

PIERCE COUNTY
WORKFORCE
DEVELOPMENT COUNCIL

WDC MEETING AGENDA

April 8, 2021 • 3:00-4:30 p.m.
Virtual via Zoom

1. Welcome/Call to order - April Gibson
2. Public Comment
3. Consent Agenda
 - a. Approve February 11, 2021 minutes
 - b. Financial Report
4. Policy Process - Karen Downing
5. Draft Budget - Steve Grimstad
6. Young Adult Request for Proposals - Deborah Howell and Lynn Strickland
7. Business Upskill/Backfill Fund - Teresa Delicino
8. WDC Committee Areas of Focus
 - a. Strategy committee
 - b. Small Business Solutions
 - c. (Pre)-Apprenticeship Development
 - d. Adult High School Diplomas
9. Equity at WorkForce Central - Katie Condit
10. Other Business/CEO Report Highlights (time permitting)
11. Adjourn

Attachments:

- A. February Minutes
- B. Financial Report
- C. Policy Report
- D. Draft Budget
- E. Business Reskill-Upskill Fund
- F. CEO Report



Joint WFC Executive Board and WDC Meeting
February 11, 2021 • 3:00-4:30 p.m. Virtual Via Zoom
MINUTES

Attendees: April Gibson, Patty Rose, Dale King, Ron Thalheimer, Nathe Lawver, Lynn Strickland, Deb Tuggle, Dave Shaw, Brandy Schloer, Darci Gibson, Jani Hitchin, Lillian Hunter, Robin Baker, Mandy Kipfer, Bruce Dammeier, Bruce Kendall, Deanna Keller, Ann Medalia, Irene Reyes, Lin Zhou, Dona Ponepinto, Marty Campbell, Victoria Woodards, Norton Sweet

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

Guests: Megan Yuly, Katrina Stensgaard

I. CALL TO ORDER

Meeting was called to order at 3:02 p.m.

II. PUBLIC COMMENT

None

III. WELCOME

IV. CONSENT AGENDA

A. Approve the WDC December 10, 2020 Minutes

Motion to approve made by Nathe; seconded by Patty Rose. Approved.

B. Approve the WFC Executive Board December 16, 2020 Minutes

C. Approve December 2020 & January 2021 Voucher Payments

D. Financial Report

Motion to approve made by Bruce; seconded by Marty. Approved

V. REGULAR AGENDA

A. WDC Membership

a. New WDC Member – Irene Reyes

Katie noted Irene was appointed by the Executive board via an email vote.

b. Reappointment of members

Motion to reappoint made by Victoria; seconded by Bruce. Approved.

c. Vice Chair Nomination

April noted the nomination of Ron Thalheimer as Vice Chair of the WDC. Motion made to accept nomination of Ron Thalheimer made by Bruce; seconded by Deanna. All voted to approve Ron as the Vice Chair.

d. WDC Open Seats

Katie noted we still have four open seats on the WDC and asked for everyone to recommend potential members from the business community.

e. WDC Orientation

i. February 25th 3:00 – 4:00 or March 11th 3:00 – 4:00

Katie noted there are two dates for the WDC Orientation and all are welcome to attend.

B. Executive Dammeier and Mayor Woodards Remarks

Both Mayor Woodards and Pierce County Dammeier spoke to the group about the events of the last year and the important work we do for the community.

C. Good Jobs and *Absolute Labor Gap* in Pierce County – Bold Goal

Katie and Josh gave an overview of the labor gap in Pierce County. Discussion continued on the issues, barriers and how we might bridge the gap. So, a third bold goal could be to reduce the absolute labor market gap in Pierce county.

VI. CEO Report

A. Young Adult RFP

Katie noted the release of the RFP and the timeline to have the process complete by June.

B. OSO Update and Next Steps

Katie discussed the next steps for the OSO process noting the challenges we have encountered. She stated the focus has changed and there will be an RFP coming out soon.

C. Program YTD Outcomes

VII. OTHER BUSINESS

Katie noted we will be providing a monthly financial report at each meeting.

