

Joint WFC Executive Board and WDC Meeting
October 14, 2021 • 3:00-4:30 p.m. Virtual Via Zoom

AGENDA

- | | |
|--|------------------|
| I. Call to Order and Welcome- April Gibson | 3:00-3:10 |
| • New Board Member – Kristina Maritzczak, MADE LAW | |
| II. Consent Agenda | 3:10-3:15 |
| • Executive Board- Executive Dammeier | |
| ○ Minutes | |
| ○ Vouchers & Finance Report | |
| ○ Telecommuting Policy | |
| • Workforce Development Council- April Gibson | |
| ○ Minutes | |
| ○ Finance Report | |
| III. County and City Update – Executive Dammeier and Mayor Woodards | 3:15-3:30 |
| IV. New Pre-Apprenticeship Pathways – Jonathan Jackson | 3:30-3:45 |
| V. Port of Tacoma-Workforce Development Priority – Deanna Keller | 3:45-3:55 |
| VI. Bite Me, Inc. Workforce – Deb Tuggle | 3:55-4:10 |
| VII. CEO Report- Katie Condit | 4:10-4:20 |
| • Young Adult County Work Program-Business Recruitment | |
| • Business Fund is open | |
| • WDC Structure & Committees | |
| • WDC Open Seats | |
| VIII. Adjourn | 4:20-4:30 |

Attachments

Executive Board Minutes

Vouchers

Financial Report

Telecommuting Policy

WDC Minutes

Policy Update

WFC Executive Board Meeting
MINUTES**August 18, 2021 • 1:00 – 2:30 p.m.****WorkForce Central • Via Zoom****County Executive Bruce Dammeier presiding****Attendees:** Victoria Woodards, April Gibson, Marty Campbell**Staff:** Katie Condit, Jan Adams, Josh Stovall, Karen Downing, Steve Grimstad**I. CALL TO ORDER**

Victoria called the meeting to order at 1:05 p.m.

II. PUBLIC COMMENT

None

III. CONSENT AGENDA**A. Approve the June 14, 2021 Minutes****B. Approve June & July 2021 Voucher Payments****C. Approve Financial Report****D. Approve Personnel Policies**

Motion to approve the Consent Agenda made by Marty; seconded by April. Approved

IV. REGULAR AGENDA**A. Employer Drive Reskill-Upskill**

Katie gave an update on the RFQQ for reskill-upskill project over the next three years. She noted this will help us respond quickly to training needs to be more responsive to our employers and businesses.

B. City and County Partnerships

Katie gave a background on the partnership of the City, County and WFC. She asked what considerations they would want us to make going forward.

C. WorkSource Affiliate and Connection SitesKatie noted we are working on partnerships to expand with affiliate and connections sites to have a greater reach throughout the County. She asked for recommendations for partnerships as we extend our reach. Marty asked for any new information for the Parkland area for their meeting on the 26th.**D. State and Federal Regulations Update**

Katie discussed updates around requirements for UI such as the end of the waiver for job search requirements. She noted the increase in traffic at our one-stop center due to the change in status. Katie also gave an update on the state mandate for employee vaccination



requirements. Discussion continued around requirements of vaccinations and possible impacts.

E. CEO Review

Katie asked when the board would like the review process to take place. Victoria stated it should start now and be complete by the end of September and going forward it should be done on the anniversary date.

F. Pierce County Workforce Data Dashboard

Katie gave a background noting we have had many requests for data. Josh explained the dashboard he has created to respond to these requests, which will be live on our website. He noted it will be real time data that anyone will be able to access. Discussion continued around how the data could be refined.

G. Interlocal Agreement

Katie noted we are currently meeting to update interlocal agreement to provide more clarity on the role of the WDC and the Executive Board as well as WFC. It will be brought to the the city and county for additional considerations. Discussion continued around how to work through the process.

V. OTHER BUSINESS

None.

VI. ADJOURN

Motion to adjourn made by Marty; seconded by April. Meeting adjourned at 1:45 p.m.

Attachments

June 2021 Meeting Minutes
June & July 2021 Voucher Payments
Financial Report
Personnel Policies & Procedures
WFC Telecommuting Policy



VOUCHER APPROVAL

August 2021

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	11984	12000	\$ 97,009.71
Electronic Payments (dates)	8/6/2021	8/26/2021	\$ 369,982.84
TOTAL			\$ 466,992.55
Respectfully submitted by <u>Steve Amstad</u>			
Chairman of Board		Date	

VOUCHER APPROVAL

September 2021

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	12001	12025	\$ 121,135.68
Electronic Payments (dates)	9/2/2021	9/30/2021	\$ 955,911.87
TOTAL			\$ 1,077,047.55
Respectfully submitted by <u>Steve Ametod</u>			
Chairman of Board		Date	

