

Workforce Development Board Meeting

AGENDA

January 23, 2025 • 3:00 – 4:30
WorkSource Pierce, Pine Room

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|---|-------------|
| I. Welcome & Introductions – Irene Reyes & Board | 3:00 – 3:10 |
| II. Public Comment | 3:10 – 3:15 |
| III. Consent Agenda (VOTE) | 3:15 – 3:20 |
| a. November 2024 Meeting Minutes | |
| b. November 2024 Financial Report | |
| c. Policy Updates | |
| - WIOA Title I Individualized Training Accounts (ITA) policy | |
| - WIOA Title I Supportive Services policy | |
| IV. Conflict of Interest Policy and Disclosure – Katie Condit & Board | 3:20 – 3:25 |
| V. State of the Organization Snapshot – Katie Condit & Board | 3:25 – 3:45 |
| - Theory of Change & Priority Strategies | |
| - Budget & Major Funders | |
| - Staff Org Chart | |
| - Board Members & Position Description | |
| VI. Small Business Definition – Teresa Delicino, Josh Stovall & Board | 3:45 – 3:55 |
| VII. Wage Reimbursement Model – Christian Reed | 3:55 – 4:10 |
| VIII. Variable for Lower Retention of Women – Katie Condit & Rachael Pease | 4:10 – 4:30 |
| IX. Good of the Order – Irene Reyes | |

Attachments:

November 2024 Meeting Minutes
November 2024 Financial Report
WIOA Title I Individualized Training Accounts (ITA) policy
WIOA Title I Supportive Services policy
Conflict of Interest Policy and Disclosure Form
Board DRAFT Position Description



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

Workforce Development Board Meeting MINUTES

November 21, 2024 • 3:00 – 4:30

WorkSource Pierce, Pine Room

Present: Nathe Lawver, Deb Tuggle, Michael Hines, Deanna Keller, Lynn Strickland, Mandy Kipfer, Robin Baker, Jolita Perez, Misty Sullivan, Rachael Pease, Jenna Pollock, Lin Zhou, Taliesha Garrett, Irene Reyes, Norton Sweet

Staff: Katie Condit, Shellie Willis, Josh Stovall, Debbie Lean, Joanna Rasmussen, Teresa Delicino, Karen Downing, Steve Grimstad, Tan Tran

I. Welcome & Public Comment

Nathe Lawver called the meeting to order at 3:01pm

Introductions were made. New member Michael Hines was welcomed by all.

There were no public comments.

II. Consent Agenda (VOTE)

a) September Meeting Minutes

b) November 2024 Finance Report

Motion to approve the consent agenda as presented made by Michael Hines; seconded by Deanna Keller; Approved

III. 2025 Legislative Priorities- Korbett Mosesly & John Traugott

a) Economic Security for All (EcSA)

Katie introduced John Traugott, the Executive Director of the Washington Workforce Association (WWA), comprised of the 12 state workforce boards. John was invited to discuss the WWA's legislative agenda for the State of Washington in Olympia. The legislative session runs January through April, where all elected officials across the state come together and decide what we will do in Washington. The state signed a bill for Economic Security for All into law, which is about 15 to 20% of our funding as an organization. John shared that the meeting with Governor Inslee today was to appreciate his leadership in building economic security for all programs. John shared several critical priorities, focusing on maintaining and simplifying it and then increasing the funding to adjust for inflation. Discussion ensued.

b) Community Reinvestment Plan (CRP)

Katie introduced Korbett, who leads the community reinvestment plan effort for the State of Washington at the Department of Commerce. Korbett shared the high-level vision, the why, and the priority population—WFC received \$5 million to do this work. Korbett shared the Plan, which discusses the details of the program, is available on the Department of Commerce website. Korbett shared that of the \$200M, \$195M has been contracted. Katie shared that the Hill climb in Olympia is on February 5th and invited board members to join if available.



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IV. WorkForce Central Priority Outcomes-Josh Stovall & Board

Katie reminded the board that we reviewed our annual performance at the board meeting in September. At that time the board recommended we clarify and hone our outcomes of focus to the most important ones. We did some internal work with staff. Josh presented the strategic plan focus areas and the target numbers of each area:

PY23 (July 2023-June 2024)

#1 Training – 350 individuals completed training

#2 Paid work experience – 216 individuals enrolled in paid work (annual target 200)

#3 Employment – 451 Individuals employed at exit (annual target 450)

#4 Business Services – July-November (4months numbers):

Business Services –284 businesses served (annual target 400)

Business Services provided 453 (annual target 1200)

#5 Individuals served

Service connections – 8724 one stop center walk ins, job fairs, etc.

Rapid response – 732 individuals receiving rapid response support

Individuals enrolled – 1306 – unique enrollments in WFC funded services

A discussion ensued and Katie reminded the board members that their input on the priority focus areas is invaluable.

V. Business Solutions – Teresa Delicino

a) Industry Roundtables

b) Boeing Layoffs & Rapid Response

Boeing recently announced that 10,000 workers are projected to be laid off; roughly 2,200 received notice of layoff from December 20th to January 17th. WorkForce Central will conduct regular Rapid response orientation sessions for those impacted workers. They are also invited to join monthly layoff assistance sessions, which are basically the same information we make available for individuals so they can have a place to go in the next steps.

VI. Additional Board Business- Katie Condit & Board

a) Policy Approvals (*VOTE*) – Karen Downing

i) Reporting Incidents of Fraud Policy

ii) Conflict of Interest Policy

Motion to approve the policies as presented made by Deanna; seconded by Taliesha; Approved

b) State of Workforce Funding

Katie shared that WorkForce Central is directly tied to the Department of Labor, our primary funding source. After election day, several staff asked if we should be worried. The short answer is that we don't know. The more complex and nuanced answer is workforce development is a hard thing not to support. Katie shared with staff and wants to share with the board that she is not worried about the state of our organization. We are solid, and we have an incredible amount of local support. Four years ago, WorkForce Central was 98% federally funded; now, being strategically diversified, we are 45% federally funded. Katie stated that we feel confident as a staff, will pivot as needed, and want

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the board to feel confident as well. Discussion ensued, with board members sharing their perspectives on what concerns them.

c) Procurement Policy and Approach

Tabled due to time constraints

d) Board Terms and Slate

Katie asked everyone to review their board terms. The Executive Board will reapprove them. The WDB bylaws allow for six two-year terms for those who want to be with us for 12 full years.