VIII. ADJOURN

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



ATTACHMENT B

**WorkForce Central
Program Year 2020/Fiscal Year 2021
Budget vs. Actual through February 28, 2021**

Budget Line Item	Final PY20 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 7,001,200	\$ 2,757,890	\$ 4,243,310
New Cohort Training/Priority Initiatives/System Enhancements	1,064,870	-	1,064,870
Professional Development	50,000	-	50,000
Service Delivery via Technology	300,000	-	300,000
Training Resource Expansion	100,000	-	100,000
Workforce Summits	50,000	-	50,000
Young Adult Initiatives	50,000	-	50,000
WFC Personnel	3,511,621	1,974,764	1,536,857
WFC Operational Costs/Assessments and Tracking Licenses	872,444	311,561	560,883
Mitigation	450,427	-	450,427
Administrative Reserve	486,333	-	486,333 (1)
Total	\$ 13,936,895	\$ 5,044,216	\$ 8,892,679

Notes:

(1) - Represents WIOA Admin funding available for the current program year that is not expected to be spent and will carry forward and be available to spend in the next program year.

WorkForce Central
Program Year 2020/Fiscal Year 2021
Direct Services and Contracts through February 28, 2021

Contract	Final PY20 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2019 Adult Formula	\$ 193,000	\$ 124,854	\$ 68,146	\$ -
PY2020 Adult Formula	1,200,000	534,160	665,840	665,840
PY2019 Dislocated Worker Formula	188,000	94,949	93,051	-
PY2020 Dislocated Worker Formula	1,200,000	504,573	695,427	695,427
PY2019 Youth Formula	202,000	-	202,000	-
PY2020 Youth Formula	1,200,000	513,396	686,604	686,604
PY2019 Business Solutions Formula	117,000	-	117,000	-
PY2020 Business Solutions Formula	620,000	153,042	466,958	-
One Stop System Operator	100,000	-	100,000	-
Construction Training Cohorts	200,000	96,100	103,900	70,700
Other Small Contracts	168,200	90,322	77,878	76,507
Rapid Response	443,000	261,354	181,646	246,158
Economic Security for All	742,000	182,508	559,492	1,033,797
Pre-Employment Transition Services	428,000	-	428,000	338,380
Disaster Recovery Dislocated Worker Grant	-	71,520	(71,520)	998,539
Employment Recovery Dislocated Worker Grant	-	131,112	(131,112)	951,997
Total	<u>\$ 7,001,200</u>	<u>\$ 2,757,890</u>	<u>\$ 4,243,310</u>	<u>\$ 5,763,949</u>

WDC POLICY DEVELOPMENT AND APPROVAL

April 8, 2021

Purpose: The Pierce County Workforce Development Council (WDC) sets the **policy** for our portion of the state’s workforce development system. In partnership with our Chief Local Elected Officials (CLEOs), the WDC ensures the appropriate use and management of funds authorized under the Workforce Innovation Opportunity Act (WIOA) and other grants awarded to this WDC.

Policy Development: On behalf of the Pierce County WDC and in collaboration with multiple stakeholders including, but not limited to: subject matter experts, service providers, field staff, WA State Employment Security Department (ESD), U.S. Department of Labor (DOL), this WDC, and other valued contributors, WorkForce Central produces over 70 fiscal, administrative, and program policies to ensure compliance with DOL, U.S. Office of Management and Budget (OMB), WA State ESD, WA State Workforce Training and Education Coordinating Board (Workforce Board, or WTECB), Pierce County, and City of Tacoma, and other governing rules and regulations.

Policies for Approval

Program Policies:

- [Incumbent Worker Training](#)
Communicates employer and employee eligibility for incumbent worker training funded with Workforce Innovation and Opportunity Act (WIOA) funds or statewide Rapid Response funds, and the employer cost sharing requirements for incumbent worker training.

Administrative Policies:

- [Protecting Personal & Confidential Information](#)
Communicates the requirements for the security of personal and confidential information WorkForce Central, its sub-recipients and contractors receive from individuals applying for or receiving services through the Workforce Innovation Opportunity Act (WIOA) or other funding sources.
- [Property Management Inventory & Control Policy](#)
Communicates WorkForce Central’s requirements for the purchasing, management, and inventory control measures for property other than real property (i.e., land and buildings). This policy applies to purchases made with grants issued to WorkForce Central and on behalf of WorkForce Central staff, WorkForce Central subrecipients, and WorkForce Central contractors.
- [Monitoring & Compliance Oversight Policy](#)
Describes WorkForce Central's compliance monitoring and oversight of its federally funded sub-recipients and contractors, including those funded with Workforce Innovation and Opportunity Act (WIOA) grants.

Contact	WFC Policy website
Karen Downing WFC Senior Director of Contracts & Compliance Email: kdowning@workforce-central.org	https://workforce-central.org/about/wioa-policies/

EQUAL OPPORTUNITY - EQUAL ACCESS

WorkForce Central is an equal opportunity employer/program.
Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.

