



GREATER ECONOMIC VITALITY FOR ALL.

Partnering to prepare and grow the Pierce County workforce to align it with employer needs.

**WFC Executive Board Meeting
AGENDA**

June 14, 2020 • 12:00 – 1:30 p.m.

WorkForce Central • Via Zoom

Mayor Victoria Woodards presiding

- I. CALL TO ORDER**
- II. PUBLIC COMMENT**
- III. CONSENT AGENDA**
 - A. Approve the April 14, 2021 Minutes
 - B. Approve April & May 2021 Voucher Payments
 - C. Approve Financial Report
 - D. Approve Updated Bylaws
- IV. REGULAR AGENDA**
 - A. Adoption and Amendment of Budget for calendar year and financial reporting period January 2020-December 2020 (Resolution no. 882)
 - B. Review and Approve Budget for PY21/FY22
 - C. Organization Climate Survey- Review and Discussion
 - D. Theory of Change and Outcomes - Review and Discussion
 - E. Center Reopening & MOU- Update
- V. OTHER BUSINESS**
- VI. ADJOURN**

Attachments

April 2021 Meeting Minutes
April & May 2021 Voucher Payments
Financial Report
WDC Bylaws
Resolution No. 882
Program Year Budget
Theory of Change





GREATER ECONOMIC VITALITY FOR ALL.

Partnering to prepare and grow the Pierce County workforce to align it with employer needs.

WFC Executive Board Meeting

MINUTES

April 14, 2021 • 1:00-2:30 p.m. • Virtual via Zoom

Mayor Victoria Woodards presiding

Attendees: Victoria Woodards, April Gibson, Marty Campbell, Bruce Dammeier

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

Guests: Jani Hitchen

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 February 11, 2021 Minutes

B. Approve February and March 2021 Voucher Payments

C. Approve Financial Report

D. Appoint Rachael Pease, Diversity Program Manager, Korsmo Construction to the WDC

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

IV. Draft Budget – Steve Grimstad

Steve gave a brief overview of the documents including the comparison to last year's approved budget. He noted it represents an overall increase of about \$1.1 MM over last year's budget. He noted the budget must be approved by June, which may be updated once actual allocations are received. Discussion continued around budget and additional grants which are currently pending.

V. REGULAR AGENDA

A. WDC Update- April

April gave a brief update noting the diverse group of people who are serving on the WDC. She noted the WDC approved a \$200k fund pilot focusing on businesses designed to enhance the services provided to customers. Katie noted the is for an upskill/reskill and then back full for the businesses. April also spoke about the four vacancies that we currently have. Victoria asked if we have non-profit representation on the WDC. Katie confirmed we do have them represented.

B. State of the Workforce – Jobs, Job-Seekers, Skillset Data

Katie gave a background followed by Josh who gave an overview of the state of the workforce. Discussion continued on the history of getting access, the data, the benefits of having the data and how we can use it moving forward.

C. Workforce Recovery Plan

Katie highlighted the components within workforce and the gaps we see and are trying to close, barriers we are trying to remove. One barrier we cannot remove is the restraint by WIOA that prohibits financially supporting people while they are participating in training. Katie noted we are working with providers to overcome this barrier as well as others. Discussion continued around barriers and options for overcoming them.



D. Young Adult RFP

Deborah gave a background and update on the process noting the applicants included Centerforce Equus, KWA, NW Education, Palmer Scholars and Alexa Folsom Hill. She thanks the panelist who reviewed the applications. Deborah noted we are still in the review process but expect a decision soon.

E. State Monitoring Update

Katie noted we are currently in the monitoring by ESD. She noted for the first time in seven years we have no finding in our young adult and adult programs.

F. Executive Board Role – State Recommendations

Katie gave a background on the roles of both the WDC and Executive Board. Discussion continued around the frequency of the meetings and the role of this board.

G. Policy Process

Karen gave a brief update on the new process for development, updating and approving policies. She noted the WDC has created a Policy Sub-committee to work with Karen. Victoria asked when the Executive Board would have the opportunity to weigh in on policies. Decision was made that WDC policy committee would be responsible for formal approval process. Katie asked for access to and work the policy contacts within the City of Tacoma and Pierce County. Both agreed this is a good idea.

