

Eric Hahn, Chair

1st Vice-chair

Joyce Conner, 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

Sheila Ruhland

Ron Thalheimer

James Walker

Blaine Wolfe

WorkForce Central Staff

Linda Nguyen, CEO

[lnguyen@workforce-central.org](mailto:lnguyen@workforce-central.org)

Deborah, Howell, CAO

[dhowell@workforce-central.org](mailto:dhowell@workforce-central.org)

Jan adams, Executive Assistant

[jadams@workforce-central.org](mailto:jadams@workforce-central.org)

WorkForce Central

3650 S. Cedar St.

Tacoma, WA 98409

Phone: 253.254.7335

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[www.workforce-central.org](http://www.workforce-central.org)

## WDC Coordinating Committee Meeting

### Agenda

July 14, 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 June 9, 2015 meeting notes
4. Approve WDC Committee Members
  - o Adult Services Committee
    - Luke Upton, Supervisor, ESD
    - Karen DiPol, Placement Services Manager, Vadis
  - o Business Services Committee
    - Ione Turner, Career Pathway Navigator, ESD
  - o Youth & Young Adult Services Committee
    - Erin Blades, Supervisor, ESD
    - Kathy E. Hall, Vice President of Program Services, Vadis
5. WDC 1<sup>st</sup> Vice Chair Candidates
  - Blaine Wolf
  - Darci Gibson
  - Wayne Nakamura

#### Discussion Items

6. AWB Coordinated and Aligned State and Local Planning for WIOA Implementation Letter; Chandler-Johnson Response Letter; WIOA Regional Planning Local Input Response to WTECB Letter
7. WIOA Initial Designation Application to WTECB
8. Report out from Committees
9. Future WDC Meetings
10. Other Business
11. Adjourn

Eric Hahn, Chair  
Scott Haas, 1st Vice-chair  
Joyce Conner, 2nd Vice-chair  
Robin Baker  
Michelle Burreson  
April Gibson  
Darci Gibson  
Anne Goranson  
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  
Blaine Wolfe

WorkForce Central Staff  
Linda Nguyen, CEO  
[lnguyen@workforce-central.org](mailto:lnguyen@workforce-central.org)

Deborah, Howell, CAO  
[dhowell@workforce-central.org](mailto:dhowell@workforce-central.org)

Jan adams, Executive Assistant  
[jadams@workforce-central.org](mailto:jadams@workforce-central.org)

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## WDC Coordinating Committee Meeting Notes

June 9, 2015

3:00-4:30 p.m.

WorkForce Central  
3650 S. Cedar St, Tacoma  
Classroom 2

**Joyce Conner, Darci Gibson, Susan Cable, Cheri Loiland,  
Linda Nguyen, Deborah Howell, MaryEllen Laird, Eric Hahn,  
April Gibson, Jan Adams**

### 1. **Welcome/Introductions**

Eric called the meeting to order and did a round of introductions

### 2. **Public Comments**

None

### Action Items

### 3. **Approve May 12, 2015 meeting notes**

Motion made by Joyce Conner and second by Eric. Approved

### 4. **PY15/FY16 Budget and Dashboard Recommendations from Committees**

Motion to move forward made by Joyce Conner, Second Darci Gibson. Discussion Linda discussed both budget and dashboard. These are actual numbers now. Detail on the bottom has been categorized as well as a glossary of acronyms has been added to the last page of the dashboard. Youth budget was also discussed. Joyce asked if ResCare has to follow the same format with their services. Linda confirmed they do and are also required to use 20% minimum for work based training. Joyce also asked if they are required to roll up some budget back to us on how they spent the money. Linda responded, yes and we do monitor that on an ongoing basis. There was further discussion with Linda noting that we can revisit after July 1. Approved

### 5. **WIOA Eligibility Policies**

Motion to recommend forwarding the policy to the WDC made by Darci Gibson and seconded by Joyce Conner. Linda discussed Adult, Dislocated Workers and Youth policies noting as of July 1 we must be in compliance with WIOA, so all those who received money from us have to be eligible. Joyce asked if it can be modified according to the age group. There was some discussion on how complex that would be to change the age grouping. After further discussion Eric called for a vote. Approved

## Discussion Items

6. **May 27, 2015 Executive Board and WDC Members Meeting with WorkForce Central Employees regarding Decision to Get out of the Business of Service Delivery**  
Linda updated the group on how the meeting with employees went. Eric thought it went well, there was a lot of good questions. He noted some might not have understood what the intent of the Board was, but they had given every bit of consideration. Linda stated the decision has been made. April asked how many staff it affected? Linda noted that it is going to cut across the organization and will affect about 45. She also noted we are scheduling bargaining sessions with the Union.
7. **Department of Social and Health Services Membership on the WDC**  
WIOA doesn't require DSHS be a mandatory partner on the WDC. Linda discussed what we do now noting that we have common customers asking if it makes sense to add them to the WDC. Eric suggested we withhold decision as we are already having difficulty filling a key business slot. Make sure we have enough before we expand. All agreed.
8. **Committee Chair/Vice Chair Representation Change on the WDC Coordinating Committee**  
Discussed having both Committee Chair and Vice Chair attend the Coordinating Committee, but it is not needed. It isn't required in the bylaws. Linda proposed only one to represent. All agreed only one needs to attend.
9. **Future WDC Meeting Planning**  
Brainstorm on how the members are engaged. Linda asked for suggestions on how we get the members engaged. Eric suggested we engage them – the people that are being impacted the most. Joyce said we should have a ten-minute brainstorming session with them. Darci said that if we need more businesses, let's brainstorm who could be added.
10. **WDC Membership – Jeff Moore, Aim Aerospace has declined**  
Jeff Moore is just not able to participate. Looking for advanced manufacturing sector member, but doesn't have to be aerospace. Joyce asked what we are defining as advanced manufacturing. Eric and Linda clarified what was needed. Eric noted this was another subject we should bring to the WDC.
11. **Other Business**  
Linda asked the group on how they think the committees are going. April noted she hasn't been able to attend and feels a little like a deer in headlights. Linda let everyone know that if you need a staff briefing it can be arranged.
12. **Adjourn at 3:46 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:** 06/12/2015

**Name:** Luke Upton

**Title (If Applicable):** Employment Security Department Supervisor

**Employer (If Applicable):** WA ESD

**Address:** 1305 Tacoma Ave S, Ste 201

**City:** Tacoma **State:** WA **Zip:** 98402

**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:** 253-593-7357 **Type of Phone:** Work Phone

**Alternate Day Phone:** 850-855-8878 **Type of Phone:** Cell Phone

**Email Address:** lupton@esd.wa.gov

**Type of entity that you represent:** Business Management

**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: I work for ESD and supervise the Veterans/TAA/Community Engagement/Business Services—all areas that primarily serve adults providing employment services here in Pierce County, WA.

