

Eric Hahn, Chair

Scott Haas, 1<sup>st</sup> Vice-chair

Joyce Conner, 2<sup>nd</sup> Vice-chair

Robin Baker

April Gibson

Darci Gibson

Anne Goranson

Mike Johnson

Bruce Kendall

Dale King

Ron Langrell

Dave Lawson

Mark Martinez

Mary Matusiak

Wayne Nakamura

Sharon Ness

Tim Owens

Dona Ponepinto

Patty Rose

Ron Thalheimer

Blaine Wolfe

**WDC Meeting  
 Agenda  
 April 16, 2015  
 3:00-5:00 p.m.**

**NOTE LOCATION CHANGE:  
 NIAGARA WATER  
 19820 57<sup>th</sup> Ave. East, Puyallup**

- 1. Welcome/Call to order**
- 2. Public Comment**
- 3. WorkForce Central Executive Board update – Eric Hahn**
- 4. Action items**
  - Approve March 19, 2015 minutes
  - Approve WDC committee members as recommended by the WDC Coordinating Committee
- 5. Expenditures & Obligations projection update – Kirk Smith, CFO**
- 6. Continued discussion of WFC WIOA role – US DOL draft proposed regulations review of law requirement/intent**
- 7. PY15/FY16 Budget deliberation**
- 8. PY14/FY15 Quarter 3 Dashboard**
- 9. Committee reports**
  - WDC Coordinating Committee – Eric Hahn
  - WDC Adult Committee – Robin Baker
- 10. National Association of Workforce Board Annual Conference report – Scott Haas & Eric Hahn**
- 11. Other business**
- 12. Adjourn**
- 13. Tour Niagara Water plant facility**

Future meetings:

WDC Business Services Committee – Dave Lawson, Chair	April 27, 2015	8:00-9:30 a.m.
WDC Youth & Young Adult Services Committee – April Gibson, Chair	April 28, 2015	9:30-11:30 a.m.
WDC One-Stop System Operator & Partner Committee – Ron Thalheimer, Chair	May 5, 2015	8:30-10:00 a.m.
WDC Adult Services Committee – Robin Baker, Chair	May 6, 2015	2:30-4:30 p.m.
WDC Coordinating Committee – Eric Hahn, Chair	May 12, 2015	3:00-5:00 p.m.
WDC Business Services Committee – Dave Lawson, Chair	May 18, 2015	8:00-9:30 a.m.
WDC meeting	May 21, 2015	3:00-5:00 p.m.

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)

Pamela Carter, Exec Asst  
[pcarter@workforce-central.org](mailto:pcarter@workforce-central.org)

WorkForce Central  
 3650 S. Cedar St.  
 Tacoma, WA 98409  
 Phone: 253.254.7335  
 Fax: 253.830.5226  
[www.workforce-central.org](http://www.workforce-central.org)

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WorkForce Central Staff

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

Deborah, Howell, CAO

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

Pamela Carter, Exec Asst

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

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**WDC Meeting  
Minutes  
March 19, 2015  
3:00-5:00 p.m.  
WorkForce Central  
3650 S. Cedar St, Tacoma**

Member present: Eric Hahn, Robin Baker, Anne Goranson, Bruce Kendall, Dale King, Ron Langrell, Dave Lawson, Mark Martinez, Sharon Ness, Tim Owens, Dona Ponepinto, Patty Rose, Ron Thalheimer, Blaine Wolfe

Staff: Linda Nguyen, Deborah Howell, Cheri Loiland, MaryEllen Laird, Pamela Carter

- 1. Welcome/Introductions – meeting opened by Eric Hahn at 3:04 p.m.**
- 2. Public Comment - None**
- 3. WorkForce Central Executive Board update – Eric Hahn** – approved contracts totaling \$1.2M for training of 416 job seekers in advanced manufacturing, sheet metal production, certified nursing, CDL drivers, ironworker pre-apprenticeship, healthcare incumbent workers and architectural woodworking industries.
- 4. Action items**
  - **Approve February 19, 2015 minutes** – Motion made by Tim Owens, seconded by Mark Martinez. Approved.
  - **Approve resolution to extend current WIA one-stop operators and service delivery operator of Adult and Dislocated Worker until June 30, 2016. (Resolution No. 803) – TABLED** - was initially developed to extend for smooth transition – will have discussion instead before making recommendation to the Executive Board. In the WIOA law – there are two sections of conflict of interest language
    - Section 200.318(c) (1) & (2) – no employee, officer or agent may participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. An organizational conflict of interest means because of relationships with the parent company or affiliated subsidiary, the non-federal entity is unable or appears to be impartial conducting a procurement action involving related organization – The law states you **shall** procure services. How can you compete and award the grant
    - Section 107 (g)(2) – a local board may provide career services described in section 134(c)(2) through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the chief local official in the local area and the Governor – The law states you **may** participate in delivering direct services.
    - WFC formed in 1982 and have performed a dual role as administrator & provided direct services. The new law intent for the workforce agencies to be the strategic leadership role only. Only 4 of the 12 WA state WDC's operate services. The current one-stop operators designated are WFC, ESD, & DVR.
    - Congress intent reads that the funds will be sub-contracted out to be implemented July 1, 2015, the resolution was written to have an orderly transition having staff to provide the services while starting the procurement process to determine the direct service operators. Write in contracts for the vendor to consider hiring seasoned employees with the expertise. ESD recaptured funds due to the manner in reporting obligations. Role is much cleaner if Board does not provide direct services. Award in a competitive environment that will do the best job with the greatest return on investment.

5. **Open Public Meetings Act Training video** – per state law, the WDC members and WFC staff who were present reviewed the video
6. **PY15/FY16 Budget Deliberation – Program Year 2015/Fiscal Year 2016** – the budget needs to be approved by June 30, 2015.
  - **Fundamentals of how we get our funds** – there are three separate funding streams under WIA/WIOA – Adult, Dislocated Worker and Youth; the law states need to bring the Wagner Peyser, ABE, DVR resources to the table, but cannot tell them how to spend their money. The Youth funds come in one amount around April or May for the PY which is program year, the Adult/Dislocated Worker comes in two amounts – PY program year on July 1 which is 25% of total allocation, the rest of the 75% allocation comes in FY fiscal year on October 1 = this year is PY15/FY16. Congress did this– the PY for continuity and the FY is advanced funding with 2 years to spend the funds. The funds can be used for job seekers and for businesses.
  - **Funding historical view** – Linda showed slides of the history of WIA funding since 2000
  - **PY14/FY15 Quarter 2 Dashboard to review the current investments** – the dashboard is used for the objectives of the WIA funding and to measure the outcomes.
  - **Federal Core Measures report (unofficial)** – 12 workforce areas and three funding streams and the targets negotiated with the state and DOL, to meet you have to hit at least 80% of target. This is an unofficial report as DOL has created more data sets and system is still in the process of being fixed. Military fit into adult stream as they are still working, not every transition service member qualifies for WIA funds.
7. **Investment Priority discussion continued** – the WDC members began a list of investment priorities at the last meeting, the draft budget will take the priorities into account, and the work should be done in committee level to determine funding for job seekers and business services. Business services is used for example when a new company in the private investment market needs employees, business services assist to screen applicants to be interviewed by the company to get qualified people. It also helps to build long-term relationships. The case managers are job developers working with job seekers to help them find jobs. Use better language with better descriptions and be sure not to use language that will be a barrier to eliminate military veterans. The new SKIES system being developed by Monster will include analytics that will not have to be an exact match, due out in October/November.
8. **WA State Employment Security recapture of local funds update** – impact is \$320,385 of Dislocated Worker funds – 91 people will not get training, or 120 in the ironworkers pre-apprenticeship program , or 48 people in Bates CDL training, or 80 in the advanced manufacturing training. During the recession the Board decided to be conservative and hold back funds during the government shutdown. WFC was one of few who did not close doors during the shutdown. The funds were due to be expended at the 80% obligation rate by June 30, 2015. Each year WFC gets at new allocation, with two full years to expend, these funds came from PY13/FY14 funds to June 30, 2015. The law states that half way through the 2 years the funds have to show 80% obligated – contracts issued out. In June 2014 we were at 62% obligated. The law states the governor may, using discretion to recapture funds. Obligations will need to be covered by new funds. The Dept of Labor supports actions that ESD took. Governor has approved and supports the commissioner position. The Executive Board is considering their next step, how to get word out on the great work done here. Congressmen Heck and Kilmer contacted the Governor. Quarterly reports 1, 2 and 3, ESD sees contracts and real expenditures, payroll for services provided in house does not show until paid. The WIOA law intent is for the administrator of the funds is to be strategic, not the direct provider of services. The recaptured funds will be disbursed to the other 11 WDC areas
9. **WDC Committee update** – the chairs of each committee has been established, application created for community members to apply to be on a committee
10. **Manchester Bidwell National Center for Arts and Technology Replication Kick-off event March 23 – Monday, March 23** – RSVP and attend
11. **Other business**
  - a. State Farm - \$8000 donated to CareerLink
  - b. NAWB – Eric and Scott will report what is learned at the conference
12. **Adjourn** – motion made by Tim Owens, seconded by Ron Thalheimer. Adjourned at 4:32 p.m.

**WorkForce Central Executive Board**  
**Policy Decision #3**

**Should WorkForce Central's Operational Role Change Given WIOA Intent?**

Scott Cheney, Senator Murray's staff on September 11, 2014 at a WWA convened meeting of state leaders and Governor Inslee staff, announced that there are two errors in WIOA.

One is that WIOA was to prohibit Workforce Development Boards (WDBs) from operating the One Stops and prohibit them from providing career services UNLESS (1) through a competitive process, the WDBs cannot identify an operator that can meet the scope of work required, can do it within available budget, (2) no conflict of interest exists and (3) LEO and Gov agree/approve that the WDBS can.

On September 12, 2014 spoke with Scott to see if he can provide something in writing that reiterates what he announced and he said he could not but would be happy to speak to whomever. Also, he said that Dept of Labor's regulations will make it clear of this error and intent of WIOA for WDBs. He reconfirmed that they will push through the legislative change right after the elections and that is should pass pretty readily.

September 18, 2014 met with DOL on another matter and asked whether draft regs will reflect the error in the law – was told regs historically only reflect the law, defining/providing clarity and that DOL would need something official from congress to reflect a change in the current law.

September 18, 2014 spoke to Scott Cheney who said that the technical amendment will be pushed through after November elections and that he is confident that it will be completed before DOL draft regs are out at the end of January 2015, but cannot guarantee

**March 2015 still with no regulations, guidelines or technical amendment, we are hearing that USDOL will point to the need to adhere to the super circulars for procurement, signaling that they will conduct reviews to ensure we strictly follow these procurement rules.**

**Conflict of interest language 200.318(c)(1) & (2)**

- *“No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. ... .. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.”*
- This could be interpreted to significantly limit our ability to ‘self-procure’ however it is a rephrasing of 29CFR97.36(b)(3); *“No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when... ..”* The previous CFR did not address organizational conflicts.

**History:** Prior to October 1, 1982, the City of Tacoma and Pierce County had their own workforce development departments that operated programs in house. The City had their Comprehensive Employment Services Office and the County had their Manpower Planning Office.

In 1982, the Job Training Partnership Act replaced the Comprehensive Employment and Training Act which had population requirements that would have made the City of Tacoma ineligible to continue as a grant recipient.

As a result, the County and City agreed to dissolve their respective workforce operations and agreed that a local consortium should be established and maintained to promote effective coordination of workforce programs and resources under its jurisdiction and provide regional employment and training services that included the development and creation of employment opportunities, training, education and other services to enable eligible individuals to secure and retain employment.

The Executive Board has the authority to decide the scope of WorkForce Central's role and responsibilities.

