



## BOARD MEETING AGENDA

**October 4, 2023 | 9:00 a.m. – 4:00 p.m. | Meeting No. 264**

This is an in-person meeting – please register [here](#) for remote access.

128 10<sup>th</sup> Avenue SW, Olympia, WA, 98501 in the 5<sup>th</sup> Floor conference room.

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|-------------------|--|--------------|
| <b>9:00 a.m.</b>  | <b>Call to Order</b><br>Welcome and Introductions  |              |
| <b>9:05 a.m.</b>  | <b>Chairs Report</b><br>Consent Agenda <b>(Action)</b> <ol style="list-style-type: none"><li>Minutes from August 9, 2023, Board Meeting</li><li>Executive Director's Report</li><li>Legislative Endorsement Committee – Agency Requests</li></ol>  | <b>Tab 1</b> |
| <b>9:10 a.m.</b>  | <b>WINs Extension (Potential Action)</b><br><a href="#">Pre-Meeting Videos</a> (2)<br>Drew Cassidy, Workforce Board & Gary Kamimura, Employment Security Department <ul style="list-style-type: none"><li>WIN 0107: Temporary suspension of WorkSource System Policy 1101 (CASAS for Basic Skills Assessment).</li><li>WIN 0108: Temporary suspension of the 30 percent limit on transfers of formula grant funds between the WIOA Title I-B Adult and Dislocated Worker programs to allow up to 100 percent transferability.</li><li>WIN 0109: WIOA Title I-B verbal self-attestation and remote eligibility documentation and registration requirements during the COVID-19 emergency.</li></ul> | <b>Tab 2</b> |
| <b>10:00 a.m.</b> | <b>Overview of TAP Opening Chapters</b><br>Coral Garey & Dave Wallace, Workforce Board   | <b>Tab 3</b> |
| <b>10:40 a.m.</b> | <b>Break</b>   |              |
| <b>10:50 a.m.</b> | <b>TAP Planning</b><br>Pre-Meeting <a href="#">Video</a> (August 9, 2023)<br>Ben Robinson & Lindsey Phillips, FirstRule Group <ul style="list-style-type: none"><li>Discussion of Video</li><li>Reflection/Review of Retreat Commitments &amp; Guiding Principles</li></ul>  | <b>Tab 4</b> |

PLEASE NOTE: Times above are estimates only. The Workforce Board reserves the right to alter the order of the agenda. For information regarding testimony, handouts, other questions, or for people needing special accommodation, please contact Bianca Laxton at [bianca.laxton@wtb.wa.gov](mailto:bianca.laxton@wtb.wa.gov).

**12:00 p.m. Lunch**

**1:00 p.m. TAP Planning – Review of Strategic Priorities**

**Tab 4**

Ben Robinson & Lindsey Phillips, FirstRule Group

- **1:00 p.m. – System Integration**
  - Review of Priority Area & Highlight Alignment with Partner Agency Strategic Plans
  - Board Q/A & Affirm Commitments
- **1:30 p.m. – Business Engagement**
  - Review of Priority Area & Highlight Alignment with Partner Agency Strategic Plans
  - Board Q/A & Affirm Commitments

**2:00 p.m. Break**

**2:15 p.m. TAP Planning – Review of Strategic Priorities (cont.)**

**Tab 4**

Ben Robinson & Lindsey Phillips, FirstRule Group

- **2:15 p.m. – Youth**
  - Review of Priority Area & Highlight Alignment with Partner Agency Strategic Plans
  - Board Q/A & Affirm Commitments
- **2:45 p.m. – Credential Reform**
  - Review of Priority Area & Highlight Alignment with Partner Agency Strategic Plans
  - Board Q/A & Affirm Commitments
- **3:15 p.m. – Job Quality**
  - Review of Priority Area & Highlight Alignment with Partner Agency Strategic Plans
  - Board Q/A & Affirm Commitments

**3:45 p.m. Summary of Commitments and Next Steps**

Eleni Papadakis, Workforce Board

**4:00 p.m. Adjourn**

# Tab 1

## Consent Agenda

**PRESENTED BY:** Co-Chairs Larry Brown and Gary Chandler

**CHECK ONE:**

☒ Action Item

☐ Possible Action

☐ Discussion Only

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**SUMMARY:**

The consent agenda includes minutes from meeting number 263 for review, the Workforce Board Executive Director's report, and an overview of the Endorsement Committee process for agency budget requests.

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**BACKGROUND:**

N/A

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**STAFF GUIDANCE & RECOMMENDATION:**

Without dissent, the consent agenda items will be approved as drafted.



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**MINUTES OF MEETING NO. 263**  
**August 9, 2023**

**Board Members Present:**

Larry Brown, Co-Chair  
Gary Chandler, Co-Chair  
Wade Larson, Representing Business  
June Altaras, Representing Business  
Todd Mitchell, Representing Labor  
Kairie Pierce, Representing Labor  
Cami Feek, Employment Security Department (ESD)  
Jilma Meneses, Department of Social and Health Services (DSHS)  
Rebecca Wallace for Superintendent Chris Reykdal, Office of Superintendent of Public Instruction (OSPI)  
Paul Francis, State Board for Community and Technical Colleges (SBCTC)  
Carolyn Busch for Director Michael Fong, Department of Commerce  
Mark Mattke, Spokane Workforce Council, Representing Local Government

**Call to Order**

Co-Chair Larry Brown called the meeting to order at 9:00 a.m. in a hybrid meeting.

**Proposals for Review**

Deputy Executive Director Nova Gattman discussed potential Decision Package items for the upcoming legislative session.

