

WDC Coordinating Committee Meeting Agenda

October 11, 2016

3:00-4:30 p.m.

WorkForce Central

3640 S. Cedar St, Suite E, Tacoma

Eric Hahn, Chair

Joyce Conner, 1st Vice-chair

Ron Thalheimer, 2nd Vice-chair

Michelle Burreson

Steve Gear

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

Sheila Ruhland

James Walker

Blaine Wolfe

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

WorkForce Central
3640 S. Cedar St., Suite E
Tacoma, WA 98409
Phone: 253.254.7335
www.workforce-central.org

1. Welcome/Introductions
2. Public Comments

Action Items

3. Approve June 14, 2016 meeting notes
4. To comply with WIOA mandate of having an infrastructure funding agreement and memorandum of understanding in place by July 1, 2017 with required partners:
 - a) Recommend to the WDC approval of the list of One-Stop delivery system partners who will contribute to infrastructure costs as mandated by WIOA - see attachment A
 - b) Recommend to the WDC approval of One-Stop delivery system locations, phase 1 - Interim WorkSource Pierce Job Center 3650 South Cedar Street, a WorkSource Pierce affiliate site at Joint Base Lewis McChord, a WorkSource Pierce affiliate site to be located in the Parkland/Spanaway/Bethel area, and at least two Pierce County Library System access points.
 - c) Recommend to the WDC approval of most important workforce development services to be provided through the One-Stop delivery system - see attachment B
5. Recommend to the WDC approval of:
 - a) Business Services Committee – Heather Fritts, CEO Courage360
 - b) Youth & Young Adult Services Committee:
 - Audra Laymon, Youth Programs Manager Goodwill of the Olympics & Rainier Region
 - Heather Weeks, District Career Specialist, Sumner School District

Discussion Items

6. Sector Reports
7. Q1 WIOA Tile 1 Dashboard
8. WIOA Workforce Development Network Performance Dashboard
9. WDC Committees Review
10. Workforce Development Week Press and Results
11. Other Business
12. Adjourn

**WDC Coordinating Committee Meeting
MINUTES**

June 14, 2016 • 3:30-4:30 p.m.

WorkForce Central, 3650 S. Cedar St, Tacoma
Boardroom

Eric Hahn, Chair

Joyce Conner, 1st Vice-chair

Ron Thalheimer, 2nd Vice-chair

Robin Baker

Michelle Burreson

Steve Gear

April Gibson

Darci Gibson

Mike Johnson

Bruce Kendall

Dale King

Dave Lawson

Mark Martinez

Mary Matusiak

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Attendees: Eric Hahn, Dale King, Linda Nguyen, Jan Adams, Dave Lawson, Deborah Howell, Susan Cable, Cheri Loiland

1. Welcome/Introductions

Eric called the meeting to order at 3:32 p.m.

2. Public Comments

None

Action Items

3. Approve May 13, 2016 meeting notes

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

4. Approve WIOA Local Strategic Plan

Motion to approve made by Dale; seconded by Dave. Linda noted the changes made and sent to the state. She also discussed next steps and noted once approved it will be good for four years. Approved

5. Approve Youth and Young Adult Services Committee member Debra Shanafelt, Director of Career and Technical Education, Clover Park School District

Motion to approve made by Dale, seconded by Ron. Dale noted he reviewed her resume and looks like a good fit. Ron noted she is very diverse. Approved.

