

Eric Hahn, Chair
 Scott Haas, 1st Vice-chair
 Joyce Conner, 2nd 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
 May 21, 2015
 3:00-5:00 p.m.
 WorkForce Central
 3650 S. Cedar St., Classroom 1**

- 1. Welcome/Call to order**
- 2. Introduce new WDC members**
 - Dr. Sheila Ruhland, President, Tacoma Community College, replacing Ron Langrell
 - Michelle Burreson, Workforce Development & Integration Senior Manager, The Boeing Company
- 3. Public Comment**
- 4. WorkForce Central Executive Board update – Eric Hahn**
- 5. Action items**
 - **Approve April 16, 2015 minutes**
 - **Approve WDC committee members as recommended by the WDC Committee Chairs**
 - ❖ WDC Adult Committee – Rachel Lewis
 - ❖ WDC Youth & Young Adult Committee – Brandon Ervin
- 6. PY15/FY16 Budget Deliberation and PY15/FY16 Dashboard**
- 7. WIOA WFC Transition Plan**
- 8. Committee reports**
 - WDC Adult Committee – Robin Baker
 - WDC Business Committee – Dave Lawson
 - WDC One-Stop System Operator & Partners Committee – Ron Thalheimer
- 9. Anticipated letter from WTECB regarding Regional Planning**
- 10. Thank you to Pam Carter for her years of service - last working day May 21**
- 11. Other business**
- 12. Adjourn**

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

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

Pamela Carter, Exec Asst
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

Future meetings:

WDC Youth & Young Adult Services Committee – April Gibson, Chair	May 26, 2015	9:30-11:30 a.m.
WDC One-Stop System Operator & Partner Committee – Ron Thalheimer, Chair	June 2, 2015	8:30-10:00 a.m.
WDC Adult Services Committee – Robin Baker, Chair	June 3, 2015	2:30-4:30 p.m.
WDC Coordinating Committee – Eric Hahn, Chair	June 9, 2015	3:00-4:30 p.m.
WDC meeting – Eric Hahn, Chair	June 18, 2015	3:00-5:00 p.m.
WDC Business Services Committee – Dave Lawson, Chair	June 22, 2015	8:00-9:30 a.m.
WDC Youth & Young Adult Services Committee – April Gibson, Chair	June 23, 2015	9:30-11:30 a.m.



PIERCE COUNTY WORKFORCE DEVELOPMENT BOARD

Board Member Job Description and Expectations

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

- Develop a 4 year regional unified plan
- Conduct and disseminate workforce research and regional labor market analysis
- Convene, broker and leverage public/private/philanthropic partnerships, resources, and assets
- Lead employer engagement
- Lead Career pathways development and implementation with secondary and post-secondary partners
- Lead efforts to identify and promote proven and promising practices
- Develop technology based strategies for service access, engagement and delivery
- Oversee the local service delivery system, programs and performance
- Negotiate local performance accountability with the state board
- Select one stop system operator(s) and provider(s)
- Select youth provider(s)
- Identify eligible training providers
- Ensure consumer choice
- Coordinate with education providers
- Develop and oversee the WIOA budget and ensure full compliance with the administration of the act

Workforce Development Council (WDC) Member Expectations

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

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

Acknowledgement of Member Expectations:

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

Member Signature & Date: Sheila Ruhland 4/22/15

Member Name Printed and Title: Dr. Sheila Ruhland, President

Company: Tacoma Community College

Address: 6501 S. 19th St., Tacoma, WA 98466

Phone: 253-566-5100

Email: sruhland@tacomacc.edu

Please return to: Pamela Carter, WorkForce Central, 3650 South Cedar St., Tacoma WA 98409

Email: pcarter@workforce-central.org

FAX: 253.830.5226

PIERCE COUNTY WORKFORCE DEVELOPMENT BOARD**Board Member Job Description and Expectations**

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

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- Develop technology based strategies for service access, engagement and delivery
- Oversee the local service delivery system, programs and performance
- Negotiate local performance accountability with the state board
- Select one stop system operator(s) and provider(s)
- Select youth provider(s)
- Identify eligible training providers
- Ensure consumer choice
- Coordinate with education providers
- Develop and oversee the WIOA budget and ensure full compliance with the administration of the act

Reconstituted Workforce Development Council (WDC) Member Expectations

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

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

Acknowledgement of Member Expectations:

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

Member Signature & Date: _____ *Michelle Burreson* 5-13-15 _____

Member Name Printed and Title: Michelle Burreson Workforce Development & Integration Senior Manager

Company: _____ The Boeing Company _____

Address: _____ PO BOX 7307 MS: 6M3-21_ Seattle, WA 98124 _____

Phone: _____ 425-237-0522 _____

Email: _____ michelle.l.burreson@boeing.com _____

Please return to: Pamela Carter, WorkForce Central, 3650 South Cedar St., Tacoma WA 98409

Email: pcarter@workforce-central.org

FAX: 253.830.5226

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WorkForce Central

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WDC Meeting

Minutes

April 16, 2015

3:00-5:00 p.m.

NIAGARA WATER

19820 57th Ave. East, Puyallup

Members present: Eric Hahn, Joyce Conner, Robin Baker, April Gibson, Darci Gibson, Mike Johnson, Dale King, Dave Lawson, Wayne Nakamura, Tim Owens, Patty Rose, Ron Thalheimer, Blaine Wolfe

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

1. Welcome/Call to order by Eric Hahn at 3:06 p.m.

2. Public Comment - None

3. WorkForce Central Executive Board update – Eric Hahn – amended contract with Pierce College to increase awarded amount, approved benefits package for non-represented staff to mirror the CBA benefits of the represented staff with Teamsters Union Local 117, reviewed PY15/FY16 proposed budget, reviewed the Qtr 3 dashboard, discussed the WFC WIOA role, State Farm representative Wendy Thomas presented a check for \$8000 to support the CareerLink program.

4. Action items

- **Approve March 19, 2015 minutes** – Motion made by Tim Owens, seconded by Wayne Nakamura. Approved.
- **Approve WDC committee members as recommended by the WDC Coordinating Committee** – Motion made by Patty Rose, seconded by Tim Owens –
 - Business Services Committee nominees are Jo Ann Baria, Robin Lester and Jeff Lovell – chair Dave Lawson has vetted and accepted the applicants. Approved.
 - Adult Services Committee nominees are Stephanie McWilliams, Diane Giannobile – chair Robin Baker has vetted and accepted the applicants. Approved.
 - Youth Committee nominees are Isa Nichols, Kelly Goodsell, Nick Bayard, Jarrett McGill – chair April Gibson has vetted and accepted the applicants. Approved.
 - One-Stop Partner & Operator Committee nominee is Petra Perkins – chair Ron Thalheimer needs to vet applicant with staff. TABLED

5. Expenditures & Obligations projection update – Kirk Smith, CFO – obligations/expenditures –

Adult – as of Dec 31, 2014 – 31%, as of March 31, 2015 – 60%, projection for June 30, 2015 – be at 103% obligated funds
Dislocated Worker – as of Dec 31, 2014 – 1%, as of March 31, 2015 - 71%, projection for June 30, 2015 – be at 110% obligated funds
The Board recently approved \$1.2M contract in obligations.
Youth is contracted out to ResCare and projection for June 30, 2015 – will be at 138%.
Contracts – obligate over a two year period, not money spending. The problem with ESD, our model is different.
The Board reviewed 5 years of non-WIA formula funds of \$18M in addition to WIA funds, and expenditures with training vendors. The members will approve budget for sectors, most funding goes to Pierce County, exceptions for job seekers if out of area, or online training.

