

WFC Executive Board Meeting
AGENDA
April 22, 2022 • 9:30 – 12:00 p.m.
WorkForce Central • Via Zoom
County Executive Bruce Dammeier presiding

- Call to Order & Welcome 9:30-9:35
- Strategic Planning- Andres Mantilla, BDS Planning 9:35-10:15
 - Strategic Planning Process & Progress
 - Discussion
 - What are the top 2-3 workforce development priorities in Pierce County over the next three years?
 - What does successful partnership between the County, City of Tacoma and WorkForce Central look like over the next three years?
- Consent Agenda 10:15-10:20
 - January 2022 Minutes
 - Vouchers - January, February and March 2022
 - Finance report
- Outcomes Over Pandemic- Josh Stovall 10:20-10:35
- 2022-2023 Budget Draft #1- Steve Grimstad 10:35-10:45
- Executive Session 10:45-12:00
- Closing

Attachments

- Minutes
- Vouchers
- Financial Report
- Budget Narrative
- Budget Comparison
- Budget Draft



**WFC Executive Board Meeting
MINUTES**

January 12, 2022 • 1:00 – 2:30 p.m. • Via Zoom

County Executive Bruce Dammeier presiding

Attendees: April Gibson, Victoria Woodards, Marty Campbell, Jani Hitchen, Bruce Dammeier**Staff:** Katie Condit, Jan Adams, Deborah Howell, Karen Downing, Steve Grimstad, Josh Stovall**I. CALL TO ORDER**

Bruce called the meeting to order at 1:03 p.m.

II. PUBLIC COMMENT

None.

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**

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

IV. REGULAR AGENDA**A. City of Tacoma Council Appointment**

Victoria noted that Kiara Daniels has been appointed to the board. Jan will reach out to Nicole for contact info.

B. Audit outcome- Clean!

Katie gave a brief background noting the clean outcome to our audit. Steve noted the audit was done by the SAO with the best possible outcome of no findings.

C. Interlocal Agreement

Katie gave an update on the status of the changes suggested by the DOL. She noted the changes should be incorporated and presented to the board sometime in February. Katie also noted there are additional changes needed and will be worked on this year to clarify WFC's role. Discussion continued around the changes and what that may look like.

D. City-County Investments in Workforce Development

Katie gave an overview of the programs, which are partially being funded by the City and County. Discussion continued around the different programs and providers.

E. Dashboard Live

Katie gave a background on the many data requests we get and introduced Josh who showed the updates to our website with the data currently available there. Discussion continued on who might access the data as well as how it may be used.



F. Strategic Planning 2022

Katie gave a background on our strategic planning. She provided the process we will follow this year and next steps. She asked how much the board would like to be engaged in this process. April asked for a debrief on the previous plan. Katie noted that will be part of the process. Discussion continued on how it will done.

G. Governor's proclamation

Katie explained the proclamation.

H. Vaccinations

Katie discussed consideration of requiring WFC staff be vaccinated. Discussion continued around the reasoning for or against a mandate. Motion to authorize the CEO to mandate vaccination if it affects our ability to fulfill our mission made by Bruce; seconded by Victoria. Approved.

I. CEO Review HR Plan

Katie gave a brief update on the status of the CEO review.

V. OTHER BUSINESS**Meeting Cadence**

Katie discussed the cadence of meetings going forward. Discussion continued on the frequency of the meetings. It was decided to go to quarterly meetings with the option of a special meeting if the need arises. Katie noted that the Workforce board is full and is the most diverse in the State of Washington.

VI. ADJOURN

Motion to adjourn made by Marty; seconded by Victoria. Meeting adjourned at 2:32 p.m.



WorkForce Central
Program Year 2021/Fiscal Year 2022
Budget vs. Actual through February 28, 2022

Budget Line Item	Final PY21 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 8,155,125	\$ 3,258,338	\$ 4,896,787
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	21,714	28,286
Service Delivery via Technology	307,500	121,448	186,052
Communications	142,000	38,550	103,450
Data and Research	97,000	15,763	81,237
Workforce Summits	60,000	-	60,000
Resource Development	100,000	-	100,000
WorkForce Central Staff	4,033,798	2,250,868	1,782,930
WorkForce Central Operational Expenses	710,000	362,585	347,415
Administrative Reserve	967,169	-	967,169 (1)
Total	\$ 16,622,592	\$ 6,069,266	\$ 10,553,326

