



Your Voice Matters! Please Take the Workforce Development Survey

BOARD MEETING AGENDA

December 13, 2023 | 9:00 a.m. – 4:00 p.m. | Meeting No. 266

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

Washington State Labor Council

906 Columbia St SW #330, Olympia, WA 98501

in the 2nd Floor conference room

9:00 a.m. Call to Order

Welcome and Introductions

9:05 a.m. Chairs Report

Tab 1

Consent Agenda **(ACTION)**

1. Minutes from November 7, 2023, Board Meeting
2. Executive Director's Report
3. Special Board Meeting Jan. 3, 2024, 9:00 a.m. to Release TAP for Public Comment
Farewell & Thank You to Chris Alejano, Workforce Board Member

9:15 a.m. Career & Technical Education (CTE) Briefing

Tab 2

- Joe Wilcox, Workforce Board
- Chris Reykdal, Superintendent of Public Instruction
- Paul Francis, Executive Director, State Board for Community & Technical Colleges
(*via pre-meeting video*)
- Kimberly Ingram, State Board for Community & Technical Colleges
- William Belden, State Board for Community & Technical Colleges
- Becky Wallace, Office of Superintendent of Public Instruction
- Clarisse Leong, Office of Superintendent of Public Instruction
- Steve Danver, Assistant Dean for Instruction, Columbia Basin College
- Kristi Lagrutta, Senior Director of Workforce Development and Training, Edmonds College
- Teri Melone, Director of CTE and Communications, Yelm Community Schools
- Paul Randall, CTE Director, Tri Tech Skill Center
- Nancy Nelson, CTE Director, Chief Leschi Schools

11:15 a.m. Break

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.

11:30 a.m.	Approval of Proposed Perkins Targets for Public Comment (ACTION) Joe Wilcox, Workforce Board	Tab 3
12:00 p.m.	Lunch	
1:00 p.m.	Clean Energy Technology Workforce Ilene Munk, Workforce Board Irene Shavers, SBCTC	Tab 4
2:00 p.m.	Break	
2:15 p.m.	TAP Plan Implementation Ben Robinson, FirstRule Group Lindsey Phillips, FirstRule Group	Tab 5
2:30 p.m.	Procurement of One-Stop Operators & Service Providers WorkSource System Policy 1015 (Potential ACTION) Drew Cassidy, Workforce Board Elizabeth Casey, ESD	Tab 6
3:15 p.m.	Legislative Endorsements (Potential ACTION) Nova Gattman, Workforce Board Anna Hernandez-French, OSPI - Special Education Teacher Residency	Tab 7
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

SUMMARY:

The consent agenda enables the Board to approve all of these items together without discussion or individual motions. If any Board member believes an item does not belong on the consent agenda, you may at any time request the item be removed and considered for an individual discussion and vote.

CONSENT AGENDA ITEMS AND BACKGROUND INFORMATION:

Materials included in Tab 1 of your Board meeting packet:

1. Minutes from the November 7, 2023, Board meeting.
2. Executive Director's report.

The consent agenda also includes a scheduled Special Board meeting for January 3, 2024, from 9 a.m. to 11 a.m. This meeting is scheduled for the Board to approve the release of the state's strategic workforce plan, Talent and Prosperity for All, (TAP) for public comment.

STAFF GUIDANCE & RECOMMENDATION:

Please review the materials following this cover sheet for more information about items on the consent agenda.



MINUTES OF MEETING NO. 265
November 7, 2023

Board Members Present:

Larry Brown, Co-Chair
Gary Chandler, Co-Chair
Wade Larson, Representing Business
Jane Hopkins, Representing Labor
Yolanda King-Lowe, Representing Labor
June Altaras, Representing Business
Todd Mitchell, Representing Labor
Kairie Pierce, Representing Labor
Chris Alejano, Representing Target Populations
Commissioner Cami Feek, Employment Security Department (ESD)
Ismaila Maidadi, Employment Security Department (ESD)
Louisa Erickson for Jilma Meneses, Department of Social and Health Services (DSHS)
Rebecca Wallace for Superintendent Chris Reykdal, Office of Superintendent of Public Instruction (OSPI)
Marie Bruin for Paul Francis, State Board for Community and Technical Colleges (SBCTC)
Carolyn Busch for Director Michael Fong, Department of Commerce (Virtual)

Call to Order

Co-Chair Larry Brown called the meeting to order at 9:03 a.m. in a hybrid meeting that was held on the fifth floor of the Workforce Board's headquarters in Olympia and via Zoom.

