

**WFC Executive Board Meeting****AGENDA****June 19, 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 - May 20, 2019 Minutes
  - B. Approve May 2019 Voucher Payments
  - C. Approve December 2018 Final Voucher Payments
- V. REGULAR AGENDA**
  - A. UWT Students Appreciation for WorkSource Website Development
  - B. Approve contract with ResCare to provide Business Solutions to Pierce County employers for the amount of \$620,000 for the period of July 1, 2019 to June 30, 2020.
  - C. Approve contract with ResCare to provide WIOA Title 1 Young Adult services for the amount of \$900,000 for the period of July 1, 2019 to June 30, 2020.
  - D. Approve contract with Career Team Services to provide WIOA Title 1 Dislocated Worker services for the amount of \$980,000 for the period of July 1, 2019 to June 30, 2020.
  - E. Approve contract with Career Team Services to provide WIOA Title 1 Adult services for the amount of \$990,000 for the period of July 1, 2019 to June 30, 2020.
  - F. Adoption and amendment of budget for the calendar year 2018 (Resolution No. 862)
- G. CEO Report**
  - A. Iron Worker Presentation
  - B. Bold Goal Update
  - C. Retail Grant Pursuit
  - D. PY19/FY20 Dashboard
  - E. Celebrate! Economic Security for All (EcSA) - Awarded \$1.75 MM
  - F. NW Administrators Finding Update
- H. OTHER BUSINESS**
- I. EXECUTIVE SESSION – CEO Annual Evaluation**
- J. ADJOURN**



**WFC Executive Board Meeting****MINUTES****May 15, 2019 • 9:00-10:30 a.m.****WorkForce Central • 3640 S. Cedar St., Suite E Conference Room****Mayor Victoria Woodards presiding****Attendees:** April Gibson, Victoria Woodards**Phone:** Conor McCarthy**Staff:** Deborah Howell, Steve Grimstad, Jan Adams**Guests:** Raquel Medina, Cassie Emerson**I. CALL TO ORDER**

Mayor called the meeting to order at 9:19 a.m.

**II. PUBLIC COMMENT**

None.

**III. WDC UPDATE – April Gibson**

Deborah gave the update noting the restructure of committees and budget deliberations as well as NAWB Forum updates. She also noted the center had 193 attendees and the Q3 performance update.

**IV. CONSENT AGENDA****A. Approve the April 17, 2019 Minutes****B. Approve April 2019 Voucher Payments**

Motion to approve made by April; seconded by Conor. Approved

**V. REGULAR AGENDA****A. Approve and appropriate \$2,293,631 in Title 1 Youth program funds from WA State Employment Security Department for the period of April 1, 2019 to June 30, 2021 (Resolution No. 856).**

Motion to approve made by April; seconded by Conor. Deborah noted this is to approve our allocations. Approved

**B. Approve and appropriate \$254,848 in Title 1 Youth administrative funds from WA State Employment Security Department for the period of April 1, 2019 to June 30, 2021 (Resolution No. 857).**

Motion to approve made by April; seconded by Conor. Approved



- C. Approve and appropriate \$2,181,563 in Title 1 Adult program funds from WA State Employment Security Department for the period of July 1, 2019 to June 30, 2021 (Resolution No. 858).**  
Motion to approve made by April; seconded by Conor. Approved
- D. Approve and appropriate \$242,396 in Title 1 Adult administrative funds from WA State Employment Security Department for the period of July 1, 2019 to June 30, 2021 (Resolution No. 859).**  
Motion to approve made by April; seconded by Conor. Approved
- E. Approve and appropriate \$2,073,760 in Title 1 Dislocated Worker program funds from WA State Employment Security Department for the period of July 1, 2019 to June 30, 2021 (Resolution No. 860).**  
Motion to approve made by April; seconded by Conor. Approved
- F. Approve and appropriate \$230,418 in Title 1 Dislocated Worker administrative funds from WA State Employment Security Department for the period of July 1, 2019 to June 30, 2021 (Resolution No. 861).**  
Motion to approve made by April; seconded by Conor. Approved
- G. Approve WIOA Title 1 Budget for PY19/FY20**  
Motion to approve made by April; seconded by Conor. Deborah gave an explanation of revenue, which included and increase from last year of about \$500k. She also noted proposed budget noting increases to Business Solutions, New Cohorts, Workforce Summits and Young Adult Advisory Council. Approved

