



GREATER ECONOMIC VITALITY FOR ALL.
Partnering to prepare and grow the Pierce County
workforce to align it with employer needs.

Workforce Development Board Meeting AGENDA

February 29, 2024 • 3:00 – 4:30

WorkSource Pierce, Pine Room

- I. **Welcome & Public Comment** 3:00 – 3:05

- II. **Consent Agenda (VOTE)** 3:10 – 3:15
 - a) December Meeting Minutes
 - b) December 2023 Finance Report

- III. **Budget and Funding- Steve Grimstad** 3:15 – 3:25
 - a) Budget Timeline & Structure
 - b) Board Funding Goals: WIOA to Non-WIOA Ratio

- IV. **Job Seeker Services – Christian Reed** 3:25-3:45
 - a) Upskill/Reskill Report
 - b) Hire Pierce: Next Gen Internships
 - c) Port of Tacoma Skilled Trades Internships- Commissioner Keller

- V. **Business Solutions- Katie Condit & Board** 3:45-3:55
 - a) Business Navigator Network

- VI. **Regional Alignment – Katie Condit & Board** 3:55-4:10
 - a) Green Economy Summit & Industry Roundtables
 - b) State Federal Advocacy
 - i) Economic Security for All & Benefits Cliff

- VII. **Additional Board Business** 4:10-4:25
 - a) Policy Committee Updates and Approvals (VOTE) – Karen Downing
 - i) Revised Protecting Personally Identifiable Information (PII) Policy
 - ii) Revised Cash Management Policy
 - iii) Revised Bank Reconciliation Policy
 - iv) State EcSA Program Policy
 - v) Property Management & Inventory Control Policy
 - b) Strategy Committee – Katie Condit
 - i) Priority Sectors Update & Request for Proposals Revamp
 - c) CEO Review Process– Debbie Lean
 - d) Board Survey Feedback – Katie Condit

- VIII. **Good of the Order** 4:25 – 4:30



GREATER ECONOMIC VITALITY FOR ALL.

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

Attachments

December 2023 Meeting Minutes

December 2023 Finance Report

Budget Process Timeline PY24

Benefits Cliff

Revised Protecting Personally Identifiable Information (PII) Policy

Revised Cash Management Policy

Revised Bank Reconciliation Policy

State EcSA Program Policy

Property Management & Inventory Control Policy

Board Survey Feedback

Additional Documents

WIOA to Non-WIOA Funding Comparison

Upskill-Reskill Report

Business Navigator Visualization



GREATER ECONOMIC VITALITY FOR ALL.

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

Workforce Development Board MINUTES

December 14, 2023 • 3:00 – 4:30
WorkSource Pierce, Pine Room

Attendees: April Lynne, Blaine Wolff, Bruce Kendall, Dale King, Dave Shaw, Irene Reyes, Jenna Pollock, Jolita Perez, Lynn Strickland, Mandy Kipfer, Nathe Lawver, Robin Baker, Ann Medalia, Norton Sweet, Tanya Imke, Dona Ponepinto

Staff: Katie Condit, Steve Grimshaw, Deborah Howell, Josh Stovall, Karen Downing, Debbie Lean

I. **Welcome**

April called the meeting to order at 3:05pm. Introductions were made.

II. **Public Comment**

None

III. **Consent Agenda (VOTE)**

- a) June 2023 and October 2023 Meeting Minutes
- b) October 2023 Finance Report
- c) Updated Bylaws
- d) Public Records Request Policy

Motion to approve made by Dale; seconded by Bruce; Approved

IV. **Theory of Change Review: Deborah Howell & Katie Condit**

Katie shared that Deborah would provide a high-level review of our Theory of Change and that WFC is committed to giving the board a status around our work and focus areas so the board can continue to champion and tell our story outside this board meeting space. Deborah went over the Theory of Change document. She explained that one of WorkForce Central's responsibilities is to bridge the gap between job seekers, employers, and community organizations to build a robust workforce and ensure economic vitality across the region. She explained the who, the how, the outcomes, and the regional alignment.

V. **Incoming Investments and Impact: Katie Condit & Board**

Katie shared that over the last six months, WorkForce Central has brought in nearly \$9M of additional, unanticipated funding to support its strategic plan of getting youth and adults into quality training and jobs. Katie also shared that with approximately \$9M, we anticipate serving 1800 youth and adults and 1500 businesses.

- a) Commerce Community Reinvestment
 - i) Business Support

Through a Department of Commerce grant to support reducing the harm that was done when we put a lot of people in prison who are now trying to reenter the workforce, WFC is receiving \$2M for business support to our black, indigenous, and people of color owned businesses, especially small ones, in Pierce County, making sure that they have the workforce



GREATER ECONOMIC VITALITY FOR ALL.

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

development support that they need. There's already work to support small black indigenous and people of color who own businesses, so we are aligning with that current work in the county.

ii) Workforce Training Incentives

Katie shared that WFC is receiving \$1.2M for people who enter our workforce system to say they want to upskill/reskill and can't afford to leave their current unpaid job while doing this. Commerce designed this so that the customer is paid \$1000/month if they have a plan and show they are working toward reskilling. WorkForce Central is working closely with United Way for alignment.

b) Washington Jobs Initiative: Manufacturing and Construction

The State of Washington applied for federal funding through the Economic Development Administration. Over 40 applications were submitted, and WorkForce Central submitted two applications and was awarded a total of \$3M, \$1.7M for manufacturing, and \$1.2M for construction. The training focus will be manufacturing and construction with a strong partnership with labor and Clover Park and Bates. We will be testing a model with both schools. Lynn shared what AJAC's role is in this work, providing pathways to job placement.

c) Port of Tacoma & Asia Pacific Cultural Center

Port of Tacoma Commission set aside workforce development funds for the first time, something they care about. We have been awarded \$175,000 a year for up to three years for people to get into the skilled trades. Because Asian American Pacific Islanders are significantly underrepresented in the skilled trade, we have partnered with Asia Pacific Cultural Center with a plan to serve upward of 60 young adults.

d) Pierce County Behavioral Health Consortium

WorkForce Central has been awarded \$2M from the County. This funding is slated to test innovative models around interns, supervisors, and pathways. We have a lot of analysis and data going into this, so we can test whether what we fund works and if we keep people in the behavioral health pathways longer than we otherwise would.

VI. Career Pathways Mapping: Josh Stovall & Board

Josh presented the tool he developed for use across the county to assist jobseekers and career navigators in navigating the different career pathways in our priority sectors. He also shared that this is still in beta but will share the link with the board for them to use and share any feedback.

VII. Other Business

a) Conflict of Interest

Katie reminded the board that it is that time of year to revisit any conflict of interest any member may have and remind everyone how important it is to remember that when you are in the seat of a board



GREATER ECONOMIC VITALITY FOR ALL.

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

member, you are functioning on behalf of WorkForce Central, not on behalf of your organization. If comfortable, Katie asked members to complete and sign the Conflict of Interest form today. If they need more time to read it, that is also fine. Katie shared that members who are absent or participating virtually will receive this form to sign via email.

b) Board Terms Review

Katie reviewed with the board members the Board Terms document in the agenda packet and asked if there are any questions to let her know.

c) Approve Executive Officer Slate

Katie reminded the board members that at the last meeting, Irene Reyes is on the slate to step up from Vice Chair to Chair, and Dave Shaw has been nominated as Vice Chair. No further nominations were received for this executive slate and ask to approve Irene and Dave as the slate of officers for a two-year term of office. All present approved.

d) Chair Transition

Katie reminded everyone that this was April's last board meeting. She has served incredibly for over a decade, and thanked her for her amazing job, guidance, and support on behalf of the board. April thanked the board members and shared that it is bittersweet but knows she is leaving it in great hands.

VIII. Good of the Order

Katie told the board members that she would like to take a quick temperature on a slate of meeting dates/times for next year. She will be reaching out via email and asking everyone to commit to following up with their meeting time preferences.

