

AGENDA

December 8, 2022 • 3:00 – 4:30
Virtual via Zoom

- Welcome 3:00 – 3:10
 - Board Intros
- Public Comment 3:10 – 3:15
- Consent Agenda (*Board Vote*) 3:15 – 3:20
 - November 2022 Minutes
 - PY22-FY23 Financial Report October 2022
- Young Adult Provider Contract Update – Katie Condit 3:20 – 3:30
 - Korean Women’s Association
 - Northwest Education Association
- Young Adult RFP Recommendation – Kari Haugen (*Board Vote*) 3:30 – 3:40
- Strategic Plan Outcomes – Katie Condit & Board 3:40 – 4:00
- Other Business 4:00 – 4:25
 - Conflict of Interest Form – Karen Downing & Jan Adams
 - WDC Strategy Committee – Katie Condit
 - Public Comment Procedure- Katie Condit & Board (*Board Vote*)
- Good of the Order 4:25 – 4:30

Attachments

November 2022 Minutes

PY22-FY23 Financial Report October 2022

Public Comment Procedure

WIOA Title I Young Adult Services Request for Proposals Evaluation Committee Recommendation

Conflict of Interest Form

MINUTES

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

Attendees: Irene Reyes, April Betts-Gibson, Norton Sweet, Dale King, Bruce Kendall, Lynn Strickland, Ann Medalia, Taliesha Garrett, Jenna Pollock, Robin Baker, Blaine Wolfe, Deanna Keller, Jolita Perez, Nathe Lawver, Dona Ponepinto

Staff: Katie Condit, Jan Adams, Deborah Howell, Shellie Willis, Karen Downing, Steve Grimstad, Josh Stovall, Teresa Delicino

Guests: Tim Foster, Jermane Easterlin, James Hughes, Gerrit Nyland

Welcome

April called the meeting to order at 3:01 p.m.

Public Comment

None

Consent Agenda (*Board Vote*)

- **August 2022 Minutes**
- **PY21-FY22 Financial Report September 2022**
Motion to approve the Consent Agenda as presented made by Bruce; seconded by Deanna. Approved

Funding Updates – Katie Condit

- **QUEST National Dislocated Worker Grant**
- **Economic Security for All**
Katie gave an overview of the additional funding we will be receiving. She noted the coordinated outreach, engagement with local and regional businesses, supportive services with a focus on placing participants into unsubsidized high-quality employment. Katie also noted the QUEST grant of \$2,043,771.00 and the EcSA funding of \$745,364 will be used to cover such things as outreach, training, navigator and supportive services.

JBLM WorkSource Impact – Jermane Easterlin & James Hughes, Career TEAM

Katie introduced James and Jermaine who provided an overview and impact of the WorkSource site at JBLM. The site has been recognized nationally and this model is being replicated in other WDCs across the country. They discussed the businesses and positions the participants obtained at these businesses.

WorkSource Site Locations & Expansion

- **Site certifications – Katie Condit & Shellie Willis**
- **South Hill mall Expansion – Shellie Willis**
- **Board Discussion – Katie Condit & Board**
Katie gave an overview of the WorkSource System in Pierce County. Shellie noted we have a total of 26 sites throughout Pierce County one of which is located on JBLM making it the first and only operating WorkSource on a Military Base. We have our new pilot site in eastern pierce county at south hill mall, which is a walk up and where we have had 4 people hired just simply from receiving job skill support. We are seeking out new locations based on where we need to be to provide access to the workforce system. Discussion continued around the certification process and possible locations. Taliesha asked for more information on the committee and what it involves. Shellie gave a brief description of the process. Ann also volunteered.

Re-skill-Upskill Trainings – Deborah Howell

- **Progress to date**

- **Board input**

Deborah provided an overview of the program and process. She noted the feedback from businesses has been key in program. Deborah noted another area is layoff prevention. She highlighted the areas in which businesses were asking for assistance. Discussion continued around the program and how it works and what is involved. Irene asked if we could quantify the impacts in future reports.

