



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 7, 2023 • 1:00 - 2:30 p.m.

WorkForce Central • via Zoom

Executive Bruce Dammeier, presiding.

<b>I. Welcome</b>	<b>1:00</b>
<b>II. Public Comment</b>	<b>1:05</b>
<b>III. Consent Agenda (<i>Board Vote</i>)</b>	<b>1:10</b>
a) September 6, 2023 Minutes	
b) Approve August, September, October, November 2023 Voucher Payments	
c) Approve October 2023 Financial Report	
d) Workforce board member term renewal	
<b>IV. Funding Updates- Katie Condit &amp; Board</b>	<b>1:10 - 1:30</b>
a) Commerce Community Reinvestment	
i) BIPOC Business Support	
ii) Workforce Training Incentives	
b) Washington Jobs Initiative: Manufacturing and Construction	
c) Port of Tacoma & Asia Pacific Cultural Center	
d) County Behavioral Health Consortium	
e) Federal Recompete Grant	
<b>V. “Earn and Learn” Pilot Impact- Katie Condit &amp; Board</b>	<b>1:30 – 1:45</b>
a) Benefits cliff impacts	
<b>VI. Pierce County Career Pathways Mapping- Josh Stovall &amp; Board</b>	<b>1:45 – 2:05</b>
<b>VII. Other Business- Kati Condit &amp; Board</b>	<b>2:05 – 2:25</b>
a) Workforce Development Board Chair and Vice Chair	
b) Executive Board Meeting Cadence and Format	
c) Interlocal Agreement and 501c3	
d) WestRock After Action Review	
<b>VIII. Good of the Order</b>	<b>2:30</b>

**Attachments**

WFC Executive Board Minutes September 2023

Vouchers Payments August, September, October, November 2023

October 2023 Financial Report

Workforce Board Terms

**WFC Executive Board Meeting MINUTES**

September 6, 2023 • 1:00 - 2:30 p.m.

WorkForce Central • via Zoom Executive  
Bruce Dammeier, presiding.**Attendees:** Marty Campell, Kiara Daniels, Victoria Woodard, Bruce Dammeier**Staff:** Katie Condit, Jan Adams, Debbie Lean, Deborah Howell, Steve Grimstad, Teresa Delicino**I. CALL TO ORDER**

Victoria called the meeting to order at 1:07pm

**II. PUBLIC COMMENT**

None

**III. CONSENT AGENDA (Board Vote)**

A. Approve the June 2023 Minutes

B. Approve June, July 2023 Voucher Payments

C. Approve PY23-FY24 Budget vs Actual Jul 2023 Report

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

Approved

**IV. REGULAR AGENDA**

A. Workforce Development Board

a. New board member approval (*Board Vote*)

After discussion and review of Tanya Imke's resume, a motion to approve the appointment of Tanya Imke to the Workforce Development Board was made by Marty, seconded by Kiara. Approved

b. Private Sector membership updates

Katie shared she is seeking input for private sector membership and Executive Board members connections or recommendations are welcome.

c. Local Workforce Board Bylaws &amp; CEO review

Katie shared that in the bylaws, there are term limits for board members but no term limits for board chairs. After discussion, the board agrees the bylaws be updated to reflect a two-year term limit as board chair. Katie also recommends the board conduct the CEO review process every two years versus every year. After discussion, the board agreed that the lift it takes to do a meaningful CEO review is big and recommends changes to the bylaws to reflect the CEO review being conducted every two years.

B. Good Jobs, Great Cities, Department of Labor

a. Green Manufacturing &amp; Construction

Victoria and Katie provided an update on the green manufacturing and construction grant through the Good Jobs, Great Cities, Department of Labor Green Manufacturing initiative. Discussion continued around this exciting opportunity to work with city and county partners.



**C. Workforce Development Funding Updates****a. Recompete Grant, Economic Dev. Administration**

Katie shared that the Economic Development Administration has announced a highly competitive \$20 million grant opportunity for distressed communities to develop to re compete in the market. With assistance from the EDB and Chamber, ten partners have come together to determine priority needs and strategy. It's an excellent opportunity to both invest in the community and address a key community need in a way that would be very positive. A high-level plan framework is due next month for review to determine if we should apply.