Meeting adjourned at: 4:20pm

WorkForce Central
Program Year 2023/Fiscal Year 2024
Budget vs. Actual through December 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	\$ 2,693,545	\$ 2,892,768
Business Solutions:			
Industry Cohort Trainings	1,066,830	666,935	399,895
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	50,598	34,402
Common Referral System	215,500	89,757	125,743
Pierce WorkSource One-Stop Center	328,700	145,912	182,788
Workforce System Connection Site	45,000	19,505	25,495
Community Engagement	42,500	42,579	(79)
Service Delivery via Technology	194,000	94,024	99,976
Communications	62,500	13,189	49,311
Data and Research	31,500	11,833	19,667
WorkForce Central Staff	3,874,428	1,892,312	1,982,116
WorkForce Central Operational Expenses	522,000	248,078	273,922
Reserve	1,203,396	-	1,203,396 (1)
Total	<u>\$ 13,646,667</u>	<u>\$ 5,997,654</u>	<u>\$ 7,649,013</u>

Notes:

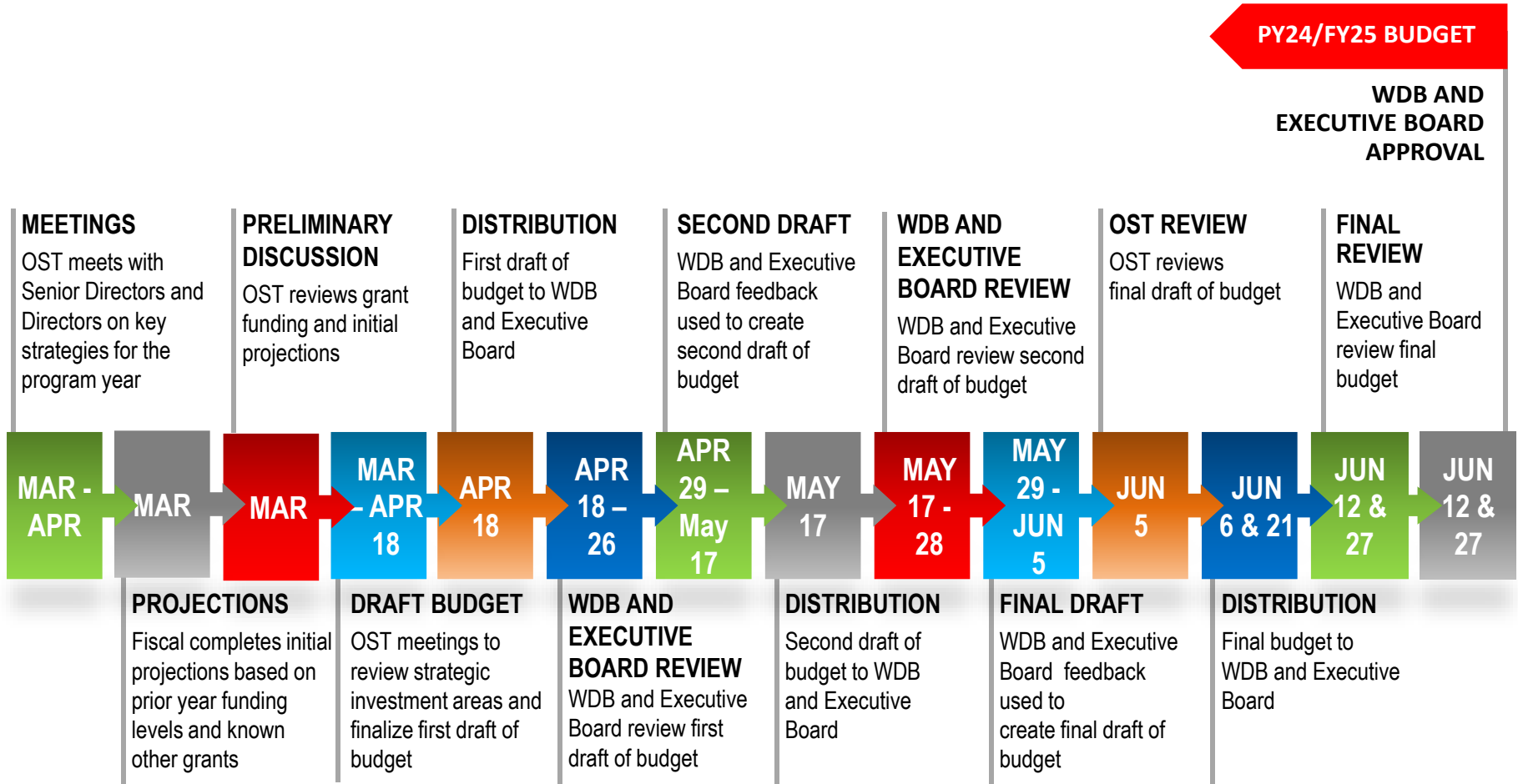
(1) - Reserve represents Workforce Innovation and Opportunity Act (WIOA) annual formula funding available for Program Year 2023 that will be used to maintain services such as when a continuing resolution is delayed, there is a government shutdown, or there is a delay in the awarding of Program Year 2024 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 December 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	443,956	692,544	692,544
PY2022 WIOA Dislocated Worker Annual Formula	126,500	129,348	(2,848)	-
PY2023 WIOA Dislocated Worker Annual Formula	879,400	346,015	533,385	533,385
PY2022 WIOA Youth Annual Formula	212,000	182,493	29,507	-
PY2023 WIOA Youth Annual Formula	1,009,000	462,770	546,230	546,230
Economic Security for All	1,197,913	361,880	836,033	835,120
QUEST Disaster Recovery National Dislocated Worker Grant	840,000	372,656	467,344	1,016,869
CDBG COVID Hunger Relief Staffing and Services	-	186,680	(186,680)	-
Total	<u>\$ 5,586,313</u>	<u>\$ 2,693,545</u>	<u>\$ 2,892,768</u>	<u>\$ 3,624,148</u>

WFC Budget Process and Timeline

Program Year 2024 Budget

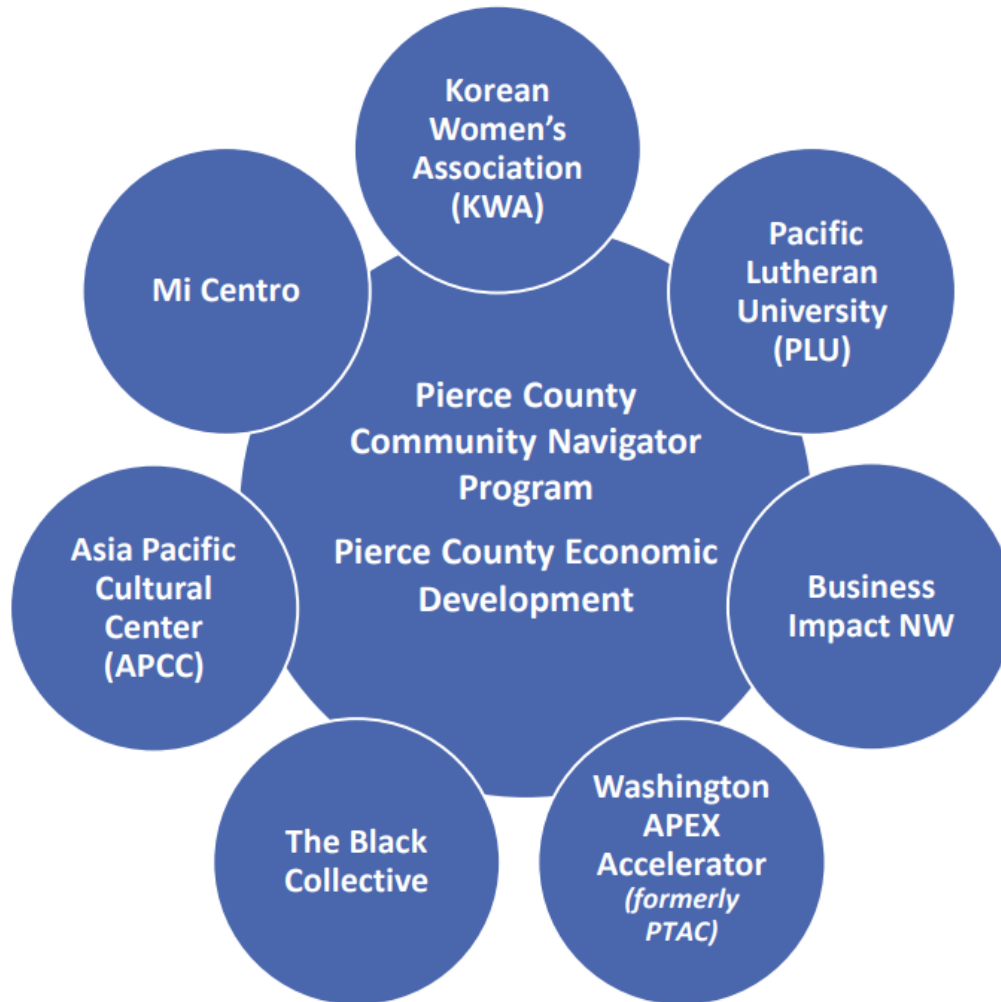


Acronym Key

WDB – Workforce Development Board
WIOA – Workforce Innovation and Opportunity Act