**Policies in Draft Status,
Open for review and comment**

kdowning@workforce-central.org

Program Policies:

- [Equal Opportunity and Nondiscrimination Policy](#)
Affirms the commitment of the Pierce County Workforce Development Council and its fiscal agent, WorkForce Central to the principles of nondiscrimination and equal opportunity, and to provide for the observance and enforcement of those principles in the administration and operation of the programs and activities under its oversight.
- [Determining Training Provider Eligibility for Eligibility Training Provider List \(ETPL\)](#)
Provides information about the Washington State Eligible Training Provider List (ETPL) and describes WorkForce Central’s responsibilities and procedures related to determining initial training provider eligibility for inclusion on the ETPL.

Administrative Policies:

- [Records Retention and Public Access Policy](#)
Sets forth the minimum requirements for WorkForce Central and its subrecipients and contractors for record retention timeframes and the extent to which such records may be made available to the public. This policy is applicable only to federally awarded records (e.g., WIOA and others).
- [Technology Acceptable Use Policy](#)
Provides expectations and guidance on the safe and appropriate use of WorkForce Central issued technology devices. Inappropriate use of the devices can lead to risks including virus attacks, compromise of network systems and services, compliance concerns, and potential legal issues. This policy is applicable to WorkForce Central staff and the employees of its sub-recipients and contractors.
- [Procurement Policy](#)
communicates WorkForce Central's policy and methods for the procurement of goods and services, including those procurements obtained with Workforce Innovation and Opportunity Act (WIOA) funds. This policy also sets forth the requirements provided by the Office of Management and Budget (OMB) 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

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New or To-Be Revised Policies

Program Policies:

- Program Customer Complaint and Concern Resolution
- Local Occupation In Demand (OID) Policy & Procedures
- On-the-Job Training (OJT) Policy & Procedures/Manual
- Case Note Documentation Policy & Procedure
- WIOA Adult, Dislocated Worker and Youth Eligibility & Documentation Policy & Handbook
- Supportive Services Policy & Procedures
- Entrepreneurial Training
- Follow-up Services for WIOA Adult, Dislocated Worker and Youth Program Exiters
- ETO (Efforts to Outcomes-State MIS System) Participant File Documentation Policy & Procedures

Administrative Policies:

- Bidder Protest/Grievance & Complaint/Dispute Resolution
- Physical Security
- Dispute Resolution
- Corrective Action
- Lobbying Restrictions and Disclosure Requirements
- Communication Policies-TBD
- Code of Conduct and Conflict of Interest

Fiscal Policies:

- | | |
|---|---|
| • Allowable Cost & Prior Approval | • Closeout Procedures for Federal Grants |
| • Staff and Board Travel Reimbursement | • Financial Reporting |
| • Credit Card Purchase Policy | • Match & Leverage |
| • Bank Reconciliation Policy & Procedures | • Program Income |
| • Accounts Receivable Policy & Procedures | • Audit Requirements, Reports, and Resolution |
| • Accounts Payable Policy & Procedures | |

WorkSource System Policies:

- One Stop Assessments
- WS Pierce Center and Partner Affiliate Sites Procedural Manual

Contact	WFC Policy website
Karen Downing WFC Senior Director of Contracts & Compliance Email: kdowning@workforce-central.org	https://workforce-central.org/about/wioa-policies/

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ATTACHMENT D

Program Year 2021/Fiscal Year 2022 BUDGET DRAFT #1

- The April meeting packet includes a comparison of the first draft of the PY21 budget to the PY20 budget approved by the WDC and Board and the first draft of the PY21 budget.
- The first draft of the PY21 budget presents an overall increase of approximately \$1,081,000 from the PY20 approved budget.
- The first draft budget is presented assuming a 10% decrease in WIOA annual formula funding from the prior program year to be conservative. This assumption is based on guidance for planning purposes provided by the Department of Labor through Training and Employment Notice 14-20 issued January 14, 2021.
- Other grants represent funding awarded that will continue into the next program year that includes COVID 19 Disaster Recovery Dislocated Worker Grant, COVID 19 Employment Recovery Dislocated Worker Grant, Economic Security for All, and DSHS Pre-Employment Transition 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 that will continue into the next program year.
- Decrease in direct services for annual formula due to the decision by the WDC and Executive Board during this program year for WorkForce Central to provide business services rather than contracting with a third-party service provider. The amount budgeted for business services in PY21 is primarily included in the WorkForce Central personnel budget line.
- Investment in incumbent worker training is a planned pilot program to provide upskill backfill training grants to businesses of up to \$10,000 each. Additional program details provided in the April meeting packet.
- Other investments due to evaluation of priorities, staff capacity, and strategic initiatives currently planned for PY21.
- WorkForce Central personnel budgeted at 30 FTEs compared to 25 FTEs budgeted in PY20
 - a. Current WFC staff at 24 FTEs that include all WFC management, fiscal, and program staff (including four business solutions staff). Currently plan to hire an additional program staff person before June 30, 2021.
 - b. Draft PY21 budget includes four FTEs for business solutions staff and a Senior Director of Business Solutions hired in PY20 for WFC to provide business services that will continue in PY21.
 - c. Placeholders for potential WFC staff positions for business solutions, new strategic initiatives, and to move Pierce County workforce development and WFC work forward.
- Administrative reserve represents WIOA annual formula funding available for PY21 that is not expected to be spent and will carry forward and be available to spend in the next program year in case of any delay in the awarding of PY22 WIOA annual formula funding.
- 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 2021 Draft Budget vs.
Approved Program Year 2020 Budget**

