

WFC Executive Board Meeting Agenda

September 6, 2023 • 1:00 - 2:30 p.m.

WorkForce Central • via Zoom

Executive Bruce Dammeier, presiding.

- | | |
|---|--------------------|
| I. CALL TO ORDER | 1:00 |
| II. PUBLIC COMMENT | 1:05 |
| III. CONSENT AGENDA (<i>Board Vote</i>) | 1:10 |
| A. Approve the June 2023 Minutes | |
| B. Approve June, July 2023 Voucher Payments | |
| C. Approve PY23-FY24 Budget vs Actual Jul 2023 Report | |
| IV. REGULAR AGENDA | |
| A. Workforce Development Board | 1:10-1:25 |
| a. New board member approval (<i>Board Vote</i>) | |
| b. Private Sector membership updates | |
| c. Local Workforce Board Bylaws & CEO review | |
| B. Good Jobs, Great Cities, Department of Labor | 1:25-1:35 |
| a. Green Manufacturing & Construction | |
| C. Workforce Development Funding Updates | 1:35-2:00 |
| a. Recompete Grant, Economic Dev. Administration | |
| b. Community Reinvestment, State Department of Commerce | |
| c. Washington Jobs Initiative, Washington Student Achievement Council | |
| d. H1B Building Infrastructure, Dept. of Labor | |
| e. Pierce County Internship Program | |
| D. Westrock Closure Update- Teresa Delicino, WorkForce Central | 2:00-2:15 |
| E. County-City Interlocal Agreement & 501c3 Progress | 2:15-2:20 |
| V. OTHER BUSINESS | 2:20 – 2:30 |
| VI. ADJOURN | 2:30 |

Attachments

WFC Executive Board Minutes June 2023

Voucher payments June, July 2023

PY23-FY24 Budget vs Actual Jul 2023 Report

New WDC Member – Tanya Imke Resume



WFC Executive Board Meeting

MINUTES

June 22, 2023 • 8:00 - 8:45 a.m.

WorkForce Central • via Zoom

Mayor Victoria Woodard presiding

Attendees: Marty Campbell, Robyn Denson, Victoria Woodards, Kiara Daniels

Staff: Katie Condit, Jan Adams, Steve Grimstad, Deborah Howell

I. CALL TO ORDER

Victoria called the meeting to order at 8:06

II. PUBLIC COMMENT

None

III. CONSENT AGENDA *(Board Vote)*

A. Approve the April 2022 Minutes

B. Approve April and May 2023 Voucher Payments

Motion to approve the consent agenda as presented made by Marty; seconded by Kiara. Approved

IV. REGULAR AGENDA

A. Approve PY23/FY24 Budget *(Board Vote)*

Katie gave an overview of the budget noting the addition of the column showing projected expenditures requested by CM Campbell. We have \$900k less than last year's budget and will be using a more strategic approach to our budgeting. Overall, we do show a 20% decrease in federal funding due to lower unemployment. Katie noted that the federal formula funds are going down, however there are more opportunities via grant funding. Motion to approve made by Kiara; seconded by Marty. Approved. Additionally, Katie shared that we are progressing on updating the interlocal agreement. Marty shared that he has requested funding for the youth internships from the county budget.

Katie reviewed the additional funding from other grants we expect to get. She noted the award of \$1.9 MM from the county for the behavioral health initiative. Marty asked if there is a match from the city of Tacoma. Victoria explained their budgeted funds for behavioral health were allocated last year during their budgeting cycle. Discussion continued around funding and outcomes for behavioral health. Katie spoke about additional funding that is expected to be awarded in August.



Marty asked what the timeframe was, which Katie clarified it will be over two years. Victoria asked if this board will see how this will be leveraged and noted that we should work together. Marty asked how many we will be able to help. Katie said we are still in the beginning stages of developing the programs.

B. Adoption and amendment of budget for the calendar year and financial reporting period January 1, 2022 to December 21, 2022 (Resolution No. 884) (Board Vote)

Steve explained our financial reporting is on a calendar year basis and this is just approving that budget. Motion to approve made by Marty; seconded by Kiara. Approved.

