



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

Workforce Development Board Meeting AGENDA

December 11, 2025 • 3:00 – 4:30
WorkSource Pierce, Pine Room

I. Welcome	3:00 – 3:15
II. Public Comment	3:15 – 3:17
III. Consent Agenda (VOTE) a. August 2025 Meeting Minutes b. October 2025 Board Retreat Meeting Minutes c. November 2025 Financial Report	3:17 – 3:20
IV. 2026-2028 Board Leadership (VOTE)	3:20 – 3:25
V. Organization Audit Results – Steve Grimstad	3:25 – 3:30
VI. Board Domestic Violence Workgroup – Rachael Pease & Board	3:30 – 3:45
VII. SWOT Analysis & 2026 Board Priorities – Katie Condit & Board	3:45 – 4:25
VIII. Good of the Order	4:25 – 4:30

Attachments:

August 2025 Meeting Minutes
October 2025 Board Retreat Meeting Minutes
November 2025 Financial Report
Organization Audit Report Summary





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

Workforce Development Board Meeting MINUTES

August 21, 2025 • 3:00 – 4:30
WorkSource Pierce, Pine Room

Attendees: Jolita Perez, Blaine Wolfe, Misty Sullivan, Umi Wagoner, Nathe Lawver, Lin Zhou, Jenna Pollock, Deb Tuggle, Dave Shaw, Robin Baker, Lynn Strickland, Mandy Kipfer, Irene Reyes, Taleisha Garrett, Nino Gray

Staff: Katie Condit, Shellie Willis, Karen Downing, Teresa Delicino, Harraman Kaur, Debbie Lean, Christian Reed, Steve Grimstad, Tiffany Alviso

I. Welcome

Dave called the meeting to order at 3:06pm. Introductions were made.

II. Public Comment

There were no public comments.

III. Consent Agenda (VOTE)

- a) May 2025 Meeting Minutes
- b) June 2025 Budget Approval Meeting Minutes
- c) June 2025 Financial Report

Motion to approve the consent agenda as presented by Nathe; seconded by Jolita; Approved

Motion to approve the June 2025 Budget Approval Meeting Minutes as presented by Blaine; seconded by Lynn; Approved

Motion to approve the Financial Report as presented by Nathe; seconded by Misty; Approved

IV. Jobseeker Impact – Joanna Rasmussen

Joanna shared a video featuring Ismaell, who is a recipient of the Community Investment Funds Incentive Program. The video tells a compelling story about his experience. She shared there were other videos showcasing the positive impact our funding has had on other recipients in the community. After the presentation, the board members provided positive feedback and suggested inviting other recipients to attend upcoming meetings to share their experiences and entrepreneurial journeys.

V. Federal Budget and Policy Impact – Katie Condit & Board

Katie informed the board that we have received funding guidance in the form of a memo from the U.S. Attorney General, which is included in the board packet. She explained that



this memo differs from an executive order and carries stronger legal implications. She also shared that we have received legal advice indicating that we should not disregard the memo from the Attorney General. With this guidance in mind, we will continue to do our work while being mindful of the guidance received. Katie also shared that we have received state funding guidance that specifies support for people of color and others. We are actively untangling these complexities and working to ensure that we operate ethically.

VI. Young Adult Experiences – Christian Reed & Board

Christian shared details about the annual "Collaboration for a Cause" event, which took place in July. This event is the largest job fair and resource fair in Pierce County. The resources offered included on-site resume preparation and guidance, supportive services for daily living (basic needs), connections to hiring employers, education and training opportunities, and personal health resources. This year's event was focused on youth. A total of 700 people attended, with over 300 registering for the event. Remarkably, 85 young people were hired on the spot. Instead of determining what young adults in our community need based on assumptions, Christian conducted video interviews to ask them directly about their needs and the barriers they face. As a result of our collaboration with the Port, 60 participants secured internships. 60 were hired on the spot. Christian shared that instead of us deciding what the young adults in our community need, he conducted, on video, interviews asking what they are looking for and what barriers exist for them. Shared with our contract with the Port, 60 went directly into internships.

