

Eric Hahn, Chair
Joyce Conner, 1st Vice-chair
Ron Thalheimer, 2nd Vice-chair
Robin Baker
Michelle Burreson
April Gibson
Darci Gibson
Mike Johnson
Bruce Kendall
Dale King
Dave Lawson
Mark Martinez
Mary Matusiak
Wayne Nakamura
Sharon Ness
Tim Owens
Dona Ponepinto
Patty Rose
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WorkForce Central
3650 S. Cedar St.
Tacoma, WA 98409
Phone: 253.254.7335
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www.workforce-central.org

WDC Coordinating Committee Meeting Agenda

June 14, 2016

3:30-4:30 p.m.

WorkForce Central
3650 S. Cedar St, Tacoma
Boardroom

1. Welcome/Introductions
2. Public Comments

Action Items

3. Approve May 13, 2016 meeting notes
4. Approve WIOA Local Strategic Plan
5. Approve Youth and Young Adult Services Committee member Debra Shanafelt, Director of Career and Technical Education, Clover Park School District
6. Approve the recommendation of the Business Services RFP Committee to award a contract to ResCare in the amount of \$1,200,000 for the period of June 16, 2016 through June 30, 2018
7. Approve the Records and Retention and Public Access Policy

Discussion Items

8. National Center for Arts and Technology Phase 2 Update
9. WorkForce Central Transition Update
10. Brainstorm on WDC and WDC Committee Scope in the new program year
11. Executive Committee approved new WDC member for Advanced Manufacturing, Steve Gear, VP – Energy Products and Technology Development, Bradken replacing Paul Hogoboom, President P & J Machining
12. Other Business
13. Adjourn

WDC Coordinating Committee Meeting MEETING NOTES

May 13, 2015 • 11:00-12:00 p.m.

WorkForce Central, 3650 S. Cedar St, Tacoma

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Attendees: Dave Lawson, Holly Watson, Deborah Howell, Joyce Conner, Cheri Loiland, Linda Nguyen, Eric Hahn, April Gibson, Dale King, Jan Adams

On Phone: Ron Thalheimer

1. **Welcome/Introductions**

Joyce called the meeting to order at 11:01 a.m.

2. **Public Comments**

None

Action Items

3. **Approve March 8, 2015 meeting notes**

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

4. **Approve Business Services Committee Member Jason Scales, Client services Director, Tacoma Community House**

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

Discussion Items

5. **PY16/FY17 Budget and Dashboard**

Linda discussed the budget noting changes in the Adult/DW area and Cohort training areas. She also commented on the statutory mandates that support direct services and what is included in the Admin category. Deborah discussed the Dashboard Summary and detail noting some numbers may change as not all the contracts are in place at this point. Discussion continued around the budget and current RFPs in progress.

Motion to recommend approval made by Dave; seconded by Eric. Approved.

6. **Draft WIOA Local Plans**

Holly gave a presentation and discussed the WIOA Local Plan. She noted it has been posted on the website asking for public comment. We will also hold two public comment sessions here at WFC. Linda noted the staff will be refining as we receive public comments and feedback from the state.

7. **Committee Highlights**

None.

8. **Other Business**

Linda noted the adjustments to the WDC Focus Priorities which will be discussed at the WDC meeting.

9. **Adjourn**

Motion to adjourn made by Eric; seconded by April. Meeting adjourned at 11:48 a.m.

PIERCE COUNTY WORKFORCE DEVELOPMENT BOARD

Board Member Job Description and Expectations

The intent of the WorkForce Innovation and Opportunity Act (WIOA) is to streamline and strengthen the strategic roles of local Workforce Development Boards by reducing board size and adding functions that include strategies for meeting the needs of jobseekers, career changers, and employers. WIOA describes the minimum scope of work for the local Workforce Development Board that must be performed in partnership and agreement with the Chief Local Elected Officials. Below lists these responsibilities:

- Develop a 4 year regional unified plan
- Conduct and disseminate workforce research and regional labor market analysis
- Convene, broker and leverage public/private/philanthropic partnerships, resources, 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, programs and performance
- Negotiate local performance accountability with the state board
- Select one stop system operator(s) and provider(s)
- Select youth provider(s)
- Identify eligible training providers
- Ensure consumer choice
- Coordinate with education providers
- Develop and oversee the WIOA budget and ensure full compliance with the administration of the act

Reconstituted Workforce Development Council (WDC) Member Expectations

- Educate yourself on Workforce Innovation and Opportunity Act by participating in the WDC orientation process, take advantage of other opportunities outside of WDC meetings to increase your knowledge about workforce related issues and efforts and how they impact our economy.
- Attend meetings well-prepared and actively participate.
- Freely provide your expertise, talents, knowledge, wisdom, and resources to forward the WDC's strategic direction.

