

**PIERCE COUNTY
WORKFORCE
DEVELOPMENT COUNCIL**

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 Dona Ponepinto
 Patty Rose
 Ron Thalheimer
 Blaine Wolfe

**WDC Adult Services Committee
 &
 WDC Business Services Committee
 Joint Meeting
 Agenda
 June 3, 2015
 2:30 pm – 4:30 pm**

**WorkForce Central
 3650 S. Cedar St, Tacoma
 Classroom 2**

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|--|-------------------------|--------|
| 1. Hello / Introductions | Robin Baker/Dave Lawson | 10 min |
| 2. PY15 Dashboard & PY15/FY16 Budget Deliberation | Linda Nguyen | 45 min |
| 3. Other Business | | |
| • Eligibility Policy Development
(Adult Services Committee) | Holly Watson | 20 min |
| 4. Thank You/Adjourn | | |

WDC Adult Services Committee Future Meetings

July 1, 2015
 August 5, 2015
 September 2, 2015
 October 7, 2015
 November 4, 2015
 December 2, 2015

WDC Business Services Committee Future Meetings

July 27, 2015
 August 24, 2015
 September 28, 2015
 October 26, 2015
 November 23, 2015
 December 28, 2015

WorkForce Central Staff
 Linda Nguyen, CEO
lnguyen@workforce-central.org

Deborah, Howell, CAO
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Pamela Carter, Exec Asst
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**Workforce Development Council (WDC) of Tacoma Pierce County
WIOA Committee Membership Planning Document**

5-26-15

WDC Adult Services Committee		
<ul style="list-style-type: none"> • Committee Chair is member of WDC and appointed. ✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members. • Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee. 		
Representatives Programs/Services	Name, Title, Employer, Email, Phone(s)	WDC Member
Chair of Committee	Robin Baker, Transition Services Manager JBLM robin.j.baker10.civ@mail.mil	✓
Vice Chair of Committee	Stephanie McWilliams, Director of Career Services Charter College stephaine.mcwilliams@chartercollege.edu	
1. Adult Basic Ed (ABE)/ Adult Literacy (Core Partner)	Mike Johnson, Rescue Mission mike.johnson@rescue-mission.org	✓
2. WA State Department of Social and Health Services (DSHS) (Core Partner)	Core - Representative a. WorkFirst b. Juvenile Assistance	
3. WA State Division of Vocational Rehabilitation (Core Partner)	Core - Representative	
4. WA State Employment Security Department	Luke Upton, Supervisor Employment Security Department lupton@esd.wa.gov	
5. Services for Veterans	Robin Baker, Transition Services Manager JBLM robin.j.baker10.civ@mail.mil	✓
6. Pierce County Library System		
7. Community Based Organization	Dona Ponepinto, President & CEO United Way of Pierce County donap@uwpc.org	✓
8. Labor Representative or Apprentice JATC Representative	Sharon Ness, Business Negotiator/Political Lobbyist UFCW Local 367 sness@ufcw367.org	✓
9. Education	Stephanie McWilliams, Director of Career Services Charter College stephaine.mcwilliams@chartercollege.edu	
10. Business	Scott Haas, HR Director IID Security Central Scott.haas@mail.internetidentity.com	✓
11. Community Representative	Diane Giannobile, Pierce County Branch Manager Career Path Services gianndm@dshs.wa.gov	
12. Community Representative	Rachel Lewis, Family Self-Sufficiency Coordinator Pierce County Housing Authority rglewis@pchawa.org	

**Workforce Development Council (WDC) of Tacoma Pierce County
WIOA Committee Membership Planning Document**

5-26-15

Workforce Development Council/WorkForce Central Staff	LaTanya Huey, Workforce Development Manager – Career Development Services 253.448.8294; lhuey@workforce-central.org Cheri Loiland, Chief WIOA Transition Officer 253.254.7908 ; cloiland@workforce-central.org Debbie Lean, Executive Assistant/Administrative Support dlean@workforce-central.org
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WDC Adult Services Committee Meeting

NOTES

May 6, 2015
 2:30 – 4:30 p.m.
 WorkForce Central
 3650 S. Cedar St, Tacoma
 Classroom 1

Committee Member Attendees: Robin Baker, Mike Johnson, Diane Giannobile, Rachel Lewis, Stephanie McWilliams

WDC Staff Attendees: Cheri Lolland, Debbie Lean

AGENDA	NOTES	ACTION ITEMS
1. Hello/Introductions (Robin Baker)	<ul style="list-style-type: none"> • Meeting started at 2:38 p.m. • Robin introduced herself to the members present. Shared that she volunteered to be the chair of this committee because it fits what she does on a daily basis. • This committee will work in a collaborative effort. • New members were introduced. Robin shared that she appreciates the willingness of the commitment members giving to the WDC Adult Services committee. 	
2. WIOA Overview	<ul style="list-style-type: none"> • Cheri presented the Overview of the changes from WIA to WIOA and highlighted important components: <ul style="list-style-type: none"> ○ Law goes into effect July 1, 2015. ○ Local plan has to be in place by July 2016. We have to work on the plan now and have it ready to give to the State by the end of this year. • This committee will spend less time on core partners and the One-Stop system as a whole and spend more time related to adult services in the system. • We have a local plan now that is in effect until 2017 and it can be accessed on the WFC website for review. In preparing our new plan, we will be able to make the appropriate changes to the existing one based on the new WIOA laws and not have to start from the beginning. • One stop operator for the center is a competitive process. The designated partners have to work together but the operator has to be chosen through 	<p>Committee members should review the current local plan prior to the next meeting</p>