Budget Line Item	Draft PY21 Budget	Approved PY20 Budget	Difference
Revenue:			-
Annual Formula Funding	8,107,680	9,008,533	(900,853)
Projected Carry-In Annual Formula Funds	4,457,678	3,029,642	1,428,036
Other Grants	2,452,220	1,898,720	553,500
Total Funds Available	<u>15,017,578</u>	<u>13,936,895</u>	<u>1,080,683</u>
Investment Areas :			
Projected Carry-In Obligation	492,950	1,168,200	(675,250)
Direct Services Annual Formula	3,600,000	4,220,000	(620,000)
Direct Services Other Grants	2,141,800	1,613,000	528,800
New Cohort Training/Priority Initiatives/System Enhancements	1,000,000	1,064,870	(64,870)
Incumbent Worker Training	200,000	-	200,000
System Partner Professional Development	50,000	50,000	-
(Pre) Apprenticeship Initiatives	50,000	-	50,000
Service Delivery via Technology	397,500	397,500	-
Communications	132,000	132,000	-
Data and Research	200,000	-	200,000
Other Investment Areas	150,000	200,000	(50,000)
Total Investments	<u>8,414,250</u>	<u>8,845,570</u>	<u>(431,320)</u>
WorkForce Central Personnel - Annual Formula	3,841,487	3,260,210	581,277
WorkForce Central Personnel - Other Grants	278,500	251,411	27,089
WorkForce Central Operational Expenses - Annual Formula	600,084	608,634	(8,550)
WorkForce Central Operational Expenses - Other Grants	31,919	34,310	(2,391)
Administrative Reserve	1,445,953	486,333	959,620
Mitigation	405,385	450,427	(45,042)
Total Budget Need	<u>15,017,578</u>	<u>13,936,895</u>	<u>1,080,683</u>
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>

		ADULT	DW	YOUTH	Total	Other Grants	ADMIN
REVENUE							
Annual Formula Funding		\$ 2,372,009	\$ 2,434,102	\$ 2,490,800	\$ 7,296,911		\$ 810,769
Projected PY20/FY21 Annual Formula Carry-in Funds		\$ 1,313,786	\$ 1,467,754	\$ 1,286,628	\$ 4,068,168		\$ 389,510
Other Grants		\$ 455,198	\$ 1,717,015	\$ 234,317	\$ 2,406,530	\$ 2,406,530	\$ 45,690
Total Funds Available		\$ 4,140,992	\$ 5,618,871	\$ 4,011,746	\$ 13,771,609	\$ 2,406,530	\$ 1,245,969
INVESTMENT AREAS							
PY20/FY21 Carry-in Obligations - Projected (Detail Below)		\$ 160,434	\$ 171,129	\$ 161,387	\$ 492,950		-
Direct Services							
Adult Annual Formula		\$ 1,200,000			\$ 1,200,000		
Adult Other Grants		\$ 410,800				\$ 410,800	
Dislocated Worker Annual Formula			\$ 1,200,000		\$ 1,200,000		
Dislocated Worker Other Grants			\$ 1,505,000			\$ 1,505,000	
Youth Annual Formula				\$ 1,200,000	\$ 1,200,000		
Youth Other Grants				\$ 226,000		\$ 226,000	
New Cohort Training/Priority Initiatives/System Enhancements		\$ 329,742	\$ 360,435	\$ 309,823	\$ 1,000,000		
Incumbent Worker Training		\$ 100,000	\$ 100,000	\$ -	\$ 200,000		
System Partner Professional Development		\$ 16,487	\$ 18,022	\$ 15,491	\$ 50,000		
(Pre) Apprenticeship Initiatives		\$ 16,487	\$ 18,022	\$ 15,491	\$ 50,000		
Service Delivery via Technology		\$ 131,072	\$ 143,273	\$ 123,155	\$ 397,500		
Communications		\$ 43,526	\$ 47,577	\$ 40,897	\$ 132,000		
Data and Research		\$ 65,948	\$ 72,087	\$ 61,965	\$ 200,000		
Workforce Summits		\$ 16,487	\$ 18,022	\$ 15,491	\$ 50,000		
Resource Development		\$ 32,974	\$ 36,044	\$ 30,982	\$ 100,000		
WorkForce Central Personnel	30 FTEs	\$ 1,017,269	\$ 1,111,958	\$ 955,817	\$ 3,085,044		\$ 756,443
Other Grants		\$ 40,722	\$ 193,286	\$ 7,706		\$ 241,714	\$ 36,786
WorkForce Central Operational Expenses		\$ 150,013	\$ 172,516	\$ 139,648	\$ 462,178		\$ 137,906
Other Grants		\$ 3,675	\$ 18,730	\$ 611		\$ 23,015	\$ 8,904
Administrative Reserve		\$ 286,754	\$ 311,067	\$ 582,741	\$ 1,180,562		\$ 265,391
5% Mitigation PY21/FY22		\$ 118,600	\$ 121,705	\$ 124,540	\$ 364,846		\$ 40,538
Total Budget Need		\$ 4,140,992	\$ 5,618,871	\$ 4,011,746	\$ 13,771,609	\$ 2,406,530	\$ 1,245,969

