

WDC BOARD MEETING

September 14, 2023



WELCOME & INTRODUCTIONS

Jiquanda Nelson, *Board Chair*



AGENDA

- Review draft agenda

I. INTRODUCTIONS

II. ACTION ITEMS

- A. Approve Minutes - June 22nd
- B. Consent Agenda
 - Economic Security for All (EcSA)
 - Incentives/Food Assistance/Needs-related Payments/Medical and Mental Health Care
 - State & Federal for Over 200% FPL
- C. Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA)

III. BOARD OF EXCELLENCE

- A. Dashboard Report Out
- B. Board of Excellence Discussion
- C. Board Vacancies
- D. Discussion of the Finance & Administration Committee and Full Board

IV. CEO REPORT

- A. Transformation Progress
 - Organizational Alignment
 - Workforce System Diversification and Capacity
 - Strategy and Innovation
 - Data and Analytics
 - Industry Engagement
 - Funding and Grant Updates

V. ADJOURNMENT

II. ACTION ITEMS

- A. Approve Minutes
- B. Consent Agenda
 - ✓ EcSA State and Federal Policy for Over 200% FPL
 - ✓ Allowable uses of State EcSA Funding
- C. Memorandum of Understanding and Infrastructure Funding Agreement

CONSENT AGENDA: POLICY UPDATES



EcSA (State & Federal) Policy for Over 200% FPL

Establishes eligibility criteria and procedures for serving individuals over 200% FPL.



Incentives/ Food Assistance/ Medical and Mental Health Care and Allowable Uses of State EcSA Funding Policy

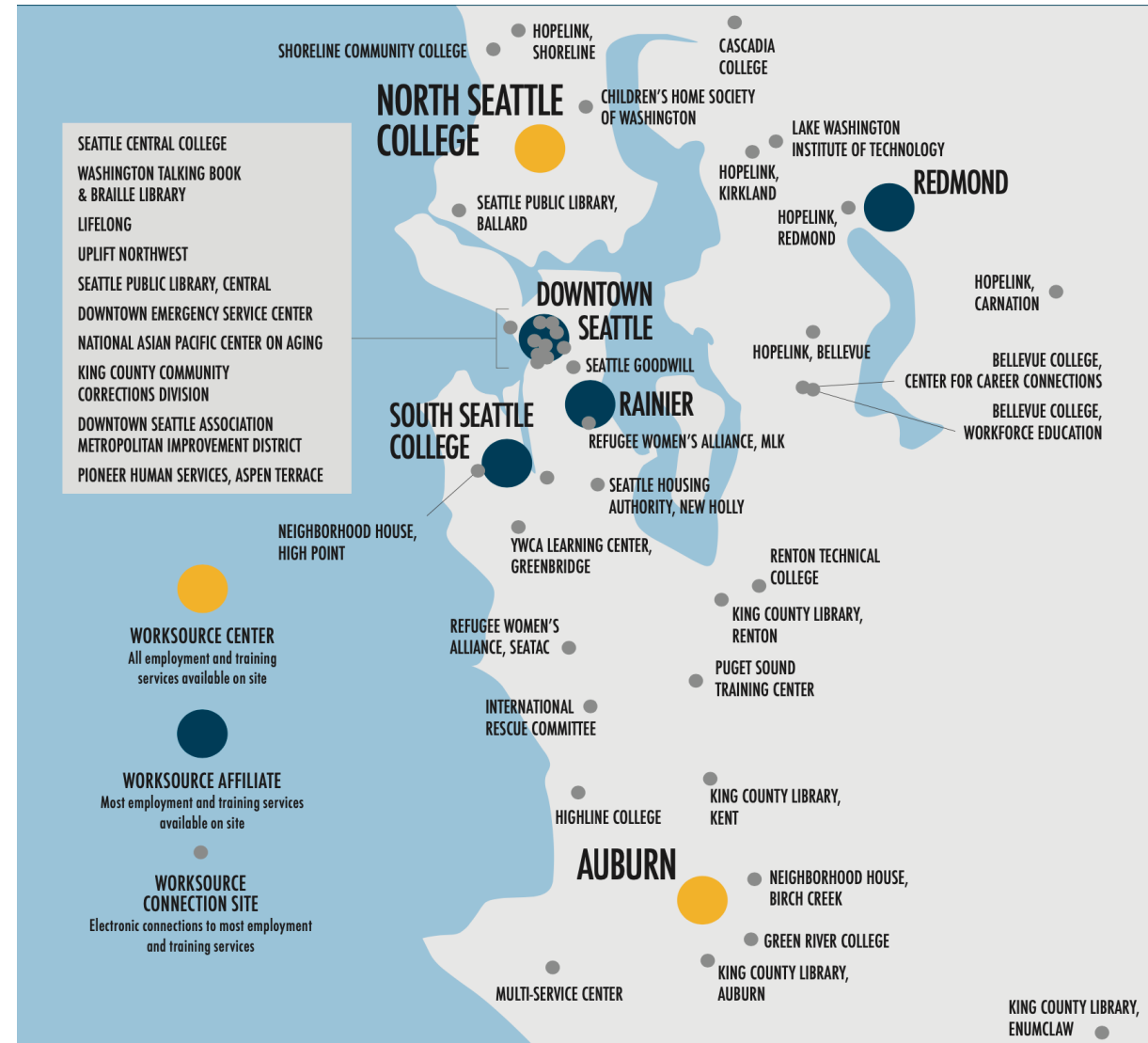
Provides guidance, policies and administrative procedures governing use of State EcSA funding.

WorkSource Memorandum of Understanding

- MOU
- Infrastructure Funding Agreement (IFA)

WorkSource Seattle-King County

- ✓ **2 Comprehensive Centers** where all system services are available on-site
- ✓ **4 Affiliate Sites** where most services are available on-site or by referral
- ✓ **39 Connection Sites** located in communities with the greatest needs to connect and provide access to WorkSource services



Who Works for WorkSource?



- WorkSource is not an organization or a government agency. It is a network of government, non-profit, and private organizations brought together under one roof.
- Every person with a WorkSource business card is employed by a Partner Organization.
- WorkSource is an integrative network of organizations working together to provide jobseekers with services that meet their needs



WorkSource- American Job Centers



Federally required
system of sites and
electronic connections

Required to have at
least one
physical comprehensive
center

Comprehensive services
for job seekers and
businesses

Integrated service
delivery

Required Partnerships

What does the WorkSource One Stop Operator do?