6. Continued discussion of WFC WIOA role – US DOL draft proposed regulations review of law requirement/intent – Eric reported that the Executive Board voted but asked for the WDC advise on a motion taken this morning - WFC will transition to a strategic role, divesting themselves of the operator & service delivery role they currently provide. The law has conflict of interest language, section 107(g), p 2, the local board may provide services, section 121(d), shall be designated or certified as a one-stop operator through a competitive process; the intent is that the WIB's play a more strategic role. Conflict of interest when managing the funds and making the selection in a competitive process. Our current model creates problems with ESD, the Board sees a move to consolidate and create one model across the state and to continue on same path will cause additional problems which may cause a re-drawing of boundaries and merger with other counties. There is no law in statute that WIB's can't operate services, the DOL will not require a failed procurement for that work, but if the local elected officials state they want to do it, then the Governor has to agree, or if he doesn't then you don't operate services. Does it make sense for the operator to also be the service deliverer? Then not an option, need to procure for operator to provide services. The default position is shall. The US DOL has released draft proposed regulations, and congress is working on a technical amendment that the WIB's cannot provide direct services.

Motion made by Tim Owens, seconded by Ron Thalheimer that the WDC supports the actions of the Executive Board for WFC to transition from current role to a strategic role.

Discussion - federal funds cannot be used to form a 501(c)3 , non-profit organization, and a this created org can compete and if they get funds, then there is another conflict of interest. The employees cannot be prohibited from creating own organization to compete. The transition will take about one year; there will be no disruption of services as we transition. Divest of case management and operator role, become just the strategic role. There will be lay-offs, and will make recommendations for the new operator to consider hiring laid-off staff, case managers and business services that provide services. Does the Board have your support for WFC to transition out of the service delivery role?

Approved.

7. PY15/FY16 Budget deliberation– no actual allocations yet

Adult/Dislocated Worker projections: projected funding for Adult is \$1.6M with a negative 2% from last year, projected funding for Dislocated Worker is \$1.4M with a negative 11% for a total of \$2.9M projected formula, carry-in funds of \$1.9M, less obligation contracts of \$1.8M, mitigation from last year's budget of \$328K, Rapid Response mitigation of \$242K, total of \$3.6M.

Investment areas, key elements, and priority focus from WDC helped to develop the investment areas:

WIOA Mandated responsibilities – FTE's to carry the work forward, there will be changes in dashboard with number of FTE's and outcomes – develop financial plan with specifics	\$1,100,000
Compliance/monitoring/contracting/performance/data management	\$300,000
Sector Partnerships and business services	\$1,082,867
Demand training	\$521,904
Targeted Sector Training	\$115,000
Incumbent worker	\$94,519
Resource development	\$60,000
Service delivery via Technology – not staff, automated technology	\$100,000
Economic Dev Partnerships – Chamber & WTC	\$100,000
5% mitigation	\$147,495
TOTAL Budget	\$3,621,785

Youth projections – projected funding \$1.6M minus with a negative 1%, mitigation \$168K, carry-in funds \$817K, obligations \$628K, total of \$2M.

Investment areas

Sector partnerships and business services	\$269,815
Compliance/monitoring/contracting/performance/data management	\$117,240
WDC Youth committee staff support	\$93,480
WIOA mandated responsibilities – FTE's	\$90,000

Youth Operator – ResCare second year award	\$1,000,000
Workbase training – required by law a minimum of 20%	\$143,795
Essential skills development pilot	\$50,000
Sector Training	\$102,178
Annual JobFest	\$6,000
Summer 253	\$50,000
CareerLink	\$30,000
Service delivery system via Technology	\$40,000
2% mitigation	\$33,379
TOTAL Budget (6.35 FTE's)	\$2,025,887

The budget needs to be completed and approved by June 30, 2015.

8. **PY14/FY15 Quarter 3 Dashboard** – Deborah described the dashboard format - the objectives are on the left side in different categories, a Key - A = actual, P = Planned, the acronyms will be corrected; comment section states the action plans behind the red arrows to mitigate issues, same with the yellow to move to green arrows; the committees need to suggest what to track and what format to use for next PY/FY dashboard to review with the budget in May. The Youth/Young Adult Committee will need to review the youth dashboard and will be sent out to all WDC members when complete.
9. **Committee reports**
 - a. **WDC Coordinating Committee – Eric Hahn** - met on March 10, discussed roles of each committee and each with have taskforces, finalized application for committees, discussed overview of timeline of committee work; met on April 10, review applications for committee, each committee chair will review and vet each applicant, priorities for investment areas were presented, discussed WFC WIOA role
 - b. **WDC Adult Committee – Robin Baker** – met April 1, reviewed recruiting efforts, roles and responsibilities, staff gave update, reviewed budget and dashboard, suggested to meet with Business Services Committee to jointly discuss budget due to overlap
 - i. The staff will prep Ron Thalheimer prior to the One-Stop Operator & Partners committee meeting in May
 - ii. Debbie & Cheri are key staff support for committees
10. **National Association of Workforce Board Annual Conference report – Scott Haas & Eric Hahn** – the conference benefits with great ideas and new inspiration, updates on the WIOA law
11. **Other business**
12. **Adjourn** – Motion made by Dale King, seconded by April Gibson. Approved. Adjourned at 4:30 p.m.
13. **Tour Niagara Water plant facility** – Ron gave an overview – 1 year old facility, company growing rapidly, have 14 plants now, they label for different organizations, there are different types of water – spring water, purified with additives and added minerals, plain purified; 690 days without an accident – gave away a car at one year mark for safety objectives; fastest bottled water line in the world with two blocks into one common downstream filling/capping/labeling 2.640 million bottles a day in one line.



**Pierce County Workforce Development Council
WDC Committee Application Form
March 12, 2015**

WorkForce Central on behalf of the Workforce Development Council of Pierce County is accepting applications for volunteers to serve on the WDC Committees.

Application Deadline: Friday, April 10th 5 p.m.

Date: April 8, 2015

Name: Rachel G. Lewis

Title (If Applicable): Family Self-Sufficiency Coordinator

Employer (If Applicable): Pierce County Housing Authority

Address: 603 South Polk Street/PO Box 45410

City: Tacoma **State:** WA **Zip:** 98448

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

Primary Day Phone: (253) 620-5400 ext. 1458 **Type of Phone:** Work Phone

Alternate Day Phone: (206) 856-3863 **Type of Phone:** Cell Phone

Email Address: rglewis@pchawa.org

Type of entity that you represent: Community Based Organization

Please check the box next to the committee that you are requesting to join. Please complete a separate application for each committee that you want to apply. Please note meeting times. (Double click on box and select "Checked"):

Business Services Committee

Adult Services Committee

Youth and Young Adult Services Committee

One Stop System Committee

If you represent a community based organization, please indicate the mission of the organization and the populations served: The Pierce County Housing Authority is committed to excellence in offering quality affordable housing options and opportunities for the residents of Pierce County. We serve families and individuals who fit within established income guidelines. Family Self-Sufficiency is a voluntary program designed to move housing clients closer to independence. While we work primarily with adult heads of household, services are available to any member of a participating family.