[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:**

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

**Or email to: [dlean@workforce-central.org](mailto: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.

# LUKE UPTON

PO Box 39696 \* Lakewood, WA 98496  
Cell: 850-855-8878 Alternate: 253-722-3320

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## PROFESSIONAL PROFILE

Award winning MBA and WorkSource professional with proven abilities in strategic planning, managing projects, Lean/Six Sigma, improving efficiency and quality of operations, performance management, team building and bottom-line budget focus is looking to partner with winning team. Able to work independently and comply with any policies, standards, changes in operations, and systems that optimize productivity and the bottom line. Demonstrated ability to produce maximum productivity through the most effective use of time and available resources

\*Quality Focused  
\*Professional  
\*People Oriented

\*Team Builder  
\*Efficient  
\*Deadline Driven

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## SUMMARY OF QUALIFICATIONS

- Adept at communication with a diverse audience—community partners, organizations and stakeholders
- Able to work with teams to ensure maintaining quality, confidentiality and customer service integrity
- Successful in creating and implementing strategic work plans to meet short and long term objectives
- Able to maintain a focus on meeting deadlines while ensuring full compliance with quality standards
- Skilled at working with people to gain information and uncover detailed results from required reports

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## EXPERIENCE

**Supervisor**                      **WA Employment Security Dept**   **Lakewood, WA**                      **Nov 2009-Present**

Lead a team of up to 24 represented professionals engaged in providing job search preparation services to unemployed and underemployed Washington State job seekers. Maintain full responsibility for operations in the WorkSource Pierce office. Coach and mentor staff. Assume direct responsibility for security and accountability of fiscal assets as well as managing to budget. Ensure high quality customer service and strict confidentiality of customer information.

- \*Strategically realigned staffing plan—resulted in more engaged workforce; higher quality customer service
- \*Created quality improvement methodology; resulted in across the board improvements in quality of output
- \*Created and implemented plan to preserve Support Services dollars; preserved limited state resources
- \*Stepped up to manage four different offices/teams; integrated best practices, increased effectiveness

**Acting Administrator**   **WA Employment Security Dept**   **Lakewood, WA**                      **Oct 2010 to Aug 2011**

Lead the Lakewood office to excellence in customer service and creation of a collaborative and continually improving environment. Coached and mentored staff members to further growth and development. Partnered with associated organizations that form WorkSource, and, other agencies/firms to ensure that customer service was well coordinated and customers maximized the resources available to them.

- \*Fostered collaborative and engaged spirit within the staff members in the office; led to increased office morale

## Luke Upton, Resume Page 2

- \*Helped staff work through grieving process from the death of previous administrator; helped staff to heal
- \*Developed a more full understanding of the overall programs/services in WorkSource; increased knowledge

**Deputy Commander, Lt Col, USAF      Joint Base Balad, Iraq      Jun 2008-Nov 2008**

Managed maintenance operations. Directly responsible for maintenance activities on 89 assigned fighter, cargo and rotary wing aircraft including the newest weapons system in the Air Force inventory—the Unmanned Aerial Vehicle (MQ1 and MQ-9).

- \*Forged team of over 1,200 spirited Airmen that generated more than 9,000 flights and 56,000 flying hrs
- \*Expert planner; managed flawless exchange of 2,000 maintainers and 60 aircraft to and from seven bases

**Operations Manager      South Plains Mortgage      Tacoma, WA      2006 –2007**

Managed and monitored the achievement of all aspects of the business including establishing measurable goals and objectives for financial stability and growth; professional staff development; approving and supporting administrative policies. Maintained full responsibility for company profit and loss

- \*Reorganized operational infrastructure increasing year over year sales and income by 10 percent
- \*Superior project management resulted in streamlined processes leading to improved customer service and retention
- \*Incorporated LEAN practices that resulted in the elimination of waste and inefficiency; improved morale

**Operations Manager      Capital One      Federal Way, WA      2001 – 2005**

Managed four departments and three shifts; led 80+ associates processing credit card payments. Performed complex process analysis, problem solving and training while developing team; efforts resulted in improving productivity; raising quality and reducing costs. Ultimately efforts resulted in output that increased profitability and customer satisfaction

- \*Two-time winner of the annual Capital One--Circle of Excellence Award—limited to the top 1 percent of 18,000 associates nationwide; recognized for innovative and creative development of cross-functional teams which resulted in increased productivity, morale and quality within areas of responsibility
- \*Reduced errors 47 percent by creating a Quality Council which pushed awareness and ownership of quality down to the lowest operating level--empowered associates to act, created win-win-win solution

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### Additional Experience:

**Squadron Commander, Lt Col, USAFR      Joint Base Lewis-McChord, WA      1982-Present**

### EDUCATION:

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- MBA, Business Management, St Martin's University, Lacey, WA, GPA 3.88
- BA, Business, Saint Martin's University, Lacey, WA, GPA 3.91
- Air War College, Graduate Level Leadership Training, United States Air Force
- Six Sigma Black Belt Certified, Tacoma Community College, October 2010
- Project Manager Training, Tacoma Community College



**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:** 6/22/2015

**Name:** Karen DiPol

**Title (If Applicable):** Vice President of Program Services

**Employer (If Applicable):** Vadis

**Address:** 1701 Elm St. E

**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) 863-5173 ext 228 **Type of Phone:** Work Phone

**Alternate Day Phone:** (253) 380-7737 **Type of Phone:** Cell Phone

**Email Address:** karen@vadis.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:** The mission of Vadis is to provide people with disabilities opportunities and experiences to fulfill their economic and human potential. Vadis serves people with disabilities and youth experiencing homelessness.

**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 have serve people with disabilities for more than 30 years in teaching independent living skills, providing employment services and system access assistance. This includes direct service and management. I have consulted for counties throughout Washington State to teach best practices in providing employment services to people with disabilities.

I was one of the founding members of the Pierce County Workforce Development Design Team when WIA replaced JTPA. Subcontractor with WorkForce Central (formally Tacoma/Pierce County Employment and Training Consortium) more than 20 years, regularly meeting or exceeding state and federal performance measures.

I have expertise and a passion for assisting people with disabilities in obtaining and maintaining employment. I also am invested in the success of consolidated services through strong partnerships.

**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](mailto: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.

## **KAREN DIPOL**

1108 Academy  
Sumner, WA 98390  
(206) 863-7162

### **PROFESSIONAL EXPERIENCE**

#### **Placement Services Manager**

Vadis, Sumner, WA

April 1986 - Present

Conduct vocational evaluations for clients with developmental disabilities. Provide career counseling, plan development, marketing, job analyses and professional job placement consistent with clients' disabilities, abilities and career goals; assist clients in classroom oriented vocational exploration. Provide specific job skill training to clients. Write intake, progress and closing reports. Coordinate services with other available community resources. Facilitate effective staff management and program operation.