## **VI. CEO Report**

### **A. NW Administrator Audit Update**

Steve gave a background on the audit by the Teamsters Welfare Trust. He noted there were several findings for a total amount of \$152,401.92, which have all been disputed. We are currently waiting for a response from the NW Administrators. April asked if many of the findings are for temp employees. Steve confirmed they were in fact temp employees covered by their employing agencies. April asked what percentage of the findings were for non-temp personnel. Mayor asked what our exposure would be. Steve noted our possible exposure could possibly be about 25%, but we are disputing all findings. April asked what the next steps would be if they deny our response and what the appeal process is.

### **B. Q3 Obligation Report**

Deborah gave a brief overview of the report noting we are on track to be fully obligate as mandate by law.

### **C. JobFest Report**

Raquel Medina and Cassie from ResCare presented the results from this year's event. Mayor suggested if a fee was charged to businesses there by two different rates for non-profit vs for profit.



**D. WorkSource JBLM Group Innovation Award from WA State Chapter of the International Association of Workforce Professionals**

Deborah gave an overview of the award and noted we received three awards including WorkForce Group Innovation Award - Malcolm Baldrige Certification, which recognized the center for its achievement of being awarded such a certification with its high standards and criteria. WorkForce Group Innovation Award - Pierce County One Stop recognizing the partnership efforts and the use of continuous quality improvement to integrate all partners and services in one location. WorkForce Group Innovation Award - WorkSource JBLM Affiliate recognized for being the first fully operational WorkSource Affiliate Site integrated in-the-gate in partnership with the Department of Defense and the Department of the Army. Providing support and services to transitioning service members, veterans and their families and the Army Wounded Warrior program.

**E. Power Up Pierce and Live. Work. Pierce outreach and usage update**

Deborah presented the results for both programs. Mayor suggested getting the link to Live. Work. Pierce. on the Tacoma website.

**VII. OTHER BUSINESS**

April suggested revisiting the day/time. Mayor said we will have the June meeting and cancel the July meeting.

**VIII. ADJOURN**

Meeting adjourned at 10:08 a.m.

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**Executive Board Chair WorkForce Central**

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**CEO**



## VOUCHER APPROVAL

December 2018 - 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	\$ 3,957.36	\$ (259,884.38)	\$ (255,927.02)
Pierce County One Stop System	\$ 14,628.83	\$ 59.69	\$ 14,688.52
Contra Pierce County One Stop System	\$ (5,257.50)	\$ -	\$ (5,257.50)
Unencumbered Fund	\$ 788.54	\$ -	\$ 788.54
Indirect Cost Pool	\$ 11,053.89	\$ -	\$ 11,053.89
Contra Indirect Cost Pool	\$ (11,053.89)	\$ -	\$ (11,053.89)
WIOA Adult	\$ 404,244.15	\$ 34,342.19	\$ 438,586.34
WIOA Admin	\$ 9,287.19	\$ 37,555.41	\$ 46,842.60
WIOA Dislocated Worker	\$ 455,632.52	\$ 55,210.00	\$ 510,842.52
WIOA Youth	\$ 351,881.73	\$ 46,723.06	\$ 398,604.79
WIOA Program Pool	\$ 259,668.33	\$ 84,667.62	\$ 344,335.95
Contra Program Pool	\$ (259,668.33)	\$ (84,667.62)	\$ (344,335.95)
All Grants Admin Pool	\$ 8,465.91	\$ 29,682.24	\$ 38,148.15
Contra All Grants Admin Pool	\$ (8,465.91)	\$ (29,682.24)	\$ (38,148.15)
Strategic Planning/Partnership Pool	\$ 11,968.08	\$ 20,207.82	\$ 32,175.90
Contra Strategic Planning/ Partnership Pool	\$ (11,968.08)	\$ (20,207.82)	\$ (32,175.90)
C2C Program Support	\$ 42,905.49	\$ 672.71	\$ 43,578.20
Rapid Response Initiatives	\$ 115,706.35	\$ 6,453.28	\$ 122,159.63
TAP UBI Highway Construction	\$ 3,933.77	\$ 1,383.24	\$ 5,317.01
Career Connect	\$ 97,953.91	\$ 9,647.01	\$ 107,600.92
South Seattle College - AAI Grant	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 1,495,662.34	\$ (67,837.79)	\$ 1,427,824.55