Chairs Report

- Consent Agenda
 1. Minutes from October 4, 2023, Board Meeting
 2. Executive Director's Report
 3. Legislative Endorsement Committee
 4. 2024 Board Meeting Dates

MOTION-2023-265-01

Commissioner Feek moved to approve the consent agenda. Todd Mitchell seconded the motion, which passed unanimously.

TAP in Action – TAP Planning

Commissioner Feek & David Puente, Jr., Washington Department of Veteran Affairs (DVA) presented on their combined inter-agency effort to support servicemembers transitioning to the

civilian workforce, which started 13 years ago with data sharing. They also talked about the Military Transition Readiness Council and the executive order that sets the vision for why it exists. They touched briefly on the partnership at Joint Base Lewis-McChord (JBLM), uniqueness of WorkSource on JBLM and continued work with federal partners.

Mark Sullivan (DVA), Sam Mitchell (ESD) & Andrew Garate (WorkEx Thurston County Chamber) jointly presented on WorkSource at JBLM and the challenges of opening a WorkSource center located on the base, along with the successes since the center was created. It is the only WorkSource center on a military base. The impetus to locate a WorkSource center on the base was spurred by the economic downturn and reduction in military force following the Great Recession. There was further discussion on the challenges active-duty service members face when ending their service and transitioning into civilian positions. Currently, seven partners work together to help service members transition to civilian work.

Co-chair Chandler asked about other military installations in Washington, such as Fairchild Airforce Base in Spokane, and their access to workforce services. Due to the success of co-locating a WorkSource center at JBLM, other Washington military installations have been more receptive to working with the state's workforce system. Jane Hopkins asked about exiting service members going into healthcare. The presenter shared that healthcare is among the top sectors for military service members transitioning to civilian employment. However, exiting service members often have skills that don't readily translate to civilian jobs, which can be a barrier.

Louisa Erickson mentioned direct partnerships with local Community Service Offices (CSOs), around connecting service members for gap benefits, and about helping service members leaving Washington connect with these benefits in their home states.

Data Sharing to Support Integrated Service Delivery

Workforce Board Data Integration Manager Kim Goutam provided a presentation on one of the Board's long-standing priorities—data integration. Central to this effort is ensuring customers can access the system as a seamless suite of services, not a suite of agencies that requires job seekers to have a nuanced understanding of services. Kim compared data sharing projects with other current efforts. Pertinent programs: Master Person Index & Eligibility & Enrollment. She also mentioned movement toward operational data sharing, but also stressed the need to integrate systems and data, even outside the workforce system.

Commissioner Feek noted that WATech is issuing its IT strategic plan. The goal is to have better systems and better data for a better WA. Commissioner Feek is the executive sponsor. Kim noted that the Board's data integration project is heavily coordinated with WATech and aligns with WATech as well.

Kim provided an alignment slide that showed how existing efforts work together rather than compete with one another. She outlined all the programs working together to create a central hub. A proposed Data Governance Council will serve as a standing body to set strategic objectives and properties with representations of all data-providing agencies.



TAP Plan: Responding to Feedback on the Economic & Demographic Chapters

Dave Wallace, Workforce Board Research Director, and Coral Garey, Workforce Board Researcher, provided a data picture of Washington's hiring gap and why employers are having a hard time hiring. Their presentation included responses to questions posed at a previous data presentation at the October Board meeting.

They noted that workforce data can be a difficult topic. For example, the ratio of unemployed people to job openings, doesn't give a sense on openings rates vs. quit rates. They shared information on the Sentinel Network for Washington healthcare employers and their hiring needs. They also utilized information from top skills clusters based on online job ads.

Additional information was shared about apprentices and how they fit in the educational categories. Data varies as to length of apprenticeship, the way information is captured, where an apprenticeship starts, whether they are veterans, and more.

Legislative Endorsements

Nova Gattman, Workforce Board Deputy Executive Director, presented on the items the Legislative Endorsement committee chose to recommend to the Board. Each agency sponsor provided a presentation to the Board and an opportunity for questions. Two endorsement requests were removed at the request of the agency sponsors because other funding options had been identified; one by DSHS and one from SBCTC.

The following motions for endorsement were approved by the full Board:

MOTION-2023-265-02

DSHS – Request to Broaden Focus of Local Planning Areas (LPA). Motion: Ismaila Maidadi; Kairie Pierce seconded.