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

Equus PY2020 Youth Annual Formula		-	-	114,000	114,000		
Career Team PY2020 Adult Annual Formula		110,000	-	-	110,000		
Career Team PY2020 Dislocated Worker Annual Formula		-	116,000	-	116,000		
Tacoma Community College Basic Education for Adults Navigator		27,121	29,646	25,483	82,250		
ANEW Construction Cohort		23,313	25,483	21,904	70,700		
TOTAL		160,434	171,129	161,387	492,950		



UpSkill/Backfill Business Fund

<u>Objective</u>	Pilot a 12-18 month Incumbent Worker Training Grant program that provides workers and employers with the opportunity to build and maintain a quality workforce, and increase both participants' and employers' competitiveness. Increasing skill levels of employees and creating backfill opportunities for employers. <u>Purpose:</u> Increase retention based on upskill opportunities for current staff; Increase hiring across broader range of skillsets based on ability to reskill and upskill new staff.
<u>Method</u>	Under WIOA Incumbent Worker Training framework, establish a \$200,000 fund to make grants to businesses up to \$10,000 each. An employer match of 10%-50% (depending on size of employer) is required. The match can be met via employee wages and benefits while in training. Employers would select the training provider that best suits their needs.
<u>Eligibility</u>	Funds may be used to hire a third-party training provider or conduct in-house training for staff or organizational development, occupational certifications, skills development and other eligible training to increase employee and employer competitiveness and/or avert layoffs.
<u>Application and Award</u>	A non-competitive, accessible, rolling application process will be implemented through a simple electronic application process. Awards will be based on eligibility, anticipated impact on retention and hiring, and competitiveness of industry and in-demand occupations and skillsets.
<u>Assessment</u>	As a pilot, training projects will be monitored and an overall assessment of the initiative will be conducted. Performance tracking would include: <ul style="list-style-type: none"> • Training: cost, duration, and training provider information • Number of employees (existing and new workers) • Outcomes: skills gained, advancements, backfill opportunities

Proposed timeline for key milestones		
Target	Action	Roles
April 2021	WDC approves allocation	WDC
May - June	Application process & reporting materials created, payment mechanisms identified	Contracts & Compliance, Business Solutions, Fiscal
June - July	Notification of funding opportunity - marketing	Communications Department, Business Solutions
July	Initiate awards / projects	Contracts & Compliance, Business Solutions
August	Training projects begin - ongoing	Employer(s)
November – March 2022	Begin evaluating program	Business Solutions, Contracts & Compliance
July 2021-April 2022	Report to WDC, reappropriation of funds	CEO, Business Solutions

IT Vulnerability Assessment Policy

POLICY NUMBER: ADM-3012

RELEASE DATE: xxxx

SUPERSEDES: N/A

PURPOSE

The purpose of this policy is to grant authorized entities access to WorkForce Central's networking, computing, and information resources for the purpose of conducting audits, including vulnerability assessments and penetration tests.