WFC – WorkForce Central
PY – Program Year

OST – Organization Strategy Team
FY – Fiscal Year



A SINGLE PARENT WITH ONE CHILD

\$19 AN HOUR

\$39,520 a year

Over 200% Federal Poverty Level of \$39,440



SERVICE ELIGIBILITY

- TANF
- SNAP/Food assistance
- Working Connections Child Care
- Apple Health/Qualified Health Plans
- Housing assistance
- Utility assistance
- Telephone assistance
- Educational Assistance (Pell, Opportunity Grants, SNG, BFET, etc.)

\$18 AN HOUR

\$37,440 a year

At or under 200% Federal Poverty Level



SERVICE ELIGIBILITY

- TANF
- SNAP/Food assistance
- Working Connections Child Care
- Apple Health/Qualified Health Plans
- Housing assistance
- Utility assistance
- Telephone assistance
- Educational Assistance (Pell, Opportunity Grants, SNG, BFET, etc.)



WorkSource System Policies

Protecting Personally Identifiable Information (PII) Policy

POLICY #:	<i>ADM 3002, Rev. 2</i>
EFFECTIVE:	XXX
SUPERSEDES:	<i>Protecting Personal & Confidential Information Policy, Rev. 1, dated April 9, 2021</i>

PURPOSE:

This policy establishes the framework, minimum standards, and internal control requirements for safeguarding personally identifiable information (PII)¹ associated with individuals served through WorkForce Central, its subrecipients, and contractors.

This policy is revised to align with Washington State Employment Security Department's (ESD) Policy 1026 – Safeguarding Personally Identifiable Information (PII), released November 30, 2023, and includes:

- Updated PII policy requirements.
- Reporting requirements for ESD grant funded PII breaches.
- Revised procedures for safeguarding PII.

BACKGROUND:

Federal law, Office of Management and Budget (OMB), Department of Labor, Washington State, and other regulations and jurisdictions require implementation of proactive measures to ensure PII and other sensitive information is protected.

Services offered through WorkForce Central, its subrecipients, and contractors may require the collection of PII to verify, document and enroll eligible customers, and to administer and manage grants. Mishandling of PII can result in substantial harm to individuals including identity theft or

¹ Personally Identifiable Information (PII):

1. Any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Examples include but are not limited to name, address, phone number, email address, social security number, passport number, driver's license or state identification card information, date and place of birth, mother's maiden name, or biometric records; and
2. Any other information that is linked or linkable to an individual such as medical, educational, financial, demographic, gender, race, and employment information. Images disclosing physical characteristics, photographic image, fingerprints, retinal scans, or voice signature in any medium and from any source, are also considered PII.



other fraudulent use of this information. Therefore, it is imperative that proactive methods are implemented to ensure this critical and sensitive information is protected at all times.

POLICY:

WorkForce Central, its subrecipients, and contractors must abide by the protocols described in this policy to ensure the protection of PII. Failure to comply with the requirements of this policy, or any improper use or disclosure of PII for an unauthorized purpose may result in the termination or suspension of grant funds, or the imposition of special conditions or restrictions, or such other actions deemed necessary to protect the privacy of individuals served through our programs. The knowing misuse or unauthorized release of PII may result in a misdemeanor and a fine of up to \$5,000 ([Privacy Act of 1974](#)).

Policy Requirement

WorkForce Central and its subrecipients and contractors must have an internal control structure and written policies that provide safeguards to protect PII, records, contracts, grant funds, equipment, sensitive information, tangible items, and other information that is readily or easily exchanged in the open market, or that grant funders or grant recipients consider to be sensitive. Reasonable measures must be taken and be consistent with applicable federal, state, local, and tribal laws regarding privacy and protection of confidential information.

At a minimum, internal controls and written procedures must address:

- Allowable methods of collecting, maintaining, storing, purging, and securely transmitting PII
- Procedures staff must follow to ensure PII is protected at all times.
- Limitations, restrictions, and safeguards regarding removal of PII from offices, workstations, and remote work locations regardless of the form (paper files, electronic files, computer program, etc.)
- Restrictions for accessing or storing customer PII on personally owned employee devices or equipment and non-secure public internet connections or those not managed by grantee IT services.
- Staff training that includes:
 - Required annual privacy and security awareness training
 - Staff “need to know” expectations in their official capacity having access to PII.
 - Consequences for carelessness or neglect, including unauthorized access to such records including corrective action, sanctions, dismissal, and potential criminal penalties under the [Privacy Act of 1974](#).

- Description of methods to evaluate and monitor compliance with statutes, regulations, and terms and conditions of federal awards regarding PII.
- Responsibilities and processes to follow when made aware of a breach², theft, or loss of PII, including notifying WorkForce Central of the security incident.
- Appropriate steps to follow when notifying individuals of the breach, theft, or loss of their PII.

ESD Grants Only: Any unauthorized release, loss, or theft of PII related to grants funded through ESD, WorkForce Central and its subrecipients and contractors must immediately (within 24 hours) notify ESD at SystemPolicy@esd.wa.gov. Insert “PII Incident” in the subject line of the email. The following must be included in the email:

- Workforce Development Area (WDA)
- Reporting entity-WorkForce Central, subrecipient, contractor, or other contact information
- Date of incident
- Date of discovery (if different)
- Number and type of hard or electronic files/documents affected
- Description of the incident
- Initial determination of the level of incident:
 - Carelessness
 - Negligence
 - Fraud
 - Theft
 - Other
- Any other relevant information.

In response to the PII incident, ESD will take the following steps:

- Independently investigate and document the facts of the incident, including whether local internal controls and policies were followed.
- Notify WorkForce Central in writing of the requirement to develop and submit a corrective action plan, including the date by which the corrective action plan is due.
- Coordinate with appropriate entities, such as ESD’s Workforce Monitoring Unit, Grants Management Office, and Policy Unit to review and, when satisfied, approve the corrective

² **Breach:** Actual or suspected compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access and/or any similar occurrence where a person other than an authorized user accesses or potentially accesses PII, or an authorized user accesses or potentially accesses PII for other than authorized purposes.

action plan, and ensure that the action step(s) are satisfactorily implemented by the date(s) identified in the plan.

- Issue written notification to WorkForce Central when the corrective action(s) are completed to document formal closure of the matter.