#### **Counselor**

Maksu Incorporated, Federal Way, WA

March 1986 - May 1988

Taught independent living skills to clients with developmental disabilities. Monitored progress toward goals set by program plans.

#### **Probation and Parole Officer**

Louisiana Department of Corrections, LA

May 1980 - January 1986

Researched public and confidential records, social history, mental or physical disability and environmental barriers to determine probability for rehabilitation; developed rehabilitation plans; monitored implementation of plans; provided vocational, family and substance abuse counseling; developed job opportunities; intervened in crisis situations; coordinated service provision and case action through various state, federal and human service agencies. Maintained case record integrity.

### **EDUCATION**

#### **Bachelor of Arts - Sociology**

University of New Orleans

#### **Social Welfare Bachelor Certification**

Southern University of New Orleans



**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:** 6/16/15

**Name:** Ione Turner

**Title (If Applicable):** Career Pathway Navigator

**Employer (If Applicable):** State of WA – Employment Security Department

**Address:** 5712 Main St. SW, Ste. 200

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

**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:** 253.984.5411 **Type of Phone:** Work Phone

**Alternate Day Phone:** [Click here to enter text.](#) **Type of Phone:** Choose an item.

**Email Address:** iturner@esd.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:** “We partner to connect employers and job seekers, supporting transitions to new jobs and empowering careers”.

**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.)**

For most of my professional life, I have enjoyed serving as a bridge that connects people to various resources that enhance and transform their lives. I believe my skills and abilities in partnering/collaborating, public speaking, working in higher education, and program development could help jump-start the success of the new WIOA program in Pierce County.

My qualifications include:

-More than 5 years of experience in business relationship development, partnering with organizations to promote, expand, or sell product and service offerings. While working at Bastyr University, I convinced senior leadership to adopt a new marketing strategy that produced a 400%+ increase in the number of partnerships the institution gained in a four year period, and increased positive publicity for the school.

-Intentional and diplomatic communicator skilled at writing, active listening, public speaking, convening/facilitating groups, non-violent communications, and conflict exploration/resolution.

-5+ years of experience preparing individuals to re-enter the workforce, including 4+ years of experience working as a Career Counselor and Coach in the WorkSource one-stop system. This includes, labor market research, 1:1 accountability coaching/tracking, creating and facilitating job-finding readiness workshops and events, job-finding strategizing, critiquing, editing, and writing resumes, interview preparation and compensation package negotiations. For Lee, Hecht, Harrison (formerly DBM), assisted largely mid-level career professionals to negotiate and obtain \$2M+ in annual salaries.

-Setting and achieving high levels of team engagement and productivity by using empathy, listening, and problem-resolution skills.

**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](mailto: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.

**IONE TURNER**

253.984.5411

[iturner@esd.wa.gov](mailto:iturner@esd.wa.gov)

[www.linkedin.com/in/ioneturner/](http://www.linkedin.com/in/ioneturner/)

**BUSINESS SERVICES COMMITTEE MEMBER  
WDC of Pierce County**

**SUMMARY OF QUALIFICATIONS**

Innovative, goal-focused leader brings 8+ years of combined Business/Partnership Development, Training, and Career Coaching experience. Clear, compassionate and calm with track record of customer satisfaction and customer job placement. Connects, collaborates, and works successfully with diverse populations and partners.

**SKILLS**

Needs Assessments  
Strategy Development  
Teaching/Facilitating Workshops  
Program Development

Business/Relationship Cultivation  
Mentoring/Coaching/Supervising  
Project Coordination  
Customer Service/Satisfaction

Labor Market Research/Analysis  
Public Speaking/Writing/Editing  
Working in Higher Education  
Sales/Marketing

**TECHNICAL SKILLS**

Word • PowerPoint • Excel • Outlook • Publisher • SharePoint • SKIES • GUIDE • LinkedIn • FaceBook  
Go2worksource.com • ONET • CareerBridge • careers.wa.gov - NeoGov

**RELEVANT WORK EXPERIENCE**

**WA STATE EMPLOYMENT SECURITY DEPARTMENT (ESD)**, Pierce County, WA, 5+ years

**Career Pathway Navigator (WSS5-current role)**

-Reviewing and analyzing Pierce County employment trends to uncover root causes of gaps and disconnects between business and applicant pools. Collaborating with multiple stakeholders to develop and implement strategies that bridge those gaps.

**Community Engagement Coordinator/Job Search Case Manager/Career Broker**

-Teamed with coworkers and partners to host employment related events; liasoning between customers and employers for job leads and interviews.

-Provided 1:1 intensive customized job and career counseling services to a diverse customer base.

-Co-created/co-facilitated job finding workshops/events; educating customers on how to navigate the current labor market to gain employment faster.

-Conceived and partnered with other agencies, developing/facilitating curriculum for "WorkSource on Wheels", which brings WorkSource services to diverse communities.

-Initiated "The Job Doctor Clinic" service delivery model which provides group and 1:1 job-finding help to customers.

-Selected by senior area leadership to be interviewed by KING-5 news for a story on 21<sup>st</sup> century job search methods; and to represent the Career Broker program to ESD's Executive Leadership Team.

-Advised ESD leadership to publish an article on a local employer; garnering publicity to the agency and the employer.

-Promoted to Career Pathway Navigator.

**Employment Counselor (WSS3)**

-Consulted with customers 1:1 to develop and implement job finding strategies and taught employment workshops that consistently received a high level of customer satisfaction.

-Promoted and advised customers about ESD's and partner's job hunting, educational, and community resources.

-Recognized by customers, coworkers, and supervisors for exceptional ability to respond compassionately and helpfully to customers while completing workload on time.

-Conceived and implemented the "Bell Ringing" tradition at Lakewood WorkSource to celebrate and recognize customers who have returned to work.

-Promoted to Career Broker position in 9 months.

**IONE TURNER**

253.984.5411

[iturner@esd.wa.gov](mailto:iturner@esd.wa.gov)

[www.linkedin.com/in/ioneturner/](http://www.linkedin.com/in/ioneturner/)

**BUSINESS SERVICES COMMITTEE MEMBER**

**WDC of Pierce County**

**Page 2**

**LEE, HECHT, HARRISON (formerly DBM)** Pierce and King Counties, WA, 1 year

**Career Center Manager - Client: Russell Investments**

- Managed a Career Center that served 200+ customers; supervised a staff of 3.
- Engaged 80% of customers eligible to receive Career Center services; 40% of caseload returned to work within 7 months with combined annual salaries of \$2M+.
- Led and directed the delivery of Career Center employer events.
- Wrote a report that was cited, praised and used by senior leadership as a Career Center best practices example.
- Made changes to Career Center services based on customer feedback which resulted in increased usage of the Center.
- Prepared and wrote Career Center performance reports.