**WorkForce Central
Program Year 2021/Fiscal Year 2022
Budget vs. Actual through August 31, 2021**

Budget Line Item	Final PY21 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 8,155,125	\$ 769,058	\$ 7,386,067
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	2,534	47,466
Service Delivery via Technology	307,500	9,715	297,785
Communications	142,000	12,453	129,547
Data and Research	97,000	4,063	92,937
Workforce Summits	60,000	-	60,000
Resource Development	100,000	-	100,000
WorkForce Central Staff	4,033,798	496,414	3,537,384
WorkForce Central Operational Expenses	710,000	80,239	629,761
Administrative Reserve	967,169	-	967,169 (1)
Total	<u>\$ 16,622,592</u>	<u>\$ 1,374,476</u>	<u>\$ 15,248,116</u>

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 August 31, 2021

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	-	1,125,000	1,125,000
PY2020 Dislocated Worker Annual Formula	150,000	165,055	(15,055)	-
PY2021 Dislocated Worker Annual Formula	1,325,000	-	1,325,000	1,325,000
PY2020 Youth Annual Formula	160,000	76,830	83,170	258,201
PY2021 Youth Annual Formula	1,551,075	-	1,551,075	1,551,075
Tacoma Community College Basic Education for Adults Navigator	82,250	6,568	75,682	75,682
Rapid Response	-	31,462	(31,462)	41,817
Economic Security for All	410,800	160,895	249,905	505,596
Pre-Employment Transition Services	226,000	11,234	214,766	323,230
Disaster Recovery Dislocated Worker Grant	775,000	82,185	692,815	736,974
Employment Recovery Dislocated Worker Grant	730,000	84,065	645,935	661,990
Pierce County Youth Work Program	900,000	-	900,000	-
CDBG COVID Hunger Relief Staffing and Services	595,000	-	595,000	-
Total	<u>\$ 8,155,125</u>	<u>\$ 769,058</u>	<u>\$ 7,386,067</u>	<u>\$ 6,604,565</u>



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TELECOMMUTING POLICY

Policy # 5001-HR

Effective: August 1, 2021 (supersedes previous version dated March 23, 2020)

PURPOSE

This Policy establishes the guidelines WorkForce Central will use to select and manage those employees approved to telecommute.

POLICY

This Policy applies to all WorkForce Central employees authorized to work remotely. It does not include those temporarily allowed by their managers to work from home or other locations on an irregular basis due to extenuating circumstances.

POLICY GUIDELINES

Definitions:

Telecommuting is defined as working from a home or other off-site location using electronic communications to connect with the primary place of employment.

Criteria for Selection:

WorkForce Central always strives to provide equal opportunities to all employees when it comes to working situations. However, telecommuting may not be conducive to every Employee and position. Keeping this in mind, WorkForce Central will review all reasonable employee requests to telecommute using the following criteria:

- Position description and duties successfully fulfilled through telecommuting
- Work activities through a productivity and time management lens
- Need for face-to-face interaction with co-workers
- Equipment needs limited and easily stored at the off-site location
- Supervisor approval

Note: Management reserves the right to deny or revoke telecommuting privileges at WorkForce Central discretion.



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Responsibilities:

Position requirements and responsibilities will not change due to telecommuting. Workers face the exact expectations in relation to professionalism, work output, and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given week will not change, although the exact work schedule will be left up to the discretion of their direct supervisor(s).

Availability and Communication:

If approved, while telecommuting, WorkForce Central employees will:

- Be available and accessible during Pacific Standard Time work hours.
- Maintain regular communications with their supervisors.
- Be available for teleconferences through online platforms such as Microsoft TEAMS, Zoom, WebEx.
- If an employee's physical presence is required at WorkForce Central's primary work location, he or she is expected to report once given adequate notice. The Employee must be available for in-person meetings at WorkForce Central's primary work location at least four (4) times per year at Employee's expense, including but not limited to travel costs such as airfare, hotel, rental car, mileage reimbursement, etc.

Employees' duties, obligations, responsibilities, and conditions of employment with WorkForce Central remain unchanged unless otherwise notified by WorkForce Central management. Job responsibilities and standards of performance stay the same as when working at the office.

Technology and Supplies:

WorkForce Central employees will need to have the appropriate technologies and supplies to perform their work from home. Contact Jan Adams at 253-254-7335 or jadams@workforce-central.org if you need an external/portable monitor or office supplies. Employees should use the printer and other office supplies as needed.

If you are experiencing technical issues from home, first eliminate your home's internet and Wi-Fi as the culprit. Otherwise, contact Harraman Kaur at 253-732-1704 or hkaur@workforce-central.org.



