



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

WFC Executive Board Meeting Minutes

June 25, 2025 • 9:00-10:30am
WorkForce Central • via TEAMS
Executive Ryan Mello, presiding.

- | | |
|--|---------------|
| • Welcome and Public Comment | 9:00 – 9:10 |
| • Consent Agenda (<i>Board Vote</i>) | 9:10 – 9:20 |
| ○ April 2025 Meeting Minutes | |
| ○ April 2025 Financial Report | |
| ○ March 2025, April 2025, and May 2025 Vouchers | |
| • Ismaeel – Jobseeker- Katie Condit | 9:20 – 9:25 |
| • Behavioral Health Consortium- Kari Haugen & Katie Condit | 9:25-9:40 |
| • Disconnected Youth in Pierce County- Josh Stovall | 9:40 – 9:50 |
| • Pierce County Work Experience – Christian Reed | 9:50 – 10:05 |
| • Budget Approval (<i>Board Vote</i>) | 10:05 – 10:15 |
| • Good of the Order | 10:15-10:30 |





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

WFC Executive Board Meeting Minutes

April 11, 2025 • 12:30-2:00pm

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

Mayor Victoria Woodards, presiding.

Attendees: Victoria Woodards, Ryan Mello, Kiara Daniels, Rosa Ayala, Irene Reyes

Staff: Katie Condit, Steve Grimstad, Debbie Lean, Josh Stovall

- **Welcome, Introductions**

Victoria called the meeting to order at 12:42pm. Introductions were made.

- **Public Comment**

There were no public comments.

- **Consent Agenda (*Board Vote*)**

- December 2024 Meeting Minutes
- February 2025 Financial Report
- December 2024, January 2025, and February 2025 Vouchers
- 2.5% COLA

Motion to approve the consent agenda as presented made by Rosa; seconded by Ryan; Approved

- **Funding Structure & Budget -Katie Condit & Steve Grimstad**

- Budget Visual
- Draft Budget
- Federal and State Landscape

Budget Visual: Katie presented an overview of the 2024-2025 funding sources and expectations for the upcoming fiscal year. Ryan expressed his strong support for two key initiatives in Pierce County and reaffirmed his commitment to advocate for them. Rosa expressed confidence in the initiatives, noting that she has received many positive comments from employers. Katie mentioned that early outcomes will be shared with the council at an upcoming meeting.

Draft budget: Steve presented the initial draft budget for June 2025 to June 2026. This budget outlines the funds we expect to receive during that period. It is the first of three drafts that the board will review before the final budget is approved in June 2025. Steve explained each line item, and discussions followed.

Federal and State Landscape – Katie and the board discussed the landscape of state and federal funding. Katie reported that funding levels vary each year, and we do not expect an increase in state funding. WIOA funding has bipartisan support, and we remain cautiously optimistic that this funding will be more stable than local state funding. Over the years, we have learned that it is best practice to maintain three to four layers of contingencies to ensure we can continue to provide core services in the event that we need to partially shut down.





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

- WorkForce Central Governance & Staff Structure
 - Executive Board & Workforce Development Board Members
 - Interlocal Agreement structure & organization designation
 - 501c3 model

Executive Board & Workforce Development Board Members: For the newly appointed executive board members, Katie provided an overview of the structure and the core roles of the executive board and the Workforce Development Board (WDB).

Interlocal Agreement structure & organization designation: Katie explained that our governance structure is unique because we operate under an interlocal agreement established in 1982 with Pierce County and the City of Tacoma. This agreement governs the organization and includes five executive board members, who hold fiduciary responsibilities and are tasked with appointing the WDB. The core responsibilities of this board also include evaluating the CEO. We undergo an annual audit conducted by the State Auditor's Office (SAO) and have consistently received clean audit reports. Our fiscal practices are stringent, thanks to Steve and his fiscal team, who have modeled our approach after city and county procedures. By law, the WDB must operate as a business-led board and is required to have a fully federally recognized board. We have worked hard to ensure that we meet these criteria. Irene noted that the WDB is a strong board with many differing opinions. Katie emphasized that this is a governance board, not an operational board. The board has significant power over strategic planning, with both boards overseeing the work. Board membership terms for the WDB are set for every two years, while members of the Executive Board will continue their roles as long as they hold positions as mayor and executive. There was a suggestion, which was agreed upon, to amend the interlocal agreement to include a provision for flexibility in changing the chair appointment annually in July. Executive Mello requested a detailed one-page summary outlining the proposed changes and their rationale. Katie will prepare this information for review in June.