Please indicate the primary age group that you represent or serve: Adults Ages 22-72

I work primarily with adults, but services are also available to youth in participating families.

Please explain your qualifications and interest in serving on the committee indicated above:

I have extensive experience providing direct services to individuals and families around employment and basic needs, including experience working for a workforce development council. In addition, there is significant overlap between our WIA/WIOA and housing authority client groups. I am interested in learning about changes as they occur to facilitate our agencies working together to ensure high quality referrals for services throughout the coming changes.

You are welcome to attach a resume to this application also.

X By checking this box, I indicate that the information submitted is accurate to the best of my knowledge and that this form should be considered as electronically signed by the applicant listed above.

Please submit this application form by the deadline indicated above to:

WorkForce Central

Attn: WDC Committee Application Process

3650 South Cedar Street

Tacoma, WA 98405

Or email to: cloiland@workforce-central.org

If you have questions related to this process, you may call Cheri Loiland, Chief WIOA Transition Officer at 253.254.7908. Thank you for your interest in serving on a committee of the Pierce County Workforce Development Council. You will be notified of the status of your application as quickly as possible.



**Pierce County Workforce Development Council
WDC Committee Application Form**

WorkForce Central on behalf of the Workforce Development Council of Pierce County is accepting applications for volunteers to serve on the WDC Committees.

Date: 4/18/2015

Name: Brandon Ervin

Title (If Applicable): Program Specialist

Employer (If Applicable): Tacoma Public Schools

Address: 601 South 8th Street, PO Box 1357

City: Tacoma **State:** Washington **Zip:** 98401

Please indicate whether this is a home or work address: Work

Primary Day Phone: 253-571-1024 **Type of Phone:** Work Phone

Alternate Day Phone: 253-961-2137 **Type of Phone:** Cell Phone

Email Address: bervin@tacoma.k12.wa.us

Type of entity that you represent: Community Based Organization

Please check the box next to the committee that you are requesting to join. Please complete a separate application for each committee that you want to apply. Please note meeting times. (Double click on box and select "Checked"):

- Business Services Committee
- Adult Services Committee
- Youth and Young Adult Services Committee
- One Stop System Committee

If you represent a community based organization, please indicate the mission of the organization and the populations served: Serve Every Student, Every Day. Tacoma Schools K – 12 “All”

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

Please provide a detailed explain your qualifications and interest in serving on the committee indicated above. (You are not limited to one page or one paragraph.):

I currently serve all Tacoma Students in providing access and opportunity in the pursuit of a post-secondary education. An interest of mine is to ensure that all options are exhausted prior to a student leaving high school as the plan for life after high school.

You are welcome to attach a resume to this application also.

By checking this box, I indicate that the information submitted is accurate to the best of my knowledge and that this form should be considered as electronically signed by the applicant listed above.

Please submit this application form by the deadline indicated above to:

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

Or email to: dlean@workforce-central.org

If you have questions related to this process you may call Cheri Loiland, Chief WIOA Transition Officer at 253.254.7908 or Debbie Lean, Executive Assistant at 253.414-0141. Thank you for your interest in serving on a committee of the Pierce County Workforce Development Council. You will be notified of the status of your application as quickly as possible.

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

Draft Budget Version 2.1 - May 2015 Executive Board and WDC Deliberations

	ADULT	DW	Total
REVENUE			
Projected Formula Funding	\$ 1,737,228	\$ 1,822,680	\$ 3,559,908
PY14/FY15 Carry-in Funds - Projected	\$ 823,211	\$ 1,458,863	\$ 2,282,074
FY14 - Recapture		\$ (320,385)	\$ (320,385)
Less PY14/FY15 Carry-in Obligations - Projected	\$ (677,601)	\$ (1,183,314)	\$ (1,860,915)
PY14/FY15 Mitigation	\$ 161,254	\$ 167,233	\$ 328,487
PY14/FY15 Rapid Response Mitigation Funds	\$ -	\$ 242,599	\$ 242,599
Total Funds Available	\$ 2,044,092	\$ 2,187,676	\$ 4,231,768
INVESTMENT AREAS			
INVESTMENT TOTALS			
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	\$ 516,542	\$ 1,137,528
Demand Training	\$ 300,000	\$ 300,000	\$ 600,000
Targeted Sector Training	\$ 111,726	\$ 300,000	\$ 411,726
Incumbent Worker Training	\$ 94,519	\$ -	\$ 94,519
Resource Development	\$ 30,000	\$ 80,000	\$ 110,000
Service Delivery via Technology	\$ 100,000	\$ 100,000	\$ 200,000
Economic Development Partnerships	\$ 50,000	\$ 50,000	\$ 100,000
5% Mitigation PY15/FY16	\$ 86,861	\$ 91,134	\$ 177,995
Total Budget Need	\$ 2,044,092	\$ 2,187,676	\$ 4,231,768

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

Cedar Plaza Partners - Lease (11 months required)	18,714	18,358	37,072
Pierce County Library System (Connect job seekers with services via technology in remote areas)	-	83,300	83,300
Bates Diesel Mechanic Cohort (18 trainees)	14,700	25,000	39,700
Multicare - ITAs through Career Coach (60 ITAs)	58,533	-	58,533
Chamber of Commerce PY 2014	-	47,520	47,520
AJAC Manufacturing Academy PY 2014 (4 cohorts/68 trainees)	79,118	39,559	118,677
Bates Softskills (AJAC Academy) (4 cohorts/120 trainees)	8,640	4,320	12,960
Fischer Veteran Assist Program (150 participants)	-	20,000	20,000
NCAT	33,393	22,262	55,655
Contract Training/Services			-
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 -NAC I-Best (6 Cohorts/60 Trainees)	100,588	150,883	251,471
JATC Ironworkers - Pre-apprenticeship (6 Cohorts/120 trainees)	103,964	155,945	259,909
Clover Park - Pre Manufacturing &Engineering Academy (3 Cohorts/60 trainees)	61,312	91,968	153,280
Tool Center (3 cohorts/15 trainees)	38,142	-	38,142
Hydroponics-Mimms Academy (15 trainees)	11,250	-	11,250
Boot 2 Shoes 4 outreach events to establish 40 mentorships	-	50,000	50,000
Boot 2 Work - Event Estimate 750 attendees	-	10,950	10,950
AJAC Manufacturing Academy 2015 (4 cohorts/68 trainees)	24,779	223,013	247,792
Bates Softskill (AJAC Academy) (4 cohorts/120 trainees)	2,880	25,920	28,800
World Trade Center - Tacoma 5+ events to connect businesses with WFC services	-	36,121	36,121
Kurt Jacobson Growth Partnership Branding	842	826	1,668
JobFit	10,500	12,000	22,500
CPTC - NAC (2 Cohorts/15 trainees)	31,200	46,800	78,000
Sub-Total	677,601	1,183,314	1,860,915