Integrated Service Delivery:
Streamline communication & services across WS partners.

Training and Development:
Ensure WS system staff receive ongoing training.

Community Outreach & Engagement: Develop & strengthen WS partnerships.

WS System Team Management: Lead functional teams across WS.

Maintain System Standards: Develop & Maintain system guides, such as codes of conduct, referral processes and more.

REQUIRED ONE-STOP PARTNERS

Section 121(b)(1)(B) and 20 CFR 678.400

Department of Labor	WIOA Title I Programs	Adult, Dislocated Workers, and Youth
		Job Corps
		YouthBuild
		National Farmworker Jobs Program (NFJP)
		Native American Programs
	Wagner-Peyser (Employment Services)	
	Senior Community Service Employment Program (SCSEP)	
	Trade Adjustment Assistance (TAA) Program	
	Unemployment Compensation (UC) Programs	
	Jobs for Veterans State Grants (JVSG) Programs	
Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169		
Department of Education	Adult Education and Family Literacy Act program, authorized under WIOA title II	
	The State Vocational Rehabilitation Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C.720 et seq.), as amended by WIOA title IV	
	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006	
Department of Housing and Urban Development	Employment and training activities carried out by the HUD	
Department of Health and Human Services	Employment and training activities carried out under the Community Services Block Grant (CSBG) Programs	
	Temporary Assistance for Needy Families (TANF)	

WDC Responsibilities | WorkSource



Negotiate a Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) with all WorkSource Partners



Certify that WorkSource meets high quality standards for operations and customer service



Contract for a WorkSource Operator



Contract for WIOA Title I funded services delivered through WorkSource



Develop policy to convey expectations for how WorkSource will meet regional needs

Memorandum of Understanding



Federally required
WorkSource system
operating agreement

Chief Local Elected
Officials, WDC and
WorkSource partners

Reinforces the shared
mission for the system
and partner
commitment to work
together

Partner roles and
responsibilities
(Services, referral,
data...)

Operating Budget
(Infrastructure Funding
Agreement (IFA))

Infrastructure Funding Agreement (IFA)



PY23 WORKSOURCE OPERATING BUDGET

- TOTAL: **\$2,243,374.**
- WIOA Title I (WDC) Share - **\$532,826.**

How WorkSource Partners will share the costs of the one-stop system:

- Physical infrastructure (rent, technology, etc.)
- Career Services (staffing)
- Other system costs agreed to by the partners (translation services, etc.)

Two types of IFA Partners:

- Required Partners
- Other

All partners must agree to the Local Funding Mechanism

- FTEs, square footage, and annual customer counts

WorkSource Infrastructure Funding Agreement (IFA)

PY23 OPERATING BUDGET

Required Partner	WS Auburn	WS North	WS Rainier	Redmond	Downtown	South	Totals
WIOA Title I (WDC)	\$ 58,680.62	\$ 54,493.26	\$ 166,733.11	\$ 77,284.39	\$ 97,159.79	\$ 78,475.19	\$ 532,826.36
WIOA Title II (Adult Literacy - Colleges)	\$ 1,153.35	\$ 737.55				\$ 16,349.00	\$ 18,239.90
WIOA Title III, TAA, Vets, UI, MSFW (ESD)	\$ 212,187.25	\$ 238,023.45	\$ 296,580.92	\$ 301,850.33			\$1,048,641.95
WorkFirst (ESD)	\$ 37,280.76	\$23,932.09	\$ 92,042.36	\$ 29,696.52			\$182,951.72
WIOA Title IV (DVR)	\$ 7,735.41	\$ 16,111.44		\$ 94,162.98			\$ 118,009.83
WIOA Title IV (DSB)	\$ 1,153.35	\$ 737.55					\$ 1,890.91
WIOA Title V SCSEP (NAPCA)	\$ 188.91	\$ 120.81					\$ 309.72
WIOA Title V SCSEP (AARP Foundation)	\$ 222.05	\$ 142.00					\$ 364.05
Carl Perkins (Workforce Educ - Colleges)	\$ 58,562.43	\$ 37,449.95					\$ 96,012.37
<i>King County - Self-Sufficiency</i>	\$ 1,060.55	\$ 678.21					\$ 1,738.76
<i>SHA - HUD Employment and Training</i>	\$ 2,117.79	\$ 1,354.30					\$ 3,472.09
Additional Partners							
Labor & Industries	\$ 5,246.87	\$ 11,164.74	\$ 20,453.86				\$ 36,865.47
Weld			\$ 20,453.86				\$ 20,453.86
TANF (YWCA)					\$ 112,634.01		\$ 112,634.01
United Way					\$ 1,894.71		\$ 41,894.71
Embedded Career Specialist						\$ 27,068.28	\$ 27,068.28
TOTALS	\$385,589.36	\$384,945.36	\$596,264.10	\$502,994.21	\$251,688.52	\$121,892.47	\$2,243,374.02

BOARD EXCELLENCE

- Dashboard Report Out
- Board Excellence Discussion
- Board Vacancies
- Discussion: Finance and Administration Committee and Full Board

Strategic Dashboard



Board Excellence - Measures	Measure	Previous State	Goal	Standing	Progress Q1
Outcome	Board Attendance		100% of meetings have enough board members attending to meet quorum		
Outcome	Board Attendance		Board members attend at least 3 of the 4 yearly board meetings		
Outcome	Board Commitments	No explicit commitments	All Board members will introduce WDC leadership to at least 2 funders or stakeholders who can be supportive of forwarding the mission of the organization		
Outcome	CLEO Board Appointments on Time	Delayed appointments	All board positions will be appointed/approved at least 30 days before the existing board members' terms end		
Output	Meeting Sponsorship	Meetings paid for by the WDC	Two in-person meetings will be sponsored by board members (on-site or financially)		
Output	Social media participation		Board members will follow WDC social media channels and share content and posts		

Strategic Dashboard



Board Excellence - Alignment	Goal - Alignment	Innovation	Job Quality	Advocacy	Community Partnerships	Racial Equity	Systems Change
Board Attendance - Quorum	100% of meetings have enough board members attending to meet quorum						X
Board Annual Attendance	Board members attend at least 3 of the 4 yearly board meetings						X
Board Commitments	All Board members will introduce WDC leadership to at least 2 funders or stakeholders who can be supportive of forwarding the mission of the organization	X		X	X	X	X
CLEO Board Appointments on Time	All board positions will be appointed/approved at least 30 days before the existing board members' terms end						X
Meeting Sponsorship	Two in-person meetings will be sponsored by board members (on-site or financially)						X

