

WFC Executive Board Meeting
AGENDA**January 12, 2022 • 1:00 – 2:30 p.m.****WorkForce Central • Via Zoom****County Executive Bruce Dammeier presiding****I. CALL TO ORDER****II. PUBLIC COMMENT****III. Consent Agenda**

- A. Approve Minutes
- B. Approve August, September, October, November, December Vouchers
- C. Approve WFC Telecommuting Policy
- D. Financial Statement
- E. Reappoint WDC Members – Dave Shaw and Mandy Kipfer

IV. REGULAR AGENDA

- A. City of Tacoma Council Appointment
- B. Audit outcome- Clean!
- C. Interlocal Agreement
- D. City-County Investments in Workforce Development
- E. Dashboard live
- F. Strategic Planning 2022
- G. Governor's proclamation
- H. Vaccinations
- I. CEO Review HR Plan

V. OTHER BUSINESS**VI. ADJOURN****Attachments**

August 2021 Minutes

August, September, October, November and December Voucher Payments

Financial Report

WFC Telecommuting Policy

Governor's Letter



**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 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 Steve Simstad

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 Shumstad</u>			
Chairman of Board		Date	

VOUCHER APPROVAL

November 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)	12048	12068	\$ 47,602.90
Electronic Payments (dates)	11/1/2021	11/24/2021	\$ 424,196.86
TOTAL			\$ 471,799.76

Respectfully submitted by Steve Sundstad

Chairman of Board

Date

VOUCHER APPROVAL

December 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)	12069	12098	\$ 170,566.13
Electronic Payments (dates)	12/3/2021	12/29/2021	\$ 988,269.17
TOTAL			\$ 1,158,835.30

Respectfully submitted by Steve Hunsstad

Chairman of Board

Date

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

Budget Line Item	Final PY21 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 8,155,125	\$ 1,792,926	\$ 6,362,199
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	10,845	39,155
Service Delivery via Technology	307,500	65,581	241,919
Communications	142,000	32,077	109,923
Data and Research	97,000	8,884	88,116
Workforce Summits	60,000	-	60,000
Resource Development	100,000	-	100,000
WorkForce Central Staff	4,033,798	1,414,684	2,619,114
WorkForce Central Operational Expenses	710,000	200,175	509,825
Administrative Reserve	967,169	-	967,169 (1)
Total	\$ 16,622,592	\$ 3,525,173	\$ 13,097,419

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 November 30, 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	188,368	936,632	936,632
PY2020 Dislocated Worker Annual Formula	150,000	165,055	(15,055)	-
PY2021 Dislocated Worker Annual Formula	1,325,000	230,683	1,094,317	1,094,317
PY2020 Youth Annual Formula	160,000	81,958	78,042	-
PY2021 Youth Annual Formula	1,551,075	149,646	1,401,429	1,401,429
Tacoma Community College Basic Education for Adults Navigator	82,250	25,882	56,368	56,368
Rapid Response	-	72,515	(72,515)	-
Economic Security for All	410,800	354,483	56,317	309,011
Pre-Employment Transition Services	226,000	18,586	207,414	39,815
Disaster Recovery Dislocated Worker Grant	775,000	144,351	630,649	674,808
Employment Recovery Dislocated Worker Grant	730,000	210,635	519,365	535,421
Pierce County Youth Work Program	900,000	-	900,000	877,965
CDBG COVID Hunger Relief Staffing and Services	595,000	-	595,000	889,525
Total	\$ 8,155,125	\$ 1,792,926	\$ 6,362,199	\$ 6,815,291

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.



GREATER ECONOMIC VITALITY FOR ALL.

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

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.

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: _____



STATE OF WASHINGTON
— OFFICE OF GOVERNOR JAY INSLEE —

**DIRECTIVE OF THE GOVERNOR
21-24**

December 1, 2021

To: Washington State Workforce System Partners

From: Governor Jay Inslee

Subject: Designation of additional WIOA focus populations

Under the Workforce Innovation and Opportunity Act (WIOA) Section 3(24), governors have authority to designate certain communities that face barriers to employment or access to services as focus populations for state workforce systems. Workforce system partners (including executive agencies and local workforce development councils) are specifically charged to create strategies, and performance measures that ensure access to services for designated focus populations and measure progress in connecting focus populations to employment opportunities. This ensures a system-wide focus on achieving equitable economic recovery for all, placing an emphasis on serving and tracking the impact of our partnerships on moving the most disadvantaged Washingtonians towards economic self-sufficiency.

In response to a June 2021 request from local workforce development councils to designate specific additional WIOA focus populations based on the communities most directly impacted by employment impacts of the COVID-19 pandemic, I am hereby designating the following as workforce focus populations for planning and performance accountability: Black, Asian, Native Hawaiian, Compact of Free Association (COFA) nations, and Pacific Islander communities; Latinos; LGBTQ communities; expectant persons; and veterans. This action aligns with our efforts to address historic racial inequity and systemic barriers to obtaining resources, services, and opportunities through the workforce system. It also aligns with our state's focus on changing or removing systemic and structural barriers faced by communities of color and other marginalized communities and will help drive our state's effort to achieve an equitable economic recovery.

In addition to creating policies to support implementation of programs that support these additional focus populations, workforce system partners must address how their programs and partnerships will improve access and service to these communities both in the state workforce development plan and in local workforce development council plans. I direct executive agency partners responsible for administering workforce development programs, including relevant partners at the Employment Security Department and Workforce Training and

Education Coordinating Board, to work collaboratively on performance accountability measures that inform policymakers on the workforce system's impact serving these focus communities, and to develop tools for policymakers and partners to assess our progress over time. I further request that other workforce development partners, including local workforce development councils that receive federal WIOA dollars through state workforce programs, assist in the implementation of this directive.

Preferential treatment of people based on racial classification is prohibited under Initiative 200, RCW 49.60.400. Accordingly, system partners shall recognize these focus populations to the extent allowed under state law. But taking that first step will enable us to begin discussions about doing the most that we can within the parameters of the law, with further guidance to be developed and issued in partnership with the state Attorney General's Office as needed.

The Workforce Training and Education Coordinating Board will collaborate with workforce system partners and, by early 2022, report to the Governor's Office when policies to support implementation of this designation are developed and include proposed performance measures and expectations for updating state and local plans. The workforce development system shall incorporate these additional focus populations into their 2022 state and local planning processes and report to the Governor's Office, in mid-2022, how both state and local plans address the additional focus populations.

This designation will ensure that state and local partners work in alignment towards an equitable economic recovery enjoyed by all Washingtonians, and that our workforce system accurately measures how our services improve access to opportunity for all.