

## MINUTES

April 13, 2023 • 3:00 – 4:30  
Virtual via Zoom

**Attendees:** April Lynne, Dale King, Patty Rose, Taliesha Garrett, Bruce Kendall, Norton Sweet, Nathe Lawver, Jolita Perez, Robin Baker, Dave Shaw, Lynn Strickland, Rachael Pease, Dona Ponepinto, Irene Reyes, Jenna Pollock

**Staff:** Katie Condit, Jan Adams, Karen Downing, Steve Grimstad, Deborah Howell, Tamar Jackson

**Guests:** Effran Davis

- **Welcome**

April called the meeting to order at 3:03 p.m. Effran Davis introduced himself and let us know what he does.

- **Public Comment**

None.

- **Consent Agenda (*Board Vote*)**

- **February 2023 Minutes**

- **Finance Report February 2023**

Motion to approve the Consent Agenda made by Nathe; seconded by Dale. Approved.

- **Reporting Incidents of Fraud, Program Abuse, and Criminal Misconduct Policy – Karen Downing**

Karen gave a reminder of who she is and her role at work for Central as the Senior Director of Contracts and Compliance, noting her primary responsibility is to ensure that WorkForce Central and all that those we contract with remain in compliance with rules and regulations. And as a part of that, because we are federally funded, we are monitored by the government. Part of their monitoring of us is to ensure our policies are also up to date and that we are sharing them appropriately within the system. As our governance board, it is important to keep apprised of our policies. Karen introduced Reporting Incidents of Fraud Program Abuse and Criminal Activity Policy. The policy is important as it relates to our Workforce Innovation Opportunity Act (WIOA). She noted that anytime an individual suspects that those funds are being abused, there is a process to report those allegations, and those processes are spelled out in this policy. It's important to know that any individual who does report an allegation remains anonymous. If you do suspect any alleged fraud or misconduct, you fill out the Incident Reporting form found via a link within the policy. Once filled out, you submit the form to the Department of Labor's Office of Inspector General (OIG) and the Washington State Employment Security Department (ESD). Their contact information is embedded in this policy as well. Really important to know is that if there are any situations involving the imminent health or safety of individuals or the loss of over \$50,000, that is considered an emergency and must be reported immediately. The policy provides some descriptions of different categories of alleged misconduct that you would use this incident reporting form for, such as fraud, misapplication of funds, gross mismanagement, employee or participant misconduct, or any other concerns you might have. Once the OIG receives this allegation, they then determine if it has merit, and if so, they will follow it with an investigation or an audit. If they don't find that the allegation has merit, they will refer it to the Department of Labor's Employment and Training Administration for resolution. No questions were posed.

- **Budget Draft & Progress – Steve Grimstad**

April reminded everyone of our budgeting process, and there will be a new budget to approve at the June meeting. Steve has been providing drafts throughout the spring to ensure there is ample time for board input.

Steve explained the three documents in the packet, which are related to the first draft of the budget, a narrative page that speaks to some of the significant line items, the first draft of the budget compared to the program year 2022 approved budget, and the first draft of the budget. He shared that while this is the first draft, staff will continue to meet periodically,

review strategies and investment areas, and prioritize final plans. Overall, the budget will be approximately \$1.2 million less, primarily related to our projected carry-in of our WIOA annual formula funds. Those funds are awarded on an annual basis, but we have two years to expend those funds. Steve highlighted a couple of lines under system and internal professional development, noting we are making an investment in a couple of conferences, our first ever WorkSource Partnership Conference getting together all system partners, and also Community Engagement will be hosting the Lens Of Equity Conference.

Katie did a quick walk-through for newer board members who are less familiar with our funding. She noted we are funded primarily by the Department of Labor federal funds. Investment areas, those direct services WIOA annual formula contracts, and other funding contracts all go into our system providers who do direct service for job seekers like job coaching - Career Team is the bulk of those funds.

Patty asked if we were fully staffed. Katie explained that she is so proud of the culture on our team that we have had relatively little turnover over the last three years. She explained we are possibly looking at adding an additional Data Analyst next year.

- **Formula Funding Overview – Katie Condit**

Katie shared the flow of funds, noting that most of our funding comes from the US Department of Labor (DOL), through ESD to the local workforce development boards. We allocate the funds to several areas, including the One-Stop Center, Service Providers, and Business Solutions. Katie discussed the three areas we fund, including Job Seeker Solutions, Business Solutions and Regional Alignment. She noted we are required by DOL to contract out the Job Seeker Solutions. The Business Solutions is provided in-house as well as the Regional Alignment. Katie discussed the difference between WorkForce Central and WorkSource Pierce. She explained that WorkSource Pierce is not an organization but a network and a brand. Bruce thanked Katie for the explanation and asked what our answer is when asked who we work for. Katie clarified that we work for the Workforce Development Board of Pierce County. She noted we are currently revising the interlocal agreement to clarify whom we work for.

- **Behavioral Health Workforce Consortium – Katie Condit & Board**

Katie noted that this is an opportunity for you all to provide feedback. We've been convening a group of 15 to 20 behavioral, mental health provider partners in the region for over a year because it's difficult to find workers in that field as in many fields and it's really hard for the community members who are seeking mental health services to find people to help them. We were asked to play that regional alignment role to pull together these behavioral health providers. So that group crafted a plan over the last year, not knowing that the county was going to put out a \$28 million RFP in the last couple weeks to support behavioral health for the opportunity to create a sector strategy essentially around behavioral health workforce so that we can have an aligned strategy. So, over the next couple of years, if we are funded, we'll be able to bring on an expert to facilitate and be the backbone of that sector table and strategy work. Katie then asked for feedback or insight so we could be as informed as possible moving forward. Board members shared their experiences and suggestions. Katie asked the board members to reach out with thoughts, ideas, or questions as we move forward in this and noted we will obviously keep everyone posted.

- **Lens of Equity Summit – Tamar Jackson**

Tamar explained that the summit was created almost three years ago now by the Pierce County Community Engagement Task Force to be able to sit and talk. It started as a miniseries because we didn't know what to do. We knew that our community was going through a lot of hurt with the George Floyd incident, and we all got to see that. But then we started to talk about DEI, diversity, equity, and inclusion. I recognized with our team that it's really a watered-down way to sit and say that we need to change as human beings. The summit is really just promoting transparent conversation around diversity, equity, access, and inclusion. Through these discussions, we aim to elevate the understanding of how organizations and our communities can build the framework to truly implement equitable work in our region. The Lens of Equity Summit is for us to be people together. It's going to be a hard day, but we are going to celebrate at the end. But we will all work out to be better people. The Lens of Equity Summit is. May 18th, McGavick Center from 8:00 to 5:00. Again, this is powered by Workforce Central. It was put together by the Pierce County Community Engagement Task Force, which is built by the community and for the community, but it is the outreach arm of this Workforce Development Board. Tamar noted the summit sold out in two weeks, and we have a wait list of about 70 people.

- **NAWB Takeaways – Board Members**

April and other board members shared their experiences from the 2023 NAWB Forum held in Washington DC on March 25-28<sup>th</sup>.

- **Good of the Order & Adjourn**

Katie shared that the Washington Workforce Association will be having their annual conference sometime in November and this year will be held in Tacoma. She explained it is a local version of the NAWB Forum and encouraged everyone to attend. She will send out an invite when the dates have been confirmed.

Motion to adjourn made by Nathe; seconded by Dave. The meeting was adjourned at 4:10 p.m.