Strategic Plan Finalization – Katie Condit and Board

Katie shared an overview of the progress of the development of the Strategic Plan. She asked for input on our organization evolutions goals that are internal to the organization.

Other Business

- **Board Meeting Schedule**

Katie asked for feedback on the scheduling every other month for the meetings.

Good of the Order

Bruce noted the United Way, Chamber and EDB events. He provided an overview of the EDB and Chamber events.

Dona gave a brief overview of the United Way Poverty to Possibilities.

Robin provided an overview of the Amazon apprenticeship event.

Deana the Port of Tacoma is increasing the budget for workforce development.

Motion to adjourn made by Deanna; seconded by Bruce. Meeting adjourned at 4:19 p.m.

WorkForce Central
Program Year 2022/Fiscal Year 2023
Budget vs. Actual through October 31, 2022

Budget Line Item	Final PY22 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 6,853,470	\$ 1,554,414	\$ 5,299,056
New Cohort Training/Reskill-Upskill Initiatives	1,860,250	126,303	1,733,947
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	11,669	38,331
Service Delivery via Technology	230,000	55,384	174,617
Communications	61,000	12,963	48,037
Data and Research	55,500	17,175	38,325
Workforce Summits	75,000	1,655	73,345
WorkForce Central Staff	3,866,149	1,304,365	2,561,784
WorkForce Central Operational Expenses	738,000	200,207	537,793
Administrative Reserve	460,636	-	460,636 (1)
Total	<u>\$ 14,567,255</u>	<u>\$ 3,287,413</u>	<u>\$ 11,279,843</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 October 31, 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	141,374	1,093,626	1,093,626
PY2021 WIOA Dislocated Worker Annual Formula	181,000	-	181,000	-
PY2022 WIOA Dislocated Worker Annual Formula	1,325,000	154,673	1,170,327	1,170,327
PY2021 WIOA Youth Annual Formula	155,000	150,263	4,737	-
PY2022 WIOA Youth Annual Formula	1,551,075	161,679	1,389,396	1,389,396
Economic Security for All	940,060	237,390	702,670	780,565
Pre-Employment Transition Services	200,000	52,146	147,854	-
Pierce County Youth Work Program	424,000	418,327	5,673	-
CDBG COVID Hunger Relief Staffing and Services	570,000	209,215	360,785	382,480
Strategic Planning	26,000	9,712	16,288	4,995
Community Engagement Services	27,335	19,635	7,700	1,925
Total	<u>\$ 6,853,470</u>	<u>\$ 1,554,414</u>	<u>\$ 5,299,056</u>	<u>\$ 4,823,314</u>

**WIOA Title I Young Adult Services Request for Proposals (RFP)
EVALUATION COMMITTEE RECOMMENDATION – DECEMBER 1, 2022**

Evaluation Process

WFC Proposal Review: WFC staff confirmed bidder organizations are not suspended or debarred from receiving federal funding. The Financial Management & Stability section of proposals (our required Risk Assessment) was reviewed and scored. All 8 bidders' proposals qualified for consideration and were passed to the Evaluation Committee.

Evaluation Committee Members: Ann Medalia, TERRA Staffing/Workforce Development Board; Chloe Wilhelm, WFC; Deborah Howell, WFC; Kari Haugen, WFC; Mandy Kipfer, DSHS/Workforce Development Board

Proposal Evaluation Process: The Evaluation Committee received written orientation and instructions and participated in Proposal Review Form training. They received the online Proposal Review Form on 11/9/22, which includes a conflict of interest and confidentiality statement and links to proposals. Committee members individually reviewed and scored proposals using the scoring rubric in the RFP. Proposals had to receive a minimum averaged score of 70 points for funding consideration. On 12/1/22, the Evaluation Committee discussed proposal scoring results and reached consensus on their recommendation.

Interviews: The Evaluation Committee decided not to hold interviews with bidders because proposals and committee discussion provided clear and sufficient information to formulate their recommendation.