WIA Youth Budget

Program Year 2015

Draft Budget Version 2.1 - May 2015 Executive Board and WDC Deliberations

	Out of School	In School	Total
REVENUE			
Projected Formula Funding	1,347,040	449,013	1,796,053
Mitigation for PY14/FY15	126,436	42,145	168,581
PY14 Carry-in Funds - Projected	686,420	235,828	922,248
Less PY14 Carry-in Obligations - Projected	(566,918)	(166,994)	(733,912)
Total Funds Available	1,592,978	559,992	2,152,970
INVESTMENT AREAS			
INVESTMENT TOTALS			
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
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	97,582	45,295	142,877
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	29,615	52,115
5% Mitigation for more and/or future cuts	79,649	28,000	107,649
Total Budget Need	1,592,978	559,992	2,152,970
(Over)/Under budgeted funds			
% Budgeted Out of School/In School - percentage includes prior year funds	74.0%	26.0%	100.0%

DETAIL CARRY-IN OBLIGATIONS - PROJECTED			
	Out of School	In School	Total
Cedar Plaza Partners - Lease (11 months required)	7,867	2,622	10,489
Youth Operator - ResCare first year award	497,314	124,329	621,643
K-12 Youth Services		19,464	19,464
NCAT	41,741	13,914	55,654
Kurt Jacobson Consulting	354	118	472
JobFit	5,625	1,875	7,500
CareeLink	14,018	4,673	18,690
	-	-	-
Sub-Total	566,918	166,994	733,912

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/Action Plans	Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%		
WIOA Mandated Responsibilities for CLEOs and WDC (\$ 1,100,000)											
Objective: <i>Support mandated changes for WIOA transition.</i>		9.1	<ul style="list-style-type: none"> Integrate and support 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: <ul style="list-style-type: none"> 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) 	Narrative Only							Deborah/Kirk/MaryEllen
Compliance/Monitoring/Contracting/Performance/Data Management (\$300,000)											
Objective: <i>Comply with federal, state and local regulations and policies.</i>		2.0	<ul style="list-style-type: none"> Comply with all WIA/WIOA regulations 	Narrative Only							Deborah/Kirk/MaryEllen
		1.0	<ul style="list-style-type: none"> Continue designation as low risk by the State Auditor's Office (SAO) No findings from annual monitoring by Employment Security Department Meet or exceed all federal and local performance measures 	Narrative Only							Kirk
		.40	<ul style="list-style-type: none"> Complete annual local monitoring of Youth, Adult and DW Programs, including EO 	Narrative Only							Cheri/Karen

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans	Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%		
Sector Partnerships and Business Services (\$1,137,528)											
Objective: <i>Develop and execute training programs within targeted industries specific to employers needs.</i>	\$146,017/ C2C 1.0		<ul style="list-style-type: none"> Partner with Pacific Mountain WDC to provide training opportunities to at least 100 transitioning military personnel participants through Camo2Commerce grant funding (cohort, academy, certificate, OJT) 	100							Shellie
Objective: <i>Convene and facilitate sector partnerships to strengthen regional competitiveness, leverage resources and create jobs.</i>	C2C .25		<ul style="list-style-type: none"> Convene quarterly forums with Pierce and Thurston County business leaders to oversee coordinated services offered to military personnel 	4							Shellie
		.25	<ul style="list-style-type: none"> Partner with the Chamber of Commerce to promote the hiring of veterans and military spouses by Chamber members and other businesses 	Narrative Only							Shellie
Objective: <i>Increase employer engagement with the workforce development system.</i>		.25	<ul style="list-style-type: none"> Convene and facilitate 6 employer roundtables 	6							Andy
	\$173,200/ Construction Career day	.5	<ul style="list-style-type: none"> 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) 	3							Andy
	\$69,603 Healthcare Career day	.50	<ul style="list-style-type: none"> Enhance 3 sector partnerships (Career Day, IT, Healthcare) 	3							Andy
Objective: <i>Direct coordinated business services to support employer needs.</i>		1.0	<ul style="list-style-type: none"> List 600 job openings for businesses and place 300 job applicants in open positions 	700 350							Andy
		.25	<ul style="list-style-type: none"> Provide \$50,000 of customized value-added services, which are not fully supported by public resources 	\$50,000							Andy
		1..25	<ul style="list-style-type: none"> Provide 600 employer services to 220 businesses 	630 230							Andy

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/Action Plans	Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%		
Objective: <i>Enable job seekers to identify pathways to career success.</i>		1.25	• Provide career development workshops to 1100 job seekers, and resume screening to 18,000 job seekers	1100							LaTanya/Andy
		.5	• Conduct 2 career fairs serving 1000 adult job seekers with an emphasis on veterans	18,000 2							Andy/Shellie
				1000							
Objective: <i>Support job seekers to gain and retain employment.</i>		1.0	• Provide up to 12 months of follow-up services following exit to 190 WIA participants	190							LaTanya
	LTU 1		• Place 66 long term unemployed individuals into employment through Rapid Response LTU grant	66							LaTanya
		1.25	• Place 190 WIA job seekers in employment	190							LaTanya
Demand Training (\$600,000)											
Objective: <i>Enable job seekers to identify pathways to career success.</i>		3.0	• Provide funding opportunities, through the use of Individual Training Accounts (ITAs), for 180 students attending local colleges and technical schools	180							LaTanya
Targeted Sector Training (\$411,726)											
Objective: <i>Support job seekers to gain and retain employment.</i>	C2C 2.0		• Place 125 transitioning military personnel into employment through Camo2Commerce	125							Shellie
Objective: <i>Develop and execute training programs within targeted industries specific to employers needs.</i>	\$90,005/ McKinney Vento 1		• Implement 5 sector training classes and /or (academies) for in-demand industries while leveraging external funding	15							Andy
Incumbent Worker Training (\$94,519)											
Objective: <i>Develop and execute training programs within targeted industries specific to</i>	\$118,551/ Multicare 1.25		• Provide training to 65 healthcare employees through the Career Coach Program • Expand Career Coach Model into an additional high demand	65							Andy

Adult Services Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds	WIA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans		Staff
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%			
<i>employers needs.</i>												
	Multicare .75		<ul style="list-style-type: none"> Provide career development services to 400 healthcare employees 	400								Andy
Resource Development (\$110,000)												
Objective: <i>Form and maintain strategic public and private partnerships to strengthen regional competitiveness, leverage resources and create jobs.</i>		1.3	<ul style="list-style-type: none"> Convene the Tacoma-Pierce County Growth Partnership (TPCGP) to implement strategies to maximize collaborative impact through alignment of services, messaging, and resource development 	Narrative Only								Brian
Service Delivery via Technology (\$200,000)												
Objective: <i>Support job seekers to gain and retain employment.</i>		1	<ul style="list-style-type: none"> Develop relationships with 2 partners currently using technology to conduct outreach and training. 	2								Freda
		.50	<ul style="list-style-type: none"> Deliver services using technology 	Narrative Only								Cheri/Tamara
Economic Development Partnerships (\$100,000)												
Objective: <i>Increase employer engagement with the workforce development system.</i>		1.1	<ul style="list-style-type: none"> Receive 80 business referrals from the Economic Development Board (EDB) and partners and maintain the position as the most referred source for the EDB Partner with World Trade Center to meet the new and expanding needs of international and domestic businesses 	80								Andy
5% Mitigation PY15/FY16 (\$177,995)												
Objective: <i>Address future cuts and/or support new opportunities.</i>				Narrative Only								Linda



WDC Adult Services Committee Meeting

NOTES

May 6, 2015

2:30 – 4:30 p.m.

