

**WDC Meeting  
 Agenda  
 March 17, 2016  
 3:00-5:00 p.m.  
 WorkForce Central  
 3650 S. Cedar St., Classroom 1**

Eric Hahn, Chair

Joyce Conner, 1<sup>st</sup> Vice-chair

Ron Thalheimer, 2<sup>nd</sup> Vice-chair

Robin Baker

Michelle Burreson

April Gibson

Darci Gibson

Paul Hogoboom

Mike Johnson

Bruce Kendall

Dale King

Dave Lawson

Mark Martinez

Mary Matusiak

Wayne Nakamura

Tim Owens

Dona Ponepinto

Patty Rose

Sheila Ruhland

James Walker

Blaine Wolfe

1. Welcome/Call to order
2. Public Comment
3. WorkForce Central Executive Board update – Eric Hahn
4. Consent Agenda
  - Approve February 18, 2016 minutes
  - Approve WorkForce Central to jointly release a Request for Proposals with WA Employment Security Department to lease a facility that will be designated the Pierce County Job Center
  - Approve the designation of 3650 South Cedar Street Business Plaza building as the interim Pierce County Job Center until a permanent location is cited upon the completion of the Request for Proposals process, estimated to be July 1, 2018. This designation will become effective July 1, 2016 and will repeal designation for the current center located at 1305 Tacoma Avenue South effective June 30, 2016
  - Approve Michelle Ledbetter, Director of the Pierce County Skills Center to join the WDC Youth and Young Adult Committee
5. Discussion Items
  - PY16/FY17 budget deliberation
  - WIOA Mandatory Partners' budget and service level discussion.
  - Tacoma-Pierce County Economic Development Board work plan review
  - Prioritize WDC local performance measures for the workforce system
6. WDC Committee Report Out
7. Other business
8. Adjourn

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Future meetings:

WDC Meeting – Eric Hahn, Chair	Apr 21	3:00-5:00
Business Services Committee – Dave Lawson, Chair	Mar 28	8:00-9:30
Youth & Young Adult Services Committee – April Gibson, Chair	Mar 22	9:30-11:30
Adult Services Committee – Robin Baker, Chair	Apr 6	2:30-4:30
One-Stop System Operator & Partner Committee – Ron Thalheimer, Chair	Apr 5	8:00-10:30
WDC Coordinating Committee – Eric Hahn, Chair	Apr 12	3:30-4:30

Eric Hahn, Chair

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**Attendees:** Linda Nguyen, Tim Owens, Ron Thalheimer, Eric Hahn, Dale King, Luke Upton, Mike Johnson, Darci Gibson, Joyce Conner, Ellie Chambers-Grady, MaryEllen Laird, Cheri Loiland, Dave Lawson, Jan Adams

**On the Phone:** Wayne Nakamura

**1. Welcome/Call to order**

Eric called the meeting to order at 3:00 p.m.

**2. Public Comment**

None.

**3. WorkForce Central Executive Board update – Eric Hahn**

Eric gave a brief updated on this morning's board meeting highlighting approval of policy to allow attending meetings via video conferencing and the extension of WFC's line of credit from Pierce County.

**4. Consent Agenda**

- **Approve December 17, 2015 minutes**
- **Approve January 21, 2016 minutes**
- **Approve WDC By-laws modifications**

Motion to approve the consent agenda made by Dale; seconded by Tim. Linda noted the changes to the By-laws. Dale noted a correction to Article IV Section 8 typo – "on" should be "one". Approved.

**5. WIOA Core Partner Presentation**

- **Luke Upton, ESD Supervisor of Veterans Services, Trade Act Assistance, Business Services and Community Outreach**

Linda noted this is the third of the partner presentations.