Members will see which two-year term they are on and other trends. Katie asked board members to contact her if they had any questions.

VIII. Good of the Order

None

Adjourn: Meeting was adjourned at 4:32pm

WorkForce Central
Program Year 2024/Fiscal Year 2025
Budget vs. Actual through November 30, 2024

Budget Line Item	Final PY24 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Jobseeker Solutions:			
Direct Services and Contracts	\$ 11,675,500	\$ 3,862,356	\$ 7,813,144
Business Solutions:			
Industry Trainings and Stipends	85,000	71,000	14,000
Worker Training Fund	442,000	28,734	413,266
Employer Engagement Events	25,000	546	24,454
Pierce County Behavioral Health	850,000	-	850,000
Business Navigators	380,000	67,767	312,233
Small Business Grants	1,011,000	471,302	539,698
Regional Alignment:			
System and Internal Professional Development	120,000	91,254	28,746
Common Referral System	260,000	73,881	186,119
Pierce WorkSource One-Stop Center	340,000	113,317	226,683
Workforce System Connection Site	50,000	16,737	33,263
Community Engagement	170,000	16,130	153,870
Service Delivery via Technology	185,000	38,464	146,536
Communications and Outreach	239,000	27,447	211,553
Data and Research	35,000	11,628	23,372
WorkForce Central Staff	4,151,224	1,601,635	2,549,589
WorkForce Central Operational Expenses	562,000	176,971	385,029
Reserve	2,135,978	-	2,135,978 (1)
Total	\$ 22,716,702	\$ 6,669,168	\$ 16,047,534

Notes:

(1) - Reserve represents Workforce Innovation and Opportunity Act (WIOA) annual formula funding available for Program Year 2024 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 2025 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 2024.

WorkForce Central
Program Year 2024/Fiscal Year 2025
Direct Services and Contracts through November 30, 2024

Contract	Final PY24 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2023 WIOA Adult Annual Formula	95,000	143,227	(48,227)	-
PY2024 WIOA Adult Annual Formula	1,186,500	171,786	1,014,714	1,014,714
PY2023 WIOA Dislocated Worker Annual Formula	65,000	74,264	(9,264)	-
PY2024 WIOA Dislocated Worker Annual Formula	1,070,000	190,521	879,479	879,479
PY2023 WIOA Youth Annual Formula	102,000	119,559	(17,559)	-
PY2024 WIOA Youth Annual Formula	1,220,000	102,941	1,117,059	1,117,059
Economic Security for All	1,092,000	467,459	624,541	624,541
QUEST Disaster Recovery National Dislocated Worker Grant	300,000	269,397	30,603	-
Community Reinvestment Funds	4,535,000	1,880,454	2,654,546	2,654,546
Good Jobs Challenge - Construction	680,000	279,591	400,409	400,409
Good Jobs Challenge - Manufacturing	710,000	111,941	598,059	598,059
Pierce County Young Adult Internships	600,000	41,216	558,784	558,784
Port of Tacoma Training and Internship Pathways	20,000	10,000	10,000	10,000
Total	\$ 11,675,500	\$ 3,862,356	\$ 7,813,144	\$ 7,857,591



WIOA Title I Program Policies

Individual Training Account (ITA) Policy

POLICY #:	<i>P-WIOA-1002, Rev. 6</i>
EFFECTIVE:	TBD
SUPERSEDES:	<i>Individual Training Account (ITA) and Contracted Training Policy, #P-1002, Rev. 5, dated December 12, 2023</i>

PURPOSE:

This policy communicates eligibility and documentation requirements for WIOA Title I funded training paid through Individual Training Accounts (ITAs) and describes circumstances when WorkForce Central may contract directly for training services in lieu of an ITA.

This policy is revised to:

- Add work authorization requirements for the provision of WIOA Title I funded training services, in compliance with the Department of Labor’s Training and Education Guidance Letter (TEGL) 10-23.
- Non-substantial edits for clarity purposes.

BACKGROUND:

The provision of WIOA Title I funded training through Individual Training Accounts (ITAs) is defined in [20 CFR Subpart C – Individual Training Accounts](#).

Individuals enrolled in WIOA Title I Adult and Dislocated Worker programs, and out-of-school youth ages 16-24 who are enrolled in the WIOA Title I Youth (Young Adult) program may be eligible for WIOA Title I funded training paid via an ITA. An ITA is an agreement established on behalf of the WIOA Title I recipient and the training provider.

ITA payments may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments also may be made incrementally, for example, through payment of a portion of the costs at different points in the training course.



Under limited conditions, as provided in 680.320 of WIOA Section 134(d)(3)(G), WorkForce Central may contract directly with a training provider for a cohort of students rather than the individual student using an ITA. See [Contracted Training in lieu of ITAs](#) for further information.

POLICY:

WIOA Title I service providers must comply with the terms of this policy and with the ITA documentation requirements detailed in WorkForce Central's ETO Data Validation and Documentation Policy located on WorkForce Central's [Policy Library](#). Exceptions to this policy must first be approved by WorkForce Central in writing and documented in case notes recorded in the State's MIS, commonly referred to as "ETO".

ITA Eligibility

- A. Individual Eligibility:** Individual's enrolled in WIOA Title I Adult and Dislocated Worker programs, and out-of-school youth ages 16-24 who are enrolled in the WIOA Title I Youth (Young Adult) program may be eligible for WIOA Title I funded training through an ITA when the following criteria are met:
- Eligible to work in the U.S.:
 - i. As required in DOL's [TEGL 10-23](#), individuals enrolled in WIOA Title I programs must be eligible to work in the U.S. and must provide copies of applicable I-9/work authorization source documentation for visual confirmation to qualify for WIOA Title I funded training services.
 - ii. Training services requiring visual verification of work authorization documents include post-secondary education and training/occupational skills training and work-based training such as on-the-job training (OJT) and incumbent worker training (IWT). Therefore, WIOA Title I funds may not be used to provide these services until the WIOA Title I enrolled individual provides applicable I-9/work authorization documents for visual confirmation.
 - iii. WIOA Title I service providers are not required to upload I-9/work authorization documents to ETO for these services. Instead, WIOA Title I service providers must document their visual validation of the individual's authorization to work in the U.S. in case notes recorded in ETO.
 - An individual's assessment results indicate they:
 - i. Are unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone.