	<p>a competitive process. A partner may choose to compete but they would need to prove they qualify to be the operator.</p> <ul style="list-style-type: none"> • Under the new WIOA law One Stop has designated required core partners that are mandated to be in that center and have to help pay for rent, utilities, etc. and their services have to be blended. • Ages have been redefined: <ul style="list-style-type: none"> ○ Out-of-school youth defined as 16-24 ○ In-school youth defined as 14-21 ○ Adult defined as 22-72 	
<p>3. Review of Committee Role and Responsibilities (Cheri Loiland)</p>	<ul style="list-style-type: none"> • Cheri passed out the new committee notebooks. • Reviewed the Organizational Work Chart and discussed the Committee Purpose, Duties & and Responsibilities. • All WDC members are required to serve on one of the four committees. • The highlight of responsibilities include: <ul style="list-style-type: none"> ○ Assist the WDC Coordinating Committee in activities related to workforce development activities and services for adults. ○ Provide leadership and partner representation in developing the adult services elements and the one stop system elements of the WIOA Local Plan. ○ This committee has the authority to designate taskforces to go out and do specific projects. The taskforce teams can have committee members and community people on them as well as staff. ○ Committee meetings will be open to the public. This group will be making recommendations; formal votes will not be taken. The committee will take consensus and pass the recommendations to the Coordinating Committee. 	
<p>4. Committee Work & Expectations Related to Required Plan Development (Cheri Loiland)</p>	<ul style="list-style-type: none"> • Cheri discussed the top 3 priorities right now for the committee: <ul style="list-style-type: none"> ○ First and foremost is the budget deliberation that must be passed by the June meeting. ○ Second, development of the Local Plan that we have to provide to the State to give to DOL which is due by the end of December. This committee will focus on local plan content related to services for adults and dislocated workers. ○ Other workforce system vision and activities related to the WIA to WIOA transition. 	

<p>5. Workforce Vision System & Overview (Cheri Loiland)</p>	<ul style="list-style-type: none"> Cheri shared that over the next months the committee we will be working on the local plan. Because our plan needs to be coordinated with the system, we will be getting more direction from the State while we are working on our local plan. As we receive information from the state, the staff will pass it along to the committee. Committees for the Adult Services and Youth Services will be having a lot of discussion on how we get work experiences for people and how do we get the dislocated workers the new work experiences that they need to have. Adult Services under WIOA (Priority of Service and Service Tiers): <ul style="list-style-type: none"> In part of this system there is flexibility in how the prioritizations of services are determined. In other words there are different types of services for the general population. This committee will be talking with the service providers from our staff about where should our priorities be, under the law. Workbased learning is still an important feature. Incumbent worker training: No more than 20% can be used for Adult/DW incumbent worker training. Cheri passed out the Washington Workforce Development Services Annual Data At-a-Glance document that identifies the state workforce development components.
<p>6. PY15/FY16 Budget Deliberations (Cheri Loiland)</p>	<ul style="list-style-type: none"> Draft of budget provided is not the entire Workforce Central budget. It is just the budget as it relates to WIOA. Because our budget runs on a program year (like a calendar school year: July 1-June 30) the budget must be completed by the end of June. When we receive funds from the federal government it comes in two batches over the course of the funding year. When the money is received it can be used over two years. Formulas are highly welled calculated to meet the maximum needs of the community. The budget is put together based on the three categories and is also based on the responsibilities of the WDC on what needs to get done over that year. The goal is to recommend a budget to the WDC. The budget has to be

