



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

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## Workforce Development Board Meeting AGENDA

February 5, 2026 • 3:00 – 4:30  
WorkSource Pierce, Pine Room

|   |             |
|---|-------------|
| <b>I. Welcome and Introductions</b>                                       | 3:00 – 3:05 |
| • Intro new Board Member – John Adams, Laborers Local 252                 |             |
| <b>II. Public Comment</b>   | 3:05 – 3:07 |
| <b>III. Consent Agenda (VOTE)</b>   | 3:07 – 3:10 |
| • December 2025 Meeting Minutes   |             |
| • December 2025 Financial Report  |             |
| <b>IV. SWOT &amp; Board Priorities</b> – Katie Condit & Board             | 3:10 – 3:40 |
| • Further refinement  |             |
| • Federal priorities as outlined by DOL                                   |             |
| <b>V. Industry Roundtables</b> – Board Members                            | 3:40 – 3:55 |
| • Current state & purpose   |             |
| • What’s working, what isn’t?   |             |
| <b>VI. Board Business</b>   | 3:55 – 4:25 |
| • Current and projected funding structure - Katie Condit                  |             |
| ○ Leg day review – Kelly Brickhouse, Lynn Strickland, Misty Sullivan      |             |
| • Formal & informal board engagement opportunities – Katie Condit & Board |             |
| • Young Adult Provider (VOTE) – Katie Condit & Board                      |             |
| <b>VII. Good of the Order</b>   | 4:25 – 4:30 |

### Attachments:

December 2025 Meeting Minutes  
December 2025 Financial Report  
Board Member Roster and Terms





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## **Workforce Development Board Meeting**

### **MINUTES**

December 11, 2025 • 3:00 – 4:30

WorkSource Pierce, Pine Room

Present: Irene Reyes, Lynn Strickland, Dave Shaw, Deanna Keller, Mandy Kipfer, Nino Gray, Robin Baker, Nathe, Jenna Pollock, Jolita Perez, Blaine Wolfe, Misty Sullivan, Deb Tuggle, Umi Wagoner

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

#### **I. Welcome**

Irene called the meeting to order at 3:03PM. Introductions were made with members sharing one thing they are proud of this year.

#### **II. Public Comment**

None

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

- a. August 2025 Meeting Minutes
- b. October 2025 Board Retreat Meeting Minutes
- c. November 2025 Financial Report

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

#### **IV. 2026-2028 Board Leadership (VOTE)**

Katie reminded the board that leadership positions are for two-year appointments. Irene completed her term as Board Chair, and Dave Shaw, the Vice Chair, moves into the Chair role. Deb Tuggle was nominated as Vice Chair for a two-year term. Katie also reminded the board that the Bylaw requires the Chair and Vice Chair to be private sector representatives.

Motion to approve as Deb Tuggle as Vice Chair presented by Dave; seconded by Lynn; Approved

#### **V. Organization Audit Results – Katie Condit**

Katie informed the board that Steve Grimstad, our CFO, is out of the office and would normally present this report. Each year, our team is audited by the State Auditor's Office (SAO), which requires weeks of staff participation. She was thrilled to say that the annual audit is complete. WorkForce Central is a low-risk entity for audits, and there were no findings with the highest compliance rating achieved. The board acknowledged fiscal team and leadership for strong compliance and financial stewardship.

#### **VI. Board Domestic Violence Workgroup – Shellie Willis & Board**

Shellie explained she is the facilitator of this workgroup, formed after the board prioritized addressing domestic violence impacts in the workplace. She thanked the board members for their commitment to ensuring our community and partners receive critically important care.



Dave shared that the first large roundtable event was hosted with strong engagement from board members and community partners. Dave gave a presentation on the six key initiative areas identified.

- Language Access: Improve interpreter accuracy; develop protocols for critical conversations.
- Safety Planning: Create workplace safety plan checklist; train frontline staff on domestic violence warning signs and referral pathways.
- Training & Awareness: Launch virtual sessions for executives; partner with local organizations for workshops.
- Small Business Support: Develop central resource hub; assist with workplace policy creation.
- Cyber & Emergency Risk: Implement cyber safety protocols; provide resources for security and data protection.
- Mental Health & Wraparound Services: Strengthen referral partnerships; train staff to recognize stress and family violence.
- Next Steps: Assign leads for each initiative; finalize timelines; explore policy alignment at county and state levels.
- Committee will reconvene January 2026 to continue work.