**6. Continue conversation about priority outcomes for the system**

Eric spoke about the outcomes that arose at last month's meeting. Dave asked if we can measure the number of people working in Pierce County. Joyce said it would be good to hear EBD's projections at a future meeting. Discussion continued around the impact WorkForce has on job creation. Linda asked Ron if the reason Niagara came to Pierce was knowing we had the talent. Ron confirmed that was a big factor to locate the business here. One area that would be good to measure is the number of people working in our county. Mike noted another thing would be to focus on working age adults who do not have high school diploma or GED. These will be the people that are the users of the workforce development system. Linda stated \$1.1M is pushed out to adult basic education serving 244 people. It was noted that this is a population that should be targeted. Linda noted we might take it to the next step as well – post secondary education. Tim stated this was the problem on how we track with youth – there are 15 to 21% who never complete high school. Measuring how many started this year and how many we recapture – how many should graduate but didn't. Tim noted once you get to the mid 20's to 30s' it is hard to measure. Discussion continued around the population just beyond the young adult group. Ellie spoke about the data that is available for us to use from Wanted Analytics.

## **7. CEO Report**

- **PY16/FY17 Budget preparation**

Linda discussed the funding and what the projections are for PY16. She noted there are two RFPs out right now. She noted most of the money will come from WIOA. We might have to decrease the amount that goes out to providers for the service delivery because WIOA mandated 11 functions required for the WDC and WFC Exec Board. Joyce asked if we intervene earlier then the services would be needed later. Linda clarified noting the new strategic role will be to bring partners together, to inform partners using data and best practices to be adopted into the system, require us to be more proactive and more aligned in going after other dollars to put into solutions and strategies.

- **New deadline for WIOA MOU and RSA**

Linda noted the law mandated these must be in place 2016, but DOL doesn't have the regulations in place so have extended the deadline to 2017. She explained we will continue with our original timeline.

## **8. WDC Committee Report Out**

Dale noted the Youth and Young Adult discussed their priority outcomes.

## **9. Other business**

Eric noted Congressman Derek Kilmer will be visiting WFC on Monday 2/22. Linda invited anyone who would like to attend.

## **10. Adjourn**

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



Pierce County Workforce Development Council
WDC Committee Application Form

WorkForce Central on behalf of the Workforce Development Council of Pierce County is accepting applications for volunteers to serve on the WDC Committees.

Date: Click here to enter text. 3/9/16
Name: Click here to enter text. michelle Ledbetter
Title (If Applicable): Click here to enter text. Director
Employer (If Applicable): Click here to enter text. Pierce County Skills Center
Address: Click here to enter text. 16117 Canyon Road E
City: Click here to enter text. Puyallup, WA
State: Click here to enter text.
Zip: Click here to enter text. 98375

Please indicate whether this is a home or work address: (Click on "Choose an item" and then click on the arrow.) Choose an item.

Primary Day Phone: Click here to enter text. 253. 683. 5951
Type of Phone: Choose an item. work

Alternate Day Phone: Click here to enter text. 253. 640. 5606
Type of Phone: Choose an item. cell

Email Address: Click here to enter text. mledbetter@bethelsd.org

Type of entity that you represent: Choose an item. K-12

Please check the box next to the committee that you are requesting to join. Please complete a separate application for each committee that you want to apply. Please note meeting times. (Double click on box and select "Checked"):

- Business Services Committee
Adult Services Committee
[X] Youth and Young Adult Services Committee
One Stop System Committee

## BUDGET PRIORITIES FOR WIOA TITLE 1 B

Program Year 2016/Fiscal Year 2017 (July1, 2016-June 30, 2017)

March 8, 2016

**Priory #1: Direct Services** – WIOA Title 1 B funding provides services and support to specific target populations (youth/young adults, adults and dislocated workers) to prepare them for in demand family wage careers that offer advancement opportunities and to assist businesses in finding a sufficient number of qualified talent they need to remain globally competitive. As part of the overall workforce service delivery system, WIOA Title 1B funds are intended to serve a job seeker population experiencing multiple barriers to employment. As a result, intensive guidance and support is needed, which requires a higher cost per person served and limits the total number of job seekers these investments can support.

