



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

WFC Executive Board Meeting

April 11, 2025 • 12:30-2:00pm

WorkSource Center, 2121 South State St, Suite 300, Tacoma, WA

Mayor Victoria Woodards, presiding.

- Welcome, Introductions 12:30 – 12:35
- Public Comment 12:35 – 12:40
- Consent Agenda (*Board Vote*) 12:40 – 12:45
 - December 2024 Meeting Minutes
 - February 2025 Financial Report
 - December 2024, January 2025, and February 2025 Vouchers
 - 2.5% COLA
- Funding Structure & Budget -Katie Condit & Steve Grimstad 12:45 – 1:05
 - Budget Visual
 - Draft Budget
 - Federal and State Landscape
- WorkForce Central Governance & Staff Structure 1:05 – 1:35
 - Executive Board & Workforce Development Board Members
 - Interlocal Agreement structure & organization designation
 - 501c3 model
- Theory of Change- Impact Highlights 1:35 – 1:55
mins
 - Jobseeker Services
 - Business Solutions
 - Regional Alignment
- Good of the Order 1:55 – 2:00

Attachments:

1. December 2024 Meeting Minutes
2. February 2025 Financial Report
3. December 2024, January 2025, and February 2025 Voucher Payments
4. COLA Worksheet
5. Budget Visual
6. Draft Program Year 2025 Budget
7. LWDB Members
8. Staff Organization Chart
9. Workforce Development Ecosystem





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WFC Executive Board Meeting MINUTES

December 11, 2024 • 2:00-3:30pm

WorkForce Central • via TEAMS

Mayor Victoria Woodards, presiding.

Attendees: Victoria Woodards, Bruce Dammeier, Robyn Denson, Kiara Campbell

Staff: Katie Condit, Sam Bradshaw, Kelly Brickhouse, Karen Downing, Debbie Lean

I. Welcome & Public Comment

Victoria called the meeting to order at 2:03pm. There were no public comments.

II. Consent Agenda *(Board Vote)*

a) June 2024 Meeting Minutes

b) October 2024 Financial Report

c) June 2024, July 2024, August 2024, September 2024

October 2024, and November 2024 Voucher Payments

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

III. Regular Agenda

a) Confirm New Board Member – Michael Hines, President, UFCW Local 367 and Umi Wagoner, Co-Owner of eTcTacoma *(Board Vote)*

After review and discussion of bios in the board packet a Motion to approve the appointment of Michael Hines and Umi Wagoner to the Workforce Development Board made by Kiara; seconded by Robyn; Approved

b) Review and confirm slate of renewed board members *(Board Vote)*

Motion to approve the slate of renewed board members to the Workforce Development Board made by Bruce; seconded by Kiara; Approved

c) Small Business Workforce Fund – Samuel Bradshaw, WorkForce Central

Sam provided an update on the community reinvestment and the small business engagement projects. This year, WorkForce Central approved over \$1 million worth of projects for small businesses in Pierce County for Black, Latino, and Indigenous business owners. We intentionally went out to the community, asked what they needed, and then built products around what they needed most. We are helping to fund new employees at businesses to grow the workforce and then upscaling businesses' current employees. We are ahead of schedule, spending an average of \$200,000 a month on various projects. Katie shared that because of Sam's leadership, the Department of Commerce in the State of Washington is using Pierce County as the best practice for doing this across the state.





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d) Re-Entry Ecosystem- Kelly Brickhouse, WorkForce Central

Kelly shared that WorkForce Central's Community Engagement team took a deep dive into what the current reentry system looks like. In Pierce County, the jail population is around 816 inmates daily. Most are going to be released into the community within a year, while a very small percentage, transition into prison. The majority of people in our Pierce County jail right now are there for theft and reentry crime, which we know are most typically crimes of poverty. Poverty is the number one predictor of recidivism, and the data indicates we can reduce that recidivism by 40% by simply connecting people to jobs. Only about 3 organizations have access to jail, and these organizations primarily focus on mental health addiction. Our community engagement team created an ecosystem with 35 organizations in Pierce County that either focus on reentry or programs that serve justice-impacted individuals. The Governor recently signed Executive Order 2030, an initiative aimed at putting a navigator dedicated to reentry and in WorkSource offices across Washington state. Kelly shared she had the privilege of attending the state board reentry, which has also said it will start focusing more on the jail system. In the many meetings we've had across Washington state and even going to the conference in Colorado, we see that jail is becoming something we know needs to be focused on. The great thing about the state reentry board, which focuses on jail, is its collaboration with several tribes and local jurisdictions to see how we all can work together. There is an opportunity here in Pierce County to spearhead this movement and again bring that regional alignment. Robyn recommended an email be sent to board members about the program, so we have talking points when encountering our legislators. Katie said she would follow up with a one-pager to use.