VI. OTHER BUSINESS

None.

VII. ADJOURN

Motion to adjourn made by Marty; seconded by Bruce. Meeting adjourned at 2:13 p.m.

Attachments:

- A. February Minutes
- B. February Vouchers
- C. March Vouchers
- D. Financial Report
- E. Rachael Pease Bio
- F. Draft Budget
- G. CEO Report



VOUCHER APPROVAL

April 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)	11902	11920	\$ 133,576.09
Electronic Payments (dates)	4/1/2021	4/30/2021	\$ 728,846.30
TOTAL			\$ 862,422.39
Respectfully submitted by <u>Steve Simstad</u>			
Chairman of Board		Date	

VOUCHER APPROVAL

May 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)	11921	11935	\$ 45,591.51
Electronic Payments (dates)	5/11/2021	5/28/2021	\$ 911,847.58
TOTAL			\$ 957,439.09
Respectfully submitted by <u>Steve Amstad</u>			
Chairman of Board		Date	

WorkForce Central
Program Year 2020/Fiscal Year 2021
Budget vs. Actual through April 30, 2021

Budget Line Item	Final PY20 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 7,001,200	\$ 3,715,780	\$ 3,285,420
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	2,575,598	936,023
WFC Operational Costs/Assessments and Tracking Licenses	872,444	399,210	473,234
Mitigation	450,427	-	450,427
Administrative Reserve	486,333	-	486,333 (1)
Total	<u>\$ 13,936,895</u>	<u>\$ 6,690,588</u>	<u>\$ 7,246,307</u>

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 April 30, 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	695,568	504,432	504,432
PY2019 Dislocated Worker Formula	188,000	94,949	93,051	-
PY2020 Dislocated Worker Formula	1,200,000	660,729	539,271	539,271
PY2019 Youth Formula	202,000	-	202,000	-
PY2020 Youth Formula	1,200,000	660,311	539,689	539,689
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	106,731	61,469	62,516
Rapid Response	443,000	344,197	98,803	169,705
Economic Security for All	742,000	389,363	352,637	826,941
Pre-Employment Transition Services	428,000	2,200	425,800	336,180
Disaster Recovery Dislocated Worker Grant	-	136,113	(136,113)	933,946
Employment Recovery Dislocated Worker Grant	-	251,623	(251,623)	831,486
Total	<u>\$ 7,001,200</u>	<u>\$ 3,715,780</u>	<u>\$ 3,285,420</u>	<u>\$ 4,814,866</u>

**BY-LAWS
OF PIERCE COUNTY
WORKFORCE DEVELOPMENT COUNCIL**

Amended June 1st, 2021

**ARTICLE 1
NAME**

The Name of the organization shall be Pierce County Workforce Development Council (WDC).

**ARTICLE II
PURPOSE**

The WDC, in partnership with the Chief Local Elected Officials (CLEOs, dba the Executive Board), shall plan and oversee the Workforce Development System of Pierce County.

The specific objectives and purpose of this organization shall be:

- Strategic planning and oversight of the WIOA services
 - Development of WIOA Local Plan
- Operational alignment and service delivery design
 - Selection of One-stop service delivery providers
 - Identification of training providers
 - Negotiation of local performance measures with the State Workforce Development Board
 - Monitoring of local WIOA performance
- Setting policy for the local area
- Develop budget consistent with the local plan
- Oversight of WIOA funds to include appropriate use and management
- Assist in development of a labor market information system
- Promoting participation of private sector employers in the WIOA system

**ARTICLE III
MEMBERS**

SECTION 1. APPOINTMENT/TERMS. Membership on the WDC shall be by appointment of the Executive Board in accordance with criteria established by the Governor. Members shall be elected for two (2) year terms or such other terms as may be established by the Executive Board. WDC members may serve up to 6 terms. To ensure only a portion of membership expires in any given year, the Executive Board will stagger new appointments from the date of these amended bylaws so that no more than 1/3 board members will turn over in any given year, and so that the WDC does not experience a majority of private sector representatives within that turnover. This will be regulated through intentional appointments that occur by the Executive Board. Renewal of terms shall be approved by the Executive Board.

