

AGENDA

April 21, 2022 • 3:00 – 4:30
Virtual via Zoom

- Welcome 3:00-3:05
- Consent Agenda 3:05-3:10
 - Minutes
 - Finance Report
- National Association of Workforce Boards – April Gibson, Deb Tuggle, Bruce Kendall 3:10-3:20
- Budget Draft #1 – Steve Grimstad 3:20-3:30
- Workforce Innovation Fund – \$50 million- Katie Condit 3:30-3:40
- Mobile One-Stop Model – Deborah Howell & Kelly Blucher 3:40-3:50
- Experiences with the Local Workforce System – Gloria Brickhouse 3:50-4:05
- Other Business- Katie Condit & Board 4:05-4:20
 - WorkForce Central Strategic Planning
 - CEO Review Committee
 - Board Retreat
 - OSO and Young Adult Services Vote
- Good of the Order 4:20-4:30

Attachments

- Minutes
- Finance Report
- Budget Narrative
- Budget Draft #1
- Innovation Fund Overview

FEBRUARY 2022 MINUTES

February 10, 2022 • 3:00 – 4:30

Virtual via Zoom

Attendees: April Gibson, Irene Reyes, Patty Rose, Nathe Lawver, Deb Tuggle, Micha Ide, Taliesha Garrett, Dave Shaw, Norton Sweet, Deanna Keller, Dale King, Robin Baker, Dona Ponepinto, Lynn Strickland, Ann Medalia, Rachael Pease, Jolita Perez, Jenna Pollock, Lin Zhou, Blaine Wolfe

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

- **Welcome**

- **Introduce new board members**

- **Taliesha Garrett, Program Leader, Executive Leader Acceleration, Boeing**
 - **Jolita Perez, System Manager Workforce Development, MultiCare Health System**

- **Role Changes**

- **Robin Baker, Program Manager, Amazon Web Services**
 - **Kristina Maritzak, Chief Risk Officer/Compliance Officer, Tegria**

April called the meeting to order at 3:00 p.m. She then asked all members to introduce themselves for the new members' benefit. She then introduced two new members as well as noting updates on two other members.

- **Consent agenda**

- **December Minutes**

- **Finance Report**

Motion to approve the consent agenda made by Nathe; seconded by Deanna. Approved.

- **Budget Timeline- Steve Grimstad**

Steve gave the highlights of the timeline and next steps.

- **Recovery Projections- Data to Set up Strategy – Josh Stovall & Board**

- **Strategic Plan Set up**

Josh gave a brief background on the process and shared the data that will be used to help the process. Nathe asked how we would be factoring State initiatives. Jolita asked about the job classifications. Ann asked about the plan on meeting the needs for soft skills. Discussion continued around the strategic planning process.

- **Workforce System Navigators- Katie Condit, Jenna Pollack & Board**

Katie gave an overview the workforce development system and the workforce system navigators program. Jenna spoke about the proposal of a group of navigators and how that might work. Ann asked where in the community the navigators actually work. Dona offered United Way's help on training the navigators. Taliesha asked that the navigators are reflective of the community and have cultural agility. Discussion continued around the proposal, how it will work and next steps.

- **Report**

- **Upskill-Reskill Initiative- Deborah Howell**

Deborah gave a background and update on the initiative noting we have approved 16 of the proposals received in response to our RFQQ. She spoke briefly on some of the providers.

- **HIRE Pierce: Next Gen- Deborah Howell**
Deborah provided an overview of Hire Pierce Next Gen
- **Funding allocations and advocacy- Katie Condit**
Katie noted our funding is being cut again and advocacy on the federal level.
- **Pathways Narrative- Katie Condit**
Katie discussed the idea from the WDC Strategy Committee to work on pathways narrative from people and their journey. Lin and Deanna offered to participate.
- **City-County Interlocal Agreement- Katie Condit**
Katie noted the City and County are in the process of revising the interlocal agreement.
- **Good of the Order**
Deanna noted she met with new tenants and are looking to hire such as aluminum welders.

Motion to adjourn made by Dave; seconded by Irene. Meeting adjourned at 4:25 p.m.