PROCEDURES:

1. Collecting, Maintaining, Storing, Purging and Transmitting PII

- a. Customer PII must not be accessed or stored on personally owned devices or equipment or when using non-secure public internet.
- b. PII must not be communicated via email or stored on a CD, DVD, thumb drive, etc. unless the device is encrypted.
- c. Customer information must only be communicated through agency approved technology and services.
- d. Social security numbers must not be delivered via email. In the event this occurs, the email must be immediately deleted and subsequently deleted from the "Deleted Items" folder.
- e. Access to PII must be restricted to only authorized personnel who need the information to perform duties in connection with the scope of work in the applicable grant agreement.
- f. Staff must be discreet when verbally communicating personal and confidential information and ensure the receiver(s) are authorized to receive the information. See **e.**, above.
- g. WorkForce Central, its subrecipients and contractors must have policies and procedures that require employees and other personnel, prior to being granted access to PII, to acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- h. Personal and confidential information must be stored in a secure location at all times.
- i. Records containing PII must not be left open and unattended (e.g., copies left unattended on workstations or print jobs left unattended on a copy machine or printer).
- j. Personal and confidential information must not be tossed into regular trash or recycle bins. Use appropriate methods for destroying sensitive PII in paper files (e.g., shredding) and securely deleting sensitive electronic PII upon completion of the applicable record retention schedule.

- k. Removing PII from offices, workstations, and remote work locations, whether in paper or electronic form, should only occur on rare occasions. Strong security measures must be in place when transporting personal and confidential information (e.g., keep in a locked trunk of vehicle rather than the back seat).
- l. Archive boxes must be clearly marked as containing personal and confidential information.
- m. WorkForce Central, its subrecipients and contractors must permit authorized federal, state, and local personnel to make onsite inspections during regular business hours for the purpose of conducting audits or other investigations to ensure compliance with confidentiality requirements described in this policy.
- n. Medical and Disability Information: If collection of medical and disability is necessary, follow guidelines in ESD WorkSource Information Notice (WIN) 0023, (current and future iterations) – Management of Medical and Disability Related Information located on the [Workforce Professionals Center Policy, State Guidance-WorkSource Information Notice \(WIN\) page](#).
- o. Authorization to Share Confidential Information and Records: In accordance with federal and state law, individuals applying for WIOA Title I or other federally funded services must be provided an opportunity to submit written authorization allowing the service provider to share their personal and confidential information and records among partners of the WorkSource One-Stop system. The [Authorization to Share Confidential Information and Records form](#) informs the individual that their information may be shared among the WorkSource One-stop partners solely for the purpose of delivering WorkSource employment and training services, further disclosure is strictly prohibited, and if the individual requests their personal and confidential information not be shared among the WorkSource One-Stop partners, this request will not affect their eligibility for program services [[RCW 50.13.060\(10\)\(b\)\(i\)](#)]. Customers applying for WIOA Title I services must sign and date the Authorization to Share Confidential Information and Records form attesting they have read and understand how their information will be shared and protected.

2. Notifying Impacted Individuals

- a. Any person or business that conducts business in Washington state and that owns or licenses data that includes personal information shall disclose any breach of the security of the system to any resident of Washington state whose personal information was or is reasonably believed to have been acquired by an unauthorized person and the personal information was not secured. Notice is not required if a breach of the security of the system is not reasonably likely to subject consumers to a risk of harm.

- b. Notification to impacted individuals must be made in the most expedient time possible, without unreasonable delay, and no more than 30 calendar days after the breach was discovered, unless the delay is at the request of law enforcement, or the delay is due to any measures necessary to determine the scope of the breach and restore the reasonable integrity of the system.
- c. Further procedures for informing impacted individuals are described in [RCW 19.255.010](#).

3. Monitoring Requirements

- a. Through its annual monitoring questionnaire, WorkForce Central ensures subrecipient compliance with PII requirements.

REFERENCES

- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014
- Privacy Act of 1974
- Social Security Act
- 20 CFR 683.220
- 2 CFR 200.303~~(e)~~
- RCW 42.56 – Public Records Act
- RCW 50.13 – Records and Information, Privacy and Confidentiality
- Governor’s Executive order 00-03-Public Records Privacy Protections
- TEGL 39-11-Guidance on Handling and Protection of Personally Identifiable Information
- ESD WIN 0023, Rev. 2-Management of Medical and Disability Related Information
- ESD Policy 1026 – Safeguarding Personally Identifiable Information (PII)

APPROVED

Katie Condit, WorkForce Central CEO

Date

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.



Fiscal Policies

Cash Management Policy

POLICY #:	<i>F-2007, Rev. 2</i>
EFFECTIVE:	xxx
SUPERSEDES:	<i>Cash Management Policy, #F-2007, dated 1-26-21</i>

PURPOSE:

This policy communicates the processes WorkForce Central must follow when requesting, retention, and disbursement of federal funds.

This policy was revised to:

- Broaden the scope of the policy to all federal funds beyond those of the Workforce Innovation and Opportunity Act (WIOA).
- Non-substantive edits for clarity.

BACKGROUND:

WorkForce Central must adhere to financial management regulations such as [2 CFR 200.305](#), [29 CFR 97.20](#), [31 CFR Part 205](#), among others for the requesting, retaining, and disbursement of federal funds.

POLICY:

Eligibility Requirements-Cash Depositories - Workforce Central will use only the following:

- a. Banks insured by the Federal Deposit Insurance Corporation (FDIC).
- b. An institution insured by the Federal Savings and Loan Corporation.
- c. A credit union insured by the administrator of the National Credit Union.

Opening a bank account shall be reviewed and approved by the WorkForce Central CEO.

Small, Minority, and/or Women Owned Banks – WorkForce Central prioritizes banking with qualified small, minority, and/or women owned banks.



Bank Account – As a recipient of federal funds, WorkForce Central is required to maintain an insured, interest-bearing bank account. WorkForce Central’s accounting system must account for refunds, credits, and revenue by funding source.

Exceptions in maintaining an interest-bearing account is allowed under one of the following conditions:

- WorkForce Central receives less than \$120,000 in federal awards per year.
- The best reasonably available interest-bearing account would not be expected to earn interest more than \$500 per year on federal cash balances.
- The depository would require an average or minimum balance so high that it would not be reasonable within the expected federal and non-federal cash resources.
- A banking system prohibits or prevents an interest-bearing account.

Interest – Interest earned on federal funds is treated as program income and must be accounted for. Further details about program income are outlined in WorkForce Central’s Program Income Policy on WorkForce Central’s [Policy Library](#).

Cash Balance – WorkForce Central must minimize the time between the receipt and disbursement of federal funds in order to maintain a minimum cash balance. In most cases, WorkForce Central’s cash draws are reimbursements of expenses paid with other fund sources.

Internal Controls – To safeguard federal funds, cash, and assets, WorkForce Central maintains an adequate system of internal control in accordance with Generally Accepted Accounting Principles (GAAP). Such internal controls are subject to periodic review and assessment.

Cash (Draw) Requests – WorkForce Central’s draw requests shall be timed to coincide with cash needs to ensure no excess cash is drawn, except for payments for escalating leases and leave accruals. Cash drawn shall be disbursed within three (3) business days of receipt.

Advance payments are limited to the minimum amount needed and timed with actual and immediate cash requirements.

Before requesting additional cash payments, funds must first be disbursed from available program income, rebates, contract settlements, audit recoveries, and interest earned on federal funds.

Withholding of Payment – Cash draw requests may be declined and withheld by the federal grantor, including ESD, for the following reasons:

- Payment requirements are not met.
- Failure to provide appropriate supporting documentation for a cash draw.
- Failure to meet project objectives or grant/agreement conditions.



- Indebted to the U.S. Government or State of Washington.

If any of the above conditions exist, the federal grantor may withhold payment until the condition is corrected. For federal funds for which the Washington State Employment Security Department (ESD) is the grantor, ESD will provide WorkForce Central written notification prior to withholding payment. WorkForce Central will have until the effective date on the notification to petition ESD for reconsideration of action. The petition must be delivered per instructions in ESD’s Cash Depository Policy (current and future revisions). ESD will consider WorkForce Central’s petition and will notify WorkForce Central of its final determination.

REFERENCES

- Public Law 113-128, Section 194(7)(A)
- 2 CFR Part 200 Subpart D
- One-Stop Compliance Financial Management Technical Assistance Guide
- Generally Accepted Accounting Principles (GAAP)
- 29 CFR Part 97.20(b)(7)
- 31 CFR Part 205
- 29 CFR 95.21 and 95.22
- ESD Policy #5205, Rev. 2 – Cash Depositories

APPROVED

Katie Condit, WorkForce Central CEO

Date

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.