501c3 model: Katie provided an update on our progress toward becoming a 501(c)(3) public entity. The board has formally voted to move forward with this initiative, but first, we needed to update and sign the interlocal agreement, which has taken two years. We are now reengaged with our 501(c)(3) attorneys. Achieving 501(c)(3) status will enhance our sustainability and open up additional avenues for financial funding. After discussing the requirements for this transition, Katie and the board agreed that a meeting with the 501(c)(3) attorney, as well as representatives from both the county and city attorney's offices, would be beneficial for addressing any questions. Mayor Woodards and Executive Mello will assist in coordinating the availability of the attorneys. Katie also mentioned that we need to establish a board and recommended that our current board serve in this capacity.





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

- Theory of Change- Impact Highlights
 - Jobseeker Services
 - Business Solutions
 - Regional Alignment

Katie distributed a document titled "Theory of Change" and guided the board through three main areas of focus: job seeker solutions, business solutions, and regional alignment. A discussion followed.

- Good of the Order

Motion to adjourn made by Kiara; seconded by Rosa; meeting adjourned at 2:04pm



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

Budget Line Item	Final PY24 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Jobseeker Solutions:			
Direct Services and Contracts	\$ 11,675,500	\$ 8,958,022	\$ 2,717,478
Business Solutions:			
Industry Trainings and Stipends	85,000	225,400	(140,400)
Worker Training Fund	442,000	258,939	183,061
Employer Engagement Events	25,000	1,643	23,357
Pierce County Behavioral Health	850,000	137,563	712,437
Business Navigators	380,000	149,303	230,697
Small Business Grants	1,011,000	1,255,188	(244,188)
Regional Alignment:			
System and Internal Professional Development	120,000	181,096	(61,096)
Common Referral System	260,000	161,693	98,307
Pierce WorkSource One-Stop Center	340,000	236,485	103,515
Workforce System Connection Site	50,000	33,581	16,419
Community Engagement	170,000	139,783	30,217
Service Delivery via Technology	185,000	107,003	77,997
Communications and Outreach	239,000	82,032	156,968
Data and Research	35,000	22,073	12,927
WorkForce Central Staff	4,151,224	3,244,289	906,935
WorkForce Central Operational Expenses	562,000	328,047	233,953
Reserve	2,135,978	-	2,135,978 (1)
Total	\$ 22,716,702	\$ 15,522,140	\$ 7,194,561

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 April 30, 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	687,763	498,737	498,737
PY2023 WIOA Dislocated Worker Annual Formula	65,000	74,264	(9,264)	-
PY2024 WIOA Dislocated Worker Annual Formula	1,070,000	592,514	477,486	477,486
PY2023 WIOA Youth Annual Formula	102,000	119,559	(17,559)	-
PY2024 WIOA Youth Annual Formula	1,220,000	522,440	697,560	697,560
Economic Security for All	1,092,000	894,908	197,092	218,177
QUEST Disaster Recovery National Dislocated Worker Grant	300,000	292,866	7,134	-
Community Reinvestment Funds	4,535,000	4,287,358	247,642	551,652
Good Jobs Challenge - Construction	680,000	594,450	85,550	235,734
Good Jobs Challenge - Manufacturing	710,000	430,484	279,516	276,156
Pierce County Young Adult Internships	600,000	308,189	291,811	402,925
Port of Tacoma Training and Internship Pathways	20,000	10,000	10,000	-
Total	\$ 11,675,500	\$ 8,958,022	\$ 2,717,478	\$ 3,358,427

VOUCHER APPROVAL

March 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)	13114	13145	\$ 140,908.35
Electronic Payments (dates)	3/7/2025	3/28/2025	\$ 1,774,896.36
TOTAL			\$ 1,915,804.71
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="flex: 1;"> <p>Respectfully submitted by <u>Steve Amstad</u></p> </div> <div style="flex: 1; text-align: right;"> <p>Chairman of Board</p> </div> <div style="flex: 1; text-align: right;"> <p>Date</p> </div> </div>			