SECTION 2. GENERAL POWERS. All business and policy affairs of the WDC shall be governed by its Members.

SECTION 3. NUMBERS AND COMPOSITION. The number of WDC Members shall be determined by the Executive Board. A majority of the WDC Members shall be representatives of businesses in the local area. At a minimum, at least two members must represent small businesses. The balance of the memberships, as defined by WIOA, shall be comprised of the following: local educational entities; labor organizations; economic development agencies; community-based organizations (including organizations representing individuals with disabilities and veterans); “One-Stop” partners; and such other organizations designated by the Executive Board. The Executive Board and the WDC will use its best efforts to assure representation of the entire Tacoma-Pierce County region.

SECTION 4. VOTING. Each Member, except for a Member Emeritus, shall be entitled to one vote. Members in emeritus status shall not have voting privileges. Proxy voting will be permitted only when a Member is unavailable to attend a meeting due to illness, travel, or other mitigating circumstances as approved by Executive Board. Proxies must be executed in writing or be submitted electronically to the WDC Chair, WorkForce Central CEO/Designee and must specify the date the proxy shall expire. No Member may designate more than three proxies in any twelvemonth period.

Voting may occur through electronic means when deemed necessary to assure reasonable timelines to accomplish work as determined by the WorkForce Central Chief Executive Officer.

SECTION 5. EMERITUS STATUS. A Member who has left the WDC in good standing and has demonstrated outstanding service during his/her membership is eligible for nomination as an Emeritus. Any WDC member may submit nominations for consideration to the Executive Board of CLEOs. The CLEOs will take action to approve or deny the recommendation. An Emeritus shall serve a term without limit. While this position is non-voting with regard to official actions of the WDC, an Emeritus may be invited to participate in all WDC meetings and functions, be eligible to be appointed by the Chairperson to serve on any of the WDC’s committees and may be called upon to assist the WDC on matters where the individual’s interest, experience and expertise will best serve the WDC. The number of such positions is discretionary with the WDC, however the honor will be reserved for individuals with a record of distinguished service.

SECTION 6. REMOVAL. At the discretion of the WorkForce Central Executive Board, any Member may be removed for cause. The WDC Chairperson and WorkForce Central Chief Executive Officer (CEO) may recommend to the WDC the removal of a Member from the WDC. Members are expected to attend all scheduled WDC meetings with the exception of three excused absences. When possible, proxies can be designated (as referenced in Article 3, Section 4). WDC members will actively participate in WDC committees and taskforce groups as opportunities arise and maintain good standing in the community. Failure to meet these expectations shall warrant removal from the WDC. Upon the approval of the WDC, the recommendation for removal of the member will be forwarded to the WorkForce Central Executive Board which is comprised of the CLEOs and the WDC

Chairperson. The WDC Chairperson and WorkForce Central Chief Executive Officer may recommend an exception to the WorkForce Central Executive Board.

SECTION 7. VACANCIES. A vacancy on the WDC shall be filled by the Executive Board if deemed necessary and appropriate. Each successor Member shall complete the term vacated and shall stand for reappointment at the end of the term. The WDC Chair or WorkForce Central CEO will notify the Executive Board on vacancies. When deemed necessary, the Chief Local Elected Officials and CEO will work diligently to ensure the WDC promptly has the seat filled. This process will include an immediate request for recommendations from WDC members and local business leaders, outreach and meeting between the WDC chair and/or CEO and potential candidates and vetting of potential members to meet criteria set for the vacant seat.

SECTION 8. REMUNERATION. Members shall not receive any compensation for attendance at regular or special meetings.

SECTION 9. RESIGNATION. Any Member may resign at any time by delivering written notice of resignation to the Chairperson. Upon receipt and acknowledgement by the Chairperson, such resignation shall be effective on the date set forth in the notice.