MOTION-2023-265-03

DSHS – Request for Integrated Eligibility & Enrollment Roadmap Continuation. Motion: Todd Mitchell; June Altaras seconded.

MOTION-2023-265-04

DSHS – Request for Recruiting and Retaining Qualified Staff. Motion: Jane Hopkins; June Altaras seconded.

MOTION-2023-265-05

ESD – Request for WorkSource System Replacement. Motion: Todd Mitchell; Kairie Pierce seconded.

MOTION-2023-265-06

Professional Educator Standards Board (PESB) – Request for Endorsement Competency Review
Motion: June Altaras; Kairie Pierce seconded.

MOTION-2023-265-07

PESB – Request for Teacher Residency. Motion: June Altaras; Kairie Pierce seconded.

MOTION-2023-265-08

PESB – Request for Tribal Liaison Position. Motion: June Altaras; Kairie Pierce seconded.

MOTION-2023-265-09

SBCTC – Request for BS Computer Science Expansion. Motion: June Altaras; Wade Larson seconded.

MOTION-2023-265-10

OSPI – Request for Progress on Free Meals for All: Feeding All Students in Elementary School.
Motion: Kairie Pierce; Wade Larson seconded.

TAP Planning – Public Forum Feedback

Ben Robinson & Lindsey Phillips, from FirstRule Group, the contractor leading the Workforce Board's effort to create a new edition of the state's strategic workforce plan, Talent and Prosperity for All (TAP) for 2024-28, provided a presentation on TAP planning and progress made so far.

Ben shared an overview of the TAP outreach tour of 2023. He updated Board members on recent meetings and mentioned the new workforce survey and upcoming outreach. He also said he was seeking tribal input and mentioned some of the challenges with incorporating feedback from multiple sources. He also discussed partnership with local Workforce Development Councils and the State Board for Community and Technical Colleges, along with progress made at public forums. Feedback from these public forums was summarized.

The meeting adjourned at 2:41 p.m.

Executive Director's Report

Workforce Board Meeting

December 13, 2023

Meeting No. 266

Workforce Board in the News

Board member Wade Larson led the conversation in a [Dec. 1 special edition of the Puget Sound Business Journal](#) focused on workforce issues. Larson's conversation with manufacturing reporter Marissa Nall focused on challenges and opportunities related to Washington's workforce shortage, and how employers are adapting. Washington manufacturers "spend billions of dollars on workforce development," Larson said. "The problem is that we're trying to treat the symptoms, not solve the problem."

Many thanks to Co-Chair Larry Brown for providing crucial background to the reporter, and to other agency staff who supplied statistics and data to support the news magazine.

Conference Highlights

Washington Workforce Association Conference

Workforce Board staff and contract staff with First Rule Group talked with dozens of conference participants about their ideas for improving the state's workforce system at the November Washington Workforce Association conference in Tacoma. This was the second year we have run a Talent and Prosperity for All (TAP) lounge at this popular conference, which draws workforce professionals from across the state. In addition to gaining on-the-ground feedback from conference goers at the "lounge," staff also promoted our [TAP Survey](#), so workforce folks could respond to key questions through an electronic format. Workforce Board staff also presented at several breakout sessions, including one focused on TAP planning and outreach; a session that featured our long-term care initiative and LPN Apprenticeship program; and another session that educated conference participants on Learning and Employment Records (LERs), or digital wallets, in addition to broader credential transparency efforts in Washington.

Washington Women – Transforming Government

On November 17, Washington Women – Transforming Government held a hybrid event, in person and virtually via Zoom. This event brought together 30 women from a variety of state agencies. Paulette Beadling, Career Pathways Policy Associate at the Workforce Board was in attendance. The focus of the day was leadership during times of change given world events in recent years and the effects of technology and innovation on our current and future workforce. The keynote address was delivered by Sue Taylor, retired CIO, Bill and Melinda Gates Foundation. Prior to her position with the foundation, she was with Honeywell for 35 years. She highlighted that during times of change and transition it is helpful to have a positive attitude. She said that knowing yourself and how you deal with change is important, but also encouraged deeper listening and getting to know your team and how they handle change to

help you determine new directions and strategies during times of change and transition. Cami Feek, board member and Commissioner of Washington State Employment Security Department spoke on a panel with several other female leaders from the City of Seattle, Department of Enterprise Services, and the state's Health Care Authority. Some advice offered by the panel was to consider not only leading the work that needs to be done, but leading the people who are doing the work and remembering that people make change happen, so caring for the people and connecting and engaging is important work. A few other key takeaways from the event:

- Progress is slow, women remain underrepresented at all levels; since 2015, women in C-suite has increased from 17% to 28%, however women in the “middle” (managers, directors) are leaving the workforce at a higher rate.
- Focus on what you can control, including your response to things you can't control.
- Take that moment of pause before you react/respond, maintain your power.
- Give yourself grace to make mistakes.
- When pushing a policy forward, you have to know your audience, have your talking points to convince them. Passion is not enough; you need to have data.