#### **VII. SWOT Analysis & 2026 Board Priorities – Katie Condit & Board**

Katie shared that as WorkForce Central navigates a rapidly evolving workforce landscape, several critical themes demand our attention: the transformative role of AI, the realities of layoffs and career transitions, the shifting aspirations of young adults, the impacts of domestic violence on workers and businesses, and the growing importance of legislative advocacy. Also shared WorkForce Central's core outcomes: Training, work experience, and retention of workers in quality jobs. By exploring emerging trends, leveraging board expertise, and aligning with community needs, we can shape strategies that not only respond to today's disruptions but also build a resilient, future-ready workforce.

Board breakout sessions explored each priority area, addressing local trends, opportunities for impact, and strategic engagement of board expertise.

#### **VIII. Good of the Order**

- Board expressed gratitude to Irene for exemplary service as Chair over the past two years, including extensive advocacy and grant support.
- Recognition of Dave Shaw (incoming Chair) and Deb Tuggle (Vice Chair) for stepping into leadership roles.
- Meeting adjourned at 4:32 PM.

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

| Budget Line Item                             | Final PY25<br>Approved<br>Budget | Year to Date<br>Actual<br>Expenditures | Budget<br>Remaining         |
|--|----------------------------------|--|-----------------------------|
| Jobseeker Solutions:                         |                                  |  |                             |
| Direct Services and Contracts                | \$ 6,997,020                     | \$ 2,265,097                           | \$ 4,731,923                |
| Business Solutions:                          |                                  |  |                             |
| Industry Trainings and Stipends              | 413,650                          | 77,800                                 | 335,850                     |
| Worker Training Fund                         | 124,000                          | 19,888                                 | 104,112                     |
| Employer Engagement Events                   | 14,000                           | 1,990                                  | 12,010                      |
| Pierce County Behavioral Health Consortium   | 846,350                          | 792,247                                | 54,103                      |
| Business Navigators                          | 200,000                          | 58,942                                 | 141,058                     |
| Wage Reimbursement                           | 262,000                          | 126,660                                | 135,340                     |
| Regional Alignment:                          |                                  |  |                             |
| System and Internal Professional Development | 140,000                          | 61,301                                 | 78,699                      |
| Common Referral System                       | 140,750                          | 21,250                                 | 119,500                     |
| Pierce WorkSource One-Stop Center            | 346,000                          | 101,230                                | 244,770                     |
| Workforce System Connection Site             | 50,000                           | 20,722                                 | 29,278                      |
| Community Engagement                         | 210,000                          | 16,471                                 | 193,529                     |
| Service Delivery via Technology              | 157,000                          | 63,513                                 | 93,487                      |
| Communications and Outreach                  | 110,000                          | 7,351                                  | 102,649                     |
| Data and Research                            | 25,000                           | 14,835                                 | 10,166                      |
| WorkForce Central Staff                      | 3,706,315                        | 1,753,608                              | 1,952,707                   |
| WorkForce Central Operational Expenses       | 573,000                          | 227,854                                | 345,146                     |
| Reserve                                      | 1,968,620                        | -                                      | 1,968,620 <b>(1)</b>        |
| <b>Total</b>                                 | <b><u>\$ 16,283,705</u></b>      | <b><u>\$ 5,630,759</u></b>             | <b><u>\$ 10,652,946</u></b> |

**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 December 31, 2025**

| Contract  | Final PY25<br>Approved<br>Budget | Year to Date<br>Actual<br>Expenditures | Budget<br>Remaining        | Obligation<br>Remaining    |
|---|----------------------------------|--|----------------------------|----------------------------|
| PY2024 WIOA Adult Annual Formula                | 122,000                          | -                                      | 122,000                    | -                          |
| PY2025 WIOA Adult Annual Formula                | 1,674,462                        | 486,875                                | 1,187,587                  | 1,100,249                  |
| PY2024 WIOA Dislocated Worker Annual Formula    | 132,000                          | -                                      | 132,000                    | -                          |
| PY2025 WIOA Dislocated Worker Annual Formula    | 1,294,804                        | 476,428                                | 818,376                    | 779,370                    |
| PY2024 WIOA Youth Annual Formula                | 219,000                          | 176,001                                | 42,999                     | -                          |
| PY2025 WIOA Youth Annual Formula                | 1,640,334                        | 415,186                                | 1,225,148                  | 1,160,960                  |
| Economic Security for All                       | 497,400                          | 124,586                                | 372,814                    | 393,164                    |
| Community Reinvestment Funds                    | 652,620                          | 48,320                                 | 604,300                    | 574,280                    |
| Good Jobs Challenge - Construction              | 170,000                          | 97,060                                 | 72,940                     | 90,865                     |
| Good Jobs Challenge - Manufacturing             | 316,000                          | 150,293                                | 165,707                    | 158,373                    |
| Pierce County Young Adult Internships           | 258,400                          | 252,848                                | 5,552                      | -                          |
| Port of Tacoma Training and Internship Pathways | 20,000                           | 37,500                                 | (17,500)                   | 112,500                    |
| <b>Total</b>                                    | <b><u>\$ 6,997,020</u></b>       | <b><u>\$ 2,265,097</u></b>             | <b><u>\$ 4,731,923</u></b> | <b><u>\$ 4,369,761</u></b> |