Board Excellence Discussion

BOARD UPDATES



PY23 OFFICERS

- Chair – Jiquanda Nelson, CEO, Diversity Window
 - Vice Chair – Angela Dunleavy, CEO, Gourmondo
 - Secretary – Katie Garrow, Executive Secretary Treasurer, MLK County Labor Council
-



Pending Appointments

- Higher Education
 - Adult Education
 - Economic Development
-



UPCOMING VACANCIES

- Small Business – January 2024

BOARD NOMINATION

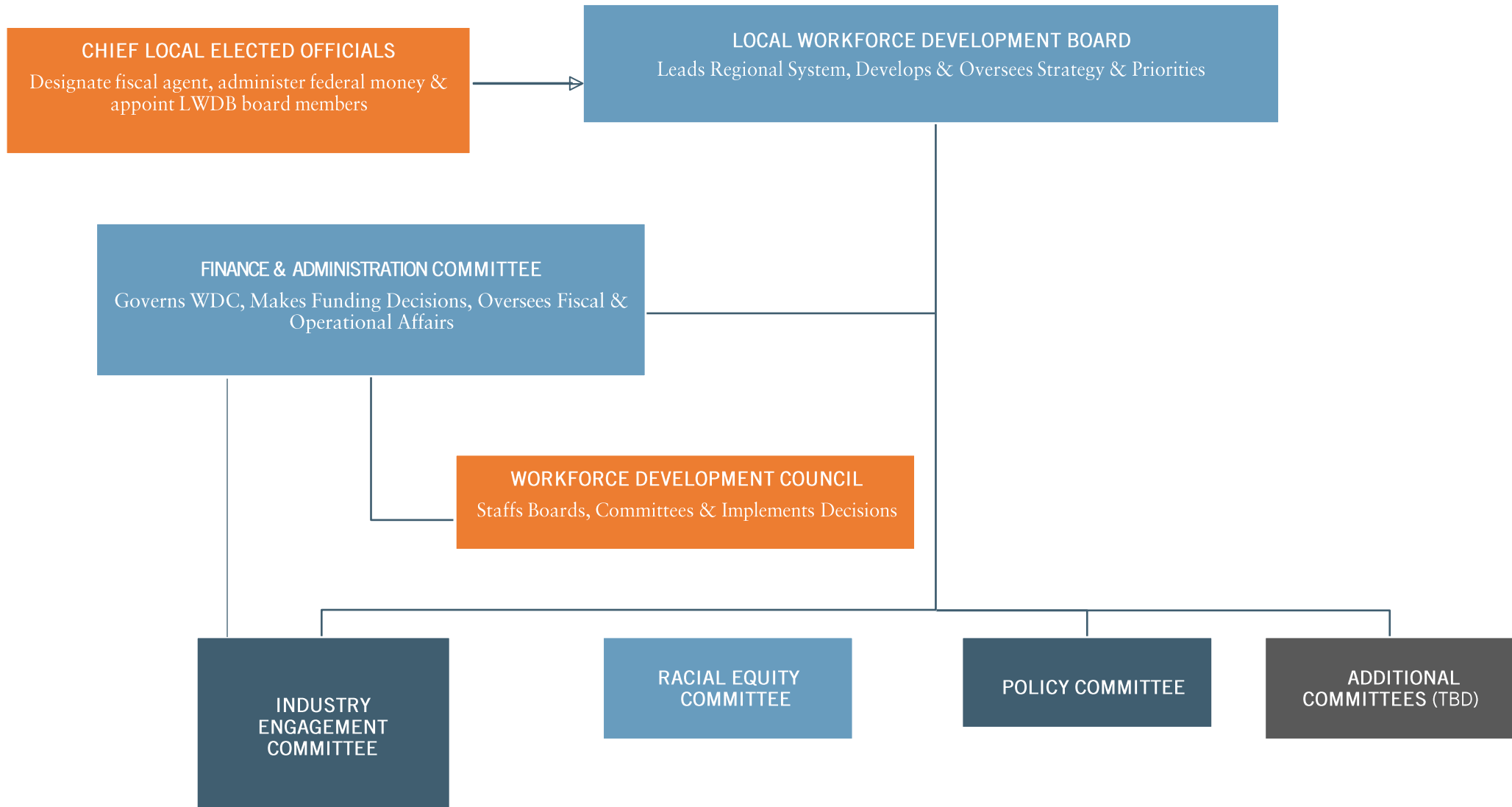


NOMINATION PROCESS

Please send nominations to info@seakingwdc.org.

- Board openings are posted for at least 30 days
- Anyone can nominate a potential board member
- Business members must be nominated or co-nominated with a member of the business community
- Nominations should include a summary of relevant experience or a link to a professional biography

NEW GOVERNANCE STRUCTURE – APPROVED 6/2021



BOARD & COMMITTEE ROLES & RESPONSIBILITIES



FULL BOARD

- System strategy, guidance, & advocacy
- Policy
- Local Plan Approval
- Regional Strategic Plan
- Convening
- CEO hiring/evaluation
- Annual budgeting
- Performance accountability negotiation