e) Federal and State Workforce Agenda & Funding – Katie Condit & Board

- i. 50% Training Fund
- ii. Local Control

Katie updated the nature of everything at the federal and state levels and what this means for impact on workforce development. The Workforce Innovation Opportunity Act is the most significant source of our funding. That act was up for reauthorization in 2020, and they've kicked the bucket down the road every year since, which for us is okay because we keep doing the work and getting the funding. For some reason, both sides of the aisle in Congress wanted to reauthorize the bill and get it through before December 31st of this year. It will require 100% approval, and some are very concerned that some components of the bill will impact our work. A couple of critical ones require 50% of our funding to be used just for training. That's problematic because many people come into our system and don't need training; they need navigation, coaching, and wrap-around support. Folks across the country are pushing back hard on that. And the second thing it does is give more money to governors to do whatever they want and less money to local elected officials, which is this board. The governor now gets 10% of what we owe in every state, it's called the governor's discretionary fund. This would increase that to 30% of our funding, which would be at the governor's discretion for projects, and it could impact work at the local level. Katie said that no action from the board was required and that she would keep them posted. Either way, it will impact our work, but we will figure it out and be fine. She reminded the board that we were 98% WIOA funded four years ago, but that percentage is now 45% due to work to diversify.





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f) County Executive Board Appointments

Katie provided an update on board appointments. After becoming the new Pierce County Executive Director, Ryan Mello will join the executive board in January. With Marty Campbel outgoing as the Tacoma City Councilmember assigned to represent the city on the executive board, the city will appoint someone else from the council in January.

g) Final Board Closeout

Katie and board members voiced their appreciation for the work Executive Dammeier and Councilmember Campbell have contributed to the executive board and their unwavering support of workforce development.

IV. Good of the Order

Debbie asked Victoria permission to affix her electronic signature to the vouchers approved today; permission was granted.

Meeting adjourned at 2:52pm



WorkForce Central
Program Year 2024/Fiscal Year 2025
Budget vs. Actual through February 28, 2025

Budget Line Item	Final PY24 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Jobseeker Solutions:			
Direct Services and Contracts	\$ 11,675,500	\$ 7,422,928	\$ 4,252,572
Business Solutions:			
Industry Trainings and Stipends	85,000	134,400	(49,400)
Worker Training Fund	442,000	121,903	320,097
Employer Engagement Events	25,000	546	24,454
Pierce County Behavioral Health	850,000	101,400	748,600
Business Navigators	380,000	118,346	261,654
Small Business Grants	1,011,000	770,440	240,560
Regional Alignment:			
System and Internal Professional Development	120,000	157,814	(37,814)
Common Referral System	260,000	131,225	128,775
Pierce WorkSource One-Stop Center	340,000	185,488	154,513
Workforce System Connection Site	50,000	26,843	23,157
Community Engagement	170,000	121,154	48,846
Service Delivery via Technology	185,000	73,148	111,852
Communications and Outreach	239,000	48,445	190,555
Data and Research	35,000	17,821	17,179
WorkForce Central Staff	4,151,224	2,649,737	1,501,487
WorkForce Central Operational Expenses	562,000	277,411	284,589
Reserve	2,135,978	-	2,135,978 (1)
Total	\$ 22,716,702	\$ 12,359,051	\$ 10,357,651

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 February 28, 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	601,174	585,326	585,326
PY2023 WIOA Dislocated Worker Annual Formula	65,000	74,264	(9,264)	-
PY2024 WIOA Dislocated Worker Annual Formula	1,070,000	527,152	542,848	542,848
PY2023 WIOA Youth Annual Formula	102,000	119,559	(17,559)	-
PY2024 WIOA Youth Annual Formula	1,220,000	454,376	765,624	765,624
Economic Security for All	1,092,000	748,271	343,729	364,783
QUEST Disaster Recovery National Dislocated Worker Grant	300,000	269,397	30,603	25,009
Community Reinvestment Funds	4,535,000	3,450,268	1,084,732	1,219,585
Good Jobs Challenge - Construction	680,000	506,483	173,517	323,701
Good Jobs Challenge - Manufacturing	710,000	312,897	397,103	393,744
Pierce County Young Adult Internships	600,000	205,860	394,140	505,254
Port of Tacoma Training and Internship Pathways	20,000	10,000	10,000	-
Total	\$ 11,675,500	\$ 7,422,928	\$ 4,252,572	\$ 4,725,874

VOUCHER APPROVAL

December 2024

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	13013	13041	\$ 140,217.42
Electronic Payments (dates)	12/5/2024	12/30/2024	\$ 1,781,383.08
TOTAL			\$ 1,921,600.50

Respectfully submitted by Steve Rinstad

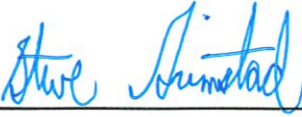
Chairman of Board

Date

VOUCHER APPROVAL

January 2025

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.


FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	13042	13073	\$ 331,477.71
Electronic Payments (dates)	1/2/2025	1/31/2025	\$ 1,179,578.00
TOTAL			\$ 1,511,055.71
Respectfully submitted by 			
Chairman of Board		Date	

VOUCHER APPROVAL

February 2025

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	13074	13113	\$ 307,714.64
Electronic Payments (dates)	2/5/2025	2/28/2025	\$ 1,393,684.45
TOTAL			\$ 1,701,399.09

Respectfully submitted by 

Chairman of Board

Date

**TACOMA-PIERCE COUNTY EMPLOYMENT & TRAINING CONSORTIUM
D/B/A WORKFORCE CENTRAL**

COMPENSATION TABLE

PROPOSED 2.5% COLA BEGINNING 7/1/2025

JOB CLASSIFICATION	CURRENT ANNUAL SALARY	ANNUAL SALARY WITH 2.5% COLA
Chief Officer	\$132,516.80	\$135,824.00
Senior Director	\$118,726.40	\$121,700.80
Director	\$114,504.00	\$117,374.40
Manager	\$97,531.20	\$99,964.80
Senior Specialist	\$80,558.40	\$82,576.00
Specialist	\$78,436.80	\$80,392.00
Coordinator	\$76,336.00	\$78,249.60
Assistant	\$72,092.80	\$73,902.40

WorkForce Central Funding Source Overview: 2024-2025- \$22,716,702

Workforce Innovation and Opportunity Act (WIOA) \$9,578,362	Community Reinvestment Fund \$6,905,040	Washington Jobs Initiative \$2,129,500	Economic Security for All (EcSA) \$1,390,500
			QUEST National Dislocated Worker \$440,000
		Pierce County \$1,958,500	Port of Tacoma \$175,000
			Other \$139,800

WorkForce Central
Program Year 2025 Draft Budget vs.
Approved Program Year 2024 Budget

Budget Line Item		Draft PY25 Budget	Approved PY24 Budget	Difference	Projected Expenditures to June 30, 2025
Revenue:					
(1)	WIOA Annual Formula Funding	8,348,922	6,717,431	1,631,491	
(2)	Projected Carry-In WIOA Annual Formula Funds	3,238,978	2,860,931	378,047	
(3)	Other Funding	3,316,290	13,138,340	(9,822,050)	
Total Funds Available		<u>14,904,190</u>	<u>22,716,702</u>	<u>(7,812,512)</u>	<u>19,026,788</u>
Investment Areas:					
Jobseeker Solutions:					
(4)	Projected Carry-In Obligation	418,000	262,000	156,000	337,050
(5)	Direct Services - WIOA Annual Formula Contracts	3,776,500	3,476,500	300,000	3,008,499
(6)	Direct Services - Other Funding Contracts	1,482,000	7,937,000	(6,455,000)	7,677,553
Business Solutions:					
(7)	Business Solutions WorkForce Central Staff	740,244	862,187	(121,943)	794,930
(8)	Industry Trainings and Stipends	225,000	85,000	140,000	261,900
(9)	Worker Training Fund	251,000	442,000	(191,000)	306,903
(10)	Employer Engagement Events	14,000	25,000	(11,000)	4,000
(11)	Pierce County Behavioral Health	650,000	850,000	(200,000)	321,400
(12)	Business Navigators	-	380,000	(380,000)	155,346
(13)	Small Business Grants	88,000	1,011,000	(923,000)	1,384,940
Regional Alignment:					
(14)	System and Internal Professional Development	120,000	120,000	-	190,000
(15)	Common Referral System	130,000	260,000	(130,000)	197,975
(16)	Pierce WorkSource One-Stop Center	360,000	340,000	20,000	317,979
(17)	Workforce System Connection Site	50,000	50,000	-	42,700
(18)	Community Engagement	200,000	170,000	30,000	170,000
(19)	Service Delivery via Technology	170,000	185,000	(15,000)	145,200
(20)	Communications and Outreach	156,000	239,000	(83,000)	179,945
(21)	Data and Research	35,000	35,000	-	28,000
Total Investments		<u>8,865,744</u>	<u>16,729,687</u>	<u>(7,863,943)</u>	<u>15,524,320</u>
(22)	WorkForce Central Staff	3,223,362	3,289,038	(65,676)	3,032,468
(23)	WorkForce Central Operational Expenses	573,000	562,000	11,000	470,000
(24)	Reserve	2,242,084	2,135,977	106,107	-
Total Budget Need		<u>14,904,190</u>	<u>22,716,702</u>	<u>(7,812,512)</u>	<u>19,026,788</u>
Surplus/(Deficit)		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