**Career Consultant –Main Clients: Russell Investments and Microsoft; Additional Clients-Intel and Getty Images**

- Marketed career transition programs and services to potential clients; engaged 70% of eligible clientele.
- Researched labor market trends; developed and/or instructed employment-readiness workshops.
- Provided 1:1 job-readiness strategy, coaching and job leads; consistently received a high level of client satisfaction.
- Promoted to Career Center Manager after 3 months with the company.

**XEROX, ANDY'S DRAPERY CO./BLINDS 'R' US, ALLNET, IONERISING, IMANIWORKS,** King and Pierce Counties, WA, 5+ years

**Sales and Marketing Roles**

- Developed and maintained customer base and sales territories.
- Sourced leads and prospects by using cold and warm calling phone and in-person contact.
- Consistently met sales goals. For one organization, awarded "Staff of the Month" by being 192% above sales quota.

**BASTYR UNIVERSITY,** King County, WA, 4 years

**Community Clinic Coordinator (Site Coordinator)**

- Coordinated a program that provided clinical work experience for 400 medical students.
- Spearheaded, developed and implemented a strategy to gain new clinic shifts, producing a 400+% increase in new sites and increasing the institution's presence and positive reputation in the community.
- Conducted presentations about the program to students, staff, and community organizations.
- Initiated and wrote feasibility reports used by senior leadership to make 'go/no-go' decisions about potential sites.
- Developed project checklists that were used to identify stakeholder roles/tasks during the site development and implementation process.
- Wrote partnership service contracts and memorandums of understanding; invoiced partners for supplies and materials.
- Resolved a partner relationship issue that saved the school \$8K+ in registration fees.
- Teamed with the Marketing/Community Relations departments to design and publish the 1st professional advertising materials for the program.
- Once awarded "Employee of the Month".

**EDUCATION AND TRAINING**

- **MA,** Applied Behavioral Science, Major: Leadership in Human Systems, (Psychology), Bastyr University/Leadership Institute of Seattle (LIOS) – Kenmore, WA
- **BA,** Sociology, University of Washington – Seattle, WA

Extensive professional development includes:

- *Career Consultant Certification*, Lee, Hecht, Harrison
- *Certificate, Toastmasters International Speechcraft Program*
- Qualified to administer and interpret the *Myers-Briggs Type Indicator, Campbell Interest and Skill Survey, and Strong Interest Inventory*
- Course work completed in *Sales, Coaching, Communication Skills, Curriculum Design, and Career Development*





**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:** 6-9-15

**Name:** Erin Blades

**Title (If Applicable):** Supervisor

**Employer (If Applicable):** Employment Security Dept./WorkSource Pierce & Lakewood

**Address:** WS Pierce: 1305 Tacoma Ave S, Ste 200

**City:** Tacoma **State:** WA **Zip:** 98402

**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:** 2535522530 **Type of Phone:** Work Phone

**Alternate Day Phone:** 2539845416 **Type of Phone:** Work Phone

**Email Address:** eblades@esd.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:** “We partner to connect employers and job seekers, supporting transitions to new jobs and empowering careers.” We serve job seekers and employers.

**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 part of the ESD/WCDD Southwest Region management team, I was asked to represent our team on the Youth committee. I’ve worked many years with helping people prepare for, obtain and retain employment as well as manage programs and supervise staff. All populations come through our doors at WorkSource: Adults, disabled people, youth, offenders, LEP, Unemployment recipients, elderly, etc. We are a public agency, therefore we do our best to serve anyone who comes through our doors looking for help finding work, training or other related information.

**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](mailto: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.

# Erin Blades

Puyallup, WA

C: 253.921.0346  
erin.blades@gmail.com

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## Career Summary

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Knowledgeable professional with over 15 years' experience in program management and supervision in the workforce development field. Manage government programs according to regulations and compliance standards, time and budgetary constraints and help to achieve performance goals/outcomes through sound and informed decision making.

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## Professional Experience

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### Supervisor (WorkSource Specialist 6)

Employment Security Department                      Lakewood, WA                      6/2010-Present

- Manage, guide, coach and mentor day to day activities of 13 staff in 5 locations.
- Oversee multiple contracts, programs and services and ensure they meet or exceed set performance measures.
- Ensure that all internal programs are monitored for accuracy and quality on a regular basis and according to policies.
- Manage staff time charging to ensure budget is not overspent.
- Monitor and evaluate program compliance standards of staff, successfully passing several audits.
- Chosen by senior leadership to present performance data to a statewide audience of workforce development professionals.
- Maintain a high level of communication and collaboration with area directors, administrators, staff and partner agencies.
- Utilize program knowledge and input from the field to create and recommend new strategies in program management to increase performance.

### Lead Worker (WorkSource Specialist 4)

Employment Security Department                      Tacoma, WA                      10/2009-6/2010

- As the Lead Worker for my unit, I prepared, assigned and monitored staff work schedules and assignments.
- Ensured performance measurements were met according to identified standards.
- Created and disseminated program performance reports as required by management.
- Chairperson of the WorkSource Affiliates/Systems committee, acting as the central point of contact for all affiliate offices and other workforce development partners in Pierce County.
- Promoted to Supervisor (WorkSource Specialist 6).

### Employment Specialist (WorkSource Specialist 2)

Employment Security Department                      Tacoma, WA                      5/2009-10/2009

- Staffed the resource room reception desk on a rotational basis.
- Provided reemployment services to unemployment insurance (UI) claimants.
- Provided high quality customer service to all customers using the WorkSource office.
- Promoted to Lead Worker position (WorkSource Specialist 4).

**Erin Blades**





**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:** 6/22/15

**Name:** Kathy E Hall

**Title (If Applicable):** Vice President of Program Services

**Employer (If Applicable):** Vadis

**Address:** 1701 Elm St.

**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:** 253-863-5173 ext 240 **Type of Phone:** Work Phone

**Alternate Day Phone:** 253-548-4032 **Type of Phone:** Cell Phone

**Email Address:** Kathy@vadis.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:** The Mission of Vadis is to provide people with disabilities opportunities and experiences to achieve their highest economic and human potential. Vadis provides employment services for individuals with disabilities and youth and young adults experience homelessness.

**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 have worked with youth and young adults with disabilities for the last 23 years at Vadis. Developed a WIA funded program called Pathways that worked with 14-21 year olds with documented disabilities for 12 years. Achieved or surpassed all WIA outcomes during period. Created a program for 14-24 year olds who experience homelessness in November of 20, 2012 called Fostering Living and Supportive Housing, FLASH. Both Pathways and FLASH work on employment and educational goals. It also works with self-sufficiency and life skills trainings. These programs are more than just job placement programs. These programs work with youth and young adults to learn and build personal skills as they work towards their personal career path, earn a livable wage and become healthy contributing young adults as they exit from our services.