The original December 2018 Voucher Approval report submitted in January 2019 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



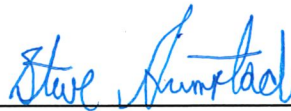
## VOUCHER APPROVAL

May 2019

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	\$ -	\$ -	\$ -
Pierce County One Stop System	\$ 12,258.51	\$ 1,357.56	\$ 13,616.07
Contra Pierce County One Stop System	\$ -	\$ -	\$ -
Unencumbered Fund	\$ -	\$ -	\$ -
Pierce County Worksource Center	\$ 306.47	\$ -	\$ 306.47
Indirect Cost Pool	\$ 9,895.63	\$ -	\$ 9,895.63
Contra Indirect Cost Pool	\$ (9,895.63)	\$ -	\$ (9,895.63)
WIOA Adult	\$ 88,226.84	\$ 44,094.11	\$ 132,320.95
WIOA Admin	\$ 8,675.11	\$ 52,775.26	\$ 61,450.37
WIOA Dislocated Worker	\$ 243,003.08	\$ 71,082.10	\$ 314,085.18
WIOA Youth	\$ 163,744.32	\$ 64,114.80	\$ 227,859.12
WIOA Program Pool	\$ 82,892.05	\$ 109,978.11	\$ 192,870.16
Contra Program Pool	\$ (82,892.05)	\$ (109,978.11)	\$ (192,870.16)
All Grants Admin Pool	\$ 8,814.45	\$ 38,142.37	\$ 46,956.82
Contra All Grants Admin Pool	\$ (8,814.45)	\$ (38,142.37)	\$ (46,956.82)
Strategic Planning/Partnership Pool	\$ 9,244.64	\$ 20,740.08	\$ 29,984.72
Contra Strategic Planning/ Partnership Pool	\$ (9,244.64)	\$ (20,740.08)	\$ (29,984.72)
Rapid Response Initiatives	\$ 130,405.18	\$ 12,157.79	\$ 142,562.97
Economic Security for All-Proposal Development	\$ 1,205.29	\$ 9,893.67	\$ 11,098.96
Career Connect	\$ 27,346.14	\$ 7,783.78	\$ 35,129.92
<b>TOTAL</b>	\$ 675,170.94	\$ 263,259.07	\$ 938,430.01

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. 862**

### **ADOPTION AND AMENDMENT OF BUDGET FOR THE CALENDAR YEAR AND FINANCIAL REPORTING PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018**

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, 2018 and the amount calculated is \$10,365,000.

The Board hereby adopts this resolution to adopt and amend the annual budget to be \$10,365,000 for the financial reporting year ending December 31, 2018.

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

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



## ***Bold Goal Update***

**BOLD GOAL: By 2025** the workforce system will reduce the number of disconnected young adults, 16 to 24, by half - from 15,300 to 7,650.

**BOLD GOAL: 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 - from 38,475 to 19,237.

### **Objective 1**

**Increase business engagement with the workforce system.**

Restructure of WDC Business Services Committee to focus on peer to peer business engagement

Completed System Business Solutions Plan for serving business needs. This is also part of integrated system work

Fully implemented customer satisfaction feedback system wide

Newly formed integrated system partner Business Solutions Team  
**Engaged Organizations:**  
Clover Park Tech College, Department of Social Health Services, Department of Vocational Rehabilitation, Employment Security Dept., Goodwill, Invista, Pierce College, ResCare, Tacoma Community College, Tacoma Community House

### **Objective 2**

**Create an integrated system that align with goals**

Implemented common referral process powered by United Way 211

Created a Community Engagement Taskforce with over 30 system partners from various organizations

Fully implemented customer satisfaction feedback system

Aligned grant with Bold Goals expectations– WF applications/proposals C & system partners receive 1.7MM for poverty Reduction

Common system data collection: common definitions developed and trying to pilot data collection and reporting.

