	\$ -	\$ -
Unencumbered Fund	\$ -	\$ -	\$ -
Pierce County Worksource Center	\$ 27,698.62	\$ 13,789.68	\$ 41,488.30
Indirect Cost Pool	\$ 11,946.94	\$ -	\$ 11,946.94
Contra Indirect Cost Pool	\$ (11,946.94)	\$ -	\$ (11,946.94)
WIOA Adult	\$ 123,289.03	\$ 80,377.57	\$ 203,666.60
WIOA Admin	\$ 27,023.10	\$ 64,534.56	\$ 91,557.66
WIOA Dislocated Worker	\$ 133,629.74	\$ 95,029.83	\$ 228,659.57
WIOA Youth	\$ 137,986.94	\$ 51,696.05	\$ 189,682.99
WIOA Program Pool	\$ 85,085.01	\$ 144,762.03	\$ 229,847.04
Contra Program Pool	\$ (85,085.01)	\$ (144,762.03)	\$ (229,847.04)
All Grants Admin Pool	\$ 29,991.64	\$ 47,569.45	\$ 77,561.09
Contra All Grants Admin Pool	\$ (29,991.64)	\$ (47,569.45)	\$ (77,561.09)
Strategic Planning/Partnership Pool	\$ 7,971.98	\$ 35,552.09	\$ 43,524.07
Contra Strategic Planning/ Partnership Pool	\$ (7,971.98)	\$ (35,552.09)	\$ (43,524.07)
Rapid Response Initiatives	\$ 74,091.61	\$ 18,494.85	\$ 92,586.46
Pre-Employment Transition Services	\$ 163.35	\$ 1,066.13	\$ 1,229.48
Economic Security for All (EcSA)	\$ 37,089.47	\$ 11,290.32	\$ 48,379.79
TOTAL	\$ 576,029.54	\$ 339,317.21	\$ 915,346.75

Respectfully submitted by



Chairman of Board

Date



GREATER ECONOMIC VITALITY FOR ALL.
Partnering to prepare and grow the Pierce County
workforce to align it with employer needs.

RESOLUTION NO. 871

ADOPTION AND AMENDMENT OF BUDGET FOR THE CALENDAR YEAR AND FINANCIAL REPORTING PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

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

That the fiscal staff has analyzed and calculated WorkForce Central's entity-wide annual budget for the reporting year ending December 31, 2019 and the amount calculated is \$10,925,000.

The Board hereby adopts this resolution to adopt and amend the annual budget to be \$10,925,000 for the financial reporting year ending December 31, 2019.

Passed _____
Date

Chairman of Board



Jenna M. Pollock

A skilled leader utilizing strategic thinking and genuine personal connection to create a nurturing and empowering teaching and learning environment. A champion of innovation to support equitable and excellent education that is responsive to community needs.

KEY ACCOMPLISHMENTS

- Began change process at CPTC to increase equity in student access and success. In 6 months, opened 2 new locations, began youth re-engagement partnership, and launched HS+ programming. Transitional Studies enrollment increased 40% fall to fall.
- Led complete change process at RTC to develop innovative programming with faculty and staff aimed at improved equity in student outcomes. 35% of Adult Basic Education students now transition to college (2014-15 cohort).
- Launched adult high school completion program that leads the state in diploma completions (397 in PY2016-17).
- Streamlining programming of basic skills, developmental, and academic coursework in math and English with cross-departmental faculty team.
- Created Youth Re-engagement program in coordination with Renton School District, King County, and other support organizations.
- Broadened and deepened community partnerships across King County, leveraging funding and expertise across school districts, community-based organizations, workforce development partners, and more.
- Advanced equity work at the classroom, program, and college level through curricular, programmatic, and governance changes and training.
- Secured grant funding (e.g. \$800k in FY17-18) to diversify college funding and provide student support dollars. Recent examples include I-BEST Expansion Allocation (SBCTC) and Guided Pathways (College Spark).
- Spearheaded statewide faculty development initiatives in Reading Apprenticeship, Universal Design for Learning, and team teaching.

EMPLOYMENT HISTORY

Clover Park Technical College, Lakewood, WA

Associate Dean, Transitional Studies

Mar 2019-present

- Led expansion of community partnerships within Pierce County, opening new locations at WorkSource Pierce, Goodwill Opportunity Center, and Salishan Family Center
- Began implementation of HS+ program and curricular revisions to increase transition
- Expanded I-BEST offerings; created training and support structure for teaching teams
- Increased Transitional Studies FTE by 40% year over year (Fall 2019).