	<p>approved by the Executive Committee and supported by the WDC at their June 18th meeting.</p> <ul style="list-style-type: none"> • This budget is based somewhat on history and obligations we already have in place. The allocation for each PY year is based on a two year ability to spend the money. But at the end of the first year we have to have 80% of it obligated. • Workforce Central has always provided a majority of their services as direct servicers. Meaning we have all of our case managers in house for the adults. The new WIOA law makes it clear that the WDC in their higher role have a responsibility to be the implementer and overseer but not necessarily in direct services. How does that relate to the budget? Our staff cannot be counted in the obligation formula. Encumbrances are like staff costs but obligations are a higher level of commitment than an encumbrance. • The decision has been made to direct staff to plan for us to not have direct services and to go forth in planning our budgets accordingly. What it means is that instead of staffing we will be procuring contractors that will do the same services. It shouldn't change the flavor of services we provide but it may change the delivery model that we use. That becomes highly important for each of our committees to be involved in when it becomes time for the system and the one stop. • Robin shared that because the budget is the focal topic for the June 3rd meeting, asked that members take time to look at the Key Elements and the WDC Board priorities. We will incorporate them as we consider the budget so we can make recommendations accordingly. The Key Elements are not necessarily in order of priority. • Rachel asked about Key Element question #13 "provide viable career pathways and support for people with barriers like those with felony convictions". Are there other specific barriers we need to consider or was it written intentionally broad? Mike: It was written as intentionally broad. Felony is purely an example of a structural barrier. Mike also explained "strategies for success" in Workforce Central's Force of the Future Booklet that was provided in the new committee notebook. The four strategies listed are the local plan and what businesses are telling us about employment gaps. These are the problems that we need to overcome. Employers found missing skills in 2012: work habits, problem solving, communication, customer service, and computer literacy. When the WDC was brainstorming the key elements, he
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	<p>advocated that only customer service and computer literacy can properly be called skills; the others are developmental assets. In the booklet there is not one strategy that addresses this. They all tend to flow out of “employers found education gaps”. Developmental asset issues are the barriers that Mike was focusing on when he brought up #13 of the key elements and think we should try to look at strategies around those.</p> <p>Cheri: It ties into the performance goals that we are going to be working on.</p> <p>Mike: These goals presume a readiness to participate in this process which is not necessarily present in some of the people he knows and loves.</p> <p>Diane: If we have gaps in our service delivery of providing them that knowledge then we are also doing our county a disservice. We need to get them prepared.</p> <p>Mike: It’s possible that it is not just folks overcoming homelessness that are not quite ready to enter into this process. Readiness issue may be broader. Suggested that the committee may want to develop some kind of pilot.</p> <p>Robin: Questions whether we can fit that into a budget line.</p> <p>Diane: Abstractly it ties into the in-demand and target sector training. Maybe not set for that but it could be a component.</p> <p>Mike: In the Youth budget Linda put in \$50,000 for “Essential Skills Development for In-school Youth”.</p> <ul style="list-style-type: none"> • The key documents that will be part of the budget discussion at the next meeting are: <ul style="list-style-type: none"> ○ Dashboard (performance measures) ○ Key Element ○ Board Priorities ○ Budget Deliberations • Cheri shared that in February that WorkForce Central did a request for proposal for in-demand and sector trainings and just completed a document that shows a summary of the different types of contracts we have out in the community right now so when dislocated workers are transferring to another career they have these training opportunities that are available. Low income people who need those skills sets can also apply. • Robin shared that because Adult/DW and the Business Services committee will do similar projects and complement each other, thought it would be a good idea to have a joint meeting to hammer out the budget together if possible. We are working with that committee’s calendar to see if it would 	<p>Robin will ask Linda at the Coordinating Committee meeting next week whether the committee has the flexibility to add line items to the Adult/DW and will ask what format recommendations should be made (i.e. sentences / bullet / worksheet)</p> <p>Send committee members Summary of Contract Training Opportunities</p>
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<p>7. Selecting Committee Vice Chair</p>	<p>be possible.</p> <ul style="list-style-type: none"> Robin shared that the vice chair position will fill in at committee meetings in his absence and also be responsible for attending the Coordinating Committee meetings. Stephanie McWilliams agreed to act as Vice Chair. 	<p>Debbie sent Coordinating Committee meeting dates to Stephanie</p>
<p>8. Next Meeting Agenda Items</p>	<ul style="list-style-type: none"> Budget Eligibility Policy Development (Holly Watson) Local Plan which will keep the committee very busy until Fall 2015. (<i>Committees may chose to not meet as often once the plan is developed</i>) 	
<p>9. Other Business</p>	<ul style="list-style-type: none"> Still looking for committee members so if current members know of anyone interested and would add value please share the information and we can get them the application information to them. 	
<p>10. Thank You/Adjourn</p>	<p>4:25 pm</p>	



KEY Elements of an Effective Workforce Service Delivery System

1. Meet demands of employers
2. Proactive approach to understanding and responding to business needs for talent -- Easy for business users to access services -- ensure quality services
3. Ensure measurable outcomes -- Key outcomes for Mayor Strickland and County Executive McCarthy are (1) reducing unemployment rate and (2) raising median household income
4. One touch system for all customers -- one place to go to get connected to services one needs
5. Identify, grow and replicate best practices (i.e. manufacturing academy, career coaching, etc) in existing industry and other sectors
6. Help all customers understand that STEM is relevant and important in all sectors and careers -- show specific careers and pathways
7. Identify skills needed by employers and train to these skills -- may not need a traditional degree or certification to be skilled up for available jobs (i.e. may not need engineering degree to work in an advanced manufacturing company - similar concept as manufacturing academy)
8. Offer more industry certifications, rather than degrees/traditional certifications -- i.e. cyber security is a growing focus -- Pierce County can become a hub for talent
9. Better understand how young adults view work/work culture and respond to the need by reprogramming services (do focus groups)
 - a. Awareness/exposure
 - b. Career pathways
 - c. Make available paid entry level jobs that are not traditionally offered to young adults
10. Message ALL education and training options not just 4 year programs (target military, young adults, adults, community)
11. Pilot practices to see what works and then expand/replicate i.e. Niagara wants to pilot a junior mechanic program -- on the job training model
12. Regional approach/view is o.k. (if people can prepare to work in another county but live in our county, it is ok)
13. Provide viable career pathways and support for people with barriers like those with felony convictions
14. Essential skills (soft skills) and work experience
15. Increase effective leadership skills of front line supervisors
16. Help job seekers understand what an industry and careers within the industry is really like/looks like/feels like
17. Increase business engagement
 - a. We need to ask them to participate specifically
 - b. Provide Technical assistance and support
 - c. Educate/outreach to businesses to better explain how they can be engaged
18. Help 16-24 year olds move into first job and upward from there
19. Message that all work is valuable and that there are multiple paths to different careers
20. Identify transferable skills from formal/informal training that can qualify an individual for available jobs (i.e. a young adult with robotics work may have skills in careers that need programming, designing skills that advanced manufacturers need)

PY15/FY16 Investment Areas Based on WDC and WorkForce Central Executive Board Priorities

Adult and Dislocated Worker Budget Explanation:

1. **Implementation of WIOA mandated Responsibilities for CLEOs and WDC:** WIOA calls for additional responsibilities. Below are expectations that will need to be supported primarily by staff and/or external experts:
 - ✓ Develop a 4 year regional unified plan
 - ✓ Conduct workforce research and regional labor market analysis
 - ✓ Convene, broker and leverage stakeholders and assets
 - ✓ Lead employer engagement
 - ✓ Lead Career pathways development and Implementation with secondary and post secondary partners
 - ✓ Lead efforts 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 system operator(s) and provider(s)
 - ✓ Select youth 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

2. **Compliance/Monitoring/Contracting/Performance/Data Management:** Federal funds come with many rules and regulations with which we are required to comply. As such we are required to conduct regular monitoring of all service providers/operators to ensure they comply with federal/state/local rules and regulations, procure services and goods that meet all regulations, ensure data is entered appropriately and correctly in to the state data management system, oversee performance, provide technical assistance so that we meet or exceed our federal, state and local performance measures, and issue new and/or revise local policies.