Proposal Scores [Young Adult Services RFP - Proposal Evaluation Scores Report](#)

Bidder	Score (100 possible points)
Career TEAM LLC	92.8
Goodwill of the Olympics and Rainier Region	85.2
Metropolitan Development Council	80.3
Multicultural Child and Family Hope Center	80.2
Asia Pacific Cultural Center	77.9
Peace Community Center	74.2
AfriTech United LLC	69.4
Elements of Education	62.6

Evaluation Committee Recommendation

Bidder: The Evaluation Committee recommends Career TEAM LLC to become the core provider of WIOA Title I Young Adult Services. Their overall proposal was strong and received the highest score, and the Evaluation Committee valued Career TEAM LLC's clear and positive experience providing WIOA Title I services and their demonstrated understanding of the core services provider role. We may want to explore future partnerships with other bidders, but their proposals did not indicate they were the best choice for the core provider role.

Funding Amount: \$825,000

Contract Duration: The initial contract will start July 1, 2023 and end June 30, 2024. WorkForce Central can renew the contract annually for three years or longer, in accordance with WIOA Title I laws and regulations and additional factors.

Proposals Submitted

	Organization Name	Request Amount	Cost Per Enrollment (PY23 - \$3,500)	Cost Per Placement (PY23 - \$5,900)
1	AfriTech United LLC	\$825,000	\$2,946.43	\$5,156.25
2	Asia Pacific Cultural Center	\$824,996	\$9,166.62	\$14,999.93
3	Career TEAM LLC	\$825,000	\$3,437.50	\$5,536.91
4	Elements of Education	\$583,000	\$24,291.67	\$24,291.67
5	Goodwill of the Olympics and Rainier Region	\$825,000	\$5,156.25	\$7,932.69
6	Metropolitan Development Council	\$825,000	\$4,125.00	\$5,500.00
7	Multicultural Child and Family Hope Center	\$539,080	\$1,658.71	\$2,629.66
8	Peace Community Center	\$824,467	\$4,122.34	\$6,595.74



Conflict of Interest Disclosure Form

I have read the WorkForce Central Conflict of Interest Policy and agree to always comply fully with its terms and conditions during my service as a Pierce County Workforce Development Board (WDB), Executive Council, or committee member.

If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Pierce County WDB Chair and WorkForce Central CEO in writing.

Please disclose the existence and nature of any financial or competing interest that may give rise to an actual or potential conflict of interest, including positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

Member Signature:

Member Printed Name:

Date:

Public Comment:

The Pierce County Workforce Development Board (WDB) and Executive Board welcome written or verbal public comments on agenda items to assist in decision-making. As a result, all written or verbal comments must be limited to agenda items. Time will be set aside for public comment at the beginning of each regular meeting.

Public Comment Procedure**Written Comment**

- Written comments on agenda items may be submitted to info@workforce-central.org by 12:00 p.m. the day before the scheduled meeting.
- Comments received before the deadline will be compiled and sent to the WDB or Executive Board for review and consideration before discussion of the agenda item.
- To address written comments, the meeting Chair will ask if any were received, and the answer will be reflected in the meeting minutes.
- Written comments received after the deadline will not be made part of the official record of the meeting.

Verbal Comment

- All comments must be limited to items on the agenda. Speakers are asked to introduce their comment with the specific agenda item(s) they will address.
- To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone.
- When attending the meeting in person, speakers wishing to submit comments will be instructed where to sign in.
- To ensure equal opportunity for the public to comment, each speaker's comments will be limited to two minutes per person, per meeting.
- Speakers may address more than one agenda item; however, each speaker may address the Board only once during the Public Comment portion of the meeting.
- The meeting Chair reserves the right to make one or both of the following adjustments to the Public Comment portion of any meeting:
 - Limit the number of speakers, or
 - Adjust the length of time each speaker has to make comments.
- The meeting Chair retains the authority to determine whether a speaker's remarks fail to comply with the scope of WorkForce Central's Public Comment policy and suspend a person's right to speak, subject to the Board's right to overrule such a decision.

No person may use Public Comment to campaign for or against electoral or ballot proposition, or for advertising of any product or services.