

**Workforce Development Board Retreat**  
**June 9, 2022**  
WorkSource Pierce, 2121 S. State St. 3<sup>rd</sup> Floor

## **AGENDA**

- Grab Lunch 11:55 – 12:05
- Welcome and Introductions 12:05 – 12:15
- Consent Agenda (*Board Vote*) 12:15 – 12:20
  - Minutes
  - Financial Report
- Budget Approval (*Board Vote*) – Steve Grimstad 12:20 – 12:30
- Youth/Young Adult Provider Approval (*Board Vote*) – Katie Condit & Board 12:30 – 12:35
- Workforce System Navigators- Katie Condit & Board 12:35 – 12:45
- Impact over Pandemic – Josh Stovall 12:45 – 1:00
- Break 1:00 – 1:10
- Strategic Planning – BDS Planning
  - Leadership Team Introductions & Process 1:10 – 1:25
  - Goals and Objectives 1:25 – 2:40
    - Regional Alignment
    - Jobseeker Support
    - Business Solutions
- Next Steps 2:40 – 2:50
- Good of the Order 2:50 – 3:00

### **Attachments**

April 2022 Minutes

June 2022 Financial Report

PY22/FY23 Budget Visual

PY22/FY23 Budget Narrative

PY22/FY23 Budget Comparison

PY22/FY23 Budget

## MINUTES

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

**Attendees:** April Betts-Gibson, Deb Tuggle, Patty Rose, Dale King, Jolita Perez, Norton Sweet, Taliesha Garrett, Ann Medalia, Blaine Wolfe, Dona Ponepinto, Irene Reyes, Dave Shaw, Nathe Lawver, Jenna Pollock, Robin Baker, Kristina Maritzczak

**Staff:** Katie Condit, Jan Adams, Josh Stovall, Deborah Howell, Steve Grimstad, Tamar Jackson

**Guests:** Elijah S, Kelly Blucher, Gloria Brickhouse

- **Welcome**

April called the meeting to order at 3:02 p.m.

- **Consent Agenda**

- **Minutes**
- **Finance Report**

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

- **National Association of Workforce Boards – April Gibson, Deb Tuggle, Bruce Kendall**

A group of 8 attended the National Association for Workforce Boards convening in DC last week. Those who attended shared their learnings and takeaways. Deb noted our WDB was called out for providing much needed data.

- **Budget Draft #1 – Steve Grimstad**

Steve gave an overview of the budget comparison noting we give an early look at the draft budget to give them time to review before the request for approval in June. Katie discussed the emergency work grants that were put out two years ago due to the pandemic. Irene asked how is about budget going to adapt the increase in prices we are currently experiencing. Katie noted that we have the opportunity to apply for competitive grants. She also noted that we have decreased budget for operations to accommodate some of the changes. Dave asked if we are still funding our core values even with the budget cuts – how are we balancing this out. Nathe asked if the budget cuts were affecting the pre-apprenticeship programs. Katie noted the funding is still there but under the reskill/upskill

- **Workforce Innovation Fund – \$50 million- Katie Condit**

Katie gave an overview of the progress on the statewide Workforce Innovation Fund. She noted we are working on diversifying our funding streams.

- **Mobile One-Stop Model – Deborah Howell & Kelly Blucher**

Deborah gave an update on the successes and outcomes of the new mobile on-stop center model the community (aka Collaboration for a Cause), engagement team has been implementing in partnership with Goodwill. She noted the last one was done in Puyallup and served 100 families and the next one will be in Fife. Deborah said we have served 3,500 people. She noted we go to the community first and ask what the needs are. Kelly followed with more comments on the program and the collaboration among many organizations that makes the program a success. There was some discussion about the common referral system powered by 211.

- **Experiences with the Local Workforce System – Gloria Brickhouse & Elijah**

Two community members joined to share their stories from connecting with our local workforce systems. First, Elijah told about his connection to the Hire Pierce program and what he gained from that experience and his successes in school and in the areas he wants to pursue. Katie gave an overview of the NextGen program.

Gloria Brickhouse, a community member told her incredible story and journey and how the local workforce system was a part of that.

Dave asked how we can get their stories out beyond the WDB.

- **Other Business- Katie Condit & Board**

- **WorkForce Central Strategic Planning**

Katie discussed the progress of the strategic planning.

- **CEO Review Committee**

Katie provided information on how the CEO review will be conducted and facilitated by the City of Tacoma HR. She asked for people to participate.

- **Board Retreat**

Katie encouraged everyone to participate in the retreat in June and noted a few of the agenda items.

- **OSO and Young Adult Services Vote**

Katie noted the electronic vote that took place via email in May 2021 approving the selection of Career Team as the OSO and another electronic vote via email in April 2021 approving the selection of four Young Adult Providers which included KWA, Palmer Scholars, Northwest Education Access and Equus (our current provider).

