

**WDC Meeting  
 Agenda  
 October 15, 2015  
 3:00-5:00 p.m.  
 WorkForce Central  
 3650 S. Cedar St., Classroom 1**

Eric Hahn, Chair

1<sup>st</sup> Vice-chair

Joyce Conner, 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

Sharon Ness

Tim Owens

Dona Ponepinto

Patty Rose

Sheila Ruhland

Ron Thalheimer

James Walker

Blaine Wolfe

1. Welcome/Call to order
2. Public Comment
3. WorkForce Central Executive Board update – Eric Hahn
4. Action items
  - Approve September 17, 2015 minutes
  - Approve WIOA On the Job Training Policy
5. WIOA Core Partner Presentations
  - Deborah Howell – WorkForce Central
6. National Association of Workforce Board Annual Conference Attendees
7. CEO Report
  - Quarter 1 Title 1 Dashboard
  - Annual State Audit
  - WorkForce Central Transition Update
  - WIOA Core 6 Leadership update
8. WDC Committee Report Out
9. Other business
10. Adjourn

WorkForce Central Staff  
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Future meetings:

WDC Meeting – Eric Hahn, Chair	Nov 19, 2015	3:00-5:00
Business Services Committee – Dave Lawson, Chair	Oct 26, 2015	8:00-9:30
Youth & Young Adult Services Committee – April Gibson, Chair	Oct 27, 2015	9:30-11:30
Adult Services Committee – Robin Baker, Chair	Nov 4, 2015	2:30-4:30
One-Stop System Operator & Partner Committee – Ron Thalheimer, Chair	Nov 3, 2015	8:00-10:30
WDC Coordinating Committee – Eric Hahn, Chair	Nov 10, 2015	3:00-4:30

Eric Hahn, Chair

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**Attendees:** Linda Nguyen, Eric Hahn, Ron Thalheimer, Darci Gibson, Wayne Nakamura, Patty Rose, Paul Hogoboom, Jan Adams, Maddie Merton, Dale King, Brent Capatch, Shellie Willis, Andy Wells, Bruce Kendall, MaryEllen, Laird, Michelle Burreson, Mike Johnson, LaTanya Huey, Cheri Loiland, Robin Baker

**Guests:** Vincent Seholm, Danielle Tudor

**1. Welcome/Call to order**

Eric Called the meeting to order at 3:02 p.m.

**2. Introduce new WDC member**

- Paul Hogoboom, President, P & J Machining, Inc. – Advanced Manufacturing  
Eric welcomed Paul to the WDC as a new member. Paul gave a background and history of his company as well as showing a couple of their manufactured parts from a Boeing 737.

**3. Public Comment**

None

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

Eric gave an update of the September 17 WFC Board meeting.

**5. Action items**

- **Approve July 16, 2015 minutes**  
Motion to approve made by Mike, seconded by Wayne. Approved.
- **Approve Proclamation in support of National Manufacturing Day October 2<sup>nd</sup>**  
Motion to approve made by Ron seconded by Patty. Eric read the WDC proclamation for National Manufacturing Day. Darci asked where this came from. Linda gave a background noting that it is a national initiative. She also gave a synopsis of the day's activities, highlighting the tours at General Plastics and Niagara Water. Approved
- **Approve WIOA Incumbent Worker Training Policy**  
Motion to approve made by Ron, seconded by Michelle. Linda explained the highlights of the policy touching on a few of the requirements. She also noted the budget contains funding for this. Mike asked how we arrived at the numbers. Linda explained it was from the law. Approved.
- **Approve WIOA Individual Training Account Policy**  
Motion to approve made by Dale, seconded by Michelle. Linda gave an explanation of the policy and what the funding amounts are and how they differ from the old WIA. She explained with the new policy we can pay for the prerequisites. Approved.
- **Approve WIOA Code of Conduct and Conflict of Interest Policy**  
Motion to approve made by Dale, seconded by Darci. Linda explained that WIOA requires the policy and this policy includes. Each of the WDC members will be required to read the policy and sign. Eric noted that it is pretty standard policy. Ron asked if we have somebody on our board that represents TANFF, is that a conflict of interest. Linda clarified what might be considered a conflict of interest. Approved.