**Licensed Practical Nurse Registered Apprenticeship**

Nova requested endorsement for additional funding for the Long-Term Care Licensed Practical Nurse (LPN) Registered Apprenticeship program. Workforce Board staff, along with partners, have made significant strides in establishing an alternative nursing career pathway for frontline, long-term care workers, since the project launched three years ago. However, there have been many hurdles and complexities that have delayed full implementation of the pilot. The Board, on behalf of initiative partners, is requesting additional funding of around \$2.4 million, needed over the FY 26-27 biennium to allow more time for cohorts to successfully complete the full program and to build a long-term sustainability model if warranted upon evaluation. Christopher Dula, Healthcare Workforce Senior Researcher, shared projected growth for long-term care services given Washington's aging population. There are challenges in keeping enough healthcare workers due to high turnover, which leads to other significant issues. For example, high turnover for frontline workers providing direct care is associated with lower quality care outcomes and higher levels of hospitalization for residents, Christopher noted. Moreover, long-term care

settings cannot take in new residents when there are not enough beds relative to direct care workers. This means that patients cannot be transferred from acute care to post-acute care settings, which puts considerable strain on the healthcare system. If the direct care workforce is not stabilized, the situation is expected to significantly worsen by 2030.

#### **MOTION-2023-263-01**

Jilma Meneses moved to proceed with the decision package to support continued funding for FY26-27 to allow for full implementation and sustainability model-building of the LPN apprenticeship pilot. This motion was seconded by June Altaras. The motion passed, 4-2.

#### **Proposals for Review, Continued—WAVE Scholarship**

Nova Gattman discussed the need for additional scholarship funds to better support the Washington Award for Vocational Excellence (WAVE) scholarship, which the Workforce Board administers each year in conjunction with the Washington Student Achievement Council, which disburses funds to award recipients. WAVE celebrates Washington's top career and technical education (CTE) students, both graduating high school seniors and students enrolled in professional-technical training at one of Washington's 34 community and technical colleges. Videos, photos, and interviews were shared about students who received scholarship funds this year, and some of the stories about the impact this had on them. WAVE was restarted after a 10-year suspension following budget cuts during the Great Recession. The 2022 cohort received \$11,700 per year for two years in tuition assistance. But insufficient funds reduced that level to nearly half—\$5,200 per year for two years—for the most recent 2023 cohort of award recipients. Without additional funding, next year's scholarship recipients (depending on the number of winners) will likely receive less than \$4,000 per year, for two years. This legislative request would better reflect current tuition costs and enable scholarship recipients to receive up to \$12,000 per year, for up to two years. Workforce Board staff also requested project funding for a new, user-friendly WAVE application portal to improve the application process for students, teachers, and reviewers.

#### **MOTION-2023-263-02**

Commissioner Feek moved to endorse the Decision Package for additional WAVE funding for scholarship money and a new application portal. The motion was seconded by Paul Francis. The motion passed unanimously.

#### **Proposals for Review, Continued—IT Equity and Digital Literacy**

Nova Gattman discussed the IT Equity & Digital Literacy Decision Package and noted that the ability to navigate technology is essential for so many jobs and functions of daily living. The Board was asked for direction to continue moving forward with the established coalition of partners on a proposal for potential submission to the Governor.

A robust discussion followed about additional stakeholder efforts throughout the state that are currently ongoing, how the various programs fit together, the coordination across agencies that will support this work, and the workforce elements that tie it together.



#### **MOTION-2023-263-03**

Commissioner Feek moved to direct Workforce Board staff to continue the proposed development with the coalition of partners on a potential Decision Package submission for Digital Literacy and IT Equity to the Governor. The motion was seconded by Carolyn Busch. The motion passed unanimously.

#### **Proposals for Review, Continued—Workforce Board Statutory Operations**

Nova Gattman discussed proposed maintenance budget adjustments to support critical activities to comply with federal and state mandates, and to address key gaps in the Board's portfolio, especially in light of TAP Plan objectives. Requested funding includes a state match to better leverage and maximize Carl D. Perkins federal funds, additional funding for research, development, and evaluation, and funding to hire a Business and Economic Development Policy Manager.

Staff and others described the stagnation of federal workforce funding even as business and jobseeker needs have become greater and more complex. The Board has absorbed these reductions over the years, strategically cutting or modifying activities and costs to the least possible detriment to the system. Recent TAP planning discussions and federal and state monitoring have highlighted gaps in our budget that prevent the Board from meeting all federal and state statutory and regulatory compliance. Because oversight of TAP plan implementation is a statutory requirement of the Board, the strategic priorities and guiding principles of TAP were important in the request analysis.

Board members expressed potential concerns and lack of understanding of what was being requested, its necessity, and the cost calculation. More information was provided to address the questions of the Board. Executive Director, Eleni Papadakis, explained that this was an agency request that she is compelled to move forward because it is specific to agency operations and statutory compliance, but she would like to have the Board's support if possible.

#### **MOTION-2023-263-04**

Wade Larson moved that the Workforce Board proceed with the maintenance level funding requests. The motion was seconded by Commissioner Feek. After further discussion, Wade withdrew the motion, and a friendly amendment was agreed upon by both Wade Larson and Commissioner Feek to vote on each aspect of the funding requests separately.

#### **MOTION-2023-263-05**

Todd Mitchell made a motion to approve the request for the state to match Carl D. Perkins federal funding of \$500,000 to allow the Workforce Board to fully leverage funding for career and technical education (CTE) related programs and projects. The motion passed unanimously.

**Consent Agenda**

1. Minutes from August 9, 2023, Board Meeting
2. Executive Director's Report

**MOTION-2023-263-06**

A motion to approve the Consent Agenda was made by Todd Mitchell. It was seconded by Kairie Pierce. The motion passed unanimously.

The meeting adjourned at 11:58 am Pacific Daylight Time.



# **Executive Director's Report**

## **Workforce Board Meeting**

### **October 4, 2023**

### **Meeting No. 264**

#### **Milestones**

##### **Rehabilitation Act celebrates 50 years**

The U.S. Rehabilitation Act of 1973 celebrated its 50<sup>th</sup> anniversary on Sept. 26.