ARTICLE IV **MEETING OF MEMBERS**

SECTION 1. REGULAR MEETINGS. Regular meetings of the Members shall be held at least six times a year at such time and place as WDC members shall determine. Video conferencing technology will be used to facilitate participation of members who cannot physically travel to the meeting location. Video conferencing will be used in place of physical meeting location whenever necessary. The WFC CEO, WDC Chair and WDC members shall set the agenda for the regular meetings of the WDC. Such meetings shall be open to the public and shall be conducted in accordance with Robert's Rules of Order. The public shall have access to virtual meetings through a link posted on the WorkForce Central website. The WDC will accommodate participation by the public through open invitation on the website and through use of accessible, virtual meeting platforms, video recordings, and safe and welcoming physical meeting space.

SECTION 2. SPECIAL MEETINGS. Special meetings of the WDC may be called by request of the Chairperson or any three (3) Members.

SECTION 3. MEETING LOCATION. Meetings of the WDC shall be conducted within Pierce County, Washington. Should they be held virtually, the link will be available and made public to all interested in attending through the WorkForce Central website.

SECTION 4. QUORUM. Fifty-one percent (51%) of the total number of Members shall constitute a quorum. If fifty-one percent results in a fractional number, the fraction shall be rounded upward to indicate the number of Members required for a quorum. The act of the majority of the Members present at the meeting at which a quorum is present shall be the act of the Members unless otherwise specially required by law or by the bylaws. If a quorum is not present at the meeting of the Members, the Members present may adjourn the meeting.

SECTION 5. FAILURE TO HOLD MEETING. The failure to hold any meeting of the Members whether special or regular shall in no way suspend or invalidate the business of the WDC.

ARTICLE V **OFFICERS**

SECTION 1. OFFICERS. The Officers of the WDC shall be the Chairperson and Vice-Chairperson. Each Officer shall be elected for a term of two years.

SECTION 2. ELECTIONS. The Officers shall be elected by the WDC Members and may serve up to four terms. When an officer term is coming to a close, the Chair will call for recommendations from the WDC and recommend a slate of officers to serve during the following year.

SECTION 3. VACANCIES. Vacancies shall be filled at any meeting of the Members. Officers so elected shall serve until the next election of officers. Process for filling vacancies is determined in the WorkForce Central WDC recruitment process approved by the CLEOs and WDC and will be implemented promptly upon notice of a vacancy to ensure seats do not remain empty for prolonged periods.

SECTION 4. CHAIRPERSON. WDC members shall elect the Chairperson from among the business representatives on the WDC. The Chairperson shall preside at the meetings, supervise and control the business and affairs of the WDC, and shall see that orders and resolutions of the Members are carried into effect. The Chairperson may not serve more than three consecutive terms.

SECTION 5. VICE-CHAIRPERSON. The Vice-Chairperson shall act for the Chairperson in their absence and perform such other duties as the Chairperson may direct. Should the Vice-Chairperson also be absent from a meeting, they may designate a WDC member to act as Chairperson for that meeting.

ARTICLE VI **WIOA ADMINISTRATIVE ENTITY**

As designated by the Executive Board, the Tacoma-Pierce County Employment and Training Consortium, doing business as WorkForce Central, is the official Administrative Entity that serves as the local WIOA grant recipient and fiscal agent for the distribution of the funds. Any WorkForce Central staff assigned to support the WDC or its committees shall be ex-officio members of the council or committee.

ARTICLE VII **COMMITTEES**

SECTION 1. COMMITTEES. The committees of the WDC shall be established through priorities set by the WDC and Executive Board of Chief Local Elected Officials. Committees may be standing or limited to a defined period and should be established in

response to workforce development needs and strategies that require more concentrated leadership from a committee of the WDC.

SECTION 2. COMMITTEE MEMBERSHIP. Membership of the committees will be a combination of WDC Members and non-WDC Members. Non WDC members who are appointed shall be individuals who have demonstrated experience and expertise in accordance with the purpose of the committee. The appointment of non-WDC members to the committees shall be determined by the WDC committee.

SECTION 3. COMMITTEE MEETINGS. The committees shall determine the frequency of their meetings based upon the work that must be done. Each committee, with WorkForce Central staff, shall determine the meeting dates and the agenda as needed or directed.