- ***Adult and Dislocated Worker Direct Services*** – A contract for two years will be awarded. The estimated funding is \$2,430,000 for PY16/FY17. Of this total, \$1,730,000 will be invested from WIOA Title 1B Adult and Dislocated Worker funding stream and \$700,000 from National Emergency Grant. Leveraging WIOA Title 1B funds with non WIOA funds is a standard practice to maximize available funds and maximize the number of job seekers we can serve.

The estimated funding for PY17/FY18 is \$1,730,000. At this point, the National Emergency Grant will have been all spent down and we do not yet have additional non WIOA funds. Should additional non-WIOA funds be awarded to support direct service delivery for these two targeted populations, the WDC may increase the award. In total, the estimated investment for the two-year period (July 1, 2016 – June 30, 2018) is \$4,160,000.

- ***Business Services*** – A contract for two years will be awarded. The estimated funding is \$445,000 for PY16/FY17. Of this total, \$400,000 will be invested from WIOA Title 1B and \$45,000 from Department of Social and Health Services, RISE. Similar to job seeker direct services operation, leveraging WIOA Title 1B funds with non-WIOA funds is standard practice.

The estimated funding for PY17/FY18 is the same as in PY16/FY17 because the leveraged funds will be available. In total, the estimated investment for the two-year period (July 1, 2016 – June 30, 2018) is \$890,000.



- **Youth/Young Adult Services** – RESCARE is the current WIOA Title 1B youth/young adult service provider and is operating in the second year of their contract. Under the Workforce Investment Act of 1998, the WDC Youth Council went through a competitive process to identify a service provider. The award to RESCARE eliminated a consortium approach to service delivery. An extension of RESCARE’s contract through PY16/FY17 will ensure stability of services to our youth/young adults as the WDC goes through a competitive process to identify an adult/dislocated worker service provider and a business services provider. An estimated \$945,000 will be invested in PY16/FY17. \$200,000 of this total is anticipated as leverage.
- **WorkSource Job Center, Affiliate and Connection Sites Operator** – Given that the US Department of Labor will not issue the final WIOA regulations until June 2016 (one full year after WIOA implementation), and given that we have a one year extension to fully implement the Memorandum of Understanding and Resource Sharing Agreement, we are holding off on releasing the Request for Proposal. We need to see how US Department of Labor defines this operator role vs. the “system operator”, which is a role that the WDC has and should continue to be responsible for, as leaders of the workforce system.

In anticipation of needing to fund the awarded center/affiliate/connection site operator in PY16/FY17, \$90,000 of WIOA Title 1B will be earmarked to leverage with mandatory WIOA partners and non-mandatory partners to support this role for the local service delivery system.

**Priority #2 Statutory Mandates** – The Workforce Innovation and Opportunity Act of 2014 fundamentally changes the way we in Pierce County have historically operated since 1982. WIOA mandates specific priorities that the local board and chief local elected officials need to do and emphasizes strategic leadership. WIOA mandates the procurement of all direct service delivery and center operator functions/roles, dissuading local boards to take on these roles as allowed under the Workforce Investment Act of 1998.

Prior to WIOA, our chief local elected officials and WDC have prioritized focus and investments toward direct service delivery. With no increase in WIOA Title 1B funding for PY16/FY17 and beyond anticipated, less funds will be invested toward direct service delivery because investments need to support the following statutory mandates.

- Develop a 4 year regional unified plan – while the plan will be done by July 1, 2016, we need staff to oversee the implementation of this plan and update as appropriate with partnership input.
- Conduct workforce research and regional labor market analysis – This is a new focus and scope of work for the WDC and includes the following:

- Monthly labor market reports to be disseminated to all stakeholders
- Sector specific reports
  - Healthcare
  - Advanced manufacturing
  - IT/cybersecurity
  - Construction
  - Transportation/logistics and warehousing
  - Military
- Dissemination of sector and labor market reports via community convening, presentations to associations and individual stakeholder groups, social media, outreach collateral, etc.
- In demand jobs in priority sectors for Pierce reports weekly or monthly
- Middle skills jobs: gaps and opportunities report and dissemination
- Workforce needs of small businesses evaluation and report
- State of the Workforce Annual report and post on website and disseminate broadly
- Customized research and reports as needed from Chief Local Elected Officials, WDC and stakeholders
- Convene, broker and leverage stakeholders and assets
  - Convene and Broker discussions and actions with stakeholders will include:
    - Labor market and workforce news/report related
    - Youth/Young Adult related – continue to pull all partners together to map out partners/services and continue to strengthen coordination/integration
    - Specific workforce development related issues like low completion rate of high school graduates, low access to financial aid, low retention and completion rate of postsecondary students, high unemployment rate of 16-24 year olds, business challenges with inter generations
  - Leverage assets
    - Partnership convening and strategizing will naturally result in leveraged assets
    - Jointly pursue funding and other resources with partners to increase workforce development investments in Pierce County – build on EarnAbility grant writing group

- Lead employer engagement
  - Establish sector partnerships for all key sectors in as much collaboration with the Economic Development Board's (EDB) work plan for 2016-2020 as feasible
  - Maintain relationship with EDB and other economic development organizations, Chambers, World Trade Center, Tourism Bureau, municipal economic development departments by providing a single point of contact/bridge to the workforce development system to address businesses' workforce development related needs/concerns
  - Establish a system wide approach to coordinating internships, work experience, on the job training, incumbent worker training, and presentations, using career link as one venue/tool
  - Locally track and benchmark employer engagement and increase number of employer engagement level with our local service delivery and workforce system
- Lead Career pathways development and implementation with secondary and post secondary partners – This is a very new scope of work for the WDC to lead and in partnership with our educational partners
  - Identify career pathways in key sectors – issue collateral – (show the diverse careers in each sector, i.e. auto mechanics in healthcare, agriculture loan agent from Columbia Bank)
  - Work with Centers of Excellence and WA State's efforts to date
  - PC3 dual credit and Puget Sound Educational Service District efforts to bridge secondary and post secondary education
- Lead efforts to identify and promote proven and promising practices – This is a very new scope for the WDC to lead
  - Research best practices and evidence based practices and put in place a communication plan to push out information to influence adoption of best practices throughout our workforce system – track such impact
  - Prioritize research and efforts by specific populations, sector work, issues etc.
- Develop technology based strategies for service access, engagement and delivery
  - Build on what the Pierce County Library System has in place and connect to the larger WorkSource system and network
  - Identify other technology solutions; possibilities are DSHS one stop site, United Way 211



- Oversee the local service delivery system and programs
  - As the workforce system strategic leader, the WDC is responsible for the following:
    - Review current local one stop system to identify changes needed
    - Develop criteria and process for credentialing Job center, affiliates, connection sites
    - Review and develop tool/process for review and implement Continuous Quality Improvement
  - Negotiate local performance accountability
    - Work with WA Workforce Association, WA Workforce Training and Education Coordinating Board to negotiate local federal performance measures
    - Work with WIOA core and required partners to identify non federal local performance measures
  - Select one stop operator(s) and provider(s)
    - Request For Proposals were released in January 2016 and contracts will be awarded April/May 2016
    - Oversee performance, provide technical assistance of direct service operators ongoing
    - Work on identifying the new American Job Center with core 6 leadership team
    - Jointly develop a request for proposal and jointly go through the request for proposal process for a permanent job center
    - Negotiate and implement a Memorandum of Understanding and Resource Sharing Agreement no later than June 30, 2017; modify along the way when needed
    - Monitor annually as required
  - Select youth provider(s)
    - Modify Rescare contract for one more year then determine if a new request for proposal needs to go out
    - Oversee performance and provide technical assistance ongoing
    - Annual monitoring required
  - Identify eligible training providers

- Conduct a thorough review of existing training providers and develop a local process to add/delete
- Ensure consumer choice
  - We must be intentional with our messaging, policies, etc to include this value/expectation
  - Develop and modify policies as needed
  - Technical messaging community wide
- Coordinate with education providers
  - Engage K-12 and post secondary education partners on multiple efforts that include sector strategies, career pathways, career link, tool center, cohort training, system development etc.
- Approve and oversee budget and comply with federal/state/local laws and regulations in the administration of WIOA
  - February 2016 begin discussion on new year investments for Title 1 B and how to fold in mandatory partners' budgets as well
  - Show the big picture investment of our system and investments moving forward along with outcomes of importance to the WDC
  - Ensure local system and operations comply with all laws and regulations

**Priority #3**

- Mitigation Hold Back 5% - These funds are used to mitigate any reduction in funding the following year and/or take advantage of opportunities that we did not anticipate.