VOUCHER APPROVAL

April 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)	13146	13201	\$ 498,003.06
Electronic Payments (dates)	4/3/2025	4/25/2025	\$ 1,018,531.50
TOTAL			\$ 1,516,534.56
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>Respectfully submitted by</p> </div> <div style="width: 50%; text-align: center;">  </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;">Chairman of Board</div> <div style="width: 50%;">Date</div> </div>			

VOUCHER APPROVAL

May 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)	13202	13234	\$ 240,849.94
Electronic Payments (dates)	5/8/2025	5/28/2025	\$ 1,327,995.26
TOTAL			\$ 1,568,845.20

Respectfully submitted by 

Chairman of Board
Date



PROGRAM YEAR 2025 BUDGET

REVENUE

WIOA Annual Formula Funding
\$8,433,872

Carry-In Funds
\$3,410,113

Other Funding
\$4,439,720

TOTAL REVENUE
\$16,283,705

EXPENSES



JOB SEEKER SOLUTIONS

WIOA Annual Formula	\$5,082,600
Economic Security for All	\$497,400
Community Reinvestment Funds	\$652,620
Good Jobs Challenge (Construction)	\$170,000
Good Jobs Challenge (Manufacturing)	\$316,000
Pierce County Young Adult Internships	\$258,400
Port of Tacoma Training & Internship Pathways	\$20,000

REGIONAL ALIGNMENT

System & Internal Professional Development	\$140,000
Common Referral System	\$140,750
Pierce County One-Stop Center	\$346,000
Workforce System Connection Site	\$50,000
Community Engagement	\$210,000



BUSINESS SOLUTIONS

WorkForce Central Staff	\$710,644
Industry Training & Stipends	\$413,650
Worker Training Fund	\$124,000
Employer Engagement Events	\$14,000
Pierce County Behavioral Health Consortium	\$846,350
Business Navigators	\$200,000
Wage Reimbursement	\$262,000

BACKBONE SUPPORT

Service Delivery via Tech	\$157,000
Communications & Outreach	\$110,000
Data & Research	\$25,000
WorkForce Central Staff (Except Business Solutions)	\$2,995,671
Operational Expenses	\$573,000
Reserve	\$1,968,620

TOTAL EXPENSES \$16,283,705

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

Budget Line Item		Proposed PY25 Budget	Approved PY24 Budget	Difference	Projected Expenditures to June 30, 2025
Revenue:					
(1)	WIOA Annual Formula Funding	8,433,872	6,717,431	1,716,441	
(2)	Projected Carry-In WIOA Annual Formula Funds	3,410,113	2,860,931	549,182	
(3)	Other Funding	4,439,720	13,138,340	(8,698,620)	
Total Funds Available		<u>16,283,705</u>	<u>22,716,702</u>	<u>(6,432,997)</u>	<u>19,403,837</u>
Investment Areas:					
Jobseeker Solutions:					
(4)	Projected Carry-In Obligation	473,000	262,000	211,000	337,050
(5)	Direct Services - WIOA Annual Formula Contracts	4,609,600	3,476,500	1,133,100	3,003,500
(6)	Direct Services - Other Funding Contracts	1,914,420	7,937,000	(6,022,580)	7,810,195
Business Solutions:					
(7)	Business Solutions WorkForce Central Staff	710,644	862,187	(151,543)	793,890
(8)	Industry Trainings and Stipends	413,650	85,000	328,650	248,500
(9)	Worker Training Fund	124,000	442,000	(318,000)	288,940
(10)	Employer Engagement Events	14,000	25,000	(11,000)	2,000
(11)	Pierce County Behavioral Health Consortium	846,350	850,000	(3,650)	311,913
(12)	Business Navigators	200,000	380,000	(180,000)	179,487
(13)	Wage Reimbursement/Small Business Grants	262,000	1,011,000	(749,000)	1,647,622
Regional Alignment:					
(14)	System and Internal Professional Development	140,000	120,000	20,000	220,000
(15)	Common Referral System	140,750	260,000	(119,250)	200,575
(16)	Pierce WorkSource One-Stop Center	346,000	340,000	6,000	318,153
(17)	Workforce System Connection Site	50,000	50,000	-	41,700
(18)	Community Engagement	210,000	170,000	40,000	147,750
(19)	Service Delivery via Technology	157,000	185,000	(28,000)	143,200
(20)	Communications and Outreach	110,000	239,000	(129,000)	182,861
(21)	Data and Research	25,000	35,000	(10,000)	28,000
Total Investments		<u>10,746,414</u>	<u>16,729,687</u>	<u>(5,983,273)</u>	<u>15,905,336</u>
(22)	WorkForce Central Staff	2,995,671	3,289,038	(293,367)	3,028,501
(23)	WorkForce Central Operational Expenses	573,000	562,000	11,000	470,000
(24)	Reserve	1,968,620	2,135,977	(167,357)	-
Total Budget Need		<u>16,283,705</u>	<u>22,716,702</u>	<u>(6,432,997)</u>	<u>19,403,837</u>
Surplus/(Deficit)		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