[This flyer](#), developed by the community of state disability service agencies, highlights the enactment of the Rehabilitation Act as a crucial step to level the playing field and create more opportunities for people with disabilities. The act prohibits discrimination on the basis of disability in programs conducted by federal agencies, federal employment and more. The law also created and extended civil rights for people with disabilities, among other provisions.

"It not only set the stage for the Americans with Disabilities Act, but also fostered a societal shift toward embracing diversity and promoting inclusivity," [this joint letter](#) from Washington's Division of Vocational Rehabilitation and State Rehabilitation Council reads.

The Workforce Board enthusiastically recognizes this tremendous milestone in our state's and country's history, and proudly supports the agencies and people who work hard every day to create opportunities for Washingtonians with disabilities across the publicly funded workforce system.

#### **Conference Highlights**

##### **National Governor's Association (NGA) Summer Workforce Symposium in Fargo, North Dakota—August 8-10, 2023**

Gary Chandler and Larry Brown, Board Co-Chairs, Eleni Papadakis, Executive Director, Nova Gattman, Deputy Executive Director, and Drew Cassidy, Workforce Service Integration Manager, attended the NGA Summer Workforce Symposium in Fargo. Board member and ESD Commissioner Cami Feek and ESD's Employment Connections division director, Ismailia Maidadi (Ish) also attended. The symposium, hosted by the NGA Center for Best Practices, brought together state workforce development leaders from over two dozen states. The event aimed to align workforce and economic development activities across states. The symposium also marked the launch of the NGA's Workforce Strategic Planning Collaborative, a joint effort with the U.S. Department of Labor, focusing on maximizing the workforce impact of new federal investments, such as the CHIPS Act, Infrastructure Investment and Jobs Act (IIJA), and the Inflation Reduction Act (IRA). The event featured panels, expert remarks, and roundtable discussions. Highlights included a presentation on North Dakota's Tribal College Apprenticeship Program, youth pathway programs, and sector-based multi-stakeholder initiatives. Nova Gattman presented the WA story on a panel entitled "*State Workforce Boards Driving System Performance*

*Alignment with Governors' Priorities.*" The symposium emphasized the importance of collaboration, sharing challenges and opportunities to drive workforce development forward.

### **U.S. Department of Labor (DOL) ETA Vision 2030 Workforce Convening in San Diego, CA—August 15-16, 2023**

Gary Chandler, Board Co-Chair, Eleni Papadakis, Executive Director, Joe Wilcox, Career Pathways Manager, and Drew Cassidy, Workforce Service Integration Manager, represented the State Workforce Board at the ETA Vision 2030 Workforce Convening. Board member and ESD Commissioner Cami Feek, ESD's Employment Connections division director, Ismailia Maidadi (Ish), and five local WDC directors also attended. Hosted by the U.S. Department of Labor's Employment and Training Administration (ETA), the event aimed to advance the ETA Vision 2030, *Yes, WIOA Can!*, by highlighting WIOA's inherent flexibility and fostering collaboration across various sectors, including public, private, education, labor, and more. This event, like the event in Fargo, focused on state strategic planning efforts as a tremendous opportunity to make the most of the flexibility that WIOA offers and to leverage new federal investments. Eleni presented on Washington's TAP plan and planning process during a plenary session on state strategic planning.

Vision 2030 has four primary pillars, which USDOL leadership hopes will be used to help guide state workforce strategic planning. Vision 2030 pillars align well to the framework for TAP planning:

- Expanding Opportunities for Underserved Workers and Communities
- New Industry Partnerships that Lead to Real, Good Jobs
- Build a Better Care Economy
- Action Today for the Future of Work

The pillars were used as "tracks" of presentations and breakout sessions for the conference. One standout moment from the first day was the enlightening panel discussion led by representatives from the U.S. Department of Commerce and the ETA, which delved into the unprecedented opportunities in the public workforce system because of the many new federal investments coming down the pike. Another highlight was the introduction of the "Internet for All Initiative," emphasizing the importance of digital connectivity in modern workforce development. Sector strategies were spotlighted, showcasing their effectiveness in bridging the skills gap and ensuring equitable access to quality jobs. The convening focused on creating a national dialogue around the ETA Vision 2030, fostering partnerships to address current and future workforce needs, and scaling successful practices. Breakout sessions highlighted promising practices, while facilitated state planning sessions and workshops encouraged dialogue on the application of these practices. The event emphasized the importance of collective effort, with attendees from diverse backgrounds, including state and local workforce boards, education providers, employers, unions, and more. The goal was to highlight strong practices, build partnerships, discuss challenges, and create strategic plans for the future, ensuring an economy that benefits all.

### **NGA Healthcare Workforce Policy Academy, Denver, CO, August 22 and 23**

Washington is not one of the 20+ states participating in this policy academy on the healthcare workforce. But our work to support WA's healthcare talent pipeline is well known to NGA. Eleni was invited to co-present with Laura Ward, Senior Director of Workforce Solutions for Merit. Merit has been a technology partner on three recent projects the Board has been involved with, including the LPN

Registered Apprenticeship Pilot, the Summer Bridge Program for young people exploring health careers, and our pilot effort to create a common intake and integrated service planning tools.

The NGA event had a focus on long-term care. Laura and Eleni intended to present on the LPN Apprenticeship program, but the audience was interested in the Board's broader health workforce initiative. They were particularly interested in which stakeholders were at the table, and how policy recommendations were formulated across such a diverse range of stakeholders. There was also interest in the Health Workforce Sentinel Network, credential transparency, and Learner-Employer Records (LERs).