VII. Board Retreat – Katie Condit

Katie shared the board retreat will be held at the Tacoma Arts Museum on October 23rd. The invite should be on everyone's calendars, and she will be reaching out for attendance confirmations.

VIII. Pierce County Executive Vision and Dialogue – Exec. Ryan Mello & Board

Executive Mello expressed his gratitude to the board members for their expertise and acknowledged the incredible staff led by the amazing Katie Condit. He shared his vision for the county, reflecting on how he spent time with the staff developing the strategic plan under the theme of "Moving Forward Together." He highlighted the three pillars of the strategic plan:

- Communities That Are Safe for All – This includes effective and fair law and justice systems, healthy people, a clean and sustainable environment, stable climate conditions, livable communities, support for youth development, and reliable, safe, and accessible infrastructure.
- An Economy That Works for Everyone – Key elements are a skilled workforce, economic security and opportunity, regional leadership, tribal partnerships,



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

accountability, good governance, customer-focused services, and a talented and diverse workforce.

- **Effective, Inclusive, and Equitable Government Services** – This focuses on regional leadership, tribal partnerships, accountability, good governance, welcoming and customer-oriented services, and maintaining a talented and diverse workforce.

Executive Mello plans to send the strategic plan to Katie so that she can distribute it to the board. He encouraged everyone to review it, as it contains clear measures, initiatives in various sectors, and specific areas for performance measurement. Once again, he thanked the board for the opportunity to discuss the county's ongoing efforts and vision. He emphasized the need to advance these programs through the County Council and generate the necessary revenue for investments. He will collaborate with Katie and the board chair to identify numerous opportunities for advancing these initiatives. A discussion then followed.

IX. Good of the Order

Adjourned: 4:34pm





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

Workforce Development Board Retreat MINUTES

October 23, 2025 • 12:00 – 4:00; Tacoma Art Museum

Attendees: Irene Reyes, Mandy Kipfer, Jenna Pollock, Deb Tuggle, Ann Medalia, Dave Shaw, Jolita Perez, Deanna Keller, Misty Sullivan Nino Gray, Blaine Wolfe, Umi Wagoner, Rachael Pease, Lynn Strickland

Staff: Katie Condit, Karen Downing, Debbie Lean, Christian Reed, Tamar Jackson, Joanna Rasmussen, Josh Stovall, Sam Bradshaw, and Diane Murray, Turning Point Strategy

- **Welcome and Agenda Review – Irene Reyes**
Irene welcomed participants to the board retreat at 12:03pm
- **Approval of August 2025 Meeting Minutes and Financial Report**
Tabled to next board meeting
- **Working Lunch: Board & Staff Work Styles – Diane Murray & Board**
Dianne Murray facilitated an engaging discussion and workshop on the DiSC assessments of board members and how this tool can improve teamwork, communication, and productivity.
- **Break**
- **State of the Workforce Ecosystem**
 - Young Adult Experience – Christian Reed
Christian shared a report on young adults placed into internships for June 2024-June 2025. He also shared videos of young adult interviews, garnering feedback about their needs and the barriers they face. This information will help with future planning.
 - Higher Education – Katie Condit
Katie shared that 19m15s
 - Federal Impacts, Layoff Trends & Worker Trends – Josh Stovall & Samuel Bradshaw
Sam shared how matters occurring at the federal level are impacting layoff and worker trends. The Business Solutions team is working diligently in assisting workers being laid off. Shared how “job hugging” is impacting our young adults employment opportunities.





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

- Regional Alignment-Partner Organizations – Tamar Jackson
Tamar provided a deep dive into workforce development through community engagement. Shared what is happening on the ground with partners, what some of the barriers are and re-visited what strengths are emerging.
- State Landscape & WorkSource System – Katie Condit
Katie provided an overview of the 24/25 WorkSource Pierce Certified Site Annual Report and shared that even with the anxiousness around what is happening at the state and federal level, we are continuing to do what we do best, help our customers and community.
- **Workforce Strategy Development – Dianne Murray, Katie Condit & Board**
Dianne Murray facilitated engaging discussion and SWOT analysis to determine and define Strengths, Weaknesses, Opportunities, and Threats.
- **Next Steps and Closeout**
Board members expressed appreciation for facilitator Diane Murray's work and supported continuing with her for DisC and SWOT sessions.