3. **Sector Partnerships and Business Services:** Supports business services that are integrated with our economic development partnerships. Services include the following:
 - Develop strategies for attracting & retraining workers
 - Connect employers to partners with diverse populations
 - Advertise, recruit, screen and assess job candidates
 - Host employer events

- Focus groups & forums
- Employer presentations
- Hiring events
- Job fairs
- Deliver customized services (WIRB example)
- Perform proactive recruitments
- Administer testing
- Conduct pre-employment checks
- Develop customized solutions (WIRB)

In the new year there will be an emphasis on assisting small to mid size businesses. In addition, business services support our existing healthcare, construction and advanced manufacturing sector partnerships and new partnerships.

4. **Demand Training:** These investments will support job seekers needing support to attend any high demand training through Individual Training Accounts rather than cohorts.
5. **Targeted Sector Training:** These investments will add to investments we have already made to date to provide fully paid training to job seekers wishing to go into demand occupations specific to one of our demand sectors. These are generally cohort training like manufacturing academy, nursing training. We can look at expanding short term training in additional sectors.
6. **Incumbent Worker Training:** Unlike WIA, WIOA allows us to provide incumbent worker training (training to current workers to advance skills and pay or avert possible lay off). WIOA requires employers to match WIOA funds based on the number of employees they have. These funds will support our award winning career coach program that operates in partnership with our healthcare partners. In addition, these funds will allow us to pilot new partnerships with stakeholders from a different sector.
7. **Resource Development:** As we know, federal funds continue to decline and we need to continue to seek additional resources to address our workforce development needs.
8. **Service Delivery via Technology:** This was a priority that the Executive Board and WDC established for this current budget. WIOA now calls for focus and investment in technology based solutions for service access, engagement and delivery which means we need to continue to invest in solutions.
9. **Economic Development Partnerships:** We have formed a strategic and operational partnership with the Tacoma-Pierce County Chamber of Commerce to increase the employment rate of our veterans. This investment will allow us to continue this partnership but at \$30,000 reduced

rate, from \$80,000. Also we have initiated a new partnership with the World Trade Center and this investment will allow us to build this partnership in year two.

10. **Mitigation PY15/FY16:** Each budget cycle, the WorkForce Central Executive Board and WDC decide how much "savings" they would like to have to mitigate cuts for the following year or should there be unanticipated opportunities that these funds can support. We can be less conservative this year because the federal political and fiscal environment has stabilized unlike during the 2010-2031 period.

Youth Budget Definition Not Included Above

WDC Youth Committee Staff Support: Under WIA when we had a Youth Council Coordinator whose primary role was to provide staff support that includes meeting preparation and logistics, research best practices, recruit members, etc, we anticipate the same staffing need under WIOA as the WDC Youth and Young Adult Committee and any taskforces that this committee forms will need intensive staffing support in order to fully engage stakeholders and meet the mandates of WIOA.

Work base Training: WIOA mandates no less than 20% of the youth funding be used to support work base training. This includes paid work experience, Internships, Job shadows, on the job training, apprenticeship training.

Essential Skills Development Pilot: Given the discussion at the WDC February 2015 meeting about whether essential/soft skills are skills or are they developmental skills/traits, we would like to pilot a new approach in developing these skills/traits as we look at them through the nontraditional lens.

Annual Jobfest: These funds will support the third annual young adult career/hiring fair.

Summer Jobs 253: Mayor Strickland's youth initiative -- this supports the third year of helping 150 city of Tacoma young adults learn through a paid summer job.

Career Link: This web based portal and initiative matches young adults' career interests with opportunities provided by local private, public, nonprofit businesses. These opportunities include job shadows, Internships, work experience, in class presentations, summer employment, part and full time employment, career exploration, etc.

WFC Board Priorities for PY14/FY15 Budget Deliberation

- 1. Keep employers engaged**
 - Business Connection Services/WorkForce Central Integration with the Tacoma-Pierce County Economic Development Board
 - Recruitments for current, expanding, new businesses like: Niagra, Amazon, Milgard, ST Fabrication, General Plastics, WIRB, ShelterLogic, Simpson, PNW Baking
 - Healthcare and Construction Partnership Councils (Annual Career Days)
 - Manufacturing Academy
 - Rapid Response Services
 - Healthcare Career Coach Program (MultiCare, Tacoma Lutheran Retirement Community)
 - Job Skills Program Partnership (Colleges/Business like Interstate Transportation)
 - TOOL Center
 - Introduction to Manufacturing (Pierce County Skills Center and Clover Park)
 - Career Link (bridging local businesses with our secondary system)
 - Diesel mechanic and other training cohorts for high demand training/occupations

- 2. Continue high profile events to increase visibility like Boots2Work**
 - Annual Healthcare Career Day
 - Annual construction/manufacturing/logistics/utilities Career Fair Day
 - Jobfest career fair for young adults
 - Boots2Work