WorkForce Central
Program Year 2021/Fiscal Year 2022
Budget vs. Actual through February 28, 2022

Budget Line Item	Final PY21 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 8,155,125	\$ 3,258,338	\$ 4,896,787
New Cohort Training/Reskill-Upskill Initiatives	1,750,000	-	1,750,000
Incumbent Worker Training	200,000	-	200,000
(Pre) Apprenticeship Initiatives	50,000	-	50,000
System Partner Professional Development	50,000	21,714	28,286
Service Delivery via Technology	307,500	121,448	186,052
Communications	142,000	38,550	103,450
Data and Research	97,000	15,763	81,237
Workforce Summits	60,000	-	60,000
Resource Development	100,000	-	100,000
WorkForce Central Staff	4,033,798	2,250,868	1,782,930
WorkForce Central Operational Expenses	710,000	362,585	347,415
Administrative Reserve	967,169	-	967,169 (1)
Total	\$ 16,622,592	\$ 6,069,266	\$ 10,553,326

Notes:

(1) - Administrative reserve represents WIOA annual formula funding available for PY21 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 PY22 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 PY21.

WorkForce Central
Program Year 2021/Fiscal Year 2022
Direct Services and Contracts through February 28, 2022

Contract	Final PY21 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2020 Adult Annual Formula	\$ 125,000	\$ 150,764	\$ (25,764)	-
PY2021 Adult Annual Formula	1,125,000	389,788	735,212	845,212
PY2020 Dislocated Worker Annual Formula	150,000	165,055	(15,055)	-
PY2021 Dislocated Worker Annual Formula	1,325,000	476,850	848,150	848,150
PY2020 Youth Annual Formula	160,000	81,958	78,042	-
PY2021 Youth Annual Formula	1,551,075	489,448	1,061,627	1,061,627
Tacoma Community College Basic Education for Adults Navigator	82,250	45,251	36,999	36,999
Rapid Response	-	72,515	(72,515)	-
Economic Security for All	410,800	517,384	(106,584)	146,109
Pre-Employment Transition Services	226,000	36,912	189,088	21,489
Disaster Recovery Dislocated Worker Grant	775,000	291,152	483,848	428,005
Employment Recovery Dislocated Worker Grant	730,000	460,042	269,958	286,013
Pierce County Youth Work Program	900,000	13,589	886,411	864,376
CDBG COVID Hunger Relief Staffing and Services	595,000	67,630	527,370	821,895
Total	\$ 8,155,125	\$ 3,258,338	\$ 4,896,787	\$ 5,359,875

Program Year 2022/Fiscal Year 2023 BUDGET DRAFT #1

- The April meeting packet includes a comparison of the first draft of the PY22 budget to the PY21 budget approved by the WDC and Executive Board and the first draft of the PY22 budget.
- The first draft of the PY22 budget presents an overall decrease of approximately \$2.7M from the PY21 approved budget.
- The first draft of the budget is presented assuming a decrease in WIOA annual formula funding from the prior program year. This assumption is based on guidance for planning purposes provided by the Department of Labor through Training and Employment Notice 20-21 issued February 2, 2022, where Washington State should expect a decrease in WIOA annual formula funding.
- Other grants represent funding awarded or expected to be awarded that will continue into the next program year. Other grants include Economic Security for All, DSHS Pre-Employment Transition Services, funding from Pierce County for Youth Work Program and cohorts, funding from City of Tacoma for cohorts, and CDBG COVID Hunger Relief Staffing and Services.
- Investment in direct services to fund contract and performance responsibilities required of our service providers for annual formula funding and other grant funding awarded or will be awarded that will continue into the next program year.
- WorkForce Central staff for business solutions budgeted at 6 FTEs in PY22, no increase in FTEs from the PY21 budget.
- Investment in workforce system navigators to fund an additional two workforce system navigators in addition to the basic education navigator funded in prior years.
- Other investments due to evaluation of priorities, staff capacity, and strategic initiatives currently planned for PY22.
- WorkForce Central staff (not including Business Solutions) budgeted at 22 FTEs compared to 23.5 FTEs budgeted in PY21
 - a. Current WFC staff at 21 FTEs that include all WFC management, fiscal, and program staff.
 - b. Plan to hire 2 additional program staff for new strategic initiatives and to move WFC work forward.
- 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 has accumulated unencumbered cash reserves from prior years due to performance-based contracts that allowed for revenues that exceeded actual costs. These funds are used for unexpected expenses such as litigation fees, unexpected invoices from previous funding sources that have closed, or other unanticipated occurrences that require payment to reconcile.
- The WDC and Executive Board will receive a second draft of the budget to review and provide feedback in May.
- Goal to have a final budget to present for the WDC and Executive Board to approve at the June meetings.