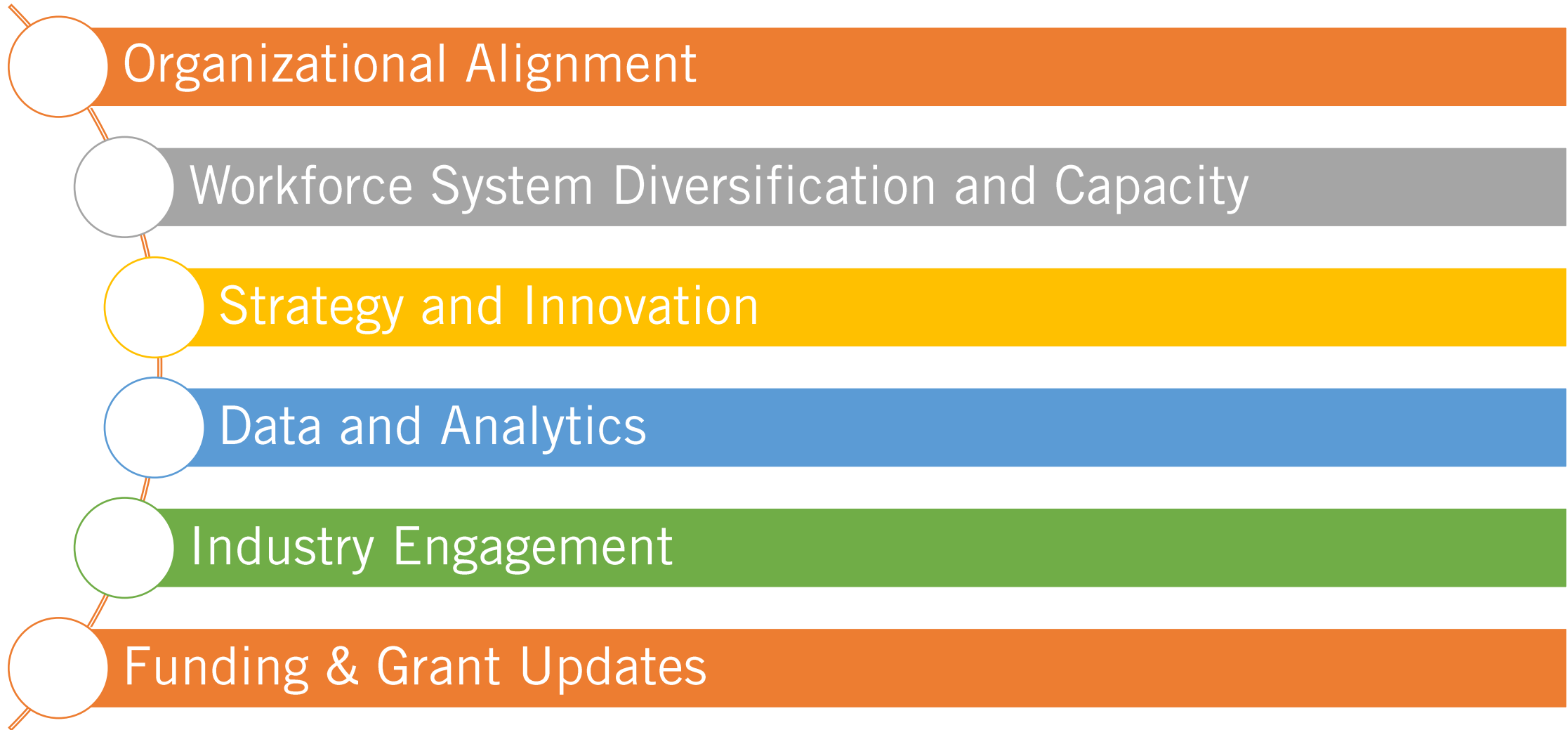
FINANCE & ADMINISTRATION

- Fiduciary
- Administrative
- Audit
- Monitoring & Compliance
- Procurement
- Operations
- Local policies



CEO REPORT OUT

Transformation Update PY22 Progress



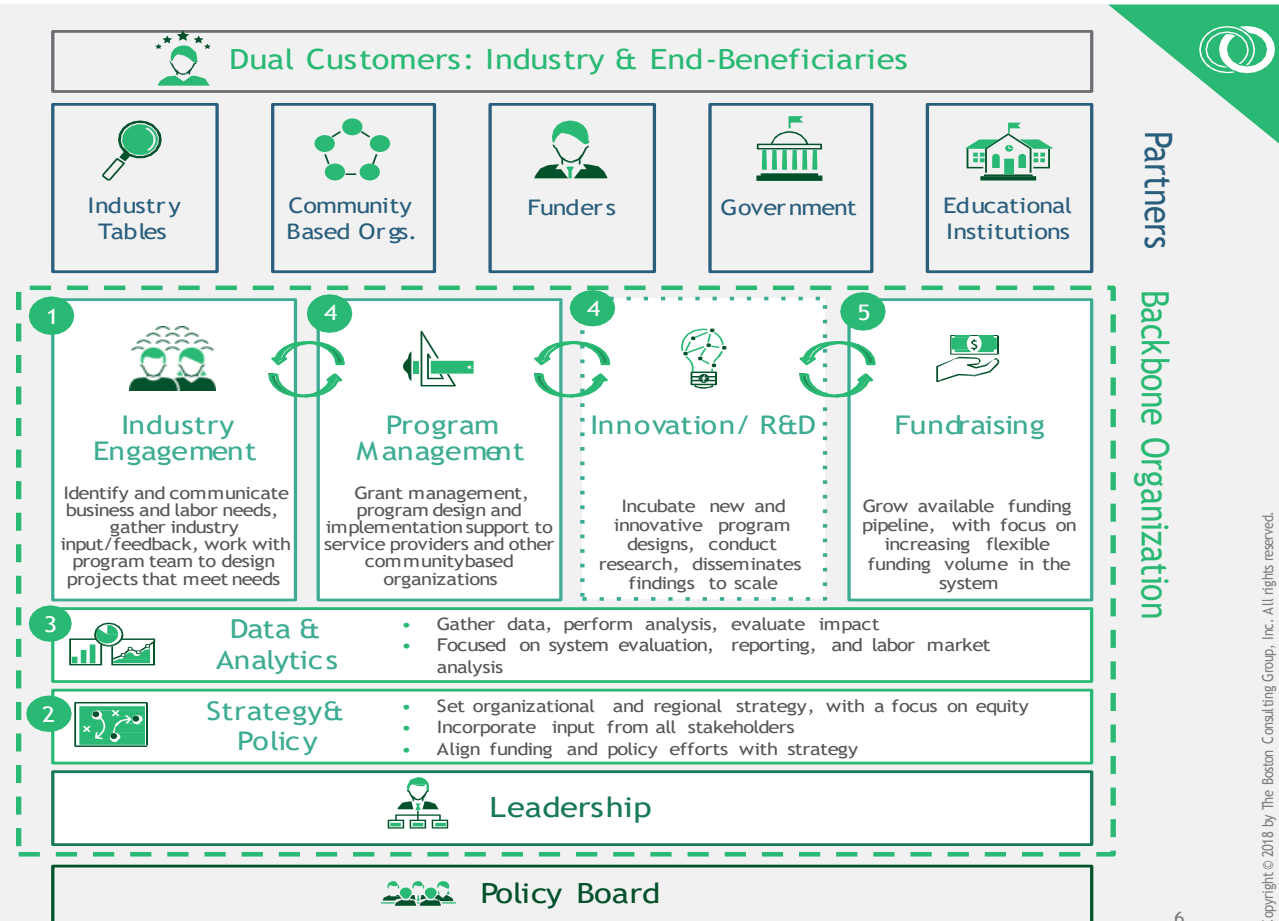
REGIONAL TRANSFORMATION CHARGE



- An outcome- and equity-focused, industry-driven regional workforce development system
- Strengthen the WDC to become a best-in-class, innovative, regional workforce development backbone organization that is a catalyst for leveraging and aligning resources to increase equity and maximize outcomes