		ADULT	DW	YOUTH	OTHER FUNDING	ADMIN ¹²	Total
REVENUE							
WIOA Annual Formula Funding		\$ 2,413,246	\$ 2,809,343	\$ 2,367,895		\$ 843,388	\$ 8,433,872
Projected PY24/FY25 WIOA Annual Formula Carry-in Funds		\$ 1,175,161	\$ 603,789	\$ 1,090,343		\$ 540,820	\$ 3,410,113
Other Funding					\$ 4,439,720	\$ -	\$ 4,439,720
Total Funds Available		\$ 3,588,407	\$ 3,413,132	\$ 3,458,238	\$ 4,439,720	\$ 1,384,208	\$ 16,283,705
INVESTMENT AREAS							
Job Seeker Solutions							
PY24/FY25 Carry-in Obligations - Projected (Detail Below)		\$ 122,000	\$ 132,000	\$ 219,000		-	\$ 473,000
Direct Services:							
WIOA Adult Annual Formula		\$ 1,674,462					\$ 1,674,462
WIOA Dislocated Worker Annual Formula			\$ 1,294,804				\$ 1,294,804
WIOA Youth Annual Formula				\$ 1,640,334			\$ 1,640,334
Economic Security for All					\$ 497,400		\$ 497,400
Community Reinvestment Funds					\$ 652,620		\$ 652,620
Good Jobs Challenge - Construction					\$ 170,000		\$ 170,000
Good Jobs Challenge - Manufacturing					\$ 316,000		\$ 316,000
Pierce County Young Adult Internships					\$ 258,400		\$ 258,400
Port of Tacoma Training and Internship Pathways					\$ 20,000		\$ 20,000
Business Solutions							
WorkForce Central Staff	5 FTEs	\$ 170,381	\$ 208,872	\$ 146,382	\$ 185,010		\$ 710,644
Industry Trainings and Stipends		\$ -	\$ -	\$ -	\$ 413,650		\$ 413,650
Worker Training Fund		\$ 50,000	\$ 50,000	\$ -	\$ 24,000		\$ 124,000
Employer Engagement Events		\$ 4,691	\$ 5,073	\$ 4,236	\$ -		\$ 14,000
Pierce County Behavioral Health Consortium		\$ -	\$ -	\$ -	\$ 846,350		\$ 846,350
Business Navigators		\$ 33,507	\$ 36,238	\$ 30,256	\$ 100,000		\$ 200,000
Wage Reimbursement		\$ -	\$ -	\$ -	\$ 262,000		\$ 262,000
Regional Alignment							
System and Internal Professional Development		\$ 40,208	\$ 43,485	\$ 36,307	\$ 20,000		\$ 140,000
Common Referral System		\$ 47,161	\$ 51,004	\$ 42,585	\$ -		\$ 140,750
Pierce WorkSource One-Stop Center		\$ 112,244	\$ 124,277	\$ 92,479	\$ 17,000		\$ 346,000
Workforce System Connection Site		\$ 16,753	\$ 18,119	\$ 15,128			\$ 50,000
Community Engagement		\$ 26,806	\$ 28,990	\$ 24,204	\$ 130,000		\$ 210,000
Service Delivery via Technology		\$ 52,606	\$ 56,893	\$ 47,501	\$ -		\$ 157,000
Communications and Outreach		\$ 36,858	\$ 39,861	\$ 33,281	\$ -		\$ 110,000
Data and Research		\$ 8,377	\$ 9,059	\$ 7,564			\$ 25,000
WorkForce Central Staff (not including Business Solutions)	18.75 FTEs	\$ 665,451	\$ 695,076	\$ 608,346	\$ 440,031	\$ 586,766	\$ 2,995,671
WorkForce Central Operational Expenses		\$ 106,550	\$ 114,107	\$ 97,199	\$ 87,259	\$ 167,885	\$ 573,000
Reserve		\$ 420,353	\$ 505,273	\$ 413,436	\$ -	\$ 629,557	\$ 1,968,620
Total Budget Need		\$ 3,588,407	\$ 3,413,132	\$ 3,458,238	\$ 4,439,720	\$ 1,384,208	\$ 16,283,705