WorkForce Central

3650 S. Cedar St, Tacoma

Classroom 1

Committee Member Attendees: Robin Baker, Mike Johnson, Diane Giannobile, Rachel Lewis, Stephanie McWilliams

WDC Staff Attendees: Cheri Loiland, Debbie Lean

AGENDA	NOTES	ACTION ITEMS
<p>1. Hello/Introductions (Robin Baker)</p>	<ul style="list-style-type: none"> • Meeting started at 2:38 p.m. • Robin introduced herself to the members present. Shared that she volunteered to be the chair of this committee because it fits what she does on a daily basis. • This committee will work in a collaborative effort. • New members were introduced. Robin shared that she appreciates the willingness of the commitment members giving to the WDC Adult Services committee. 	
<p>2. WIOA Overview</p>	<ul style="list-style-type: none"> • Cheri presented the Overview of the changes from WIA to WIOA and highlighted important components: <ul style="list-style-type: none"> ○ Law goes into effect July 1, 2015. ○ Local plan has to be in place by July 2016. We have to work on the plan now and have it ready to give to the State by the end of this year. • This committee will spend less time on core partners and the One-Stop system as a whole and spend more time related to adult services in the system. • We have a local plan now that is in effect until 2017 and it can be accessed on the WFC website for review. In preparing our new plan, we will be able to make the appropriate changes to the existing one based on the new WIOA laws and not have to start from the beginning. • One stop operator for the center is a competitive process. The designated partners have to work together but the operator has to be chosen through 	<p>Committee members should review the current local plan prior to the next meeting</p>

	<p>a competitive process. A partner may choose to compete but they would need to prove they qualify to be the operator.</p> <ul style="list-style-type: none"> • Under the new WIOA law One Stop has designated required core partners that are mandated to be in that center and have to help pay for rent, utilities, etc. and their services have to be blended. • Ages have been redefined: <ul style="list-style-type: none"> ○ Out-of-school youth defined as 16-24 ○ In-school youth defined as 14-21 ○ Adult defined as 22-72 	
<p>3. Review of Committee Role and Responsibilities (Cheri Loiland)</p>	<ul style="list-style-type: none"> • Cheri passed out the new committee notebooks. • Reviewed the Organizational Work Chart and discussed the Committee Purpose, Duties & and Responsibilities. • All WDC members are required to serve on one of the four committees. • The highlight of responsibilities include: <ul style="list-style-type: none"> ○ Assist the WDC Coordinating Committee in activities related to workforce development activities and services for adults. ○ Provide leadership and partner representation in developing the adult services elements and the one stop system elements of the WIOA Local Plan. ○ This committee has the authority to designate taskforces to go out and do specific projects. The taskforce teams can have committee members and community people on them as well as staff. ○ Committee meetings will be open to the public. This group will be making recommendations; formal votes will not be taken. The committee will take consensus and pass the recommendations to the Coordinating Committee. 	
<p>4. Committee Work & Expectations Related to Required Plan Development (Cheri Loiland)</p>	<ul style="list-style-type: none"> • Cheri discussed the top 3 priorities right now for the committee: <ul style="list-style-type: none"> ○ First and foremost is the budget deliberation that must be passed by the June meeting. ○ Second, development of the Local Plan that we have to provide to the State to give to DOL which is due by the end of December. This committee will focus on local plan content related to services for adults and dislocated workers. ○ Other workforce system vision and activities related to the WIA to WIOA transition. 	

<p>5. Workforce Vision System & Overview (Cheri Loiland)</p>	<ul style="list-style-type: none"> • Cheri shared that over the next months the committee we will be working on the local plan. Because our plan needs to be coordinated with the system, we will be getting more direction from the State while we are working on our local plan. As we receive information from the state, the staff will pass it along to the committee. • Committees for the Adult Services and Youth Services will be having a lot of discussion on how we get work experiences for people and how do we get the dislocated workers the new work experiences that they need to have. • Adult Services under WIOA (Priority of Service and Service Tiers): <ul style="list-style-type: none"> • In part of this system there is flexibility in how the prioritizations of services are determined. In other words there are different types of services for the general population. This committee will be talking with the service providers from our staff about where should our priorities be, under the law. • Workbased learning is still an important feature. • Incumbent worker training: No more than 20% can be used for Adult/DW incumbent worker training. • Cheri passed out the Washington Workforce Development Services Annual Data At-a-Glance document that identifies the state workforce development components. 	
<p>6. PY15/FY16 Budget Deliberations (Cheri Loiland)</p>	<ul style="list-style-type: none"> • Draft of budget provided is not the entire Workforce Central budget. It is just the budget as it relates to WIOA. • Because our budget runs on a program year (like a calendar school year: July 1-June 30) the budget must be completed by the end of June. • When we receive funds from the federal government it comes in two batches over the course of the funding year. When the money is received it can be used over two years. Formulas are highly welled calculated to meet the maximum needs of the community. • The budget is put together based on the three categories and is also based on the responsibilities of the WDC on what needs to get done over that year. • The goal is to recommend a budget to the WDC. The budget has to be 	