**b. Community Reinvestment, State Department of Commerce**

Katie provided an update on this potential \$2.5 million grant. This grant focuses on two areas. The plan is to allocate funds to local workforce development boards to administer money so that we can support everyone who's upskilling and reskilling in the system. First, it will compensate people who are reskilling or upskilling in our workforce system monthly until they get into that good job (earn and learn model). The second bucket is business solutions funding for us to focus more deeply on BIPOC-owned businesses from a workforce development lens.

**c. Washington Jobs Initiative, Washington Student Achievement Council**

Katie shared this federal grant supports good jobs and training. We applied for roughly \$3 million to align focus with the green manufacturing construction work. This funding focuses on testing the idea that if we had more investment to get students over the finish line and had a job for them right before they completed so they could see what's next, we increase retention and placement into good jobs. We will use our business solutions team to bring employers in before people graduate so they can see their trajectory, finish that credential, and have a job waiting for them. Manufacturing and construction employers are thrilled to be partnered in this initiative. Awards will be announced in the next five days or so.

**d. H1B Building Infrastructure, Dept. of Labor**

Katie provided an update on the H1B building infrastructure federal grant that we applied for with a couple of other workforce development boards in the state. This grant will amplify some of those efforts around supporting students facing barriers to completion in community and technical colleges and in some of our training providers like AJAC for manufacturing. It's a really exciting ecosystem and partnership structure.

**e. Pierce County Internship Program**

Katie shared that this program supports youth and small businesses, and we continue to assist in placing young adults in internship opportunities. Bruce shared that the Pierce County budget proposal will be coming out soon and that there is a pot of funding specifically addressing internship opportunities in Pierce County that Katie might want to apply and compete for if that makes sense.



**D. Westrock Closure Update- Teresa Delicino, WorkForce Central**

Teresa provided a high-level overview of the urgent assistance needed due to this closure. WorkForce Central's Business Solutions Team has assisted employees in navigating decisions and paths considered through two rapid response events with 140 employees in attendance. There is a plan in place to reach the remaining employees. The team is continuing to connect workers with employment opportunities. Discussion continued around various ways to assist and connect with all employees affected by this closure. The team will look at any necessary improvements to the process to ensure individuals impacted by business closures are getting high-level assistance.

**E. County-City Interlocal Agreement & 501c3 Progress**

Bruce shared the update to the language in the Interlocal Agreement has been accepted and it has been submitted to the council for approval. Katie shared that with the approval of the updated Interlocal Agreement next steps in the 501c3 process can continue.

**V. OTHER BUSINESS**

Katie shared that Jan will be retiring November 3<sup>rd</sup> and that Debbie Lean, who has been with WorkForce Central for many years in various capacities, will be stepping in as the board liaison. Board members welcomed Debbie, thanked Jan for her excellent support and the organization's steady rock over the years, and congratulated her on a well-deserved retirement.

**VI. ADJOURN**

Motion to adjourn made by Marty; seconded by Victoria. Meeting adjourned at 2:31pm



# VOUCHER APPROVAL

August 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
<b>Check Payments (check numbers)</b>	12608	12635	\$ 167,377.39
<b>Electronic Payments (dates)</b>	8/3/2023	8/31/2023	\$ 1,271,415.04
<b>TOTAL</b>			\$ 1,438,792.43
Respectfully submitted by <u>Steve Sunstad</u>			
Chairman of Board		Date	

# VOUCHER APPROVAL

September 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)	12636	12658	\$ 120,250.22
Electronic Payments (dates)	9/1/2023	9/29/2023	\$ 695,860.34
<b>TOTAL</b>			<b>\$ 816,110.56</b>

Respectfully submitted by



Chairman of Board

Date

# VOUCHER APPROVAL

October 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
<b>Check Payments (check numbers)</b>	12659	12682	\$ 151,782.57
<b>Electronic Payments (dates)</b>	10/13/2023	10/30/2023	\$ 730,201.30
<b>TOTAL</b>			\$ 881,983.87