- **Good of the Order**

Katie thanked Taliesha, Deb and Irene for their strategy session to refine our approach in the business community

Motion to adjourn made by Irene; seconded by Nathe. Meeting adjourned at 4:07 p.m.

**WorkForce Central**  
**Program Year 2021/Fiscal Year 2022**  
**Budget vs. Actual through April 30, 2022**

Budget Line Item	Final PY21 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 8,155,125	\$ 4,329,958	\$ 3,825,167
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	23,489	26,511
Service Delivery via Technology	307,500	176,491	131,009
Communications	142,000	43,228	98,772
Data and Research	97,000	19,136	77,864
Workforce Summits	60,000	-	60,000
Resource Development	100,000	-	100,000
WorkForce Central Staff	4,033,798	2,913,477	1,120,321
WorkForce Central Operational Expenses	710,000	444,599	265,401
Administrative Reserve	967,169	-	967,169 (1)
<b>Total</b>	<b><u>\$ 16,622,592</u></b>	<b><u>\$ 7,950,378</u></b>	<b><u>\$ 8,672,214</u></b>

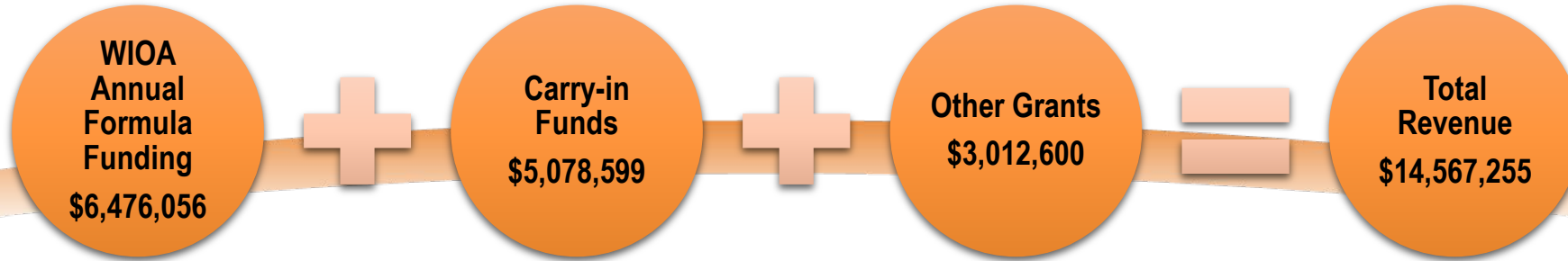
**Notes:**

(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.

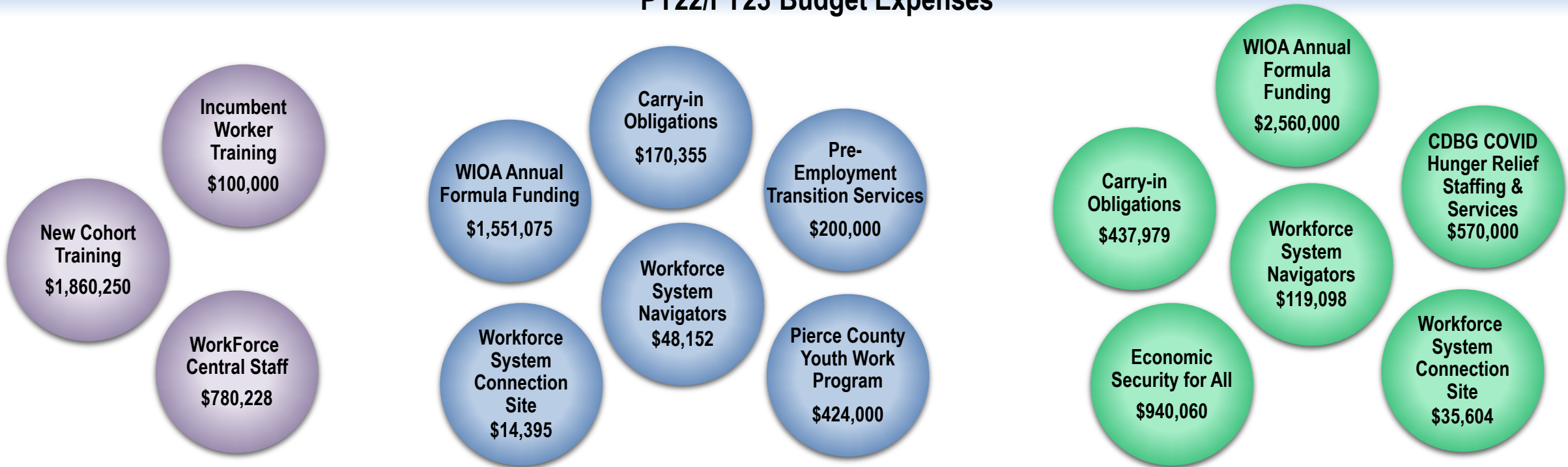
**WorkForce Central**  
**Program Year 2021/Fiscal Year 2022**  
**Direct Services and Contracts through April 30, 2022**