Renton Technical College, Renton, WA

Associate Dean, College & Career Pathways

Dec 2015-Mar 2019

- Managed daily operation of College & Career Pathways Institute, encompassing English Language Acquisition (ELA), High School Equivalency (HSE), Youth Re-Engagement, and

Integrated Basic Education and Skills Training (I-BEST) programs (approx. 3000+ headcount, 1600 AFTE; 11 full-time faculty, 50 part-time faculty, 10 staff at 11 locations)

- Led revision of college entry process and program requirements with Placement 360 team, Guided Pathways Steering Committee, and faculty across the college
- Advocated between Basic Education, General Education, and Professional-Technical faculty to revise programs into guided curricular pathways
- Developed partnerships with Muckleshoot Tribe, Goodwill, and other community partners to better serve students of color through completion of high school diploma and college programs
- Implemented Youth Re-Engagement program on campus with Renton School District, using dual credit model, leveraging funds from OSPI, College Spark, and United Way
- Worked with college-wide Strategic Planning team to revise college's mission, vision, and values and develop 5-year strategic plan.
- Supported college and program accreditation, assessment, and continuous improvement through leadership in Assessment Committee, Program Review taskforce, and Accreditation Core Theme lead

Dean, Basic Studies

July 2013-Dec 2015

- Led collaborative change process to renovate program and course structure of Basic Studies, incorporating interdisciplinary and problem-based approaches to education, and aligning with college-level programming.
- Facilitated development of program and course outcomes and revision of related curriculum to address equity in student retention, completion, and transition.
- Created HS21+ diploma program, focusing on curriculum and structure to empower students to complete and transition (e.g. prior learning assessment, interdisciplinary projects such as digital storytelling, inclusion of college faculty in HS21 projects)
- Established bilingual HS21 program to improve outcomes for Latinx/Hispanic students. Secured new bilingual evening full-time tenure-track position; partnered with El Centro Rendu, St. Vincent de Paul, King County Library System, and Goodwill to start programming and wraparound services at two off-campus sites in addition to campus. Transition of Latinx/Hispanic more than doubled as a result.
- Supported college and program accreditation, assessment, and improvement through leadership in RTC's NWCCU Accreditation work team, Achieving the Dream Core Team, Learning Council, and College Council
- Managed budgets of approximately \$3m, including state, federal, contract, and private grant funds.

Associate Dean, Basic Studies

Oct 2010-July 2013

- Managed course offerings in English as a Second Language (ESL), Adult Basic Education (ABE), GED preparation, and Integrated Basic Education and Skills Training (IBEST) on campus and at 10 off-campus locations
- Mediated and resolved student, faculty, and staff concerns
- Directed hiring, assignment, and professional development of 60 faculty and staff
- Coordinated closely with community partners (school districts, government agencies, workforce organizations, non-profits, etc)
- Secured funding and managed special projects, such as Integrated Digital English Acceleration (I-DEA), On-Ramp to IBEST, Workplace ESL

- Appointed to lead campus-wide Internal Communications taskforce to improve communications and facilitate development of shared governance model
- Advanced equity and inclusion issues campus-wide through leadership in Diversity Committee and creation of Diversity and Equity Council

Curriculum & Technology Specialist

Aug 07-Oct 2010

- Established initiatives such as Faculty Learning Communities and Reading Apprenticeship, improving program completion rates
- Provided EL Civics and Educational Technology support and training for faculty
- Facilitated department work on State Learning Standards and Accreditation
- Organized events such as CommUNITY Festival, Student Orientations, Faces of RTC community art project, and Faculty In-Service

Instructor

Jan 05-Aug 07

- I-BEST Licensed Practical Nurse Program
- English as a Second Language
- Speech Communications

Expert English, Seattle, WA

June 04-June 05

- Founder, owner, and lead teacher of private English lessons for professionals.

University of Illinois at Urbana-Champaign

Division of English as an International Language, ESL Instructor
Office of Instructional Resources

May 02-Aug 03
Dec 99-Aug 03

EDUCATION

University of Illinois at Urbana-Champaign

M.A. in Teaching English as a Second Language (3.95/4.00 GPA)
B.A. in Linguistics (3.97/4.00 GPA), Summa Cum Laude

May 2003
May 2002

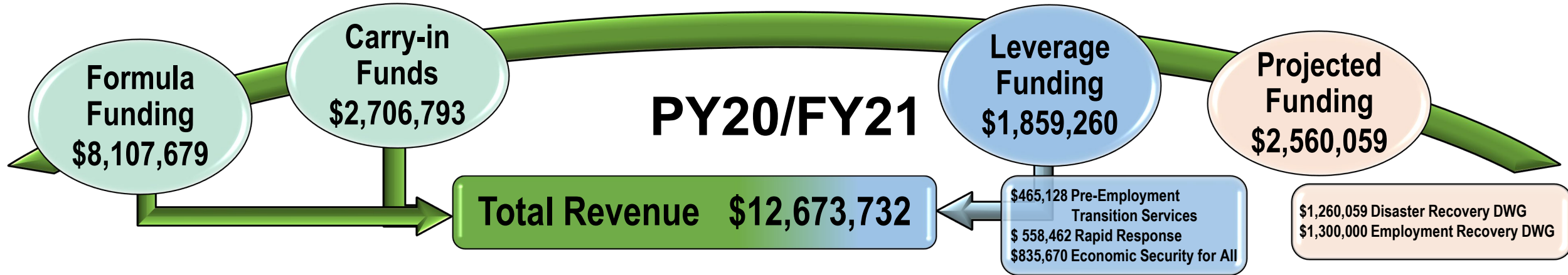
PROFESSIONAL CONTRIBUTIONS

CTC System Leadership:

- Student Achievement Initiative (SAI) Implementation Taskforce, 2017-18
- SBCTC BEdA Alternative Methods Work Group, 2017-18
- Council for Basic Skills, Equity & Inclusion Committee, 2016-18
- Council for Basic Skills, Co-Chair Transitions Committee, 2014-16

Presentations:

- *Reading Apprenticeship in Basic Skills*, Council for Basic Skills, Jan 2013
- *Faculty Learning Communities*, SBCTC Rendezvous, July 2010
- *Reading Apprenticeship for Student Success*, Achieving the Dream Strategy Institute, Feb 2010
- *Reading Apprenticeship: Methods to Understand Information Presented in Textbooks and Directions*, Pacific Northwest Apprenticeship Education Conference, May 2010
- *Transitioning Basic Skills Students in Trying Times*, National Council for Workforce Education Conference, Oct 2009



69%

28%

Objective 1

Objective 2

Objective 3

\$3,554,778 Statutory Mandates & Objective 4

\$620,000
Business Solutions

\$50,000
Professional Development

\$1,942,000 Adult
\$1,200,000 Formula
\$742,000 Non-Formula

\$300,000
Service Delivery via Tech.

\$3,308,517 Formula

\$97,500
Assessment/Tracking Licenses

\$1,643,000 Dislocated Worker
\$1,200,000 Formula
\$340,000 Non-Formula
\$103,000 Business Solutions Non-Formula

\$100,000
Training Resource Expansion

\$246,261 Leveraged

\$50,000
Workforce Summits

\$1,628,000 Young Adult
\$1,200,000 Formula
\$428,000 Non-Formula

\$50,000
Young Adult Initiatives

\$1,064,870
New Cohort Training/ Priority Initiatives/ Sys. Enhanc.

3%

\$1,168,200 Carry-over Obligations

\$405,383
5% Mitigation PY20/FY21

Objective 1: Increase business engagement with the workforce system.
Objective 2: Create an integrated system that is aligned to the goals.

Objective 3: Expand and improve the talent pipeline of disconnected young adults and adults to quality jobs.
Objective 4: Support individuals to gain employment through a system of wrap around services that is responsive to their diverse experience and needs.

		ADULT	DW	YOUTH	Total	Leverage	ADMIN
REVENUE							
Formula Funding		\$ 2,635,565	\$ 2,704,558	\$ 2,767,556	\$ 8,107,679		\$ 900,854
Projected PY19/FY20 Carry-in Funds		\$ 1,014,984	\$ 1,039,828	\$ 651,981	\$ 2,706,793		\$ 322,849
Secondary Sources of Admin Funding							\$ 39,460
Leverage Funding		\$ 835,670	\$ 558,462	\$ 465,127	\$ 1,859,260	\$ 1,859,260	
Total Funds Available		\$ 4,486,219	\$ 4,302,849	\$ 3,884,664	\$ 12,673,732	\$ 1,859,260	\$ 1,263,163
INVESTMENT AREAS							
PY19/FY20 Carry-in Obligations - Projected (Detail Below)		\$ 378,216	\$ 371,455	\$ 418,529	\$ 1,168,200		-
Direct Services							
Adult Formula		\$ 1,200,000			\$ 1,200,000		
Adult Non-Formula		\$ 742,000				\$ 742,000	
Dislocated Worker Formula			\$ 1,200,000		\$ 1,200,000		
Dislocated Worker Non-Formula			\$ 340,000			\$ 340,000	
Youth Formula				\$ 1,200,000	\$ 1,200,000		
Youth Non-Formula				\$ 428,000		\$ 428,000	
Business Solutions Formula		\$ 216,996	\$ 214,932	\$ 188,072	\$ 620,000		
Business Solutions Non-Formula			\$ 103,000			\$ 103,000	
New Cohort Training/Priority Initiatives/System Enhancements		\$ 359,130	\$ 468,464	\$ 237,276	\$ 1,064,870		
Professional Development		\$ 17,500	\$ 17,333	\$ 15,167	\$ 50,000		
Pre-Apprenticeship Initiatives		\$ -	\$ -	\$ -	\$ -		
Service Delivery via Technology		\$ 104,998	\$ 104,000	\$ 91,003	\$ 300,000		
Assessment/Tracking Licenses		\$ 34,124	\$ 33,800	\$ 29,576	\$ 97,500		
Training Resource Expansion		\$ 34,999	\$ 34,667	\$ 30,334	\$ 100,000		
Workforce Summits		\$ 17,500	\$ 17,333	\$ 15,167	\$ 50,000		
Young Adult Initiatives		\$ -	\$ -	\$ 50,000	\$ 50,000		
Statutory Mandates Personnel Requirements	25 FTEs	\$ 946,547	\$ 937,548	\$ 820,381	\$ 2,704,476		\$ 555,734
Leverage		\$ 84,190	\$ 104,067	\$ 33,805		\$ 222,063	\$ 29,348
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		\$ 208,760	\$ 209,627	\$ 185,654	\$ 604,041		\$ 136,593
Leverage		\$ 9,480	\$ 11,395	\$ 3,322		\$ 24,198	\$ 10,112
Administrative Reserve							\$ 486,333
5% Mitigation PY20/FY21		\$ 131,778	\$ 135,228	\$ 138,378	\$ 405,384	-	\$ 45,043
Total Budget Need		\$ 4,486,219	\$ 4,302,849	\$ 3,884,664	\$ 12,673,732	\$ 1,859,260	\$ 1,263,163