WORKFORCE DEVELOPMENT BOARD

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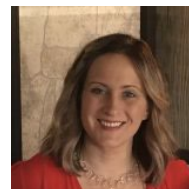
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Tenure: 6th Year



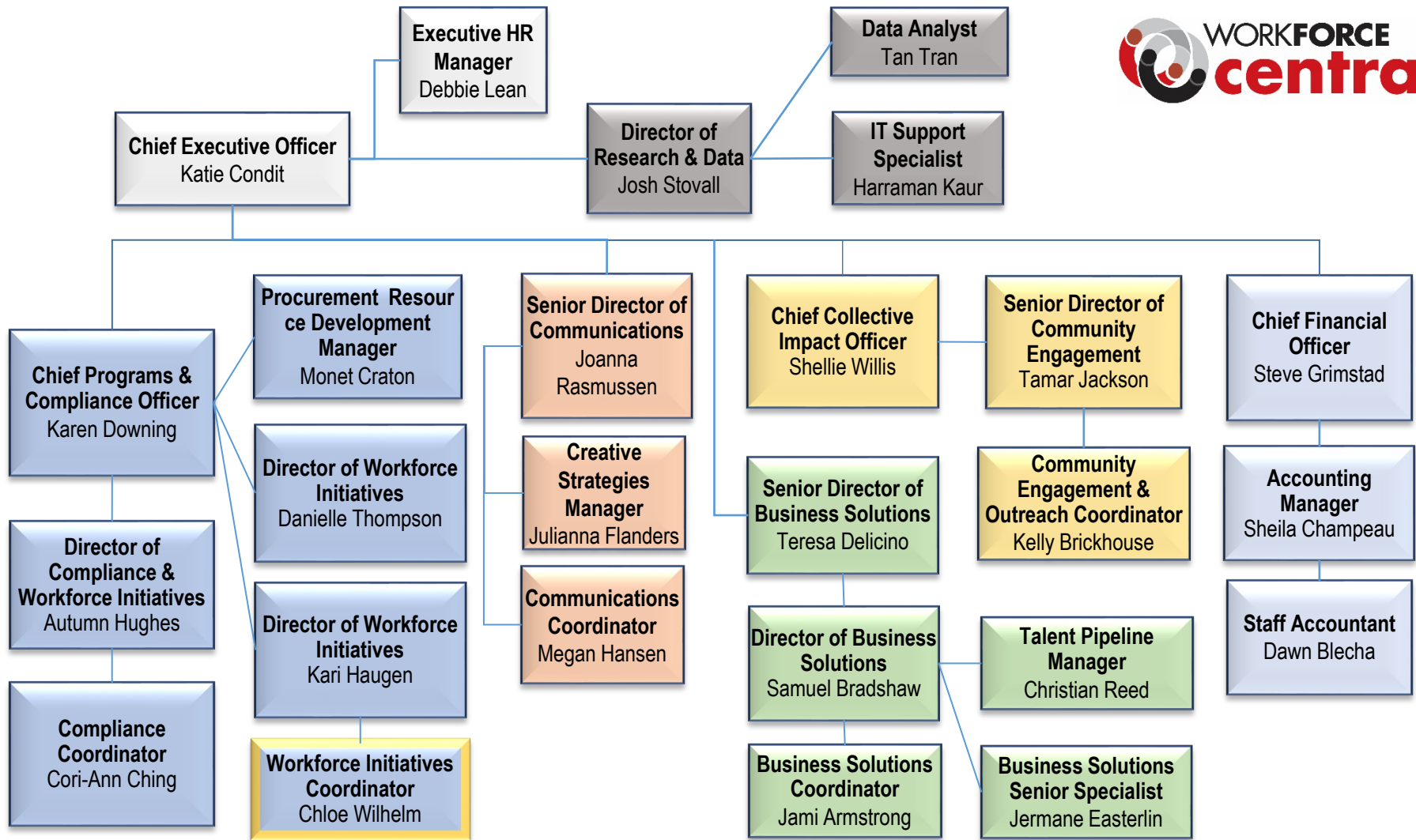
Umi Wagoner, Co-Owner/Operator
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Tenure: 1st Year

Blaine Wolfe, Project Executive
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Tenure: 11th Year



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PIERCE COUNTY'S WORKFORCE DEVELOPMENT ECOSYSTEM

The diagram shows 1) the four primary facets of the local workforce system 2) workforce system partnership key roles and intersectionality 3) intended outcomes and 4) areas of impact. To learn more, visit workforce-central.org/workforce-system



OUTCOMES

"Complete" Paid Work Experience

Credential Recognition & Re-credentialing

Industry-recognized Training

Employer Commitment to Creating Living Wages

Wage Equity for All

Diversity within Workforce

Agencies align to increase accessibility to workforce services

Increased digital literacy for job seekers



WorkSource Pierce is a branded network of organizations committed to providing robust career services in Pierce County.