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	478,416	646,584	756,584
PY2020 Dislocated Worker Annual Formula	150,000	165,055	(15,055)	-
PY2021 Dislocated Worker Annual Formula	1,325,000	623,157	701,843	701,843
PY2020 Youth Annual Formula	160,000	81,958	78,042	-
PY2021 Youth Annual Formula	1,551,075	722,335	828,740	828,740
Tacoma Community College Basic Education for Adults Navigator	82,250	51,647	30,603	30,603
Rapid Response	-	72,515	(72,515)	-
Economic Security for All	410,800	637,414	(226,614)	415,262
Pre-Employment Transition Services	226,000	47,978	178,022	157,608
Disaster Recovery Dislocated Worker Grant	775,000	408,244	366,756	310,914
Employment Recovery Dislocated Worker Grant	730,000	572,686	157,314	173,370
Pierce County Youth Work Program	900,000	136,440	763,560	741,525
CDBG COVID Hunger Relief Staffing and Services	595,000	181,349	413,651	708,176
<b>Total</b>	<b><u>\$ 8,155,125</u></b>	<b><u>\$ 4,329,958</u></b>	<b><u>\$ 3,825,167</u></b>	<b><u>\$ 4,824,625</u></b>

## PY22/FY23 Budget Revenue



## PY22/FY23 Budget Expenses



### BUSINESS SOLUTIONS

### YOUTH SERVICES

### ADULT/DISLOCATED WORKER SERVICES

### WorkForce Central Backbone Support



## Program Year 2022/Fiscal Year 2023 BUDGET

- The June meeting packet includes a comparison of the PY22 budget to the PY21 budget approved by the WDC and Executive Board and the PY22 budget presented for approval.
- The PY22 budget presents an overall decrease of approximately \$2,055,000 from the PY21 approved budget.
- The PY22 budget reflects a decrease in other grants primarily due to the two COVID-19 National Dislocated Worker Grants awarded in a prior year ending June 30, 2022.
- We received our PY22/FY23 WIOA annual formula funding allocations from the Employment Security Department that reflects an overall decrease in WIOA annual formula funding of approximately \$956,000 or 12.9%. The PY22 budget is presented reflecting the approximately \$956,000 decrease.
- 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 WIOA 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 workforce system navigator 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. Prioritized investing in initiatives with direct impact for job seekers and businesses.
- WorkForce Central staff (not including Business Solutions) budgeted at 21.5 FTEs compared to 23.5 FTEs budgeted in PY21
  - a. Current WFC staff at 21.5 FTEs that include all WFC management, fiscal, and program staff.
  - b. Currently no plans to hire additional staff in PY22, plan to utilize current WFC 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.

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

Budget Line Item	PY22 Budget	Approved PY21 Budget	Difference
Revenue:			
WIOA Annual Formula Funding	6,476,056	7,431,914	(955,858)
Projected Carry-In WIOA Annual Formula Funds	5,078,599	4,576,928	501,671
Other Grants	3,012,600	4,613,750	(1,601,150)
<b>Total Funds Available</b>	<b><u>14,567,255</u></b>	<b><u>16,622,592</u></b>	<b><u>(2,055,337)</u></b>
Investment Areas:			
Projected Carry-In Obligation	608,335	435,000	173,335
Direct Services - WIOA Annual Formula Contracts	4,111,075	4,001,075	110,000
Direct Services - Other Grants Contracts	2,134,060	3,636,800	(1,502,740)
Direct Services - Business Solutions WorkForce Central Staff	780,228	741,949	38,279
New Cohort Training/Reskill-Upskill Initiatives	1,860,250	1,750,000	110,250
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 2)	167,250	82,250	85,000
Workforce System Connection Site	50,000	-	50,000
Service Delivery via Technology	230,000	307,500	(77,500)
Communications	61,000	142,000	(81,000)
Data and Research	55,500	97,000	(41,500)
Workforce Summits	75,000	60,000	15,000
Other Investment Areas	-	100,000	(100,000)
<b>Total Investments</b>	<b><u>10,282,698</u></b>	<b><u>11,653,574</u></b>	<b><u>(1,370,876)</u></b>
WorkForce Central Staff	3,085,921	3,291,848	(205,927)
WorkForce Central Operational Expenses	738,000	710,000	28,000
Administrative Reserve	460,636	967,169	(506,533)
<b>Total Budget Need</b>	<b><u>14,567,255</u></b>	<b><u>16,622,592</u></b>	<b><u>(2,055,337)</u></b>
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>