	<p>approved by the Executive Committee and supported by the WDC at their June 18th meeting.</p> <ul style="list-style-type: none"> • This budget is based somewhat on history and obligations we already have in place. The allocation for each PY year is based on a two year ability to spend the money. But at the end of the first year we have to have 80% of it obligated. • Workforce Central has always provided a majority of their services as direct servicers. Meaning we have all of our case managers in house for the adults. The new WIOA law makes it clear that the WDC in their higher role have a responsibility to be the implementer and overseer but not necessarily in direct services. How does that relate to the budget? Our staff cannot be counted in the obligation formula. Encumbrances are like staff costs but obligations are a higher level of commitment than an encumbrance. • The decision has been made to direct staff to plan for us to not have direct services and to go forth in planning our budgets accordingly. What it means is that instead of staffing we will be procuring contractors that will do the same services. It shouldn't change the flavor of services we provide but it may change the delivery model that we use. That becomes highly important for each of our committees to be involved in when it becomes time for the system and the one stop. • Robin shared that because the budget is the focal topic for the June 3rd meeting, asked that members take time to look at the Key Elements and the WDC Board priorities. We will incorporate them as we consider the budget so we can make recommendations accordingly. The Key Elements are not necessarily in order of priority. • Rachel asked about Key Element question #13 "provide viable career pathways and support for people with barriers like those with felony convictions". Are there other specific barriers we need to consider or was it written intentionally broad? Mike: It was written as intentionally broad. Felony is purely an example of a structural barrier. Mike also explained "strategies for success" in Workforce Central's Force of the Future Booklet that was provided in the new committee notebook. The four strategies listed are the local plan and what businesses are telling us about employment gaps. These are the problems that we need to overcome. Employers found missing skills in 2012: work habits, problem solving, communication, customer service, and computer literacy. When the WDC was brainstorming the key elements, he 	
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	<p>advocated that only customer service and computer literacy can properly be called skills; the others are developmental assets. In the booklet there is not one strategy that addresses this. They all tend to flow out of “employers found education gaps”. Developmental asset issues are the barriers that Mike was focusing on when he brought up #13 of the key elements and think we should try to look at strategies around those.</p> <p>Cheri: It ties into the performance goals that we are going to be working on.</p> <p>Mike: These goals presume a readiness to participate in this process which is not necessarily present in some of the people he knows and loves.</p> <p>Diane: If we have gaps in our service delivery of providing them that knowledge then we are also doing our county a disservice. We need to get them prepared.</p> <p>Mike: It’s possible that it is not just folks overcoming homelessness that are not quite ready to enter into this process. Readiness issue may be broader. Suggested that the committee may want to develop some kind of pilot.</p> <p>Robin: Questions whether we can fit that into a budget line.</p> <p>Diane: Abstractly it ties into the in-demand and target sector training. Maybe not set for that but it could be a component.</p> <p>Mike: In the Youth budget Linda put in \$50,000 for “Essential Skills Development for In-school Youth”.</p> <ul style="list-style-type: none"> • The key documents that will be part of the budget discussion at the next meeting are: <ul style="list-style-type: none"> ○ Dashboard (performance measures) ○ Key Element ○ Board Priorities ○ Budget Deliberations • Cheri shared that in February that WorkForce Central did a request for proposal for in-demand and sector trainings and just completed a document that shows a summary of the different types of contracts we have out in the community right now so when dislocated workers are transferring to another career they have these training opportunities that are available. Low income people who need those skills sets can also apply. • Robin shared that because Adult/DW and the Business Services committee will do similar projects and complement each other, thought it would be a good idea to have a joint meeting to hammer out the budget together if possible. We are working with that committee’s calendar to see if it would 	<p>Robin will ask Linda at the Coordinating Committee meeting next week whether the committee has the flexibility to add line items to the Adult/DW and will ask what format recommendations should be made (i.e. sentences / bullet / worksheet)</p> <p>Send committee members Summary of Contract Training Opportunities</p>
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	be possible.	
7. Selecting Committee Vice Chair	<ul style="list-style-type: none"> Robin shared that the vice chair position will fill in at committee meetings in his absence and also be responsible for attending the Coordinating Committee meetings. Stephanie McWilliams agreed to act as Vice Chair. 	Debbie sent Coordinating Committee meeting dates to Stephanie
8. Next Meeting Agenda Items	<ul style="list-style-type: none"> Budget Eligibility Policy Development (Holly Watson) Local Plan which will keep the committee very busy until Fall 2015. <i>(Committees may chose to not meet as often once the plan is developed)</i> 	
9. Other Business	<ul style="list-style-type: none"> Still looking for committee members so if current members know of anyone interested and would add value please share the information and we can get them the application information to them. 	
10. Thank You/Adjourn	4:25 pm	



WDC Business Services Committee Meeting

NOTES

April 27, 2015

8:00 – 9:30 a.m.

WorkForce Central

3650 S. Cedar St, Tacoma

Classroom 1

Attendees: Dave Lawson, Darci Gibson, Mark Martinez, Patty Rose, Wayne Nakamura, Linda Nguyen, Deborah Howell, Andy Wells and Cheri Loiland

AGENDA	NOTES	ACTION ITEMS
<p>1. Welcome/Introductions</p>	<ul style="list-style-type: none"> • Meeting started at 8:02 a.m. • Dave welcomed everyone and Cheri introduced everyone present. Linda advised that the members approved at the WDC meeting (Robin Lester, Jeff Lovell and JoAnn Baria) were unable to attend due to prior commitments. 	
<p>2. WIOA Overview</p>	<ul style="list-style-type: none"> • All those in attendance were provided the overview at a previous meeting. 	<p>Cheri will schedule a time to provide an overview to the new members who were not present</p>
<p>3. Review of Committee Role and Responsibilities</p>	<ul style="list-style-type: none"> • Discussed and reviewed roles, duties, and responsibilities • Cheri advised the committee’s role is two-fold. The committee is helping with WIOA transition and the current services that are provided, and the ongoing system of the workforce development system in Pierce County. • Meetings will take place monthly at WFC on the fourth Monday of the month. 	<p>Cheri will update committee membership list to include Wayne and new committee members approved at the WDC Meeting: Jeff Lovell, Robin Lester, and JoAnn Baria.</p>
<p>4. Committee Work & Expectations Related to Required Local Plan Development</p>	<ul style="list-style-type: none"> • Linda asked the committee remember the top 3 priorities set out by the WDC. <ul style="list-style-type: none"> ○ First and foremost is the budget deliberation that must be passed by the June meeting. ○ Second, development of the Local Plan that we have to provide to the State to give to DOL which is due by the end of December, 	

	<p>January at the latest. This committee is responsible for the business services portion of the entire plan.</p> <ul style="list-style-type: none"> ○ Third is the oversight of the one-stop services system. When having committee discussions, remember that the business community is the primary customer. 	
<p>5. Workforce System Vision and Oversight</p>	<ul style="list-style-type: none"> • Cheri shared that at the next meeting the committee will be talking WIOA transition and the workforce system as a whole. Over the next 6-8 months the committee we will be working on the local plan. Once the local plan is turned in this committee may consider not meeting every month. • While working on the local plan we will be getting more direction from the State. Our plan needs to be coordinated with the system but we want to be ahead of the system enough that when they make recommendations to us the committee will be ready to either accept those recommendations or challenge them if we want to see something a little more different. The information that they will pass on to us will relate to data that we will want to review. We are researching opportunities now for data that we may want to use. Data would include career pathways, sectors – what are important to Pierce County and what are important to the State of Washington. • Biggest topic is how do we keep business engaged in the future? What is in it for the businesses so that they will get engaged and get involved? There has to be something in it for the greater good but also something in it that supports their industry and company. • Example of what is existing now in the business services system: <ul style="list-style-type: none"> ○ Health Care sector: Darci shared that a partnership with Workforce Central was started in 2000. It's a group of employers sitting at the table discussing strategies and how to move forward. One strategy that was developed was a career coach program where the career coaches work with the workers to help them navigate what they want to do, time commitment and how to advance their training. 	<p>Darci will bring a report to next meeting to show how it is working.</p>