### **WA-ACTE Summer Conference**

Workforce Board staff provided presentations, staffed a booth (with plenty of free Where are You Going? career guides), and networked with a record 1,000 attendees at the Aug. 6-9 Washington Association of Career and Technical Education (WA-ACTE) conference in Spokane. This conference not only drew a LOT of attendees, it also provided us with the opportunity to showcase the Workforce Board's efforts to gather feedback on updating our state workforce plan Talent and Prosperity for All (TAP), provide updates on Career Bridge modernization, and reach out on our National Governors Association project focused on Learning and Employment Record (LER) digital credentials with partners that include the Washington Student Achievement Council, Greater Spokane, Inc., Providence Health System, and Eastern Washington University, among others. Participating staff included Career Pathways Manager Joe Wilcox, and Career Pathways Policy Associate Paulette Beadling, along with Director of Workforce System Advancement Marina Parr, and our "man in Spokane," Donald Smith, the agency's Long-Term Care Workforce Policy Manager. The Workforce Board was a conference sponsor.

### **Upcoming Conferences to Consider**

#### **Washington Workforce Association Conference, Tacoma, WA, November 14 to 16**

Workforce Board staff will be providing presentations and chatting with conference goers at a Talent and Prosperity for All (TAP) Lounge at the upcoming Washington Workforce Association Conference, held in Tacoma this year, from Nov. 14 to 16. This is the second year we have staffed a TAP Lounge to talk about our state's strategic workforce plan and gather ground-level feedback on workforce issues from frontline staff attending the conference. The Workforce Board is a conference sponsor.

Please consider attending this important event with the theme, "Stronger Together." From the conference website, <https://wwa2023.eventscribe.net/> (where you can go to register and learn more):

*"Workforce challenges are making headlines across the state. Finding viable, local solutions is a top priority for Washington industries, governments, families, and businesses alike. This is the moment for action. . . Take advantage of the ultimate opportunity in Washington state for thought leaders to connect, share ideas and celebrate the successes of the workforce system."*

Presentation tracks include:

- Partnerships and Coalition Building
- Building a More Inclusive Workforce
- Performance and Operations
- Industry Engagement – Demand

## **Washington Technology Industry Association's annual FullConTech Conference, Pacific Science Center, Seattle, October 17**

WTIA's annual event is designed to highlight significant issues facing the technology industry, and to engender group solution-finding. WTIA publishes a "playbook" every year about recommended solutions and how they will be operationalized. This year, DEI and hiring from underrepresented populations are significant problems to be explored. We will have an opportunity to describe the Board's Digital Equity Collective Impact Initiative and host a table discussion for industry and other partners. Our Senior Researcher, Chris Dula, will help set the stage for the day by providing a data picture of the tech economy and workforce.

WTIA aims to keep "talking heads" to a minimum in order to have sufficient time for discussion and solution-finding. From the conference website:

*"FullConTech is a unique event where industry professionals, government officials, and post-secondary institutions can come together to discuss solutions to the challenges facing the tech sector in Washington. Join us for the unique opportunity to discover innovative solutions, collaborate with your peers, and make an impact in the tech ecosystem in Washington and beyond."*

Please consider attending this well-regarded, reasonably priced event on October 17<sup>th</sup>. You can find more information about the event and register at <https://www.washingtontechnology.org/fullcontech/>.

## **Health Workforce Council Updates**

The [Health Workforce Council](#) (HWC), which is staffed by Renee Fullerton, a Policy Associate at the Board, held its third meeting of the year virtually on September 21. An overall goal of the meeting was for the Council to make decisions to update 2022 health workforce policy recommendations for the December 2023 report. The Council is focusing on updating and reissuing recommendations from 2022 in its annual report to policymakers since 2024 is a short legislative session and several strong items from the 2022 recommendations are still highly relevant.

The Council decided to update a series of recommendations intended to help address the high burden of educational debt experienced by the health workforce. This will include increased appropriation to the Washington Health Corps loan repayment program, which continues to receive more than double the number of applicants that can be awarded. The Council also agreed to reissue the recommendation that the Legislature require an evaluation of the outcomes of the Washington Health Corps to determine if the program is meeting its statutory goal of encouraging more healthcare professionals to work in underserved areas. The evaluation can also help the state meet equity goals by determining if there are structural issues causing inequitable program access or outcomes for different communities or areas of the state. Additional recommendations for the 2023 report include continued emphasis on all eligible healthcare employers connecting their staff with resources regarding the federal Public Service Loan Forgiveness program and a continued focus on how childcare access is impacting the health workforce.

Council members and attendees also had an opportunity to discuss and then vote on the five strategic priority areas that were identified as potential focuses for the Council over the next 3-5 years. The votes were non-binding but intended to provide additional feedback to Council members for when they rank the potential priority areas for work. The five areas identified for consideration are:

- Improving health workforce data for planning and policy development

- Increased focus on rural specific workforce strategies
- Simplifying the health workforce regulatory environment
- Increasing collaboration across government entities, educators, and health subsectors
- Clarifying career pathways for those entering or upskilling within the health workforce

The top two priorities as ranked by the Council will have subcommittees formed and staffed by Renee that will meet much more frequently than the Council with the intention of fully developed goals, policy recommendations, and timelines for progress. Council members and attendees also heard updates from Dr. Donald Smith regarding the Long-Term Care Workforce Initiative and the Health Workforce Sentinel Network.

## **New Business and New Hires**

### **Clean Energy Technology Workforce Advisory Committee (CETWAC)**

Ilene Munk was hired in August as the Workforce Board's new Clean Energy Technology Workforce Policy Manager, a position funded during the 2023 Legislative Session. Ilene will be working on implementing House Bill 1176 (2023), which creates a new Clean Energy Technology Advisory Committee that will provide direction on how Washington expands our clean energy workforce. Ilene comes to the Workforce Board after working as an environmental attorney in both private practice in Kansas and Oregon, as well as with the federal Environmental Protection Agency.