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

ResCare PY2019 Youth Direct Services	-	-	202,000	202,000
Career Team Adult PY2019 Direct Services	193,000	-	-	193,000
Career Team DW PY2019 Direct Services	-	188,000	-	188,000
ResCare PY2019 Business Solutions Provider	40,949	40,560	35,491	117,000
JayRay - Strategic Communications/Outreach	15,750	15,600	13,650	45,000
Tacoma Community College ABE Navigator	23,520	23,296	20,385	67,200
One Stop System Operator	34,999	34,667	30,334	100,000
Construction Training Cohorts	69,999	69,333	60,668	200,000
Young Adult Postsecondary Education and Mentorship	-	-	56,000	56,000
TOTAL	378,216	371,455	418,529	1,168,200

		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		\$ 50,000	\$ 50,000	\$ -	\$ -	See Notes Below	
MOU System Integrators		\$ 105,500	\$ 21,200	\$ 71,800	\$ 12,500		
Service Delivery via Technology		\$ 300,000	\$ 300,000	\$ -	\$ -		
Resource Development		\$ 140,000	\$ 140,000	\$ -	\$ -		
Pre-Apprenticeship Initiatives		\$ 112,000	\$ -	\$ 112,000	\$ -		
Total for Expand Products and Services		\$ 707,500	\$ 511,200	\$ 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		\$ 1,157,500	\$ 711,200	\$ 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 Budget
Final June 2020 vs. Draft May 2020

Budget Line Item	Final PY20 Budget - June	Draft PY20 Budget - May	Difference	
Revenue:			-	
Formula Funding	8,107,679	6,548,954	1,558,725	(1)
Projected Carry-In	2,706,793	2,589,256	117,537	
Leverage	1,859,260	1,778,267	80,993	
Total Funds Available	<u>12,673,732</u>	<u>10,916,477</u>	<u>1,757,255</u>	
Investment Areas :				
Projected Carry-In Obligation	1,168,200	1,095,000	73,200	
Direct Services Formula	4,220,000	3,651,000	569,000	(2)
Direct Services Non-Formula Leverage	1,613,000	1,529,500	83,500	
Assessment/Tracking Licenses	97,500	70,500	27,000	
Other Investments	1,614,870	1,013,947	600,923	(3)
Total Investments	<u>8,713,570</u>	<u>7,359,947</u>	<u>1,353,623</u>	
Statutory Mandates Personnel Requirements	2,704,476	2,376,274	328,202	(4)
Statutory Mandates Personnel Requirements - Leverage	222,063	222,348	(285)	
Statutory Mandates Operational Requirements	604,041	604,041	-	
Statutory Mandates Operational Requirements - Leverage	24,198	26,419	(2,221)	
Mitigation	405,384	327,448	77,936	
Total Budget Need	<u>12,673,732</u>	<u>10,916,477</u>	<u>1,757,255</u>	
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>	

(1) - Budget presented in May included no change in formula funding from last year. Overall formula funding increased approximately \$1.56M over budget presented in May (Adult - \$454,002, DW - \$630,798, Youth - \$473,925)

(2) - Increase in direct services to fund additional contract and performance responsibilities required of our service providers for formula funding.

(3) - Increased investments in New Cohort Training/Priority Initiatives/System Enhancements and Service Delivery via Technology. Want to do more cohorts and can use these funds to move Bold Goal work forward and as other opportunities arise. With current uncertainty due to COVID-19 crisis, additional funding to provide resources for technology and equipment in delivering virtual services to customers.

(4) - Added another 2.5 FTEs to add additional capacity for new initiatives and to move WFC work forward. Included placeholders for potential WFC staff positions to provide the new CEO flexibility in determining WFC's organizational structure.

Administrative Reserve - \$486,333 looks like a lot but good to have reserve for insurance purposes. In case there is any legal action against us where insurance will not cover legal fees we can use these funds.



GREATER ECONOMIC VITALITY FOR ALL.

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

To: WFC Executive Board
From: Helen McGovern-Pilant, Interim CEO
Date: June 17, 2020

Subject: Declaration of Emergency/Administrative and Program Operations

Background

COVID-19 highlights the need for the Board to have emergency powers that enable continued and ongoing operations. COVID-19 has had significant impact in our communities and for our WorkSource System, including but not limited to, job seekers, businesses, educational partners, staff and program services. A Declaration of Emergency allows for immediate modification and exception to select local WIOA Policy and Procedural guidance, as deemed necessary and appropriate to support the continued delivery and efficiency of WorkForce Central programs and services. The Declaration could be necessary for approval of contracts or budgets, local policy modifications and procedural changes, business closures, approval of motions, adoption of resolutions and institution of other operational changes.