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

Motion to approve made by Dave; seconded by Ron. Linda gave a brief background noting this was the second round for this RFP. She discussed the process noting the group selected the top two candidates, who were ResCare and Pacific Associates. The team recommended we approve the selection of ResCare. Approved

7. Approve the Records Retention and Public Access Policy.

Motion to approve made by Dale; seconded by Dave. Linda noted the only major change was to change the retention of records from six years to three years. Dale asked if we were subject to public records request. Linda noted we are, but don't get a lot. Jan noted we had seven requests last year. Approved

Discussion Items

8. National Center for Arts and Technology Phase 2 Update

Linda gave a brief background and discussed the current progress and next steps which include forming a board of directors. Currently the board includes Dale King, Eric Hahn, Esther Bennet, Frank Hewins, Greg Claycamp, Kurt Jacobsen, Linda Nguyen, Lynn Strickland and Tim Owens. They are still looking for an attorney, an accountant and an arts person. There is a meeting scheduled the end of June. PLU is very interested in partnering with us and will be letting us use the current bookstore rent free for a year.

9. WorkForce Central Transition Update

Linda gave an update on the transition noting as of July 1st Career Path Services will take over the lease on the Cedar building. It will house Career Path Services, ResCare, ESD, DVR, and Bankworks, ResCare business services will also be here. Dave asked if there would be enough space for everyone. Linda noted that even though everyone will be here, the hope is that they will do outreach in the community. Discussion continued around the transition. Linda noted we are looking for meeting space for future WDC meetings since we will not have room in the new offices. Dale King offered Tacoma Rail as a potential location.

10. Brainstorm on WDC and WDC Committee Scope in the new program year

Linda clarified this is to plan on what the WDC would like to hear about and work on. Dave noted it would be good to hear about/from the other partners. Linda suggested we can discuss the sector reports when they are published next month. Having beneficiaries of the system – job seeker and employers – success stories. Dave noted it would be good to see if we are accomplishing what we get the money for. Robin asked if we had made any progress with DSHS and Linda noted they just had a change in leadership who is just getting acquainted with everyone. Robin suggested we get together with other WDCs.

11. Other Business

The WFC Executive Board has approved Steve Gear VP – Energy Products and Technology Development at Bradken as a new member of the WDC filling the Advanced Manufacturing position.

12. Adjourn

Motion adjourn made by Dave; seconded by Dale. Adjourned at 3:45 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: September 6, 2016

Name: Heather Giron Fritts

Title (If Applicable): Chief Executive Officer

Employer (If Applicable): Courage360

Address: 3516 S 47th Street

City: Tacoma **State:** WA **Zip:** 98409

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: 253.590.0639 **Type of Phone:** Work Phone

Alternate Day Phone: 206.715.8442 **Type of Phone:** Cell Phone

Email Address: heatherf@courage360.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

If you represent a community based organization, please indicate the mission of the organization and the populations served: In the interest of building a healthy community, the mission of Courage360 is to assist low-income individuals to gain the skills, the knowledge, and the courage to be self-supporting.

**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.)

As the current CEO of Courage360 I believe I would be an appropriate replacement for our former CEO, Robin Lester, and her position on the Workforce Development Council’s Business Services Committee. I lead the work that identifies, creates and strengthens workforce development programs and the partnerships that support them. In order to do so, I create local business partnerships that can advance opportunities and pathways to strengthen our community’s employability. My experience in this role, and those before, make me a strong asset to the committee. I have the ability to identify and help lead Pierce County’s workforce development efforts. I believe that being a part of this committee will both enable me to do my work with excellence as well as supporting the Committee and Council’s vision to enhance workforce development efforts throughout Pierce County.

I am a senior executive committed to making the world a better, more equitable place. I hold more than 20 years experience working in the nonprofit sector, building and strengthening organizations that in turn have the capabilities to help improve the lives of individuals and families. I hold a deep understanding of the opportunities and challenges inherent in this work, and I strive to cultivate a strong, active network to draw upon to initiate positive change.

I am a mission driven leader with the unique experience of working on both sides of our sector. While on the foundation side, I was blessed with the ability to cultivate effective philanthropists that in turn strengthened organizations and together drove community change. I helped to create powerful relationships that amplified impact. As an officer of community based organizations, I have had the gift of seeing first hand, the needs of our community members and to understand their individual needs. I understand that it takes a community wide effort to meet the many needs of our families and I believe that I can bring strong ideas and insight into this work. With this insight to both sides of the equation, necessary to meet the needs of our community members, I believe that each works as a catalyst for the other; and that through collaboration we can improve the lives of others.