The Clean Energy Technology Workforce Advisory Committee, (CETWAC, or Advisory Committee) is convening Business, Labor, state agencies, and other stakeholders. Ilene is the lead staff for this group. A key component of the Advisory Committee's work, as required by HB 1176, is an analysis of the State's clean energy policies and legislation to determine the impact on the workforce, and the development of policy recommendations to address the impact on workers and businesses as the state transitions to more forms of clean energy technology. As a reminder, this stakeholder group was a Workforce Board Legislative Agenda item in 2022 and 2023. A required November 1, 2023, report will summarize the work plan and initial recommendations of the group.

The Advisory Committee has met weekly since September 14<sup>th</sup>, with individual meetings occurring during that time as well, to coordinate – but not duplicate – work being conducted by the Department of Commerce, ESD, LNI, and others. For example, the Department of Commerce has been working with Ecology and EPA to administer several planning grants from EPA. Their work will be referenced in the Advisory Committee's first report. Similarly, the work conducted by the Center of Excellence on Clean Energy at Centralia College is also going to be summarized in the report to policymakers, as it includes interesting workforce data gap findings. Finally, the findings of the U.S. Energy and Employment Report issued by the Department of Energy in the last few months will provide general clean energy employment findings as relates to demographics and employment growth in clean energy sectors, both nationally, and in Washington state.

The Advisory Committee members are engaged and invested in the idea of making policy recommendations to policymakers and have begun a review of important topics and findings to be included in the Advisory Committee's report.

Although the committee has not firmed up recommendations at this stage, the discussion from labor and business stakeholders and the cooperation with other state agencies has been excellent and the

Advisory Committee hopes to be a valuable resource to policymakers as well as worker and business interests for years to come.

To get involved in the Advisory Committee, or just receive updates, please contact Ilene Munk at [Ilene.munk@wtb.wa.gov](mailto:Ilene.munk@wtb.wa.gov).

### **Data-Sharing and Integration Initiative**

Kim Goutam has been hired as our new Data Integration Manager. Kim comes to us most recently from the private sector (Houghton Mifflin Harcourt/NWEA and DreamBox Learning) where she directed research on education/training assessment and evaluation. Kim holds a PhD in Education - Quantitative Methods, from University of California at Santa Barbara.

Kim will lead the system's efforts to find solutions to our siloed data systems and services. The funding for this came from a decision package developed during the 2016-2020 TAP planning process. The Board submitted the DP on behalf of system partners to achieve the following:

- Analysis of impacted service processes and data that needs to be shared across agency systems, focused on the programs that had originally volunteered for this design study and potential implementation. Those programs are: TANF, WorkFirst, BFET, SNAP, Wagner-Peyser, Reemployment Services and Eligibility Assessments (RESEA), Disabled Veterans' Outreach Program (DVOP), WIOA Title I Adults, Dislocated Workers, and Youth, LNI Apprenticeship, DSB, DVR, and the Workforce Board.
- Identification of security, legal/regulatory, and other challenges specific to data sharing for each program.
- Development of design specifications, and analysis of and recommendations for potential IT solutions that support sharing participant information across multiple agencies—preferably without major modification of agency data systems.
- Requirements for interfacing with existing agency systems, and identification of potential up-front and ongoing cost factors for each system.
- Establishment of a data-governance body and structure that would oversee selection, implementation, evaluation, and on-going oversight of the technology solution.

For more information on this important project, contact Kim at [kim.goutam@wtb.wa.gov](mailto:kim.goutam@wtb.wa.gov).

### **Continued Career Bridge Modernization**

The Workforce Board welcomed Julie Mix-Stark in late August as the new Career Bridge Manager for our two-year project to modernize the site. This project position is pivotal in hiring and overseeing vendors to update Career Bridge's older architecture, make it mobile friendly, provide a long-requested digital portfolio, and more closely align the site with High School and Beyond Planning. Julie has a deep background in marketing and graphic design, most recently serving as Creative Services Manager (handling marketing/advertising/website design) for Dancing Goats Coffee in Olympia. She also worked as a senior graphic designer for the senior living industry and spent 10 years as a senior graphic designer for REI.

Julie has substantial experience in project management—which will come in handy as we go through procurement, hire, and oversee vendors, and implement needed changes to Career Bridge through the

middle of 2025. The Legislature provided funding for Julie's project position, as well as a two-year IT Lead, who will be hired next.

## Legislative Endorsement Committee – Legislative Requests

**PRESENTED BY:** Nova Gattman, Workforce Board

**CHECK ONE:**

☒ Action Item

☐ Possible Action

☐ Discussion Only

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**SUMMARY:**

The Workforce Board has a statutory responsibility to review state agency funding requests for alignment with the state strategic plan. The Board's Endorsement Committee is soliciting requests for potential endorsement. The final list will be shared at the Board's November 7 meeting.

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**BACKGROUND:**

RCW 28C.18.060(5) directs the Board to "... review and make recommendations to the Office of Financial Management (OFM) and the Legislature on operating and capital budget requests for **operating agencies of the state training system** for purposes of consistency with the state comprehensive plan for workforce training and education."

This statutory requirement provides the framework for the review of workforce system agency requests. The implementation of the state's strategic plan for workforce development, Talent and Prosperity for All (TAP), allows for a focus on system-specific legislative requests that could move the workforce system toward one or more of the goals and strategies outlined in both the existing TAP plan and the 2024 update.

The Board created an Endorsement Committee in 2022 to review partner agency requests for alignment with TAP and ensure that there is consensus on each request among all three caucuses of the Board. The Endorsement Committee included one representative from each caucus of the Board – business, labor, and government. The Workforce Development Councils nominated a member in 2022 to act as the government representative to eliminate a potential conflict of interest in having a state agency on the group. Endorsement Committee recommendations were then brought before the full Board for consideration at the next meeting. Endorsed items were added to the Board's workforce system legislative agenda and actively part of Board staff and Board members' legislative advocacy efforts.