Fiscal Policies

Bank Reconciliation Policy

POLICY #: *F-2006, Rev. 1*

EFFECTIVE: xxx

SUPERSEDES: *Bank Reconciliation Policy & Procedures, dated June 30, 2016*

PURPOSE:

This policy communicates WorkForce Central's bank reconciliation policy and procedures as a form of internal control over cash receipts and payments.

This policy was updated to reflect WorkForce Central's current bank reconciliation procedures.

BACKGROUND:

Section 200.303 of the Office of Management and Budget (OMB) 2 CFR 200 Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards requires non-federal entities establish and maintain a system of internal control that provides for reasonable assurance that the entity is managing the award in compliance with federal statutes, regulations and the terms and conditions of the award. WorkForce Central considers bank reconciliations as a form of internal control over cash activities.

POLICY:

WorkForce Central's bank reconciliation includes the following internal controls:

1. Bank accounts should be reconciled by someone other than the check signers.
2. If no cancelled checks are received, view cancelled checks online and other medium from the bank.
3. Any resulting journal entries to cash accounts should be reviewed and approved by the Chief Financial Officer (CFO).
4. The CFO will review bank reconciliations.
5. The Chief Executive Officer (CEO) will overview bank reconciliations for at least two months a year.

PROCEDURES:

1. Bank statements are accessible to the Senior Accountant and CFO through permissions established in WorkForce Central's third party banking portal.
2. The CFO reviews the bank statements when reviewing the monthly bank reconciliations.



3. Senior Accountant reconciles WorkForce Central bank accounts no later than 30 days after receipt of the monthly bank statement.
4. Senior Accountant records interest and bank charges into the General Ledger (GL) prior to reconciliation.
5. The beginning balance of the GL report and bank statement should be compared to the ending balance from the prior period in the accounting system and documented as such.
6. Each bank statement should be reconciled to the transaction entries listed in the accounting system. The deposit and withdrawals/check entries on the bank statement are reviewed to ensure they match those recorded in the GL.
7. Differences are explained, researched, and corrected in a timely manner.
8. All correcting journal entries must be attached to the bank reconciliation during the month of corrections.
9. All bank reconciliations must have adequate support for the entries, such as bank statement, copies of the GL report, JV's voids or cross-reference each transaction.
10. Senior accountant initials and dates the bank reconciliations as the preparer.
11. All bank reconciliations are reviewed, approved, and initialed and dated by the CFO.
12. CEO overviews the bank reconciliations for at least 2 months a year.

REFERENCES:

- 2 2CR 200.303

APPROVED

Katie Condit, WorkForce Central CEO

Date

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.



Program Policies

State Economic Security for All (EcSA) Program Policy

POLICY #: P-1017, Rev. 3
EFFECTIVE: xxx
SUPERSEDES: State EcSA Program Policy, effective August 21, 2023

PURPOSE:

To communicate guidance and instructions for the State Economic Security for All (EcSA) program that is supported by Washington State General Funds (as distinct from federal EcSA funded by WIOA Title I Governor's statewide activities funds).

This policy is revised to:

- Include Washington State College Grant training assistance to eligible State EcSA recipients.
- Incorporate Department of Commerce Community Reinvestment funded *EcSA Career Accelerator Incentives* for eligible State EcSA recipients.
- Broaden eligibility criteria for households with income above 200% of the federal poverty level.
- Correct the timeframe for recording the State Funded Development of Individual Employment Plan from 30 calendar days to seven (7) calendar days to align with WorkForce Central's 7-day requirement for recording services in ETO.
- Eliminate the prohibition of co-enrolling individuals into both State EcSA and Federal EcSA programs.
- Remove the previous *Attachment B-State EcSA Program Services Catalog* that listed services exclusively for the State EcSA program. The State is now using "State Funded" program services to capture services provided through the State EcSA program which are described in the State's WorkSource Services Catalog located at the [Workforce Professional Center](#) website.

BACKGROUND:

The priority of the State EcSA funds is to accomplish the following:

1. Meet or exceed our local and statewide goals for the number of individuals who achieve self-sufficiency.
2. Bundle WIOA and non-WIOA services (Supplemental Nutrition Assistance Program, housing, and others).
3. Establish and implement customized career plans that will assist recipients of State EcSA services reach 100% of their income adequacy, as established by the UW Self-Sufficiency Calculator.
4. Provide extensive wrap-around services and continue to bundle benefits while recipients of State EcSA services pursue their customized career plan and reach self-sufficiency.
5. Include Black, Indigenous, and People of Color communities, rural communities and people experiencing poverty in program design and implementation.
6. Work collaboratively across local, state, and federal levels to remove barriers to coordinated delivery of multiple benefits.

The success of WorkForce Central and its providers of State EcSA services in accomplishing these goals will be measured based on meeting or exceeding the following criteria:

- The number of eligible individuals enrolled in the program.
- The number of eligible individuals enrolled in a training service that will lead to a career with starting wages above their self-sufficiency goal.
- The number of individuals enrolled in the program who earn income above their *self-sufficiency goal.
 - Note: This is not an exit-based measure and can be counted at any point of an individual's engagement in the State EcSA program. Positive attainment of self-sufficient income should be reported in ETO as soon as possible and does not necessitate an exit from the program to be counted. Individuals may remain engaged in the State EcSA program as long as is necessary to ensure long term self-sufficiency.
 - *Self-sufficiency for the State EcSA program is defined as attainment of 100% of individualized household adequacy, as established through the use of the UW Self-Sufficiency Calculator.
- The proportion of BIPOC (Black, Indigenous, and People of Color), unhoused, and residents of rural communities who are served by the State EcSA program and the collaborative efforts implemented to increase the number of individuals representative of these communities who are served by the State EcSA program over time.
- Meet program expenditure goals on the schedules set in the contract.

To facilitate the tracking of these criteria, WorkForce Central must provide quarterly reports to ESD in a specific format defined in the State EcSA contract between ESD and WorkForce Central.



For the purposes of tracking enrollments in the State EcSA program, there are two numbers that will be considered. First, the total number of enrollments. This is a straightforward counting of all individuals who are enrolled into the State EcSA program. The second is the total number of unique individuals enrolled across the State and Federal EcSA programs. Example: If an LWDB has a requirement for 30 Federal EcSA participants and 30 State EcSA participants, their requirement for general enrollment in State EcSA is 30, and their requirement for total unique individuals enrolled between the two programs is 60, regardless of whether individuals are co-enrolled in both State and Federal EcSA.

POLICY:

To properly measure accomplishment of these goals, WorkForce Central and its providers of State EcSA services must comply with the following minimum requirements. Service providers are authorized to implement additional conditions but may not impose more lenient requirements than what is outlined in this policy.

ETO (State MIS)

Where applicable, enrollment, eligibility, services, and all other aspects of the State EcSA Program must be recorded in ETO as described in WorkForce Central's ETO Data Validation and Documentation Policy, including ensuring services are recorded within seven (7) calendar days of service delivery, and the documentation of Department Head review and corrections. See [Attachment A](#) for ETO enrollment procedures.

UW Self-Sufficiency Calculator

The UW Self-Sufficiency Calculator will be utilized at program enrollment to determine an individual's self-sufficiency needs and again upon reaching self-sufficiency or at program exit to demonstrate whether self-sufficiency goals have been achieved. The recorded results may be updated as circumstances require.

Customer information collected through the UW Self-Sufficiency Calculator must be stored in a manner that allows ESD and the designated contractor overseeing the implementation of the self-sufficiency calculator to collect and record this data to assess performance. See [Attachment B](#) for the UW Self-Sufficiency Calculator instructions.

WorkForce Central will designate a local point of contact who will manage reporting on the use of the calculator and the data collected.