		ADULT	DW	YOUTH	OTHER GRANTS	ADMIN	Total
<b>REVENUE</b>							
WIOA Annual Formula Funding		\$ 1,854,711	\$ 2,022,800	\$ 1,950,939		\$ 647,606	\$ 6,476,056
Projected PY21/FY22 WIOA Annual Formula Carry-in Funds		\$ 1,765,959	\$ 1,683,609	\$ 1,303,325		\$ 325,706	\$ 5,078,599
Other Grants					\$ 3,012,600	\$ -	\$ 3,012,600
<b>Total Funds Available</b>		<b>\$ 3,620,670</b>	<b>\$ 3,706,409</b>	<b>\$ 3,254,264</b>	<b>\$ 3,012,600</b>	<b>\$ 973,312</b>	<b>\$ 14,567,255</b>
<b>INVESTMENT AREAS</b>							
<b>PY21/FY22 Carry-in Obligations - Projected (Detail Below)</b>		<b>\$ 237,025</b>	<b>\$ 200,954</b>	<b>\$ 170,355</b>		<b>-</b>	<b>\$ 608,335</b>
<b>Direct Services</b>							
WIOA Adult Annual Formula		\$ 1,235,000					\$ 1,235,000
WIOA Dislocated Worker Annual Formula			\$ 1,325,000				\$ 1,325,000
WIOA Youth Annual Formula				\$ 1,551,075			\$ 1,551,075
Economic Security for All					\$ 940,060		\$ 940,060
Pre-Employment Transition Services					\$ 200,000		\$ 200,000
Pierce County Youth Work Program					\$ 424,000		\$ 424,000
CDBG COVID Hunger Relief Staffing and Services					\$ 570,000		\$ 570,000
<b>Business Solutions</b>							
WorkForce Central Staff	6 FTEs	\$ 262,948	\$ 330,650	\$ 184,839	\$ 1,790		\$ 780,228
New Cohort Training/Reskill-Upskill Initiatives		\$ 560,217	\$ 467,880	\$ 182,153	\$ 650,000		\$ 1,860,250
Incumbent Worker Training		\$ 50,000	\$ 50,000	\$ -			\$ 100,000
System and Internal Professional Development (Priority DEAL)		\$ 16,898	\$ 18,706	\$ 14,395			\$ 50,000
Workforce System Navigators (Total of 2)		\$ 56,525	\$ 62,573	\$ 48,152			\$ 167,250
Workforce System Connection Site		\$ 16,898	\$ 18,706	\$ 14,395			\$ 50,000
Service Delivery via Technology		\$ 77,732	\$ 86,050	\$ 66,218			\$ 230,000
Communications		\$ 20,616	\$ 22,822	\$ 17,562			\$ 61,000
Data and Research		\$ 18,757	\$ 20,764	\$ 15,979			\$ 55,500
Workforce Summits		\$ 8,449	\$ 9,353	\$ 57,198			\$ 75,000
<b>WorkForce Central Staff (not including Business Solutions)</b>	<b>21.5 FTEs</b>	<b>\$ 749,371</b>	<b>\$ 789,989</b>	<b>\$ 677,524</b>	<b>\$ 191,055</b>	<b>677,982</b>	<b>\$ 3,085,921</b>
<b>WorkForce Central Operational Expenses</b>		<b>\$ 178,396</b>	<b>\$ 201,347</b>	<b>\$ 156,583</b>	<b>\$ 35,695</b>	<b>\$ 165,979</b>	<b>\$ 738,000</b>
<b>Administrative Reserve</b>		<b>\$ 131,836</b>	<b>\$ 101,613</b>	<b>\$ 97,836</b>		<b>\$ 129,351</b>	<b>\$ 460,636</b>
<b>Total Budget Need</b>		<b>\$ 3,620,670</b>	<b>\$ 3,706,409</b>	<b>\$ 3,254,264</b>	<b>\$ 3,012,600</b>	<b>\$ 973,312</b>	<b>\$ 14,567,255</b>

<b>DETAIL CARRY-IN OBLIGATIONS - PROJECTED</b>					
Equus PY21 WIOA Youth Annual Formula		-	-	35,000	35,000
KWA PY21 WIOA Youth Annual Formula		-	-	50,000	50,000
Palmer Scholars PY21 WIOA Youth Annual Formula		-	-	50,000	50,000
NW Education Access PY21 WIOA Youth Annual Formula		-	-	20,000	20,000
Career Team PY21 WIOA Adult Annual Formula		219,000	-	-	219,000
Career Team PY21 WIOA Dislocated Worker Annual Formula		-	181,000	-	181,000
BDS Planning and Urban Design - Strategic Planning		8,787	9,727	7,485	26,000
Community Engagement Services		9,238	10,227	7,870	27,335
<b>TOTAL</b>		<b>237,025</b>	<b>200,954</b>	<b>170,355</b>	<b>608,335</b>