V. OTHER BUSINESS

A. PY22 WIOA Management Letter

Katie explained this letter is a result of the monitoring done by ESD. She noted the corrections we have made from previous years. Katie noted the only outstanding issue is the interlocal agreement which is close to being finalized.

Katie explained the We Works program called Good Jobs Initiative in which Tacoma was one of 16 cities awarded. More will come on this at the board retreat next week. Victoria shared how this came about and what the process was. Discussion continued around this program.

VI. ADJOURN

Motion to adjourn made by Marty; seconded by Kiara. Meeting adjourned at 8:40 a.m.



VOUCHER APPROVAL

June 2023

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)	12561	12592	\$ 218,890.53
Electronic Payments (dates)	6/1/2023	6/30/2023	\$ 996,510.73
TOTAL			\$ 1,215,401.26
Respectfully submitted by <u>Steve Sumstad</u>			
Chairman of Board		Date	

VOUCHER APPROVAL

July 2023

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)	12593	12607	\$ 52,630.50
Electronic Payments (dates)	7/6/2023	7/28/2023	\$ 967,286.55
TOTAL			\$ 1,019,917.05

Respectfully submitted by



Chairman of Board

Date

WorkForce Central
Program Year 2023/Fiscal Year 2024
Budget vs. Actual through July 31, 2023

Budget Line Item	Final PY23 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Jobseeker Solutions:			
Direct Services and Contracts	\$ 5,586,313	\$ 729,291	\$ 4,857,022
Business Solutions:			
Industry Cohort Trainings	1,066,830	129,700	937,130
Employer Reskill Upskill Fund	100,000	-	100,000
Job Fairs and Events	50,000	-	50,000
Pierce County Behavioral Health	239,000	-	239,000
Regional Alignment:			
System and Internal Professional Development	85,000	3,009	81,991
Common Referral System	215,500	-	215,500
Pierce WorkSource One-Stop Center	328,700	-	328,700
Workforce System Connection Site	45,000	3,167	41,833
Community Engagement	42,500	-	42,500
Service Delivery via Technology	194,000	2,994	191,006
Communications	62,500	4,210	58,290
Data and Research	31,500	1,712	29,788
WorkForce Central Staff	3,874,428	300,626	3,573,802
WorkForce Central Operational Expenses	522,000	27,951	494,049
Reserve	1,203,396	-	1,203,396 (1)
Total	<u>\$ 13,646,667</u>	<u>\$ 1,202,661</u>	<u>\$ 12,444,006</u>

Notes:

(1) - Reserve represents Workforce Innovation and Opportunity Act (WIOA) annual formula funding available for Program Year 2023 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 Program Year 2024 WIOA annual formula funding. This allows for a period of time for continuation of services while the budget is negotiated and finalized. The reserve can also be used to leverage WIOA formula funding as other funding opportunities or initiatives come up during Program Year 2023.

WorkForce Central
Program Year 2023/Fiscal Year 2024
Direct Services and Contracts through July 31, 2023

Contract	Final PY23 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2022 WIOA Adult Annual Formula	\$ 185,000	\$ 207,747	\$ (22,747)	-
PY2023 WIOA Adult Annual Formula	1,136,500	-	1,136,500	1,136,500
PY2022 WIOA Dislocated Worker Annual Formula	126,500	129,348	(2,848)	-
PY2023 WIOA Dislocated Worker Annual Formula	879,400	-	879,400	879,400
PY2022 WIOA Youth Annual Formula	212,000	182,493	29,507	-
PY2023 WIOA Youth Annual Formula	1,009,000	-	1,009,000	1,009,000
Economic Security for All	1,197,913	-	1,197,913	1,197,000
QUEST Disaster Recovery National Dislocated Worker Grant	840,000	132,035	707,965	1,122,467
CDBG COVID Hunger Relief Staffing and Services	-	77,668	(77,668)	15,012
Total	<u>\$ 5,586,313</u>	<u>\$ 729,291</u>	<u>\$ 4,857,022</u>	<u>\$ 5,359,379</u>

TANYA IMKE, M.B.A.