BACKGROUND

Security audits assess WorkForce Central's security stance against an organized listing of security protocols, strategies, and procedures to ensure its IT infrastructure is secure and protected against data breaches.

Audits may be conducted to:

- Investigate possible security threats.
- Test the security of information systems.
- Make sure that the information is only accessible by the individual who should be able to access it.
- Make sure system is protected from any unauthorized modification.

A standard security audit will evaluate the following:

- Email
- Information handling processes
- Hardware configurations
- Data and access-related details (i.e., cards, tokens, passwords)
- User practices
- The physical configuration of the system and setting
- Network
- Software configurations
- Smart devices

POLICY

WorkForce Central will review this policy on an annual basis to ensure proper security procedures are being followed.

If the results of the security audit result in an identified weakness, WorkForce Central will act immediately to resolve the issue.

Endpoint Protection

- A laptop device that is assigned and managed by WorkForce Central must use IT management approved endpoint protection software and configuration.
- The endpoint software must not be altered, bypassed, or disabled.
- Controls to prevent or detect the use of known or suspected malicious websites must be implemented.

Patch Management

- WorkForce Central's IT Team is responsible for patch management, operations, and procedures.
- All devices must be scanned on a regular basis to identify missing updates.
- All missing software patches must be investigated by the WorkForce Central IT Team.
- The status of the software deployment must be periodically checked.

Penetration Testing

- Penetration testing of the internal network must be conducted annually.
- Exploitable vulnerabilities found during the assessment will be corrected and re-tested by WorkForce Central's IT Team.

Approved Scanning Tools

Scanning tools used to perform vulnerability assessments must have documented justification and requires written approval by the WorkForce Central IT Team.

Periodic Vulnerability Assessment

WorkForce Central will conduct vulnerability assessments on an annual basis. The tools used to scan and assess must be enterprise-class. The tools used must be capable of scanning the systems from a central location and be able to provide remediation suggestions.

- Scans must be performed during appropriate business hours and minimize disruptions to normal business functions.
- All data from scans are to be treated as confidential.
- WorkForce Central will not make any temporary changes to the internal systems for the purpose of passing the vulnerability assessment. Any attempt to tamper with the results will be referred for disciplinary action.
- Devices that are connected to the WorkForce Central network must be specifically configured to block vulnerability scans from authorized scanning engines.

Remediation and Compliance

WorkForce Central shall receive a Mitigation and Compliance Report at the conclusion of the annual vulnerability assessment. The report will summarize the following:

- List of vulnerabilities: Detected vulnerabilities affected information systems, and the severity of the vulnerability.
- Remediation steps: Every weakness found during the assessment will have listed detailed information on how to eliminate the vulnerability.
- Timeline for completion of the remediation steps.

WorkForce Central's IT Team will remedy and/or mitigate discovered vulnerabilities based on the following rules:

- "High" or "Critical" level vulnerabilities will be addressed within two (2) calendar days of discovery.
- "Medium" level vulnerabilities will be addressed within ten (10) calendar days of discovery.
- "Low" level vulnerability will be addressed within 30 calendar days of discovery.

DEFINITIONS

Information System-Software, hardware, and interface components that work together to perform a set of business functions.

Penetration Testing (ethical hacking)- Practice of testing a network, computer system, or web application to find security vulnerabilities that an attacker could exploit.

APPROVED

Kate Condit, WFC CEO Date

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Pierce County Workforce Development Council CEO Report: April 2021

WORKSOURCE PIERCE SYSTEM

WorkSource Reopening: Our team is currently facilitating a plan across providers who are co-located at the WorkSource One-Stop Center to fully reopen the doors on July 6th. While we may have state agency partners who are unable to fully return to in-person service at that time, all have agreed that it is critical to become customer facing in-person as soon as possible.

WorkSource Partner Memorandum of Understanding (MOU): We are required by law to have a comprehensive agreement between all 16 of our WorkSource System partners describing the partnership, the various basic and individualized career services provided by each agency and detailing shared commitments to alignment. In addition, we must include a local **Infrastructure Funding Agreement (IFA)** outlining a shared budget wherein all required partners pay into the one-stop center infrastructure. The last MOU was signed in 2017 and was established for a duration of four years, expiring in June 2021. Our team has been busy connecting with partners to renegotiate and design how we align and invest in priorities over the next three years. The WDC will receive the MOU to approve and sign by July 1st.