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 February 28, 2022


Contract	Final PY21 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2020 Adult Annual Formula	\$ 125,000	\$ 150,764	\$ (25,764)	-
PY2021 Adult Annual Formula	1,125,000	389,788	735,212	845,212
PY2020 Dislocated Worker Annual Formula	150,000	165,055	(15,055)	-
PY2021 Dislocated Worker Annual Formula	1,325,000	476,850	848,150	848,150
PY2020 Youth Annual Formula	160,000	81,958	78,042	-
PY2021 Youth Annual Formula	1,551,075	489,448	1,061,627	1,061,627
Tacoma Community College Basic Education for Adults Navigator	82,250	45,251	36,999	36,999
Rapid Response	-	72,515	(72,515)	-
Economic Security for All	410,800	517,384	(106,584)	146,109
Pre-Employment Transition Services	226,000	36,912	189,088	21,489
Disaster Recovery Dislocated Worker Grant	775,000	291,152	483,848	428,005
Employment Recovery Dislocated Worker Grant	730,000	460,042	269,958	286,013
Pierce County Youth Work Program	900,000	13,589	886,411	864,376
CDBG COVID Hunger Relief Staffing and Services	595,000	67,630	527,370	821,895
Total	\$ 8,155,125	\$ 3,258,338	\$ 4,896,787	\$ 5,359,875

VOUCHER APPROVAL

January 2022

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)	12099	12122	\$ 135,143.83
Electronic Payments (dates)	1/6/2022	1/31/2022	\$ 669,856.60
TOTAL			\$ 805,000.43

Respectfully submitted by 

Chairman of Board

Date

VOUCHER APPROVAL

February 2022

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)	12123	12142	\$ 89,040.17
Electronic Payments (dates)	2/3/2022	2/25/2022	\$ 676,002.75
TOTAL			\$ 765,042.92

Respectfully submitted by Steve Amstad

Chairman of Board

Date

VOUCHER APPROVAL

March 2022

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)	12143	12167	\$ 197,991.22
Electronic Payments (dates)	3/3/2022	3/31/2022	\$ 903,707.55
TOTAL			\$ 1,101,698.77

Respectfully submitted by Steve Limited

Chairman of Board

Date

Program Year 2022/Fiscal Year 2023 BUDGET DRAFT #1

- The April meeting packet includes a comparison of the first draft of the PY22 budget to the PY21 budget approved by the WDC and Executive Board and the first draft of the PY22 budget.
- The first draft of the PY22 budget presents an overall decrease of approximately \$2.7M from the PY21 approved budget.
- The first draft of the budget is presented assuming a decrease in WIOA annual formula funding from the prior program year. This assumption is based on guidance for planning purposes provided by the Department of Labor through Training and Employment Notice 20-21 issued February 2, 2022, where Washington State should expect a decrease in WIOA annual formula funding.
- Other grants represent funding awarded or expected to be awarded that will continue into the next program year. Other grants include Economic Security for All, DSHS Pre-Employment Transition Services, funding from Pierce County for Youth Work Program and cohorts, funding from City of Tacoma for cohorts, and CDBG COVID Hunger Relief Staffing and Services.
- Investment in direct services to fund contract and performance responsibilities required of our service providers for annual formula funding and other grant funding awarded or will be awarded that will continue into the next program year.
- WorkForce Central staff for business solutions budgeted at 6 FTEs in PY22, no increase in FTEs from the PY21 budget.
- Investment in workforce system navigators to fund an additional two workforce system navigators in addition to the basic education navigator funded in prior years.
- Other investments due to evaluation of priorities, staff capacity, and strategic initiatives currently planned for PY22.
- WorkForce Central staff (not including Business Solutions) budgeted at 22 FTEs compared to 23.5 FTEs budgeted in PY21
 - a. Current WFC staff at 21 FTEs that include all WFC management, fiscal, and program staff.
 - b. Plan to hire 2 additional program staff for new strategic initiatives and to move WFC work forward.
- Administrative reserve represents WIOA annual formula funding available for PY22 that will be used to maintain services such as when a continuing resolution is delayed, there is a government shutdown, or there is a delay in the awarding of PY23 WIOA annual formula funding. This allows for a period of time for continuation of services while the budget is negotiated and finalized. The administrative reserve can also be used to leverage WIOA formula funding as other funding opportunities or initiatives come up during PY22.
- WorkForce Central has accumulated unencumbered cash reserves from prior years due to performance-based contracts that allowed for revenues that exceeded actual costs. These funds are used for unexpected expenses such as litigation fees, unexpected invoices from previous funding sources that have closed, or other unanticipated occurrences that require payment to reconcile.
- 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 2022 Draft Budget vs.
Approved Program Year 2021 Budget