Board staff is recommending a similar process for the 2024 Legislative Session requests. The current membership of the Endorsement Committee reflects the three voting caucuses of the Board. Without objection, the current membership is as follows:

- **Business:** June Altaras
- **Labor:** Kairie Pierce
- **Government:** Amy Martinez
- **Co-Chair Support:** Gary Chandler & Larry Brown
- **Board Staff:** Nova Gattman

Board staff have reached out to the Endorsement Committee members to confirm that they are still available to serve. If there is a vacancy, Board members from the caucus with a vacancy will be asked to volunteer for the role.

Board staff will also be reaching out to all state workforce partner agencies to ensure that they are aware of the opportunity to submit endorsement items for consideration. Requests are due to Board staff no later than 10/13 at 10:00 am. The form for requests is included in this tab following this coversheet.

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## **STAFF GUIDANCE & RECOMMENDATION:**

The Board has two action items:

1. For the full Board, do you support moving forward with the current membership of the Endorsement Committee?
2. For the state agency members of the Board, please work with your staff to submit any decision packages that you would like to have the Board consider endorsing as part of the system's Legislative Agenda.

# Workforce Board 2024 Legislative Agenda

## Potential Agency Endorsement Requests

### Project Summary

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#### Instructions:

This form is to be completed by state agencies who would like to have the Workforce Board consider endorsing their decision package(s) for inclusion on the Board's workforce system Legislative Agenda for 2024. Please use a separate form for each project.

#### Submission Details & Due Date:

All requests for consideration of endorsement must be sent to [nova.gattman@wtb.wa.gov](mailto:nova.gattman@wtb.wa.gov) **no later than 10:00 am October 13, 2023** to ensure timely review by the Endorsement Committee. Late submissions will not be accepted.

The Endorsement Committee will review all proposals for alignment with TAP goals and those with the potential for broad consensus across Board partners. The final list for consideration will be reviewed at the November 7<sup>th</sup> Workforce Board meeting for full Board approval.

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1. Project Title:
2. Workforce Board Member Sponsor Name:
3. Staff Contact for the Project:
4. Short Project Description (ideally, 100 words):
5. What is the project?
6. Estimated Cost, Fund Source, & FTE Needs:
7. Potential Leveraged Resources:
8. Responsible Entities:
9. Proposal Format (proviso, statutory change, other):
10. What has been done by your organization regarding this work in the past? (If proposal would add to or continue an existing initiative. Answer N/A if not relevant.)
11. Why is this needed now and what is the impact?

# Tab 2

## Extension of WorkSource Information Notices

**PRESENTED BY:** Drew Cassidy, Workforce Board and Gary Kamimura, Employment Security Department (ESD)

**CHECK ONE:**

☐ Action Item

☒ Possible Action

☐ Discussion Only

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**SUMMARY:**

The Board is asked to deliberate on the potential extension of the following state WorkSource Information Notices (WINs) currently set to expire on December 31, 2023. These WINs, established during the COVID-19 pandemic, aimed to enhance the ability of Local Workforce Development Boards (LWDBs) and Title I-B providers to respond to the changing needs of customers under the Workforce Investment and Opportunity Act (WIOA). Staff request the extension of these three WINs to provide time to consider or implement permanent policy changes and align with new and forthcoming federal rules and guidance.

Please note the [pre-meeting videos](#), where Board and ESD staff provides an overview of each item.

- [WIN 0107 \(Rev9\)](#)—Temporary suspension of WorkSource System Policy 1011 (CASAS for Basic Skills Assessment) to allow alternative documentation of basic skills deficiency in WIOA Title I-B programs. (Exp 12-31-23)
- [WIN 0108 \(Rev9\)](#)—Temporary suspension of the 30 percent limit on transfers of formula grant funds between the WIOA Title I-B adult and dislocated worker programs to allow up to 100 percent transferability. (Exp 12-31-23)
- [WIN 0109 \(Rev9\)](#)—WIOA Title I-B verbal self-attestation and remote eligibility documentation and registration requirements during the COVID-19 emergency. (Exp 12-31-23)

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**BACKGROUND:**

In response to the challenges and service delivery changes caused by the COVID-19 pandemic, the Workforce Board acted at the request of the Washington Workforce Association (WWA), and introduced policy flexibilities in April 2020. These WINs, extended multiple times since their inception with the most recent extension to December 31, 2023,

occurring in February 2023, were envisioned as a strategic response designed to adapt to the pandemic's evolving landscape and subsequent recovery phase. Local areas, having experienced the tangible benefits of these flexibilities, have since expressed a desire for these flexibilities to become permanent in WorkSource System and WIOA Title I policies, citing their effectiveness in addressing the dynamic needs of customers, changing use of technology, and a desire to ensure equitable service delivery.

### **WIN 0107 – CASAS for Title I-B Basic Skills Deficiency (BSD) Determinations**

The Board acted in 2010 to require a single basic skills test, CASAS, be administered across all workforce system programs. During the pandemic, the Board was asked to temporarily suspend this [Policy 1011, Revision 6](#), and allow Title I-B to use alternative means (other informal basic skills assessments or school record data) to determine basic skills deficiency (BSD) for the purpose of eligibility determinations. The CASAS test is most often administered in-person and proctored, and local areas have reported continuing concerns with the ability to access CASAS across the state, although an online version is now available.

