

Eric Hahn, Chair
 Joyce Conner, 1st Vice-chair
 Ron Thalheimer, 2nd 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
 Sharon Ness
 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 November 19, 2015 minutes
 - Approve WDC Committee Members
 - Business Services Committee – Kristine Stolberg, Business Specialist, State of Washington, DSHS
 - Adult Services Committee – Don Redford, Vocational Rehabilitation Counselor, DVR
5. One Stop Operator, Career Services Provider, and Business Services Provider Request for Proposals
6. WIOA Planning Regions Issue
7. CEO Report
 - TechHire US Department of Labor Funding Pursuit
 - Success Stories
8. WDC Committee Report Out
9. Other business
10. Adjourn/Networking Opportunity

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

Deborah, Howell, CAO
dhowell@workforce-central.org

Jan Adams, Executive Assistant
jadams@workforce-central.org

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 Tacoma, WA 98409
 Phone: 253.254.7335
 Fax: 253.830.5226
www.workforce-central.org

Future meetings:

WDC Meeting – Eric Hahn, Chair	Jan 21 2016	3:00 – 5:00
Business Services Committee – Dave Lawson, Chair	Dec 28 2015	8:00–9:30
Youth & Young Adult Services Committee – April Gibson, Chair	Dec 22, 2015	9:30–11:00
Adult Services Committee – Robin Baker, Chair	Jan 6, 2016	2:30–4:00
One-Stop System Operator & Partner Committee – Ron Thalheimer, Chair	Jan 5, 2016	8:00–10:30
WDC Coordinating Committee – Eric Hahn, Chair	Jan 12, 2016	3:00–4:30

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Attendees: Linda Nguyen, Eric Hahn, Wayne Nakamura, Robin Baker, James Walker, Jan Adams, Patty Rose, Ron Thalheimer, MaryEllen Laird, Darci Gibson, Deborah Howell, Shellie Willis, Cheri Loiland, Dale King, Dave Lawson,

Guests: Georgia Lomax, Pierce County Library System, Ralph Ibarra, Diverse America Network

1. Welcome/Call to order

Eric called the meeting to order at 3:04 p.m.

2. Public Comment

None.

3. WorkForce Central Executive Board update – Eric Hahn

Eric gave an update from the morning's meeting. Noting the Severance agreement with the Union Local 117 was approved.

4. Action items

Eric spoke about making the meetings more efficient and to ensure we allow for everyone to focus and make better use of the time. He asked if everyone would be amenable to doing a consent agenda rather than individual action items.

Motion made by Dale King to change to a Consent Agenda; seconded by Ron. There was discussion on the impact and how it will work. Approved. With the approval, Eric noted we will have a consent agenda the next meeting.

- **Approve October 15, 2015 minutes**

Motion made by Dale; seconded by Patty. Approved

- **Approve WDC Coordinating Committee's Recommendation for WDC Officer positions of Joyce Conner for 1st Vice Chair and Ron Thalheimer for 2nd Vice Chair**

Eric asked for other nominations. Patty Rose asked if we are moving Joyce to 1st Vice Chair and Ron to 2nd Vice Chair. Motion made by James; seconded by James. Approved

- **Approve WIOA Core 6 Leadership Team as a formal WDC committee**

Motion made by Dale; seconded by Dave. Dave asked what the changes were. Linda clarified they are an added committee and what their purpose is. James asked if there was a chair for this committee. Linda noted there is a facilitator, but not a chair. Approved

5. CEO Report

Eric noted most items on the CEO report will be sent to the WDC members rather than be discussed at the meeting.

- **WIOA Core Partner Panel Presentation**

- **Georgia Lomax, Pierce County Library System**

Linda introduced Georgia Lomax who gave an overview of the PCLS and what they are about as well as how they support WIOA strategies. Georgia said they see their role as education outside the formal education system. She said no matter what we do, we are about helping people. She discussed some of the services they provide as well as future services that will be provided. She spoke about the core six and how they might work together to meet the needs of the people.