Procedural Steps

1. Staff shall recommend a Declaration of Emergency and include all necessary information that at a minimum should include identifying the circumstance under which the Emergency is being declared, the timeframe or conditions for its duration and removal, and what permissions exceptions or limitations are specifically under the Emergency provision.
2. To the extent possible, the Declaration shall be included on an agenda in a regularly advertised WFC Executive Board meeting. The item will be discussed and acted upon at that meeting.
3. If no meeting can be scheduled in a timely fashion the Board Chair, or designee, after review of the proper documentation and consulting with 50% of the seated WFC Executive Board Members or 25% of the full WDC Board Members, or a reasonable number of Directors, as decided by the Board Chair, or designee, the Chair, or designee may execute the Declaration.

Recommended Motion

Motion to approve Declaration of Emergency

Attachments

Declaration of Emergency



DECLARATION OF EMERGENCY ADMINISTRATIVE AND PROGRAM OPERATIONS POLICY**Policy Number:****Date Last Revised:****Supersedes:**

PURPOSE

As may be deemed necessary, the WFC Executive Board Chair may enact, facilitate and communicate the immediate need for a local Declaration of Emergency in relationship to WFC Administrative, Fiscal and or Program Service Delivery within all or part of the WFC region and operations.

POLICY

In the circumstances of a national or state emergency; when the loss of board members or other significant event impacts ability to establish a quorum, and/or otherwise continue business, WFC Executive Board Leadership may, after review of the proper documentation and consulting with 50% of the seated WFC Executive Board Members or 25% of the full WDC Board Members or a reasonable number of Directors, as decided by the WFC Executive Board Chair, or designee, can approve the Declaration of Emergency.

The Declaration could be necessary for approval of contracts or budgets, local policy modifications and procedural changes, business closures, approval of motions, adoption of resolutions and institution of other operational changes.

GUIDELINES

WFC Executive Board may declare an Emergency to insure uninterrupted and secure continuation of services and programs.

1. Staff shall recommend a Declaration of Emergency and include all necessary information that at a minimum should include identifying the circumstance under which the Emergency is being declared, the timeframe or conditions for its duration and removal, and what permissions exceptions or limitations are specifically under the Emergency provision.
2. To the extent possible, the Declaration shall be included on an agenda in a regularly advertised WFC Executive Board meeting. The item will be discussed and acted upon at that meeting.
3. If no meeting can be scheduled in a timely fashion, the Board Chairperson, or designee, after review of the proper documentation and consulting with 50% of the seated WFC Executive Board Members or 25% of the full WDC Board Members, the Chair may execute the Declaration.

REFERENCES

-

APPROVED

WFC CEO

DATE

Business Services

Previously we provided direct services and the team had built confidence and satisfaction with businesses in the community. So when the “ask” to have the business help support an event, that might help the business or was for the greater good to create a labor supply chain for them, businesses were willing to help partner and support those efforts. In our current circumstances/climate, we are going to have to earn the business trust again, and it may be six months or a year before they are willing to work with us in a valued partner relationship = \$\$

Staffing - The person who is the face to the business is the consultant and builds relationship and helps identify the business’s needs, they then would work with the system to bring solutions to the business. One of the positions should be a recruiter and during volume hiring times there is often another ½ FTE working on this.

In the case of recruiting new talent, WFC staff would bring the staffing order back to the office and then the recruiter would post the listing to WorksourceWA, workforce 253 (our job board) and Salesforce. Salesforce was set up so as resumes came in the businesses staff could review resumes via Salesforce. In times of peak hiring volume – which we can hope for coming out of COVID 19, doing all the listing and managing of candidates and the whole pipeline often required several team members to keep up with all the hiring requests and processing the applications and so on.