Common Referral System (powered by 211): The common referral system was born from the original MOU in 2017 and is housed at United Way of Pierce County. The vision is “no wrong door” for community members navigating systems of support. We currently have 15 organizations engaged making referrals to and from each other through the system. Hundreds of referrals are made each month, and we are in the process of expanding to an even greater number of organizations in the region. We’ve received statewide recognition for the innovative nature of this initiative and are strengthening it through our continuous improvement efforts.

WorkSource One-Stop Operator: WorkForce Central received five strong bids through the second procurement process for an entity to become the WorkSource Pierce One-Stop Operator, the role responsible for overseeing and managing the operations of the WorkSource One-Stop Center. The WDC will vote electronically once a recommendation is made in the next six weeks.

PIERCE COUNTY COMMUNITY ENGAGEMENT TASKFORCE

The **Community Engagement Taskforce** has been busy aligning efforts across the 75+ organizations who participate in the taskforce monthly. In the last several months, they have hosted events including a forum on “How to Support Women of Color in the Workplace”, a series on racial equity in organizational practices, and a resource fair with 20+ organizations connecting with community members to provide services together as opposed to in silos. They have created a network called the Speakers Bureau, a group of individuals with lived experiences facing barriers to employment to gain professional development by telling their stories and designing programs alongside organization staff. The overall aim of this taskforce is to reduce barriers to navigating system supports by elevating community voice, with a focus on the very concerns we know prevent individuals from sustaining employment, everything from childcare to housing to financial coaching to job training. With over 150 participants on the taskforce and multiple subgroups focused on change, the power to shift systems is in place.



JOB-SEEKER/WORKER SERVICES

Recovery Corps: Now that we have the infrastructure in place for the Recovery Corps youth work experience model, we are pursuing funding to re-launch the initiative and serve a greater number of young people in more targeted occupations leading to employment in high-demand industries. Essentially, paid youth work experience with a connection to the upskill priorities of the recovery economy. The focus would be on our bold goal population of disconnected young people ages 18-24, with an aim to support 350 individuals over three years from communities within Pierce County with high concentrations of poverty and high barriers to employment.

Young Adult Request for Proposals: We had a strong pool of six bidders from local and national organizations interested in receiving up to \$1,200,000 to provide workforce development services for young adults through our RFP process. Proposals came from Centerforce, Equus Workforce Solutions, Korean Women's Association, Northwest Education Access, Palmer Scholars, and Tacoma Hosts. The Evaluation Committee included six individuals from the following organizations: Aerospace Joint Apprenticeship Committee (thank you Lynn Strickland, WDC member); Pierce County AIDS Foundation; Pierce County Juvenile Courts; Puyallup Tribe / Youth Culinary Arts Program; Tacoma Community College / Basic Education for Adults; UWT Master of Social Work student / young adult. We are working through a final recommendation to the WDC, and it is likely an electronic recommendation and vote will be requested within the next three weeks.

Economic Security for All (EcSA): As you'll recall, WorkForce Central was one of four pilot communities in Washington to pilot Governor Inslee's EcSA plan. We are heading into the final year of that pilot, having enrolled over 100 individuals in formidable wrap-around services to support them to sustain jobs and lift them out of poverty. The State of WA will be funding a second round to every WDC beginning in 2022.

TRAINING

Employer-Driven Reskill/Upskill Training System: This work is designed to address the employment needs of high-demand local industry partners while reskilling and upskilling the un-employed and under-employed workforce into those jobs. The model includes employers in key industries who will have vetted cohort style trainings (3-8 weeks) that provide a step-in mechanism to jobs at the other end. With regards to skilled trades, a strong emphasis will be placed on equitable access for women and people of color. Priorities identified based on demand and employer input include: 1) Intro to Healthcare Apprenticeships/Nurses Aid, 2) Behavioral Health, 3) Construction, 4) Tech across Sectors, 5) Manufacturing Academy, 6) CDL Truck Driving. The model will be positioned to rapidly support additional pathways as identified.

Upskill/Backfill Business Fund: See attached proposal in Board Packet.

Work Experience/On the Job Training/Individualized Training: These are three different ways WIOA defines that we fund training for youth and adults. Funds are used to place individuals in paid work experience leading to employment. This strategy will be key to recovery for adults, dislocated workers, and youth connected through our service providers for



Pre-Employment Transition Services: This program was created through a \$324,000 contract with Vadis in partnership with the Department of Vocational Rehab to support up to 100 in-school youth with a disability make a smooth transition into the working world over the next year. Students learn skills needed to be successful employees while gaining real-world experience. The program offers readiness training, individualized work-based learning activities, and up to 120 hours of on-the-job training through a paid work-based learning experience.