- **James Walker, ESD**
Postponed until next meeting.
 - **Federal Budget Threat removed for two years - Line of credit from City of Tacoma and Pierce County Update**
 - **Regional Planning area designation discussion**
 - **November 10th state board steering committee meeting – will recommend to State Board CLEOs position of 12 regional planning areas**
Eric spoke about recommendation by the State Workforce Board. He noted the state board has delayed the decision until December 10. He said there has been some lobbying to move to a regionalized structure. Discussion continued around the issue. James asked what the timeframe was for the Governor to make the decision. Eric clarified the State Steering committee voted unanimously to leave the regions as they are. The question is, why has the board, not adopted the Steering Committee's recommendation. The group discussed ideas on how to get the voice of the people heard. James asked what it would take to reverse a decision that leads us down the wrong road. Darci asked who the board members are. Wayne asked for an email on what the issues are and who we contact. Ron asked for a template for the group to start with on contacting the board, making it non-personal and data driven. Eric noted it would be helpful for new voices to be heard. Linda will bet the contact info for the Board as well as key points. Dale suggested going to the media.
Ralph Ibarra addressed the group with comments regarding the regional planning issue, noting the distribution of funds for planning purposes. Eric thanked him for his comments and input.
 - **Camo2Commerce won the US Chamber of Commerce's 5th Annual Hiring Our Heroes Capital One Award for Small Business Veteran and Military Spouse Employment - Shellie Willis**
Shellie gave a short overview of the program, noting have enrolled 887 participants and had 575 positive placements with a placement rate of 85.73% and the economic benefit of \$27MM.
 - **Cool New Developments:**
 - **Healthcare Partnership Review and Reconstitution**
 - **Sector Specific Supply and Demand Reports**
 - **BankWork\$ Program**
 - **Coding Academy State of the Workforce 2nd annual report**
These items will be sent out to the members by Linda
 - **December WDC meeting - Short program and networking opportunities**
The meeting will be held at Thea's Landing Community Room. Details will be sent out to the group. Dale asked how many people will be attending. Linda asked the group on what they think for inviting other committees.
6. **WDC Committee Report Out**
Eric reported on the outcomes of the Coordinating Committee on November 10, 2015
Ron reported on the One-stop committee noting they identified their priorities, picking their top five priorities
Dale reporting that the Youth & Young Adult Committee did the same exercise with their meeting taking place at the Reach Center.
7. **Other business**
- **Video Conferencing Capability January 2016**
Eric asked the group to take part in the meetings via video conferencing if they are not able to attend in person.
8. **Adjourn**
Motion made by Dale; seconded by Wayne. Adjourned at 4:28 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: 11/12/15

Name: Kristine Stolberg

Title (If Applicable): Business Specialist

Employer (If Applicable): Division of Vocational Rehab

Address: 510 East Main

City: Puyallup **State:** WA **Zip:** 98372

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

Primary Day Phone: 253-625-4211 **Type of Phone:** Work Phone

Alternate Day Phone: 253-445-7282 **Type of Phone:** Work Phone

Email Address: stolbk@dshs.wa.gov

Type of entity that you represent: Community Based Organization

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**
- Youth and Young Adult Services Committee**
- One Stop System Committee**

If you represent a community based organization, please indicate the mission of the organization and the populations served: [Click here to enter text.](#)

Please indicate the primary age group that you represent or serve. Please click on "Chose an item":
Adults Ages 22-72

Please provide a detailed explanation of your qualifications and interest in serving on the committee indicated above: (You are not limited to one page or one paragraph. This application may be more than two pages in length once completed.)

I currently work as the Business Specialist for the Division of Vocational Rehab serving all of Pierce County.

In addition to this application, a resume is required. Please submit a resume to this application.

By checking this box, I indicate that the information submitted is accurate to the best of my knowledge and that this form should be considered as electronically signed by the applicant listed above.

Please submit this application form by the deadline indicated above to:

**WorkForce Central
WDC Committee Application Process
Attn: D. Lean
3650 South Cedar Street
Tacoma, WA 98405**

Or email to: dlean@workforce-central.org

If you have questions related to this process you may call Cheri Loiland, Chief WIOA Transition Officer at 253.254.7908 or Debbie Lean, Executive Assistant at 253.414-0141. Thank you for your interest in serving on a committee of the Pierce County Workforce Development Council. You will be notified of the status of your application as quickly as possible.