Data Sharing Towards Workforce System Integration & Improved Service Delivery

December concludes the first four months of the workforce data integration system design phase. During this time, the following milestones have been accomplished:

- Carry out a landscape review of comparable in-state and peer-state efforts to inform implementation design.
- Institute a working group of data-providing partner agencies to collaborate on implementation decisions.
- Complete a review of data security and privacy policies and regulations that guide and even restrict relevant data sharing parameters, as related to each data-sharing agency.
- Review relevant technologies for the implementation of the first phase of the workforce data integration initiative, including enterprise solutions for data warehousing and analytics, identity matching, and a data-lookup portal.
- Preparing formal progress and summative reports on an ongoing basis.
- Preparing a foundational design and timeline proposal that incorporates the legislative/regulatory, programmatic, and technology considerations framing this initiative.

In the past month, preliminary conversations with partners outside the workforce system are progressing towards more formal partnerships. With strong alignment found between the strategic priorities of the state's workforce plan, Talent and Prosperity for All (TAP), for data sharing and WaTech's Enterprise IT Strategic Plan, convenings will continue through the rest of the fiscal year to discuss coordinated decision packages towards the launch of the workforce system's data integration initiative as a pilot (e.g. use case) to implement WaTech's enterprise IT solutions. Representatives from the Health & Human Services Coalition's Master Person Index team will also be demonstrating their technology to the working group on Dec 14 to determine alignment and future partnership between the

two initiatives. Early conversation with Washington Workforce Association (WWA) has initiated and will continue toward coordination of data sharing efforts at the state and local efforts.

The data integration working group has been convening for a little less than three months. General alignment on the major fixtures of the data integration initiative have been discussed and will transition to agency-specific conversations towards detailed data crosswalks and data flows by agency. Some continuing conversations include challenges expressed in real-time data sharing, notably among outcome data (e.g. employment and/or measurable skill gains).

Recommendation:

Feedback from some members of the working group have noted that they are not the decisionmaker for their agencies. This may limit an individual's willingness to commit to priorities or decisions or otherwise speak on behalf of what their agencies are able or unable to implement at a later stage. A discussion with the Workforce Board in determining at what stage to initiate a formal Data Governance Council (or other advisory structure represented by key decision-makers among data-sharing agencies) would be valuable. This will enable key decision makers to be included early in the conversation, provide clear guidance for agency staff to then coordinate implementation-oriented conversations, and streamline the decision-making process.

International Visit from Dr. Soichiro Maeyama, Professor, Graduate School of Urban Management & Executive Director of Career Development Center, Fukuyama City University

Dr. Maeyama visited the Workforce Board office to meet with Eleni. His university's Career Development Center is considering new work-based learning strategies to strengthen job prospects for graduates and relationships with university faculty. Apprenticeship, CTE, Career Connect Washington, and Industry Skill Panels were all discussed as models for his consideration.

Talent and Prosperity for All Outreach Update

The Talent and Prosperity for All (TAP) outreach tour continues. Agency staff and contractors from the FirstRule Group have recently completed 25 community outreach forums with local workforce development boards, labor and industry partners, community college and public-school staff, along with workforce development professionals.

These forums and other interviews have gathered valuable public input from thousands of Washingtonians. Overall, feedback is largely aligned with the TAP plan's three guiding principles: Close economic disparities for marginalized populations; provide comprehensive support for those with barriers to employment; and ensure systemwide performance metrics and accountability.

The final community forum is scheduled for Dec. 15, and open to all. It is virtual.

Talent and Prosperity for All Survey Update

Washingtonians from all over the state continue to offer detailed feedback about the state workforce system through an [online survey](#).

Nearly 400 responses have been received as of Dec. 4. Recent additions include perspectives from the health care and long-term care industries. Notably, many respondents include executives and hiring managers. One clear trend from early results: Many employers report considerable difficulty hiring and retaining qualified workers. Childcare, transportation, and housing appear frequently as challenges for both workers and employers.

