



## WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY

### MEMORANDUM

#### ACTION ITEM:

DATE: April 29, 2022  
TO: Finance and Administration Committee  
FROM: Michael Davie, Director of Programs  
SUBJECT: Policy

#### ACTION REQUESTED:

The WDC staff has reviewed and recommends the following policy to Finance and Administration Committee for approval on April 29, 2022.

1. Incumbent Worker Training Program Policy

Recommendation: WDC staff recommends the updated policy be accepted for final approval and immediate release and effective date of April 29, 2022.

#### SYNOPSIS:

Policy summary and modifications are as follows:

1. **Incumbent Worker Training Policy** – addresses eligibility criteria for incumbent workers and employers, requirements for incumbent worker training programs, and cost sharing requirements for incumbent worker trainings projects when utilizing Workforce Innovation and Opportunity Act (WIOA) Title I formula funds.

#### BACKGROUND:

For businesses to remain competitive in Seattle-King County's thriving economy, a well-trained workforce that is up to date on industry-recognized skills is necessary. The Workforce Development Council (WDC) of Seattle-King County's Incumbent Worker Training (IWT) program provides funding for continuing education, training, and upskilling of incumbent, or existing employees. It is designed to increase local businesses' competitiveness, avert potential layoffs, and/or upskill/backfill workers for existing Seattle King County businesses. It is primarily intended for workers who (i) have experienced a change in the necessary skills required to remain in their position, (ii) wish to advance in the company, or (iii) to avoid layoff.

The updated IWT policy addresses programmatic and administrative components of programming funded by the Workforce Innovation and Opportunity Act (WIOA). It aligns with WIOA Final Rules, as well as the Washington State Employment Security Department

(ESD) WIOA Title I and WorkSource System policies. It is in “final draft” format and included in Finance and Administration Committee package for April 29, 2022.

### **APPROACH AND PROCESS:**

The WDC staff researched and reviewed the IWT program policy of other local boards including Workforce Snohomish, South Central Workforce Development Council, Workforce Central and others and talked to businesses expressing interest in this program. Based on that research and recommendations, we are proposing to reserve \$30,000 of the WIOA Adult and Dislocated Worker Program funds for this policy and revisit this policy in the future to increase or decrease that funding level based on usage and demand from stakeholders.

### **EQUITY IMPLICATIONS:**

The WDC launched the review of local policies in alignment with the Regional Strategic Plan strategies for an equitable economic recovery. In order to mitigate disparities in underserved populations and communities of color, the updated policy emphasizes leveraged creative funding models and a strategy to expand access to credentials with labor market value through incumbent worker training, especially workers for color rapidly and at scale.

### **ACTION REQUESTED:**

The action requested to the committee is to approve the \$30,000 reserved from the WIOA Adult and Dislocated Worker Programs for the purpose of funding the Incumbent Worker Training Program.