

AGENDA

November 3, 2022 • 3:00 – 4:30
Virtual via Zoom

- Welcome 3:00
- Public Comment 3:00 – 3:05
- Consent Agenda (*Board Vote*) 3:05 – 3:10
 - August 2022 Minutes
 - PY21-FY22 Financial Report September 2022
- Funding Updates – Katie Condit 3:10 – 3:20
 - QUEST National Dislocated Worker Grant
 - Economic Security for All
- JBLM WorkSource Impact – Jermane Easterlin & James Hughes, Career TEAM 3:20 – 3:35
- WorkSource Site Locations & Expansion 3:35 – 3:50
 - Site certifications – Katie Condit & Shellie Willis
 - South Hill mall Expansion – Shellie Willis
 - Board Discussion – Katie Condit & Board
- Re-skill-Upskill Trainings – Deborah Howell 3:50 – 4:05
 - Progress to date
 - Board input
- Strategic Plan Finalization – Katie Condit and Board 4:05 – 4:20
- Other Business 4:20 – 4:25
 - Board Meeting Schedule
- Good of the Order 4:25 – 4:30

Attachments

August 2022 Minutes

PY21-FY22 Financial Report September 2022

MINUTES

August 18, 2022 • 3:00 – 4:30

Virtual via Zoom

Attendees: Irene Reyes, Patty Rose, Lynn Strickland, Deanna Keller, Robin Baker, Norton Sweet, Dale King, Lin Zhou, Blaine Wolfe, Bruce Kendall, Dona Ponepinto, Dave Shaw, Deb Tuggle, Ann Medalia, Mandy Kipfer

Staff: Katie Condit, Jan Adams, Deborah Howell, Karen Downing, Kari Haugen, Steve Grimstad

Guests: Bryan Lewis

- **Welcome**

Irene Reyes, Vice Chair called the meeting to order at 3:01 p.m.

- **Public Comment**

None

- **Consent Agenda (*Board Vote*)**

- **June 2022 Minutes**

- **PY21-FY22 Financial Report**

Motion to approve the consent agenda as presented made by Dale; seconded by Robin. Approved

- **YA RFP release – Deborah Howell**

- **YA RFP committee volunteers**

Deborah gave an overview of the RFP process. She noted we are looking for a few board members to be on the review committee. She explained the timeline noting the pre-release was done August 16th notification with the actual posting of the RFP will be September 14th. The bidders conference will be held September 28th.

Deborah explained the new RFP process is an interactive proposal that you fill out online. It makes sure that submitters get everything filled out before submitting. She noted the review of proposals will be November 10th through 29th. December 1st the committee would have a recommendation to WFC with December 7th for interviews/presentations if needed. The hope is to have a selection made by the end of December so we can complete the contract negotiation process in time to have a start time of July 2023. Katie noted this board will have the final decision on who is selected as a provider. People who like to serve on the committee should respond to Deborah within the next couple of weeks. Katie will send an email with the pertinent dates and information. Mandy Kipfer has volunteered to serve on the committee

- **HIRE Pierce: Next Gen Outcomes – Kari Haugen**

Kari gave a brief background on the Next Gen initiative. She noted 193 young adults were placed in paid internship with 35,585 hours worked and 61 employers received an intern. Kari noted 30% of the young adults were hired by the company they interned with. Discussion continued around the success of this program.

- **ESD PY21 WIOA Management Letter – Karen Downing**

Karen discussed the ESD monitoring that occurred in the spring. She noted there were no findings or disallowed costs. She noted is there one issue left which is the Interlocal Agreement. This is currently being revised by the City of Tacoma and Pierce County.

- **Conflict of Interest Policy – Karen Downing**

Karen gave a background on the policy process and gave an overview and asked for input on the Conflict Of Interest policy. Katie explained the reasoning behind this policy due the board being comprised of business members.