Eligibility Documentation Requirements

Documentation of the following State EcSA program eligibility criteria must be uploaded into ETO:

- Pierce County residency
- Legally entitled to work in the U.S.
- Age: WorkForce Central’s State EcSA Program minimum age requirement is age 16 or older to qualify for any of the WIOA Title I formula grants.
- Income status:
 - Household income is below [200% of the Federal Poverty Level \(FPL\)](#)
 - Household income is above 200% of the FPL yet below their self-sufficiency goal, or determined to be likely to fall into poverty, as documented in program enrollment case notes recorded in ETO. Such factors may include, but are not limited to:
 - Recent loss of employment.
 - End of unemployment insurance payments or other benefits,
 - Anticipated or actual loss of housing, or
 - Other circumstances as documented in program enrollment case notes recorded in ETO.

To better facilitate co-enrollment into WIOA Title I programs and monitoring activities, documents permitted to satisfy the above are the same as those designated in WorkForce Central’s WIOA Title I Program Eligibility, Enrollment, and Documentation Policy Handbook, located on WorkForce Central’s [Policy Library](#).

Enrollment

Enrollment into the State EcSA program must include the following and uploaded or recorded into ETO:

- Completed and signed paper [State EcSA application](#)
- Verification of program eligibility
- Comprehensive assessment
- UW Self-Sufficiency Calculator results
- Individual Employment Plan (IEP)
 - The IEP must include development of a career plan and results of the UW Self-Sufficiency Calculator and recorded in ETO under the “State Funded Development of Individual Employment Plan” service. The career plan must include specific State EcSA elements of the State EcSA program enrollment including how the results of the UW Self-Sufficiency Calculator support the customer’s State EcSA career plan. The “State Funded Development of Individual Employment Plan” service must be recorded in ETO seven (7) calendar days of the State EcSA program enrollment.

- If an IEP has already been developed as a result of prior enrollment in a WIOA Title I program, the IEP from the previous program may be used, but must be updated with the data from the UW Self-Sufficiency Calculator, and an explanation as to how the State EcSA program will be used to help the State EcSA recipient reach self-sufficiency.
- [Authorization to Share Confidential Information and Records Form](#)
- [Washington State Freedom from Discrimination-Declaration of Civil Rights Form](#)

Directions for uploading the above documents are the same as those in WorkForce Central's ETO Data Validation & Documentation policy on WorkForce Central's Policy Library. For uploading UW Self-Sufficiency Calculator results, see [Attachment A, Section E, Uploading Documentation from the UW Self-Sufficiency Calculator](#).

Co-enrolling into other WIOA Title I Programs

One of the major goals of the State EcSA program is the promotion of a holistic approach to fighting poverty. For this reason, co-enrollment in any program that will assist individuals to that end is encouraged. Please note, the eligibility for the State EcSA program does not supplant the eligibility criteria for any other program. WorkForce Central and its subrecipients must ensure individuals meet the specific eligibility requirements prior to enrollment in other programs.

The above list of State EcSA enrollment documents, except for self-sufficiency calculator results, is waived for State EcSA eligible individuals currently enrolled in a WIOA Title I program and who later co-enroll into the State EcSA program. Service providers must document in the program enrollment case notes recorded in ETO the waiving of the State EcSA program enrollment documents and confirmation the individual meets the State EcSA program eligibility at the time of enrollment into the State EcSA program.

If an individual first enrolls into the State EcSA program prior to co-enrollment into a WIOA Title I program, the above list of State EcSA program enrollment documents is required at the time of the State EcSA program enrollment. If at any time a State EcSA enrolled individual co-enrolls into a WIOA Title I program, the WIOA Title I enrollment documentation must be completed at the time of their WIOA Title I program enrollment as outlined in WorkForce Central's WIOA Title I Eligibility, Enrollment, and Documentation Policy.

EcSA Career Accelerator Incentives

State EcSA recipients, whether above or below 200% FPL, who are making satisfactory progress on their State EcSA career plans are eligible for Department of Commerce Community Reinvestment funded incentives through the *EcSA Career Accelerator Incentives Fund* in the amount of \$1000 per month.



Individuals must first be eligible for and enrolled in the State EcSA program and be making positive progress on their State EcSA career plans each month as documented by their State EcSA career advisors in case notes recorded in ETO. Youth ages 16-17 are eligible for incentives but unless the youth is legally emancipated, parent or guardian consent is required. The parent or guardian must have the opportunity to consider impacts on other benefits the household may be receiving.

State EcSA service providers should implement effective outreach strategies to reach Black, Indigenous, and Latinx communities, who are priority populations for incentives through the EcSA Career Accelerator Fund.

WorkForce Central must report the demographics of individuals receiving incentives through the EcSA Career Accelerator Fund to the WA State Department of Commerce and the Governor's Office of Equity. Therefore, accurate reporting of recipient demographic information in ETO and completion of WorkSourceWA.com accounts with current demographics is vital for the success of the EcSA Career Accelerator Fund.

There is no requirement to implement a time or monetary limit for earning EcSA Career Accelerator incentives, however subrecipients may choose to do so based on their service delivery model. Subrecipients must ensure equitable distribution of incentives.

The State requires the monthly incentive to be \$1000. State EcSA career advisors must assess the impact \$1000 monthly incentives may have on other benefits the recipient is receiving. For example, EcSA Career Accelerator incentives will count as income toward a recipient's SNAP benefits, and may require income tax reporting requirements. The State, through [WIN 0140, Attachment A](#) allows for incentives to be provided in one single payment at program completion to avoid impacting federal benefits, if the customer chooses this option. However, the State does not authorize this as the only approach to providing incentives. The State EcSA recipient and State EcSA career advisor should develop a plan to address potential impacts resulting from the incentive payments, including the option to opt out of receiving incentives. EcSA recipients are not required to accept incentives.

Incentives received under the EcSA Career Accelerator program do not impact eligibility for other incentives, EcSA or otherwise. Incentives provided by the Career Accelerator Incentives Fund do not count toward the \$5,000 cap for participants enrolled in EcSA who are over 200% of the FPL and do not count as income for the UW Self-Sufficiency Calculator.

Every incentive payment provided must be recorded in ETO by selecting the **Community Reinvestment Participant Support Payment** touchpoint.

Allowable State EcSA Services

All services listed in the “State-Funded Services” tab of the [WorkSource Services Catalog](#) and commonly provided by WIOA Title I are automatically approved for State EcSA.

State EcSA training and supportive services are not entitlements and must be provided on the basis of demonstrated need and individual circumstances, as documented in the customer’s ETO record.

- **State EcSA Supportive Services**

The amount and type of supportive services provided to State EcSA recipients must be tracked in ETO in accordance with the guidance provided in [Attachment A, section C](#) of this policy. Allowable supportive services, as outlined in WorkForce Central’s Supportive Services Policy posted on WorkForce Central’s [Policy Library](#) are allowable under the State EcSA program. In addition, the following supportive services not commonly provided through WIOA Title I programs are allowable through the State EcSA Program:

- Food assistance:
 - ETO and invoicing documentation requirements:
 - Justification for the supportive service and the anticipated and actual expenditures must be documented in case notes.
 - Completed and signed State EcSA Supportive Service Request Form/Voucher.
 - Itemized receipt of purchased food items.
- Family housing and rental assistance:
 - ETO and invoicing documentation requirements:
 - Justification for the supportive service and the anticipated and actual expenditures must be documented in case notes.
 - Completed and signed State EcSA Supportive Service Request Form/Voucher.
 - Copy of rental agreement, other housing-related documentation that shows the amount of rent, mortgage, moving costs, etc.
 - Receipt of payment.
- Other supplies or services not normally authorized under WIOA Title I funding that if not provided may negatively impact the success of the State EcSA recipient.

Supportive services not authorized under the State EcSA program include, but are not limited to:

- Supportive services purchased prior to program enrollment

- Fines and penalties resulting from violations of, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations (e.g., traffic violations).
- Interest payments.
- Entertainment, including tips.
- Contributions or donations.
- Alcohol, tobacco, or marijuana products.
- Pet food.
- Out-of-state job search expenses that are paid for by the prospective employer.
- Relocation expenses that are paid for by the prospective or new employer.
- Admission fees and other expenses associated with graduate degree programs.
- Any other item that is not required for the individual to successfully complete their training and employment goals.