WorkForce Central has always taken on the dual role of administrator and service provider as allowed under Job Training Partnership Act of 1982 and Workforce Investment Act of 1998

**WIA: No restriction on Workforce Investment Boards being designated as One Stop Operators and/or service providers**

- **Selection of One Stop Operator(s):** Two options provided - Chief Local Elected Officials and WDC can either procure or designate. If designate must be a consortium of at least three partners from list of required one stop partners.
- **You chose to designate:** Current One Stop Operators are Employment Security Department, Department of Vocational Rehabilitation and WorkForce Central
- **Selection of Service Provider(s):**
  - Youth Service Provider(s) must be procured
  - Job Seeker and business services provider (s)
    - Option 1 allowed – One Stop Operator(s) can provide services
    - Option 2 - competitive procurement
    - Option 3 – hybrid of options 1 and 2
- **You chose to designate** WorkForce Central as the one stop operator to provide all adult, dislocated worker, and business services. This does not include training provided by public and private training/educational institutions/organizations.

**WIOA: Has conflicting language regarding Workforce Investment Boards ability to be a one stop operator and/or service providers vs. mandate to competitively procure for these two functions.**

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Section 107 (g) (2) **CAREER SERVICES; DESIGNATION OR CERTIFICATION AS ONE-STOP OPERATORS.**—A local board may provide career services described in section 134(c)(2) through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the chief elected official in the local area and the Governor.

This section of the law does not require competitive procurement – just agreement between the CLEO and Governor

Whereas, the below section of the law is clear that a competitive procurement process is required.

Given what Scott Cheney (Senator Murray’s staff/key author of the law) and Virginia Hamilton (USDOL Region 6) have declared as the intent of the law, that WDCs only focus on its strategic leadership and not operate/provide career services, the Executive Board needs to:

1. Meet this intent by ensuring that the WIOA administrative entity which is WFC does not continue its operator and service delivery role – begin transition now, and decide that effective July 1, 2016 we would have completed a competitive process to select the one stop operator and service delivery operator (can be one and the same or separate)
2. Wait until the draft regulations come out from USDOL in Spring 2015 to see how they address the language conflict – we will know if WDCs can continue the dual role or not - we have heard that DOL will not speak to this but will point everyone toward following the super circulars on procurement – lots of verbal on this but nothing in writing yet.
3. At any time, the CLEOs have discretion to change how we are doing business currently

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Section 121(d) **ONE-STOP OPERATORS.**—

(1) **LOCAL DESIGNATION AND CERTIFICATION.**—Consistent with paragraphs (2) and (3), the local board, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators.

(2) **ELIGIBILITY.**—To be eligible to receive funds made available under this subtitle to operate a one-stop center referred H. R. 803—61

to in subsection (e), an entity (which may be a consortium of entities)—

(A) shall be designated or certified as a one-stop operator through a **competitive process**; and

(B) shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection (b)(1)), of demonstrated effectiveness, located in the local area, which may include—

- (i) an institution of higher education;
- (ii) an employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
- (iii) a community-based organization, nonprofit organization, or intermediary;
- (iv) a private for-profit entity;
- (v) a government agency; and

(vi) another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

(3) EXCEPTION.—Elementary schools and secondary schools shall not be eligible for designation or certification as onestop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

**(4) ADDITIONAL REQUIREMENTS.**—The State and local boards shall ensure that in carrying out activities under this title, one-stop operators—

- (A) disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers;
- (B) do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- (C) comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

## **OPTIONS FOR EXECUTIVE BOARD CONSIDERATION**

### **Option 1:**

**Completely dissolve the operational function of WorkForce Central no later than 7-1-16. Approve a resolution to continue with existing one stop operators and service providers through 6-30-16 to ensure orderly and seamless transition.**

- **Pros:**
  - Demonstrate movement to meet the intent of WIOA by beginning the process of no longer being a one stop operator and service provider, and competitively procuring for these two functions. July 1, 2015-June 30, 2016 would be the transition year – Per draft proposed regulations, Operator function Must be procured and in place no later than 7-1-17 though USDOL cites importance of beginning procurement process immediately and be able to demonstrate planning for competitive procurement is occurring during PY15 (7-1-15/6-30-16)
  - Honor Senator Murray’s vision that WIBs take on a more robust strategic role - reiterated by Scott Cheney at 2015 NAWB conference during a meeting with WWA - he reported that technical amendments will be pushed through on a fast pace method allowed for by the Senate and House
  - Increased focus on and investment of strategic direction mandated by WIOA
  - Increased time to explore and initiate new partnerships and initiatives. Innovation and exploiting opportunities will continue
  - No more perceptions of conflict of interest from community service providers
  - Obligation rate issue mitigated as a result of contracting out services
  - Increased focus and time to move our workforce development system and efforts forward without operational distractions
- **Cons:**
  - Short term, service delivery is interrupted with transition to new operator(s)/service provider(s)
  - Loss of operational control which can result in reduced quality of service delivery, but can be mitigated with monitoring and technical assistance
  - Risk non-WIA investors not wanting to continue services/program with new operator(s)
  - Loss of expertise and knowledge to deliver required services if the talent is not retained by the new operator(s)/service provider(s)
  - Layoff of an estimated 45 employees
- **Action Needed:**
  - Inform Teamsters of the Board’s decision
  - Review positions needed to meet all administrative requirements of WIOA, and work to retain/fill accordingly
  - Issue lay off notices



- WorkForce Central begin procurement process for a one stop operator (s) and service providers (can be the same entity doing both or can parcel out the work with multiple vendors). Contracts to be effective July 1, 2016.
- Require newly awarded one stop operator(s) and service provider(s) to interview all laid off employees
- Require services be operated at the Cedar Street Business Plaza, our designated location for the one stop center.
- Transfer lease at Cedar Street to new operator(s)/provider(s)

**Option 2:**

**Form a 501(c) 3 to transition the operational functions of WFC to a separate/self supporting entity with no ties to TPCETC. Other Workforce Investment Boards have transformed to a 501c3 using federal funds, but they did it as an entire organization. This in essence would be to help create a new 501c3 which may not be an allowable use of federal funds. However, we may be able to use our unencumbered funds to help create a separate entity.**

- **Pros:**
  - Demonstrate movement to meet the intent of WIOA by beginning the process of no longer being a one stop operator and service provider, and competitively procuring for these two functions. July 1, 2015-June 30, 2016 would be the transition year
  - Current service delivery is not interrupted
  - Ensure retention of the expertise and knowledge to deliver required services within Pierce County
  - No jobs or few jobs lost
- **Cons:**
  - Perception of creating an unfair advantage by service providers and oversight entities, especially after a competitive procurement process occurs and an award is made to this 501c3 that we helped form, even though there are no legal connections.
  - Increased expense of funds and time that will not have a direct benefit to TPCETC
  - Reduced time to focus on WIA and WIOA administration and transition

**Other Options:**

- Identify a community based organization to take over operations – violates the competitive procurement rules
- City of Tacoma or Pierce County take over the operational functions – conflict of interest and violates the competitive procurement rules

## Draft Proposed Regulations to be formally released on April 16, 2015

### One Stop Operator Selection:

- Very clear that the one stop operator **MUST** be competitively procured
- USDOL interprets the provision that says that WIBs may be a one stop operator provided that CLEOs and Governor agree, as an additional check for situations where a local board is selected to be the one stop operator as a result of the competitive process.
- Nothing prevents a local WIB from competing for and being selected as an operator.
- However, to ensure no real or apparent conflict of interest, local boards will need to have **ROBUST** conflict of interest policies as well as firewalls in place to ensure that the development and conduct of the board competition is kept separate and apart from the local board, particularly if the board is the current one stop operator
- In addition, the firewalls and conflict of interest policy must ensure that if selected as the operator, there are internal controls in place to ensure that the agency as the operator has oversight and management from a source other than itself. USDOL proposes the state to take on this role to avoid conflicts of interest with a local board certifying its own performance.

### One Stop Operator Role and Responsibilities

Pages 61-62

#### **e) ESTABLISHMENT OF ONE-STOP DELIVERY SYSTEM.—**

(1) **IN GENERAL.**—There shall be established in each local area in a State that receives an allotment under section 132(b) a one-stop delivery system, which shall—

(A) provide the career services described in section 134(c)(2);

(B) provide access to training services as described in section 134(c)(3), including serving as the point of access to training services for participants in accordance with section 134(c)(3)(G);

(C) provide access to the employment and training activities carried out under section 134(d), if any;

(D) provide access to programs and activities carried

out by one-stop partners described in subsection (b); and  
(E) provide access to the data, information, and analysis described in section 15(a) of the Wagner-Peyser Act (29 U.S.C. 491–2(a)) and all job search, placement, recruitment, and other labor exchange services authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.).

(2) ONE-STOP DELIVERY.—The one-stop delivery system—  
H. R. 803—62

(A) at a minimum, shall make each of the programs, services, and activities described in paragraph (1) accessible at not less than 1 physical center in each local area of the State; and

(B) may also make programs, services, and activities described in paragraph (1) available—

(i) through a network of affiliated sites that can provide 1 or more of the programs, services, and activities to individuals; and

(ii) through a network of eligible one-stop partners—

(I) in which each partner provides 1 or more of the programs, services, and activities to such individuals and is accessible at an affiliated site that consists of a physical location or an electronically or technologically linked access point; and

(II) that assures individuals that information on the availability of the career services will be available regardless of where the individuals initially enter the statewide workforce development system, including information made available through an access point described in subclause (I);

(C) may have specialized centers to address special needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters; and

(D) as applicable and practicable, shall make programs, services, and activities accessible to individuals through electronic means in a manner that improves efficiency, coordination, and quality in the delivery of one-stop partner services.

ONE-STOP PARTNERS.—

(1) REQUIRED PARTNERS.—

**(A) ROLES AND RESPONSIBILITIES OF ONE-STOP PARTNERS.—**

Each entity that carries out a program or activities described in subparagraph (B) in a local area shall—

- (i) provide access through the one-stop delivery system to such program or activities carried out by the entity, including making the career services described in section 134(c)(2) that are applicable to the program or activities available at the one-stop centers (in addition to any other appropriate locations);
- (ii) use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers in accordance with subsection (h);
- (iii) enter into a local memorandum of understanding with the local board, relating to the operation of the one-stop system, that meets the requirements of subsection (c);
- (iv) participate in the operation of the one-stop system consistent with the terms of the memorandum of understanding, the requirements of this title, and the requirements of the Federal laws authorizing the program or activities; and
- (v) provide representation on the State board to the extent provided under section 101.

## Notice of Proposed Rulemaking USDOL Specific

### Career Service Provider Selection:

679.410 (a)(1)(i)(ii)

Under what condition may local boards directly provide career services?

“A local board acting as a direct provider of services is not optimal, as the local board is designated to oversee the one stop system and its services, not provide them.”

Page 76 says:

However, unlike the selection of the one stop operators which is statutorily required to be competitively procured, there is no similarly clear statutory requirement for providers of career services. Therefore, the USDOL does not propose to require a competitive fail before the local boards may provide services.

At NAWB, the WWA met with Scott Cheney who reported that technical amendments will be pushed on a fast pace procedural method in the Senate and House – this is an area that Scott declared in Sept 2014 that will be fixed given the intent is that WIBs do not provide services

Under WIA, WorkForce Central performed both roles as the one stop operator and service provider – it is ideal for the one stop operator to also provide at least the job seeker services to ensure title 1 WIOA services are being delivered within the one stop system. Business services may be better delivered from a business oriented entity rather than a social service oriented entity. This could be the EDB, Chamber of Commerce, other business association.