- Serve and actively participate in at least one standing committee of the WDC and perhaps chair the committee if asked.
- Maintain objectivity with the understanding that your formal and informal actions taken on behalf of the WDC is to promote the intent of WIOA, ensure an effective customer focused service delivery system, and the economic health of our community.
- Declare and avoid conflicts of interest. If a situation arises, be pro-active by declaring that a conflict exists and abstain from discussion and/or action that would create such a conflict.
- Recognize the essential role that you, as a WDC member, play in advocating for workforce policies and investments within the business community and among the many public/private/philanthropic stakeholder groups.
- Encourage and support courageous discussions and communication by bringing important external views and information to the WDC and, in turn, communicate WDC and organizational policies and positions to key external constituencies.
- Enthusiastically educate local, state and national stakeholders about the many strategies the WDC develops, deploys and sustains to prepare a world class workforce from which our businesses can access to grow and maintain their global competitiveness.

Acknowledgement of Member Expectations:

By signing below, I acknowledge that I have received and reviewed the WIOA Workforce Development Board of Tacoma-Pierce County member job description and expectations. I further acknowledge that I am able to fulfill the responsibilities and expectations and accept the appointment for membership on the Workforce Development Council.

Member Signature & Date:  5-23-2016

Member Name Printed and Title: STEPHEN GEAR VP ENERGY PRODUCTS AND TECHNOLOGY DEVELOPMENT.

Company: BRADKEN

Address: 3021 SOUTH WILKESON ST, TACOMA WA 98409

Phone: 253 473 8714

Email: Sgear@bradken.com

Please return to: Jan Adams, WorkForce Central, 3650 South Cedar St., Tacoma WA 98409

Email: jadams@workforce-central.org

FAX: 253.830.5226



**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: May 19, 2016

Name: Debra Shanafelt

Title (If Applicable): Career and Technical Education Director; Construction Planning Director

Employer (If Applicable): Clover Park School District

Address: 10903 Gravelly Lake Dr. SW

City: Lakewood **State:** WA **Zip:** 98499-1341

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: 253-583-5195 **Type of Phone:** Work Phone

Alternate Day Phone: 253-228-6780 **Type of Phone:** Cell Phone

Email Address: dshanafe@cloverpark.k12.wa.us

Type of entity that you represent: Individual Community Member

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: The mission of Clover Park School District is to teach each child what he or she needs to know to succeed and contribute to the community.

Please indicate the primary age group that you represent or serve. Please click on “Chose an item”:
Youth and Young Adults Ages 14-24

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 serve students and staff, grades 7 -12, in Clover Park School District as the Career and Technical Education Director and represent the Pierce County CTE Directors’ professional organization, Pierce County WAVA. As the Construction Planning Director I ensure that the educational program specifications are met in our new schools’ design. My past experience as an Alternative High School Principal, an Assistant Principal at a comprehensive high school and a high school teacher demonstrate my desire to provide educational opportunities for all students.

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.

DEBRA SHANAFELT

10903 Gravelly Lake Dr. SW, Lakewood, WA. 98499 | 253.583.5195 | dshanafe@cloverpark.k12.wa.us

EXPERIENCE

Director of Career and Technical Education <i>Principal of Alternatives for Individuals High School</i> <i>Director of Construction Planning</i> Clover Park School District, Lakewood, Washington	<i>2010-2012</i> <i>2012- present</i>	2008- present
Assistant Principal Clover Park High School Clover Park School District, Lakewood, Washington		2002-2008
Instructor: Biology and Chemistry Gig Harbor High School, Peninsula School District, Gig Harbor, Washington		1996-2002
Instructor: Biology Rogers High School, Puyallup School District, Puyallup Washington		1994-1996

EDUCATION

Certificate: Career & Technical Education Director Central Washington University, Washington State	2010
K-12 Administrator Certificate University of Puget Sound	2002
Masters in Teaching <i>Teaching Certification: Biology, Chemistry, Physics, General Science</i> The Evergreen State College	1994
Bachelor of Science, Microbiology University of Idaho	1978

