



GREATER ECONOMIC VITALITY FOR ALL.

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

**WFC Executive Board Meeting
December 15, 2022 • 8:00 – 9:30 a.m.
Virtual via Zoom
Mayor Woodards Presiding**

- I. Call To Order
- II. Public Comment
- III. CONSENT AGENDA (*Board Vote*)
 - A. Approve September 23, 2022 Minutes
 - B. Approve September, October & November 2022 Voucher Payments
 - C. Approve FY22/FY22 Financial Report
- IV. Reappoint WDB Members for 2023 – 2024 Term (*Board Vote*)
- V. Public Comment Guidelines (*Board Vote*)
- VI. Young Adult RFP Recommendation (*Board Vote*)
- VII. Quest Grant
- VIII. Wage adjustment
- IX. Strategic Plan Outcomes- Final draft
- X. 501c3 Update
- XI. 2023 Board meeting schedule
- XII. Adjourn

Attachments

September 23, 2022 Minutes

September, October & November 2022 Voucher Payments

FY22/FY22 Financial Report

WDB Board Member Reappointments for 2023 – 2024 Term

Public Comment Guidelines

EVALUATION COMMITTEE RECOMMENDATION - WIOA Title I Young Adult Services RFP



WFC Executive Board Meeting

MINUTES

September 23, 2022 • 9:00 – 10:30 a.m.

Virtual via Zoom

Mayor Woodards Presiding

Attendees: Victoria Woodards, Bruce Dammeier, Marty Campbell, April Gibson, Kiara Daniels, Jani Hitchen

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

I. CALL TO ORDER

Victoria called the meeting to order at 9:03

II. PUBLIC COMMENT

III. CONSENT AGENDA *(Board Vote)*

A. Approve the June 22, 2022 Minutes

B. Approve the July 7, 2022 Special Session Minutes

C. Approve June, July & August 2022 Voucher Payments

D. Approve July 2022 Financial Report

E. Approve Surplus Equipment

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

IV. HIRE Pierce: Next Gen Report

Katie provided an overview of the results of the program noting 196 young adults placed in paid internships with 61 employers and 35% of the young adults were hired by their internship sites.

Discussion continued around the results and tracking the participants going forward.

V. REGULAR AGENDA

A. 501c3 Transition

a. Public designation

b. Board structure

c. Interlocal agreement

Katie gave an update on the transition process. She noted we want to maintain our public status and there is a category for a Public 501c3. She also discussed the proposed board structure. Discussion continued around the board structure and the interlocal agreement. Katie discussed next steps including working to include verbiage in the interlocal agreement and with a formal transition timeline of July 1 for completion. April asked what the cost of the legal work is for the transition. Katie noted it is \$7,500. It was noted that we are not voting on this now, but there are currently not objections to the transition.

B. Outside Work Policy *(Board Vote)*

Motion to approve made by April; seconded by Marty. Katie gave an overview of the policy noting we have some staff members who do other work within our community. Approved

C. WFC Travel Policy and Procedures *(Board Vote)*

Motion to approve made by Marty; seconded by April. Katie noted this is just an update to the policy to bring it to more current standards. Approved



D. Personnel Policies and Procedures (*Board Vote*)

Motion to approve made by Marty; seconded by April. Katie clarified the is to include the new salary structure previously approved by the board. Approved

E. ESD PY21 WIOA Management Letter – Karen Downing

Karen gave an overview of the ESD monitoring noting there were no findings.

F. PY21 WIOA Monitoring Report – Karen Downing

Karen reviewed the results of the monitoring report highlighting we were recognized for our noted practices.

VI. OTHER BUSINESS

Awards received by Pierce County and others were discussed.

VII. ADJOURN

Motion to adjourn made by Marty; seconded by April. Meeting adjourned at 9:47

Attachments

June 2022 Minutes

July 2022 Special Session Minutes

June, July & August 2022 Voucher Payments

PY22-FY23 Budget vs. Actual July 2022 Financial Report

Surplus Equipment List

HIRE Pierce: Next Gen Report

Outside Work Policy

WFC Travel Policy and Procedures

ESD PY21 WIOA Management Letter

PY21 Monitoring Report



VOUCHER APPROVAL

September 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)	12299	12346	\$ 231,028.61
Electronic Payments (dates)	9/2/2022	9/30/2022	\$ 999,844.20
TOTAL			\$ 1,230,872.81