Budget Line Item	Draft PY22 Budget	Approved PY21 Budget	Difference
Revenue:			
Annual Formula Funding	6,590,227	7,431,914	(841,687)
Projected Carry-In Annual Formula Funds	4,684,248	4,576,928	107,320
Other Grants	2,653,410	4,613,750	(1,960,340)
Total Funds Available	<u>13,927,885</u>	<u>16,622,592</u>	<u>(2,694,707)</u>
Investment Areas:			
Projected Carry-In Obligation	515,335	435,000	80,335
Direct Services - Annual Formula Contracts	4,051,075	4,001,075	50,000
Direct Services - Other Grants Contracts	1,791,500	3,636,800	(1,845,300)
Direct Services - Business Solutions WorkForce Central Staff	770,228	741,949	28,279
New Cohort Training/Reskill-Upskill Initiatives	1,662,250	1,750,000	(87,750)
Incumbent Worker Training	100,000	200,000	(100,000)
(Pre) Apprenticeship Initiatives	-	50,000	(50,000)
System and Internal Professional Development (Priority DEAI)	50,000	50,000	-
Workforce System Navigators (Total of 3)	252,250	82,250	170,000
Workforce System Connection Site	50,000	-	50,000
Service Delivery via Technology	251,500	307,500	(56,000)
Communications	61,000	142,000	(81,000)
Data and Research	39,500	97,000	(57,500)
Workforce Summits	45,000	60,000	(15,000)
Other Investment Areas	-	100,000	(100,000)
	<u>-</u>	<u>-</u>	<u>-</u>
Total Investments	<u>9,639,638</u>	<u>11,653,574</u>	<u>(2,013,936)</u>
WorkForce Central Staff	3,102,815	3,291,848	(189,033)
WorkForce Central Operational Expenses	770,000	710,000	60,000
Administrative Reserve	415,431	967,169	(551,738)
Total Budget Need	<u>13,927,885</u>	<u>16,622,592</u>	<u>(2,694,707)</u>
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>

		ADULT	DW	YOUTH	OTHER GRANTS	ADMIN	Total
REVENUE							
Annual Formula Funding		\$ 1,839,853	\$ 2,161,972	\$ 1,929,379		\$ 659,023	\$ 6,590,227
Projected PY21/FY22 Annual Formula Carry-in Funds		\$ 1,578,022	\$ 1,602,707	\$ 1,196,704		\$ 306,815	\$ 4,684,248
Other Grants					\$ 2,653,410	\$ -	\$ 2,653,410
Total Funds Available		\$ 3,417,875	\$ 3,764,679	\$ 3,126,083	\$ 2,653,410	\$ 965,838	\$ 13,927,885
INVESTMENT AREAS							
PY21/FY22 Carry-in Obligations - Projected (Detail Below)		\$ 183,011	\$ 181,390	\$ 150,934		\$ -	\$ 515,335
Direct Services							
Adult Annual Formula		\$ 1,175,000					\$ 1,175,000
Dislocated Worker Annual Formula			\$ 1,325,000				\$ 1,325,000
Youth Annual Formula				\$ 1,551,075			\$ 1,551,075
Economic Security for All					\$ 311,500		\$ 311,500
Pre-Employment Transition Services					\$ 120,000		\$ 120,000
Pierce County Youth Work Program					\$ 900,000		\$ 900,000
CDBG COVID Hunger Relief Staffing and Services					\$ 460,000		\$ 460,000
Business Solutions							
WorkForce Central Staff	6 FTEs	\$ 228,670	\$ 353,589	\$ 159,685	\$ 28,284		\$ 770,228
New Cohort Training/Reskill-Upskill Initiatives		\$ 458,000	\$ 362,956	\$ 191,294	\$ 650,000		\$ 1,662,250
Incumbent Worker Training		\$ 50,000	\$ 50,000	\$ -			\$ 100,000
System and Internal Professional Development (Priority DEAL)		\$ 16,885	\$ 20,052	\$ 13,063			\$ 50,000
Workforce System Navigators (Total of 3)		\$ 85,185	\$ 101,163	\$ 65,901			\$ 252,250
Workforce System Connection Site		\$ 16,885	\$ 20,052	\$ 13,063			\$ 50,000
Service Delivery via Technology		\$ 84,932	\$ 100,862	\$ 65,705			\$ 251,500
Communications		\$ 20,600	\$ 24,464	\$ 15,937			\$ 61,000
Data and Research		\$ 13,339	\$ 15,841	\$ 10,320			\$ 39,500
Workforce Summits		\$ 15,197	\$ 18,047	\$ 11,756			\$ 45,000
WorkForce Central Staff (not including Business Solutions)	22 FTEs	\$ 787,486	\$ 853,163	\$ 626,436	\$ 156,983	\$ 678,747	\$ 3,102,815
WorkForce Central Operational Expenses		\$ 190,790	\$ 230,334	\$ 154,749	\$ 26,642	\$ 167,485	\$ 770,000
Administrative Reserve		\$ 91,895	\$ 107,766	\$ 96,165		\$ 119,606	\$ 415,431
Total Budget Need		\$ 3,417,875	\$ 3,764,679	\$ 3,126,083	\$ 2,653,410	\$ 965,838	\$ 13,927,885

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

Equus PY2021 Youth Annual Formula	-	-	27,000	27,000
KWA PY2021 Youth Annual Formula	-	-	45,000	45,000
Palmer Scholars PY2021 Youth Annual Formula	-	-	40,000	40,000
NW Education Access PY2021 Youth Annual Formula	-	-	25,000	25,000
Career Team PY2021 Adult Annual Formula	165,000	-	-	165,000
Career Team PY2021 Dislocated Worker Annual Formula	-	160,000	-	160,000
BDS Planning and Urban Design - Strategic Planning	8,780	10,427	6,793	26,000
Community Engagement Services	9,231	10,963	7,141	27,335
TOTAL	183,011	181,390	150,934	515,335