**DRAFT**

**BUDGET PRIORITIES FOR WIOA  
TITLE 1 B**

Program Year 2016/Fiscal Year 2017  
(July 1, 2016-June 30, 2017)

March 17, 2016

# Priority #1: Direct Services

## Job Seekers, Businesses, Job Center Operator

- **Adult and Dislocated Worker Direct Services – Request for Proposals on the street currently**
  - A contract for two years will be awarded, estimated value \$4,160,000
    - The estimated funding is \$2,430,000 for PY16/FY17; Of this total, \$700,000 will be leveraged from National Emergency Grant
    - The estimated funding for PY17/FY18 is \$1,730,000. Less because no more leverage available at this time
- **Business Services – Request for Proposals on the street currently**
- **A contract for two years will be awarded, estimated value \$890,000**
  - Estimated at \$445,000 for PY16/FY17; Of this total, \$45,000 will be leveraged from Department of Social and Health Services, RISE.
  - Estimated at \$400,000 for second year; No leverage available
- **Youth/Young Adult Services – Rescare is the current service provider; in second year of their contract**
  - Went through a competitive process to select Rescare
  - Extend Rescare's contract through PY16/FY17 for stability of services to our youth/young adults; Estimated value \$945,000
    - of this total, \$200,000 in leverage anticipated
- **WorkSource Job Center, Affiliate and Connection Sites Operator – “Mall Manager”**
  - Holding off Request for Proposals release until final WIOA regulations come out in June 2016
    - Hearing that US Dept of Labor may define this tactical role vs a “system Operator” strategic role that local workforce boards have taken on and should continue to take on
    - Estimated Title 1 B earmark of \$90,000 to be leveraged with mandatory and non mandatory partners to support this service delivery system infrastructure cost

## Priority #2 Statutory Mandates

- WIOA fundamentally changes the way we in Pierce County have historically operated since 1982.
- Mandates specific priorities that the local board and chief local elected officials need to do and emphasizes strategic leadership
- Prior to WIOA, investments focused toward direct service delivery
- With no increase in WIOA Title 1B funding anticipated, less funds will be invested toward direct service delivery to support statutory mandates.

## Priority #2 Statutory Mandates

1. Implement and oversee a local 4 year regional unified plan
2. Conduct workforce research and regional labor market analysis –new focus and scope of work
  - Monthly labor market reports to be disseminated to all stakeholders
  - Sector specific reports
    - o Healthcare
    - o Advanced manufacturing
    - o IT/cybersecurity
    - o Construction
    - o Transportation/logistics and warehousing
    - o Military
  - In demand jobs in priority sectors for Pierce reports weekly or monthly
  - Middle skills jobs: gaps and opportunities report
  - Workforce needs of small businesses evaluation and report
  - State of the Workforce Annual report
  - Customized research and reports as needed from Chief Local Elected Officials, WDC and stakeholders
  - Convene discussions about findings and disseminate widely to impact policy, investment decisions, system priorities, etc.