Respectfully submitted by Steve Sunstead

Chairman of Board Date

VOUCHER APPROVAL

October 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)	12347	12369	\$ 103,976.27
Electronic Payments (dates)	10/6/2022	10/28/2022	\$ 626,016.20
TOTAL			\$ 729,992.47

Respectfully submitted by



Chairman of Board

Date

VOUCHER APPROVAL

November 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)	12370	12395	\$ 122,453.59
Electronic Payments (dates)	11/4/2022	11/29/2022	\$ 1,068,716.01
TOTAL			\$ 1,191,169.60
Respectfully submitted by <u>Steve Nuntad</u>			
Chairman of Board		Date	

WorkForce Central
Program Year 2022/Fiscal Year 2023
Budget vs. Actual through October 31, 2022

Budget Line Item	Final PY22 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Direct Services and Contracts	\$ 6,853,470	\$ 1,554,414	\$ 5,299,056
New Cohort Training/Reskill-Upskill Initiatives	1,860,250	126,303	1,733,947
Incumbent Worker Training	100,000	-	100,000
System and Internal Professional Development (Priority DEAI)	50,000	2,347	47,653
Workforce System Navigators	167,250	932	166,318
Workforce System Connection Site	50,000	11,669	38,331
Service Delivery via Technology	230,000	55,384	174,617
Communications	61,000	12,963	48,037
Data and Research	55,500	17,175	38,325
Workforce Summits	75,000	1,655	73,345
WorkForce Central Staff	3,866,149	1,304,365	2,561,784
WorkForce Central Operational Expenses	738,000	200,207	537,793
Administrative Reserve	460,636	-	460,636 (1)
Total	<u>\$ 14,567,255</u>	<u>\$ 3,287,413</u>	<u>\$ 11,279,843</u>

Notes:

(1) - 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
Program Year 2022/Fiscal Year 2023
Direct Services and Contracts through October 31, 2022

Contract	Final PY22 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2021 WIOA Adult Annual Formula	\$ 219,000	\$ -	\$ 219,000	\$ -
PY2022 WIOA Adult Annual Formula	1,235,000	141,374	1,093,626	1,093,626
PY2021 WIOA Dislocated Worker Annual Formula	181,000	-	181,000	-
PY2022 WIOA Dislocated Worker Annual Formula	1,325,000	154,673	1,170,327	1,170,327
PY2021 WIOA Youth Annual Formula	155,000	150,263	4,737	-
PY2022 WIOA Youth Annual Formula	1,551,075	161,679	1,389,396	1,389,396
Economic Security for All	940,060	237,390	702,670	780,565
Pre-Employment Transition Services	200,000	52,146	147,854	-
Pierce County Youth Work Program	424,000	418,327	5,673	-
CDBG COVID Hunger Relief Staffing and Services	570,000	209,215	360,785	382,480
Strategic Planning	26,000	9,712	16,288	4,995
Community Engagement Services	27,335	19,635	7,700	1,925
Total	<u>\$ 6,853,470</u>	<u>\$ 1,554,414</u>	<u>\$ 5,299,056</u>	<u>\$ 4,823,314</u>

Workforce Development Board Reappointments 2023-2024 Term

- Jenna Pollock, Associate Dean, Associate Dean, Transitional Studies
- Norton Sweet, Regional Director
- Deanna Keller, Port Commissioner
- Lynn Strickland, Executive Director, Aerospace Joint Machinist Training Committee
- Deborah Tuggle, Owner, Bite Me, Inc
- Ann Medalia, VP Operations, Terra Staffing Group
- Irene Reyes, CEO/Owner, Excel Supply Company
- Rachael Pease, Skanska
- Robin J. Baker, Chief, WorkForce Development, Amazon

Public Comment:

The Pierce County Workforce Development Board (WDB) and Executive Board welcome written or verbal public comments on agenda items to assist in decision-making. As a result, all written or verbal comments must be limited to agenda items. Time will be set aside for public comment at the beginning of each regular meeting.

Public Comment Procedure**Written Comment**

- Written comments on agenda items may be submitted to info@workforce-central.org by 12:00 p.m. the day before the scheduled meeting.
- Comments received before the deadline will be compiled and sent to the WDB or Executive Board for review and consideration before discussion of the agenda item.
- To address written comments, the meeting Chair will ask if any were received, and the answer will be reflected in the meeting minutes.
- Written comments received after the deadline will not be made part of the official record of the meeting.