- ii. Are in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment, and
 - iii. Have the skills and qualifications to participate successfully in training services.
- Individual Employment Plan (IEP):
 - i. An individual employment plan (IEP) or individual service strategy (ISS) is created in collaboration with the WIOA Title I service provider and the WIOA Title I recipient that identifies the selected training program. The selected training program must align with the individual's documented career goals. The IEP or ISS must include the anticipated and actual start dates of training, training completion date, and credential earned.
- Non-WIOA assistance:
 - i. The WIOA Title I recipient is determined ineligible for, or there is an absence of grant assistance from other financial sources such as Pell Grants to pay the costs of training or is determined to be in need of additional assistance beyond available grant resources in order to complete their training goals.
- Training is in demand:
 - i. The selected training must be directly linked to an in-demand industry sector or occupation or sectors that have a high potential of substantial demand or growth in Pierce County or in another area in which the participant is willing to travel or relocate, or for occupations determined by WorkForce Central to be in economic sectors that have potential for sustained demand or growth in the local area. Evidence of the alignment with in-demand occupation/high potential for sustained demand or growth must be uploaded in the applicable training service touchpoint recorded in ETO.
 - ii. Registered apprenticeship programs are considered "in-demand" even if the labor market information may not list the occupation as being in-demand because registered apprenticeship programs, being tied to a specific employer, only enroll individuals when there is employer demand, which makes it possible to carry out the on-the-job aspect of instruction. ITAs may be used to pay the educational portion (i.e., related instruction component) of the registered apprenticeship.
- Eligible Training Provider List (ETPL)/Consumer Choice:
 - i. The selected training must be on the State's [Eligible Training Provider List \(ETPL\)](#).



- ii. Training services, whether under ITAs or under contract, must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Each local Workforce Development Board (WDB), through the one-stop center, must make available to customers the State's list of eligible training providers required in WIOA Section 122(d). The list includes a description of the programs through which the providers may offer the training services, and the performance and cost information about those providers described in WIOA Section 122(d).
- iii. Eligible training providers outside of Pierce County: An eligible WIOA Title I recipient may choose training providers and training programs outside of Pierce County if the selected training provider or program is listed on Washington State's ETPL, or another state's ETPL. When selecting an out-of-state training provider or program, there must be a [reciprocity agreement](#) between Washington State and the other state regarding eligible training provider eligibility. Washington State has reciprocity agreements with the following states:
 1. Idaho
 2. Illinois
 3. Missouri
 4. Montana
 5. Oregon
 6. Utah
- iv. Evidence of the training provider's listing on the ETPL must be uploaded to the applicable training service touchpoint recorded in ETO.
- Satisfactory progress in training:
 - i. Continued ITA funding is contingent on the availability of WIOA Title I funds and the student making satisfactory progress in school, except for good cause, as explained [below](#). Service providers must review the student's training progress and expenses quarterly or more frequently depending on the training institution's schedule. A student's training progress will be considered satisfactory upon earning:
 1. A grade point average that does not fall below 2.0 for two consecutive terms, or
 2. A grade point average sufficient to graduate from, or receive certification in the student's approved area of study, or
 3. Sufficient credit hours to finish the approved course of study within the timeframe established under the approved training program.



4. In the case of self-paced or ungraded learning programs, satisfactory progress means participating in classes and passing certification examinations within the timeframe established under the approved training program.
5. Washington State has established a grade of "C" or higher as having met the academic standard.
- ii. Good Cause: Good cause for failure to make satisfactory progress in training includes specific factors that would cause a reasonably prudent person in similar circumstances to fail to make satisfactory progress. Good cause includes, but is not limited to:
 1. Illness, injury, or disability of the student or a member of the student's immediate family.
 2. Severe weather conditions or natural disaster precluding safe travel.
 3. Destruction of the student's records due to a natural disaster or other catastrophe not caused by the student.
 4. Acting on advice received from an authority such as the training provider, instructor, or career advisor.
 5. Training is delayed or cancelled.
 6. Accepting stop-gap employment with hours or other work conditions that conflict with the training.
 7. Accepting goal-related employment prior to completion of training.

WIOA Title I service providers must document student's progress on the ISS or IEP uploaded in ETO or recorded in case notes in ETO. Service providers must also upload and document in case notes applicable measurable skill gains (MSG) and outcomes of training, including credential earned and all other ETO documentation requirements prescribed in WorkForce Central's ETO Data Validation and Documentation Policy located on WorkForce Central's [Policy Library](#).

Documentation for the above ITA eligibility criteria must be uploaded into the applicable training service recorded in the WIOA Title I recipient's ETO record in accordance with WorkForce Central's ETO Data Validation and Documentation Policy Handbook located on WorkForce Central's [Policy Library](#).

- B. Trainer/Training Program Eligibility:** Trainers and training programs must meet specific eligibility criteria to receive WIOA Title I and other federal and state dollars. Qualified trainers/training programs are posted on Washington State's [Eligible Training Provider List \(ETPL\)](#). In addition, ESD's Policy 5611 – *Governor's Procedure for Determining Training*



Program Eligibility (current and future revisions) and accompanying [Workforce Innovation and Opportunity Act Title I-B Washington's Eligible Training Provider List Evaluation](#) set forth Washington State's policy and procedures for determining the eligibility of training providers and their programs to receive WIOA Title I funded ITAs. WorkForce Central's role in determining training provider inclusion on the ETPL for local training providers who do not qualify for initial eligibility to the ETPL is detailed in WorkForce Central's "Determining Training Provider Eligibility for the Eligible Training Provider List (ETPL)" policy posted on WorkForce Central's [Policy Library](#).

Qualified WIOA Title I recipients must select a training provider or training program from the State's ETPL. See [Consumer Choice](#) for details.