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- (2) CAREER SERVICES.—  
(A) SERVICES PROVIDED.—Funds described in paragraph (1) shall be used to provide career services, which shall be available to individuals who are adults or dislocated

workers through the one-stop delivery system and shall, at a minimum, include—

- (i) determinations of whether the individuals are eligible to receive assistance under this subtitle;
- (ii) outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system;
- (iii) initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs;
- (iv) labor exchange services, including—
  - (I) job search and placement assistance and, in appropriate cases, career counseling, including—
    - (aa) provision of information on in-demand industry sectors and occupations; and
    - (bb) provision of information on nontraditional employment; and
  - (II) appropriate recruitment and other business services on behalf of employers, including small employers, in the local area, which services may include services described in this subsection, such as providing information and referral to specialized business services not traditionally offered through the one-stop delivery system;
- (v) provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, in appropriate cases, other workforce development programs;
- (vi) provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
  - (I) job vacancy listings in such labor market areas;
  - (II) information on job skills necessary to

obtain the jobs described in subclause (I); and (III) information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations; and

(vii) provision of performance information and program cost information on eligible providers of training services as described in section 122, provided by program, and eligible providers of youth workforce investment activities described in section 123, providers of adult education described in title II, providers of career and technical education activities at the postsecondary level, and career and technical education activities available to school dropouts, under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), and providers of vocational rehabilitation services described in title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);

(viii) provision of information, in formats that are usable by and understandable to one-stop center customers, regarding how the local area is performing on the local performance accountability measures described in section 116(c) and any additional performance information with respect to the one-stop delivery system in the local area;

(ix)(I) provision of information, in formats that are usable by and understandable to one-stop center customers, relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance under title XIX or XXI of the Social Security Act (42 U.S.C. 1396 et seq. and 1397aa et seq.), benefits under the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), assistance through the earned income tax credit under section 32 of the Internal Revenue Code of 1986, and assistance under a State program for temporary assistance for needy families funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) and other supportive services and transportation

provided through funds made available under such part, available in the local area; and

- (II) referral to the services or assistance described in subclause (I), as appropriate;
- (x) provision of information and assistance regarding filing claims for unemployment compensation;

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- (xi) assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under this Act;
- (xii) services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of—
  - (I) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
    - (aa) diagnostic testing and use of other assessment tools; and
    - (bb) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
  - (II) development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;
  - (III) group counseling;
  - (IV) individual counseling;
  - (V) career planning;
  - (VI) short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
  - (VII) internships and work experiences that are linked to careers;



(VIII) workforce preparation activities;  
(IX) financial literacy services, such as the activities described in section 129(b)(2)(D);  
(X) out-of-area job search assistance and relocation assistance; or  
(XI) English language acquisition and integrated education and training programs; and  
(xiii) followup services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

**Draft Proposed Rule Making § 679.250 describes the requirements for initial and subsequent designation of local areas that had been designated as local areas under WIA.**

Proposed § 679.250(a) implements sec. 106(b)(2) of WIOA that requires, during the first 2 full PYs following the enactment of WIOA, a Governor is to approve a request for initial designation from any local area designated as a local area under WIA as long as the entity was designated a local area under WIA, performed successfully, and maintained sustained fiscal integrity for 2 years prior to the enactment of WIOA. This provision requires the Governor to continue the designation of local areas that performed well and maintained sound fiscal practices under WIA. If a local area that was designated under WIA requests initial designation under WIOA but does not meet all of the requirements of § 679.250(a), the Governor has the discretion to approve the initial designation under WIOA or to redesignate the local area pursuant to the procedures described in § 679.240.

Proposed § 679.250(b) clarifies that initial designation applies to PYs 2015 and 2016, as per WIOA sec. 106.

Proposed § 679.250(c), in accordance with sec. 106(b)(3) of WIOA, describes the requirements for the subsequent designation of local workforce development areas that were initially designated under § 679.250(a). Specifically, the Governor must approve requests for subsequent designation as long as the local area performed successfully, sustained fiscal integrity, and in the case of a local area in a planning region, met the planning region requirements during the 2-year period of initial designation. Local areas that are able to demonstrate successful performance and fiscal integrity must be permitted to continue to operate and may not be redesignated without the consent of the Local Board and CEO in the local area.

Proposed § 679.250(d) describes the role of the Governor in reviewing a local area's subsequent designation. Paragraph (d)(1) permits the Governor to evaluate a local area at any time to ensure the local area continues to meet the requirements for subsequent eligibility at paragraph (c). Paragraph (d)(2) requires the Governor to review local areas to ensure they continue to satisfy the requirements at paragraph (2) as part of each 4-year State planning cycle. Sections 116(g)(2)(A) and 184(b)(1) of WIOA describe the required actions that the Governor must take in the event that a local workforce area fails to meet its negotiated levels of performance or does not comply with administrative requirements, respectively. Under these provisions the Governor retains the authority to take corrective action in light of failure of performance or fiscal management short of redesignation, and is not required to redesignate a local area that has failed to maintain the requirements of paragraph (c). Furthermore, the Governor may redesignate local areas at any time with the cooperation of the CEO and Local Board in a given local area.

Proposed § 679.250(e) presumes that local areas will be considered to have requested continued designation unless the CEO and the Local Board directly notify the Governor that they no longer wish operate as a local area. This newly proposed paragraph reduces the administrative burden of maintaining local area status, while still holding local areas accountable to the requirements of paragraph (c).

Proposed § 679.250(f) specifies that the requirements for subsequent designation do not apply to local areas that are designated or redesignated under § 679.240 or are single-area States designated under § 679.270.

Proposed § 679.250(g) clarifies that rural concentrated employment programs are not eligible to apply for initial designation as a local area. WIOA allows any unit of local government (or combination of units of local government) to request designation as a local area; however, unlike under WIA, this provision does not extend to rural concentrated employment programs.

## **Program Year 2015/Fiscal Year 2016 Budget Explanation**

WIOA youth, adult and dislocated worker funds are controlled by the WDC and WorkForce Central Executive Board.

WIOA required Partners, Wagner Peyser, Adult Basic Education/Adult Literacy, and Division of Vocational Rehabilitation are mandated to financially support local service delivery system through a Memorandum of Understanding and Resource Sharing Agreement to be in place by July 1, 2016. Other public/private/philanthropic partners are welcomed and will be solicited.

WIOA youth funds come to us in one allocation – supposed to be April of each program year, which means youth services can begin April 1<sup>st</sup> of each year. However we have chosen to have these services go from July 1<sup>st</sup> -June 30<sup>th</sup> of each year because of delay in youth funding, because it keeps it aligned with adult and dislocated worker budgeting and program time frames.

WIOA adult and dislocated worker funds come in two allocations, called:

1. Program Year – these are called base funds that are effective July 1<sup>st</sup> and is 25% of or total allocation.
2. Fiscal Year – these are called advanced funds that are effective October 1<sup>st</sup>. These funds are provided in federal appropriations act passed by congress during the fiscal year immediately before the fiscal year when the funds are available.
3. Each year we get an allocation of new funds. We have two years to fully expend each year's allocation.
4. Each June 30<sup>th</sup> we must show that the current year's allocation is at 80% expended/obligated – the governor may recapture funds if we do not hit this threshold.

## PY15/FY16 Investment Areas Based on WDC and WorkForce Central Executive Board Priorities

### Adult and Dislocated Worker Budget Explanation:

1. **Implementation of WIOA mandated Responsibilities for CLEOs and WDC:** WIOA calls for additional responsibilities. Below are expectations that will need to be supported primarily by staff and/or external experts:
  - ✓ Develop a 4 year regional unified plan
  - ✓ Conduct workforce research and regional labor market analysis
  - ✓ Convene, broker and leverage stakeholders and assets
  - ✓ Lead employer engagement
  - ✓ Lead Career pathways development and implementation with secondary and post secondary partners
  - ✓ Lead efforts to identify and promote proven and promising practices
  - ✓ Develop technology based strategies for service access, engagement and delivery
  - ✓ Oversee the local service delivery system and programs
  - ✓ Negotiate local performance accountability
  - ✓ Select one stop system operator(s) and provider(s)
  - ✓ Select youth provider(s)
  - ✓ Identify eligible training providers
  - ✓ Ensure consumer choice
  - ✓ Coordinate with education providers
  - ✓ Approve and oversee budget and comply with federal/state/local laws and regulations in the administration of WIOA
  
2. **Compliance/Monitoring/Contracting/Performance/Data Management:** Federal funds come with many rules and regulations with which we are required to comply. As such we are required to conduct regular monitoring of all service providers/operators to ensure they comply with federal/state/local rules and regulations, procure services and goods that meet all regulations, ensure data is entered appropriately and correctly in to the state data management system, oversee performance, provide technical assistance so that we meet or exceed our federal, state and local performance measures, and issue new and/or revise local polices.
  
3. **Sector Partnerships and Business Services:** Supports business services that are integrated with our economic development partnerships. Services include the following:
  - Develop strategies for attracting & retraining workers
  - Connect employers to partners with diverse populations
  - Advertise, recruit, screen and assess job candidates
  - Host employer events

- Focus groups & forums
- Employer presentations
- Hiring events
- Job fairs
- Deliver customized services (WIRB example)
- Perform proactive recruitments
- Administer testing
- Conduct pre-employment checks
- Develop customized solutions (WIRB)

In the new year there will be an emphasis on assisting small to mid size businesses. In addition, business services support our existing healthcare, construction and advanced manufacturing sector partnerships and new partnerships.

4. **Demand Training:** These investments will support job seekers needing support to attend any high demand training through Individual Training Accounts rather than cohorts.
5. **Targeted Sector Training:** These investments will add to investments we have already made to date to provide fully paid training to job seekers wishing to go into demand occupations specific to one of our demand sectors. These are generally cohort training like manufacturing academy, nursing training. We can look at expanding short term training in additional sectors.
6. **Incumbent Worker Training:** Unlike WIA, WIOA allows us to provide incumbent worker training (training to current workers to advance skills and pay or avert possible lay off). WIOA requires employers to match WIOA funds based on the number of employees they have. These funds will support our award winning career coach program that operates in partnership with our healthcare partners. In addition, these funds will allow us to pilot new partnerships with stakeholders from a different sector.
7. **Resource Development:** As we know, federal funds continue to decline and we need to continue to seek additional resources to address our workforce development needs.
8. **Service Delivery via Technology:** This was a priority that the Executive Board and WDC established for this current budget. WIOA now calls for focus and investment in technology based solutions for service access, engagement and delivery which means we need to continue to invest in solutions.
9. **Economic Development Partnerships:** We have formed a strategic and operational partnership with the Tacoma-Pierce County Chamber of Commerce to increase the employment rate of our veterans. This investment will allow us to continue this partnership but at \$30,000 reduced

rate, from \$80,000. Also we have initiated a new partnership with the World Trade Center and this investment will allow us to build this partnership in year two.

10. **Mitigation PY15/FY16:** Each budget cycle, the WorkForce Central Executive Board and WDC decide how much “savings” they would like to have to mitigate cuts for the following year or should there be unanticipated opportunities that these funds can support. We can be less conservative this year because the federal political and fiscal environment has stabilized unlike during the 2010-2031 period.

### **Youth Budget Definition Not Included Above**

**WDC Youth Committee Staff Support:** Under WIA when we had a Youth Council Coordinator whose primary role was to provide staff support that includes meeting preparation and logistics, research best practices, recruit members, etc, we anticipate the same staffing need under WIOA as the WDC Youth and Young Adult Committee and any taskforces that this committee forms will need intensive staffing support in order to fully engage stakeholders and meet the mandates of WIOA.

**Work base Training:** WIOA mandates no less than 20% of the youth funding be used to support work base training. This includes paid work experience, internships, job shadows, on the job training, apprenticeship training.