Links to the survey were recently added to agency email signatures via a new graphic design produced by agency staff. The survey will remain open into early next year.

DC Fly-In on IT Career Equity, November 13 and 14

Eleni was invited to join a group of businesses, K-12 and higher education advocates, and community-based organizations to speak with federal agency representatives and Congressional staff about the inequities in the IT sector and IT-related workforce. Eleni was able to present to the full group about WA's work in this space, and also where the gaps are. The Computer Technology Industry Association (CompTIA) was the host for this event. CompTIA has tens of thousands of business and individual members from around the world and in every U.S. state. They invest in surveying members, compiling data, and researching in policy areas that have impact on the industry. The talent pipeline and equitable access for marginalized populations is a strategic priority for this organization.

Washington Retail Workforce Report submitted to Legislature

Workforce Board staff submitted the [Washington Retail Workforce Report](#) to the Legislature December 1. The agency's Career Pathways Manager Joe Wilcox [presented the report](#) to the House Postsecondary Education and Workforce Committee on December 4. Funding for this report was provided by the 2022 legislature through HB 2019 sponsored by Representative Boehnke to support enhancing the talent pipeline for the retail industry and navigable pathways to livable wage retail careers for Washington workers.

This report details the composition of the state's retail sector, including core skills and competencies needed for employment in the retail industry, mapping of retail occupations and careers pathways, and identifies in-demand, non-industry specific professions both within and outside the retail industry that experience in the retail industry may lead to. It also identifies existing credit and non-credit courses, educational pathways, and apprenticeships for students and entry-level job seekers to gain the core skills identified.

Stakeholder partners, working with Western Washington University and the Workforce Board, have developed a roadmap and eight recommendations for the state to support a skilled talent pipeline for the retail industry and pathways to opportunities in the retail industry for Washington workers. Stakeholders participating in this process represented multiple perspectives, including retail employers, workers, state workforce development agencies, secondary and postsecondary education providers, and other state agencies representing disadvantaged populations.

Tab 2

Perkins CTE Briefing

PRESENTED BY: Joe Wilcox, Workforce Board; Chris Reykdal, Superintendent of Public Instruction (OSPI), Paul Francis, State Board for Community and Technical Colleges (SBCTC), panel members, and staff and other panelists as requested by SBCTC and OSPI.

CHECK ONE:

☐ Action Item☐ Possible Action☒ Discussion Only

SUMMARY:

By state statute, the Workforce Board plays a significant role in career and technical education (CTE). This presentation will provide Board members with an overview of CTE in Washington. This will include a summary of the Board's role in Washington's CTE system as well as the scope, funding mechanisms, and structure of CTE in our state. Partner CTE agencies OSPI and SBCTC will also provide an overview of the secondary and postsecondary CTE programs in Washington, their accomplishments, and potential opportunities as well as examples of CTE programs at the local area level.

BACKGROUND:

Career and technical education (CTE) connects students in an experiential way to what they are learning, whether it's witnessing the complex chemistry behind the internal combustion engine or writing a detailed quarterly business plan. Academics and job skills, when taught together, can focus a student's attention on career goals and provide the tools to reach those goals. The unique skills and competencies taught in CTE programs allows this type of hands-on, career-focused education to be responsive to state and local labor market needs and develop multiple career pathways for students.

Recognizing the value of these programs, Washington has one of the more generous CTE funding structures in the country. More than \$326 million in state funding was allocated to postsecondary CTE programs in the 2021-2022 program year, along with just over \$733 million for secondary CTE. Federal funding chipped in another roughly \$13 million and \$8 million, respectively.

Washington's three main CTE partners are the Workforce Board, OSPI, and SBCTC. The Workforce Board is mandated to provide planning, coordination, evaluation, and policy analysis for the state training system as a whole, including programs and courses of secondary and postsecondary CTE. At the same time, OSPI and SBCTC are responsible for implementing CTE programs at the secondary and postsecondary levels, respectively.

The Board has long advocated for a multiple pathways approach to CTE—recognizing that all students, including adult learners, have different goals, values, training needs, and educational background at different times throughout their lives. Additionally, CTE extends beyond the traditional classroom setting and can include programs such as career-connected learning, apprenticeships, competency-based education, prior learning assessments, and simulated learning. These are all viable pathways that can lead to high-wage, high-skill, in-demand jobs.