ITA Required Outcomes

WIOA Title I funded ITAs pay for training programs that are defined as one or more courses or classes, or a structured regiment that leads to one of the following training outcomes:

- An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or the federal government.
- An associate or baccalaureate degree.
- A secondary school diploma or its equivalent.
- Employment.
- Measurable skill gain towards a credential.

Courses of study that do not lead to any of the above outcomes are not appropriate for WIOA Title I funded ITAs.

Allowable ITA Expenses

ITA funding can only include the cost of training services such as, but not limited to:

- Instructor salaries and benefits
- Classroom space
- Instructional materials
- Tuition
- Books
- Academic fees
- School supplies
- Computer and lab fees



- 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 training services that are listed on a school syllabus or other official school documentation.

Unauthorized ITA Expenses

ITAs are not authorized for the following:

- Skill-building services that do not rise to the level of occupational skills training, including individualized services such as workforce preparation activities or short-term prevocational service.
 - Individualized services may include literacy, internships, work experiences, and other activities that are intended to prepare individuals for work but do not provide formal occupational skills training and do not lead to a credential.
 - Short-term prevocational training may include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, or other non-occupational specific topics that are intended to prepare individuals for unsubsidized employment or training.
- Full bachelor's degree programs. WIOA Title I funded ITAs may pay for a portion of an individual's bachelor's degree program but may not fund the full cost of a bachelor's degree program.
- Master/graduate degree programs. WIOA Title I funded ITAs are not authorized for admission to or attendance in a master or graduate degree program.
- Training programs that do not lead to:
 - Industry recognized certificates or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or the federal government, an associate or baccalaureate degree,
 - A secondary school diploma or its equivalent,
 - Employment, or
 - Measurable skill gains toward a credential.
- More than one training program, if the completion of one training program qualifies the individual for employment and meets their self-sufficiency needs.
- Training programs unrelated to the individual's career goals identified in the comprehensive assessment/objective assessment and documented on their individual employment plan or individual service strategy.



Coordination with other Financial Assistance

WIOA Title I funds are intended to provide training services in instances when there is no federal grant assistance (or insufficient assistance) from other sources such as Federal Application for Federal Student Aid (FAFSA, Pell Grant), Temporary Assistance for Needy Families (TANF), Basic Food Employment and Training (BFET), Title IV programs, and state-funded grants to pay for the training costs. WIOA Title I service providers must coordinate to the extent possible with other sources of federal and state training grants such as these, excluding loans, to pay for training costs so that WIOA Title I funds are used to supplement and not supplant other sources.

WIOA Title I recipients may enroll into a WIOA Title I funded training program while their application for a Pell Grant is pending if the WIOA Title I service provider made arrangements with both the training provider and the student regarding allocation of the Pell Grant, if it subsequently awarded. In this situation, the training provider must reimburse the WIOA Title I service provider the WIOA Title I funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charged to attend training. Reimbursement is not required for the portion of the Pell Grant assistance disbursed directly to the student for education related expenses.

Excluded from “other financial assistance”: The following financial resources are excluded when considering other financial assistance available to the WIOA Title I recipient:

- The use of WIOA Title I funds to pay down a loan of an otherwise eligible individual is prohibited, however, the mere existence of a federal loan, regardless of the status, must not impact WIOA Title I training eligibility determinations.
- Department of Veteran Affairs education and training benefit services. Veterans and eligible spouses are not required to first use any available benefit entitlements associated with their military service before being considered eligible for WIOA Title I funded training. WIOA Title I service providers are not required to consider the availability of those funds.

WIOA Title I service providers must document the availability or absence of other grant resources, excluding loans and Department of Veterans Affairs training benefits, in case notes in the applicable training service touchpoint in ETO.

ITA Funding Limit

WorkForce Central does not limit the funding amount of WIOA Title I ITAs. WIOA Title I service providers have discretion to award ITAs in accordance with their internal policies, budget limitations, and this policy. Service providers must ensure equitable treatment in the provision of ITAs.



ITA Modifications

An ITA may be modified to ensure the student attains their educational goals and subsequent employment. In some circumstances, such as when a training program is removed from the ETPL, or when extraordinary program expenses develop, the student and service provider must agree on whether to complete training with the existing training provider, seek a similar training elsewhere, or discontinue training.

When a training program is removed from the ETPL, students may complete their training in that program. However, an ITA should not be modified or extended for a training program that is no longer on the ETPL.

WIOA Title I service providers must use discretion in determining the number of authorized ITA modifications. ITA modifications must be documented in case notes in the applicable training service touchpoint recorded in ETO.

ITA Obligations

Purchase orders may be written to obligate ITA funds. The obligation documents an agreement between the WIOA Title I recipient, the WIOA Title I service provider and the training provider. De-obligations must be tracked if students receive additional resources and/or discontinue training prior to completion.

Recovery of Tuition Funds

In the event a student discontinues training, the service provider must document attempts to recover the WIOA Title I training funds provided to the training provider. Service providers must document the following:

- The training provider's refund policy for early withdrawal from training, including when a refund will no longer be honored.
- A request of the training provider to notify the service provider if the student discontinues training.
- The percentage of the advance payment to be returned.
- Turnaround timeframe for the refund.

Efforts and outcomes to recover WIOA Title I training funds must be documented in case notes recorded in the applicable training service touchpoint in ETO.

ITA Documentation Requirements



WIOA Title I service providers must document and record the provision of an ITA or contracted training in accordance with this policy and procedures outlined in WorkForce Central's ETO Data Validation & Documentation Policy Handbook located on WorkForce Central's [Policy Library](#).