Target operating model

- 1 Industry-driven
- 2 Equity-focused
- 3 Outcome- and data-oriented
- 4 Targeting both scale and innovation
- 5 Leveraging federal funding with more flexible dollars

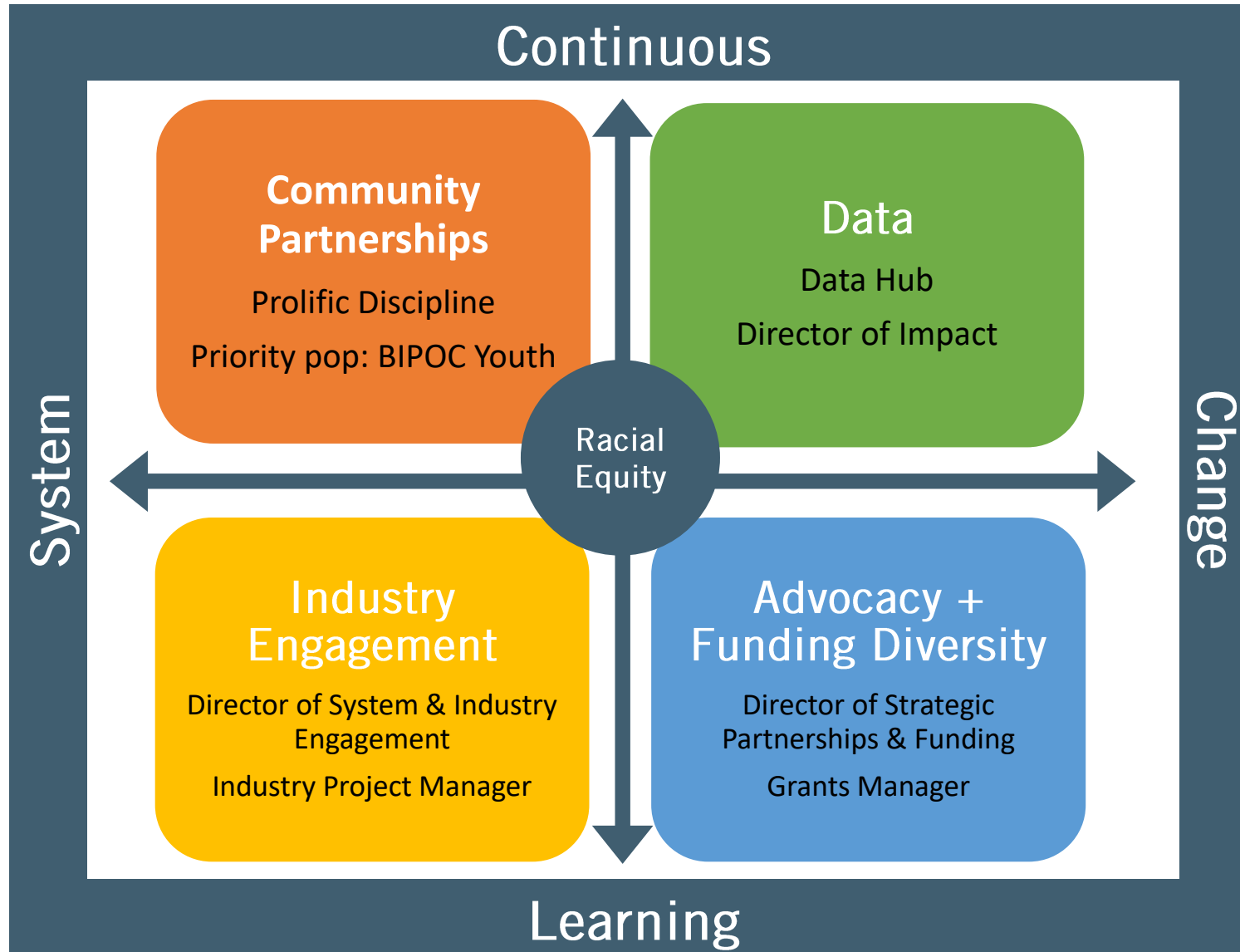


Note: Support functions of backbone org not included in illustration

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Organizational Alignment



ORGANIZATIONAL ALIGNMENT



Leadership

Mission and
Vision

Culture Change

Organization &
Talent
Management

Systems and
Processes

Centering
Racial Equity

WDC HISTORICALLY

Compliance Focused

Grantmaking to large, traditional agencies

Case Management

Broken People

TRANSFORMATION

WDC CURRENT AND FUTURE STATE

Non-WIOA based (or braided) investments

Collaborate with diverse network of community partners

Staff and leadership skilled in partnerships, advocacy, with racial equity analysis

Broken System = System Change

FORM FOLLOWS FUNCTION



Revised Job Descriptions
that emphasize community engagement,
data analysis, policy advocacy, racial
equity