Respectfully submitted by Steve Sunstad

Chairman of Board Date

# VOUCHER APPROVAL

November 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
<b>Check Payments (check numbers)</b>	12683	12699	\$ 127,296.76
<b>Electronic Payments (dates)</b>	11/3/2023	11/22/2023	\$ 504,747.40
<b>TOTAL</b>			\$ 632,044.16
Respectfully submitted by <u>Steve Rimpsted</u>			
Chairman of Board		Date	



**WorkForce Central**  
**Program Year 2023/Fiscal Year 2024**  
**Budget vs. Actual through October 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	\$ 1,324,199	\$ 4,262,114
Business Solutions:			
Industry Cohort Trainings	1,066,830	374,510	692,320
Employer Reskill Upskill Fund	100,000	29,388	70,612
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	28,679	56,321
Common Referral System	215,500	31,380	184,120
Pierce WorkSource One-Stop Center	328,700	72,306	256,394
Workforce System Connection Site	45,000	12,972	32,028
Community Engagement	42,500	25,373	17,127
Service Delivery via Technology	194,000	50,536	143,464
Communications	62,500	11,835	50,665
Data and Research	31,500	8,164	23,336
WorkForce Central Staff	3,874,428	1,305,478	2,568,950
WorkForce Central Operational Expenses	522,000	170,360	351,640
Reserve	1,203,396	-	1,203,396 (1)
<b>Total</b>	<b><u>\$ 13,646,667</u></b>	<b><u>\$ 3,445,179</u></b>	<b><u>\$ 10,201,488</u></b>

**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 October 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	173,193	963,307	963,307
PY2022 WIOA Dislocated Worker Annual Formula	126,500	129,348	(2,848)	-
PY2023 WIOA Dislocated Worker Annual Formula	879,400	127,362	752,038	752,038
PY2022 WIOA Youth Annual Formula	212,000	182,493	29,507	-
PY2023 WIOA Youth Annual Formula	1,009,000	118,778	890,222	890,222
Economic Security for All	1,197,913	67,859	1,130,054	1,129,141
QUEST Disaster Recovery National Dislocated Worker Grant	840,000	190,127	649,873	1,244,375
CDBG COVID Hunger Relief Staffing and Services	-	127,292	(127,292)	59,388
<b>Total</b>	<b><u>\$ 5,586,313</u></b>	<b><u>\$ 1,324,199</u></b>	<b><u>\$ 4,262,114</u></b>	<b><u>\$ 5,038,471</u></b>

## PIERCE COUNTY WORKFORCE DEVELOPMENT COUNCIL

PIERCE COUNTY WORKFORCE DEVELOPMENT COUNCIL	
<b>Public/Non-Profit members</b>	
<b>Dale King</b> , Superintendent/COO, Tacoma Rail	4 <sup>th</sup> Term
<b>Lin Zhou</b> , President, Bates Technical College	3 <sup>rd</sup> Term
<b>Mandy Kipfer</b> , Supervisor, Dept of Vocational Rehabilitation	4 <sup>th</sup> Term
<b>Nathe Lawver</b> , Secretary/Treasurer, Pierce County Central Labor Council	3 <sup>rd</sup> Term
<b>Dona Ponepinto</b> , President & CEO, United Way of Pierce County	4 <sup>th</sup> Term
<b>Private Sector Members</b>	
<b>Bruce Kendall</b> , President and CEO, Economic Development Board for Tacoma-Pierce Co	4 <sup>th</sup> Term
<b>Dave Shaw</b> , CEO, Global Business Resources/Cyber Business Analytics	4 <sup>th</sup> Term
<b>Blaine Wolfe</b> , Project Executive, Absher Construction Company	4 <sup>th</sup> Term
<b>Jolita Perez</b> , System Manager- Workforce and Student Placement, MultiCare	2 <sup>nd</sup> Term
<b>Taliesha Garret</b> , Chief of Staff, Eight Twenty-Eight	1 <sup>st</sup> Term