Adjourned 4:02pm



WorkForce Central
Program Year 2025/Fiscal Year 2026
Budget vs. Actual through October 31, 2025

Budget Line Item	Final PY25 Approved Budget	Year to Date Actual Expenditures	Budget Remaining
Jobseeker Solutions:			
Direct Services and Contracts	\$ 6,997,020	\$ 1,465,550	\$ 5,531,470
Business Solutions:			
Industry Trainings and Stipends	413,650	68,900	344,750
Worker Training Fund	124,000	12,946	111,054
Employer Engagement Events	14,000	1,349	12,651
Pierce County Behavioral Health Consortium	846,350	482,492	363,858
Business Navigators	200,000	28,910	171,090
Wage Reimbursement	262,000	90,629	171,371
Regional Alignment:			
System and Internal Professional Development	140,000	41,512	98,488
Common Referral System	140,750	10,625	130,125
Pierce WorkSource One-Stop Center	346,000	76,398	269,602
Workforce System Connection Site	50,000	13,778	36,222
Community Engagement	210,000	15,471	194,529
Service Delivery via Technology	157,000	32,458	124,542
Communications and Outreach	110,000	5,496	104,504
Data and Research	25,000	7,654	17,346
WorkForce Central Staff	3,706,315	1,186,401	2,519,914
WorkForce Central Operational Expenses	573,000	163,973	409,027
Reserve	1,968,620	-	1,968,620 (1)
Total	<u>\$ 16,283,705</u>	<u>\$ 3,704,543</u>	<u>\$ 12,579,162</u>

Notes:

(1) - Reserve represents Workforce Innovation and Opportunity Act (WIOA) annual formula funding available for Program Year 2025 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 2026 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 2025.

WorkForce Central
Program Year 2025/Fiscal Year 2026
Budget vs. Actual through October 31, 2025

Contract	Final PY25 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2024 WIOA Adult Annual Formula	122,000	-	122,000	-
PY2025 WIOA Adult Annual Formula	1,674,462	291,695	1,382,767	1,382,767
PY2024 WIOA Dislocated Worker Annual Formula	132,000	-	132,000	-
PY2025 WIOA Dislocated Worker Annual Formula	1,294,804	305,455	989,349	989,349
PY2024 WIOA Youth Annual Formula	219,000	176,001	42,999	-
PY2025 WIOA Youth Annual Formula	1,640,334	207,623	1,432,711	1,432,711
Economic Security for All	497,400	60,949	436,451	456,799
Community Reinvestment Funds	652,620	20,151	632,469	602,449
Good Jobs Challenge - Construction	170,000	62,606	107,394	125,320
Good Jobs Challenge - Manufacturing	316,000	75,722	240,278	232,944
Pierce County Young Adult Internships	258,400	252,848	5,552	-
Port of Tacoma Training and Internship Pathways	20,000	12,500	7,500	137,500
Total	\$ 6,997,020	\$ 1,465,550	\$ 5,531,470	\$ 5,359,839

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

WorkForce Central January 1, 2024 through December 31, 2024

SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of WorkForce Central are summarized below in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the basic financial statements of the governmental activities and each major fund in accordance with accounting principles generally accepted in the United States of America (GAAP).

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the Consortium.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the Consortium’s compliance with requirements applicable to each of its major federal programs.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

Identification of Major Federal Programs

The following programs were selected as major programs in our audit of compliance in accordance with the Uniform Guidance.

<u>ALN</u>	<u>Program or Cluster Title</u>
11.307	Economic Development Cluster - Economic Adjustment Assistance
17.277	COVID-19 WIOA National Dislocated Worker Grants / WIA National Emergency Grants

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The Consortium qualified as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.