It is a difficult job market out there. I have expertise working with youth and young adults who have significant struggles and challenges. I work with young people who have disabilities, experience homelessness, addiction issues, negative background checks, escaping domestic violence and/or sex trafficking, parenting, leaving the foster care system, living with poverty or English as a second language are just a few barriers that we address. These young people are often in survival mode. In all the years I have worked with youth and young adults, almost all of them want to get off of public assistance and be part of their community as a contributing tax payer. Every young person deserves a chance to be successful.

Every program that I support works with employers as well. It is necessary to meet the needs of the employer as Vadis finds good job matches with the youth and young adults we are supporting.

**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](mailto: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.

# KATHY E. HALL

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1118 132<sup>nd</sup> St. S.  
Tacoma, WA 98444  
(253) 548-4032

## CAREER HISTORY

Vadis

*Vice President of Program Services*

11/06 – Present

- Oversees all aspects of program services including coordinates and supervise staff management for two separate employment programs for people with disabilities and youth experiencing homelessness. Conduct professional job development and marketing consistent with clients' disabilities, skills and career goals. Conduct vocational evaluations; provide career counseling, employment plan development, labor market surveys, and job analyses. Support individuals with disabilities and youth experiencing homelessness in classroom oriented vocational exploration. Provide specific job skills training to participants. Compose assessments, intake, progress and closing reports.
- Facilitate a positive supports workshop for staff and the community. Assist in a 2-day workshop for adults with disabilities which teaches work readiness and skills to become successful in getting and keeping a job in the community.
- Secretary for Tacoma/Pierce County Homeless Youth Coalition. Member of the Pierce County Transition Advisory Council for young adults with disabilities exiting school and AP4H Coalition for all individuals who experience homelessness.
- Vadis is certified by the Commission of Accreditation of Rehabilitation Facilities, U.S. Department of Labor, Division of Vocational Rehabilitation and CARF an international accreditation.

Vadis

*Employment Consultant*

6/92 – 11/06

Member of a departmental team responsible for the development of employment opportunities for people with disabilities. Position required skills in understanding people, the needs of the business community and positive relations between the two. Through training and years of experience, developed skills in ergonomics, time management, organization, team building (including negotiation and mediation), and development of co-worker supports. Further responsibilities included marketing, disability awareness training, job assessment, client assessment, case management, data collection, plan development, recordkeeping and report writing, negotiations for funding, accessing community resources, public relations and addressing the support needs of clients.



June 10, 2015

Workforce Development Council Officials  
Sent: Via Email

**Subject: Coordinated and Aligned State and Local Planning for WIOA Implementation**

Dear Workforce Development Council Officials:

This letter offers guidance for a coordinated and aligned state-local planning process for the Workforce Innovation and Opportunity Act (WIOA). With this guidance, our intention is to:

- Fortify the collective system-building that has taken place so far.
- Appropriately pace implementation activities.
- Increase the level of stakeholder engagement in the planning process.
- Minimize inefficiencies and duplication of effort.

As you well know, WIOA requires that planning for implementation takes place simultaneously at the state and local levels. WIOA also adds a new requirement for “regional planning” to an already complex process. The new Act provides many new or enhanced options to create Washington’s “Next Generation” system, but is also ambiguous in many aspects. Final rules that would help navigate these waters will not be released until at least January, 2016. The state WIOA plan is due by March 3, 2016. To fulfill the obligation and desire for a 45-day public comment period, the state plan will be nearly completed before final WIOA rules are enacted.

Even so, we believe that working together at the state and local levels, and across a wide variety of stakeholder groups, and with Governor Inslee’s overarching goals and objectives as our collective north star, Washington will be able to take advantage of WIOA’s substantial opportunities for service improvement. Together, we are directed to establish a seamlessly integrated service system that expands access and improves outcomes for Washington’s employers and jobseekers, with an emphasis on disadvantaged populations.

The Workforce Board has implemented a multi-tiered, comprehensive planning process, co-chaired by business and labor partners. This process was designed to ensure a high level of stakeholder engagement at all stages of plan development, and to maintain the evaluative lens of the system’s dual customers—employers and jobseekers.

This process seems slow to some, but exploring many possible strategies and inspiring commitment across so many important stakeholder groups does take time. But it is paying off! We’ve attached a list of the policy recommendations that have recently been passed on to Governor Inslee. You will also find information on the other many policy areas being considered at <http://wtb.wa.gov/WIOA.asp>.

We now ask for your patience to remain aligned with this process. Three important aspects of WIOA planning and implementation must be aligned at the state and local levels:

Regional Planning: You recently received a letter outlining various data elements that might be used to identify regions for WIOA planning and implementation purposes. The letter is an invitation for local input about additional data elements or other considerations for the establishment of Washington's regional structure. We are required to identify the state's regions *before* the state plan is submitted. Therefore, we ask that you provide input as soon as possible.

Designing Washington's WIOA One Stop Career Center System: WIOA-compliant One-Stops must be fully in place by July 1, 2017. The Act clearly states that WIOA One-Stops must be competitively procured, but the result of that procurement is still somewhat ambiguous. Additionally, there are new requirements for One-Stop assessment and continuous improvement, resource sharing among more than a dozen partners, improved access for disadvantaged populations, and integrated service delivery, including data sharing across partner agencies. Here too, the intent is clear, but the implementation details are not. The WIOA State Steering Committee and its subcommittees are in the process of developing policy recommendations on the creation of the state's One-Stop Career Center system. We ask that you continue to participate actively in this process. We also ask that Workforce Development Councils hold off on making decisions, establishing local policies, or implementing a local procurement process, until the state process is complete. While some policies may be finalized sooner, we expect to have the full set of One-Stop policies in place by November 2015.

Engaging Local Stakeholders in the Planning Process: We have been very pleased at the level of participation of a diverse range of stakeholder groups. However, while local level representation has been covered well in the state process by the Workforce Development Councils and Chief Local Elected Officials, we need more local input to best serve the needs of each area in the state. We ask for your help in engaging local stakeholders in the state planning process. You are already meeting with your local stakeholders, and we don't want to duplicate efforts. We would appreciate being able to attend local stakeholder meetings with you, if at all possible. We would also ask that you work with Workforce Board staff to create other opportunities for joint stakeholder sessions.

We appreciate all of the effort and energy provided by our local partners, and look forward to our next steps together, and of course, to the exciting results we are expecting. Please let us know if you have questions or suggestions about the requests in this letter by contacting WIOA Program Manager, Terri Colbert, at (360) 709-4600.