Among my successes I have: assessed organizations and developed strategy to sustain and grow them; worked to remove financial barriers that prohibited a young parent's access to higher education; provided access to mental health that enhanced an individual's future; and created pathways to employment through providing strong programs that advance the skills, knowledge and courage for individuals to be self supportive and to live a life free of subsidized incomes. I have worked extensively with small to medium sized nonprofits seeking visionary leadership and serving disadvantaged populations. I believe that all organizations have the ability to provide strong resources to their community, so long as they are willing to do the hard work and are led and operated by individuals with a shared vision.

My experience has included Strategic Planning and Organizational Assessment; Board and Donor Relations and Development; Staff and Volunteer Coaching and Mentoring; Negotiations; Prospect Research and Recruitment; Stewardship and Cultivation; Marketing, Communications and Brand Management; Oversight of Graphic Design and Web Management; Financial and Budget Development and Management; Human Services and Relations; Human Resources and Operations; Volunteer/Staff Recruitment and Leadership; Board Member; Departmental and Office Management; and Volunteerism.

I believe in becoming engaged in the communities where I work and live. My experience has allowed me to participate currently or in the past on the following opportunities: Pierce County LPA; King County LPA; Pierce and King Counties CSO's All Partner Meetings; Pierce and King Counties CSO's Managers Meetings; South King Council of Human Services; King County Human Services Alliance; Kent Cultural Diversity Initiative Group; The Alliance Center Board Member; MADD Volunteer; United Way's Kids Matter Vision Council; Advancement Northwest's Mentorship Program and others.

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
3640 South Cedar Street, Suite E
Tacoma, WA 98405**

Or email to: dlean@workforce-central.org

If you have questions related to this process you may call 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.



**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: September 20, 2016

Name: Heather Weeks

Title (If Applicable): District Career Specialist, Career & College Readiness Team

Employer (If Applicable): Sumner School District

Address: 1202 Wood Ave

City: Sumner State: WA_ Zip: 98390

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: 253-891-6062 Type of Phone: Work Phone

Alternate Day Phone: 253-334-4697 Type of Phone: Cell Phone

Email Address: heather_weeks@sumnersd.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: Sumner School District's main goal currently is creating partnerships with local businesses and community partners to further opportunities for our youth. My department specifically has the mission "bridging the gap between academics and career" for our students.

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.)

For the past few years, my job has been to create opportunities for our students (teens) that would allow them to plan for their future as successful adults. This includes offering information and resources from colleges, training programs and employers/businesses that allow them to help decide what they would like to do for their future. I've spent much time focusing on how students can become more involved in the community to gain exposure to the massive resources that exist, and that starts with myself being part of many of those opportunities. I've made many connections with local businesses and community organizations, and I feel it's time to start branching out into our bigger area of Pierce County. Having the educational setting experience, as well as many years in the business/community arena, I feel that I would offer good insight as a member of the committee.

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:

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3650 South Cedar Street
Tacoma, WA 98405**

Or email to: dlean@workforce-central.org

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WEATHER WEEKS

12625 116th Ave Ct E.
Puyallup, WA 98374
253.334.4697
Email: mariners21@msn.com

OBJECTIVE: To obtain a career in an exciting environment that continually challenges me while helping others.

QUALIFICATIONS

Extensive customer service experience and effective communication skills in team oriented environments allows me to be a very qualified candidate for a service related field. Displaying strong leadership and reliability has enabled me to be promoted several times in previous employment, leading me to strong management experiences.