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Physical Environment, Protecting Equipment, and Safeguarding Confidential Information:

Telecommuting employees may not compromise the protection and security of equipment or that of confidential information.

To ensure WorkForce Central's business is conducted in a confidential manner, WorkForce Central staff should avoid conducting business in the presence of others. If this is not feasible, employees must use their headphones/earplugs when communicating via their computers and avoid putting their cell phone on speaker. Avoid discussing sensitive or confidential information in the presence of others and avoid using public Wi-Fi. Whether by accident or design while telecommuting, breaches of information security must be reported promptly and may be cause for discipline.

Computers must not be left unattended for long periods and must be secured when not in use. Employees must password-protect their computers if left unattended for short periods. Paperwork and files must be secured and not left unattended.

The Employee is expected to maintain their home workspace safely and securely, free from safety hazards. Worker's compensation liability is limited to work-related injuries at the home workspace only and does not apply to all other areas in the home. Telecommuting employees are responsible for notifying their supervisor of such injuries as soon as possible. The Employee is liable for any injuries sustained by visitors to his or her home worksite.

EMPLOYEE ASSURANCE

I acknowledge that I have read and understand WorkForce Central's Telecommuting Policy and agree to the duties, obligations, and responsibilities described and understand WorkForce Central may revise the conditions in this Telecommuting Policy in the future. I know if any violation of this Policy occurs, WorkForce Central can take disciplinary action.

Employee Signature: _____ Date: _____

Print Name: _____

MINUTES

August 12, 2021 • 3:00-4:30 p.m.
Virtual via Zoom

Attendees: April Gibson, Blaine Wolfe, Darci Gibson, Robin Baker, Jenna Pollock, Micha Ide, Deanna Keller, Mandy Kipfer, Irene Reyes, Lynn Strickland, Dale King

Staff: Katie Condit, Jan Adams, Josh Stovall, Steve Grimstad, Karen Downing

Guests: Amanda Siburg, Elizabeth Kiehn

- **Welcome/Call to Order**
 - **New WDC Member - Micha Ide, Owner Bright Ide Acres**
April called the meeting to order at 3:01 p.m. and Katie introduced and welcomed Micha.
- **Public Comment**

None
- **Consent Agenda**
 - **Financial report**
 - **June Meeting Minutes**
Motion to approve the Consent Agenda made by Darci, seconded by Jenna. Approved.
- **WDC Intercultural Development Inventory - Board Members**

Katie gave an overview of the IDI. April and several others shared their experience with the IDI. Katie invited all members of the WDC to participate.
- **Good Earning Wage - Katie Condit & Board**

Katie gave a background and explained the good earning wages in Pierce County and asked the board for input. Josh provided some data showing some examples of self-sufficiency wage in Pierce County. April asked what data is used to arrive at the self-sufficiency wage. Josh clarified variables are used noting 125% of the baseline is used. Discussion continued around how the data, pathways, and next steps.
- **Pierce County Workforce Data Dashboard - Josh Stovall & Board**

Josh provided background and shared the dashboard. Katie noted the dashboard will be shared on the website. Discussion continued around the data and how it will be used.
- **CEO Updates- Katie Condit**
 - Employer-Driven Reskill-Upskill Cohort Training

Katie discussed how we will use the data Josh shared to create cohorts driven by employers.

- **Benefits Cliff, Unemployment**

Katie updated us on the status of UI benefits noting most of it will be expiring in September. She noted WorkSource is open and fully functional

- **Workforce Partnership MOU**

Katie explained the MOU process and the addition of the Workforce Partnership Agreement.

- **Meetings Moving Forward - Virtual vs. In-person**

Katie discussed the ease of access when meetings are done virtually. She also explained the opportunity to meet jointly with the Executive Board perhaps in December. Discussion continued around meeting in person depending on the status of Covid variant and if meeting with a hybrid.

Other business

Karen discussed policies updates and approvals.

Katie gave an update on the new Young Adult Providers and the new cohorts for In-School youth.

Katie noted after 15 years on the WDC this will be Darci's last meeting and thanked her for her commitment to workforce development in Pierce County.

Meeting Adjourned at 4:05 p.m.

POLICY UPDATE

Link to WorkForce Central's Policy Library: <https://workforce-central.org/about/policies/>

Revised WIOA Title I Program Policies:

1. Follow-up Services Policy & Procedures
2. Supportive Service Policy
3. WEX Policy
4. Determining Training Provider Eligible Training Provider List (ETPL) Eligibility
5. WIOA Title I program Eligibility, Enrollment & Documentation Policy and accompanying Eligibility & Documentation Handbook
6. ETO Data Validation & Documentation Policy

Revised Administrative Policies:

1. Records Retention & Public Access Policy
2. Technology Devices and Acceptable Use and Security Policy