Sincerely,

Handwritten signatures of Gary Chandler and Jeffrey Johnson. Gary Chandler's signature is on the left, and Jeffrey Johnson's signature is on the right.

Gary Chandler and Jeff Johnson  
WIOA State Steering Committee Co-Chairs

*Attachments*

# WIOA IMPLEMENTATION RECOMMENDATIONS SENT TO GOVERNOR INSLEE

Updated 06/10/15

<i>Subcommittee</i>	<i>Recommendation</i>
<b>Accountability &amp; ETPL</b>	The Board adopted a recommendation to eliminate review of the current ETPL and update of the WIA ETPL standards for the 2014-15 review to provide the Board time to concentrate on efforts to develop WIOA-compliant procedures and standards by January.
<b>Accountability &amp; ETPL</b>	<p>The Board directs staff of the Workforce Board and partner agencies to establish a baseline and track the number and characteristics of people who are served across the workforce system and have secured employment, to be used as a statewide indicator to evaluate how the WIOA system is serving people across all partners.</p> <p>These would be initial steps toward a fully developed system to comprehensively assess how well the workforce system is serving our Washington employers and residents measuring a range of short and long term outcomes, including education, employment retention, workforce attachment, and earnings progression. While reporting program-specific measures at the federal and state levels is likely to remain mandatory and ongoing, the Board and its partner agencies will nevertheless undertake to adopt and report using mutually developed system-level measures. This will involve the Board and its partner agencies standardizing data definitions both of demographic and economic characteristics of participants, and of short and long term outcome measures of education, employment and earnings.</p>
<b>Career and Education Pathways &amp; Integrated Service Delivery</b>	<p>The Board adopted the following definition of career pathways be integrated into the state strategic plan:</p> <p><i>The career pathway approach connects levels of education, training, counseling, support services, work experience, and credentials for specific occupations in a way that optimizes continuous progress towards the education, employment, and career goals of individuals of all ages, abilities, and needs.</i></p> <p><i>This approach helps individuals earn marketable credentials; prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships and other work-based learning opportunities; engages individuals in further education and employment; and helps individuals achieve sustained economic success. Career pathways deeply engage employers and help meet their workforce needs; they also help the state and its communities strengthen their workforces and economies.</i></p>
<b>Career and Education Pathways &amp; Integrated Service Delivery</b>	WIOA allows local areas to request up to 100 percent flexibility to transfer funds between the Adult and Dislocated Worker programs. Under WIA, local areas could only request up to 30 percent flexibility. The Board adopted a recommendation to maintain the current transfer flexibility policy and procedure capping transfer application requests at 30 percent until superseded by a new policy created to address the WIOA 100 percent transfer option.
<b>Local Governance &amp; Sector Strategies</b>	The Board adopted a recommendation to support the integration of the sectors framework into the state’s workforce plan.

# WIOA IMPLEMENTATION RECOMMENDATIONS SENT TO GOVERNOR INSLEE

Updated 06/10/15

## Guiding Principles

- Sector strategies are one of many possible strategies for workforce and economic development.
- Statewide and local sector strategies can co-exist in mutually reinforcing and beneficial ways. They are not mutually exclusive of one another.
- Critical factors for identifying sectors to be targeted for sector strategies include employment opportunities, wage levels (including career and wage progression potential), and the economic impact of the industry.
- Because policy objectives vary, workforce and economic development partners may work from different lists of targeted sectors. That being said, collaboration and coordination is imperative when economic and workforce strategies target the same sectors.
- Nascent or emerging sectors, as well as mature or plateaued ones, have a role in workforce and economic development initiatives.
- Both traded and local services sectors have a role in workforce initiatives.
- Targeted sector lists should be updated periodically to keep pace with changing economic conditions.
- As sector strategies are developed, there should be an emphasis on data-driven outcomes (e.g., employment placements)

## Process and Criteria for Identifying and Prioritizing Target Sectors

1. Conduct quantitative data analysis: Identify core/driver industries and inter-industry linkages; Measure and rank criteria relating to industry concentration, employment, and opportunities for wage and career progression. Criteria should include, but not be limited to:
  - a. Industry concentration – using employment location quotient for the local area relative to the nation.
  - b. Recent and projected employment growth – Looking for positive projected growth potential.
  - c. Opportunities for wage progression – As indicated by range between 25th and 75th percentiles in wages observed within a given occupation in the sector.
  - d. Opportunities for career progression – As indicated by percent of occupations in the middle and high wage ranges and other indicators of occupational mobility within a given sector.
2. Conduct qualitative validation: Validate quantitative findings through conversations with industry (business and labor) and regional economists. Criteria may include:
3. Quantitative factors such as employment projections relating to retirements and turnover; output; earnings per worker; change in establishments; change in wages; exports as percent of output; traded versus local services sectors.
  - a. Qualitative Factors such as industry-recognized certifications and related opportunities for career progression, policy/regulatory/legislated issues, resources at-hand, and factors of chance and special circumstances.
4. Develop strategies for action through collaborative planning with economic development, business and education partners.
5. Define intended outcomes and measure results.

## Common Definitions

- Sector: A group of industries with similar business processes, products or services like construction or health services;

# WIOA IMPLEMENTATION RECOMMENDATIONS SENT TO GOVERNOR INSLEE

Updated 06/10/15

	<p>formerly categorized by the Standard Industrial Classification (SIC) system, now categorized by the North American Industry Classification System (NAICS). Traded sectors often locate near the resources necessary to create products, while local services sectors tend to exist throughout the state because these are population based.</p> <ul style="list-style-type: none"><li>• Industry Cluster: A geographic concentration of interdependent competitive firms that do business with each other, including firms that sell inside and outside of the geographic region, as well as support firms that supply new materials, components, and business services. (RCW 43.330.090)</li><li>• Targeted Industries or Clusters: Industries and industry clusters that are identified based on a strategic economic development consideration or other public concerns.</li><li>• High Employer Demand Program of Study: Postsecondary or Industry Recognized Certificate or degree program in which the number of students prepared for employment per year (from in-state institutions) is less than the number of projected job openings per year in that field—statewide, or in a sub-state region.</li><li>• High-Demand Occupation: An occupation with a substantial number of current or projected employment opportunities.</li><li>• High Student Demand Program of Study: Postsecondary or Industry Recognized Certificate or degree program in which student demand exceeds program capacity.</li></ul> <p><u>Alignment between Local and Statewide Sectors</u></p> <p>The Governor’s statewide sectors represent the statewide priorities for sector work. When WDCs identify regional/local sectors using the process and criteria above, they will see which statewide sectors are also of regional/local significance. Not all statewide sectors will be of significance to regional/local economies and vice versa.</p> <p>When regionally/locally identified sectors are also statewide priority sectors, WDCs should connect with the state sector leads to determine how best to align local activities with statewide sector goals. Statewide sector leads should also reach out to WDCs operating in regional and local economies where there are high concentrations of industries in statewide sectors, in order to identify opportunities to work to together/align work. Opportunities to align local industry sectors that are part of the supply chain for statewide sectors should also be coordinated between the state and local level.</p>
<b>Local Governance &amp; Sector Strategies</b>	<p>The Board adopted recommendation on local workforce board member appointment criteria:</p> <p>Representation of all the core programs is required, and the voice of those representing the workforce is strengthened while the business majority is maintained. In addition, the Act requires that board members have both “optimal policy making authority” within their institutions and “demonstrated experience and expertise” to help the board achieve its strategic vision. These recommendations are based on the following goals:</p> <ol style="list-style-type: none"><li>1. Support smaller, more manageable boards, by not adding membership categories with the exception of the Temporary Assistance for Needy Families (TANF) program, should TANF become a required program in the state plan. Locals can add members as needed based on their local situations.</li><li>2. The voices of key stakeholders are critical to inform decision-making and achieve system goals. Therefore, organized labor should maintain a majority within the workforce category, and the practice of a member filling multiple seats should be discouraged.</li><li>3. The Act already imposes a number of criteria for board membership. Rather than adding criteria, the Local Governance</li></ol>