To avoid financial implications for customers receiving DSHS or other needs-based assistance, WorkForce Central is not authorizing the use of State EcSA funds for stipends that are authorized under State EcSA Program policy.

- **State EcSA Training Services**

State EcSA recipients whose household income is under 200% FPL may be eligible for education and training assistance through the [Washington State College Grant](#). The Washington State College Grant covers all training costs, including 2-year and 4-year degrees, and multi-year apprenticeships. There is no budgetary cap for this funding. The Washington State College Grant should be the first choice for financing training services for eligible State EcSA recipients. However, State EcSA or WIOA Title I funded ITA's, or other funding options may be more appropriate if individual circumstances prohibit eligibility for the Washington State College Grant.

State EcSA funded training may pay for the following:

- Instructor salaries and benefits
- Classroom space
- Instructional materials
- Tuition
- Books
- Academic fees
- School supplies
- Educational testing and certification
- Equipment and tools

- Prerequisite training to a vocational training program if the prerequisite training is required by the educational institution.
- Other required items or services that are listed on a school syllabus or other official school document.

State EcSA funded training must be listed on the Washington State Eligible Training Provider List (ETPL) or another state's eligible training list. WorkForce Central may, on occasion, waive ETPL requirements. The email documenting WorkForce Central's authorization to waive the ETPL requirement must be uploaded into the training service touchpoint in ETO.

WorkForce Central requires the following documentation to support State EcSA funded training services:

- Comprehensive assessment results identifying:
 - A need for training services to obtain or retain employment leading to self-sufficiency, defined as attainment of 100% of individualized household income adequacy as established through the use of the UW Self-Sufficiency Calculator, and
 - The recipient has the skills and qualifications to participate successfully in training services.
- An Individual Employment Plan (IEP) that identifies the selected training program. The selected training program must align with the individual's documented career goals.
 - The IEP must include the anticipated and actual start dates of training, training completion date, and credential earned.
- Documentation validating actual start date of training.
- The customer's grades/progress reports throughout the training program. Satisfactory progress is required for ongoing State EcSA training support.
- Training outcomes.
- Case notes as appropriate.

Documentation for the above criteria must be uploaded into the applicable training service recorded in the individual's ETO record in accordance with WorkForce Central's ETO Data Validation and Documentation Policy posted on WorkForce Central's [Policy Library](#).

Funding Limitations for State EcSA Services

Washington State and WorkForce Central do not limit the funding for supportive, work-based, or training services for individuals whose households are **under 200% FPL**. State EcSA service



providers have discretion to award funds in accordance with their internal policies, budget limitations, number of customers to be served, and the unique needs of every individual. Service providers must ensure equitable treatment when accessing State EcSA services.

Washington State does, however, limit State EcSA funding for individuals whose family households are **above 200% FPL**. State EcSA funding may not exceed \$5,000 total spent on State EcSA funded incentives (if provided), supportive services, and training costs combined for any single State EcSA recipient. This does not include the cost of staff support or career services. This limit is exclusively applied to the State EcSA program and does not include any costs paid by other funds such as WIOA Title I, Federal EcSA, Department of Commerce including incentives provided through Career Accelerator Incentives Fund, or other funding.

Monitoring

WorkForce Central's State EcSA program will be monitored by the ESD Monitoring Unit at a time and in a manner to be determined in consultation between the ESD Grants Management Office, the ESD Monitoring Unit, and WorkForce Central. WorkForce Central will conduct ongoing monitoring and oversight of the State EcSA subrecipient's compliance through monthly program and fiscal invoice and ETO reviews, in the same frequency and manner as its WIOA Title I programs.

REFERENCES

- Engrossed Substitute Senate Bill 5693, page 463
- ESD Policy 1013, Rev. 4
- ESD Policy 1024, Rev. 2
- ESD WIN 0077, Rev. 16
- ESD WIN 0129, Rev. 3
- ESD WIN 1040

ATTACHMENTS-HYPERLINKS:

- [Attachment A – ETO Guidance](#)
- [Attachment B – UW Self-Sufficiency Calculator Step-by-Step Guide to Saving Customer Information](#)

APPROVED

Katie Condit, WorkForce Central CEO

Date



Administrative Policies

Property Management & Inventory Control

POLICY #:	<i>ADM-3014, Rev. 3</i>
EFFECTIVE:	xxx
SUPERSEDES:	<i>Property Management & Inventory Control Policy #ADM-3014, Rev. 2, dated February 11, 2022</i>

PURPOSE:

This policy provides direction for the management and inventory control measures for property other than real property (i.e., land and buildings). This policy applies to purchases made with grants issued to WorkForce and its subrecipients and contractors.

This policy applies to equipment such as, but not limited to furniture, fixtures, software, cell phones, technology equipment (e.g., laptops, tablets, monitors), printers, and other items with an acquisition cost of \$5,000 or less.

This policy was revised to:

- Update the process for WorkForce Central and its subrecipients and contractors to request property and equipment purchases.
- Non-substantive edits for clarity.

BACKGROUND:

WorkForce Central adheres to the property management standards in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart D-Post Federal Award Requirements, Property Standards (2 CFR 200).

POLICY:

WorkForce Central, its subrecipients and contractors must comply with this policy and maintain property management inventory systems that safeguard against loss while ensuring the integrity of purchases made with federal and other grants.

WorkForce Central will maintain a Property Inventory Team who is responsible for ensuring the security and integrity of equipment and property purchases. The Property Inventory Team can be reached at support@workforce-central.org.

INVENTORY LOGS:

Inventory logs must be maintained for all items purchased with WorkForce Central issued grants. To ensure compliance with federal property inventory requirements and consistency with WorkForce Central inventory tracking, subrecipients and contractors are encouraged to use this [inventory log](#) (hyperlink). If a subrecipient or contractor chooses to use their own inventory log, the following must be documented in accordance with 2 CFR 200.33(d)(1):

- Tag number
- Description of the purchase
- Serial number
- Source of funding, including FAIN
- Title holder
- Acquisition date
- Cost of the purchase
- Percentage of federal funds
- Location of the item
- The use and condition of the item
- Disposition date
- Sale price, if applicable

WorkForce Central's Property Inventory Team will maintain their own inventory logs for WorkForce Central, its subrecipients and contractors. The Property Inventory Team ensures WorkForce Central's inventory logs align with the subrecipient and contractor's inventory logs, and reviews the logs for accuracy and compliance with federal property inventory regulations and this policy. When applicable, the Property Inventory Team will work with the subrecipient or contractor to resolve issues and provide assistance to ensure the subrecipient or contractor's inventory logs are brought into compliance.

PROCEDURES:

1. Requesting a purchase:

- i. For technology purchases, WorkForce Central staff, its subrecipients and contractors must first consult WorkForce Central's Property Inventory Team at support@workforce-central.org to ensure the technology meets WorkForce Central's security and other standards.
- ii. After a proposed technology purchase is approved by WorkForce Central's Property Inventory Team, and for non-technology purchases, WorkForce Central staff will complete WorkForce Central's internal online procurement request. WorkForce Central's subrecipients and contractors will complete WorkForce Central's external online property purchase request that includes:
 - a. Type of property or equipment to be purchased.
 - b. Purpose of the item to be purchased.
 - c. Staff assigned to the item.
 - d. Location where the item will be used and stored.
 - e. Percent of grant funds allocated to the item.
 - f. An uploaded document identifying the make, model, and cost of the item.