Scenario 1 Allocate \$620,000 (add \$103,000 PY19 RRIE) to a Business Solutions Department	Scenario 2 Allocate \$543,000 to a WFC Business Solutions Department for 5 FTEs Allocate \$200,000 to Career Team for 2 FTEs (no procurement required)
Business Solutions absorbed by WFC staff 7 FTEs <div> <div>VP of Business Solutions</div> <div>Director of Business Solutions</div> <div>Business Solutions Manager</div> </div> <div> <div>Business Solutions Coordinator</div> <div>Business Solutions Coordinator</div> <div>Business Solutions Coordinator</div> </div> <div> <div>Business Solutions Admin Assistant</div> </div>	WFC staff <div> <div>VP of Business Solutions</div> <div>Director of Business Solutions</div> <div>Business Solutions Manager</div> </div> <div> <div>Business Solutions Coordinator</div> <div>Business Solutions Coordinator</div> </div> Career Team <div> <div>Business Solutions Specialist – JBLM</div> <div>Business Solutions Specialist – Adult/DW</div> </div>
Full scale execution of business solution services (Board approved) via WFC department developed with the FTEs referenced above executing the oversight, coordination and execution of all services for Pierce County employers. <ul style="list-style-type: none"> • Increase awareness, connection and engagement of industry and small businesses to workforce development services • Identify and respond to employer needs for a talent pipeline to include job postings and recruitment of local job seekers • Drive local training and job seeker programs to be responsive to the voice of industry and employer needs • Develop meaningful WorkBased Learning Opportunities/Sites • Strengthen and sustain collaborative partnering with local Economic Development and Chamber stakeholders to further meet the need of industry. • Develop and execute the coordination of meaningful hiring events and career expo events • Provide assistance with employers on boarding needs for local hires such as drug and background screening • Assist employers to identify upskill/backfill training opportunities for incumbent workers • Provide guidance and support regarding Rapid Responses, COVID-19 Impact, resources from local, state and federal government to local area businesses • Provide Labor Market Information • Move WFC's Business Solutions efforts to truly meet the expectation of support and resources from the Pierce County Workforce Development Council 	Full scale execution of business solution services (Board approved) via WFC department developed with the FTEs referenced above executing the oversight, coordination and execution of all services for Pierce County employers. WFC <ul style="list-style-type: none"> • Increase awareness, connection and engagement of industry and small businesses to workforce development services • Identify and respond to employer needs for a talent pipeline to include job postings and recruitment of local job seekers • Drive local training and job seeker programs to be responsive to the voice of industry and employer needs • Strengthen and sustain collaborative partnering with local Economic Development and Chamber stakeholders to further meet the need of industry. • Staff Business Solutions WDC Committee and Single Point of Contact Committee • Develop and execute the coordination of meaningful hiring events and career expo events • Provide assistance with employers on boarding needs for local hires such as drug and background screening • Assist employers to identify upskill/backfill training opportunities for incumbent workers • Provide guidance and support regarding Rapid Responses, COVID-19 Impact, resources from local, state and federal government to local area businesses • Provide Labor Market Information • Move WFC's Business Solutions efforts to truly meet the expectation of support and resources from the Pierce County Workforce Development Council Career Team <ul style="list-style-type: none"> • Firm focus to develop and sustain a bridge between WFC Business Solutions efforts and the WIOA job seeker population • Work in collaboration w/ partner Business Solutions efforts • Support WFC's Business Solutions department's work, initiatives and events • Develop WEX/OJT worksites • Works directly with the job seeker population with or thru WIOA case managers to further prepare and create marketable pools of talent • Support/participate in committees related to Business Solutions Efforts
Hire and prepare the model to launch by August 31, 2020.	Hire and prepare the model to launch by August 31, 2020



GREATER ECONOMIC VITALITY FOR ALL.

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

June 16, 2020

Subject: Extend the Employment Security Work Search Waiver

Dear Governor Inslee:

Representing the local workforce system covering Pierce County Workforce Development Council I urge you to **extend the work search waiver** until we can open WorkSource and have returned the Employment Security staff assigned to help those impacted by lay-off and job eliminations.

Work search in the time of COVID-19 is counterproductive to businesses finding the individuals they need. We can more efficiently do that by getting laid-off workers in genuine and meaningful activities that will reconnect them to viable jobs. Those are programs provided by local councils all over the state.

You can further ask for an **emergency ruling by ESD that offers an expansive list of acceptable work search options including registration into programs designed to** connect UI claimants to services and alleviate the continued job search requirement. The job seeker will receive assistance— establishing a work search plan, identifying potential jobs and/or needed training and ensuring the job seeker has access to available support services.

With the **current social justice unrest and continued threat of COVID-19 exposure**; adding required work search to an already threatening environment could intensify the publics' concerns and create a volatile situation. At a minimum, we may appear tone deaf to the drama that is engulfing our communities and city streets.

WorkForce Central is incredibly concerned that without additional time, preparation and the return of reassigned Employment Security staff we will **compound the stresses on the system and increase the anger and disappointment of** many Washingtonians. They will arrive at WorkSource needing help with job search and be met with locked buildings, limitations to service delivery and generally not enough knowledgeable staff to help.

As we shift into recovery mode WorkSource locations will be the focal point for all things associated with employment, including unemployment benefits. As we require job search and WorkSource offices reopen to the public, we need **knowledgeable UI representation on site** to respond to the public's queries. Centralized service delivery during the magnitude of the COVID-19 crisis is not workable. If we can get services and people to the local level this will go a long way to re-instill confidence that we care and truly want to help.