Contract Training in lieu of ITAs

As provided in 680.320 and WIOA Section 134(d)(3)(G), WorkForce Central may contract directly with a training provider rather than ITAs funded through the WIOA Title I service provider. Contracts may be used in the following circumstances:

- [Consumer choice](#) requirements of 680.340 are met.
- On-the-job training (OJT)
- Customize training
- Incumbent worker training (IWT)
- Transitional Jobs
- When WorkForce Central determines there is an insufficient number of eligible training providers in the local area for ITAs. The determination process must include a public comment period for interested training providers of at least 30 days and be described in the Local Plan. The Local Plan must describe the process used in selecting the training providers under a contract for service.
- When WorkForce Central determines there is a training program of demonstrated effectiveness offered in the area by a community based or private organization who serves underrepresented populations including individuals experiencing systemic [barriers to employment](#). WorkForce Central must develop criteria for determining demonstrated effectiveness of the training program, particular as it applies to the individuals to be served. The criteria may include:
 - The organization's financial stability.
 - Demonstrated performance in the delivery of services to individuals experiencing systemic barriers to employment through such means as program completion rate, attainment of the skills, certificates, or degrees the program is designed to provide, placement after training into unsubsidized employment, and employment retention.
 - How the specific program relates to the workforce investment needs identified in the Local Plan.
- When WorkForce Central determines it would be most appropriate to contract with an institution of higher education [see WIOA Section 3(28)] or other training provider to facilitate training of multiple students in in-demand industry sectors or occupations, provided the contract does not limit consumer choice.



WorkForce Central may directly provide training services in limited circumstances and when authorized by the Governor.

REFERENCES:

- WIOA Sec. 129(c)(2)(D) and Sec. 134(c)(G)
- 20 CFR 680.230; .300; .310(d); .320; and .330
- 20 CFR 681.550
- TEGL 10-23
- TEN 19-22
- WAC Chapter 192-270
- ESD Policy 5601 (current and future revisions)
- ESD Policy 5611 (current and future revisions)
- [Directive of the Governor 21-24 – Designation of additional WIOA focus populations](#)

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



WIOA Title I Program Policies

Supportive Services Policy

POLICY #: P-WIOA-1003, Rev. 9

EFFECTIVE: TBD

SUPERSEDES: Supportive Services Policy, Rev. 8, dated May 3, 2023

PURPOSE:

This policy communicates the allowability and documentation requirements for WIOA Title I funded supportive services.

This policy was revised to:

- Add work authorization requirements for the provision of certain WIOA Title I funded supportive services, in compliance with the Department of Labor's Training and Education Guidance Letter (TEGL) 10-23.
- In compliance with ESD Policy 5602, Rev. 5, updated the requirements for the purchase of food for WIOA Title I Youth (Young Adults) only.
- Other non-substantial edits for clarity purposes.

At this time, WorkForce Central is not authorizing the provision of WIOA Title I funded incentives for individuals enrolled in the WIOA Title I Adult and Dislocated Worker programs, or the provision of Needs-Related Payments (NRPs).

BACKGROUND:

WIOA Title I authorizes the purchase of certain services that are necessary to enable WIOA Title I enrolled individuals to participate in WIOA Title I activities. Supportive service guidelines for eligible WIOA Title I Adults and Dislocated Workers are defined in WIOA Section 3(59), 134(d)(2) and (3), and for WIOA Title I eligible Youth (Young Adults) in WIOA Section 129(c)(2)(G). Additional supportive service guidance is provided in 20 CFR 680.900 and TEGL 19-16 for WIOA Title I Adults and Dislocated Workers, and 20 CFR 681.570, 681.580, and TEGL 21-16 for WIOA Title I Youth (Young Adults). The Washington State Employment Security Department (ESD) Policy 5602 (current and future revisions) provides additional supportive service guidance and local supportive service policy requirements. Department of Labor's (DOL) TEGL 10-23 provides guidance for work authorization requirements for specific WIOA Title I supportive services.



POLICY:

In compliance with DOL and ESD, this policy addresses:

- WIOA Title I supportive service eligibility requirements.
- WorkForce Central's supportive service referral process that ensures coordination with other community resources.
- Allowable and unallowable WIOA Title I funded supportive services.
- Maximum funding limit and duration for receiving supportive services.
- Documentation requirements for the provision of WIOA Title I funded supportive services.

WIOA Title I Supportive Services Eligibility Requirements

WIOA Title I supportive services are not an entitlement. The provision of supportive services is determined by the unique circumstances of each WIOA Title I enrolled individual and the WIOA Title I service provider's supportive services budget. Supportive services are provided only when necessary to enable the individual to participate in career or training services and/or retain unsubsidized employment that may be at risk due to interruptions to key supports and, in most situations, when no other assistance is available in the individual's community.

As required in DOL's [TEGL 10-23](#), individuals enrolled in WIOA Title I programs must be eligible to work in the U.S. and must provide copies of applicable I-9/work authorization source documentation for visual confirmation to qualify for certain WIOA Title I supportive services.

Supportive services requiring work authorization visual verification include services that represent a direct financial benefit, such as a voucher or reimbursement for transportation and childcare, relocation expenses, or needs-related payments. Therefore, WIOA Title I funds may not be used to provide these types of services until the WIOA Title I enrolled individual provides applicable I-9 or work authorization for visual confirmation.

WIOA Title I service providers are not required to upload I-9/work authorization documents to the State's MIS, commonly referred to as "ETO" for these services. Instead, WIOA Title I service providers must document their visual validation of the individual's authorization to work in the U.S. in case notes recorded in ETO.

Referrals to other Community Resources

WIOA Title I service providers must be familiar with support systems in the community and first coordinate with these organizations when applicable supportive services are requested. Service providers must refer WIOA Title I enrolled individuals to community resources via the Common Referral System (CRS) powered by United Way 2-1-1.



Exemption to the required referral process: Service providers are exempt from first coordinating access to supportive services through community resources if the supportive service is of an immediate nature and the pursuit of non-WIOA funding for the supportive service will impose undue hardship on the individual or negatively impact their ability to participate in WIOA Title I program activities, or it is known that the requested supportive service is not available from other resources in the community.

Referrals and outcome of the referrals to other community resources including 2-1-1, or the reason for the exemption to this requirement must be documented in case notes recorded in the Supportive Service touchpoint in ETO.

Allowable Supportive Services

WIOA Title I supportive services are allowed for WIOA Title I enrolled individual expenses only. Supportive services should not fund expenses for family members or others who may be sharing the same resource. However, circumstances may arise when paying only the WIOA Title I enrolled individual's portion of an expense is challenging or burdensome, or if doing so will not prevent eviction, utilities or phones being shut off, or creates some other barrier for the individual to participate in the WIOA Title I program. WIOA Title I service providers should first attempt to pay only the WIOA Title I enrolled individual's portion of the supportive service expense but does have WorkForce Central's authorization to pay the entire expense if doing so is necessary for the WIOA Title I enrolled individual to successfully complete their training and employment goals, and justification for doing so is documented in case notes.