ARTICLE VIII **CONFLICT OF INTEREST**

No Member or ex-officio Member of the Workforce Development Council (whether compensated or not) shall engage in any activity, including participation in the selection, or award of a sub-grant or contract supported by WIOA formula funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the Member, or any member of his/her immediate family, a partner or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award. A WDC Member shall declare when a conflict of interest, real or apparent, could occur. The minutes of the meeting shall reflect that a disclosure was made and an abstention from voting or discussing during the meeting shall occur. Members or ex-officio Members of the WCD will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements. Each Member is entitled to one vote, unless prohibited by a declared conflict of interest.

ARTICLE IX **MISCELLANEOUS PROVISIONS**

SECTION 1. WorkForce Central may enter into contracts and agreements that are in accord with the goals and objectives of the Executive Board, the WDC and WIOA. All such contracts must be executed by the WorkForce Central CEO based upon local, state, and federal laws, regulations, and ordinances.

SECTION 2. FISCAL YEAR AND PROGRAM YEAR. The fiscal year of the WDC and WorkForce Central shall begin on the first day of January in each year and shall end on the last day of December in each year. The program year of the WDC and WorkForce Central shall be the first day of July in each year and shall end on the last day of June each year.

SECTION 3. NONDISCRIMINATION. The WDC shall comply with all applicable federal, state, and local laws, regulations, and ordinances. The WDC shall adhere to a policy of equal opportunity for all people, regardless of race, color, religion, sex, (including

pregnancy, childbirth, and related medical conditions, transgender status, and gender identity) national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in any WIOA Title I financially assisted program or activity. WorkForce Central is an equal opportunity employer.

SECTION 4. BOOKS AND RECORDS. The WorkForce Central shall keep correct and complete books and records of account and minutes of the meetings of the council and its committees. All books and records of the WDC may be inspected by any Member or Officer for any proper purpose at any reasonable time. These files will be kept in WorkForce Central's virtual cloud storage space when feasible, and in hard copy format in WorkForce Central filing and record retention office space.

ARTICLE X
AMENDMENTS

These bylaws may be amended or repealed at any meeting of the members at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present at such a meeting provided that any proposed amendment shall be submitted in writing to the members in advance of their next meeting.

CERTIFICATION

I do hereby certify that the foregoing bylaws, consisting of six (6) pages, are a true and correct copy of the bylaws of the Pierce County Workforce Development Council as adopted by its members on October 15th, 2020.

WDC Chair

Date



GREATER ECONOMIC VITALITY FOR ALL.
Partnering to prepare and grow the Pierce County workforce to align it with employer needs.

RESOLUTION NO. 882

**ADOPTION AND AMENDMENT OF BUDGET
FOR THE CALENDAR YEAR AND FINANCIAL REPORTING PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020**

BE IT ORDAINED BY TACOMA-PIERCE COUNTY EMPLOYMENT & TRAINING CONSORTIUM dba WORKFORCE CENTRAL:

That the fiscal staff has analyzed and calculated WorkForce Central's entity-wide annual budget for the reporting year ending December 31, 2020 and the amount calculated is \$11,950,000.

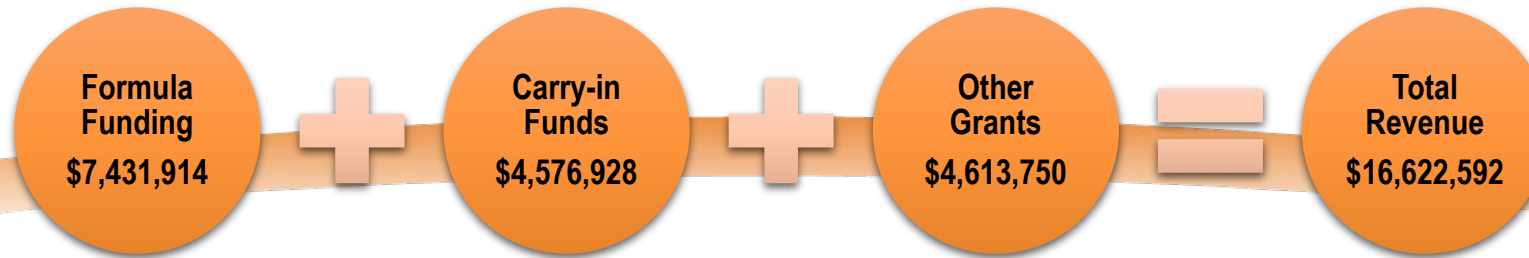
The Board hereby adopts this resolution to adopt and amend the annual budget to be \$11,950,000 for the financial reporting year ending December 31, 2020.