PRESENTATIONS AND PUBLICATIONS

<i>"Who Are You? Defining Your Spatial Identity"</i> Presenter at CEFPI, Marysville, Washington	2015
<i>"Pierce County Equivalency Project"</i> Presented at National Association of State Directors of Career & Technical Education Published in Techniques, Association for Career and Technical Educators	2012

MEMBERSHIPS

WACTA: Washington Association of Career and Technical Administrators
WAACTE: Washington Association of Career and Technical Education
ACTE: Association of Career and Technical Educators
PC WAVA: Pierce County Washington Association of Vocational Administration
PC3 Governing Board: Pierce County Careers Connection Governing Board
CEFPI: Council of Education Facility Planners International

RECORDS RETENTION AND PUBLIC ACCESS

POLICY NUMBER: 3004

REVISION EFFECTIVE DATE: TBD

Supersedes: Record Retention, approved February 17, 2011

PURPOSE

This policy sets forth the minimum requirements for WorkForce Central (WFC) and its subrecipients for the timeframes of record retention and the extent to which such records may be made available to the public. This policy applies only to retention of records for Federal awards (WIOA and others).

BACKGROUND

Grantees, subrecipients, and contractors funded under the Workforce Innovation and Opportunity Act (WIOA) must abide by WIOA law, regulations, and guidance; all applicable Office of Management and Budget (OMB) Circulars; State regulations in laws and rules (e.g., Revised Code of Washington and Washington Administrative Code); Office of Financial Management (OFM) policies; and State WIOA policies.

The Office of Management and Budget (OMB) published new requirements for federal award programs entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Super Circular) codified at 2 CFR Part 200. Records Retention and Access requirements are provided at 2 CFR Part 200.333.

POLICY

1. RECORD RETENTION

It is the policy of WFC to retain all financial records, supporting documents, statistical records, and all other records pertinent to a Federal award (WIOA and others) for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of submission of the quarterly or annual financial reports, respectively. Exceptions to this policy are the following:

- If any litigation, claim or audit is started before the expiration of the 3-year period, the records must be retained until all litigations, claims, or audit findings involving the records have been resolved and final action taken;
- When notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period;
- Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

- When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention policy is no longer applicable to WFC.
- Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of WFC's fiscal year in which the program income is earned.
- Indirect cost rate proposals and cost allocations plans documents. Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) will be retained based on: (a) if submitted for negotiation, the proposal plan, or other computation required to form the basis for negotiation of the rate, the 3-year retention period for its supporting records starts from the date of such submission; (b) if not submitted for negotiation, the proposal plan, or computation and its supporting records, the 3-year retention period starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

2. ACCESS TO RECORDS

- a. It is the policy of WFC to give right of access to the Federal awarding agency, Inspectors General, the Comptroller General of the United States, and pass-through agency, or any of their authorized representatives on any documents, papers, or other records which are pertinent to the Federal award in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to WFC's personnel for the purpose of interview and discussion related to such documents.
- b. Expiration of right of access. The rights of access are not limited to the required retention (3-year) period but as long as the records are retained. Federal awarding agencies and pass-through entities must not impose any other access requirements upon WFC.

3. RESTRICTIONS ON PUBLIC ACCESS TO RECORDS

As a matter of policy, WFC does not permit public access to its records. Any records provided to a Federal agency and/or pass-through entities will be subject to Freedom of Information Act (FOIA) and applicable exemptions.

Personal records of WIOA registrants/participants will be private and confidential, and will not be disclosed to the public. Personal information may be made available to WorkSource partners or service providers on a selective basis consistent with the participant's signed "Authorization to Share Information and Records" form located in the participant's program file.

The names of WFC staff and sub-recipient staff in positions funded by WIOA, in part or in whole, will be a matter of public record. Other information pertaining to the recipient or subrecipient employees will be made available to the public in the same manner and to the same extent as such information is made available on staff in positions not funded by WIOA.

DEFINITIONS

Federal Awarding Agency – The Federal agency that provides a Federal award directly to a non-Federal entity.

Non-Federal Entity – A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Pass-through Entity – A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Period of Performance – The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award.

Program Income – Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them.

Subrecipient – A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

ACTION REQUIRED

WFC's sub-recipient must be familiar with the content of this policy and follow the procedures set forth herein for the retention and access of records pertinent to the WIOA award.

REFERENCES

- [State Policy #5403 – Records Retention and Public Access](#)
- [2 CFR Parts 200.333 - 337](#)
- [Public Law 113-128, WIOA Section 185\(a\)\(4\)](#)

INQUIRIES

Direct Inquiries to:

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

APPROVED

Deborah Howell, WFC COO