

Eric Hahn, Chair
1st Vice-chair
Joyce Conner, 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 Ponепinto
Patty Rose
Sheila Ruhland
Ron Thalheimer
James Walker
Blaine Wolfe

WDC Coordinating Committee Meeting

Agenda

May 13, 2015

3:00-4:30 p.m.

WorkForce Central
3650 S. Cedar St, Tacoma
Boardroom

1. Welcome/Introductions
2. Public Comments

Action Items

3. Approve March 8, 2015 meeting notes
4. Approve Business Services Committee Member Jason Scales, Client services Director, Tacoma Community House

Discussion Items

5. PY16/FY17 Budget and Dashboard
6. Draft WIOA Local Plans
7. Committee Highlights
8. Other Business
9. Adjourn

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

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

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

WorkForce Central
3650 S. Cedar St.
Tacoma, WA 98409
Phone: 253.254.7335
Fax: 253.830.5226
www.workforce-central.org

WDC Coordinating Committee Meeting MINUTES

March 8, 2016 • 3:00-4:30 p.m.

WorkForce Central, 3650 S. Cedar St, Tacoma

Attendees: Linda Nguyen, Dale King, Dave Lawson, Eric Hahn, Joyce Conner, Susan Cable, Cheri Lolland

Eric Hahn, Chair

Joyce Conner, 1st Vice-chair

Ron Thalheimer, 2nd Vice-chair

Robin Baker

Michelle Bureson

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

WorkForce Central Staff

Linda Nguyen, CEO

lnghuyen@workforce-central.org

Deborah, Howell, CAO

dhowell@workforce-central.org

Jan Adams, Executive Assistant

jadams@workforce-central.org

WorkForce Central

3650 S. Cedar St.

Tacoma, WA 98409

Phone: 253.254.7335

Fax: 253.830.5226

www.workforce-central.org

1. Welcome/Introductions

2. Public Comments

None

Action Items

3. Approve November 10, 2015 Minutes

Motion made to approve made by Dale; seconded by Dave. Approved

4. Recommend to the WDC Approval to jointly go into RFP with ESD to lease Pierce County Job Center

Motion made to approve made by Dale; seconded by Dave. Linda gave the background on the process and need to find a joint location. She noted they got approval to do a joint RFP, but the process could take up to two years. Discussion continued around the RFP process and the designation of Cedar Plaza as the interim PC Job Center. Approved

5. Recommend to the WDC approval to designate Cedar St. Plaza as the interim Pierce County Job Center until permanent location is cited with target date of July 1, 2018

Motion made to approve made by Dale; seconded by Joyce. Approved

Discussion Items

6. PY16/FY17 budget deliberation.

Linda explained the PY (Program Year) versus FY (Fiscal Year). She then gave highlights of the draft budget, noting the final budget needs to be approved no later than June. Linda also noted the two RFPs that have been posted are for Business Services and Adult/DW. Linda noted the contract for ResCare has been extended a year to keep the program stable; they have been doing great and meeting performance measures. Discussion continued around the draft budget.

7. WIOA Mandatory Partners' budget and service level discussion.

Linda asked the group what information they would like to see. Dave noted it would be good to see what they hold themselves accountable for and go from there. Linda will gather the information that is available and combine into one document.

8. Workforce Development System Performance Measures Beyond Federal Mandatory Measures.

Eric noted this will be for the full WDC to discuss and consolidate to the critical few measures.

9. WDC Committees Happenings and Meeting Schedule Change Possibility.

There was discussion on how often this committee would like to meet. Suggestion was to leave the meeting as is and cancel if meeting is not needed. Also it was decided to shorten the meeting to one hour and start at 3:30.

10. Adjourn

Motion to adjourn made by Joyce; seconded by Dale. Adjourned at 4:15.



**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: March 25, 2016

Name: Jason Scales

Title (If Applicable): Client Services Director

Employer (If Applicable): Tacoma Community House

Address: PO Box 5107 1314 S L St.

City: Tacoma **State:** WA **Zip:** 98415

Please indicate whether this is a home or work address: Employer Address

Primary Day Phone: 253-383-3951 **Type of Phone:** Work Phone

Alternate Day Phone: 253-341-8794 **Type of Phone:** Cell Phone

Email Address: jscales@tacomacommunityhouse.org

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: Pierce County Local Planning Area (LPA) – The mission of the Pierce County LPA is to work collaboratively to assist low-income families to become self-sustaining. Through partnerships between government, business and community organizations, the LPA works to ensure the quality, efficiency and effectiveness of services to reduce poverty in our community. Tacoma Community House - Tacoma Community House creates opportunities for immigrants and other community members in the Puget Sound region through comprehensive services focused on self-sufficiency, inclusion and advocacy.

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: I am applying as a representative of the Pierce County Local Planning Area (LPA). Currently, I am the Chair of the Policy and Membership Committee of the LPA and the Client Services Director at Tacoma Community House. WorkFirst Local Planning Area Partnerships (LPAs) serve as forums for coordinating the development and delivery of services and activities to help WorkFirst families become more stable, prepare for employment, and go to work. The Pierce County LPA meets regularly to share information, discuss strategies for delivering services, look at local program performance, find ways to fill gaps in assistance, and resolve issues. We also develop strategic plans to improve processes and programs that help WorkFirst participants in Pierce County. The Pierce County LPA members are from local and state agencies, community and technical colleges, community based organizations, tribes, and other community partners that serve Pierce County residents who are living in poverty.