6418 121st ST E. • Puyallup, WA 98373

(253) 651-3865 • tanya.imke@yahoo.com

HEALTH CARE EXECUTIVE

HOSPITAL ADMINISTRATION/PRACTICE MANAGEMENT/CLINICAL OPERATIONS

Quality-driven Health Care Management Executive providing more than 25 years of effective administrative and clinical leadership within highly competitive, fast-paced medical practice management and health care services. Combines financial and operational acumen with broad clinical expertise to optimize budgets as high as \$40M while sustaining ongoing excellence in operations and patient outcomes. Leverages expert communication and motivational skills to build patient rapport, develop staff, and lead collaboration among physicians and executive management. Proven ability to deliver quality patient care, impeccable clinical performance, and top-tier customer satisfaction. Areas of expertise include:

Service Line Management / Budget Management / Staff Development / Performance Management / Relationship Management

Collaborative Communication / Data & Records Management / Customer Satisfaction / Outcome-based Evaluation / Policy & Program Development / Project Management / Grant Writing / Process Improvement /

Regulatory compliance and management of HIPAA, GCP, GCL, ICH, JCAHO, and Medicare & Medicaid requirements.

Proliance Surgeons Puget Sound Orthopedics Executive Director

Feb 2023- Present

The top care center leader for private practice with 23 providers with three locations and over 150 employees. Works closely with Managing Partners, physicians and Proliance Executive leadership to strategically orchestrate the care centers profitable growth, building infrastructure and industry relationships. Develop annual action plans and support the strategic planning process. Actively collaborate with direct reports and leadership to continue to flourish in an ever changing healthcare environment.

Proliance Surgeons Regional Executive Director/Senior Operations Director Service Lines Executive

Feb 2021- February 2023

The Regional Executive Director of Care Centers (RED) is responsible for operational care center management within the assigned region(s). The RED will work collaboratively with the peers (other RED's), the Executive Director of ASCs, VP of Operations and Chief Operating Officer (COO) to develop tactical initiatives to support strategic plans.

The position oversees care center (medical clinic) operations providing leadership, guidance, coaching, and mentoring for the Care Center Administrators and other members of care center leadership. Additionally, the RED works closely with the COO to support company-wide initiatives.

This position oversees all Service Lines, including Orthopedics, Women's Health, and General Surgery. Works closely with Physician Partner and CEO to meet strategic goals.

MultiCare HealthSystem Inpatient Services

May 2017- Feb 2021

Responsible for, but not limited to, the operational management and oversight of MultiCare hospitalist programs in the West Coast Region currently including four hospitals Tacoma General, Alenmore Hospital, Auburn Medical Center and Covington Medical Center. Has a visible presence at both program locations focuses on establishing professional relationships with the entire hospitalist team, hospital and system C-suite executives, case management, nursing, medical staff office, as well as community providers and specialty physicians. Responsible for budgeting and all new business financial analysis and contract management, as well as oversees all operational aspects of the hospitalist service including payroll management and scheduling.

HARBORVIEW MEDICAL CENTER

SERVICE LINE DIRECTOR (2015-2017)**SENIOR MANAGER EYE INSTITUTE, PACKAGE PRICING (2013-2015)****PRACTICE MANAGER, ORTHO/SPINE/SPORTS AND SPINE/NEUROSURGERY (2011-2013)****2011 TO 2017**

Responsible for the successful development, growth and strategic integration of the Eye Institute across UW Medicine. Duties include implementing strategic program development of clinical programs and services, and marketing and coordinating activities among administrators, managers and physician leadership to assure optimal access and service for patients and referring providers and positive working relationships across the system.

Directs all aspects of the Eye Institute, Eyes on James, Eye OR, and Harborview Ophthalmology practice including direct leadership over two supervisors, two mid-level managers, and 64 support professionals, as well as full P&L responsibility for a \$14.2M budget. Conducts process and system analysis to identify and introduce best practices while driving focus on communication, staff development, process efficiency, quality service, and strict regulatory and accreditation compliance. Resolves customer complaints and collaborates with department chairs to ensure customer satisfaction goals are met. Leads continuous process improvement initiatives as needed to support strategic planning, service excellence, and operational growth.