## Priority #2 Statutory Mandates

### 3. Convene, broker and leverage stakeholders and assets

- Convene and Broker discussions and actions with stakeholders:
  - o Youth/Young Adult related
    - to map out partners/services and continue to strengthen coordination/integration
    - Specific workforce development related issues
      - low completion rate of high school graduates
      - low access to financial aid
      - low retention and completion rate of postsecondary students
      - high unemployment rate of 16-24 year olds
      - business challenges with workforce
- Leverage assets
  - o Partnership convening and strategizing will naturally result in leveraged assets
  - o Jointly pursue funding and other resources with partners – build on EarnAbility grant writing group

### 4. Lead employer engagement

- Establish sector partnerships for all key sectors
- Maintain relationship with EDB and other economic development organizations, Chambers, World Trade Center, Tourism Bureau, municipal economic development departments by providing a single point of contact/bridge to the workforce development system
- Establish a system wide approach to coordinating internships, work experience, on the job training, incumbent worker training, and presentations
- Locally track and benchmark employer engagement and increase number of employer engagement level

## Priory #2 Statutory Mandates

5. Lead Career pathways development and implementation with secondary and post secondary partners – very new scope of work
  - Identify career pathways in key sectors – issue collateral and convene discussions to increase awareness
  - Work with Centers of Excellence and WA State's efforts
  - PC3 dual credit and Puget Sound Educational Service District efforts to bridge secondary and post secondary education
  
6. Lead efforts to identify and promote proven and promising practices –very new scope of work
  - Research best practices and evidence based practices
  - Implement a communication plan to influence adoption of best practices throughout our workforce system
    - o Track such impact
    - o Prioritize research and efforts by specific populations, sector work, issues etc.

## Priority #2 Statutory Mandates

### 7. Develop technology based strategies for service access, engagement and delivery

- Build on Pierce County Library System investments and infrastructure
- Identify other technology solutions; possibilities are DSHS one stop site, United Way 211

### 8. Oversee the local service delivery system and programs

- Review current local one stop system to identify changes needed
- Develop criteria and process for credentialing Job center, affiliates, connection sites
- Review and develop tool/process for review and implement Continuous Quality Improvement

### 9. Negotiate local performance accountability

- Negotiate local federal performance measures with state workforce board
- Work with WDC, Local Elected Officials, WIOA core and required partners to identify non federal local performance measures

## Priority #2 Statutory Mandates

### 10. Select one stop operator(s) and provider(s)

- Request For Proposals released in January 2016 for job seeker and business services
- Contracts will be awarded April/May 2016
- Oversee performance, provide technical assistance
- Jointly go through the request for proposal process for a permanent job center
- Negotiate and implement a Memorandum of Understanding and Resource Sharing Agreement; modify along the way when needed
- Monitor performance and compliance annually

### 11. Select youth provider(s)

- Modify Rescare contract for one more year then see if another RFP release is necessary
- Oversee performance and provide technical assistance ongoing
- Annual monitoring required

### 12. Identify eligible training providers

- Conduct a thorough review of existing training providers and develop a local process to add/delete

## Priority #2 Statutory Mandates

### 13. Ensure consumer choice

- Be intentional with our messaging, policies, etc to include this value/expectation
- Develop and modify policies as needed
- Technical messaging community wide

### 14. Coordinate with education providers

- Engage K-12 and post secondary education partners on multiple efforts that include sector strategies, career pathways, career link, tool center, cohort training, system development etc.

### 15. Approve and oversee budget and comply with federal/state/local laws and regulations in the administration of WIOA

- February 2016 began discussion on new year investments for Title 1 B
- Show the big picture investment of our system and investments moving forward
- Identify and measure outcomes of importance to the WDC and Local Elected Officials
- Ensure local system and operations comply with all federal/state/local laws and regulations

## Priority #3

- Mitigation Hold Back 5% - Rainy day/emergency/opportunity fund
  - Used to mitigate any reduction in funding the following year and/or take advantage of opportunities that we did not anticipate

DRAFT





Current Year WIOA Mandatory Partners Total Investments

ESD

- \$4,665,310 this Program Year (PY15/FY16)
- 3,110 people served

DVR

- \$5 million (FY14)
- 2,000 people served

ABE

- \$1,079,767
- 4,244 people served

DSHS

- 

Library (not mandatory)

- \$31 million
- 21 municipalities covered with 560,000 in population
- 324,350 active card holders
- 2.3 million visits (door counts)
- 2.1 million web visits