### **Objective 3**

**Expand and improve the talent pipeline of disconnected young adults and adults to quality jobs.**

New WDC committee -Talent Pipeline Committee to focus on pipeline development

Introduction of Power Up Pierce - interest assessment, explore career opportunities and access services and training

Introduced Live. Work. Pierce. – Pierce County Job Portal

Youth Advisory Committee. Young Adult Power Up Pierce Ambassadors

Increased awareness of services via Facebook and Instagram - 228K Facebook followers 2,334 on Instagram

### **Objective 4**

**Support individuals to gain employment through a system of wrap around services that is responsive to their diverse experience and needs.**

Partner with Adult Basic Education (ABE) providers at community based organizations, community & technical colleges to support a navigator for outreach and engagement in high school equivalency programs

Focus groups with HS21 and GED participants to gain insight into what resources are needed

Promoting United Way's 211 for wrap around service

Employee Membership Assistance Program (EMAP) – Adds additional wrap around services such as legal and confidential mental health assistance

UI Initiative – working with ESD to add wrap around services for UI claimants

Introduced Life Coaches to assist customers with life issues and executive function





P.O. Box 9046 • Olympia WA 98507-9046

Linda Nguyen, CEO  
Tacoma-Pierce County Employment & Training Consortium  
3650 South Cedar Street  
Tacoma, WA 98409

Dear Linda:

Thank you for your outstanding Economic Security for All (EcSA) application. We are pleased to announce that your proposal was among those selected for award.

There were a number of excellent applications in response to the EcSA RFP that proposed innovative approaches to reducing the number of Washington families in poverty. The EcSA proposal review committee thoughtfully reviewed applications and submitted recommendations to the Governor's Office for approval. The review committee consisted of multiple state agencies and members of the Governor's Poverty Reduction Work Group. These included representation from the Employment Security Department (ESD), Department of Social and Health Services, Department of Commerce, Workforce Board, WA State Labor Council, WA State Rehabilitation Council, WA Student Achievement Council, Costco, and the Commission on Asian Pacific Islander American Affairs.

All EcSA awardees showed a commitment to community partnerships that include comprehensive models for systemic change to local poverty reduction systems. The models proposed represent significant changes to existing programs and partnerships to work toward a more seamless system to noticeably and measureably reduce poverty in local communities. With this \$5.8 million EcSA investment, the 4 selected awardees collectively propose to move 940 Washington families (approximately 2820 individuals) out of poverty as a result of their efforts.

Tacoma-Pierce County Employment & Training Consortium is offered full funding of your requested amount, for a total of \$1,750,000. Condition of acceptance requires working with ESD to finalize your EcSA contract based on your application proposal, incorporating all requirements outlined in the EcSA RFP. ESD will be reaching out to seek any clarification needed on your application materials and will work with you to develop contracts and begin EcSA implementation. Expect to hear from John Traugott, ESD Workforce Initiatives Manager, tomorrow (Friday, June 14) to discuss next steps.

Next Steps:

- Scheduling initial contract discussions for next Monday (6/17) or Tuesday (6/18)
- Draft EcSA contract for your review sent out by close of business on Wednesday (6/19)
- Submit your feedback on the EcSA contract draft to ESD by close of business on Tuesday (6/25)
- Final EcSA contract draft for your review sent out by close of business on Thursday (6/27)
- Target start date for EcSA contracts: July 1, 2019

Congratulations on being selected as an EcSA awardee! We are excited to work with you to implement these poverty reduction models and promote those that demonstrate success for potential future expansion and replication.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tim Probst', is positioned above the printed name.

**Tim Probst**

Director, Workforce Initiatives

Washington State Employment Security Department

TProbst@esd.wa.gov

360-790-4913



June 12, 2019

Linda Nguyen  
3640 South Cedar Street  
Suite E  
Tacoma, WA 98409

Re: Tacoma-Pierce County WDC WIOA Performance Measurement

Dear Linda:

Thank you for your and Tacoma-Pierce County WDC's partnership and your important role in the statewide workforce system!

Performance measurement and accountability is one of the 13 primary local board duties established in Section 116 of the Workforce Innovation and Opportunity Act (WIOA). The purpose of measurement is to determine whether or not we are achieving positive outcomes for individuals served by those programs.