	<ul style="list-style-type: none"> ○ Construction industry: We have been able to get Young Adults to job fairs to help them. Staff support is provided to help make a big impact. ○ Company training: Workforce Central helps companies train employees in new machinery, etc. We reach out to companies through a current database but are always looking for new businesses to work with (word of mouth and business hotline). Businesses bring what is needed and we do the outreach/screen for the best candidate. ○ Wayne shared how he could use assistance with their call center operation. How can we better prepare the individuals for success with pre-training opportunities? ○ Cheri shared that another sector that Workforce Central has been a leader in is the aerospace industry. Workforce Central and the business community looked at the sector needs and were able to come up with aerospace manufacturing academy that is now across the State of Washington. ● Linda reminded the committees that the number one Key Element that the WDC would like a focus on is meet the demand of the employer. This committee is extremely important in business guidance. ● Cheri shared the state’s committee agendas from last week. The three topics they were dealing with were: indentifying sectors (local and regional), engage statewide sectors as identified by Governor’s office and the CTC Centers, and impact – closing the skills gap for the targeted sectors. ● Mark shared that Pierce County has been very innovated and hopes that we don’t lose that. ● Dave believes we cannot meet the future needs 5-6 years out unless we are innovated. ● Deborah said it will take the voices of the committee members to keep reminding them about innovation and not keeping us all in a box. 	<p>Andy to schedule a meeting between him, Deborah and Wayne to see how we can help with State Farm’s call center operations.</p>
<p>6. PY15/FY16 Budget Deliberation</p>	<ul style="list-style-type: none"> ● All present were at the WDC meeting where budget deliberations were discussed so there is nothing new to share until the May meeting 	

	<p>where the dashboard will be shared. The committee can talk about what we want to measure locally and what you want to see on the dashboard.</p> <ul style="list-style-type: none"> • The final budget is due in June so the next month is a good time to look at the priorities and make suggested changes. • What do you want to measure? What do you care about (sector strategies, training, etc.)? <ul style="list-style-type: none"> ○ Return on investment – trend over time. ○ We are doing the training but are we getting the wages up? ○ Individuals age 16-24 getting jobs - Where did they get employed, career pathway, etc.? ○ Can we track promotion/advancement in a company? Social Security Administration has the ability to track individuals on wages/industry. We would need to weigh the value, time commitment and staffing abilities on how we could track this. ○ UW Tacoma – how do we utilize students graduating from there. ○ DSHS has a program working with restaurants. Entry level and then a pathway created to move them along in upper levels. It's a new program that they started and we are just now in the beginning stages of partnering with them. • Linda shared a lot of employers would hire long time employee of McDonalds with customer service skills. Maybe we can create a system with McDonalds where they get them started and we help them with a career path. There will be groups of businesses with similar needs where we can leverage them by crossing sector to sector. • Darci and Patty shared that health care industry needs are going to be jobs that require more education/degrees. • Wayne shared that most jobs at State Farm are entry level positions and after one year, there is a tuition reimbursement program they can take advantage of which doesn't have to be specific to State Farm. • Cheri shared the data will show what jobs are out there and how many are leaving Pierce County. How do we build jobs here and getting them the skills set so they don't leave Pierce County? 	<p>Deborah and Cheri will look at whether what is feasible to add to the dashboard or whether some of it should be in the annual report</p> <p>Andy to schedule a meeting between him, Deborah and Wayne to see how we can help track the success of the tuition reimbursement program at State Farm.</p>
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	<ul style="list-style-type: none"> Is there an industry sector in Pierce County that we need to look at? Are there studies that show small/large sector and how can we focus on that group? Cheri shared that Jeff Lovell said that there are lot of needs in the auto industry. 	Cheri will look for studies/data and share at future meeting.
7. Selecting Committee Vice Chair	<ul style="list-style-type: none"> Dave shared that the vice chair position will fill in at committee meetings in his absence and also be responsible for attending the Coordinating Committee meetings. Darci agreed but advised that she will be missing the next two meetings. 	<p>Debbie sent Coordinating Committee meeting dates to Darci</p> <p>Linda will discuss with the Coordinating Committee to require only the chair <u>or</u> vice chair having to attend the monthly meetings – not both.</p>
8. Next Meeting Agenda Items	<ul style="list-style-type: none"> PY 15/16 Budget Local Plan 	
9. Other Business	None	
10. Adjourn	At 9:08 a.m.	



WDC One-Stop Operator & Partners Committee Meeting

NOTES

May 5, 2015

8:30 – 10:00 a.m.

WorkForce Central

3650 S. Cedar St, Tacoma

Classroom 1

Committee Member Attendees: Ron Thalheimer, James Walker, Caryn Fosnaugh (for Blake Ingram), Kelli Johnston (for Krista Fox), Jaime Prothro, Mabel Edmonds, Keith Johnson, Kurt Simmons, Susan Cable

WDC Staff Attendees: MaryEllen Laird, Deborah Howell, Brian Humphreys, Cheri Loiland and Debbie Lean

Guest: Robin Lester

AGENDA	NOTES	ACTION ITEMS
<p>1. Hello/Introductions (Ron Thalheimer)</p> <ul style="list-style-type: none"> a. Update review of Representation b. Update on Volunteer Community Member Recruitment 	<ul style="list-style-type: none"> • Meeting started at 8:02 a.m. • Ron shared that he is looking forward to learning from the committee members. Shared that he opened a business called Niagara Water, located in Puyallup and had a great experience with the staff at Workforce Central in bringing on most of the employees that Niagara employs. They used the system and it has worked great from the beginning to the end. • One-Stop Committee has been in existence but expired last year and under the new WIOA laws needs to be re-instated by July 2015. • Ron stated that as chair, his task is to keep the meetings moving and represent the ideas and suggestions that come from all committee members. • Introductions were made around the room. After introductions, Ron stated that he is impressed with the talent and representation in the room and thinks that the committee can work in a collaborative way to get to where it needs to be. • Ron asked if there was any personal agenda: <ul style="list-style-type: none"> ○ Robin said she wants to get women back in the workforce in sustainable wage jobs, not \$10 per hour jobs to support family. Thinks it will have to be done in stages and believes that is where One-Stop comes in. 	<p>Cheri will update committee membership list</p> <p>Recap at next meeting on what got traction and worked well and what stalled that maybe we can revisit</p>

	<ul style="list-style-type: none"> ○ James has a passion for transitioning offenders into the area. He knows that the new WIOA law now makes an inclusion for programs that are funded by the Second Chance Act and it raises the stakes in terms of all of our responsibility to look at that population. ○ Susan stated her passion is about career pathways. It is not about getting people jobs; it is about giving them a career pathway that leads them to a world beyond where they are now. ● Ron shared that since it all centers around helping people, believes the committee members can look at the overall picture and make a decision together and in a respectful way. 	
<p>2. Review of Committee Role and Responsibilities (Cheri Loiland)</p>	<ul style="list-style-type: none"> ● Cheri passed out the new committee notebooks. ● Reviewed the Organizational Work Chart and discussed the Committee Purpose, Duties & and Responsibilities. ● Each WDC member is required to serve on one of the four committees. ● One Stop Committee: Besides the WDC member, we want to get all of the past One-Stop partners represented at the table for discussions. These partners are not appointed by the WDC but must be appointed by their own agencies. We are gathering all of the representatives and hopefully by next meeting we will have more partners at the table. There will be a few community people on the committee also as they also bring a perspective to the table. ● The highlight of responsibilities include: <ul style="list-style-type: none"> ○ Provide leadership and ongoing input into the planning, implementation, and performance of an integrated service delivery through an ideal one stop system. The committee will be spending a lot of their time on this area. The committee will collect data and best practices. Decisions from this committee will go to the Coordinating Committee who will review the information and develop recommendations to be taken to the WDC. ○ The WDC meets once a month as does the Coordinating Committee. The Coordinating Committee is made up of the WDC Chair, Second Chair/Vice Chair and the Chairs of each committee. By law, the Chair of each committee must be a WDC member. The Vice Chair of each committee will also represent the committee at the WDC meetings. ○ There will be discussions relating to certifying a one stop system, technology, and taskforces that are appointed. There are some significant changes in the WIOA law and also an emphasis on making 	