Staff/Leadership
structure and role adjustments



Finance and Contracts
systems adjustments

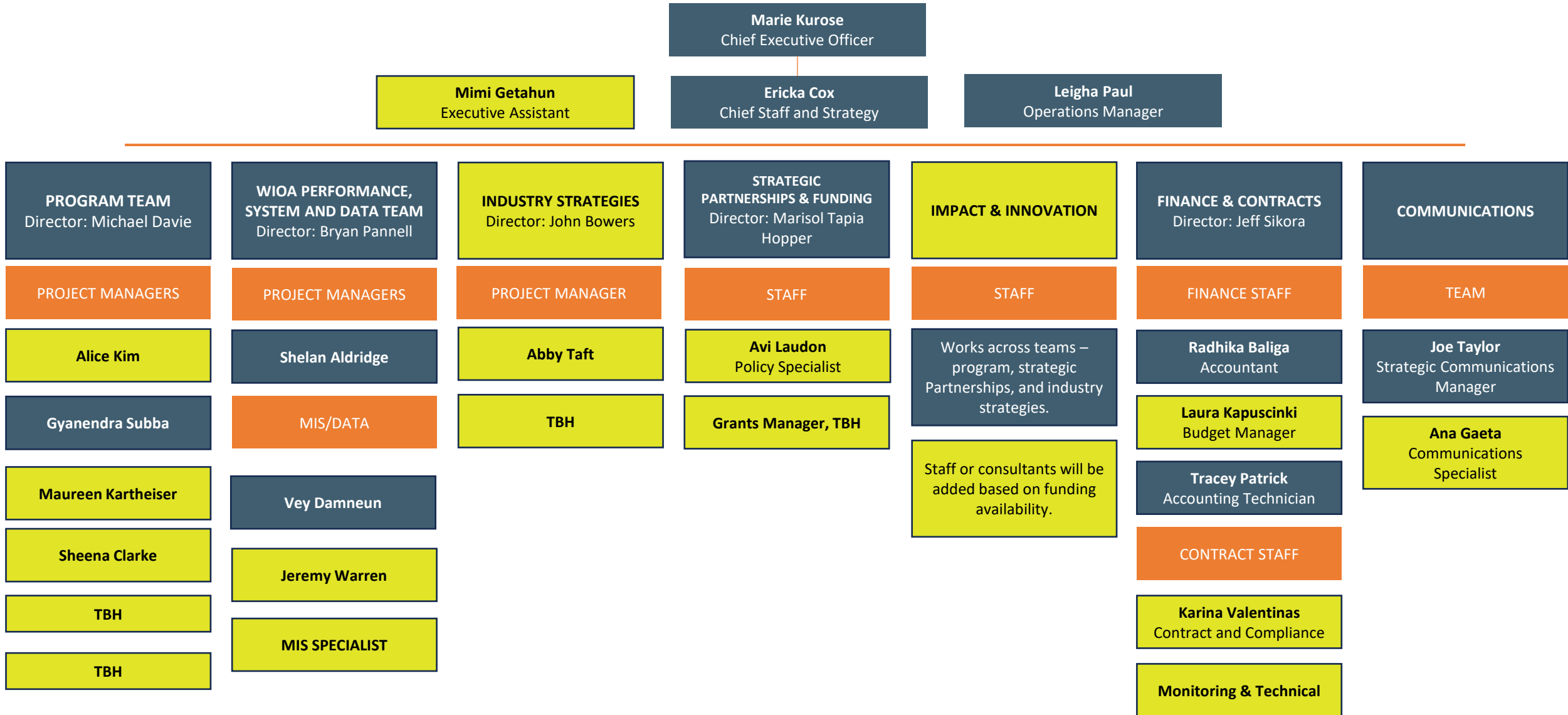


Work Culture
and aligned HR policies



Onboarding/ Orientation
and continuous learning

2023 ORGANIZATIONAL & STAFFING CHART



Workforce System Diversification and Capacity

EXPANDING PARTNERSHIPS

BROUGHT ON 10 EMERGING ORGANIZATIONS

- TRAC Associates (Africatown, Pioneer Human Services, Natl APA Center on Aging, Entre Hermanos)
- Asian Counseling & Referral Service (Partners in Employment)
- YWCA Seattle | King | Snohomish (International Rescue Comm, Urban League of Metropolitan Seattle)
- Pacific Associates (POCAAN, Alliance of People with Disabilities)

EXPANDED PARTNERSHIPS WITH 24 DIVERSE CBOs (New)

- Commerce COVID-19 Food Insecurity Grant – **18 Food Programs**
- Digital Navigator Grant **12 Community Partners**
- Employment Supports for Individuals Impacted by the Criminal Legal System (ESIICLS) - **6 New Providers/Partners**



Workforce System Diversification and Capacity

Increasing Capacity

- Professional development training for front line workforce development staff
- Monthly Peer to Peer meetings
- Sponsored community partners to attend National Workforce Professionals
- Provided over 20 ETO training sessions for service providers
- Streamlined/Improved Contracting and Administrative processes
- Cross Functional Technical Assistance Support

STRATEGY AND INNOVATION

- ☑ Economic Security for All (EcSA)
- ☑ Guaranteed Income Pilot
- ☑ Public Benefits Cliff Dashboard
- ☑ Operationalized Digital Equity Strategies
 - ✓ Workforce Development Digital Equity Survey
 - ✓ Digital Needs Assessment Tool
 - ✓ Digital Equity Map
 - ✓ AmeriCorps Digital Navigator Pilot at WorkSource and libraries
 - ✓ Digital Navigation Services
- ☑ Employment Support for Individuals Impacted by the Criminal Legal System
- ☐ Human Centered Design Universal Intake Form