EDUCATION

1993-1997 Enumclaw High school - graduated with honors (3.8 gpa)
1997-2000 Luther College, Decorah, IA - sociology major
2002-2003 Pacific Lutheran University, Tacoma, WA - B.A. Sociology

REFERENCES

Jonathan Nadasky	Assistant Manager, Mama Stortini's	253-845-7569
Stephanie Cook	Assistant Manager, Mama Stortini's	253-845-7569
Shelly Campbell	Dining Room Manager, Keg Steakhouse	253-389-2308

EMPLOYMENT

Present	<i>District Career Specialist, Sumner School District</i>	Sumner, WA	Responsible for creating and hosting all major events for secondary students (Career / College fairs, Career Day, hands-on activities, etc) Provide students and staff with current career exploration tools, information, ideas. Essentially oversee and provide all resources career & college related. Also responsible for business/community relations, building partnerships with our local industries.
2012-2015	<i>Server/ Supervisor, Mama Stortini's</i>	Puyallup, WA	Trainer for new employees, customer service, order taking, food serving/ prep, cash handling, team work, etc... (see below, similar duties)
2010-2012	<i>Server/Bartender, Keg Steakhouse</i>	Tacoma, WA	Customer service, communication and teamwork skills used consistently. Demonstrated leadership and dependability, resulting in training new employees and variable manager promotion. Awarded team player of the year by management team and co-workers.
2009-2010	<i>Client Services Assistant, Wells Fargo Advisors</i>	Issaquah, WA	Lead office assistant for successful investment team. General clerical duties with a major focus on massive correspondence and project development. Extensive use of Microsoft based office software (Word, PowerPoint, Excel, Outlook) and marketing.
2008-2009	<i>Detention Officer, Northwest Detention Center (GEO)</i>	Tacoma, WA	Correction officer/Detention Center - supervised and maintained safety and security for 1000+ detainees (inmates) in Immigrations holding. Communication, mediation and physical restraint skills used daily to ensure safety of those inside and outside buildings.
2005-2008	<i>General Manager, The Ram Restaurant/Brewery</i>	Lakewood, WA	Supervised, hired and trained 100+ new employees for grand opening of busy restaurant, as well as establishing new policies and procedures for future business. Organized and maintained service and training program. Purchasing, ordering, maintaining stock and bookkeeping, daily functioning of business.



**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: 9/8/16

Name: Audra Laymon

Title (If Applicable): Youth Programs Manager

Employer (If Applicable): Goodwill of the Olympics & Rainier Region

Address: 714 S. 27th Street

City: Tacoma State: WA Zip: 98409

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: 253.573.6476 Type of Phone: Work Phone

Alternate Day Phone: 253.345.8649 Type of Phone: Cell Phone

Email Address: audral@goodwillwa.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: Mission: Goodwill helps people with barriers to employment go to work by providing jobs, job training, and educational opportunities. Our wide array of training programs and services are designed to provide free services, training, and support to all. Our organization and services span fifteen counties in southwestern Washington, and we are on track to serve over 10,000 people this year, placing nearly 3,000 in jobs.

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: In my work, I am steadfastly committed to two things –the great city of Tacoma and its youth. I moved to Tacoma ten years ago and gradually fell in love with the arts community, the history, and the people. Three years ago, my husband and I purchased our first home in Tacoma and are excited to raise our six month old son in the Hilltop community.

The commitment to put down roots within a community carries with it an incredible amount of responsibility. The drive to serve others and affect change within Tacoma led me to Goodwill seven years ago, first as the Assistant Manager of the newly developed Barista Skills program, later as its manager, and currently as the Youth Programs Manager. In my current role, I oversee three youth programs – YouthBuild, Violence Prevention, and the Educational Access Program – and have the opportunity to work closely with a team of youth service professionals to examine and adjust program design and strategies to create responsive and meaningful services.