Kristine A.G. Stolberg

8805 Skokomish Way NE, WA 98516

Phone: 360-250-5816 Email: kristinestolberg@gmail.com

EDUCATION

The Evergreen State College

Olympia, WA

Bachelor of Arts | Graduation August 2011

Major Emphasis: Social Justice

PROFESSIONAL EXPERIENCE

State of Washington, Department of Social and Health Services

Puyallup, WA

Business Specialist | October 2014 – present

- Carry a small load of vocational rehabilitation clients
- Complete vocational assessments
- Develop, implement and monitor community based work assessments
- Develop drafts of individual plans for employment identifying client job goals and services needed to meet client objectives
- Assess client's progress towards completing individual plans for employment and address any newly identified barriers
- Develop and implement client programs such as job club and Workstrides
- Provide job placement, job development and job retention services

Rehabilitation Technician | March 2014-October 2014

- Perform personal history investigations of assigned individuals through contact with other social and health service agencies, law enforcement agencies, families, teachers, and former employers
- Prepare, reviews, and submits written and oral reports
- Assist in collecting diagnostic information to be used in determining eligibility
- Assist with monitoring customer progress towards achieving employment goals
- Prepare and processes authorization for purchase of customer goods and services or issues payments for the same
- Maintain records
- Make administrative arrangements for medical, psychiatric and psychological services, academic or vocational training, civilian employment, or military enlistment

Gannie Transcription

Olympia, WA

Medical Transcriptionist | January 2013-Present

- Transcribe and interpret dictation by physicians in order to document Independent Medical Examinations requested by the Department of Labor & Industries
- Utilize basic knowledge of medical terminology, anatomy and physiology, signs and symptoms, and medications to produce high quality reports of psychiatric, chiropractic, and orthopedic evaluations
- Complete reports according to company deadlines

Imagine Housing

Kirkland, WA

Resident Services Coordinator | September 2011-July 2012

- Facilitated after-school children's programming for three properties including tutoring, arts, crafts and field trips
- Coordinated adult education presentations and community events once a month for two different properties
- Provided resource referrals to adult residents with consistent follow-up
- Maintained records of demographics, attendance and referrals for grant purposes
- Recruited volunteers for various programs including summer camp and after-school tutoring
- Assisted in major projects such as an agency-wide gift campaign servicing over 400 children

The Evergreen State College – Vice President for Student Affairs Office

Olympia, WA

Office Assistant | July 2010-September 2011

- Scheduled appointments for the Vice President and Campus Grievance Officer
- Performed daily data entry and updated student case files
- Answered phones, providing information or promptly routing callers to appropriate division
- Greeted all visitors and answered inquiries
- Completed special projects as assigned including preparing for division meetings, large filings and preparation for special leave and conduct hearings

Community Youth Services – Juvenile Diversion

Olympia, WA

Intern | December 2010-March 2011

- Assisted case managers in organizing and updating case notes and files
- Observed and performed intake interviews of youth, informing them of their legal options, formally reviewing charges, and obtaining relevant information
- Served as a member of the Community Accountability Board, interviewing and assessing crimes committed by youth and assigning appropriate and fair community restitution
- Performed case monitoring of youth Diversion agreements, either closing cases compliant or deferring back to the prosecuting attorney

Gateways for Incarcerated Youth

Olympia, WA

Intern | March 2011-June 2011

- Tutored and mentored incarcerated youth through an Academic Mentor Program, assisting the youth in developing and implementing education plans
- Facilitated research on special projects such as a post-incarceration resource guide
- Assisted with planning and advertising for fund raising activities
- Facilitated community outreach through tabling events and flyering

Merriam and Associates, P.C.

Seattle, WA

Legal Secretary | October 2008-September 2009

- Answered phones, screened phone calls for attorneys
- Filed legal documents
- Updated Power of Attorneys and assisted with trial brief organization
- Responded to client inquires
- Processed incoming mail and faxes, routing appropriately to attorneys and staff

- Proofread legal submissions
- Drafted correspondence to clients, the court and opposing counsel

Washington Conservation Corps

Seattle, WA

Assistant Supervisor | October 2007-September 2008

- Lead crew of six members in daily restoration assignments in the absence of supervisor
- Worked with project managers to implement restoration plans including invasive removal, planting native species, watering, and basic stewardship
- Wrote grants for service projects performed in King County
- Performed outreach for Gulf Coast hurricane victims as a part of a Department of Health and Human Services pilot project to inform residents of resources available in the community after natural disasters
- Performed initial intake and assessment of hurricane victims needs through answering a 24 hour crisis hotline

Bank of America

Tacoma, WA

Teller | January 2007-August 2007

- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds
- Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
- Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts



**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: 09/03/2015

Name: Don A. Redford III, M.S., CRC

Title (If Applicable): Vocational Rehabilitation Counselor III

Employer (If Applicable): DSHS / DVR

Address: 1949 S. State St. First Floor

City: Tacoma State: Washington Zip: 98405

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

Primary Day Phone: 253-292-3552 Type of Phone: Work Phone

Alternate Day Phone: Click here to enter text. Type of Phone: Choose an item.