- **Developed new procedures to reduce billing errors** in pre-approval processes and led multiple process improvement teams and projects to satisfy financial, operational, and clinical objectives.
- **Significantly reduced turnover**— raised employee morale by leading regular staff meetings to increase communication and serve as a conduit between health care providers and support teams.
- **Consistently achieved financial, operational, and patient satisfaction goals** by collaborating with VIPs including the Department Chairs of Neurosurgery, Orthopedics, and the executive management team.
- **Improved time to next-available appointments** by analyzing clinic staffing and surgeon schedules, and creating Standard Operating Procedures (SOP) to improve patient access through the central contact center.
- **Recognized throughout the organization for excellence in producing high levels of patient satisfaction**, as the top-rated manager in the University of Washington for “Would You Recommend” scores on patient satisfaction surveys.
- **Earned “Top-Box” award for service excellence 4 times in two years.**

MULTICARE ADULT DAY HEALTH CENTER, Tacoma, WA**MANAGER****2008 TO 2011**

Managed day-to-day clinical operations and 33-person staff for Adult Day Health Center, a community-based, Medicaid-funded program that helps more than 200 participants annually to live as independently as possible. Participated with director of home and community services to determine, set, and achieve annual goals in alignment with center’s overall strategy, policies, and federal regulations. Managed employee development including recruitment, retention, and performance appraisals. Acted as a resource and liaison to providers, staff, and patients and their families. Monitored performance of clinic quality, participant care, and \$1.6-million operating budget. Addressed employee and participant complaints and/or issues with confidentiality.

- **Won back state funding for health center service programs** by advocating to leaders in Washington State’s Capital for reinstatement.
- **Assisted in leading the reorganization of two health care centers**, ensuring quality service levels during massive state budget cuts; managed the closure of one facility and operation of limited service days until budget reinstatement.
- **Helped Conceive and implement transportation pilot project**, securing \$1 million in grant funding to ensure transportation services for participants.
- **Secured grant funding** by writing and applying for state and federal funds.
- **Reduced costs and improved efficiency through staffing changes**; improved staff ratio from 3:1 to 6:1, based on recommendations from the Washington Administration Code (WAC).

SOUND FAMILY MEDICINE, Puyallup, WA**CLINICAL MANAGER****2006 TO 2008**

Fully directed the management of multiple medical center locations for the rapidly growing Sound Family Medicine, a leading Puyallup and Bonney Lake medical center with caring maternity care physicians and urgent care services. Provided quality care for adult/family practice patients through supervision of 63 medical assistants and licensed practical nurses (LPNs).

- **Oversaw and managed the construction and opening of two new medical facilities (urgent care and primary care)**, ensuring compliance of all state, federal, and Medical Group Management Association (MGMA) regulations.

- **Conceived and wrote more than 200 clinical policies**, establishing the first documented policies for the center.
- **Built templates to establish Electronic Medical Records (EMR)**, allowing physicians to more easily document patient care during office visit.
- **Facilitated team-building across five medical facilities**, improving the productivity and communication among staff.

UNITED STATES ARMY

1996 TO 2006

PULMONARY TECHNOLOGIST (2006 TO 2007)
MILITARY PULMONARY SUPERVISOR (2005 TO 2006)
TRAINING MANAGER (2004 TO 2005)
RESPIRATORY/PULMONARY SUPERVISOR (2004)
PULMONARY TECHNOLOGIST (2003 TO 2004)

TRAINING MANAGER (2001 TO 2003)
AMBULANCE TEAM LEADER (2000 TO 2001)
SENIOR MEDIC (1999 TO 2000)
DERMATOLOGY MANAGER (1997 TO 1999)
MEDIC (1996 TO 1997)

Successful career with U.S. Army comprising 10 years of management experience leading civilian and military personnel in hospital and/or ambulatory clinic settings. Professionally trained in respiratory therapy, dermatology, and pulmonary technology—providing quality care to civilians and soldiers in combat and non-combat environments. Led, managed, and directed more than 200 soldiers during participation in army education programs.

- **Oversaw preparations and compliance for four Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) inspections at two military hospitals**; successfully passed inspections with no citations.
- **Provided respiratory therapy care and leadership** to 50-bed tent hospital including medical surge unit and two ICUs, ensuring soldiers and civilians received exceptional medical treatment during Operation Iraqi Freedom.
- **Developed training programs and schedules** for civilians and military personnel.