WorkForce Central
Program Year 2022 Draft Budget vs.
Approved Program Year 2021 Budget

Budget Line Item	Draft PY22 Budget	Approved PY21 Budget	Difference
Revenue:			
Annual Formula Funding	6,590,227	7,431,914	(841,687)
Projected Carry-In Annual Formula Funds	4,684,248	4,576,928	107,320
Other Grants	2,653,410	4,613,750	(1,960,340)
Total Funds Available	<u>13,927,885</u>	<u>16,622,592</u>	<u>(2,694,707)</u>
Investment Areas:			
Projected Carry-In Obligation	515,335	435,000	80,335
Direct Services - Annual Formula Contracts	4,051,075	4,001,075	50,000
Direct Services - Other Grants Contracts	1,791,500	3,636,800	(1,845,300)
Direct Services - Business Solutions WorkForce Central Staff	770,228	741,949	28,279
New Cohort Training/Reskill-Upskill Initiatives	1,662,250	1,750,000	(87,750)
Incumbent Worker Training	100,000	200,000	(100,000)
(Pre) Apprenticeship Initiatives	-	50,000	(50,000)
System and Internal Professional Development (Priority DEAI)	50,000	50,000	-
Workforce System Navigators (Total of 3)	252,250	82,250	170,000
Workforce System Connection Site	50,000	-	50,000
Service Delivery via Technology	251,500	307,500	(56,000)
Communications	61,000	142,000	(81,000)
Data and Research	39,500	97,000	(57,500)
Workforce Summits	45,000	60,000	(15,000)
Other Investment Areas	-	100,000	(100,000)
	<u>-</u>	<u>-</u>	<u>-</u>
Total Investments	<u>9,639,638</u>	<u>11,653,574</u>	<u>(2,013,936)</u>
WorkForce Central Staff	3,102,815	3,291,848	(189,033)
WorkForce Central Operational Expenses	770,000	710,000	60,000
Administrative Reserve	415,431	967,169	(551,738)
Total Budget Need	<u>13,927,885</u>	<u>16,622,592</u>	<u>(2,694,707)</u>
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>

		ADULT	DW	YOUTH	OTHER GRANTS	ADMIN	Total
REVENUE							
Annual Formula Funding		\$ 1,839,853	\$ 2,161,972	\$ 1,929,379		\$ 659,023	\$ 6,590,227
Projected PY21/FY22 Annual Formula Carry-in Funds		\$ 1,578,022	\$ 1,602,707	\$ 1,196,704		\$ 306,815	\$ 4,684,248
Other Grants					\$ 2,653,410	\$ -	\$ 2,653,410
Total Funds Available		\$ 3,417,875	\$ 3,764,679	\$ 3,126,083	\$ 2,653,410	\$ 965,838	\$ 13,927,885
INVESTMENT AREAS							
PY21/FY22 Carry-in Obligations - Projected (Detail Below)		\$ 183,011	\$ 181,390	\$ 150,934		\$ -	\$ 515,335
Direct Services							
Adult Annual Formula		\$ 1,175,000					\$ 1,175,000
Dislocated Worker Annual Formula			\$ 1,325,000				\$ 1,325,000
Youth Annual Formula				\$ 1,551,075			\$ 1,551,075
Economic Security for All					\$ 311,500		\$ 311,500
Pre-Employment Transition Services					\$ 120,000		\$ 120,000
Pierce County Youth Work Program					\$ 900,000		\$ 900,000
CDBG COVID Hunger Relief Staffing and Services					\$ 460,000		\$ 460,000
Business Solutions							
WorkForce Central Staff	6 FTEs	\$ 228,670	\$ 353,589	\$ 159,685	\$ 28,284		\$ 770,228
New Cohort Training/Reskill-Upskill Initiatives		\$ 458,000	\$ 362,956	\$ 191,294	\$ 650,000		\$ 1,662,250
Incumbent Worker Training		\$ 50,000	\$ 50,000	\$ -			\$ 100,000
System and Internal Professional Development (Priority DEAL)		\$ 16,885	\$ 20,052	\$ 13,063			\$ 50,000
Workforce System Navigators (Total of 3)		\$ 85,185	\$ 101,163	\$ 65,901			\$ 252,250
Workforce System Connection Site		\$ 16,885	\$ 20,052	\$ 13,063			\$ 50,000
Service Delivery via Technology		\$ 84,932	\$ 100,862	\$ 65,705			\$ 251,500
Communications		\$ 20,600	\$ 24,464	\$ 15,937			\$ 61,000
Data and Research		\$ 13,339	\$ 15,841	\$ 10,320			\$ 39,500
Workforce Summits		\$ 15,197	\$ 18,047	\$ 11,756			\$ 45,000
WorkForce Central Staff (not including Business Solutions)	22 FTEs	\$ 787,486	\$ 853,163	\$ 626,436	\$ 156,983	\$ 678,747	\$ 3,102,815
WorkForce Central Operational Expenses		\$ 190,790	\$ 230,334	\$ 154,749	\$ 26,642	\$ 167,485	\$ 770,000
Administrative Reserve		\$ 91,895	\$ 107,766	\$ 96,165		\$ 119,606	\$ 415,431
Total Budget Need		\$ 3,417,875	\$ 3,764,679	\$ 3,126,083	\$ 2,653,410	\$ 965,838	\$ 13,927,885

