



*Bridging the gap between job seekers, employers, and community organizations*

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**Workforce Development Board Meeting**  
**AGENDA**

March 20, 2025 • 3:00 – 4:30  
WorkSource Pierce, Pine Room

<b>I. Welcome &amp; Board Member Introductions</b> – Dave Shaw & Board	3:00 – 3:10
<b>II. Public Comment-</b> Dave Shaw	3:10 – 3:15
<b>III. Consent Agenda (VOTE)-</b> Dave Shaw & Board	3:15 – 3:20
a. January 2025 Meeting Minutes	
b. February 2025 Financial Report	
<b>IV. Board Member Position Description-</b> Katie Condit and Board	3:20 – 3:30
<b>V. Women in the Workforce</b> – Katie Condit, Rachael Pease & Board	3:30 – 4:00
<b>VI. Employment Security Department</b> – Albert Garza	4:00 – 4:15
<b>VII. WorkSource Center Certification</b> – Shellie Willis	4:15 – 4:25
<b>VIII. Good of the Order</b> – Dave Shaw	4:25 – 4:30

Attachments:

January 2025 Meeting Minutes  
February 2025 Financial Report  
Board Member Position Description





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## **Workforce Development Board Meeting MINUTES**

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

Irene Reyes, Blaine Wolfe, Lin Zhou, Umi Wagoner, Michael Hines, Jenna Pollack, Deanna Keller, Lynn Stickland, Rachael Pease, Misty Sullivan, Dona Ponepinto, Dave Shaw, Deb Tuggle, Norton Sweet

Staff: Katie Condit, Josh Stovall, Teresa Delicino, Christian Reed, Shellie Willis, Karen Downing, Tamar Jackson, Steve Grimstad

### **I. Welcome & Introductions – Irene Reyes & Board**

Irene called the meeting to order at 3:03pm. Introductions were made. New members Umi Wagoner and Michael Hines were welcomed by all.

### **II. Public Comment**

There were no public comments.

### **III. Consent Agenda (VOTE)**

- 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

Motion to approve the consent agenda as presented by David Shaw; seconded by Lin Zhou; Approved

### **IV. Conflict of Interest Policy and Disclosure – Katie Condit & Board**

Katie reminded the board members that they need to sign conflict of interest disclosure forms every year and asked attending members to complete and execute the same. Debbie will send the disclosure form to members attending virtually and those unable to meet today. Katie also stated there is another piece of information that goes along with conflicts. Because WorkForce Central is funded with public dollars, board members are beholden to something called the Hatch Act when they are in a position funded with public dollars. A simple explanation is that when you're acting as a board member at meetings, it is not a place where we can or should share our political viewpoints. She also reminded everyone that when you are speaking on behalf of Workforce Central, politics is not a part of that and asked that we keep this space neutral and focus on the work as much as possible. It is not possible for us as



public employees to advocate. We can educate, but we cannot advocate.

**V. State of the Organization Snapshot – Katie Condit & Board**

- Theory of Change & Priority Strategies
- Budget & Major Funders
- Staff Org Chart & Roles
- Board Members & Position Description

Katie provided a high-level overview of the organization's key components. She shared this information can be used as talking points for all members. She walked through the packet of information provided at the meeting: the organization's theory of change, priority strategies, clear outcomes, budget and major funders, WorkForce Central's organizational chart/roles, a current list of board members and position description. Katie also shared that Deborah Howell, who was the Chief Operating Officer and who was with WorkForce Central for many years, was on extended leave of absence and on February 4<sup>th</sup>, will be officially retiring from WorkForce Central. Also informed the board that we are working on a way to celebrate her. Board members shared their appreciation for the contributions Deborah gave to this body of work and asked to be informed when the celebration is scheduled for so they can drop by if available. Katie also shared that we are coordinating professional headshots for staff and if there are any board members interested, we will be sure to let them know when the time is scheduled.