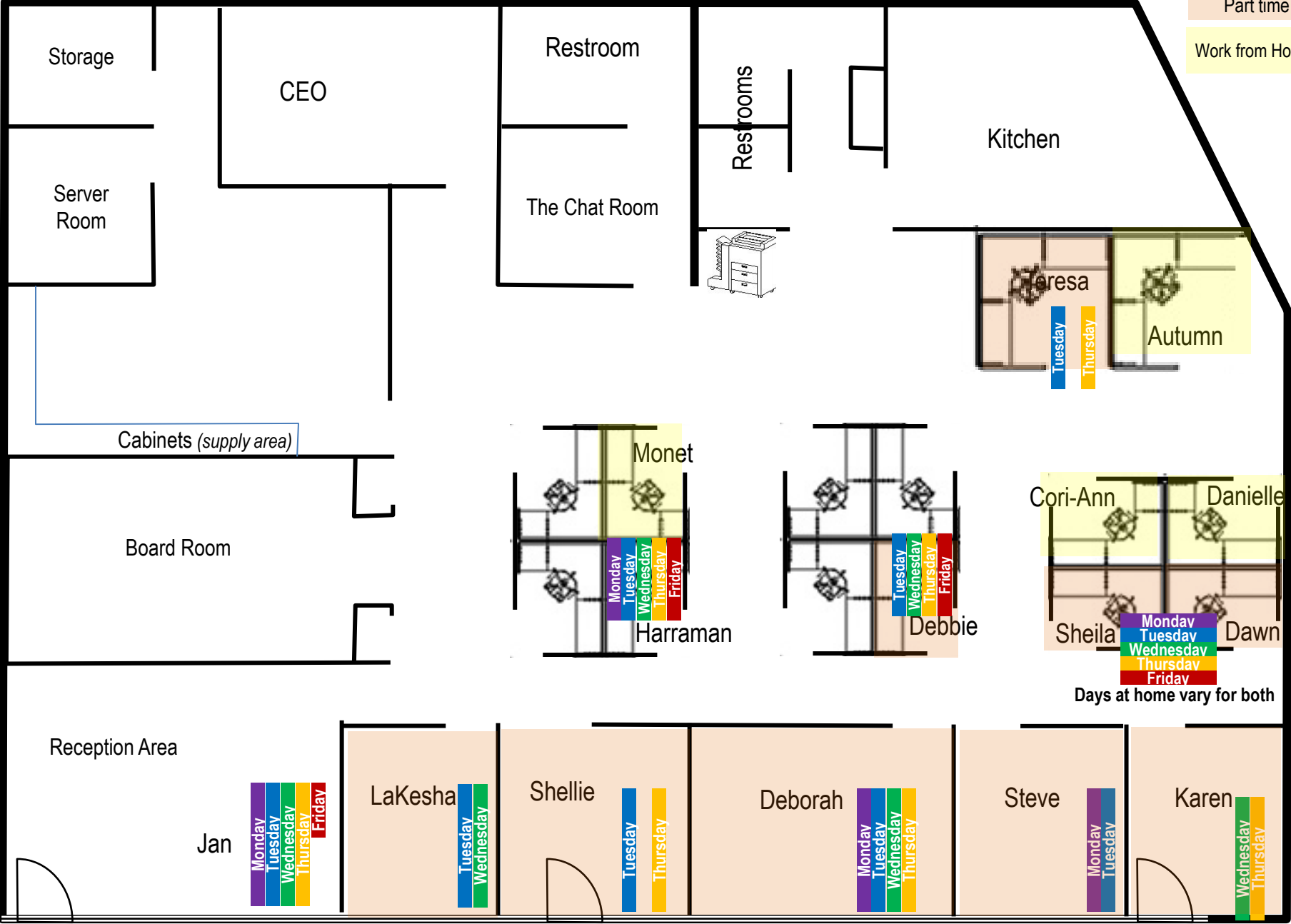
I appreciate your continued attention to the health, safety and welfare of Washingtonians.

Sincerely,

A handwritten signature in black ink that reads "Helen McGovern-Pilant".