WorkForce Central Staff  
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## 6. Workforce Development System Beneficiaries Testimonials – Maddie Merton

Maddie gave an explanation of her role and what the program is about.

- **Safeboats – Danielle Tudor, Recruiter/HR**

Danielle gave a background and history on her company. She spoke about the hiring event hosted by WFC where they gained extended five job offers. She said with that partnership she was introduced to the Manufacturing Academy. Danielle said they have interviewed several individuals from the MA and they are going to continue the partnership as they were excited about individuals they have met. Their skill set is right in line with what they need. Linda gave a short explanation of how we work with employers.

- **Vincent Seholm – Manufacturing Academy Graduate – hired by United Medical as an Apprentice through AJAC**

Vincent explained his experience noting his first day in the pre-apprenticeship program is today. Linda asked what the three most helpful things or things of most value in the program were. Vincent noted the first thing was the opportunity getting retraining and opening the doors, the exposure and networking. He noted the people were invested in his success. Dale asked how he was made aware of WFC and the program. He said he started at WorkSource, going in one day, he went to an orientation. Vincent said it was coming into WFC and the case manager letting him know about the Manufacturing Academy. He was grateful to have the opportunity to be an inspiration. Ron asked how we initiate the connection/open the door. Vincent said if he hadn't sat in on the orientation he wouldn't know. He suggested being more active in marketing the program. Wayne asked about the facility he was at – did they have any resources to help when they leave. Vincent talked about some of the opportunities or lack of them. Ron encouraged him to circle back with suggestions as he thought of them.

## 7. Boeing Presentation – Michelle Burreson, Workforce Development & Integration Senior Manager

Michelle presented a program that Boeing is doing, explaining what her group does is academic and policy engagement. They focus on the schools, she continued and overview of where Boeing is going and what their new pipeline position.

## 8. CEO Report

- **Summer 253 – Brent Capatch**

Brent gave a quick overview of the program and the outcomes. Discussion continued on the program and outcomes and possibility of expanding to other areas within Pierce County.

- **Boots2work – Shellie Willis**

Shellie showed a video about the program. She also gave a brief update on the program and the outcomes, highlighting the suite drive with Dress Barn and the first day of workshops helping transitioning military. Patty asked about the attendance being lower this year than last year, but better outcomes. Shellie explained what made the difference and explained we learn and improve the program each year. She explained the experience was better as the employers were not mobbed with a lot of people, but were able to meet one on one. Robin mentioned that we have been able to bus people, but DOL would not allow missing classes to attend the event this year.

- **WDC Brainstorm on biggest challenges your business and industry face as it relates to workforce development**

Group 1: Making aware of jobs in mfg and the skill set; Math skills are an issue; English is an issue; people who work together as a crew cannot speak to each other civilly and coherently - miscommunication.

Group 2: Many occupations require higher education; working as a team – teambuilding skills

Group 3: Looking for qualified candidates; working with TCC to develop a certificate program; Schultz foundation is starting a customer service excellence certificate program, which could be used as a starting point.

Paul: Math is a key factor; do a lot internal programs, tours, job shadow programs. Motivation is a challenge especially with the young adults.

- **WDC membership update for Advanced Manufacturing and IT/Cyber Security**

Paul filled Advanced Manufacturing sector, but we are still looking for IT/Cyber Security

- **Federal Budget Deliberation, possible threats and mitigation plans**

Discussion around what might happen if the shutdown happens and how it impacts us.

- **WIOA Service Delivery System Enhancement Core Leadership Team**

Linda explained the new WIOA Core 6 Leadership Team and what their strategies are and who is on the team. They will be working with all the committees.

- **Annual Audit Progress**

Linda noted that the auditor said there are no findings, which designates us as a low risk auditee.

- **Obligation Rate**

Linda gave an update on the obligation rate for Q1 noting that we are on track to meet our obligation rate.

**9. WDC Committee Report Out**

Ron from One-Stop Committee talked about the guests giving a presentation on Career Pathways. He explained their website and how it was an interest to the committee. They talked about TANFF and educating the group. They also identified their last question and addressed. They are working on getting an MOU to all our one-stop partners. We will start posting minutes from the committees on the WFC website.