BUSINESS SOLUTIONS

HIRE Pierce: 283 jobseekers registered to attend the HIRE Pierce virtual event on March 17th to connect with 10 local employers with a total of 400 job openings. Additional information about the success of this event was shared with the board March 26th. We will be tracking hiring and retention outcomes over the next several months.

Career Boost: Career Boost brings employers, job seekers, and training providers together to take a deep dive into career pathway opportunities. The Career Boost model takes labor market information and develops targeted pathways into in-demand industries. Job seekers walk away with a better understanding of the industry and connect with training providers and employers. They are placed in the starting blocks to boost into their new career. WorkForce Central provided 15 sessions with over 200 participants in Q1 2021 on the following: Human Services, Pharmacy Technician, Women in Construction, Entrepreneurship, Women in Industry, Diversity in Tech, Childcare, Law Enforcement, Transportation, Seafarers, Home Healthcare.

Layoff Assistance and Rapid Response: We continue to offer layoff assistance sessions to groups of individuals and at businesses experiencing layoffs. The aim is to connect impacted adults to employment before they leave work if possible, and if not, then to enroll them in WorkSource services to keep them engaged and receiving support. Through these efforts, our team has had success with groups of individuals in particular industries going straight from one employer laying them off to another who is hiring.

Food System Workers: The Department of Commerce has asked the 12 workforce boards in WA to administer Community Development Block Grant funds they have received for the very specific purpose of paying wages to and supporting recruitment of additional staff specifically to support food banks and distribution entities in Pierce County. WorkForce Central anticipates receiving roughly \$950,000 over two years to support multiple positions with food system partners. The design for this program is currently underway with funding to begin in July.

(Pre)Apprenticeship Expansion: The workforce development priorities of the Department of Labor are taking a clear path towards expanding and innovating apprenticeship and pre-apprenticeship programs. As a workforce board, we want to position ourselves to be strategic in our efforts so we're ready with our Pierce County priorities as resources become available. We will be bringing on an Apprenticeship Specialist to help lead these efforts in partnership with the Business Solutions team.



WORKFORCE DEVELOPMENT COUNCIL

WDC Orientation: WorkForce Central hosted our first WDC Orientation in March for our new board members. We had a full turnout, and a number of suggestions came up that we will be following up on, including opportunities for focused committees.

Board Strategy Committee: As a reminder, this committee developed in the fall out of an effort to join the two prior workgroups focused on business solutions and talent pipelines. In WDC meetings, we stay at the governance level. If board members are interested in the “how” of the work, this strategy committee is the place to be. It didn’t meet in March due to the WDC orientation but will reconvene in May.

Small-Business WDC Committee: The WDC orientation produced conversation about targeted efforts on Business Solutions for small businesses. We’re vetting interest and level of priority to establish a focused group in this space.

Apprenticeships Committee: We see an urgent need for a taskforce of invested, cross-sector stakeholders to guide the direction for aligned apprenticeship expansion investments in the region. This is a group we anticipate convening in the next two months to set the vision.

DATA AND RESEARCH

Employment Report: WorkForce Central’s latest monthly employment report for Pierce County can be found [on our website here](#).

Unemployment Insurance (UI) Data: A long-awaited data sharing agreement with Employment Security Department allowing us access to individual-level data for everyone on unemployment insurance in Pierce County is imminent. This information will be a game-changer in terms of our ability to measure skills/occupation gaps, understand where training, reskilling, upskilling, and backfilling are most relevant and necessary, and in allowing us to target information and opportunity to key audiences based on experience and potential interest.

Outcomes and Bold Goals: WorkForce Central has been honing our priority outcomes and bold goals since the establishment of the 2019 strategic plan. We have three well-established bold goals that the WDC has agreed are Pierce County system-wide goals. These are goals WorkForce Central drives towards but is not solely responsible for (1- Adults receiving HS diplomas, 2-Reengaging disconnected youth, 3-Reducing absolute labor gap). We also have well-established, straightforward outcomes for our programs that support jobseekers and workers. These outcomes show up in the dashboard we present to the board and include such outcomes as: number of youth and adults trained, placed in jobs, receiving a certificate or credential, etc. There is more to our work than what is demonstrated through these two buckets of outcomes, however, and our team is currently finalizing a comprehensive set of measures that captures the broad spectrum of our work, including Business Solutions and system alignment work that we have yet to measure well. We look forward to presenting these defined areas of impact and our anticipated outcomes for their respective measures for board approval in June.