Passed _____
Date

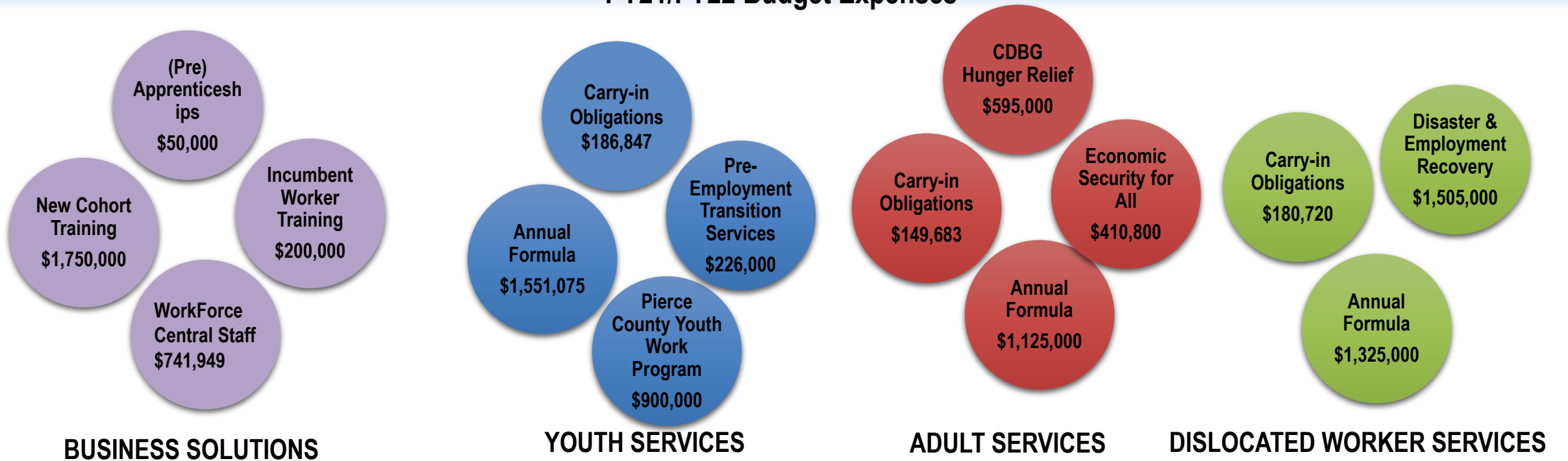
Chairman of Board



PY21/FY22 Budget Revenue



PY21/FY22 Budget Expenses



WorkForce Central Backbone Support



		ADULT	DW	YOUTH	OTHER GRANTS	ADMIN	Total
REVENUE							
Annual Formula Funding		\$ 2,153,624	\$ 2,277,473	\$ 2,257,626		\$ 743,191	\$ 7,431,914
Projected PY20/FY21 Annual Formula Carry-in Funds		\$ 1,337,934	\$ 1,509,719	\$ 1,339,765		\$ 389,510	\$ 4,576,928
Other Grants					\$ 4,613,750	\$ -	\$ 4,613,750
Total Funds Available		\$ 3,491,558	\$ 3,787,192	\$ 3,597,391	\$ 4,613,750	\$ 1,132,701	\$ 16,622,592
INVESTMENT AREAS							
PY20/FY21 Carry-in Obligations - Projected (Detail Below)		\$ 149,683	\$ 180,720	\$ 186,847		-	\$ 517,250
Direct Services							
Adult Annual Formula		\$ 1,125,000					\$ 1,125,000
Dislocated Worker Annual Formula			\$ 1,325,000				\$ 1,325,000
Youth Annual Formula				\$ 1,551,075			\$ 1,551,075
Economic Security for All					\$ 410,800		\$ 410,800
Disaster and Employment Recovery Dislocated Worker Grants					\$ 1,505,000		\$ 1,505,000
Pre-Employment Transition Services					\$ 226,000		\$ 226,000
Pierce County Youth Work Program					\$ 900,000		\$ 900,000
CDBG COVID Hunger Relief Staffing and Services					\$ 595,000		\$ 595,000
Business Solutions							
WorkForce Central Staff	6 FTEs	\$ 173,773	\$ 293,641	\$ 176,181	\$ 98,354		\$ 741,949
New Cohort Training/Reskill-Up-skill Initiatives		\$ 600,092	\$ 373,500	\$ 326,409	\$ 450,000		\$ 1,750,000
Incumbent Worker Training		\$ 100,000	\$ 100,000	\$ -			\$ 200,000
(Pre) Apprenticeship Initiatives		\$ 15,005	\$ 18,675	\$ 16,320			\$ 50,000
System Partner Professional Development		\$ 15,005	\$ 18,675	\$ 16,320			\$ 50,000
Service Delivery via Technology		\$ 92,278	\$ 114,851	\$ 100,371			\$ 307,500
Communications		\$ 42,613	\$ 53,037	\$ 46,350			\$ 142,000
Data and Research		\$ 29,109	\$ 36,229	\$ 31,662			\$ 97,000
Workforce Summits		\$ 18,005	\$ 22,410	\$ 19,585			\$ 60,000
Resource Development		\$ 30,009	\$ 37,350	\$ 32,641			\$ 100,000
WorkForce Central Staff (not including Business Solutions)	23.5 FTEs	\$ 678,595	\$ 767,233	\$ 750,937	\$ 368,181	726,902	\$ 3,291,848
WorkForce Central Operational Expenses		\$ 148,809	\$ 190,437	\$ 160,239	\$ 60,415	\$ 150,100	\$ 710,000
Administrative Reserve		\$ 273,582	\$ 255,434	\$ 182,454		\$ 255,699	\$ 967,169
Total Budget Need		\$ 3,491,558	\$ 3,787,192	\$ 3,597,391	\$ 4,613,750	\$ 1,132,701	\$ 16,622,592

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

Equus PY2020 Youth Annual Formula	-	-	160,000	160,000
Career Team PY2020 Adult Annual Formula	125,000	-	-	125,000
Career Team PY2020 Dislocated Worker Annual Formula	-	150,000	-	150,000