As you will see in my attached resume, I have a passion for creating a pathway to employment and self-sufficiency for those who need it and that it leads to a stronger community. I believe that when people gain employment, you are not only changing one person’s life, but generations and thus the community grows stronger. The process of matching people with careers and jobs not only benefits the job seeker, but also the employers, further strengthening the community and economy. This work is not something that can be done by one organization, the government, or the business community alone. This work takes strong partnerships and coordination of all aspects of the workforce development community to make it happen.

Over the last decade, I have been involved in building a variety of employment programs, overseeing ESL and ABE education classes, building strong partnerships, case managed and managed WIA and WIOA programs, and running the day to day operations of Tacoma Community House’s Employment Department.

As a member of the Business Services Committee I would bring these skills and experience to strengthen business services and WIOA services in 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.

Jason E. Scales

(253) 383-3951

jscales@tacomacommunityhouse.org

SUMMARY OF QUALIFICATIONS

- 10 years working in Workforce Development, including 9 years working in WIA and WIOA
- Represent and manage programs to assist 1000 low income clients move towards self-sufficiency through education and employment programs
- 5 years in employment program development and management
- Responsible for direct oversight of 3 departmental budgets, performance, and contract compliance for over \$1 million in 15 contracts
- Agency representative in multiple partnerships, committees, and taskforces

SUMMARY OF SKILLS

Workforce Development

- Oversaw Employment Department that serves over 600 job seekers, provides 200 internships, 150 clients placed in unsubsidized employment, and provides over 300 hours of work readiness workshops a year.
- Developed and implemented Crash to Course to Employment a two week work readiness workshop in which 65% of program graduates obtained employment.
- Grew Community Jobs program from serving 10 clients and billing \$6000 per month to serving over 40 clients and billing \$19,000 per month.
- Developed and implemented Career Pathways Program: a year round program that provides low-income, first-generation college, high school youth career exploration; leadership development; work readiness; paid summer internships; and college prep opportunities.
- Managed and/or case managed in Community Jobs, LEP Pathways, WIA, Crash Course to Employment, BFET, and Career Pathways employment programs.
- Ran over 150 youth paid internships in a variety of career fields.
- Developed curriculum for and facilitated work readiness workshops for up to 60 youth at a time.

Program Management

- Responsible for overseeing program planning and supervision of the Education, Employment and Client Advocacy Departments. This includes direct supervision of 3 Program Managers who supervise 20 front line staff, budgets totaling more than \$1 million, and serve over 1000 clients and students a year.
- Participated in planning, developing, and overseeing new programs and services, such as, Crash Course to Employment, Trauma Sensitive Yoga for victims of sexual assault, and Project Nightingale, a partnership with Bates Technical College to help clients earn a NA-C certification and find employment.
- Developed and implemented procedures and systems to ensure contract compliance with hard files, data in funder databases such as SKIES and eJAS, and internal agency database entry.
- Evaluate and monitor department, program, and staff performance.
- Oversee preparation and administration of project budgets and reports to funding sources.
- Participate in intra-agency planning, collaborative projects and decision-making activities.
- Coordinate and mobilize resources for projects through proposal writing and advocacy activities.
- Monitored budgets, contract performance, and staff performance for over 15 separate contracts.

Jason E. Scales

(253) 383-3951

jscales@tacomacommunityhouse.org

Partnering and Agency Representation

- Local Planning Area (LPA) Pierce County
 - Chair of Membership and Policy sub committee
- Pierce County Youth Consortium with Goodwill of the Olympics and Rainier Region, Centro Latino, WorkForce Central, MDC, and VADIS
- Goodwill Community Jobs Consortium with Goodwill of the Olympics and Rainier Region, and Courage 360
- Pierce County Adult Literacy Taskforce
- Council of Basic Skills for the State Board of Community and Technical Colleges
- State of Washington WIOA Unified/Combined Plan Taskforce
- BFET (Basic Food Education and Training) Training Forum Committee
- Member of the REACH Center Design Team which was responsible for planning and developing the center.

WORK HISTORY

2005-Present	Tacoma Community House , Tacoma, WA <ul style="list-style-type: none">• Acting Client Services Director• Employment Services Manager• Youth Case Manager• Youth WorkSource Center Coordinator
2004-2010	City of Puyallup Parks & Recreation , Puyallup, WA <ul style="list-style-type: none">• Field Supervisor/Gym Supervisor• Scorekeeper• Camp Counselor
2001-2003	Pierce College , Lakewood, WA <ul style="list-style-type: none">• Interim Head Men's Basketball Coach• Assistant Men's Basketball Coach
1998-2001	Cornell College , Mt Vernon, IA <ul style="list-style-type: none">• Assistant Men's Basketball Coach• Head Junior Varsity Basketball Coach
1997-2001	McLeodUSA , Cedar Rapids, IA <ul style="list-style-type: none">• Research Database Analyst• White Page Technical Specialist• Graphic Specialist

EDUCATION

Cornell College
Bachelor of Arts in History

Mt. Vernon, IA