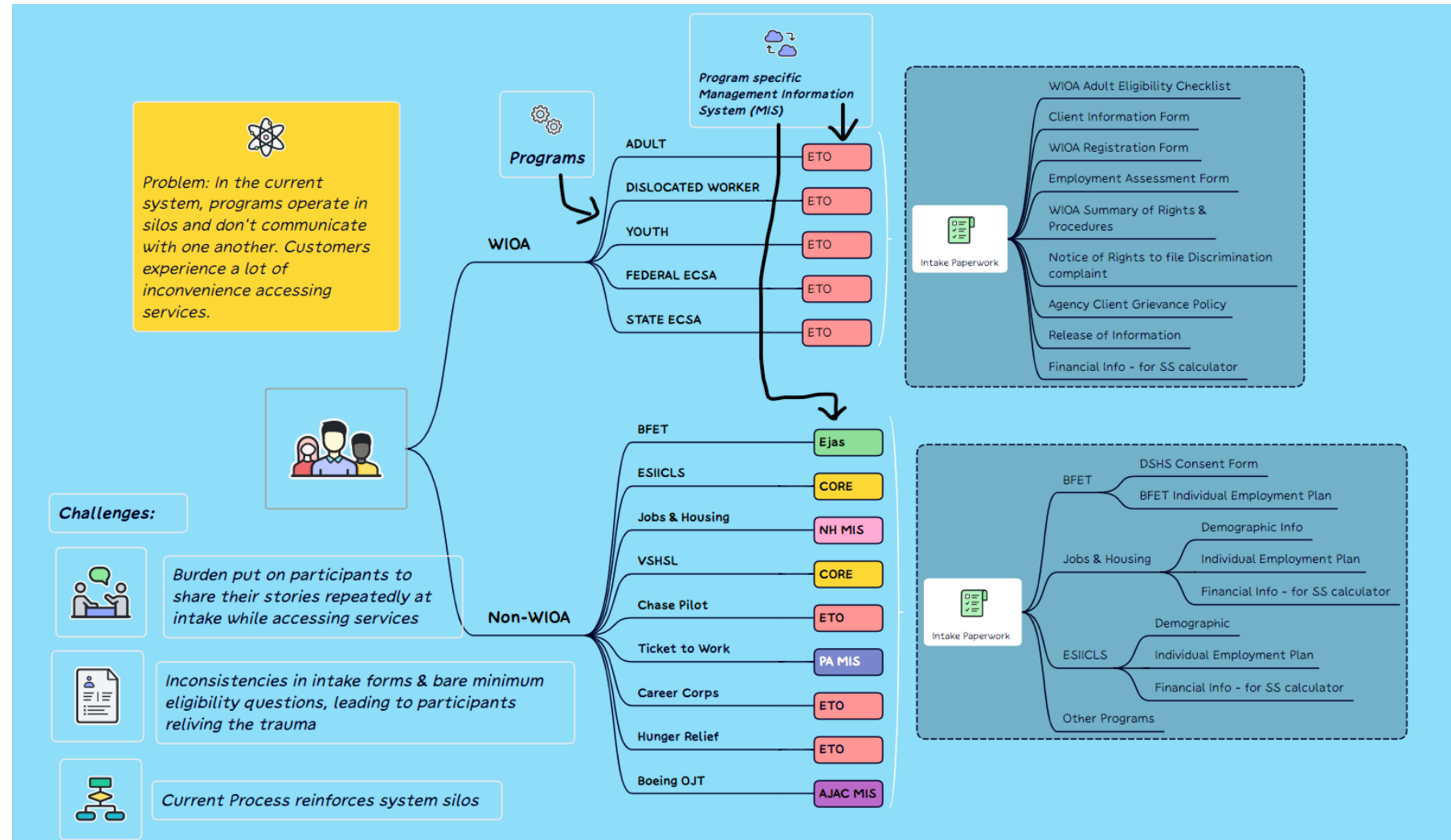
System Complexities Solved Through Human-Centered Workforce Services Grant

Universal Intake Form

- 6-8 Months
- Lead partner: YWCA
- Other partners: Urban League

Background:

- A survey conducted by the WDC determined that a customer needs to complete over 35 pages of intake documents just to be enrolled in one of the WIOA programs.
- EO complaints connected to the current process.





WORKFORCE DYNAMICS

PEOPLE, INDUSTRIES & JOBS

Launched Workforce Dynamics data visualization tool created to inform the work of the WDC and our partners to advance racial equity.

- Communities in Maps (communities, income, poverty impact and community capital)
- Income Disparities (Per Capita and Household Income by race, geography)

Implementing Data Integrity Processes to enhance data accuracy and reliability by establishing processes that deliver visibility of data and/or documentation issues allowing for technical assistance and training to be focused on specific needs of system staff.

INDUSTRY ENGAGEMENT INTERNAL CAPACITY

STAFFING

- Hired Director of Industry Strategies (6/2023)
- Business Services Project Manager (7/2022)
- Project Manager (TBH)

BUSINESS SERVICES CONTRACT

- Revised business services contract to align with opportunity sectors, and support program development needs

U.S. Department of Labor Job Quality Academy:

- **WA State Team:** Collaboration with State Employment Security Dept, DSHS, Commerce, and Southwest and Snohomish Workforce Boards. Aligned efforts with Oregon team to developing a strategies to align the various systems in both states behind a unified quality jobs framework.
 - Core Team Members Include: Board Members **Katie Garrow** and **Jon Holden**.



Industry Leadership Tables (ILT)

The Seattle-King County WDC seeks to co-create a new model, with a tri-county approach, surrounding the establishment of collaborative and inclusive industry leadership tables.

Each regional sector industry table works to expand beyond the workforce system's nearly exclusive focus on skill building by including a worker-and-racial-equity-centered approach that addresses the structural barriers job seekers face regardless of their skill attainment.



What's next? 2023 ILTs:

Maritime Industry Leadership Table (MILT)

Build on the work of the Statewide Maritime Industry Table by bringing local workforce development, community, and industry partners to work together and leverage the existing workforce system resources to address critical workforce issues in the Maritime industry.

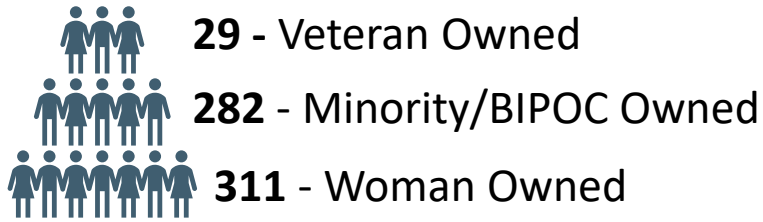
Technology Industry Leadership Table (TILT)

Collaborate with technology industry leaders through an ongoing mutual learning/innovation space for changing culture, practice and systems to create pathways to a racially equitable and inclusive IT workforce.

Where can your organization plug in?

BUSINESS SERVICES

622 Total businesses served:



Events and Job Fairs (BST and Partner)

WorkSource SKC Partners Hiring Event via Brazen

Eastside Virtual Job Fair Brazen Platform

South King County Hiring Event at the Burien Community Center

Newcomer Hiring Fair at Hyatt Regency Lake Washington

King County Regional Career Fair via ESD Brazen

Aerospace Tech Expo & Job Fair at AJAC' s Kent facility

North Seattle STEM Hiring Event via ESD Brazen

MLK Opportunity Fair at Garfield High School

Community Resource & Hiring Event at Evergreen Goodwill

Boeing Job Fair at WorkSource North Seattle

LW Tech Spring Job Fair at LW Tech

Federal Job Fair at the Seattle Federal District Court

Peace in The Hood Job Fair at Steve Cox Memorial Park

Rapid Response

- 767 Businesses provided layoff services
- 13 Businesses were provided layoff aversion services.
- 14 Virtual presentations serving 862 attendees
- 159 Referrals to WIOA DW, WorkSource Sites, ESD (UI and TAA), Community/Technical Colleges partners and other key Public Workforce Partners.