# WIOA IMPLEMENTATION RECOMMENDATIONS SENT TO GOVERNOR INSLEE

*Updated 06/10/15*

	<p>Task Force within the Local Governance and Sector Strategies Subcommittee, recommends that all board members be nominated by an appropriate organization, and that the existing criteria of requiring all board members to have optimal decision-making authority and demonstrated expertise as defined in the Workforce Innovation and Opportunity Act and proposed regulations be enforced.</p> <p>4. Local boards and chief local elected officials should “cast a wide net” when recruiting new board members to assure that all those interested have the opportunity to become nominated for open seats.</p>
<p><b>Local Governance &amp; Sector Strategies</b></p>	<p>The Board adopted a recommendation to disseminate a letter explaining WIOA’s regional planning provisions, containing examples of possible regional maps, to Chief Local Elected Officials and WDCs.</p>
<p><b>Local Governance &amp; Sector Strategies</b></p>	<p>The Board adopted a recommendation to support the option for the Governor to approve alternative entities.</p> <p>Prior to approval of alternative entities, the Governor will need to review the actual membership categories of those applying for alternative entity status to assure that these entities meet the criteria under which they were certified.</p> <p>Board members of alternative entities must meet the requirement for optimal decision-making authority within their organizations and demonstrated expertise and experience as per WIOA. All applicants for board positions must be nominated by appropriate organizations. Alternative entities that do not have a member(s) representing adult education programs should show how they have engaged Adult Education programs in their planning and decision-making processes. Additionally, all requirements of WIOA, other than board membership composition, apply to alternative entities.</p>
<p><b>Local Governance &amp; Sector Strategies</b></p>	<p>The Board adopted a recommendation to support the development of a designation policy that will address:</p> <ul style="list-style-type: none"> <li>• The process by which the Governor will consult with the state workforce board and consider public comment for the designation of local workforce areas.</li> <li>• The length of initial designation as two years.</li> <li>• The process by which local areas will apply for and receive designation.</li> <li>• The requirement for the Governor to approve all requests for designation from areas that were designated under the Workforce Investment Act (WIA), met performance requirements, and maintained fiscal integrity as defined by the Department of Labor over the previous two years.</li> <li>• The process by which the Governor could choose to designate/redesignate a local area that does not meet the performance and fiscal integrity requirements under WIOA.</li> <li>• The definition of “performed successfully” and “maintained fiscal integrity”.</li> <li>• The requirement that the Governor subsequently designate a local area that has performed successfully, sustained fiscal integrity, and in the case of a local area in a planning region, met the planning region requirements during the two-year period of initial designation.</li> <li>• The requirement that redesignation be automatic as long as the CLEOs and local board do not notify the Governor that they no longer wish to operate as a local area.</li> <li>• The option the Governor has to evaluate a local area at any time to ensure that it continues to meet the requirements for subsequent eligibility, but not less than once every four years.</li> </ul>

## WIOA IMPLEMENTATION RECOMMENDATIONS SENT TO GOVERNOR INSLEE

*Updated 06/10/15*

	<ul style="list-style-type: none"><li>• The actions a Governor may take if a local area fails to meet designation criteria.</li><li>• The appeals process for areas denied designation.</li></ul>
<b>Local Governance &amp; Sector Strategies</b>	<p>The WIOA Steering Committee asked the Board for discussion on one criterion concerning an option for a local board member to fill more than one seat. The Board directed staff to further research the issue to determine if this has been a practice in the past, and to take this information back to the subcommittee for a revised recommendation, if warranted.</p> <p>The research showed that four of the large workforce development councils under the Workforce Investment Act have seated representatives to their council who have filled two seats. After further subcommittee discussion of this criterion, the subcommittee asks the Board to adopt the following recommendation:</p> <p>Each local workforce development board member will represent only one constituency group. If a Chief Local Elected Official (CLEO) cannot fill a constituent seat at the time of certification/recertification, the Workforce Development Council applicant will be required to demonstrate active recruitment to fill the position and will notify the state's Workforce Board upon successful completion of the recruitment process.</p>

June 30, 2015

Gary Chandler and Jeff Johnson  
WIOA State Steering Committee Chairs

Subject: Coordinated and Aligned State and Local Planning for WIOA Implementation

Dear Gary and Jeff:

Thank you for your June 10, 2015 letter, outlining guidance for a coordinated and aligned state-local planning process for the Workforce Innovation and Opportunity Act (WIOA). Through the leadership and planning of the Board and the Steering Committee and the active participation of all stakeholders at the State and local areas, Washington is well positioned to achieve this goal.

Achieving the goals of WIOA, together with the specific goals of Governor Inslee, our local Chief Elected Officials and the desired outcomes of Local Workforce Development Boards is challenging. This comes atop all that State and local stakeholders typically do in our roles as strategic leaders, conveners of stakeholders, administrators of funds, procurers of services and providers of services---and we fully embrace that challenge because it is so important.

With the vast majority of the Workforce Innovation and Opportunity Act requirements having an effective date of July 1, 2015, Local Workforce Development Boards and their staff must determine the correct and appropriate actions or policies needed to properly expend WIOA funds. These determinations are being conducted in the same manner that the State Workforce Board determines policies and processes. The resources Local Boards use to make these determinations include the Act itself, Department of Labor regulations and guidance, policies and processes adopted by the State Workforce Board, and the strategic and operational goals of the local Chief Elected Officials and their designated Local Workforce Development Boards. The Local Boards are involving partners, stakeholders, community leaders, and program experts to provide advice on important strategic and operational issues and policies.