In May 2016, the Washington State Employment Security Department (ESD) implemented a new case management system, Efforts to Outcomes (ETO). Unfortunately, this system failed to fully deliver what was needed – including valid data that could be reported to the Federal Government. ESD formally notified its technology vendor in August 2016 of these shortcomings, many of which remain unresolved.

As a result, the integrity of current WIOA Title I-B performance data has been called into question. Specifically, ESD's technology vendor has not met its contractual obligation to provide an accurate, validated Participant Individual Record Layout (PIRL) Report.

Work is underway to replace ETO, however, the data continues to be unreliable. ESD is striving to have prior data cleaned up and ongoing data tracking improved by the end of calendar year 2019. ESD plans to launch the replacement case management system by the summer of 2020.

The U.S. Department of Labor (USDOL) will begin binding negotiations and performance assessments with the PY2020-2021 negotiations in the spring of 2020. The first year for potential

Linda Nguyen  
Tacoma-Pierce County WDC WIOA Performance Measurement  
June 12, 2019

USDOL sanctions will be 2023, as that is the point at which two full years of accurate data will be available.

Accordingly, given the current state of Washington's WIOA Title I-B data, in the event that a local area does not meet its performance targets, ESD will not recommend, and the Workforce Training and Education Coordinating Board will not sanction, the respective Local Workforce Development Board (LWDB). While we will not issue sanctions for failure to meet performance targets in PY19, LWDBs must continue to properly determine eligibility and ensure funds are spent according to federal and state requirements.

In addition, because WIOA law, rule, and guidance require the State to report local area performance to USDOL on a quarterly and annual basis, local WIOA Title I-B staff and contractors must continue entering accurate data into ETO in a timely manner as required by WorkSource System Policy 1020 (Data Integrity and Performance Policy and Handbook) and associated guidance in WorkSource Information Notice 0082 (Real-Time Data Entry). Such data entry is not only federally-mandated, it is also important for the purpose of establishing baselines for future local target negotiations once the current data issues in ETO are resolved.

We will continue to work and communicate openly with you on matters pertaining to the case management system and federal performance reporting. We appreciate your dedication to serving your customers and we anticipate that the future improvements to the system described above will give us confidence in the integrity of our system.

We fully recognize that, as Peter Drucker said, "You can't manage what you don't measure." We apologize that we are in this situation. Please rest assured that we are working very hard to remedy it as quickly as possible!

If you have any questions or concerns, we are available, as are our staff, to discuss. Please contact Special Executive Assistant to the Commissioner, Mari McGill or Executive Assistant, Workforce Training and Education Coordinating Board, Erica Wollen, to set something up. Mari can be reached at 360-878-1840 or by email at [mmcgill@esd.wa.gov](mailto:mmcgill@esd.wa.gov). Erica can be reached at 360-709-4600 or by email at [erica.wollen@wtb.wa.gov](mailto:erica.wollen@wtb.wa.gov).

Sincerely,



Suzan G. LeVine  
Commissioner  
Employment Security Department



Eleni Papadakis  
Executive Director  
Workforce Training and Education  
Coordinating Board

cc: Perry England, Chair, Workforce Training and Education Coordinating Board

**PIERCE CO. PRE-APPRENTICESHIP STATISTICAL DATA**  
**AS OF 3/23/19**

TOTAL PARTICIPANTS	73
MALE PARTICIPANTS	68
FEMALE PARTICIPANTS	5
<b>% FEMALE PARTICIPANTS</b>	<b>7%</b>

TOTAL PARTICIPANTS	73
NON-MINORITY PARTICIPANTS	31
MINORITY APPRENTICES	35
<b>% MINORITY APPRENTICES</b>	<b>47.95%</b>

TOTAL PARTICIPANTS	73
TOTAL COMPLETIONS	68
TOTAL REGISTRATIONS	66
TOTAL ACTIVE APPRENTICES	28
TOTAL % COMPLETIONS	93.15%

TOTAL HOURS REPORTED	141975
TOTAL HOURLY WAGES	\$ 3,706,318.83
TOTAL WAGES WITH FRINGE BENEFITS	\$ 4,840,695.08