Tacoma Community College Basic Education for Adults Navigator	24,683	30,720	26,847	82,250
TOTAL	149,683	180,720	186,847	517,250

Program Year 2021/Fiscal Year 2022 BUDGET

- The June meeting packet includes a comparison of the PY21 budget to the PY20 budget approved by the WDC and Board, and the PY21 budget presented for approval.
- The PY21 budget presents an overall increase of approximately \$2,686,000 from the PY20 approved budget.
- We received our PY21/FY22 WIOA formula funding allocations from the Employment Security Department that reflects an overall decrease in WIOA formula funding of approximately \$1,577,000 or 17.5%. The PY21 budget is presented reflecting the approximately \$1,577,000 decrease.
- Other grants represent funding awarded or expected to be awarded that will continue into the next program year. Other grants include COVID 19 Disaster Recovery Dislocated Worker Grant, COVID 19 Employment Recovery Dislocated Worker Grant, Economic Security for All, DSHS Pre-Employment Transition Services, funding from Pierce County, 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.
- Increase in direct services for annual formula contracts due to the increase in our investment in direct services for dislocated workers and increase in our investment in direct services for youth across four youth providers rather than one youth provider in PY20.
- Decrease in direct services for business solutions contract reflects 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 WorkForce Central staff to provide business services in PY21 is broken out separately in the budget under Business Solutions.
- WorkForce Central staff for business solutions budgeted at 6 FTEs
 - a. Current business solutions staff at 4 FTEs including a Senior Director of Business Solutions hired in PY20 for WFC to provide business services that will continue in PY21.
 - b. Plan to hire 2 additional business solutions staff to enhance services to businesses in Pierce County and support new strategic initiatives.
- 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 WDC meeting packet and approved by the WDC at their April meeting.
- Other investments due to evaluation of priorities, staff capacity, and strategic initiatives currently planned for PY21.
- WorkForce Central staff (not including Business Solutions) budgeted at 23.5 FTEs compared to 25 FTEs budgeted in PY20
 - a. Current WFC staff at 21 FTEs that include all WFC management, fiscal, and program staff.
 - b. PY21 budget includes placeholders for potential WFC staff positions for new strategic initiatives and to move WFC work forward.