As the first year of WIOA moves forward, Local Boards will continue to participate and work closely with the State Board and local stakeholders in the State's planning and policy processes. As necessary, and in the absence of State policy or guidance, Local Boards will determine how to address specific situations that require action. They will do so using the resources identified above. As the State completes its processes, Local Boards will evaluate any actions they have taken to ensure they are in compliance with State requirements. At any time you have questions or concerns with any potential or identified issue in a local area, we encourage you to speak directly with the Local Board Chair, Chief Local Elected Official or Chief Executive Officer to clarify, better understand the issue or work toward resolution of any specific concerns.

As you outlined in your letter we also recognize regional planning, designing the one- stop career center system and engaging local stakeholders as important aspects of WIOA implementation. As the State Workforce Board and our entire system move forward with these initiatives you can be confident Local Boards will provide the local leadership and appropriately involve partners so that all stakeholders can benefit and help create success for workers and the businesses that need them.





WASHINGTON WORKFORCE ASSOCIATION

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We appreciate your taking the time to communicate with us on these important matters and for the time you dedicate to leading this statewide effort. We look forward to our continued partnership implementing WIOA and developing Washington's premier workforce system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cheryl Fambles', written in a cursive style.

Cheryl Fambles, Chair

CC: Eleni Papadakis, WTB Executive Director  
Teri Colbert, WTB Staff  
WWA Board of Directors  
Kathy di Julio, WWA Executive Director

June 30, 2015

Creigh H. Agnew, Co-chair  
Local Governance and Sectors Subcommittee  
Slade Gorton International Policy Center

Bill Messenger, Co-chair  
Local Governance and Sectors Subcommittee  
Washington State Labor Council

Annette Herup, Co-chair  
Local Governance and Sectors Subcommittee  
SGL Automotive Carbon Fibers LLC

Caitlyn Jekel, Co-chair  
Local Governance and Sectors Subcommittee  
Washington State Labor Council

Workforce Training and Education Coordinating Board  
PO Box 43105  
Olympia, WA 98504-3105

RE: Workforce Planning Regions Local Input

Dear Co-chairs of the Workforce Training and Education Coordinating Board Local Governance and Sectors Subcommittee:

Thank you for your letter dated June 1, 2015 seeking our local consultation on regional planning regions. We wholeheartedly agree with the intent of the Workforce Innovation and Opportunity Act (WIOA) that supports increasing our capacity to close skill gaps, increasing employment, and helping our businesses remain globally competitive through regional planning. Under the WorkForce Investment Act, Washington State Workforce Development Councils (WDC) have demonstrated a high degree of strategic collaboration. As a result, a firm foundation for cross regional planning and workforce solutions exists throughout the state to meet the new law's intent.

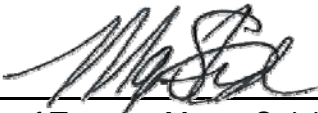
These collaborations include both contiguous and non-contiguous workforce areas. One current example involves WorkForce Central, South Central, and Northwest WDCs' successful pursuit of the Workforce Innovation Funds to address the skill gaps of our respective homeless population and address our employers' need for talent. Not only does this \$6 million award provide additional resources to support the public workforce development system, it allows the WDCs an opportunity to share and research best practices. Another example involves WorkForce Central and Pacific Mountain WDCs' joint effort to help 900 service members located at Joint Base Lewis McChord transition out of Department of Defense with skills and employment. The last example involves WorkForce Central, King County, and Snohomish County WDCs' cross regional collaboration to address talent shortages within the healthcare sector. This partnership was supported by a large H1B grant that resulted in increased training capacity, increased the number of graduates in demand careers, increased employment for our respective job seekers, increased satisfaction from healthcare employers, and continued collaboration among multiple systems stakeholders across the three local workforce areas after the grant expired.



There are many more examples that WorkForce Central and the other eleven WDCs can cite. These examples illustrate that regional collaboration is working well in our state and that these partnerships will continue without formal requirements to conduct regional planning. Therefore, we do not support the identification of planning regions that include multiple adjacent local workforce areas. Identifying single local workforce areas as their own planning regions allows WDCs the flexibility to strategically partner with one another throughout the state to address workforce issues and needs as they emerge as a result of the natural shifts that occur with our workforce and economy. We must be mindful that establishing formal planning boundaries of multiple local workforce areas can create barriers to collaboration with local areas that are not included in these planning regions. As a consequence, the development and implementation of workforce solutions for our respective local areas and the state are less effective.

Washington State WDCs are nationally recognized for their partnerships, innovation, and results. This is the case because of the local leadership and local flexibility that has allowed the WDCs and their Chief Local Elected Officials to quickly and effectively respond to economic, workforce, political, and funding shifts. Thank you for consulting with us and taking our input seriously as you draft your recommendation to the Governor for consideration.


Sincerely,



\_\_\_\_\_  
City of Tacoma Mayor Strickland



\_\_\_\_\_  
Pierce County Executive McCarthy



\_\_\_\_\_  
WDC Chairman Hahn

cc: Linda Nguyen, CEO WorkForce Central  
Workforce Development Council  
WorkForce Central Executive Board

## Brainstorm on Future WDC Agenda Items

### Group 1

1. Have five minute training/spotlight from one a recipient of the training programs, both job seekers and employer. September 17
2. Partner presentations – we've talked about partners that bring in-kind dollars and provide similar resources but we don't understand all of them that are out there, both in and out of Pierce County – also want to hear about partnerships across WDCs October 15  
Panel of core partners
3. We want to hear about the STEM programs and if they are effective.
4. Pre-apprenticeship link or effort to increase the amount of pre-apprentice in the P-12 schools. February 18
5. Economic development board or chamber what is their plan to attract new businesses to this region and how are they retaining the business that do exist. July 16  
Bruce Kendall

### Group 2

1. Hear from Mayor Strickland as well as County Executive. Getting updates on the demographics – United Way used to do a community indicators report.
2. The school districts – hearing from the counselors, there may be a disconnect from what we think the kids need vs. what they want. What jobs the kids are interested in or things they may need. March 17
3. Technology plays such a huge role and how is that going to impact the future. Finding someone that could speak the impacts. April 21
4. Governor's office.
5. Transitioning military, what are the trends, what are the opportunities? January 21
6. Updates on the budget and dashboard, not just the numbers but highlights from the programs.
7. Have a discussion around millennials and genXs, what their needs are. November 19

### Group 3

1. Have more of an executive summary of the dashboard, a high level view of the programs. So we can see if we have a miss or success.
2. Our partners have 5 year plan – get a presentation of their plans. To see if we are in sync with their programs. May Kelly.
3. Short presentation by a recipient, what did they enjoy and what challenges did we cause them, so we can figure out how to remove those barriers. September  
See Group 1 #1