	<p>the ideal system work better than the past. This committee has the authority to designate taskforces to go out and do specific projects. The taskforce teams can have committee members and community people on them as well as staff.</p> <ul style="list-style-type: none"> • This committee has the ability to bring a guest or someone in their place as well as being open to the public. We will always have an official One Stop System partner representative that has been appointed from each organization for the purpose of bringing back official information and be the go to person at your organization. This group will be making recommendations; formal votes will not be taken. The committee will take consensus and pass the recommendations to the Coordinating Committee. 	
<p>3. Current One-Stop Update (MaryEllen Laird)</p>	<ul style="list-style-type: none"> • One-Stop is more of an umbrella versus a location and everyone around the table is part of the One-Stop System. • Currently Employment Security and Workforce Central both have employer services staff and are working together to integrate those services. • Joint meetings are held every other weekend and by phone. • Workforce Central and Employment Security are working to co-locate the employer services staff to somewhere on the Workforce Central Campus to make it more efficient. • Still have a presence at the Career Development Center and are also moving to have a presence in the library system. • Are presently negotiating federal employment targets with the state that will then negotiate with the Department of Labor. Those targets are regarding how many people we serve, of those how many will get jobs and at what salaries. Because we are federally funded, everything that we do is monitored by the state and the federal government. We must meet performance targets or we risk losing funding. • Internally we use the dashboard as a measurement report which comes out quarterly. • If they are enrolled into one our programs we track them i.e. we commit to serve X number of people in an area and state the percentage who will become employed. We have high percentage targets and we need to make sure that we are meeting them. Deborah shared that we have college partners at the table and ESD partners to help us meet those targets. • Numbers are based on past history. Workforce Central is trying to get the target numbers lowered. Since the economy is getting better people are 	<p>MaryEllen can produce data that shows how many we are serving.</p> <p>James would like a discussion around soft referrals and hard referrals and thinks we should address that at some point.</p>

	<p>getting jobs on their own. All 12 WDCs are in agreement to work on lowering the targets.</p> <ul style="list-style-type: none"> • To be eligible for each program there is criteria that have to be met. At this time, we are seeing higher enrollment numbers in the low income program. Deborah shared that other committees are looking at creating pathways and basic skills to get into the workforce. • Susan would like to add “Budget” as a discussion item on the agenda so this group can revisit what the budget number is and how it is being distributed. Believes it is important for this group so it can help determine what is important and what is happening with it. • Cheri shared the budget is an agenda item for the other three committees but since this committee’s main focus is on the system, it was not included on the agenda but we could add it for informational purposes. • Ron suggested a matrix/mapping for each specific group outlining a process flow setting out who we serve, what our services are and what we recommend as far as allocation in each of those areas so we know all are working together. • Deborah shared that the decision making on the budget comes from the WDC and the Coordinating Committee so they ultimately will be deciding where the money goes based on the categories. • Cheri passed out the Washington Workforce Development Services State At-a-Glance annual data for funding. • This group will be very engaged over the year in talking about the One Stop System as we go forth in redeveloping the system and figuring out which partners will be involved. Certain partners are responsible for bringing money to the table with the redeveloping and redefining the One Stop System. • Under the old law 30% of the money designated to Adult/Dislocated Worker could be moved back and forth. Under the new system Adult/Dislocated Worker 100% of the monies can move back and forth. We all need to keep in mind that even though it can be moved each local WDC has to meet its goals in all areas so moving monies around can be detrimental to one area. One way to meet the goal is the local WDC raise money to support their needs. If we get a donation to one area then it would make it possible to give to the other side. We would have to report how we are going to meet our goals if we move money. • Mabel thinks Ron is on the right track on wanting to see the primary 	
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	<p>providers for certain population. How much are we spending in our county on particular population and see who we aren't serving but should.</p> <ul style="list-style-type: none"> • MaryEllen gave example of how the data could be skewed: We are serving an individual under the low income adult program only but has knowledge that that he is a low income adult, homeless, ex con and a veteran. Is the expectation that we track him all three ways? 	
<p>4. Change in One-Stop from WIA to WIOA</p>	<ul style="list-style-type: none"> • Cheri presented the Overview of the changes from WIA to WIOA and highlighted important components: <ul style="list-style-type: none"> ○ Law goes into effect July 2015. ○ Local plan has to be in place by July 2016. We have to work on the plan now and have it ready to give to the State by the end of this year. This committee is the exclusive committee that will be working on the One Stop MOU updates. ○ Key employment and training activities changes: <ul style="list-style-type: none"> ▪ Performance Measures: Creates common measures across all core programs ▪ Codifies elimination of sequences of services, creates new "career services" category. ▪ Signals to States and local areas increased interest in a number of existing best practices, including career pathways, sector partnerships, and credential attainment linked to in-demand occupations. ▪ One Stop operator is designated through a competitive process and shall be an entity or a consortium comprised of at least three one stop partners. ▪ One Stop Center must have Wagner Peyser co-located. ▪ Use of technology based strategies to increase customer access, delivery of services and efficiency. <i>Note: This will be a major focus for this committee. Committee will need to talk about how can we make the system work efficiently, how can we take advantage of technology and what do we consider the definition of a One-Stop.</i> 	
<p>5. Overview of Work Ahead (Cheri Loiland)</p> <p>a. Memorandum of Understanding (MOU)</p> <p>b. Local Area Plan</p>	<ul style="list-style-type: none"> • Memorandum of Understanding: The MOU is key for this group as it relates to the infrastructure costs of running the One Stop. The definition has changed. It requires the core partners participate in the funding. The Resources Sharing Agreement (RSA) is related to the MOU but separate in that the MOU sets out of how the partners work together to create the 	

	<p>system and the RSA is an agreement between the partners who are required to participate in the funding and specifically how the partners participate. The law goes into great detail about who needs to be in the RSA. If an agreement can't be reached by the local WDC the State Governor will step in and using a set formula will create the agreement. The law is very specific about funding and match/value. Cheri suggested that committee members read it before next meeting so we can discuss it in greater detail.</p> <ul style="list-style-type: none"> Local Plan: Cheri will bring to the next meeting what they will be working on. It will be related to the system. This committee will be creating a vision for the plan that the MOU partners will be signing. 	
6. Selecting Committee Vice Chair	<ul style="list-style-type: none"> Ron shared that the vice chair position will fill in at committee meetings in his absence and also be responsible for attending the Coordinating Committee meetings. Susan Cable agreed to act as Vice Chair. 	Debbie will send Coordinating Committee meeting dates to Susan
7. Next Meeting Agenda Items	<ul style="list-style-type: none"> Budget Discussion MOU/RSA Local Plan Matrix Development 	Deborah will bring the draft budget and current dashboard to next meeting to give a more global view of the overall flow.
8. Other Business	None	
9. Thank You/Adjourn	10:08 am	