**10. WDC Member News**

Robin talked about the Service Member for Live Summit noting registration was full a week after it opened.

**11. Other business**

Eric mentioned the events happening for National Manufacturing Day, including

Linda talked about the grant that was awarded for

**12. Adjourn**

Motion to adjourn by Patty seconded by Darci. Meeting adjourned at 4:55 pm



## **Workforce Innovation and Opportunity Act Policies and Procedures**

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### **ON-THE-JOB TRAINING (OJT) POLICY & PROCEDURES**

**Policy Number: 1006**

**Effective Date: October 15, 2015**

**Supersedes: WorkForce Central On-the-Job (OJT) Policy #WIA-A/DW/Y-012, Revision 1, Effective February 5, 2015**

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#### **PURPOSE**

To provide information and direction for the implementation of WIOA funded On-the-Job Training (OJT) opportunities for eligible Adult, Dislocated Worker and Youth program participants. Specific criteria are included to increase the amount of employer reimbursement for an OJT participant wage rate to more than 50%.

#### **BACKGROUND**

On-the-Job Training (OJT) is a training option that provides Employers the opportunity to train new employees (Trainees) on the specific knowledge or skills essential to the full and adequate performance of the job. OJT opportunities are formed through a contractual agreement between the Employer and the OJT Service Provider. The OJT Service Provider provides the Employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training. However, Section 134(c) of WIOA authorizes local boards to reimburse employers up to a maximum of 75 percent of the wage rate of an OJT participant after considering factors listed in proposed rules at [20 CFR 680.730](#) and this policy.

OJT is a hire-first program. The Trainee begins their OJT as a full-time employee of the company that has agreed to provide the on-site training and long-term employment upon completion of the OJT. The rate of pay, fringe benefits, periodic pay increases, and working conditions offered to the Trainee are the same as similarly situated employees in similar positions by the same Employer and are in accordance with Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29.U.S.C. 206(a)(a) or the applicable state or local minimum wage laws.

#### **POLICY**

On-the-Job Training must be provided through a contract that provides a structured training opportunity for the OJT Trainee to gain the knowledge and skills to be competent in the job for which they are hired. The contract must be completed and signed by all parties before the OJT Trainee may begin the OJT training.

OJT may be sequenced with other WIOA program services such as work experience, classroom training or basic skills training.

#### **Participant Eligibility**

OJT Trainees must meet program eligibility requirements for each funding source, i.e. WIOA Adult, Dislocated Worker or Youth formula funded programs. Trainees must have received a documented assessment that results in the development of an Individual Employment Plan (IEP) that documents the participant has the interest, aptitude and skills to meet the specific Employer OJT requirements.

## **OJTs for Employed Workers**

OJTs may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage;
- All other requirements of this policy are met; and
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy, (proposed rule at [20 CFR. 680.710](#))

## **Employer Eligibility**

The OJT Employer:

- Must be registered with the Internal Revenue Service (IRS) and have an account with the Washington State Employment Security Department for Unemployment Insurance and carry Workman's Compensation Insurance (proposed rule at [20 CFR 683.280](#))
- Must have operated in Pierce County for a minimum of 120 days and be current in unemployment insurance and workers' compensation taxes, penalties, and /or interest or related payment plan.
- Must be financially solvent to meet the OJT contract obligations through the end of the training and for the participant's 12 month follow up period; have adequate payroll record keeping systems that track hours worked, gross pay, deductions and net pay.
- Must not have relocated within the last 120 days, where relocation resulted in the loss of employment at the prior location. (proposed rule at 20 CFR 683.260)
- Shall not displace any currently employed worker or alter current workers' promotional opportunities. Nor have terminated any regular employee or otherwise reduced the workforce in order to hire OJT Trainees. (proposed rule 20 CFR 683.270)
- Must not be involved in a labor dispute or have workers currently in a layoff status or laid off workers over the past 120 days from the same or any substantially equivalent job. The period of 120 days may be waived if there are mitigating circumstances reviewed and approved by a WIOA Program Manager.
- Must not impair existing contracts for services or collective bargaining agreements. Must gain written concurrence with the appropriate labor organization before the OJT can begin if the OJT agreement would be inconsistent with a collective bargaining agreement. (WIOA Sec.181 (a)(2)(B). Additionally, the Employer must attest that the OJT agreement would not assist, promote or deter union organizing (20 CFR 680.850).
- Must not allow OJT Trainees to work on the construction, maintenance or operation of any facility that is used for sectarian activities or as a place of worship (WIOA Section 188 (a)(3)).
- Must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age (WIOA Sec. 188(a)(3)).