DETAIL CARRY-IN OBLIGATIONS - PROJECTED				
Career Team PY24 WIOA Youth Annual Formula	-	-	136,000	136,000
Palmer Scholars PY24 WIOA Youth Annual Formula	-	-	83,000	83,000
Career Team PY24 WIOA Adult Annual Formula	122,000	-	-	122,000
Career Team PY24 WIOA Dislocated Worker Annual Formula	-	132,000	-	132,000
TOTAL	122,000	132,000	219,000	473,000

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

Budget Line Item		Contingency PY25 Budget	Approved PY24 Budget	Difference	Projected Expenditures to June 30, 2025
Revenue:					
(1)	WIOA Annual Formula Funding	1,686,774	6,717,431	(5,030,657)	
(2)	Projected Carry-In WIOA Annual Formula Funds	3,410,113	2,860,931	549,182	
(3)	Other Funding	4,439,720	13,138,340	(8,698,620)	
Total Funds Available		<u>9,536,607</u>	<u>22,716,702</u>	<u>(13,180,095)</u>	<u>19,403,837</u>
Investment Areas:					
Jobseeker Solutions:					
(4)	Projected Carry-In Obligation	473,000	262,000	211,000	337,050
(5)	Direct Services - WIOA Annual Formula Contracts	2,254,500	3,476,500	(1,222,000)	3,003,500
(6)	Direct Services - Other Funding Contracts	1,914,420	7,937,000	(6,022,580)	7,810,195
Business Solutions:					
(7)	Business Solutions WorkForce Central Staff	450,000	862,187	(412,187)	793,890
(8)	Industry Trainings and Stipends	413,650	85,000	328,650	248,500
(9)	Worker Training Fund	24,000	442,000	(418,000)	288,940
(10)	Employer Engagement Events	10,000	25,000	(15,000)	2,000
(11)	Pierce County Behavioral Health Consortium	846,350	850,000	(3,650)	311,913
(12)	Business Navigators	100,000	380,000	(280,000)	179,487
(13)	Wage Reimbursement/Small Business Grants	262,000	1,011,000	(749,000)	1,647,622
Regional Alignment:					
(14)	System and Internal Professional Development	80,000	120,000	(40,000)	220,000
(15)	Common Referral System	70,000	260,000	(190,000)	200,575
(16)	Pierce WorkSource One-Stop Center	346,000	340,000	6,000	318,153
(17)	Workforce System Connection Site	50,000	50,000	-	41,700
(18)	Community Engagement	130,000	170,000	(40,000)	147,750
(19)	Service Delivery via Technology	80,000	185,000	(105,000)	143,200
(20)	Communications and Outreach	25,000	239,000	(214,000)	182,861
(21)	Data and Research	25,000	35,000	(10,000)	28,000
Total Investments		<u>7,553,920</u>	<u>16,729,687</u>	<u>(9,175,767)</u>	<u>15,905,336</u>
(22)	WorkForce Central Staff	1,329,671	3,289,038	(1,959,367)	3,028,501
(23)	WorkForce Central Operational Expenses	400,000	562,000	(162,000)	470,000
(24)	Reserve	253,016	2,135,977	(1,882,961)	-
Total Budget Need		<u>9,536,607</u>	<u>22,716,702</u>	<u>(13,180,095)</u>	<u>19,403,837</u>
Surplus/(Deficit)		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>