## PIERCE COUNTY WORKFORCE DEVELOPMENT COUNCIL

|    | <b>Public/Non-Profit members</b>  | <b>Position</b>             | <b>1<sup>st</sup> Term</b> | <b>2<sup>nd</sup> Term</b> | <b>3<sup>rd</sup> Term</b> | <b>4<sup>th</sup> Term</b> | <b>5<sup>th</sup> Term</b> | <b>6<sup>th</sup> Term</b> |
|----|---|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 1  | <b>Jenna Pollock</b> , Associate Dean, Transitional Studies               | Title II-ABE                | 2020-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 2  | <b>Lin Zhou</b> , President, Bates Technical College                      | Higher Ed-Other             | 2018-20                    | 2021-23                    | 2024-25                    | 2026-27                    |                            |                            |
| 3  | <b>Mandy Kipfer</b> , Supervisor, Dept of Vocational Rehabilitation       | Title I Rehab               | 2017-19                    | 2019-21                    | 2022-23                    | 2024-25                    | 2026-27                    |                            |
| 4  | <b>Nino Gray</b> , Regional Director, Employment Security Department      | Wagner-Peyser               | 2020-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 5  | <b>Deanna Keller</b> , Port Commissioner, Port of Tacoma                  | Economic Development        | 2020-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 6  | <b>Nathe Lawver</b> , Secretary/Treasurer, PC Central Labor Council       | Reps of WF-Labor            | 2018-20                    | 2021-23                    | 2024-25                    | 2026-27                    |                            |                            |
| 7  | <b>John Adams</b> , Business Manager & Sec/Tres Laborers' Local 252       | Reps of WF-Labor            | 2026-27                    |                            |                            |                            |                            |                            |
| 8  | <b>Dona Ponepinto</b> , President & CEO, United Way of Pierce County      | Reps of WF-Other            | 2015-17                    | 2018-20                    | 2021-23                    | 2024-25                    | 2026-27                    |                            |
| 9  | <b>Lynn Strickland</b> , Executive Director, AJAC                         | Reps of WF- Reg. Apprentice | 2020-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
|    | <b>Private Sector Members</b>   |                             |                            |                            |                            |                            |                            |                            |
| 1  | <b>Dave Shaw</b> , CEO, Intuit Corporation                                | Cybersecurity               | 2017-21                    | 2022-23                    | 2024-25                    | 2026-27                    |                            |                            |
| 2  | <b>Blaine Wolfe</b> , Project Executive, Absher Construction Company      | Construction                | 2015-21                    | 2022-23                    | 2024-25                    | 2026-27                    |                            |                            |
| 3  | <b>Deborah Tuggle</b> , Owner, Bite Me, Inc                               | Small Business              | 2021-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 4  | <b>Ann Medalia</b> , VP Operations, Terra Staffing Group                  | Staffing                    | 2021-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 5  | <b>Irene Reyes</b> , CEO/Owner, Excel Supply Company                      | Small Business              | 2021-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 6  | <b>Rachael Pease</b> , Dir Business Dev & Strategy, Kiewit Building Group | Construction                | 2021-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 7  | <b>Robin J. Baker</b> , Chief, WorkForce Development, Amazon              | Technology                  | 2021-22                    | 2023-24                    | 2025-26                    |                            |                            |                            |
| 8  | <b>Jolita Perez</b> , System Manager- Workforce- MultiCare                | Healthcare                  | 2022-23                    | 2024-25                    | 2026-27                    |                            |                            |                            |
| 9  | <b>Misty Sullivan</b> , Care Center Administrator, Proliance Surgeons     | Healthcare                  | 2024-25                    | 2026-27                    |                            |                            |                            |                            |
| 10 | <b>Umi Waggoner</b> , Owner, ETC Tacoma                                   | Retail                      | 2025-26                    |                            |                            |                            |                            |                            |

- Board Terms are 2 years as of 2022
- Span indicated in term column covers both years