**Essential Skills Development Pilot:** Given the discussion at the WDC February 2015 meeting about whether essential/soft skills are skills or are they developmental skills/traits, we would like to pilot a new approach in developing these skills/traits as we look at them through the nontraditional lense.

**Annual Jobfest:** These funds will support the third annual young adult career/hiring fair.

**Summer Jobs 253:** Mayor Strickland’s youth initiative – this supports the third year of helping 150 city of Tacoma young adults learn through a paid summer job.

**Career Link:** This web based portal and initiative matches young adults’ career interests with opportunities provided by local private, public, nonprofit businesses. These opportunities include job shadows, internships, work experience, in class presentations, summer employment, part and full time employment, career exploration, etc.

## **WFC Board Priorities for PY14/FY15 Budget Deliberation**

### **1. Keep employers engaged**

- Business Connection Services/WorkForce Central Integration with the Tacoma-Pierce County Economic Development Board
  - Recruitments for current, expanding, new businesses like: Niagra, Amazon, Milgard, ST Fabrication, General Plastics, WIRB, ShelterLogic, Simpson, PNW Baking
- Healthcare and Construction Partnership Councils (Annual Career Days)
- Manufacturing Academy
- Rapid Response Services
- Healthcare Career Coach Program (MultiCare, Tacoma Lutheran Retirement Community)
- Job Skills Program Partnership (Colleges/Business like Interstate Transportation)
- TOOL Center
- Introduction to Manufacturing (Pierce County Skills Center and Clover Park)
- Career Link (bridging local businesses with our secondary system)
- Diesel mechanic and other training cohorts for high demand training/occupations

### **2. Continue high profile events to increase visibility like Boots2Work**

- Annual Healthcare Career Day
- Annual construction/manufacturing/logistics/utilities Career Fair Day
- Jobfest career fair for young adults
- Boots2Work

### **3. Improve on outreach to job seekers**

- 2013 began using social media
- Face to face interactions with community stakeholders (one on one, group meetings)

### **4. Ensure strong ROI on what we are investing in, like manufacturing academy**

- Manufacturing Academy
- Introduction to Manufacturing (Pierce County Skills Center and Clover Park)
- Diesel mechanic and other training cohorts for high demand training/occupations/sectors

**5. Increase k-12 connection – support hands on learning**

- Orting School District Partnership – transport rural students to take advantage of the Pierce County Skills Center
- TOOL Center
- Career Link (brings local business opportunities like job shadow, internships, jobs to secondary school system)
- Pursuing transportation solutions to get young adults to and from the Pierce County Skills Center
- WIA Youth investments for comprehensive services include work experience, on the job training, and internships

**6. Expand summer youth employment**

- WDC Youth Council matched City of Tacoma's \$50,000 for 2014
- WorkForce Central participates on the planning and doing team along with the Tacoma School District, REACH, and City of Tacoma representatives.

**7. Effectively use technology to deploy service delivery**

- 2014 investments will be made to collect and assess what is already available, prepare and execute a plan to deploy

**8. Diversify workforce funds through revenue generation**

- Investments for the new year will reflect an increase to continue to aggressively pursue public funds
- Growth Partnership Resource Development Team has formed and will collaboratively pursue funds
- Opportunities to generate non-public revenue exists:
  - Business services fee for service
  - Military transition training in partnership with Mark Fisher
  - Maryland Workforce Investment Board's Workforce Excellence curriculum
  - Career Coaching Services to non-low income population



**WIA Formula Adult & DW  
Program Year 2015 / Fiscal Year 2016**

**Draft Budget Version 1 - April 2015 Executive Board and WDC Deliberations**

	ADULT	DW	Total
<b>REVENUE</b>			
Projected Formula Funding	\$ 1,580,300	\$ 1,369,625	\$ 2,949,925
PY14/FY15 Carry-in Funds	\$ 764,049	\$ 1,137,381	\$ 1,901,430
Less PY14/FY15 Carry-in Obligations	\$ (618,439)	\$ (1,182,217)	\$ (1,800,656)
PY14/FY15 Mitigation	\$ 161,254	\$ 167,233	\$ 328,487
PY14/FY15 Rapid Response Mitigation Funds	\$ -	\$ 242,599	\$ 242,599
<b>Total Funds Available</b>	<b>\$ 1,887,164</b>	<b>\$ 1,734,621</b>	<b>\$ 3,621,785</b>
<b>INVESTMENT AREAS</b>			
<b>INVESTMENT TOTALS</b>			
Implementation of WIOA Mandated Responsibilities for CLEOs and WDC	\$ 500,000	\$ 600,000	\$ 1,100,000
Compliance/Monitoring/Contracting/Performance/Data Management	\$ 150,000	\$ 150,000	\$ 300,000
Sector Partnerships and Business Services	\$ 620,986	\$ 461,881	\$ 1,082,867
Demand Training	\$ 247,644	\$ 274,260	\$ 521,904
Targeted Sector Training	\$ 65,000	\$ 50,000	\$ 115,000
Incumbent Worker Training	\$ 94,519	\$ -	\$ 94,519
Resource Development	\$ 30,000	\$ 30,000	\$ 60,000
Service Delivery via Technology	\$ 50,000	\$ 50,000	\$ 100,000
Economic Development Partnerships	\$ 50,000	\$ 50,000	\$ 100,000
5% Mitigation PY14/FY15	\$ 79,015	\$ 68,480	\$ 147,495
<b>Total Budget Need</b>	<b>\$ 1,887,164</b>	<b>\$ 1,734,621</b>	<b>\$ 3,621,785</b>

**DETAIL CARRY-IN OBLIGATIONS**

Pierce County Library System	-	83,300	83,300
Contract Training/Services	40,488	60,733	101,221
Clover Park - Pre Manufacturing & Engineering Academy (3 Cohorts/60 trainees)	61,312	91,968	153,280
Bates Technical - CDL Class A (12 trainees)	43,700	65,549	109,249
Sheet Metal Production (8 trainees)	16,550	24,824	41,374
Architectural Woodworking (8 trainees)	18,797	28,195	46,992
Pierce College - I-Best (6 Cohorts/60 Trainees)	120,754	181,130	301,884
JATC Ironworkers - Pre-apprenticeship (6 Cohorts/120 trainees)	158,400	237,600	396,000
Manufacturing Academy 2014	6,000	-	6,000
Hydroponics-Mimms Academy (15 trainees)	10,500	-	10,500
Aerospace Academy	81,901	-	81,901
Small Business Assistance (Cohort)	5,000	25,000	30,000
Tool Center	55,038	-	55,038
JobFit	-	12,000	12,000
Kurt Jacobson Growth Partnership Branding	-	825	825
Boot 2 Work - Event	-	4,500	4,500
Boot 2 Shoes	-	50,000	50,000
AJAC Manufacturing Academy 2015 (68 trainees)	-	276,592	276,592
World Trade Center - Tacoma	-	40,000	40,000
Sub-Total	618,439	1,182,217	1,800,656

WIA Youth Budget

Program Year 2015

Draft Budget Version 1 - April 2015 Executive Board and WDC Deliberations

	Out of School	In School	Total
<b>REVENUE</b>			
Projected Formula Funding	1,251,728	417,243	1,668,970
Mitigation for PY14/FY15	126,436	42,145	168,581
PY14 Carry-in Funds	612,878	204,293	817,170
Less PY14 Carry-in Obligations	(493,376)	(135,459)	(628,835)
<b>Total Funds Available</b>	<b>1,497,665</b>	<b>528,222</b>	<b>2,025,886</b>
<b>INVESTMENT AREAS</b>			
<b>INVESTMENT TOTALS</b>			
Sector Partnerships and Business Services	197,361	72,454	269,815
Compliance/Monitoring/Contracting/Performance/Data Management	87,930	29,310	117,240
WDC Youth Committee Staff Support	70,110	23,370	93,480
Implementation of WIOA Mandated Responsibilities for CLEOS and WDC	77,500	12,500	\$ 90,000
Youth Operator - Rescare second year award	800,000	200,000	1,000,000
Workbase Training - required by law a min of 20%	100,346	43,449	143,795
Essential Skills Development Pilot	-	50,000	50,000
Sector Training	56,883	45,295	102,178
Annual JobFest	-	6,000	6,000
Summer 253	37,500	12,500	50,000
Career Link	22,500	7,500	30,000
Service Delivery System via Technology	22,500	17,500	40,000
2% Mitigation for more and/or future cuts	25,035	8,345	33,379
<b>Total Budget Need (6.35 FTEs)</b>	<b>1,497,665</b>	<b>528,222</b>	<b>2,025,887</b>
<b>(Over)/Under budgeted funds</b>			
<b>% Budgeted Out of School/In School - percentage includes prior year funds</b>	<b>74.0%</b>	<b>26.0%</b>	<b>100.0%</b>

**DETAIL CARRY-IN OBLIGATIONS**

	Out of School	In School	Total
Youth Operator - ResCare first year award	348,000	87,000	435,000
Resource Development 2014	2,475	825	3,300
Manchester Bidwell	46,875	15,625	62,500
Service Delivery via Technology	11,936	3,979	15,915
Youth Council K1-12	11,250	3,750	15,000
Summer 253	58,778	19,593	78,370
CareeLink	14,063	4,688	18,750
	-	-	-
Sub-Total	493,376	135,459	628,835

**WDC Adult/DW Strategic Dashboard Report for Program Year (PY) 2014 (July 2014-2015)**

Measures	Annual Goal	Quarterly Outcomes					YTD Total/%	Comments/ Action Plans		
		1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr					
<b>No Jobs Unfilled</b>										
<b>Objective 1:</b> <i>Increase employer engagement with the workforce development system.</i>	• Receive 80 business referrals from the Economic Development Board (EDB) and partners and maintain the position as the most referred source for the EDB	80	A16/P20	A21/P20	A16/P20	A/P20	53/66.25%	<b>Action Plan:</b> To meet Dashboard goals, WFC rep will engage employers in the 4 <sup>th</sup> qtr during the upcoming US Open to talk about workforce development needs using the onsite suite provided by EDB. Manager will review to ensure compliance with the goal.		
	• Convene and facilitate 6 focus groups/roundtables for employers	6	A2/P2	A1/P2	A0/P1	A/P1	3/50%	<b>Action plan:</b> Conduct three focus groups/roundtables this quarter.		
	• Provide 3 engagement activities per year with each partner council (PC Construction Partnership and PC Healthcare Council), while retaining 90% of their membership, and adding strategic partners as appropriate (6 total)	6	A2/P2	A1/P2	A2/P1	A/P1	5/83.33%	Regularly scheduled meetings throughout the year		
<b>Objective 2:</b> <i>Direct coordinated business services to support employer needs.</i>	• Provide 600 employer services to 220 businesses	600	A267/P150	A152/P150	A135/P150	A/P150	554/92.33%	On track		
	• List 600 job openings for businesses and place 300 job applicants in open positions	220	A139/P55	A29/P55	A35/P55	A/P55	203/92.27%	On track Amazon, REI Seasonal, TB Pennick, Pierce County Elections		
		600	A623/P150	A46/P150	A78/P150	A/P150	747/124.5%			
	• Provide \$50,000 of customized value-added services, which are not fully supported by public resources	300 \$50,000	A347/P75 A\$11,513/ P\$12,500	A99/P75 A\$14,301/ P\$12,500	A53/P75 A\$2,724/ P\$12,500	A/P75 A/P\$12,500	499/166.33% \$28,538/ 57.07%	<b>Action Plan:</b> Assigned one staff from service delivery to do dedicated strategic sales outreach. Remaining staff will continue to aggressively grow this deliverable		
<b>Objective 3:</b> <i>Support job seekers to gain and retain employment</i>	• Place 190 WIA job seekers in employment	190	A58/P48	A48/P48	A29/P47	A/P47	135/71.05%	<b>Action Plan:</b> We are working closely with Business Services staff to identify employers		