OJTs must not be written with an employer who has previously exhibited a pattern of failing to provide OJT Trainees with continued long-term employment. (proposed rule at 20 CFR 680.700(b))

## **Employer Reimbursement Rates**

The employer reimbursement rates of the regular wages earned for OJTs range from a minimum of 50 percent to a maximum of 75 percent. The reimbursement rate is based on the size of the employer as follows:

- A maximum of 50 percent for large employers defined as having a 100 or more employees
- A maximum of 65 percent for medium size employers defined as having 20-99 employees and
- A maximum of 75 percent for small employers with a workforce of 1-19 employees.

Regardless of the reimbursement rate, the following factors must be considered prior to approving an OJT:

1. The characteristics of the participant(s) with an emphasis on barriers to employment as defined in WIOA Section 3(24) and listed on Attachment A;
2. The quality of employer-provided training (e.g., an industry recognized credential, advancement opportunity);
3. The number of participants the employer agrees to sponsor;
4. The wage and benefit level of the participant (both during and after completion of the OJT);
5. The OJT position is an in-demand occupation as defined by [WIOA Section 3\(23\)](#) and determined by ESD labor market information;
6. The OJT employer is:
  - a. In an in-demand industry as defined by WIOA Section 3(23) and determined by ESD labor market information; or
  - b. In an in-balance industry as determined by ESD labor market information; or
  - c. In a declining industry, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying reimbursement above 50 percent;

Each of the above factors leading to the approval of an OJT must be documented and placed in the contract file.

### **Registered Apprenticeship Programs**

OJT contracts may be written with registered apprenticeship programs or participating employers in registered apprenticeship programs for the on-the-job training portion of the registered apprenticeship program.

### **The OJT Contract**

Every OJT opportunity will include a contract (agreement) with the Employer and a Training Plan for the Trainee. The contract must include the requirements of WIOA rules and regulations; the occupation, skills and competencies to be learned; and the length of time the training will be provided. Contract modifications must be in writing, signed and dated by all parties prior to the effective date of the modification. Verbal modifications are not valid.

### **Cost Per Participant**

Subject to funding availability and the OJT Trainee's needs, WorkForce Central (WFC) limits the training costs to \$5,000 for jobs paying entry level wages defined as \$ 9.47 - \$15.00 per hour and \$6,000 for higher wage jobs, defined as paying more than entry level wages. Training costs in excess of these limits may be approved by the WFC CEO or the authorized WIOA Service Provider, under special circumstances. Regardless of the hourly wage, training duration is limited to not less than four weeks and not more than 26 weeks. Training duration must be in line with [Specific Vocational Preparation \(SVP\)](#) estimates.

WIOA participants who have utilized the maximum allowed under the WorkForce Central's most current ITA Policy may also qualify for an OJT with training cost and duration limits described above.

### **Overtime Hours for OJT**

OJT payments may only be paid for regular wages paid by the employer. Payment may not be based on overtime, shift differential, premium pay and other non-regular wages. This does not preclude a participant from working overtime; however, the reimbursement to the employer must be based on the regular wage rate.

## **Determining Training Duration-Specific Vocational Preparation (SVP)**

Training will be limited to the period of time required for a Trainee to become proficient in the position related to the training plan. WFC limits the training duration to not less than four (4) weeks and not more than 26 weeks. Training duration is negotiated with the Employer on the basis of the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for OJT. An upper limit for training duration is established using the Specific Vocational Preparation (SVP) estimates for occupations in the U.S. Department of Labor at [http://www.occupationalinfo.org/appendxc\\_1.html#II](http://www.occupationalinfo.org/appendxc_1.html#II).