- 3. Improve on outreach to job seekers**
 - 2013 began using social media
 - Face to face interactions with community stakeholders (one on one, group meetings)

- 4. Ensure strong ROI on what we are investing in, like manufacturing academy**
 - Manufacturing Academy
 - Introduction to Manufacturing (Pierce County Skills Center and Clover Park)
 - Diesel mechanic and other training cohorts for high demand training/occupations/sectors

5. **Increase k-12 connection – support hands on learning**
 - Orting School District Partnership – transport rural students to take advantage of the Pierce County Skills Center
 - TOOL Center
 - Career Link (brings local business opportunities like job shadow, internships, Jobs to secondary school system)
 - Pursuing transportation solutions to get young adults to and from the Pierce County Skills Center
 - WIA Youth investments for comprehensive services include work experience, on the job training, and internships

6. **Expand summer youth employment**
 - WDC Youth Council matched City of Tacoma's \$50,000 for 2014
 - WorkForce Central participates on the planning and doing team along with the Tacoma School District, REACH, and City of Tacoma representatives.

7. **Effectively use technology to deploy service delivery**
 - 2014 investments will be made to collect and assess what is already available, prepare and execute a plan to deploy

8. **Diversify workforce funds through revenue generation**
 - Investments for the new year will reflect an increase to continue to aggressively pursue public funds
 - Growth Partnership Resource Development Team has formed and will collaboratively pursue funds
 - Opportunities to generate non-public revenue exists:
 - Business services fee for service
 - Military transition training in partnership with Mark Fisher
 - Maryland Workforce Investment Board's Workforce Excellence curriculum
 - Career Coaching Services to non-low income population

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans	Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%		
WIOA Mandated Responsibilities for CLEOs and WDC (\$ 1,100,000) Objectives: Support mandated changes for WIOA transition.											
		9.1	Integrate and support mandated responsibilities for CLEOs and WDC WIOA calls for additional responsibilities. Below are expectations that will need to be supported primarily by staff and/or external experts: <ul style="list-style-type: none"> Develop a 4 year regional unified plan Conduct workforce research and regional labor market analysis Convene, broker and leverage stakeholders and assets, Lead employer engagement Lead Career pathways development and implementation with secondary and post secondary partners Lead efforts 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 system operator(s) and provider(s), Select youth 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 	Narrative Only							Deborah/Kirk/ MaryEllen
Compliance/Monitoring/Contracting/Performance/ Data Management (\$300,000) Objectives: Comply with federal, state and local regulations and policies.											
		2.0	Comply with all WIA/WIOA regulations	Narrative Only							Deborah/Kirk/ MaryEllen
		1.0	Continue designation as low risk by the State Auditor's Office (SAO) <ul style="list-style-type: none"> No findings from annual monitoring by Employment Security Department Meet or exceed all federal and local performance measures 	Narrative Only							Kirk
		.40	Complete annual local monitoring of Youth, Adult and DW Programs, including EO	Narrative Only							Cheri/Karen

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes				Comments/Action Plans	Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
Sector Partnerships and Business Services										
<i>Objective: Develop and execute training programs within targeted industries specific to employers needs.</i>	\$146,017/ C2C 1.0		<ul style="list-style-type: none"> Partner with Pacific Mountain WDC to provide training opportunities to at least 100 transitioning military personnel participants through Camo2Commerce grant funding (cohort, academy, certificate, OJT) 	100						Shelle
<i>Objective: Convene and facilitate sector partnerships to strengthen regional competitiveness, leverage resources and create jobs.</i>	C2C .25		<ul style="list-style-type: none"> Convene quarterly forums with Pierce and Thurston County business leaders to oversee coordinated services offered to military personnel 	4						Shelle
<i>Objective: Increase employer engagement with the workforce development system.</i>		.25	<ul style="list-style-type: none"> Partner with the Chamber of Commerce to promote the hiring of veterans and military spouses by Chamber members and other businesses 	Narrative Only						Shelle
<i>Objective: Increase employer engagement with the workforce development system.</i>		.25	<ul style="list-style-type: none"> Convene and facilitate 6 employer roundtables 	6						Andy
<i>Objective: Increase employer engagement with the workforce development system.</i>	\$173,200/ Construction Career day	.5	<ul style="list-style-type: none"> Provide 3 engagement activities per year with each partner council (PC Construction Partnership and PC Healthcare Council), while retaining 90% of their membership, and adding strategic partners as appropriate (6 total) 	3						Andy
<i>Objective: Direct coordinated business services to support employer needs.</i>	\$69,603 Healthcare Career day	.50	<ul style="list-style-type: none"> Enhance 3 sector partnerships (Career Day, IT, Healthcare) 	3						Andy
<i>Objective: Direct coordinated business services to support employer needs.</i>		1.0	<ul style="list-style-type: none"> List 600 job openings for businesses and place 300 job applicants in open positions 	700 350						Andy
<i>Objective: Direct coordinated business services to support employer needs.</i>		.25	<ul style="list-style-type: none"> Provide \$50,000 of customized value-added services, which are not fully supported by public resources 	\$50,000						Andy
<i>Objective: Direct coordinated business services to support employer needs.</i>		1..25	<ul style="list-style-type: none"> Provide 600 employer services to 220 businesses 	630 230						Andy