Helen McGovern-Pilant
Interim CEO



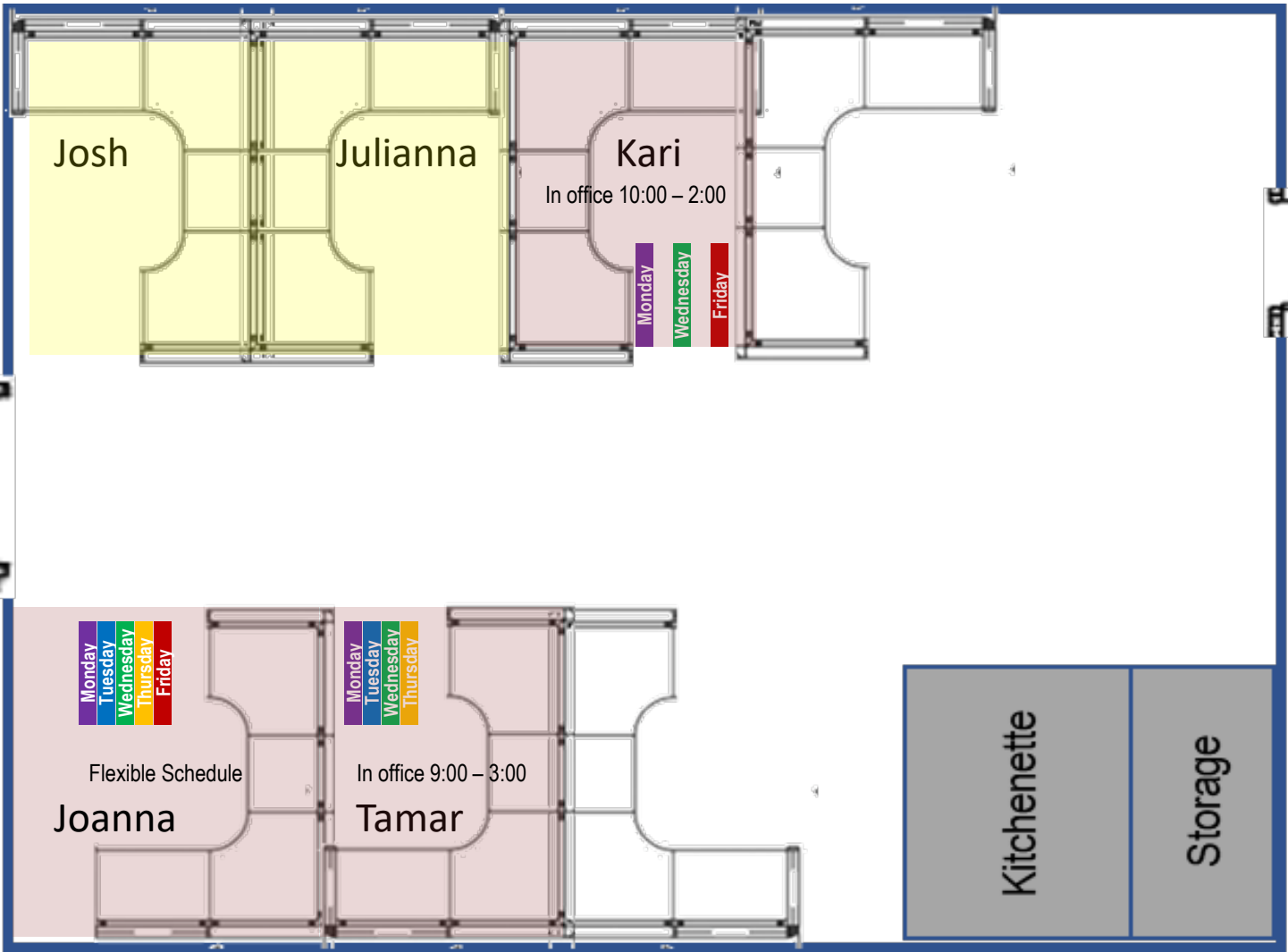


Work from Home
Part time

Work from Home

Work from Home
Part time

Work from Home



BOLD GOAL INITIATIVE RECOMMENDATIONS

		Metric	Rational/Recommendations
ADULTS	By 2025 the workforce system will reduce the number of residents between the ages of 25 to 64 without a High School Diploma or a GED, by half	38,475 to 19,237.	Recommend requesting data annually from system partners.
	Key Challenges		
	Metric does not match the data story - 11,000 potential customers that have a reasonable expectation to engage.		Recommend that we change the goal to 11,000 target for adult learners. Rationale: (Prior to COVID) Data reveals those without GED/HS equivalent are working in middle class jobs. COVID-19 will have some impact on these estimates – a reduction among those employed, and indirectly, an increase in the population below 200% poverty. Our bold goal estimates, however, rely on Census PUMS data which has a significant time lag. Until the Fall of 2021, we will have to assume that the COVID impact to our Bold Goal populations are at least as significant as what we can measure for all of Pierce County.
	Not receiving consistent data from system partners.		Review data collection process and create consistent way to request and receive data.
	Need a clear reason why we are requesting data – Clearly identify partners contributing to hitting target via program and/or referrals.		Narrow down what partners we need data from for ease of tracking and clear understanding of what we are asking for.
DISCONNECTED YOUNG ADULTS	Reduce the number of disconnected young adults, 16 to 24, by half	15,300 to 7,650	Recommend requesting data annually from system partners.
	Key Challenges		
	Not all youth provider services and mission align with the bold goal work.		Recommend maintain the goal of 7,650 and that we partner with REACH as a centralized/coordination service working with other young adult providers. This will allow for better tracking a single point of contact. As we learn of other service providers we can add. Maintain Power UP Pierce as initiative and renew our push to saturate awareness of the tool.
	Receiving consistent data from system partners.		Review data collection process and create consistent way to request and receive data.

Successful key strategies are maintained and enhanced.

- Offering GED classes within the center, as well as within the colleges, as it reduces the stigma, and customers can access not as a “drop out,” but rather, a college student, or job seeker, exploring and expanding their career path.
- The ABE Navigator position has been a very successful pilot. The navigator communicates with all partners, coordinates with WIOA providers, and has effectively utilized 211 to connect with those without HS diplomas or GEDs.
- The Community Engagement Initiative has proven successful in that systems are eager to connect and pilot a different approach to outreach. This approach includes integration with an equity lens. In addition, as we consider customer choice it not only includes resources for GED/High School equivalent it also introduces customers to increased awareness of all resources.
- Accessing data to inform us where to concentrate outreach and services has improved the ability to deliver services more broadly and not just out central area.

These changes do not change the Objectives in the Operations Plan.

- Objective 1: Increase business engagement with the workforce system.
- Objective 2: Create an integrated system that is aligned to the goals.
- Objective 3: Expand and improve the talent pipeline of disconnected young adults and adults to quality jobs.
- Objective 4: Support individuals to gain employment through a system of wrap around services that is responsive to their diverse experience and needs.