Board staff recently convened a meeting of stakeholders with representatives from all WIOA core programs (Title I – LWDBs, Title II – SBCTC, Title I/III – ESD, Title I/IV – DSHS and DVR) to discuss [WIN 0107](#) and the exclusive reliance on CASAS for basic skills deficiency (BSD) determinations in WIOA Title I-B programs. The consensus of this group was a desire for a more holistic and inclusive array of assessment methodologies to remove the barrier created for customers in Policy 1011, Rev. 6 that requires CASAS as the only method of determining BSD for the limited purpose of Title I program enrollment (WIOA Out-of-School-Youth (OSY), WIOA In-School Youth (ISY), and WIOA Adult Priority of Service Categories 1 and 2).

Important points made during the stakeholder meeting include:

- Only to the extent that a standardized test is required, should it be CASAS, as that is the chosen assessment of Title II partners.
- Title I-B focuses on determining if an individual possesses basic career skills (or BSD) at the time of enrollment, versus Title II, which utilizes CASAS for Entering Educational Functioning (EFL) Placement.
- Under WIOA, there are multiple methods beyond standardized testing, including staff observation and self-attestation, that may be utilized to assess and document BSD, as it relates to basic career skills, for the purposes of Title I-B eligibility and enrollment.
- There is an equity concern for requiring CASAS for individuals with disabilities and individuals who are basic skills deficient for reasons not related to academics or who are English Language Learners (ELL).
- Many individuals do not proceed to Title II services, making CASAS an unnecessary barrier for them. Title I and Title II enrollment are typically more sequential in nature due to the intensity of formal instruction programs.

In addition to the request for WIN 0107 flexibilities to be made permanent, all partners agreed that WIN 0107 should at least be extended until December 31, 2024, to allow time to review and incorporate potential changes to the Measures and Methods for National Reporting for Adult Education currently being considered as part of a [Federal Agency Information Request](#) by the Office of Career, Technical, and Adult Education (OCTAE), in the Department of Education (ED).

### **WIN 0108 – Transferability Between Adult and Dislocated Worker Fund**

The Workforce Innovation and Opportunity Act ([Public Law 113-128](#)) Section 133(b)(4), allows LWDBs to transfer up to 100% of formula funds between the Adult and Dislocated Worker (DW) Title I-B programs. This transfer is contingent upon receiving the Governor's approval or ESD's approval with the delegated authority from the Governor.

Historically, during a pivotal May 2015 Workforce Board meeting, the Board opted for a more conservative approach. Instead of allowing full transferability between these funds, the Board decided to maintain a cap on transferability at 30%. This cap mirrored the criteria that had been previously set under the Workforce Investment Act (WIA) of 1998.

Fast forward to the pandemic and more recent times, where the Board voted to allow 100% flexibility on transfers between Adult and DW funds as described in [WIN 0108](#). Beyond the LWDBs' advocacy for maximizing the flexibility that WIOA permits, ESD, as the delegated authority in [WIOA Title I Policy 5401, Rev. 3](#), has also been consulted. Key representatives from the Workforce Policy and the Grants Management Office (GMO) have expressed their agreement for the continued flexibility that WIN 0108 offers. This flexibility bypasses the 30% transfer limit, allowing for more fluid movement of formula grant funds between the WIOA Title I-B Adult and Dislocated Worker (DW) programs.

The GMO revealed an interesting trend: over the past three years, four LWDBs requested a total of six fund transfers and were approved. A third of those transfers were above the 30% threshold, indicating a need at the local level for greater funding flexibility. The rationale behind this flexibility is multifaceted and has allowed for greater agility in the system's ability to respond to fluctuating labor market conditions. On one hand, it facilitates Title I-B programs in leveraging the more streamlined eligibility process associated with the Adult program, effectively dismantling enrollment barriers when the demand is pressing to reengage discouraged or underemployed workers into greater labor market participation. On the other hand, it provides a safety net, enabling fund transfers from the Adult to the DW program in scenarios marked by significant job losses or large-scale layoffs. However, it's crucial to note that this flexibility isn't automatically allowed by GMO. Policy 5401 and WIN 0108 mandates that any fund transfer request be accompanied by a comprehensive program impact analysis. This analysis, along with a robust justification, ensures that such fund transfers do not detrimentally affect the service provision of the program from which the funds are being redirected. For those seeking a deeper dive into the nuances of this

process, [WIOA Title I Policy 5401, Rev. 3](#), offers a detailed overview of the specific documentation requirements and the transfer procedure.

Given this backdrop, Board staff ask that the Board contemplate a permanent change to WIOA Title I Policy 5401. This change could sanction an increase in the permissible transfer amount, allowing up to 100% of formula fund transfers between the Adult and DW Title I-B programs. Alternatively, or concurrently, the Board could also consider a request to extend WIN 0108 until June 30, 2024. This extension would provide a conducive environment for more in-depth research, fostering informed discussions and facilitating meaningful stakeholder engagement on this pivotal topic, or if additional fund transferability is approved by the Board, time to update Policy 5401.

### **WIN 0109 – Self-Attestation and Remote Eligibility Determinations for WIOA Title I-B**

The U.S. Department of Labor (USDOL) recently updated its [COVID-19 FAQ](#) to end certain flexibilities retroactive to May 2022 when the COVID-19 national emergency was declared over. However, the flexibilities captured in [WIN 0109](#) were not ended, and in fact USDOL, contrary to our previous understanding of the federal guidance, noted certain flexibilities were always allowed and encouraged “grant recipients to consider the impacts on equity and accessibility when developing their source documentation policies and procedures.” The recent 2023 USDOL Update notes that: “...self-attestation is an important option for populations with barriers to obtaining eligibility and reporting documents (such as disconnected youth, American Indian and Alaska Native populations, individuals experiencing homelessness, justice involved individuals, refugees, disaster impacted individuals, and others) and help ensure such populations are able to equitably access services.” Eligibility determination is a critical and non-waivable element of DOL-funded programs. WIN 0109 established temporary, minimum requirements for eligibility documentation and registration into WIOA Title I-B programs and specified under what limited conditions written or verbal self-attestation can be used to determine eligibility.