The following is a list of allowable WIOA Title I funded supportive services available to eligible WIOA Title I enrolled individuals during WIOA Title I program participation and during follow-up. This list is not intended to be an exhaustive or exclusive list of allowable services.

- Incentives for WIOA Title I Youth (Young Adults) only. See "[Incentives for WIOA Title I Youth \(Young Adults\)](#)", below.
- Transportation expenses such as:
 - Bus tickets, bus passes
 - Gas
 - Driver license expenses (e.g., driver's education courses, acquiring or renewing a driver license)
 - Vehicle insurance expenses:
 - Vehicle must be in the WIOA Title I enrolled individual's name.
 - Valid driver's license is required.
 - Auto repairs:
 - Vehicle must be in the WIOA Title I enrolled individual's name.



- Valid driver's license and valid insurance with the WIOA Title I enrolled individual covered is required.
- Childcare
- Housing assistance which may include:
 - Move-in costs, such as first and last month's rent and non-refundable deposits.
 - Rental assistance.
 - Utilities (e.g., electricity, water, sewer, garbage, gas, internet)
 - Itemized utility bill is required.
- Cell phones
 - Itemized cell phone bill is required.
- Employment related services such as but not limited to:
 - Hygiene products
 - Haircuts
 - Tools required for employment not otherwise provided by the employer
 - Licenses or permits necessary for employment
 - Payments and fees for employment applications, tests, and certifications
 - Professional memberships
- Food (meals, groceries) for WIOA Title I Youth (Young Adults) only:
 - The provision of food as a WIOA Title I funded supportive service is not an entitlement and is only available to WIOA Title I enrolled young adults on a limited and reasonable basis if necessary to enable them to participate in allowable WIOA Title I youth program activities and reach their employment and training goals.
 - The maximum amount allowable and frequency of the purchase of food is dependent on the needs of each young adult and will be at the discretion of the WIOA Title I service provider.
 - In compliance with ESD Policy 5602, Rev. 5, and when applicable, WIOA Title I service providers must first coordinate the purchase of food with other community, state or federal services that provide food assistance and document these efforts. This includes pursuing food assistance available through the Supplemental Nutrition Program (SNAP) and through local food banks and at-risk youth organizations.
 - If WIOA Title I funds are used to purchase food, DOL requires the following be recorded in case notes:
 - Unsuccessful efforts to first secure food through federal, state, and community food assistance programs, and
 - The immediate need for WIOA Title I funds to be used to purchase food for the youth to enable effective participation in youth program activities.
 - The purchase of food is not allowed for:



- Family members, relatives, children, roommates, anyone other than the participant.
 - Alcohol
 - Pet food
 - Non-food items
- WIOA Title I service providers are encouraged to collaborate with the young adult in the development of a plan that identifies strategies for addressing the young adult's food inadequacies. The plan may include identifying community resources, financial planning/budgeting, meal planning, etc.
- Purchased food should accommodate the young adult's immediate food storage and cooking capabilities such as access to a freezer, refrigerator, dry storage, oven, microwave, or other adequate food storage and meal preparation facilities. Takeout orders may be an option if the young adult lacks adequate storage or cooking facilities.
- Medical and prescription services including eyewear.
- Reasonable accommodations for individuals with disabilities.
- Expenses for out-of-state job search that are not covered by the prospective employer.
- Expenses for relocation to a new job that are not covered by the new employer.
- Training related expenses that are not available for purchase via a WIOA Title I individual training account (ITA), Pell grant, or other financial aid programs. Purchases of the following via WIOA Title I supportive services must be documented in case notes:
 - Tuition- (authorized for WIOA Title I in-school youth (ISY) only).
 - Tools required for a specific course
 - School admission and testing fees
 - Computer and lab fees
 - Books and supplies
 - Uniforms
- Gift cards for the purpose of purchasing allowable supportive services.
- Other resources that are necessary for the participant to achieve their training and employment goals.

Exceptions to the list above, where permissible, must first be approved by WorkForce Central in writing. WorkForce Central authorization must be documented in case notes recorded in ETO.

Disallowed Supportive Services

WIOA Title I supportive service funds are prohibited for the following items. All costs will be considered disallowed and WIOA Title I funds utilized to purchase the items must be returned to the applicable WIOA Title I grant. If the provision of the supportive service is deemed a disallowed



cost, the individual's supportive service log and ETO record must be updated to reflect this outcome.

- Supportive services purchased prior to the individual's enrollment into a WIOA Title I program.
- 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, parking tickets, etc.)
- Interest payments
- Entertainment, including tips
- Contributions or donations
- Refundable deposits
- Alcohol, tobacco, or marijuana products
- Food (meals, groceries) for individuals enrolled in the WIOA Title I Adult and Dislocated Worker programs.
- Pet food
- Items and/or services for anyone other than the WIOA Title I enrolled individual
- 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, tuition, 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.

Note: Individuals receiving training services through WorkForce Central's Employee Training Grant (i.e., incumbent worker training) are not considered "participants" for DOL reporting purposes and therefore are not eligible for WIOA Title I supportive services unless they are also enrolled in one of the WIOA Title I programs.

Exceptions to the list above, where permissible, must first be approved by WorkForce Central in writing. WorkForce Central authorization must be documented in case notes.

Incentives for WIOA Title I Youth (Young Adults)

The provision of WIOA Title I funded incentives for WIOA Title I Youth (Young Adults) is described in 20 CFR 681.640, TEGL 21-16, and ESD Policy 5621 (current and future revisions). The provision of incentives must comply with the requirements of 2 CFR 200.

WIOA Title I funded incentives are permitted for recognition and achievement of milestones in, and attainment of, employment or employment retention resulting from participation in one or more of the following youth services:



- Tutoring, study skills training, instruction, and dropout prevention
- Alternative secondary school services or dropout recovery services
- Paid and unpaid work experience
- Occupational skills training
- Education offered concurrently with workforce preparation and training for a specific occupation
- Financial literacy education
- Entrepreneurial skills training
- Post-secondary preparation and transition activities
- Financial literacy in follow up (Youth Only)
- Post-secondary preparation and transition activities in follow-up (Youth Only)

Incentives may also be provided to young adults engaged in youth program elements funded by Title I statewide activities (Governor's reserve) funds.