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

Equus PY2021 Youth Annual Formula	-	-	27,000	27,000
KWA PY2021 Youth Annual Formula	-	-	45,000	45,000
Palmer Scholars PY2021 Youth Annual Formula	-	-	40,000	40,000
NW Education Access PY2021 Youth Annual Formula	-	-	25,000	25,000
Career Team PY2021 Adult Annual Formula	165,000	-	-	165,000
Career Team PY2021 Dislocated Worker Annual Formula	-	160,000	-	160,000
BDS Planning and Urban Design - Strategic Planning	8,780	10,427	6,793	26,000
Community Engagement Services	9,231	10,963	7,141	27,335
TOTAL	183,011	181,390	150,934	515,335

WASHINGTON STATE ECONOMIC RECOVERY

Built on local Workforce solutions.

There is urgent need for business to hire skilled workers and for workers to secure family-sustaining wage jobs.

- 179,000+ vacant jobs
- Over 373,000 unemployed workers
- Fewer than 2% of workers who recently lost unemployment benefits have returned to work
- Racial disparity gap is widening
- Over 90% of those in need are not served with the current level of investment

WE RECOMMEND

Strategic investment of \$50 million in a Workforce Innovation Fund to empower local solutions with flexible funding.

- Employer driven solutions putting Washingtonians into jobs in high-demand sectors
- Pre-apprenticeships, apprenticeships, critical, evidence-based earn-and-learn models
- Increase and intentional focus on Black, Indigenous, Latinx, AAPI and other people of color. Community co-design focused on workforce development pathways

LEARN MORE

Join the effort to help Washingtonians secure their futures.

washingtonworkforce.org

SOLUTIONS

Local Workforce Boards bring business, education, labor, and communities together.

- For over 80 years, the infrastructure we built has integrated systems and dollars for the highest possible ROI
- Data-driven results of over 80% success rate, by optimizing multiple resources targeted to proven solutions

LOCAL WORKFORCE DEVELOPMENT BOARDS IMPACT

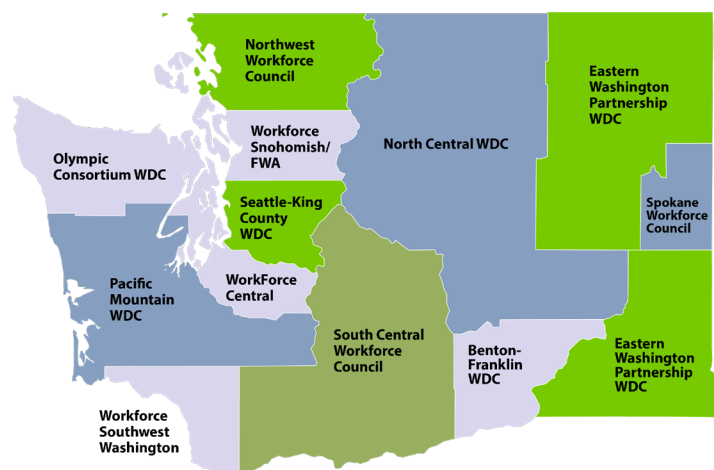
STATEWIDE 2020/21



**Collectively over 15,000
businesses served**



78,000 workers served



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