- 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 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 2021 Budget vs.
Approved Program Year 2020 Budget**

Budget Line Item	PY21 Budget	Approved PY20 Budget	Difference
Revenue:			
Annual Formula Funding	7,431,914	9,008,533	(1,576,619)
Projected Carry-In Annual Formula Funds	4,576,928	3,029,642	1,547,286
Other Grants	4,613,750	1,898,720	2,715,030
Total Funds Available	<u>16,622,592</u>	<u>13,936,895</u>	<u>2,685,697</u>
Investment Areas :			
Projected Carry-In Obligation	517,250	1,168,200	(650,950)
Direct Services - Annual Formula Contracts	4,001,075	3,600,000	401,075
Direct Services - Other Grants Contracts	3,636,800	1,613,000	2,023,800
Direct Services - Business Solutions Contract	-	620,000	(620,000)
Direct Services - Business Solutions WorkForce Central Staff	741,949	-	741,949
New Cohort Training/Reskill-Upskill Initiatives	1,750,000	1,064,870	685,130
Incumbent Worker Training	200,000	-	200,000
(Pre) Apprenticeship Initiatives	50,000	-	50,000
System Partner Professional Development	50,000	50,000	-
Service Delivery via Technology	307,500	397,500	(90,000)
Communications	142,000	132,000	10,000
Data and Research	97,000	-	97,000
Workforce Summits	60,000	50,000	10,000
Other Investment Areas	100,000	150,000	(50,000)
			-
Total Investments	<u>11,653,574</u>	<u>8,845,570</u>	<u>2,808,004</u>
WorkForce Central Staff	3,291,848	3,511,621	(219,773)
WorkForce Central Operational Expenses	710,000	642,944	67,056
Administrative Reserve	967,169	936,760	30,409
Total Budget Need	<u>16,622,592</u>	<u>13,936,895</u>	<u>2,685,697</u>
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>

THEORY of CHANGE

STRATEGIES

SYSTEMS ALIGNMENT

Bringing together stakeholders from across sectors and communities to build an integrated, accessible, high-impact, and equitable workforce development system.

- Facilitate and administer the WorkSource Pierce System
- Facilitate and catalyze Pierce County Community Engagement Task Force
- Research and report data on current trends, gaps, and priorities for Pierce County workforce
- Invest in and coordinate cross-organization training and development
- Support and grow common referral system

SOLUTIONS FOR BUSINESSES

Providing employee recruitment, retention, training, assessment services for local employers.

- Connect employers with jobseekers through WorkSource Pierce network
- Provide business-specific recruitment and candidate pool development
- Host and coordinate recruitment events
- Fund and implement training cohorts based on employer demand
- Provide funding for businesses to upskill and reskill workers
- Develop work experience sites with local employers

SERVICES FOR JOBSEEKERS

Facilitating and funding organizations to support individuals to gain employment through supportive services, education/training, and work experience opportunities.

- Provide job and training preparation services for individuals experiencing barriers to employment
- Support and fund youth and adults to complete basic education and other training opportunities
- Provide resources for jobseekers for travel, work supplies, childcare, and other barrier-reducing supportive services
- Connect and support individuals through paid work experience opportunities

OUTCOMES

Alignment between workforce development service providers leads to increased accessibility of system

Individuals complete paid work experience

Individuals complete training, earn training/education credential or certificate

Businesses provide work-based learning opportunities

Individuals are hired in jobs leading to self-sufficiency

Individuals are retained in jobs leading to self-sufficiency

SYSTEM GOALS

Reduce the absolute labor market gap in Pierce County

Reduce the number of disconnected young adults ages 16-24

Reduce the number of residents between the ages of 25 to 64 without a Diploma or a GED