Federal funds may not be spent on entertainment costs. Therefore, incentives may not include entertainment such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

Funding Limits and Duration of Supportive Services

WorkForce Central does not limit the funding amount or duration of supportive services (or incentives for young adults) to eligible WIOA Title I enrolled individuals. WIOA Title I service providers have discretion to deliver supportive services (and incentives for young adults) in accordance with their internal policies, budget limitations, and this policy. Service providers must ensure equitable treatment in the provision of support services and incentives.

The allowance for and limits on incentives for young adults in projects funded by WIOA Title I statewide activities discretionary funds will be outline in the State's contracts special terms and conditions.

Supportive Service Documentation and ETO Requirements

WIOA Title I service providers must adhere to supportive service and incentive documentation and ETO data entry requirements outlined in WorkForce Central's ETO Data Validation and Documentation Policy Handbook located on WorkForce Central's [Policy Library](#).

REFERENCES:

- WIOA Sections 3(59); 134(d)(2) and (3); 129(c)(2)(G)
- 20 CFR 680.330; .900; .910; .920
- 20 CFR 681.570 and .580



- TEGL 19-16
- TEGL 21-16
- TEGL 10-23
- ESD Policy 1020 (current and future revisions)
- ESD Policy 5602 (current and future revisions)
- ESD Policy 5621 (current and future revisions)

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



Conflict of Interest Policy

Policy Number: 3006, Rev. 3

Release Date: May 3, 2023

Supersedes: Code of Conduct and Conflict of Interest Policy # 3006, Rev. 2, released August 31, 2022

PURPOSE

The Pierce County Workforce Development Board (WDB), Executive Council, and WorkForce Central are committed to maintaining the highest of standards of ethical conduct and to guard against problems arising from real, perceived, or potential conflict of interest. All partners at all levels of participation in the WorkSource System are expected to apply this policy to ensure system integrity and effective oversight of the WorkSource System.

Standards of conduct covering conflicts of interest governing the performance of WorkForce Central employees may be found in WorkForce Central's Personnel Rules and Regulations.

This policy was revised to update the prohibition of soliciting and acceptance of gratuities to align with ESD Policy 5405 Rev. 2.

POLICY

1. Conflict of Interest Policy Requirement

Grantees, subrecipients, and contractors funded under WIOA Title I must implement conflict of interest policies and procedures as stipulated in WIOA law and regulations, Office of Management and Budget (OMB) Circulars, state regulations, and state WIOA Title I policies. A conflict of interest policy is required to ensure that individuals or representatives of organizations entrusted with public funds will not improperly benefit from the award, administration, or expenditure of such funds.

Membership on the Pierce County WDB, Executive Council and WDB committees and being a recipient of WIOA Title I or other federal funds to provide training or other services, is not itself a violation of conflict of interest.

2. Ethical Principles

It is the Pierce County WDB's and Executive Council's policy to be knowledgeable of and comply with applicable laws and regulations of the United States and the State of Washington in a manner that will reflect a high standard of ethics. Compliance does not comprise one's entire ethical responsibility; rather it is a minimum, and an essential condition for adherence to mission and duties.

It is the Pierce County WDB's policy that its members, and the Executive Council, be knowledgeable of emerging issues and professional standards in the field and conduct themselves with professional competence, fairness, efficiency, and effectiveness.

3. Areas of Concern

The Pierce County WDB recognizes that by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. Areas of concern are those actions or lack of actions which may lead to conflict of interest, or the appearance of conflict of interest, or to a perception of unfairness related to Pierce County WDB and Executive Council business outside council and committee meetings. Specific areas which may pose problems include but are not limited to untimely comments made in public or information sharing, and lack of disclosure of associations. Therefore, it is essential for the Pierce County WDB members to err on the side of caution when potential, perceived, or real conflicts of interest occur.

4. Information Sharing

Pierce County WDB, Executive Council, and WDB committee members are encouraged to share information with the community about Pierce County WDB activities. To the extent possible, access to information regarding competitive procurement of services should be available at the same time and under the same circumstances to all parties. Additional information to be shared with the community includes the strategic plans, requests for proposals, meeting notices and minutes, and policies.

Pierce County WDB, Executive Council, and WDB committee members shall not use for their personal gain, for the gain of others, or for other than officially designated purposes, any information obtained as a result of their committee, council, or working relationships with the Pierce County WDB where that information is not available to the public at large or divulge such information in advance of the time decided by the Pierce County WDB for its release.

5. Disclosure of Associations

Pierce County WDB, Executive Council, and WDB committee members have professional and personal associations throughout the community. Such associations have been and will continue to be of significant benefit to the Pierce County WDB.

Prior to public discussions regarding the release of a Request for Proposals (RFP), or any matter regarding the provision of WIOA Title I or federally funded services, a Pierce County WDB, Executive Council, or WDB committee member must first disclose any real, implied, apparent, or potential direct or indirect conflicts of interest before engaging in the discussion. Indirect conflicts of interest may include but are not limited to entering into a contract with a member's business or business owned by member's family.

A Pierce County WDB member, Executive Council member, or WDB committee member shall abstain from voting and making decisions involving the selection or award of a subrecipient or contractor for which they may directly or indirectly benefit. This includes serving on a competitive procurement evaluation committee for which they, their business, or their family members may directly or indirectly benefit.

Minutes of the WDB, Executive Council, and WDB committee meetings will reflect the member's disclosure and abstention.

The WorkForce Central Chief Executive Officer (CEO) will report occasions when WorkForce Central enters into a contract on behalf of the Pierce County WDB through a non-competitive procurement (i.e., micro and small purchase procurement where WDB vote is not required) with a Pierce County WDB member, Executive Council member, or WDB committee member, their

business, or their family member who directly or indirectly benefits from the contract. This statement will be captured in meeting minutes.

6. Solicitation and Gratuities

Pierce County WDB, Executive Council, committee members, and WorkForce Central staff are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value (\$50 or more) from awardees, potential awardees, or other parties to agreements if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgement of the LWDB officer, employee, or agent, or be considered as a reward for action or inaction.