## **PROCEDURES**

### **Participant Case File**

All documentation relative to the selection of a candidate for an OJT opportunity and the development and maintenance of the participant's OJT Training Plan should be included in the participant hard or electronic case file. Participant files must be available to federal, state and local monitors for compliance review.

### **Employer Files**

OJT Service Providers are required to keep an individual file for each OJT Employer which includes the Employer Pre-Screening Checklist verifying employer eligibility. Employer files must be available to federal, state and local monitors for compliance review.

### **Monitoring**

Monitoring at the local, state and federal level will include the OJT Service Provider's oversight of the participant training and corresponding employer payroll records.

On-site monitoring visits should be conducted by the contract manager shortly after the OJT Trainee begins work, with additional visits scheduled at appropriate intervals (determined by length of OJT Training Plan).

Effective monitoring also includes desk review of correspondence from the employer, including OJT reimbursement invoices and required documentation to support those invoices.

Contract managers must regularly review each Trainee's progress in meeting program and service strategy objectives, including the Trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to OJT.

Any deviations from the OJT Contract should be dealt with and documented promptly.

### **Exceptions**

Any exceptions to this policy must be approved by the WFC CEO or the authorized representative of the WIOA Service Provider and documented in both the Trainee and Employer files. Exceptions may be allowed for: Employers new to Pierce County; Employers with workers in lay-off status less than 120 days; Training plans exceeding the cost or time limits or other policy statements not contained in the WIOA or WIOA regulations.

## **DEFINITIONS**

**OJT Agreement/Contract:** The OJT Agreement or Contract includes all of the basic requirements including applicable laws, regulations and policies; outlines the appropriate steps for OJT implementation; and is specific to the individual training plan. At a minimum, the Agreement must include an extensive set of general provisions (Terms and Conditions) ensuring WIOA rules and regulatory compliance; the occupation, skills and competencies to be learned; and the length of time the training will be provided. All parties including the Employer, OJT Service Provider and Trainee must sign the Agreement prior to the commencement of the OJT.



**Trainee:** The OJT Trainee is an eligible WIOA participant who has demonstrated the skills, abilities and interests to successfully participate in an OJT with a specific Employer. The Trainee must have received a documented assessment that resulted in an Individual Employment Plan (IEP) that documents the appropriateness for the OJT.

**The OJT Training Plan:** The OJT Training Plan must be signed by the Employer, OJT Service Provider and Trainee prior to the commencement of the OJT. The Training Plan is unique and customized for each OJT Trainee. The Training Plan includes the skills to be learned, training hours and evaluation of skills gained.

**REFERENCES**

- [WIOA Section 3\(23\)](#)
- [WIOA Section 3\(44\)](#)
- [WIOA Section 134\(c\)\(H\)](#)
- [WIOA Section 188 \(a\)\(2\) and \(3\)](#)
- [Proposed rules at 20 CFR 680.700, 680.710, 680.720, 680.730 and 680.850](#)
- [Proposed rules at 20 CFR 683.260, 683.265, 683.270 683.275](#)

**ATTACHMENTS**

**Attachment A Individuals with Barriers**

**INQUIRIES**

**Direct Inquiries To:**

WorkForce Central  
3650 South Cedar Street  
Tacoma, WA 98409-5714  
(253) 472-8094 or 1-800-999-8168

**APPROVED**

**APPROVED BY WDC**

\_\_\_\_\_  
Linda Nguyen, WFC CEO

Date \_\_\_\_\_

Date: \_\_\_\_\_

**EQUAL OPPORTUNITY - EQUAL ACCESS**

WorkForce Central is an equal opportunity employer and provider of employment and training services. Free auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.

## **Attachment A**

### **Individuals with Barriers to Employment**

- WIOA Sec. 3(24) and Proposed CFR 680.320(b):
- Displaced Homemaker
- Low-income individuals
- Indians, Alaska Natives and Native Hawaiians
- Individual with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, low levels of literacy or facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents (including pregnant women)
- Long-term unemployed