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Funded Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes				Comments/ Action Plans	Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
Objective: Enable job seekers to identify pathways to career success.		1.25	<ul style="list-style-type: none"> Provide career development workshops to 1100 job seekers, and resume screening to 18,000 job seekers 	1100						LaTanya/Andy
		.5	<ul style="list-style-type: none"> Conduct 2 career fairs serving 1000 adult job seekers with an emphasis on veterans 	18,000 2						Andy/Shellie
Objective: Support job seekers to gain and retain employment.		1.0	<ul style="list-style-type: none"> Provide up to 12 months of follow-up services following exit to 190 WIA participants 	1000 190						LaTanya
	LTU 1		<ul style="list-style-type: none"> Place 66 long term unemployed individuals into employment through Rapid Response LTU grant 	66						LaTanya
		1.25	<ul style="list-style-type: none"> Place 190 WIA job seekers in employment 	190						LaTanya
Demand Training (\$600,000)										
Objective: Enable job seekers to identify pathways to career success.		3.0	<ul style="list-style-type: none"> Provide funding opportunities, through the use of Individual Training Accounts (ITAs), for 180 students attending local colleges and technical schools 	180						LaTanya
Targeted Sector Training (\$411,726)										
Objective: Support job seekers to gain and retain employment.	C2C 2.0		<ul style="list-style-type: none"> Place 125 transitioning military personnel into employment through Camo2Commerce 	125						Shellie
Objective: Develop and execute training programs within targeted industries specific to employers needs.	\$90,005/ McKinney Vento 1		<ul style="list-style-type: none"> Implement 5 sector training classes and /or (academies) for in-demand industries while leveraging external funding 	15						Andy
Incumbent Worker Training (\$94,519)										
Objective: Develop and execute training programs within targeted industries specific to	\$118,551/ Multicare 1.25		<ul style="list-style-type: none"> Provide training to 65 healthcare employees through the Career Coach Program Expand Career Coach Model into an additional high demand 	65						Andy

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes				Comments/ Action Plans	Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
<i>employers needs.</i>										
	Multicare	.75	<ul style="list-style-type: none"> Provide career development services to 400 healthcare employees 	400						Andy
Resource Development (\$110,000)										
<i>Objective: Form and maintain strategic public and private partnerships to strengthen regional competitiveness, leverage resources and create jobs.</i>		1.3	<ul style="list-style-type: none"> Convene the Tacoma-Pierce County Growth Partnership (TPCGP) to implement strategies to maximize collaborative impact through alignment of services, messaging, and resource development 	Narrative Only						Brian
Service Delivery via Technology (\$200,000)										
<i>Objective: Support job seekers to gain and retain employment.</i>		1	<ul style="list-style-type: none"> Develop relationships with 2 partners currently using technology to conduct outreach and training. 	2						Freda
		.50	<ul style="list-style-type: none"> Deliver services using technology 	Narrative Only						Cheri/Tamara
Economic Development Partnerships (\$100,000)										
<i>Objective: Increase employer engagement with the workforce development system.</i>		1.1	<ul style="list-style-type: none"> Receive 80 business referrals from the Economic Development Board (EDB) and partners and maintain the position as the most referred source for the EDB Partner with World Trade Center to meet the new and expanding needs of international and domestic businesses 	80						Andy
5% Mitigation PY15/FY16 (\$177,995)										
<i>Objective: Address future cuts and/or support new opportunities.</i>				Narrative Only						Linda

WIA Formula Adult & DW
Program Year 2015 / Fiscal Year 2016

Draft Budget Version 2.1 - May 2015 Executive Board and WDC Deliberations

	ADULT	DW	Total
REVENUE			
Projected Formula Funding	\$ 1,737,228	\$ 1,822,680	\$ 3,559,908
PY14/FY15 Carry-in Funds - Projected	\$ 823,211	\$ 1,458,863	\$ 2,282,074
FY14 - Recapture		\$ (320,385)	\$ (320,385)
Less PY14/FY15 Carry-in Obligations - Projected	\$ (677,601)	\$ (1,183,314)	\$ (1,860,915)
PY14/FY15 Mitigation	\$ 161,254	\$ 167,233	\$ 328,487
PY14/FY15 Rapid Response Mitigation Funds	\$ -	\$ 242,599	\$ 242,599
Total Funds Available	\$ 2,044,092	\$ 2,187,676	\$ 4,231,768
INVESTMENT AREAS			
INVESTMENT TOTALS			
WIOA Mandated Responsibilities for CLEOs and WDC	\$ 500,000	\$ 600,000	\$ 1,100,000
Compliance/Monitoring/Contracting/Performance/Data Management	\$ 150,000	\$ 150,000	\$ 300,000
Sector Partnerships and Business Services	\$ 620,986	\$ 516,542	\$ 1,137,528
Demand Training	\$ 300,000	\$ 300,000	\$ 600,000
Targeted Sector Training	\$ 111,726	\$ 300,000	\$ 411,726
Incumbent Worker Training	\$ 94,519	\$ -	\$ 94,519
Resource Development	\$ 30,000	\$ 80,000	\$ 110,000
Service Delivery via Technology	\$ 100,000	\$ 100,000	\$ 200,000
Economic Development Partnerships	\$ 50,000	\$ 50,000	\$ 100,000
5% Mitigation PY15/FY16	\$ 86,861	\$ 91,134	\$ 177,995
Total Budget Need	\$ 2,044,092	\$ 2,187,676	\$ 4,231,768