**WDC Adult/DW Strategic Dashboard Report for Program Year (PY) 2014 (July 2014-2015)**

Measures	Annual Goal	Quarterly Outcomes					YTD Total/%	Comments/ Action Plans		
		1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr					
								who might have positions available for these individuals who have recently completed training		
<ul style="list-style-type: none"> <li>Provide up to 12 months of follow-up services following exit to 220 WIA participants</li> </ul>	220	A74/P55	A79/P55	A35/P55	A/P55	188/85.45%	The operations department is currently on track to meet follow-up goals.	↑		
<ul style="list-style-type: none"> <li>Place 103 transitioning military personnel into employment through Camo2Commerce</li> </ul>	103	A18/P26	A35/P26	A68/P26	A/P25	121/117.47%	306 enrolled	↑		
<ul style="list-style-type: none"> <li>Place 42 long term unemployed individuals into employment through Rapid Response LTU grant</li> </ul>	42	A0/P11	A5/P11	A17/P10	A/P10	22/52.38%	<b>Action Plan:</b> The numbers are low because we are having a hard time finding LTU. Recruitment team is conducting outreach in all areas of Pierce County to market services. ESD is providing email outreach/flyers to claimants sending information to RRLTU applicants on WFC's behalf. Operations is working closely with Business Services to find employers to match with enrolled LTU population for OJT's, Internships, and WEX's.	↓		


**WDC Adult/DW Strategic Dashboard Report for Program Year (PY) 2014 (July 2014-2015)**

Measures	Annual Goal	Quarterly Outcomes					YTD Total/%	Comments/ Action Plans		
		1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr					
	<ul style="list-style-type: none"> <li>Increase visibility and outreach to community through electronic means such as social media, website, newsletters, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Send quarterly newsletter to external constituents</li> <li>Post to social media sites an average of 3 times per week.</li> </ul>	Researching best approaches to newsletter – Goal to begin in 2 <sup>nd</sup> Q Facebook: 5.8 average posts Twitter: 10.3 average posts	Newsletter – Sent 12.17 Facebook – 6per wk Twitter – 5 per wk	Newsletter in progress Facebook: avg 3.5/wk Twitter: avg 4.7/wk		N/A			
<b>Targeted Sector Training</b>										
<b>Objective 1:</b> <i>Develop and execute training programs within targeted industries specific to employers needs.</i>	<ul style="list-style-type: none"> <li>Implement 2 sector training programs (academies) for in-demand industries while leveraging external funding</li> </ul>	2	A2/P0	A1/P1	A1/P1	A/P0	4/200%	TOOL/MFG Academies		↑
	<ul style="list-style-type: none"> <li>Partner with Pacific Mountain WDC to provide training opportunities to at least 81 transitioning military personnel participants through Camo2Commerce grant funding (cohort, academy, certificate, OJT)</li> </ul>	81	A30/P21	A16/P20	A72/P20	A/P20	118/145.67%	Data Center Tech, IT Help Desk Heroes Fellowship Corporate Academy		↑
	<ul style="list-style-type: none"> <li>Increase training capacity in 4 short-term certification programs targeting in-demand occupations</li> </ul>	4	A0/P1	A0/P1	A2/P1	A/P1	2/50%	<b>Action plan:</b> Conduct 2 trainings this quarter. One in NAC and the other Customer Service.		↓
	<ul style="list-style-type: none"> <li>Provide training to 65 healthcare employees through the Career Coach Program</li> </ul>	65	A60/P17	A5/P16	A0/P16	A/P16	65/100%	On Target		↑
	<ul style="list-style-type: none"> <li>Provide career development services to 400 healthcare employees</li> </ul>	400	A290/P100	A112/P100	A114/P100	A/P100	516/129%	Ahead of target		↑
	<ul style="list-style-type: none"> <li>Assess feasibility of offering training through the Manchester Bidwell model</li> </ul>	<ul style="list-style-type: none"> <li>Finalize funding</li> <li>Begin feasibility study</li> </ul>	N/A					Feasibility study has started		↑
<b>In Demand Training</b>										
<b>Objective 1:</b> <i>Enable job seekers to identify pathways to career success.</i>	<ul style="list-style-type: none"> <li>Provide career development workshops to 1500 job seekers, and resume screening to 15,000 job seekers</li> </ul>	1,500	A464/P375	A512/P375	A195/P375	A/P375	1,171/78.06%	Rolling total, all searchable for job match		↑
		15,000	A18,936/P3,750	A4,816/P3,750	A1,936/P3,750	A/P3,750	25,688/171.25%			↑
	<ul style="list-style-type: none"> <li>Conduct 2 career fairs serving 1000 adult job seekers with an emphasis on veterans</li> </ul>	2	A1P1	A0/P0	A1/P1	A/P0	2/100%	On track-Jobfest is scheduled for this month		↑
		1,000	A549/P250	A0/P250	A60/P250	A/P250	609/60.90%	B2W Military Career Fair planning continues in April for August		→

**WDC Adult/DW Strategic Dashboard Report for Program Year (PY) 2014 (July 2014-2015)**

Measures	Annual Goal	Quarterly Outcomes					YTD Total/%	Comments/ Action Plans		
		1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr					
<ul style="list-style-type: none"> <li>Provide funding opportunities, through the use of Individual Training Accounts (ITAs), for 150 students attending local colleges and technical schools</li> </ul>	150	A131/P38	A45/P37	A36/P38	A/P37	212/141.33%	Working with local community and technical colleges to communicate funding is available to students.	↑		
<b>Compliance</b>										
<b>Objective 1:</b> <i>Comply with federal, state and local regulations and policies.</i>	<ul style="list-style-type: none"> <li>Continue designation as low risk by the State Auditor's Office (SAO) (Annual Audit)</li> </ul>	Low-risk designation	In compliance	In compliance	In compliance		1 finding related to DOL audit - finding for not classifying sponsorship funding appropriately.	↑		
	<ul style="list-style-type: none"> <li>Comply with all WIA regulations</li> </ul>	100 percent compliance	In compliance	In compliance	In compliance			↑		
	<ul style="list-style-type: none"> <li>Resolve all ESD and DOL findings by the end of the PY</li> </ul>	100 percent resolution		85% resolved	85% resolved		We are still awaiting communication from ESD	↑		
	<ul style="list-style-type: none"> <li>Monitor 2 WFC contractors and subcontractors by the end of the PY (Annual)</li> </ul>	2	A0/P1	A0/P0	A2/P1	A/P0	2/100%	WFC WIA Adult and Dislocated Worker Programs Program Monitoring began March 30 <sup>th</sup> with an anticipated completion date of April 24 <sup>th</sup> , 2015	↑	
<b>Strategic Partnerships</b>										
<b>Objective 1:</b> <i>Form and maintain strategic public and private partnerships to strengthen regional competitiveness, leverage resources and create jobs.</i>	<ul style="list-style-type: none"> <li>Convene quarterly forums with Pierce and Thurston County business leaders to oversee coordinated services offered to military personnel</li> </ul>	4	A1/P1	A2/P1	A2/P1	A/P1	5/125%	WSSFL Summit, C2C Outreach events 2 per quarter,	↑	
	<ul style="list-style-type: none"> <li>Convene the Tacoma-Pierce County Growth Partnership (TPCGP) to implement strategies to maximize collaborative impact through alignment of services, messaging, and resource development</li> </ul>	<ul style="list-style-type: none"> <li>Monthly updates</li> <li>Submit 3-5 grant proposals</li> <li>Identify 1 partner organization to share TPCGP responsibility</li> </ul>	2 grants 8 partners 1 update	4 grants 20 partners 3 initiatives	4 grants 20 partners 2 initiatives		One grant submitted, three being developed. Initiatives to raise median household income in the Hilltop and among Latinos are being implemented	↑		
	<ul style="list-style-type: none"> <li>Identify goals, assess available options, and begin executing a three-year plan for delivering services using technology</li> </ul>	<ul style="list-style-type: none"> <li>Completed plan</li> <li>Begin strategy execution</li> </ul>	IT Candidate offered position – waiting for decision	Assessment in progress	Plan in progress. RFQ in progress		Plan is being developed	↑		
	<ul style="list-style-type: none"> <li>Partner with the Chamber of Commerce to promote the hiring of veterans and military spouses by Chamber</li> </ul>	3 Events: <ul style="list-style-type: none"> <li>2 Military Affairs breakfast</li> </ul>	A1/P1	A1/P1	A2/P1	A/P0	4/133.33%	1 Military Affairs Breakfast in 2rd Qtr, 1	↑	

**WDC Adult/DW Strategic Dashboard Report for Program Year (PY) 2014 (July 2014-2015)**

Measures	Annual Goal	Quarterly Outcomes					YTD Total/%	Comments/ Action Plans		
		1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr					
members and other businesses	events • 1 WFC luncheon							monthly networking event in January, 1 Military Affairs luncheon		
<ul style="list-style-type: none"> <li>Connect 75 businesses and K-12 through Career Link</li> </ul>	75	A38/P19	A0/P19	A8/P19	A/P18	46/61.33%	<b>Action Plan:</b> Staff will in progress of writing a plan to meet target 			

KEY Elements of an Effective Workforce Service Delivery System

1. Meet demands of employers
2. Proactive approach to understanding and responding to business needs for talent – Easy for business users to access services – ensure quality services
3. Ensure measurable outcomes – Key outcomes for Mayor Strickland and County Executive McCarthy are (1) reducing unemployment rate and (2) raising median household income
4. One touch system for all customers – one place to go to get connected to services one needs
5. Identify, grow and replicate best practices (i.e. manufacturing academy, career coaching, etc) in existing industry and other sectors
6. Help all customers understand that STEM is relevant and important in all sectors and careers – show specific careers and pathways
7. Identify skills needed by employers and train to these skills – may not need a traditional degree or certification to be skilled up for available jobs (i.e. may not need engineering degree to work in an advanced manufacturing company - similar concept as manufacturing academy)
8. Offer more industry certifications, rather than degrees/traditional certifications – i.e. cyber security is a growing focus – Pierce County can become a hub for talent
9. Better understand how young adults view work/work culture and respond to the need by reprogramming services (do focus groups)
  - a. Awareness/exposure
  - b. Career pathways
  - c. Make available paid entry level jobs that are not traditionally offered to young adults
10. Message ALL education and training options not just 4 year programs (target military, young adults, adults, community)
11. Pilot practices to see what works and then expand/replicate i.e. Niagara wants to pilot a junior mechanic program – on the job training model
12. Regional approach/view is o.k. (if people can prepare to work in another county but live in our county, it is ok)
13. Provide viable career pathways and support for people with barriers like those with felony convictions
14. Essential skills (soft skills) and work experience
15. Increase effective leadership skills of front line supervisors
16. Help job seekers understand what an industry and careers within the industry is really like/looks like/feels like
17. Increase business engagement
  - a. We need to ask them to participate specifically
  - b. Provide Technical assistance and support
  - c. Educate/outreach to businesses to better explain how they can be engaged
18. Help 16-24 year olds move into first job and upward from there
19. Message that all work is valuable and that there are multiple paths to different careers
20. Identify transferable skills from formal/informal training that can qualify an individual for available jobs (i.e. a young adult with robotics work may have skills in careers that need programming, designing skills that advanced manufacturers need)



## WDC Priority Focus

WDC Meetings: 2/19/15, 3/19/15

1. Look at essential (soft) skills as developmental skills or traits which may drive how we address some of these
2. Focus on 16-24 year old population
3. Deploy sector specific strategies and demand occupations
4. Take an inventory of all available jobs in Pierce County, assess our workforce's ability to be competitive for these jobs, match those with skills/competencies/education to available jobs and then address the skills gaps for the others – use data to drive strategies
5. Replicate the manufacturing academy model – get groups of employers from similar industry/sector together, identify common skills needed, then set up training – get the training certified so GI bills, financial aid, etc can pay for training
6. Help employers question why they may NOT need a resume, not all jobs need a resume – this way we can spend our investment and time with skills training instead
7. Use data to target underrepresented people and skill them up for jobs
8. Increase awareness of all sectors and occupations and how to navigate to get to the various occupations
9. Increase businesses to small businesses – let's survey what they may need as it may be different than the mid to larger size businesses
10. Help job seekers who interviewed but did not get job offer – i.e. did not pass required math test
11. Work with companies to identify and change language in job descriptions that may not represent the required knowledge, skills, and competencies or may “scare” off potential applicants.