**VI. Small Business Definition – Teresa Delicino, Josh Stovall & Board**

Josh and Teresa researched the definitions of small business and shared their proposed updated definition for our purposes. Their proposal was derived from examining how other governmental, federal, state, and local entities and partners define small business. Board members discussed the proposal and shared their thoughts and potential concerns that Teresa and Josh will evaluate and consider.

**VII. Wage Reimbursement Model – Christian Reed**

Christian discussed the wage reimbursement model we tested this year. Since 2019, we have put 450 young adults, ages 16-24, into paid internships across 150 businesses in Pierce County to build work experience. It is a great program and still has a significant impact, but found there is much staff time tied up in administrative work. With great leadership and looking at a very human centered design, we started to look at it differently. Nine months ago, we introduced a wage reimbursement component. Employers bring them under their system and then train them in a way that matches their needs. We still achieve the same results of opening the door and making it accessible. We put 75 people into wage reimbursement, earning while you work internship, with 85% being retained. This model of contracting directly with the employer and the employer reimbursing us saves a significant amount of administrative dollars and puts more money in the pockets of young people and businesses.



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Katie asked if any board members would like to discuss this work further, and Christian is available.

**VIII. Variable for Lower Retention of Women – Katie Condit & Rachael Pease**

Due to meeting time constraints, this agenda item will be first on the next board agenda.

**IX. Good of the Order – Irene Reyes**

**Adjourn:** 4:31pm



**WorkForce Central**  
**Program Year 2024/Fiscal Year 2025**  
**Budget vs. Actual through January 31, 2025**

Budget Line Item	Final PY24 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Jobseeker Solutions:			
Direct Services and Contracts	\$ 11,675,500	\$ 6,294,435	\$ 5,381,065
Business Solutions:			
Industry Trainings and Stipends	85,000	101,600	(16,600)
Worker Training Fund	442,000	97,195	344,805
Employer Engagement Events	25,000	546	24,454
Pierce County Behavioral Health	850,000	101,400	748,600
Business Navigators	380,000	96,587	283,413
Small Business Grants	1,011,000	725,703	285,297
Regional Alignment:			
System and Internal Professional Development	120,000	146,275	(26,275)
Common Referral System	260,000	112,539	147,461
Pierce WorkSource One-Stop Center	340,000	160,390	179,610
Workforce System Connection Site	50,000	23,474	26,526
Community Engagement	170,000	89,736	80,264
Service Delivery via Technology	185,000	71,617	113,383
Communications and Outreach	239,000	38,137	200,863
Data and Research	35,000	15,756	19,244
WorkForce Central Staff	4,151,224	2,345,573	1,805,651
WorkForce Central Operational Expenses	562,000	244,847	317,153
Reserve	2,135,978	-	2,135,978 (1)
<b>Total</b>	<b>\$ 22,716,702</b>	<b>\$ 10,665,812</b>	<b>\$ 12,050,890</b>

**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 January 31, 2025**

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	474,453	712,047	712,047
PY2023 WIOA Dislocated Worker Annual Formula	65,000	74,264	(9,264)	-
PY2024 WIOA Dislocated Worker Annual Formula	1,070,000	424,328	645,672	645,672
PY2023 WIOA Youth Annual Formula	102,000	119,559	(17,559)	-
PY2024 WIOA Youth Annual Formula	1,220,000	320,842	899,158	899,158
Economic Security for All	1,092,000	659,387	432,613	432,613
QUEST Disaster Recovery National Dislocated Worker Grant	300,000	269,397	30,603	-
Community Reinvestment Funds	4,535,000	2,960,955	1,574,045	1,574,045
Good Jobs Challenge - Construction	680,000	445,037	234,963	234,963
Good Jobs Challenge - Manufacturing	710,000	271,156	438,844	438,844
Pierce County Young Adult Internships	600,000	121,830	478,170	478,170
Port of Tacoma Training and Internship Pathways	20,000	10,000	10,000	-
<b>Total</b>	<b>\$ 11,675,500</b>	<b>\$ 6,294,435</b>	<b>\$ 5,381,065</b>	<b>\$ 5,415,512</b>



## **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](mailto:dlean@workforce-central.org)