Applicants and awardees of grants are discouraged from giving Pierce County WDB, Executive Council, committee members, and WorkForce Central staff unsolicited gifts, even if they are of nominal value (\$50 or less).

7. Conflict of Interest Disclosure Form

Pierce County WDB, Executive Council and WDB committee members will receive a copy of this policy and a [Conflict of Interest \(COI\) Disclosure Form](#) during their new member orientation and on an annual basis. By signing the COI Disclosure Form, members acknowledge their understanding of this policy and disclose the existence of any financial or competing interests that may rise to an actual or potential conflict of interest.

If at any time following the submission of the COI Disclosure Form, the member becomes aware of any actual or potential conflicts of interest, or if the information provided on the COI Disclosure Form becomes inaccurate or incomplete, they shall promptly notify the Pierce County WDB Chair and WorkForce Central CEO in writing.

8. COI Requirement for Organizations That Perform More Than One WIOA Related Function

Any organization that has been selected or otherwise designated to perform more than one function related to WIOA Title I must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office of Management and Budget circulars, and this Conflict of Interest Policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions. The plan must be agreed to by both the Pierce County WDB and the Executive Council.

9. One Stop Operators

One Stop Operators must disclose any potential conflicts of interest arising from relationships with training providers and other service providers through the WorkSource Pierce One-Stop Operator Conflict of Interest Agreement.

10. Disciplinary Actions

Disciplinary actions may be taken up to and including termination of Pierce County WDB and Executive Council membership for violation of this policy. The Pierce County WDB may evaluate violations of these provisions on a case-by-case basis and recommend to the Executive Council, if and what penalties, sanctions or other disciplinary action are appropriate.

REFERENCES

- Public Law 113-128 Section 107(h)
- Public Law 113-128 Section 121(d) (4)
- 20 CFR 679.430
- 20 CFR 683.200(c)(5)
- 29 CFR 97.36(3)
- 2 CFR 200.318(c)(1) and (2)
- RCW 42.20.070
- RCW 42.20.080
- RCW 42.52.160
- ESD WIOA Policy #5405, Rev. 2

ATTACHMENT

[Conflict of Interest Disclosure Form](#)

APPROVED



[Katie Condit \(May 4, 2023 10:58 PDT\)](#)

May 4, 2023

Katie Condit, WorkForce Central CEO

Date

EQUAL OPPORTUNITY - EQUAL ACCESS

WorkForce Central is an equal opportunity employer/program.

Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.



Conflict of Interest Disclosure Form

I have read the WorkForce Central Conflict of Interest Policy. I agree to fully comply with its terms and conditions during my service as a Pierce County Workforce Development Board (WDB), Executive Council, or WDB committee member.

Please disclose the existence and nature of any financial or competing interest that may give rise to an actual or potential conflict of interest, including positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided above becomes inaccurate or incomplete, I will promptly notify the Pierce County WDB Chair and WorkForce Central CEO in writing.

Member Signature: _____

Member Printed Name: _____

Date: _____



PIERCE COUNTY WORKFORCE DEVELOPMENT BOARD

Member Job Description and Expectations

WorkForce Central stewards the Pierce County Workforce Development System. We bridge the gap between job seekers, employers, and community organizations to build a robust workforce and ensure economic vitality across the region. The below summarizes the responsibilities of a Pierce County Local Workforce Development Board member as a leader on the governing board for WorkForce Central:

- Support in the design and oversight of the implementation of workforce development strategies and activities for WorkForce Central.
- Use lived experience and professional expertise to provide guidance to the WorkForce Central CEO and staff on current and upcoming opportunities to serve jobseekers, businesses, and partner organizations.
- Act as a public representative and community advocate for WorkForce Central, speaking about the value of the organization in appropriate networks as opportunities arise.
- Maintain unwavering commitment to equity in prioritizing services and supports to businesses and job seekers who have faced individual and systemic barriers to opportunity and access, including but not limited to communities of color, veterans and military families, people with disabilities, rural communities, justice-impacted individuals, opportunity youth, and people who are asset limited, income constrained or unhoused.
- Support staff to disseminate workforce research and regional labor market data when appropriate.
- Advise WorkForce Central on convening, brokering and leveraging partnership opportunities, resources, and assets.
- Review and approve necessary organizational policies and procedures related to internal operations and workforce services.
- Advise organizational efforts to identify and promote proven and promising practices in workforce development.
- Advise and govern staff to oversee performance accountability and outcomes to ensure we're driving towards meaningful impact for workers and businesses.
- Support the design and approval of organizational budget and financial reporting.
- Advise in the selection of one-stop system operators and workforce service providers when WorkForce Central is procuring to contract out these services to other organizations.
- Support staff to identify quality training providers in the priority industries for your region.
- Develop and oversee the Workforce Innovation and Opportunity Act (WIOA) budget and ensure full compliance with the administration of the Act.

Workforce Development Board Member Expectations

- Educate yourself on WorkForce Central priorities and services.
- Take advantage of other opportunities outside of board 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 strategic direction of the organization.
- Declare and avoid conflicts of interest. If a situation arises, be proactive 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 board member, play in advocating for workforce policies and investments within the business community and among the many public and private stakeholder groups in the Pierce County community.
- Encourage and support courageous discussions and communication by bringing important external views and information to the board and, in turn, communicate board and organizational policies and positions to key external constituencies.
- Enthusiastically educate local, state and national stakeholders about the many strategies WorkForce Central develops, deploys and sustains to prepare a world class workforce that local employers can access to grow and maintain their thriving businesses.

Acknowledgement of Member Expectations:

By signing below, I acknowledge that I have received and reviewed the Pierce County Workforce Development board member job description and expectations. I further acknowledge that I can fulfill the responsibilities and expectations and accept the appointment for membership on the Workforce Development Board.

Member Signature & Date: _____

Member Name Printed and Title: _____

Place of Work: _____

Address: _____

Phone: _____

Email: _____

Please return to:

Debbie Lean, WorkForce Central, 3640 South Cedar St., Suite E, Tacoma WA 98409

Email: dlean@workforce-central.org