Pierce County Workforce Development Committee  
Membership, Purpose, Duties & Responsibilities  
4-7-15

**WDC Coordinating Committee**

**Chair:** Eric Hahn

**Vice Chair:** Joyce Conner

**Business Services Committee Chair:** Dave Lawson

**Adult Services Committee Chair:** Robin Baker

**Youth & Young Adults Committee Chair:** April Gibson

**One-Stop Committee Chair:** Ron Thalheimer

**Business, Adult, Youth and One-Stop Committee Vice Chairs:** To be determined by full committees.

**Lead WorkForce Central Staff Person:** Linda Nguyen, Manager; [lnguyen@workforce-central.org](mailto:lnguyen@workforce-central.org)  
Deborah Howell, CAO, [dhowell@workforce-central.org](mailto:dhowell@workforce-central.org)

**WIOA Staff:** Cheri Loiland, WIOA Chief Transition Officer, [cloiland@workforce-central.org](mailto:cloiland@workforce-central.org)

**Administrative Support:** Pam Carter, Executive Assistant; [pcarter@workforce-central.org](mailto:pcarter@workforce-central.org)

**Meeting:** Second Tuesday of each month - 3-4:30 p.m.

**Purpose of the WDC Coordinating Committee:**

The purpose of the Coordinating Committee is to coordinate the work of the WDC and provide leadership to its committees in carrying out its workforce development activities.

**Committee Duties & Responsibilities:**

- Assist the WDC in providing leadership in the over-all planning, implementation, and performance of the WIOA system activities and programs.
- Follow progress of the State WTECB and its Steering Committee for relevant planning, information and guidance.
- Collect and review workforce data and best practices for data-driven and evidence-based recommendation and decision making.
- Assist with the Identification of key pathways and sectors.
- Assist with vetting the process for obtaining a workforce system operator.
- Create an Eligible Training Provider List (ETPL).
- Review and combined gathered outcomes for the Local plan from other local WDC WIOA planning committees.
- Bring a draft WIOA local plan to the WDC in a timely manner that the WIOA requirements and provide a dynamic, innovative and effective workforce system of activities and programs to our local community for the WDC's input and final approval.
- Assist with the monitoring of the workforce system's performance measures and its continuous improvement processes once the new WIOA system is in place.
- Review and recommend certification of the American Job Center one-stop system and any affiliations.
- Review and approve any proposed changes to the WDC bylaws.
- Create task forces or sub-committees as needed.

Pierce County Workforce Development Committee  
Membership, Purpose, Duties & Responsibilities  
4-7-15

**WDC Business Services Development Committee**

**Chair:** Dave Lawson

**Vice Chair:** To be determined at first full committee meeting

**WDC Members:** Scott Haas, Darci Gibson, Bruce Kendall, Mark Martinez, Patty Rose

**Other Committee Members:** To be determined in April 2015

**Lead WorkForce Central Staff Person:** Andy Wells, Manager; awells@workforce-central.org

**WIOA Staff:** Cheri Loiland, WIOA Chief Transition Officer, cloiland@workforce-central.org

**Administrative Support:** Debbie Lean, Executive Assistant; dlean@workforce-central.org

**Meeting:** Fourth Monday of each month - 8:00-9:30 a.m.

**Purpose of the WDC Business Services Committee:**

The purpose of the Business Services Committee is to provide the WDC of Pierce County with assistance in the planning, implementation, and performance of employer engagement and economic development in the WIOA workforce system.

**Committee Duties & Responsibilities:**

- Assist the WDC Coordinating Committee in activities related to employer engagement and economic development activities.
- Select a vice chair from within the committee.
- Follow progress of the State WTECB Board for relevant planning, information and guidance.
- Provide leadership and business/labor representation in developing the local workforce development plan related to employer engagement and economic development.
- Share, collect and review workforce data and best practices for data-driven and evidence-based recommendations and decision making.
- Provide input on career pathways, sector strategies, incumbent worker training, work-based learning.
- Represent the various industries sectors within our community.
- Provide ongoing input into the implementation and performance of the local plan activities.
- Provide updates to the Coordinating Committee.
- Assist with other activities as requested by the Coordinating Committee.
- Create task forces or sub-committees as needed.

Pierce County Workforce Development Committee  
Membership, Purpose, Duties & Responsibilities  
4-7-15

**WDC Adult Services Committee**

**Chair:** Robin Baker

**Vice Chair:** To be determined at first full committee meeting

**WDC Committee Members:** Dona Ponепinto, Mike Johnson, Sharon Ness

**Other Committee Members:** To be determined in April 2015

**Lead WorkForce Central Staff Person:** LaTanya Huey, Manager; lhuey@workforce-central.org

**WIOA Staff:** Cheri Loiland, WIOA Chief Transition Officer, cloiland@workforce-central.org

**Administrative Support:** Debbie Lean, Executive Assistant; dlean@workforce-central.org

**Meeting:** First Wednesday of the month - 2:30-4:30 p.m.

**Purpose of WDC Adult Services Committee:**

The purpose of the Adult Services Committee is to provide the WDC of Pierce County with assistance in the planning, implementation, and performance of Adult Services in the WIOA workforce system. The chair of this committee will be a member of the WDC appointed by the WDC chair.

**Committee Duties & Responsibilities of the WDC Adult Services Committee:**

- Assist the WDC Coordinating Committee in activities related to workforce development activities and services for adults.
- Select a vice chair from within the committee.
- Follow progress of the State WTECB Board for relevant planning, information and guidance.
- Provide leadership and partner representation in developing the adult services elements and the one stop system elements of the WIOA Local Plan.
- Share, collect and review workforce data and best practices for data-driven and evidence-based recommendations and decision making.
- Recommend strategies that lead to economic self-sufficiency.
- Provide input on adult basic education and training activities.
- Provide representation for adult populations in need of workforce development services.
- Provide input related to the Eligible Training Provider List (ETPL).
- Provide ongoing input into the implementation and performance of the local plan activities.
- Provide updates to the Coordinating Committee.
- Assist with other activities as requested by the Coordinating Committee.
- Create task forces or sub-committees as needed.

Pierce County Workforce Development Committee  
Membership, Purpose, Duties & Responsibilities  
4-7-15

**WDC Youth and Young Adult Services Committee**

**Chair:** April Gibson

**Vice Chair:** To be determined at first full committee meeting

**WDC Committee Members:** Mike Johnson, Sharon Ness, Dona Ponepinto

**Other Committee Members:** To be determined in April 2015

**Lead WorkForce Central Staff Person:**

**Lead WorkForce Central Staff Person:** Brent Capatch, Coordinator; bcapatach@workforce-central.org

**WIOA Staff:** Cheri Loiland, WIOA Chief Transition Officer, cloiland@workforce-central.org

**Administrative Support:** Debbie Lean, Executive Assistant; dlean@workforce-central.org

**Meeting:** Fourth Tuesday of the month: 9:30-11:30 a.m.

**Purpose:**

The purpose of the Youth and Young Adult Services Committee is to provide the WDC of Pierce County with assistance in the planning, implementation, and performance of Youth and Young Adult Services in the WIOA workforce system. The chair of this committee will be a member of the WDC appointed by the WDC chair.

**Duties & Responsibilities of the WDC Youth and Young Adult Services Committee:**

- Assist the WDC Coordinating Committee in activities related youth and young adult workforce investment activities.
- Select a vice-chair from within the committee.
- Follow progress of the State WTECB for relevant planning, information and guidance.
- Share, collect and review data and best practices for data-driven and evidence-based recommendations and decision making.
- Represent and youth adults, including those that are disadvantaged and/or disengaged.
- Provide ongoing input into the implementation and performance of the local plan activities for youth and young adults.
- Recommend strategies that lead to economic self-sufficiency.
- Provide input related to the Eligible Training Provider List (ETPL).
- Provide updates to the Coordinating Committee.
- Assist with other activities as requested by the Coordinating Committee.
- Create task forces or sub-committees as needed.

Pierce County Workforce Development Committee  
Membership, Purpose, Duties & Responsibilities  
4-7-15

**WDC One-Stop System Operator & Partners Committee**

**Chair:** Ron Thalheimer

**Vice Chair:** To be determined at first full committee meeting

**WDC Committee Members:** Anne Goranson, Ron Langrell, Mary Matusiak

**Other MOUO Partner Representatives:** In process of being identified

**Other Committee Members:** To be determined in April 2015

**Lead WorkForce Central Staff Person:** MaryEllen Laird, COO; mlaird@workforce-central.org

**WIOA Staff:** Cheri Loiland, WIOA Chief Transition Officer, cloiland@workforce-central.org

**Administrative Support:** Debbie Lean, Executive Assistant; dlean@workforce-central.org

**Meeting:** Second Tuesday of the month 8:30-10:00 a.m.

**Purpose:**

The purpose of the One-Stop System Operator(s) & Partners Committee is to provide the WDC of Pierce County with assistance in the planning, implementation, and performance of the one-stop system in Pierce County.

**Duties & Responsibilities:**

- Provide leadership and ongoing input into the planning, implementation, and performance of an integrated service delivery through an ideal one stop system.
- Select Vice-Chair from within the Committee.
- Follow progress of the State WTECB for relevant planning, information and guidance.
- Collect and review workforce data and best practices for data-driven and evidence-based recommendation and decision making.
- Represent core partners, one stop partners and the community in providing and maintaining an effective system.
- Assist in the alignment of workforce systems.
- Provide input related to career pathways that are integrated into an ideal one stop system.
- Provide input on one-stop certification and technology.
- Provide input related to the Eligible Training Provider List (ETPL).
- Provide updates to the Coordinating Committee.
- Assist with other activities as requested by the Coordinating Committee.
- Create task forces or sub-committees as needed.