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

Cedar Plaza Partners - Lease (11 months required)	18,714	18,358	37,072
Pierce County Library System (Connect job seekers with services via technology in remote areas)	-	83,300	83,300
Bates Diesel Mechanic Cohort (18 trainees)	14,700	25,000	39,700
Multicare - ITAs through Career Coach (60 ITAs)	58,533	-	58,533
Chamber of Commerce PY 2014	-	47,520	47,520
AJAC Manufacturing Academy PY 2014 (4 cohorts/68 trainees)	79,118	39,559	118,677
Bates Softskills (AJAC Academy) (4 cohorts/120 trainees)	8,640	4,320	12,960
Fischer Veteran Assist Program (150 participants)	-	20,000	20,000
NCAT	33,393	22,262	55,655
Contract Training/Services			-
Bates Technical - CDL Class A (12 trainees)	43,700	65,549	109,249
Sheet Metal Production (8 trainees)	16,550	24,824	41,374
Architectural Woodworking (8 trainees)	18,797	28,195	46,992
Pierce College -NAC I-Best (6 Cohorts/60 Trainees)	100,588	150,883	251,471
JATC Ironworkers - Pre-apprenticeship (6 Cohorts/120 trainees)	103,964	155,945	259,909
Clover Park - Pre Manufacturing &Engineering Academy (3 Cohorts/60 trainees)	61,312	91,968	153,280
Tool Center (3 cohorts/15 trainees)	38,142	-	38,142
Hydroponics-Mimms Academy (15 trainees)	11,250	-	11,250
Boot 2 Shoes 4 outreach events to establish 40 mentorships	-	50,000	50,000
Boot 2 Work - Event Estimate 750 attendees	-	10,950	10,950
AJAC Manufacturing Academy 2015 (4 cohorts/68 trainees)	24,779	223,013	247,792
Bates Softskill (AJAC Academy) (4 cohorts/120 trainees)	2,880	25,920	28,800
World Trade Center - Tacoma 5+ events to connect businesses with WFC services	-	36,121	36,121
Kurt Jacobson Growth Partnership Branding	842	826	1,668
JobFit	10,500	12,000	22,500
CPTC - NAC (2 Cohorts/15 trainees)	31,200	46,800	78,000
Sub-Total	677,601	1,183,314	1,860,915



Workforce Innovation and Opportunity Act (WIOA) Transition Policy

WFC WIOA TITLE I-B DISLOCATED WORKER ELIGIBILITY DETERMINATION POLICY

POLICY NUMBER: XX-XXXX-WFC TRANSITION

EFFECTIVE DATE: 7-1-2015

PURPOSE

This policy communicates key provisions and changes authorized by the Workforce Innovation and Opportunity Act (WIOA) to determine eligibility for dislocated workers seeking services funded by WIOA Title I-B. The WFC WIA Adult, Dislocated Workers and Youth Eligibility & Documentation Policy Handbook, Revision 3, remains in effect except for the changes noted here until the release of the Final WFC WIOA Eligibility & Documentation Handbook.

BACKGROUND

Under WIA, career services were identified as core and intensive services and generally participants would go through each level of service in order to eventually receive training. WIOA clarifies that an individual receiving service in the one-stop centers must receive the service that is needed to assist the individual to meet his or her job search goals, and *does not need to follow a fixed sequence of services*.

WIOA merges the categories of core services and intensive services under WIA into the category of career services: basic and individualized career services.

Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings and information on partner programs. Individualized career include services such as comprehensive skills assessment, career planning, development of an individual employment plan and training services.

Individuals who are primarily seeking information need not be registered in WIOA, however, when an individual seeks more than minimal assistance from staff, the person must be registered and eligibility must be determined.

WIOA Sec. 3(15) includes in the definition of a dislocated workers, displaced homemakers, including dependent spouses of the Armed Forces on active duty to ensure they have access to WIOA Title I services.

Proposed regulations at 680.660 (a) (b) (c) clarifies: that a notice of separation, a DD-214 from the Department of Defense, or other appropriate documentation that shows a separation or imminent separation from the Armed Forces qualifies as a notice of termination or layoff; that a

separating service member meets the dislocated worker requirements concerning UC and the requirement that an individual is unlikely to return to his or her previous industry or occupation.

POLICY

Dislocated workers must meet the following eligibility criteria for the WIOA Dislocated Worker Program:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified; and
- One of the Dislocated Worker categories (see attached table)

Veterans and other covered persons determined eligible for the Dislocated Worker Program are given priority for services according to the Jobs for Veterans Act and WorkSource System Policy #1009 Rev 1-Priority of Service for Veterans and Eligible Spouses.

Dislocated workers who receive services other than self-service and informational activities must be registered and considered a participant for WIOA Title I services.

Current WIA participants must be grandfathered into WIOA, even if the participant would not otherwise be eligible for services under WIOA. Additional reassessments are not required to be completed for participants already determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy and individual employment plan, even if the services are no longer allowable under WIOA. (TEGL 30-14)

Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3 for definitions of key terms and additional intake and eligibility requirements including:

- SERVING MILITARY SERVICE MEMBERS AND THEIR SPOUSES
- ELIGIBILITY FOR EMPLOYED INDIVIDUALS, INCLUDING "STOP-GAP" EMPLOYMENT
- PARTICIPANT FILE DOCUMENTATION
- SKIES
- FOLLOW-UP SERVICES