- **Workforce Impact Fund Endorsement – Katie Condit & Board**

Katie discussed the funding and our need to diversify. She gave an overview of the WIF funding that will be working to get as a yearly grant from the State. She noted we will be asking for endorsement to assist in our ability to obtain a portion of the \$50MM that will be made available through this program. Irene suggested the department of commerce has funding we could possibly qualify for and she has offered to connect us with them. Katie noted that we are working with them. Bruce asked for clarification on what we are trying to do and offered his support. Deanna noted the port of Tacoma would be behind this and noted we should connect with Shawn Eagan or Eric Johnson.

- **Strategic Plan – Katie Condit & Board**

Katie reviewed the process highlighting the board retreat. She gave an update noting she will have a plan for this board to approve. She noted one of the recurring themes was to diversify our funding streams. Katie noted we are currently pursuing 501(c)3 status. She explained this will not change our governance structure but will open up our ability to pursue other funding. We will not be in competition with our partners who are 501(c)3s. Discussion continued around how this will affect us i.e., bylaws, etc. Irene asked what the timeframe was for the transition. Katie explained we hope to enter the new program year with the new designation.

- **Good of the Order**

Deanna mentioned she was able to take a tour of the Vigor Training Center and noted the internships they offer. Lin noted she attended the WEDA conference and was able to share the work we do and thanked Katie for the opportunity to attend.

Motion to adjourn made by Bruce, seconded by Patty. Meeting adjourned at 3:50 p.m.

WorkForce Central
Program Year 2022/Fiscal Year 2023
Budget vs. Actual through September 30, 2022

Budget Line Item	Final PY22 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 6,853,470	\$ 808,252	\$ 6,045,218
New Cohort Training/Reskill-Upskill Initiatives	1,860,250	88,146	1,772,104
Incumbent Worker Training	100,000	-	100,000
System and Internal Professional Development (Priority DEAI)	50,000	2,347	47,653
Workforce System Navigators	167,250	932	166,318
Workforce System Connection Site	50,000	8,112	41,888
Service Delivery via Technology	230,000	9,911	220,089
Communications	61,000	3,732	57,268
Data and Research	55,500	14,555	40,945
Workforce Summits	75,000	1,655	73,345
WorkForce Central Staff	3,866,149	1,011,190	2,854,959
WorkForce Central Operational Expenses	738,000	151,329	586,671
Administrative Reserve	460,636	-	460,636 (1)
Total	<u>\$ 14,567,255</u>	<u>\$ 2,100,160</u>	<u>\$ 12,467,096</u>

Notes:

(1) - Administrative reserve represents WIOA annual formula funding available for PY22 that will be used to maintain services such as when a continuing resolution is delayed, there is a government shutdown, or there is a delay in the awarding of PY23 WIOA annual formula funding. This allows for a period of time for continuation of services while the budget is negotiated and finalized. The administrative reserve can also be used to leverage WIOA formula funding as other funding opportunities or initiatives come up during PY22.

WorkForce Central
Program Year 2022/Fiscal Year 2023
Direct Services and Contracts through September 30, 2022

Contract	Final PY22 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2021 WIOA Adult Annual Formula	\$ 219,000	\$ -	\$ 219,000	\$ -
PY2022 WIOA Adult Annual Formula	1,235,000	63,690	1,171,310	1,171,310
PY2021 WIOA Dislocated Worker Annual Formula	181,000	-	181,000	-
PY2022 WIOA Dislocated Worker Annual Formula	1,325,000	59,201	1,265,799	1,265,799
PY2021 WIOA Youth Annual Formula	155,000	150,263	4,737	-
PY2022 WIOA Youth Annual Formula	1,551,075	41,042	1,510,033	1,510,033
Economic Security for All	940,060	37,607	902,453	979,726
Pre-Employment Transition Services	200,000	47,526	152,474	221,896
Pierce County Youth Work Program	424,000	270,647	153,353	217,637
CDBG COVID Hunger Relief Staffing and Services	570,000	120,193	449,807	471,502
Strategic Planning	26,000	9,712	16,288	4,995
Community Engagement Services	27,335	8,371	18,964	13,189
Total	\$ 6,853,470	\$ 808,252	\$ 6,045,218	\$ 5,856,087