**Workforce Development Council (WDC) of Tacoma Pierce County**

**WIOA Committee Membership Planning Document**

4-7-15

<b>WDC Coordinating Committee</b>		
<b>Representation:</b>	<b>Name, Title, Employer, Email, Phone(s)</b>	<b>WDC Member</b>
1. WDC Coordinating Committee Chair – (WDC Chair):	Eric Hahn, Vice President Org Development General Plastics <a href="mailto:eric_hahn@generalplastics.com">eric_hahn@generalplastics.com</a>	✓
2. WDC Coordinating Committee Vice Chair - (WDC Vice Chair or Second Vice Chair)	Joyce Connor, Regional Client Solutions Manager Volt Workforce Solutions <a href="mailto:jconner@volt.com">jconner@volt.com</a>	✓
3. Chair of WDC Business Service	Dave Lawson, Executive VP, Human Resources Columbia Bank <a href="mailto:dlawson@columbiabank.com">dlawson@columbiabank.com</a>	✓
4. Vice Chair of WDC Business Services	TBD by WDC Business Services Committee	
5. Chair of WDC Adult Services Committee:	Robin Baker, Transition Services Manager JBLM <a href="mailto:robin.j.baker10.civ@mail.mil">robin.j.baker10.civ@mail.mil</a>	✓
6. Vice Chair of WDC Adult Services Committee	TBD by WDC Adult Services Committee	
7. Chair of WDC Youth & Young Adult Services Committee	April Gibson, Administrator Puget Sound Orthopedics <a href="mailto:a.gibson@proliancesurgeons.com">a.gibson@proliancesurgeons.com</a>	✓
8. Vice Chair WDC Youth & Young Adult Services Committee	TBD by WDC Youth & Young Adult Services Committee	
9. Chair of WDC One Stop System Partners	Ron Thalheimer, Tacoma Plant Director Niagara Water <a href="mailto:rthalheimer@niagarawater.com">rthalheimer@niagarawater.com</a>	✓
10. Vice Chair of WDC One Stop System Partners	TBD by WDC One Stop System Partners Committee	
Workforce Development Council/WorkForce Central Staff	Linda Nguyen, CEO 253.254.7607; <a href="mailto:lnguyen@workforce-central.org">lnguyen@workforce-central.org</a>  Deborah Howell, Chief Administrative Officer 253.254.7618; <a href="mailto:dhoward@workforce-central.org">dhoward@workforce-central.org</a>  Cheri Loiland, Chief WIOA Transition Officer 253.254.7908; <a href="mailto:cloiland@workforce-central.org">cloiland@workforce-central.org</a>  Pamela Carter, Executive Assistant <a href="mailto:pcarter@workforce-central.org">pcarter@workforce-central.org</a>	

**Workforce Development Council (WDC) of Tacoma Pierce County  
WIOA Committee Membership Planning Document**

4-7-15

<b>WDC Business Services Committee</b>		
<ul style="list-style-type: none"> <li>• Committee Chair is member of WDC.</li> <li>✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members.</li> <li>• Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee.</li> </ul>		
<b>Representation</b>	<b>Name, Title, Employer, Email, Phone(s)</b>	<b>WDC Member</b>
Chair of Committee	Dave Lawson, Executive VP, Human Resources Columbia Bank <a href="mailto:dlawson@columbiabank.com">dlawson@columbiabank.com</a>	✓
Vice Chair	TBD by WDC Business Services Committee	
1. Economic Development Rep	Bruce Kendall, President and CEO Economic Development Council Tacoma-Pierce County <a href="mailto:bruce@edbtacomapierce.org">bruce@edbtacomapierce.org</a>	✓
2. Business - Aerospace Industry Sector		
3. Business - Healthcare Industry Sector	Darci Gibson, Director - Human Potential Partner Svcs MultiCare Health System <a href="mailto:darci.gibson@multicare.org">darci.gibson@multicare.org</a>	
4. Business - Logistics/Transportation Industry Sector		
5. Business - Information Technology Industry Sector	Scott Haas, HR Director IID Security Central <a href="mailto:scott.haas@internetidentity.com">scott.haas@internetidentity.com</a>	✓
6. Business - Military Industry Sector		
7. Business - Other	Dave Lawson, Executive VP, Human Resources Columbia Bank <a href="mailto:dlawson@columbiabank.com">dlawson@columbiabank.com</a>	✓
8. Business - Other	Wayne Nakamura, Claims Manager State Farm Insurance <a href="mailto:wayne.nakamura.ap5e@statefarm.com">wayne.nakamura.ap5e@statefarm.com</a>	✓
9. Business - Other		
10. Business - Small Business		
11. Labor Representative or Apprentice JATC Representative	Patty Rose Secretary/Treasurer Pierce County Central Labor Council <a href="mailto:pattyrose@harbornet.com">pattyrose@harbornet.com</a>	✓
12. Labor Representative or Apprentice JATC Representative	Mark Martinez, Executive Secretary Pierce County Bldg & Construction Trades Council <a href="mailto:piercebctc@earthlink.com">piercebctc@earthlink.com</a>	✓
13. Chamber Representative		
14. Minority Business or Minority Chamber Representative		
15. SBA, SCORE, Incubator(s)		
16. Education		
17.		
Workforce Development Council/WorkForce Central Staff	<p>Andy Wells, Workforce Development Director - Business Services 253.365.3853; <a href="mailto:awells@workforce-central.org">awells@workforce-central.org</a></p> <p>Cheri Loiland, Chief WIOA Transition Officer 253.254.7908 ; <a href="mailto:cloiland@workforce-central.org">cloiland@workforce-central.org</a></p> <p>Debbie Lean, Executive Assistant/Administrative Support <a href="mailto:dlean@workforce-central.org">dlean@workforce-central.org</a></p>	



**Workforce Development Council (WDC) of Tacoma Pierce County**

**WIOA Committee Membership Planning Document**

4-7-15

<b>WDC Adult Services Committee</b>		
<ul style="list-style-type: none"> <li>• Committee Chair is member of WDC and appointed.</li> <li>✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members.</li> <li>• Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee.</li> </ul>		
Representatives Programs/Services	Name, Title, Employer, Email, Phone(s)	WDC Member
Chair of Committee	Robin Baker, Transition Services Manager JBLM <a href="mailto:robin.j.baker10.civ@mail.mil">robin.j.baker10.civ@mail.mil</a>	✓
Vice Chair of Committee	TBD by WDC Adult Services Committee	
1. Adult Basic Ed (ABE)/ Adult Literacy <b>(Core Partner)</b>	Mike Johnson, Rescue Mission <a href="mailto:mike.johnson@rescue-mission.org">mike.johnson@rescue-mission.org</a>	✓
2. Dept. of Vocational Rehabilitation		
3. Adult and Dislocated Workers <b>(Core Partner)</b>		
4. Services for Veterans	Robin Baker, Transition Services Manager JBLM <a href="mailto:robin.j.baker10.civ@mail.mil">robin.j.baker10.civ@mail.mil</a>	✓
5. Services for the Blind		
6. WorkFirst		
7. Community Based Organization	Dona Ponepinto, President & CEO United Way of Pierce County <a href="mailto:donap@uwpc.org">donap@uwpc.org</a>	✓
8. Labor Representative or Apprentice JATC Representative	Sharon Ness, Business Negotiator/Political Lobbyist UFCW Local 367 <a href="mailto:sness@ufcw367.org">sness@ufcw367.org</a>	✓
9.		
10.		
11.		
12.		
Workforce Development Council/WorkForce Central Staff	LaTanya Huey, Workforce Development Manager – Career Development Services 253.448.8294; <a href="mailto:lhuey@workforce-central.org">lhuey@workforce-central.org</a>  Cheri Loiland, Chief WIOA Transition Officer 253.254.7908 ; <a href="mailto:cloiland@workforce-central.org">cloiland@workforce-central.org</a>  Debbie Lean, Executive Assistant/Administrative Support <a href="mailto:dlean@workforce-central.org">dlean@workforce-central.org</a>	

**Workforce Development Council (WDC) of Tacoma Pierce County**

**WIOA Committee Membership Planning Document**

4-7-15

<b>WDC Youth and Young Adult Services Committee</b>		
<ul style="list-style-type: none"> <li>• Committee Chair is member of WDC and appointed.</li> <li>✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members.</li> <li>• Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee.</li> </ul>		
<b>Representation</b>	<b>Name, Title, Employer, Email, Phone(s)</b>	<b>WDC Member</b>
Chair of Committee	April Gibson, Administrator Puget Sound Orthopedics <a href="mailto:a.gibson@proliancesurgeons.com">a.gibson@proliancesurgeons.com</a>	✓
Vice Chair of Committee	TBD by WDC Youth & Young Adult Services Committee	
1. K-12 Representative		
2. DSHS		
3. City of Tacoma Youth Services		
Other possible representation:		
4. Student Leaders		
5. Title One Youth		
6. Community Based Organization		
7. Faith Based Organization		
8. Youth Services Organization such as Boys and Girls Clubs		
9. Foster Care System		
10. Juvenile Detention System		
11. Pierce County Alliance		
12. Business	April Gibson, Administrator Puget Sound Orthopedics <a href="mailto:a.gibson@proliancesurgeons.com">a.gibson@proliancesurgeons.com</a>	
13. Business	Tom Owens, Manager Marshalls <a href="mailto:owensbunch@comcast.net">owensbunch@comcast.net</a>	✓
14. Business	Blaine Wolfe, Project Executive Absher Construction Company <a href="mailto:blaine.wolfe@absherco.com">blaine.wolfe@absherco.com</a>	✓
15. City of Tacoma/Tacoma Rail	Dale King Superintendent/COO Tacoma Rail <a href="mailto:dale.king@cityoftacoma.org">dale.king@cityoftacoma.org</a>	✓
16. Labor Representative or Apprentice JATC Representative	Mark Martinez, Executive Secretary Pierce County Bldg & Construction Trades Council <a href="mailto:piercebctc@earthlink.com">piercebctc@earthlink.com</a>	
17.		
Workforce Development Council/WorkForce Central Staff	Brent Capatch, Youth Coordinator 253.330.8128; <a href="mailto:bcapatch@workforce-central.org">bcapatch@workforce-central.org</a>  Cheri Loiland, Chief WIOA Transition Officer 253.254.7908; <a href="mailto:cloiland@workforce-central.org">cloiland@workforce-central.org</a>  Debbie Lean, Executive Assistant/Administrative Support <a href="mailto:dlean@workforce-central.org">dlean@workforce-central.org</a>	

**Workforce Development Council (WDC) of Tacoma Pierce County  
WIOA Committee Membership Planning Document**

4-7-15

**WDC One-Stop System Operator(s) & Partners Committee**

- Committee Chair is member of WDC and appointed.
- ✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members.
- Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee.

<b>Activities/Partners</b>	<b>Partners</b>	<b>Representative(s)</b>	<b>WDC or Partner</b>
Chair of Committee		Ron Thalheimer, Tacoma Plant Director Niagara Water <a href="mailto:rthalheimer@niagarawater.com">rthalheimer@niagarawater.com</a>	WDC
Title I – One-Stop Career Center Infrastructure, Adults and Dislocated Worker Training and Employment, Youth Workforce Activities <b>(Core Program)</b>	WorkForce Development Council	Various WDC Members on Committee	
	WorkForce Central/One Stop Provider	N/A	
	WorkForce Central/Youth Provider	ResCare Rep TBD	
	Washington State Department of Labor and Industries	Keith Johnson <a href="mailto:jkei235@LNI.WA.GOV">jkei235@LNI.WA.GOV</a>	Partner
	Pierce County Library System	Jamie Prothro, Customer Experience Manager, Pierce County Library <a href="mailto:JProthro@pierc-countylibrary.org">JProthro@pierc-countylibrary.org</a>	
	Washington State Employment Security Department		
	Vadis		
Title III – Wagner-Peyser Act of 1933 – Employment <b>(Core Program)</b>	WorkForce Development Council		
	Washington State Employment Security	Anne Goranson, Regional Director Employment Security Department <a href="mailto:agoranson@esd.wa.gov">agoranson@esd.wa.gov</a>	WDC Partner
Title II - Adult Education and Literacy <b>(Core Program)</b> and Carl D. Perkins CTE - Career and Technical Ed	Wa State Dept. of Labor & Industries (Core Partner)	Keith Johnson <a href="mailto:jkei235@LNI.WA.GOV">jkei235@LNI.WA.GOV</a>	
	Bates Technical College Representative	Dr. Ron Langrell, President <a href="mailto:rlangrell@bates.ctc.edu">rlangrell@bates.ctc.edu</a>  Blake Ingram, Dean <a href="mailto:bingram@bates.ctc.edu">bingram@bates.ctc.edu</a>	WDC Partner
	Clover Park Technical College Representative	Mabel Edmonds <a href="mailto:mabel.edmonds@cptc.edu">mabel.edmonds@cptc.edu</a>	Partner
	Pierce College District Representative	Susan Cable <a href="mailto:scable@pierce.ctc.edu">scable@pierce.ctc.edu</a>	
	Tacoma Community College Representative	Krista Fox, Dean <a href="mailto:kkfox@tacomacc.edu">kkfox@tacomacc.edu</a>	Partner
	Tacoma Community House		Partner
Title IV of Rehabilitation Act of 1973 -Vocational Rehabilitation Training and Services <b>(Core Program)</b>	Tacoma Rescue Mission		Partner
	WA State Division of Vocational Rehabilitation (DVR/DSHS) Department of Services for the Blind	Mary Matusiak, Supervisor Dept of Vocational Rehabilitation <a href="mailto:matusmk@dshs.wa.gov">matusmk@dshs.wa.gov</a>	WDC
Title V of the Older Americans Act of 1965	WA State Department of Social and Health Services (DSHS) Region 5 – Division of Employment and Assistance Programs		Partner