EDUCATION

Executive Master of Business Administration (M.B.A.)
 SEATTLE UNIVERSITY (June 2012)

Executive Leadership Certificate Program (ELP)
 SEATTLE UNIVERSITY (March 2011)

Bachelor of Science (B.S.), Management
 UNIVERSITY OF PHOENIX (2010)

CLINICAL CREDENTIALS & PROFESSIONAL TRAINING

Current CPR

Certified Pulmonary Function Technologist
 Eligible to sit for exam with Provider's signature.

Licensed Health Care Assistant A-F
 STATE OF WASHINGTON

Respiratory Therapist
 ARMED FORCES ACADEMY OF HEALTH SCIENCES (2002)

Certified Dermatology Technician
 BALBOA MEDICAL CENTER (1999)

Unit Prevention Leader & Primary Development Leadership
 U.S. ARMY—FORT LEWIS, WA

PIERCE COUNTY WORKFORCE DEVELOPMENT COUNCIL

Member Job Description and Expectations

The intent of the Workforce Innovation and Opportunity Act (WIOA) is to streamline and strengthen the strategic roles of local Workforce Development Councils by reducing size and adding functions that include strategies for meeting the needs of jobseekers, career changers, and employers. WIOA describes the minimum scope of work for the local Workforce Development Council that must be performed in partnership and agreement with the Chief Local Elected Officials. Below lists these responsibilities:

- Strategically develop a four-year regional unified plan
- Support staff to conduct and disseminate workforce research and regional labor market analysis
- Advise and govern WorkForce Central to convene, broker and leverage public/private/philanthropic partnerships, resources, and assets
- Advise staff on leading employer engagement
- Advise staff on leading career pathways development and implementation with secondary and post-secondary partners
- Lead efforts to identify and promote proven and promising practices
- Support the development of technology-based strategies for service access, engagement and delivery
- Advise and govern staff to oversee the local service delivery system, programs and performance
- Approve negotiations local performance accountability with the state board
- Select one stop system operator(s) and provider(s)
- Select youth provider(s)
- Identify eligible training providers
- Center consumer choice in decision making
- Advise on coordination with education providers
- Develop and oversee the WIOA budget and ensure full compliance with the administration of the act

Workforce Development Council (WDC) Member Expectations

- Educate yourself on Workforce Innovation and Opportunity Act by participating in the WDC orientation process, take advantage of other opportunities outside of WDC meetings to increase your knowledge about workforce related issues and efforts and how they impact our economy.
- Attend meetings well-prepared and actively participate.
- Freely provide your expertise, talents, knowledge, wisdom, and resources to forward the WDC's strategic direction.

- Maintain objectivity with the understanding that your formal and informal actions taken on behalf of the WDC is to promote the intent of WIOA, ensure an effective customer focused service delivery system, and the economic health of our community.
- Declare and avoid conflicts of interest. If a situation arises, be pro-active by declaring that a conflict exists and abstain from discussion and/or action that would create such a conflict.
- Recognize the essential role that you, as a WDC member, play in advocating for workforce policies and investments within the business community and among the many public/private/philanthropic stakeholder groups.
- Encourage and support courageous discussions and communication by bringing important external views and information to the WDC and, in turn, communicate WDC and organizational policies and positions to key external constituencies.
- Enthusiastically educate local, state and national stakeholders about the many strategies the WDC develops, deploys and sustains to prepare a world class workforce from which our businesses can access to grow and maintain their global competitiveness.

Acknowledgement of Member Expectations:

By signing below, I acknowledge that I have received and reviewed the WIOA Workforce Development Council of Pierce County member job description and expectations. I further acknowledge that I am able to fulfill the responsibilities and expectations and accept the appointment for membership on the Workforce Development Council.

Member Signature & Date: Jenny Imke 8/1/23

Member Name Printed and Title: Tanya Imke, Executive Director PSO

Company: Proliance PSO

Address: 1724 West Union, Tacoma WA 98405

Phone: 253 651 3865

Email: toimke@proliancesurgeons.com

Please return to:
 Jan Adams, WorkForce Central, 3640 South Cedar St., Suite E, Tacoma WA 98409
 Email: jadams@workforce-central.org