Email Address: don.redford@dshs.wa.gov

Type of entity that you represent: Community Based Organization

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
- Youth and Young Adult Services Committee
- One Stop System Committee

If you represent a community based organization, please indicate the mission of the organization and the populations served: Our Purpose: DVR believes employment contributes to a person's ability to live independently and everyone has a right to work. Our purpose is to empower people with disabilities to achieve a greater quality of life by obtaining and maintaining employment. We Serve People with disabilities who want to work but face a substantial barrier to finding or keeping a job

Please indicate the primary age group that you represent or serve. Please click on "Chose an item":
Adults Ages 18-99

Please provide a detailed explanation of your qualifications and interest in serving on the committee indicated above: (You are not limited to one page or one paragraph. This application may be more than two pages in length once completed.)

I work for Washington State Division of Vocational Rehabilitation for the past five years as a Vocational Rehabilitation Counselor III. I have a M.S. in Vocational Rehabilitation Counseling from Western Oregon University's Rehabilitation Counseling Program. I am also a Certified Rehabilitation Counselor (CRC) since 2010.

I am interested in serving the committee because as a DVR counselor, I am interested in the developing and maintaining partnerships with other organizations in an attempt to help our common customers to obtain employment and be a part of the community.

In addition to this application, a resume is required. Please submit a resume to this application.

By checking this box, I indicate that the information submitted is accurate to the best of my knowledge and that this form should be considered as electronically signed by the applicant listed above.

Please submit this application form by the deadline indicated above to:

**WorkForce Central
WDC Committee Application Process
Attn: D. Lean
3650 South Cedar Street
Tacoma, WA 98405**

Or email to: dlean@workforce-central.org

If you have questions related to this process you may call Cheri Loiland, Chief WIOA Transition Officer at 253.254.7908 or Debbie Lean, Executive Assistant at 253.414-0141. Thank you for

**your interest in serving on a committee of the Pierce County Workforce Development Council.
You will be notified of the status of your application as quickly as possible.**

Don Adelbert Redford III

1759 S. Jackson Ave 98465

360.334.5278 - don.redford@gmail.com

EDUCATION

- June 2009** **Western Oregon University**
- Master of Science Degree
 - Rehabilitation Counseling
- June 2006** **Washington State University Vancouver**
- Bachelor of Arts Degree
 - Major: Social Science
 - Minor: Psychology

SKILLS AND QUALIFICATIONS

- Proficient in Microsoft Windows and MS Office.
- Experience in team skills.
- Experience in leadership positions.
- Certified Rehabilitation Counselor (Since 2010)

WORK EXPERIENCE

- 3/2010 – Now** **Washington State Division of Vocational Rehabilitation**
- Vocational Rehabilitation Counselor III
 - Provide Vocational Rehabilitation Counseling
 - Complete comprehensive vocational assessments
 - Develop Individual Plan for Employment
- 9/2009 – 12/2009** **Southwest Washington Center of the Deaf, Vancouver, WA**
- Case Manager
 - Provide case management to Deaf and Hard of Hearing individuals, including intake and assessment.
 - Offer communication access and client advocacy.
 - Assist in assessing individuals' needs and, if necessary arrange for treatment services.
 - Serve as the Center's Independent Living Skills trainer
 - Prepare client goals and activity goals to enhance outcome based evaluation.
 - Prepare monthly and quarterly case reports and narratives.
 - Assist with the planning and enactment of agency Education Workshops.
- 1993-2005** **Washington School for the Deaf, Vancouver, WA**
- Student Life Counselor
 - Counsel the youth & clients living in the residential program.
 - Perform assessment of clients' abilities in independent skills.
 - Assist in assessing individuals' needs and, if necessary arrange for treatment services.
 - Provide ILS education/training to the youth and clients.
 - Manage Caseload of clients in the program.

ACTIVITIES AND INTERESTS

- Tilikum / Southwest Washington Center of the Deaf / Southwestern Washington Service Center
 - Board Member since 2009
 - President since 2012
- Washington School for the Deaf Alumni Association
 - Member