**Workforce Development Council (WDC) of Tacoma Pierce County  
WIOA Committee Membership Planning Document**

4-7-15

Activities under Chapter 2 of Title II of the Trade Act of 1874	Washington State Employment Security Department		Partner
Chapter 4 of Title 38, United States Code Activities	Possible Community Member Appointed by WDC		
Community Services Block Grant Act Employment Activities	Possible Community Member Appointed by WDC		
Employment and Training carried out by the Department of Housing and Urban Development	Tacoma Housing Authority Job Corps Representative		
Programs under State Unemployment compensations Laws			
Programs under Part A of Title I of the Social Security Act.			
Others Determined by the Governor			
Others Determine by the CLEOs and the WDC.	Possible Community Member Appointed by WDC		
One Stop Operator(s)	Goodwill of the Olympics and Rainier Region	Kurt Simmons <a href="mailto:kurts@goodwillwa.org">kurts@goodwillwa.org</a>	
	Possible Community Member Appointed by WDC		
	Possible Community Member Appointed by WDC		
	Possible Community Member Appointed by WDC		
	Community Member Appointed by WDC		
Workforce Development Council/WorkForce Central Staff	<p>MaryEllen, Workforce Development Director 253.593.7305; <a href="mailto:mlaird@workforce-central.org">mlaird@workforce-central.org</a></p> <p>Deborah Howell, Chief Administrative Officer 253.254.7618; <a href="mailto:dhowell@workforce-central.org">dhowell@workforce-central.org</a></p> <p>Cheri Loiland, Chief WIOA Transition Officer 253.254.7908; <a href="mailto:cloiland@workforce-central.org">cloiland@workforce-central.org</a></p> <p>Debbie Lean Executive Assistant/Administrative Support <a href="mailto:dlean@workforce-central.org">dlean@workforce-central.org</a></p>		

PIERCE COUNTY  
**WORKFORCE**  
 DEVELOPMENT COUNCIL

**WDC Coordinating Committee Meeting**

**NOTES**

**March 10, 2015**

**3:00-4:30 p.m.**

**WorkForce Central**

**3650 S. Cedar St, Tacoma**

**Boardroom**

Attendees: Eric Hahn, Joyce Conner, April Gibson, Dave Lawson, Ron Thalheimer, Linda Nguyen, Deborah Howell, Cheri Loiland, Pamela Carter

AGENDA	NOTES	ACTION ITEMS
<p><b>1. Welcome/Introductions</b></p>	<p>Eric Hahn opened mtg at 3:06 p.m. and thanked everyone for volunteering their time to chair one of the committees, the committees will be tasked with a lot of the work to be expedited to the WDC and the Board</p>	
<p><b>2. Governance Discussion: Role of Coordinating Committee in working with other committees and the WDC</b></p>	<p>Role and interaction with other committees and WDC</p> <ul style="list-style-type: none"> <li>• Cheri provided the WIOA Organizational structure of the committees, list of chairs, dates and times of meeting and included a work-based training special task-force that will be chaired by Tim Owens</li> <li>• Cheri provided an overview document of each of the committees, listing each chair and vice-chair, purpose and duties &amp; responsibilities of each committee</li> <li>• Each committee is set- up to meet within two weeks of the WDC meeting for the information to roll-up to the Coordinating Committee prior to the next WDC meeting</li> <li>• Each committee chair will report out the committee work at the WDC meetings and to request approval of any recommendations by the committee</li> </ul> <p>Committee membership, categories and each committee will have staff and technical support</p> <ul style="list-style-type: none"> <li>• Each committee can also have taskforces under each committee for the work to happen at the sub-level</li> <li>• The chairs of each committee will select a vice-chair</li> <li>• Youth &amp; Young Adult Services Committee – 8-10 people and taskforces; law enforcement, county youth services, K-12, CBO, judges for juvenile court, post-secondary education, education service district, employers, youth taskforce, DVR, prosecutor’s office, NW Leadership – gang affected kids</li> <li>• Cheri will share the suggested categories to each committee chair directly from the law</li> <li>• One-Stop Operator &amp; Partner Committee – an expert in each area of subject matter – blend of WDC members, one representative from each one-stop (core) partners – DVR,</li> </ul>	

	<p>ESD, Adult Basic Educ. and volunteer applicants – based upon service delivery operations – job seekers being connected to employers</p> <ul style="list-style-type: none"> <li>• Business Services Committee – 8-10 people; key sectors in education, financial services, healthcare, manufacturing, apprenticeship, teachers, taskforces in each sector with employers, make sure system serves businesses</li> <li>• Can bring in guest speakers to meeting for best practices</li> </ul>	
<b>3. Next Steps in Recruiting and Appointing Volunteers to Committees</b>	<ul style="list-style-type: none"> <li>• Cheri – finalizing a news release and application to serve on committees or taskforces will be sent out to the public, people who have shown interest, past WDC members and community members</li> <li>• Deadline will be before next Coordinating Committee meeting to make recommendations of the volunteers for each committee at the WDC meeting</li> <li>• 3 WIOA funding streams, will need to work with core partners to see how much funding they will bring to the table to share in the cost as the one-stop operators</li> </ul>	Send out state funding stream table to the committee members
<b>4. Overview and timeline of Committee Work ahead of us</b>	<ol style="list-style-type: none"> <li>1. Local and regional plans <ul style="list-style-type: none"> <li>• Several components in local plan and be involved in regional plan – can be the same or a little different depending upon how region is determined</li> <li>• WA state has 12 WDC's representing 12 workforce areas with 4 single counties – King, Snohomish, Spokane and Pierce</li> <li>• Develop local workforce development plan with economic development partners, K-12 and other partners to be completed and submitted to the state by early 2016</li> <li>• Regional plan needs to be developed based upon area data, can be one area or multiple counties strategically working with sectors that crossover and commuting patterns</li> </ul> </li> <li>2. PY15/FY16 Budget deliberation – will review historical funding and local dashboard at the WDC meeting, will start the budget work next month</li> <li>3. Resolution to extend current one-stop operator and service provider of WIA Adult, DW &amp; business services – will review at WDC meeting depending upon the Boards' review – WIOA starts July 1, 2015 with no guidance from US Dept of Labor or the state, for procurement of operators or to maintain current providers and have orderly transition</li> <li>4. Executive Board holds a special mtg on March 16 to review WFC role and responsibilities – WFC is administrative entity and also provides direct services, the new law prefers the administrator not to provide direct services due to conflict of interest</li> </ol>	Send out current strategic plan to committee members
<b>5. Other business</b>	<ol style="list-style-type: none"> <li>1. Mandatory training on open public meetings act at the WDC meeting</li> <li>2. Location of future meetings – hold April WDC meeting at Niagara Water with a tour for the members</li> <li>3. Niagara Water needs to distribute pallets of bottled water –United Way and food bank</li> </ol>	Send calendar of WDC meeting dates to the WDC members to select a date to host a WDC meeting at their site

		Cheri send out FAQ from DOL to committee members  Updated glossary of acronyms
<b>6. Adjourn</b>	Mtg adjourned at 4:30 p.m.	



**WDC Adult Services Committee Meeting**  
**NOTES**  
**April 1, 2015**  
**2:30 - 4:30 p.m.**  
**WorkForce Central**  
**3650 S. Cedar St, Tacoma**  
**Boardroom**

**Attendees:** Robin Baker, Sharon Ness, Dona Ponepinto, Linda Nguyen, Deborah Howell, LaTanya Huey, and Cheri Loiland

<b>AGENDA</b>	<b>NOTES</b>	<b>ACTION ITEMS</b>
<p><b>1. Welcome/Introductions</b></p> <p><b>a. Welcoming Comments from Linda Nguyen, CEO</b></p> <p><b>b. Update on Volunteer Community Member Recruitment</b></p>	<ul style="list-style-type: none"> <li>• Meeting started at 2:35 p.m.</li> <li>• Linda welcomed everyone and introduced everyone present in meeting</li> <li>• Discussed community member recruitment. Will have recommendations for WDC committee members by next meeting. Maximum members on committee will be no more than 20. Discussed recruitment solicitation process</li> <li>• Brainstormed outreach for member recruitment representation.</li> <li>• Deadline for committee membership is 4/10/15</li> <li>• Applications will be brought to Executive Committee Meeting on 4/14/15</li> <li>• If committee is not full by deadline, we will still move forward and continue to recruit for members</li> </ul>	<ul style="list-style-type: none"> <li>• Cheri to send out volunteer solicitation to members list discussed to members.</li> <li>• Cheri to send out list of who was solicited to members</li> <li>• Members recommend committee members.</li> </ul>
<p><b>2. Review of Committee Role and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Discussed and reviewed roles, duties, and responsibilities</li> <li>• Meetings will take place monthly at WFC on the first Wednesday of the month</li> </ul>	
<p><b>3. Current Adult Services Update, LaTanya Huey</b></p>	<ul style="list-style-type: none"> <li>• Recruiting outside of the City of Tacoma to rural areas in Pierce county, giving them access to our services.</li> <li>• Have come up with strategies - have a recruiting team that goes out and meets with community to explain and recruit for our services</li> <li>• On track at 75% to meet WIA goals for adult services.</li> </ul>	



<p><b>4. Changes in One-Stop from WIA to WIOA Related to Adult Services</b></p> <p>a. <b>Overview</b></p> <p>b. <b>Opportunities for Innovation Discussion</b></p> <p>c. <b>Work-Based Training Special Task Force</b></p>	<ul style="list-style-type: none"> <li>• Discussed handout – Draft WIOA Local Plan Development Work by Committee</li> <li>• Cheri discussed how she came up with the WIOA Local Plan</li> <li>• WIOA law ends in 2020</li> <li>• After first two years, it must be reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Cheri will check law to see how often is has to be updated.</li> <li>• Cheri to email all members the WIOA Plan</li> </ul>
<p><b>5. PY15/FY16 Budget Deliberation</b></p>	<ul style="list-style-type: none"> <li>• Draft budget will be given to members at May meeting</li> <li>• Budget due June 30, 2015. Must have one in place by July 1, 2015 but can always be modified</li> </ul>	
<p><b>6. PY14/FY15 Quarter 2 WIA Dashboard Review</b></p>		
<p><b>7. Overview of Work Ahead</b></p> <p>a. <b>Local Area Plan</b></p>		
<p><b>8. Next Meeting Agenda Items</b></p>	<ul style="list-style-type: none"> <li>• PY 15/16 Budget</li> </ul>	
<p><b>9. Other Business</b></p>		
<p><b>10. Adjourn</b></p>	<p>At 4:13 p.m.</p>	