WARN/Non-WARN Services Performed

- **38 WARNs** received for outreach to aid a total of **9,917** displaced workers.
- 67% of the State's WARN's involved King County (38 out of 57).
- 78% of the State's WARN's involved King County workers (9,917 out of 12,698).
- **23 Presentations** serving **428 displaced workers**

FUNDING: PY22 GRANTS RECEIVED

PUBLIC			
Economic Security for All (State)	Self Sufficiency Calculator	\$ 146,960	7/2022 – 3/2024
Economic Security for All (State)	Program	\$ 1,039,448	7/2022 – 6/2023
King County (AARPA)	Career Corps	\$ 3,000,000	3/2022 – 12/2023 *
King County (VSHSL)	Vulnerable Populations	\$ 1,600,000	1/2022 – 12/2023 *
King County	Justice Involved Adults	\$ 2,929,434	11/2021 – 12/2023 *
King County	Jobs & Housing Career Supports	\$ 1,045,448	11/2021 – 12/2023 *
US Social Security Admin	Ticket to Work	\$ 65,000	7/2022 – 6/2023
DSHS	Basic Food Employment & Training	\$ 357,829	10/2021 – 9/2023 *
State Dept of Commerce	Digital Navigator	\$ 988,505	10/2022 – 6/2023
Department of Labor National	Quality Jobs Equity Strategy & Training (QUEST)	\$ 3,189,231	11/2022- 9/2024
PRIVATE			
Gates Foundation	General Operating Support	\$ 300,000	10/2022 – 9/2025
Bank of America	Youth Work Experience	\$ 150,000	7/2022 – 6/2023
National Skill Span	SkillSPAN State Policy	\$ 25,000	1/2023-12/2023

* Grants awarded in PY21 that include PY22 Implementation

FUNDING: PY23 GRANT REPORT

FUNDER	PROJECT	AWARD	PERIOD
NFWS	Human Centered Design Common Intake Form	\$ 200,000	8/23 – 7/24
Comcast	Digital Equity	\$ 60,000	9/23 – 9/24
ESD	Economic Security for All State Funded	\$1,371,586	7/23-6/24
DSHS	Basic Food Employment & Training	\$ 217,177	10/23-9/24
PENDING			
FUNDER	PROJECT/PARTNERS	REQUESTED	SUBMITTED
DOL	Critical Sectors Job Quality: Regional Approach to Improve Job Quality in the Hospitality Sector Partners: FareStart, UNITE HERE, UFCW/We Train Washington	\$500,000 (planning)	7/23
DOL/DOJ	Partners for Reentry Opportunities in Workforce Development Co-Applicant with Employment Security Dept.	\$3.5M	8/23
City/County	Funding for Backbone Organization – Pending Negotiations	\$500,000	Aug 2023
SUBMITTED NOT AWARDED			
Dept of Commerce	Digital Navigator Services through 45 culturally and linguistically diverse digital navigators at 12 community-rooted organizations, operating from 30 community-embedded accessible locations covering 4 regions of King County. Partners: Seattle Housing Authority; Seattle Information Tech; Seattle Public Library & InterConnection	\$ 2.34M	8/2023
NIH	Community-Led, Health Equity Structural Interventions Partners: Healthy King County Coalition	\$ 6M	2/6/2023
Urban Institute	Equity Centered, Community Based Approach to Sector Partnerships Partners: ERRA	\$ 465,000	4/7/2023

WIOA Title I Quarterly Performance Letters

- June 2023
- September 2023



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

September 12th, 2023

Marie Kurose
Chief Executive Officer
Workforce Development Council of Seattle-King County
Via e-mail

Dear Marie,

It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please feel free to share this with your board and entire team, as you see fit, in appreciation of the hard work and dedication they put into finding solutions and support for the communities served by your LWDB.

The Workforce Development Council of Seattle-King County quarter ending June 30th, 2023 (December 31st, 2022 for employment outcomes):

Outcome	Target	Actual
WIOA DW Enrollments	525	736
WIOA DW Employment Placements	100	148
WIOA Youth Enrollments	342	397
WIOA Youth Employment Placements	30	38
Federal EcSA Enrollments	80	234
Federal EcSA Employments Above Self-Sufficiency Wage	34	93
State EcSA Enrollments	136	259
Stat EcSA Employments Above Self-Sufficiency Wage	34	106

Congratulations on the exceptional performance of the WIOA DW and Youth programs exceeding target enrollments for PY22. Way to finish out the program year strong! Additionally, kudos on continuing to offer pathways for youth, especially ELL, BIPOC, and other youth in pre-apprenticeship pathways, opportunities to meet with regional corporate executives, and represent our region at national events. ESD acknowledges the gains made in recent quarters in improving work experience opportunities for youth. If we could offer additional technical service in any area of grant administration, training, policy guidance, or others, please just let us know. Our goal is to support your local success.

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to ESDGPWorkforcelnitiatives@esd.wa.gov. Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence.

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst
Grants Director
Washington State Employment Security Department

PY22 WIOA MONITORING REPORT

FINDING:

Repeated challenges with ensuring subrecipient-service providers are entering data into the state's MIS accurately and on time have resulted in a finding.

REQUIRED ACTIONS

- Require subrecipients to conduct and document monthly reviews of ETO and Participant files
- WDC will review and document to ensure accuracy and submit quarterly reports to the ESD Monitoring Unit
- Provide or procure for a third-party contractor to provide training for all subrecipient supervisors, their service delivery staff, and anyone responsible for reporting information into ETO

BACKGROUND

The Regional Transformation called for:

- Expanding partnerships with and increasing the capacity of diverse CBOs serving BIPOC, immigrant, refugee, and other marginalized communities.
- Leveraging and braiding WIOA funding with non-WIOA funding to better serve the community and increase impact.

In PY22 – the WDC executed 115 contracts with 63 unique Subrecipients and 19 fund sources. Subrecipients (Contractors) have experienced high staff turnover.

The state WIOA MIS system (ETO) has been an ongoing challenge. The state ESD has been working on developing a new system since 2017, which has been delayed because of issues with the IT Consultants.

Multiple Data Systems: In addition to ETO, subrecipients are required to complete multiple data reports based on fund source.

Braided funding and increased number and diversity of subrecipients requires additional monitoring, technical assistance and ongoing support.

WDC ACTIONS: The PY23 Operational Plan includes steps and staffing to address the MIS/Data Finding

115 **Contracts**

63 **Subrecipients**

19 **Fund Sources**



ADJOURN

Thank you

The next Full Board Meeting is on December 14th.