- g. The subrecipient's or contractors current inventory log.
 - o WorkForce Central's Property Inventory Team will have up to five (5) business days to review the inventory log for accuracy and compliance with federal property management inventory requirements. If applicable, the subrecipient or contractor must remedy issues identified on the inventory log prior to WorkForce Central authorizing the requested purchase.
 - iii. Following the submittal of the online purchase request, and for WorkForce Central subrecipients and contractors, approval of their inventory log, WorkForce Central staff, its subrecipients and contractors will receive an automated email notifying them of the approval or denial of the purchase request.
- 2) Tagging Items:** Inventory must be easy to locate, properly tagged and in good condition at all times. Upon receipt of the approved purchased item, WorkForce Central staff, its subrecipients and contractors must notify the WorkForce Central Property Inventory Team to coordinate the tagging of the item. WorkForce Central, its subrecipients and contractors must then record the tag number on their inventory log.
- 3) Property status changes:** WorkForce Central's Property Inventory Team must be notified of the following and inventory logs must be updated to reflect:
- i. Change of the primary location of the item.
 - ii. Change in assigned staff.
 - iii. If the item is no longer needed.
 - iv. The item no longer functions properly or is broken.
 - v. Property is missing from inventory records.
 - vi. When items are missing, damaged, or are stolen.
 - vii. When an item is ready for disposal.
- 4) Missing, damaged or stolen property:** Missing, damaged, or stolen property must be reported immediately to the WorkForce Central Property Inventory Team via phone at 253-732-1704 or email at support@workforce-central.org. Any loss, damage, or theft must be investigated immediately. The following must be adhered to:
- i. Document steps taken to search for the missing property.
 - ii. Take action to minimize the loss.
 - iii. Assess whether the lost property contained any personal information, and if the loss constitutes a data breach (RCW 42.56.590), notify individuals and businesses affected by the breach, and if the security breach affects more than 500 Washington residents, the Attorney General's Office.
 - iv. Ensure investigations are not hampered.
 - v. Implement appropriate personnel actions if necessary.

- vi. Comply with [RCW 43.09.185](#) and immediately report losses to the office of the State Auditor (SAO).
 - vii. Maintain records of losses in accordance with this policy.
- 5) **Contract termination:** Upon completion of a contract, the subrecipient or contractor may return property to WorkForce Central or purchase the item at the depreciation value with non-WorkForce Central issued grant funds.
- 6) **Property Disposal:** WorkForce Central staff, its subrecipients and contractors must notify the WorkForce Central Property Inventory Team when an item is ready for surplus or disposal. The Property Inventory Team will:
- i. Cleanse the equipment to remove confidential, sensitive, and personally identifiable information.
 - ii. Designate items for surplus.
 - iii. Assign the condition as obsolete, poor, or scrap.
 - iv. Determine the method of disposal, including appropriate E-waste recycling options.
 - v. Dispose of the item in compliance with applicable funding regulations which may include:
 - a. Offering the item to subrecipients or contractors for which the item was originally purchased.
 - b. Offer the item to WorkSource partners.
 - c. Donate or sell the item.
 - vi. Use procedures to gain highest possible return on sold items.
 - vii. Record disposal status in the WorkForce Central inventory system.
 - viii. Notify the WorkForce Central fiscal department of the disposal of property.
- 7) **Records Retention:** Acquisition and disposal records must be retained for all purchases on the inventory list for a period of at least six (6) years after contract closeout.

CALCULATING DEPRECIATION

WorkForce Central is required to follow the WA State Office of Financial Management (OFM), section 30.50.10.a Capital Asset Class and Local Code Table Schedule A for capital assets in new condition. Estimating an items useful life is dependent on factual circumstances, replacement policies, or industry practices. WorkForce Central is responsible for establishing and utilizing appropriate useful life for assets acquired in less than new condition.

WorkForce Central will calculate depreciation using the straight-line method in the OFM State Administrative and Accounting Manual (SAAM) section 30.20.70.b. To calculate depreciation using the straight-line method:



$$\text{Annual Depreciation} = \frac{\text{Cost-Salvage Value}}{\text{Asset Useful Life}}$$

Salvage value is an estimate of the amount that will be realized at the end of the useful life of a depreciable asset.

RISK ASSESSMENT

As required in WA State Office of Financial Management (OFM) chapter 30.40.20, WorkForce Central's Property Management Team will conduct a risk assessment on assets purchased for WorkForce Central, its subrecipients and contractors that are at risk or vulnerable to loss. Operational risks include risks associated with data security on mobile or portable computing devices that store or have access to State data. See [OFM Small and Attractive Capital Asset Risk Assessment Guidelines](#) for more information.

COMPLIANCE MONITORING

WorkForce Central conducts ongoing and annual monitoring of its subrecipients and contractors' compliance with federal, state, and local property management and inventory policies. The following must be made available upon request by authorized federal, state, and local monitors or auditors:

- Purchases funded with grants issued through WorkForce Central
- Inventory records
- Evidence of minimum annual physical inventory reviews, and outcomes of the reviews.

REFERENCES

- Public Law 113-128- WIOA
- 2 CFR Part 200, Subparts D, E and F
- Federal Register Vol. 65, No. 124
- Generally Accepted Accounting Principles (GAAP)
- OFM State Administrative and Accounting Manual, Section 30
- WA State Office of Financial Management (OFM) Policy and Procedures
- ESD Policy 5407-Property Management and Inventory

APPROVED

Katie Condit, WorkForce Central CEO

Date

*WorkForce Central is an equal opportunity employer/program.
Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.*

Workforce Board Feedback

18
Responses

184:41
Average time to complete

Active
Status

1. Which of the following meeting formats do you prefer for our six board meetings in 2024?

● In person only	6
● Virtual only	0
● Hybrid every time	5
● 3 in person, 3 virtual	6
● Other	1



2. What days of the week work best for you to meet?

● Monday	3
● Tuesday	5
● Wednesday	10
● Thursday	16
● Friday	6



3. What times of day work best for you to meet?

● Morning	5
● Afternoon	16
● Evening	1
● Other	1



4. What topics would you like to see more of on the board meeting agendas in 2024?

12 Responses

Latest Responses

"Admittedly, I've been pretty preoccupied with a newborn, so I haven't fully r...
"Overview of WIOA and how it functions and other structures of WFC. This ...

3 respondents (25%) answered **Board** for this question.



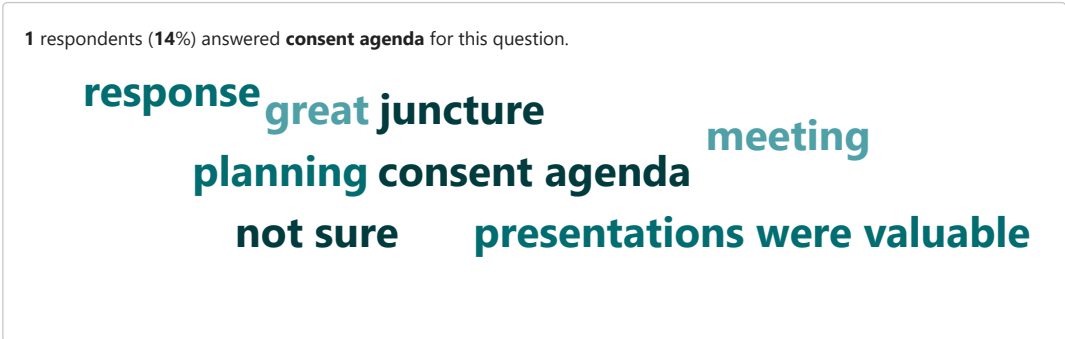
5. What topics would you like to see less of on the board meeting agendas in 2024

7 Responses

Latest Responses

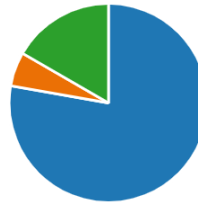
"none I can think of"

1 respondents (14%) answered **consent agenda** for this question.



6. Would you be willing to participate on the CEO performance review committee in 2024? Time commitment is minimal.

● Yes	14
● No	1
● Maybe	3
● Other	0



7. Is there anything else you would like staff to consider for board meetings in 2024?

8

Responses

Latest Responses

"not at this time"

"I think the current mix is good. I like hearing about the available resources ..."

2 respondents (25%) answered **staff** for this question.

planning meetings **execution of our mission** **available resources**
grants and partnerships **Thank you for your support**
steadfast support **WFC staff** **staff** **Vice Chair** **appropriate staff**
mix is good **support of the work** **CEO meetings with the Chair** **daily basis**
current mix **incredible execution** **board** **job seekers** **Monthly**