Verbal Comment

- All comments must be limited to items on the agenda. Speakers are asked to introduce their comment with the specific agenda item(s) they will address.
- To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone.
- When attending the meeting in person, speakers wishing to submit comments will be instructed where to sign in.
- To ensure equal opportunity for the public to comment, each speaker's comments will be limited to two minutes per person, per meeting.
- Speakers may address more than one agenda item; however, each speaker may address the Board only once during the Public Comment portion of the meeting.
- The meeting Chair reserves the right to make one or both of the following adjustments to the Public Comment portion of any meeting:
 - Limit the number of speakers, or
 - Adjust the length of time each speaker has to make comments.
- The meeting Chair retains the authority to determine whether a speaker's remarks fail to comply with the scope of WorkForce Central's Public Comment policy and suspend a person's right to speak, subject to the Board's right to overrule such a decision.

No person may use Public Comment to campaign for or against electoral or ballot proposition, or for advertising of any product or services.

**WIOA Title I Young Adult Services Request for Proposals (RFP)
EVALUATION COMMITTEE RECOMMENDATION – DECEMBER 1, 2022**

Evaluation Process

WFC Proposal Review: WFC staff confirmed bidder organizations are not suspended or debarred from receiving federal funding. The Financial Management & Stability section of proposals (our required Risk Assessment) was reviewed and scored. All 8 bidders' proposals qualified for consideration and were passed to the Evaluation Committee.

Evaluation Committee Members: Ann Medalia, TERRA Staffing/Workforce Development Board; Chloe Wilhelm, WFC; Deborah Howell, WFC; Kari Haugen, WFC; Mandy Kipfer, DSHS/Workforce Development Board

Proposal Evaluation Process: The Evaluation Committee received written orientation and instructions and participated in Proposal Review Form training. They received the online Proposal Review Form on 11/9/22, which includes a conflict of interest and confidentiality statement and links to proposals. Committee members individually reviewed and scored proposals using the scoring rubric in the RFP. Proposals had to receive a minimum averaged score of 70 points for funding consideration. On 12/1/22, the Evaluation Committee discussed proposal scoring results and reached consensus on their recommendation.

Interviews: The Evaluation Committee decided not to hold interviews with bidders because proposals and committee discussion provided clear and sufficient information to formulate their recommendation.

Proposal Scores [Young Adult Services RFP - Proposal Evaluation Scores Report](#)

Bidder	Score (100 possible points)
Career TEAM LLC	92.8
Goodwill of the Olympics and Rainier Region	85.2
Metropolitan Development Council	80.3
Multicultural Child and Family Hope Center	80.2
Asia Pacific Cultural Center	77.9
Peace Community Center	74.2
AfriTech United LLC	69.4
Elements of Education	62.6

Evaluation Committee Recommendation

Bidder: The Evaluation Committee recommends Career TEAM LLC to become the core provider of WIOA Title I Young Adult Services. Their overall proposal was strong and received the highest score, and the Evaluation Committee valued Career TEAM LLC's clear and positive experience providing WIOA Title I services and their demonstrated understanding of the core services provider role. We may want to explore future partnerships with other bidders, but their proposals did not indicate they were the best choice for the core provider role.

Funding Amount: \$825,000

Contract Duration: The initial contract will start July 1, 2023 and end June 30, 2024. WorkForce Central can renew the contract annually for three years or longer, in accordance with WIOA Title I laws and regulations and additional factors.

Proposals Submitted

	Organization Name	Request Amount	Cost Per Enrollment (PY23 - \$3,500)	Cost Per Placement (PY23 - \$5,900)
1	AfriTech United LLC	\$825,000	\$2,946.43	\$5,156.25
2	Asia Pacific Cultural Center	\$824,996	\$9,166.62	\$14,999.93
3	Career TEAM LLC	\$825,000	\$3,437.50	\$5,536.91
4	Elements of Education	\$583,000	\$24,291.67	\$24,291.67
5	Goodwill of the Olympics and Rainier Region	\$825,000	\$5,156.25	\$7,932.69
6	Metropolitan Development Council	\$825,000	\$4,125.00	\$5,500.00
7	Multicultural Child and Family Hope Center	\$539,080	\$1,658.71	\$2,629.66
8	Peace Community Center	\$824,467	\$4,122.34	\$6,595.74