A recent poll of local areas, with results from seven (out of 12) areas, indicated post-pandemic nearly all Title I-B service providers have stopped using verbal self-attestation, but most are still utilizing remote or virtual approaches to enrollment via electronic applications and electronic signatures. The WWA requested that those options, as well as the ability to capture and upload eligibility and data element requirements, be included in WorkSource System Policies. As a result, Board staff request an extension of WIN 0109 until June 30, 2024, to enable: 1) confirmation of flexibilities with USDOL; 2) engage in state-local discussions to update [WorkSource System Policy 1003 \(Rev 5\)](#) (Data Element Validation) and [WorkSource System Policy 1019 \(Rev 8\)](#) (Eligibility Policy and Handbook); and 3) conform Title I-B monitoring checklists to state policy revisions.

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## **STAFF GUIDANCE & RECOMMENDATION:**

**Please watch the [pre-meeting videos](#) in advance.**

**Possible Action:** The Board may decide to approve permanent policy changes and/or extend each of the WINs to allow time for policy revisions or defer action to the November meeting with requests for additional information or actions by staff.

Board staff recommendations are as follows:

- WIN 0107: Approve an extension to December 31, 2024, to provide time to revise Policy 1011.6, after receipt of USDOL's revised guidance.
- WIN 0108: Staff have proposed two options:
  1. Approve 100% fund transferability between Adult and Dislocated Worker Title I-B programs, AND approve an extension to June 30, 2024, to WIN 0108 to allow staff and stakeholders time to revise Policy 5401.3.  
OR
  2. Approve an extension to June 30, 2024, to enable further information gathering, discussion, and stakeholder engagement.
- WIN 0109: Approve an extension to June 30, 2024, to enable confirmation with USDOL, state-local discussions to update WorkSource System Policies 1003.5 and 1019.8, and updates to Title I-B monitoring checklists.



# Tab 3

## Opening TAP Chapters Overview

**PRESENTED BY:** Dave Wallace and Coral Garey, Workforce Board

**CHECK ONE:**

☐ Action Item

☐ Possible Action

☒ Discussion Only

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**SUMMARY:**

The first two chapters of Talent and Prosperity for All (TAP), the state's strategic plan for workforce development, set the stage for the planning process and the for the final elements of the final approved plan. These chapters provide important data and other background information on the current economy and workforce.

This will be a data-focused presentation highlighting proposed content for the first two chapters of the TAP Plan. The first chapter focuses on the state's recent economic performance – while showing good overall numbers, state labor markets are not providing economic opportunities equally. The second chapter (and second half of the presentation) will focus on demographic disparities.

The following data points will be covered:

- A general economic overview showing how the nation and state have fared since the Great Recession and the pandemic.
- Comparative regional earnings disaggregated demographically.
- How industry composition varies by areas and affects economic outcomes.
- Earnings, unemployment, educational attainment by:
  - Race
  - Ethnicity
  - Sex
  - Disability

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**BACKGROUND**

Washington's economy has received positive attention in recent years for job creation, wage growth, and its overall performance. However, economic recovery after the pandemic remains uneven and significant disparities continue.

The Workforce Board's vision is that "Every Washington community is thriving, inclusive and economically resilient." This means all communities: urban and rural, communities of color, people with disabilities, low-income communities, immigrants and refugees, veterans, and more.

The first two chapters of Washington's workforce development plan are meant to set the table for what is to follow. These two chapters will show that despite having a relatively robust economy, there are many being left behind and in need of services from the workforce development system. We will not be exploring data from the system (i.e., how many participants or employers served, outcomes and impact of programs, etc.), but instead will explore data about the overall economy and the general population, and through data visualization focus on who and which communities are not benefitting from Washington's economic successes.

This presentation sets the stage for participants in the TAP planning process to think more critically about the strategic priorities identified by the Board. The Board's priorities will encompass the comprehensive workforce development system, and how all components of the system can work together to affect positive change – better outcomes for our workers, our employers, and all our communities.

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## **STAFF GUIDANCE & RECOMMENDATION**

This item is for Board discussion only.

TAP's first two chapters should tell a compelling story about why our state's strategic plan for workforce development is needed and why particular priorities were chosen. It serves as a stage-setter for the identification of core approaches and tactics, goals, and objectives of the final plan.

Staff are seeking feedback and input on a presentation highlighting proposed content of the first two plan chapters, and if warranted, direction on new elements to be considered.

# Tab 4

## TAP Planning

**PRESENTED BY:** Ben Robinson, FirstRule Group

**CHECK ONE:**

☐ Action Item

☐ Possible Action

☒ **Discussion Only**

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**SUMMARY:**

This is the Board's opportunity to review and commit to our state's four-year strategic plan for workforce development, Talent and Prosperity for All (TAP). This will be the last Board meeting before the plan goes out to a broader audience for comment and collaboration. It's a pivotal moment to help shape the future for all Washington workers, employers, and communities. Please watch the [pre-meeting video](#) to prepare you for this presentation.

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**BACKGROUND:**

The Board agreed to a set of guiding principles and strategic priorities at the Board Retreat in May. We gathered draft impact statements from agency partners through interviews. We also looked at existing planning documents and other partner-agency strategic plans for our approaches within each strategic priority. As the project advances, we expect to identify more inter-agency collaborative projects to highlight.

FirstRule Group staff will continue communicating with partner-agency staff before the Board meeting to ensure that partner strategic activities, where aligned with TAP, are reflected in the plan.

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**STAFF GUIDANCE & RECOMMENDATION:**

Staff request the following of Board members following the discussions in the Board meeting:

- Discuss components of Washington's four-year strategic plan for workforce development.
- Commit to each component of our state's strategic plan.
- Communicate to your respective staff the commitment to the plan and process for completing the plan.