WIOA Dislocated Worker Eligibility Criteria	
Category	Criteria
• General Dislocation	<input type="checkbox"/> 1.1 An individual, who was terminated, laid-off, or received a notice of termination or layoff. AND
	<input type="checkbox"/> 1.2 Is determined unlikely to return to previous industry or occupation (defined by WDCs); AND
	<input type="checkbox"/> 1.3.1 Is eligible for or has exhausted entitlement to unemployment compensation; <input type="checkbox"/> OR <input type="checkbox"/> 1.3.2 Is not eligible for unemployment compensation but has performed work for a non-covered employer and/or has been employed for a duration to show attachment to the workforce.
• Dislocation from Facility Closure / Substantial Layoff	<input type="checkbox"/> 2.1 An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: <ul style="list-style-type: none"> • Permanent closure; or • Substantial layoff.
	<input type="checkbox"/> OR <input type="checkbox"/> 2.2 An individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. (Refer to Chapter 8 of this handbook for definition of "General Announcement")
• Self-employed Dislocation	<input type="checkbox"/> 3.1 An individual who was self-employed but is unemployed as a result of: <ul style="list-style-type: none"> • General economic conditions in the WDA where the individual resides; or • A natural disaster.
• Displaced Homemaker	<input type="checkbox"/> 4.1 An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member and is no longer supported by the income of another family member; OR
	<input type="checkbox"/> 4.2 The dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty or the service-connected death or disability of the member AND <input type="checkbox"/> 4.3 Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
• Dislocated Military Service Members	<input type="checkbox"/> 5.1 A military service member who was discharged or released from service under conditions <u>other than dishonorable</u> , or has received a notice of military separation (defined by WFC as "separation" orders). AND
	<input type="checkbox"/> 5.2 Is determined unlikely to return to previous industry or occupation AND
	<input type="checkbox"/> 5.3 Is eligible for or has exhausted entitlement to Unemployment Insurance;

	<p>or has had an employment duration that shows attachment to the workforce.</p> <p>Note: Dislocated military service members, veterans and other covered persons are eligible for Priority of Service as described in WFC Priority of Service for Veterans and Eligible Spouses Policy #1009 Rev 1.</p>
<p>• Spouses of - Military Service Members</p>	<p>6.1 A spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station OR</p> <p>Is the spouse of a member of the Armed Forces on active duty and who is unemployed or under employed and is experiencing difficulty in obtaining or upgrading employment</p> <p>AND</p> <p>6.2 Who is unable to continue an employment relationship due to the service member's permanent change of military station;</p> <p>Note: A military spouse may also qualify as a Displaced Homemaker (category 4).</p>

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Workforce Innovation and Opportunity Act (WIOA) Transition Policy

WFC WIOA TITLE I-B ADULT ELIGIBILITY DETERMINATION POLICY

POLICY NUMBER: XX-XXXX-WFC TRANSITION

EFFECTIVE DATE: 7-1-2015

PURPOSE

This policy communicates key provisions and changes authorized by the Workforce Innovation and Opportunity Act (WIOA) to determine eligibility for adults seeking services funded by WIOA Title I-B. The WFC WIA Adult, Dislocated Workers and Youth Eligibility & Documentation Policy Handbook, Revision 3, remains in effect except for the changes noted here until the release of the Final WFC WIOA Eligibility & Documentation Handbook.

This policy also includes the priority of service to specific groups of individuals mandated by WIOA.

BACKGROUND

WIOA Section 3 (2) defines the term adult as an individual who is age 18 or older. Under WIA, priority of service applies to low-income adults and public assistance recipients in local areas where funds are limited. Under WIOA, however, priority for individualized career services and training services automatically applies to low income adults, public assistance recipients and individuals who are basic skills deficient regardless of the availability of funds. (WIOA Section 134 (c) (3)(E)).

Under WIA, career services were identified as core and intensive services and generally participants would go through each level of service in order to eventually receive training. WIOA clarifies that an individual receiving service in the one-stop centers must receive the service that is needed to assist the individual to meet his or her job search goals, and *does not need to follow a fixed sequence of services*.

WIOA merges the categories of core services and intensive services under WIA into the category of career services: basic and individualized career services.

Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings and information on partner programs. Individualized career include services such as comprehensive skills assessment, career planning, development of an individual employment plan and training services.

Individuals who are primarily seeking information need not be registered in WIOA, however, when an individual seeks more than minimal assistance from staff, the person must be registered and eligibility must be determined.

POLICY

Adults must meet the following eligibility criteria for the WIOA Adult Program:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Age 18 or older; and
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified.

Adults who receive services other than self-service and informational activities must be registered and considered a participant for WIOA Title I services.

WIOA mandates priority for individualized career and training services must be given to eligible adults as follows:

First Priority: Veterans and eligible spouses (covered persons) who are low-income or recipients of public assistance or who are basic skills deficient.

Second Priority: Individuals (non-covered persons) who are low-income or recipients of public assistance or individuals who are basic skills deficient.

Third Priority: Veterans and eligible spouses who are not low-income and are not recipients of public assistance or basic skills deficient.

Individuals who do not meet the above priorities may be enrolled on a case- by- case basis with managerial approval.

Current WIA participants must be grandfathered into WIOA, even if the participant would not otherwise be eligible for services under WIOA. Additional reassessments are not required to be completed for participants already determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy and individual employment plan, even if the services are no longer allowable under WIOA. (TEGL 30-14)

Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3 for definitions of key terms and additional intake and eligibility requirements including:

- PARTICIPANT FILE DOCUMENTATION
- SKIES
- FOLLOW-UP SERVICES
- DEFINITION OF LOW INCOME

- DEFINITION OF SELF-SUFFICIENCY

NOTE: The WIA Adult and WIA Youth Program Income Guidelines for 2015 are applicable for WIOA adult enrollments. Eligibility Income guidelines are published annually and posted on WFC's website and SharePoint.

NOTE: Amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for VR, disability, or other related VA programs are not considered as income when determining low-income status for veterans.

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