The YouthBuild program is committed to helping young people transform their lives while rebuilding their communities. The program partners with other organizations, employers, and community resources to provide academic training, community service opportunities, hands-on construction training, leadership development, and case management and follow-up services. The program is federally funded by a \$1.1M Department of Labor grant, and we are on track to serve 64 youth over the next two years. The program has a proven track record of success and has been in operation at Goodwill for a decade.

The Violence Prevention Program annually serves 300+ middle school and high school students through workshops, mentoring, and small group work focused on pro social behavior and reducing youth violence.

The Educational Access Program is an Open Doors 1418 Youth Reengagement Program housed within the REACH Center. This program serves over 80 youth annually, providing GED preparation and supportive services for students ages 16-21.

I am interested in joining this committee to learn, collaborate, and advise in new ways that will aid not only the programs and young adults I work with directly each day, but also those outside of my current (and growing!) network.

Click here to enter text.

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:

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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 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.

AUDRA LAYMON

[253.573.6746] [AudraL@goodwillwa.org]

SUMMARY:

Dedicated professional committed to serving others collaboratively and equitably. Skill emphases in program design, information management, and relationship-building.

Areas of strength:

- Researching, writing, and editing
- Prioritizing and strategic planning
- Innovative problem-solving
- Customer service and stewardship
- Process and policy creation
- Project management
- Staff management
- Creative and interdisciplinary thinking
- Social media design and development
- Budget building and financial tracking

EXPERIENCE:

Goodwill of the Olympics and Rainier Region, Tacoma WA

Workforce Development Department

Youth Programs Manager, October 2015 - present

- Oversight and daily management of several grant-funded programs, collectively serving hundreds of youth each year, including: YouthBuild; Violence Prevention; and the Educational Access Program
- Manage compliance and spending of YouthBuild's \$1.1M Department of Labor contract, which demands continual monitoring and communication with federal project officers, partner organizations, and internal staff
- Coordinate and support a collaborative and dedicated staff of eight youth service professionals
- Develop and maintain relationships with partners, employers, funders, and other agencies
- Create systems and policies to improve program operations and address student needs, including: case management processes, program design, stipend policies, staffing structure, safety plans, and more
- Work collaboratively with all Goodwill departments to ensure successful programming, including: Workforce Development, Finance, Human Resources, Foundation, Safety, IT, Security

Barista Program Manager, May 2013 - October 2015

- Oversight of café business operations, including: sales, financial reporting, ordering and inventory management, equipment maintenance, scheduling, licensing, customer engagement, and staffing
- Oversight of intensive vocational training program, serving 30+ youth annually, including: outreach, classroom and on the job training, file creation and progress tracking, case management, scholarship billing, individualized vocational planning, placement, retention, and referrals
- Project management and oversight of the opening of a new cafe
- Established new relationships and grew existing partnerships with Community Health Care, Starbucks, Catalyst Kitchens, Downtown on the Go!, local independent cafes, and other social enterprises in Washington and beyond
- Secured new grant funding sources and managed spending and outcomes
- Increased program and business profiles via consistent and creative social media content creation
- Worked collaboratively with the Barista Program team to meet targeted placement and enrollment goals

EDUCATION:

San Jose State University, B.A. Theatre Arts – Concentration in Design and Technology

- *Graduated Summa Cum Laude*
- *Department Valedictorian*

AUDRA LAYMON

[253.573.6746] [AudraL@goodwillwa.org]

REFERENCES:

Sarah Oliver

Assistant Director of Workforce Development, Goodwill of the Olympics and Rainier Region – Tacoma, WA
253.573.6674 / saraho@goodwillwa.org

Kurt Miller

Executive Director, Pierce County Community Youth Services – Tacoma, WA
253.778.6656 / kmiller@communityyouthservices.org

Katy Evans

Assistant Executive Director, Grand Cinema – Tacoma, WA
253.583.4718 / katy@grandcinema.com

Leigh Ann Gilmer

Director of Advancement, EMP Museum – Seattle, WA
206.262.3242 / LeighAnnG@empmuseum.org