By state statute, the Board has a significant role in career and technical education, these include:

- **Policy Development:** The Board helps develop policies related to CTE, ensuring alignment with state educational goals and workforce needs. This involves collaborating with various stakeholders, such as educators, employers, and community members.
- **Funding Allocation:** The Board often plays a role in allocating funds for CTE programs, directing resources to areas where they're most needed and where they can have the most significant impact.
- **Data Collection and Analysis:** The Board collects data on CTE programs, student outcomes, labor market needs, and industry trends. This information helps in making informed decisions about program offerings and improvements.
- **Partnerships and Collaboration:** The Board works with various entities, including education institutions, businesses, industries, and workforce development agencies, fostering collaboration that enhances the quality and relevance of CTE programs.
- **Advocacy and Awareness:** The Board advocates for the importance of CTE in preparing students for careers, promoting awareness among policymakers, educators, students, and parents and guardians about the value of these programs in meeting workforce demands.

As the successor agency to the state Board for Vocational Education, the Workforce Board is also the state's administrative agency for the federal Perkins Act for Career and Technical Education. As an independent performance evaluator of the state's workforce programs, the Board directs staff to perform program, performance and fiscal evaluation of secondary and postsecondary CTE programs supported with Perkins funds. Federal Perkins dollars are a small slice of the CTE funding pie – but – the Workforce Board's responsibilities, as well as the responsibilities of OSPI and SBCTC, in administering the federal Perkins Act are considerable. Similar to state funds, federal funds also require compliance and oversight, program performance accountability and reporting. Some of the key compliance requirements include conducting comprehensive local needs assessments (CLNAs), setting targets tracking CTE student outcomes through state-determined performance levels (SDPLs), monitoring student demographics and reviewing career cluster enrollment levels.

As part of creating a new state strategic workforce plan, dubbed Talent and Prosperity for All (TAP) that will be submitted to federal agencies as a "Combined State Plan," the Board will ensure federal Perkins funding supports multiple industry-driven career pathways. Because CTE is fundamentally workforce training, and because Perkins V requires states to link Perkins funding to labor market

demands, it makes sense that CTE programs and policies in Washington closely align with the state's overall strategic workforce plan, Talent and Prosperity for All.

STAFF GUIDANCE & RECOMMENDATION:

Discussion and Potential Action. Discussion only.

Tab 3

Proposed Perkins Targets

PRESENTED BY: Joe Wilcox, Workforce Board

CHECK ONE:

☒ Action Item

☐ Possible Action

☐ Discussion Only

SUMMARY:

As part of the development of the state's strategic workforce plan, Talent and Prosperity for All (TAP), the Workforce Board must update its Perkins plan that is included in the larger combined plan (for more information on Perkins and the Workforce Board's role in Perkins and CTE, see TAB 2). A key feature of Perkins is that states are given the responsibility for choosing their own performance targets for each core indicator in the secondary and postsecondary performance measures. Under the Perkins Act, target baseline adjustment requires a minimum of 60 days of public comment to be accepted by the U.S. Department of Education.

BACKGROUND:

The Carl D. Perkins Career and Technical Education Act focuses on enhancing the quality of career and technical education (CTE) programs across the United States. Within this act, State Determined Performance Levels (SDPLs) serve as benchmarks or standards that each state sets to measure the effectiveness and success of its CTE programs. These SDPLs are established by state education agencies and are tailored to meet the specific needs and goals of the state's workforce and economy. More information on previous Washington state SDPLs is provided in the pre-meeting video.

The SDPLs encompass various metrics and indicators that evaluate different aspects of CTE programs, such as student achievement, program quality, workforce readiness, and the alignment of educational offerings with industry demands. States typically consider factors like graduation rates, post-program employment rates, industry-recognized credential attainment, academic proficiency, and student engagement to determine these performance levels. By setting these standards, states aim to ensure that their CTE programs are meeting the demands of the job market, preparing students for successful careers, and contributing to the overall economic development of the state.

Moreover, these SDPLs are not only a measure of program success but also serve as a means of accountability. States regularly assess and report on their CTE programs' performance levels to identify areas of improvement, allocate resources effectively, and make informed decisions to enhance the quality and relevance of CTE offerings. The SDPLs thus play a pivotal role in shaping the

direction and evolution of career and technical education to better align with the dynamic needs of industries and the workforce.

States are required to set new SDPLs as part of their Perkins planning process. OSPI and SBCTC have worked closely with their local educational agencies (LEA) and colleges to set new preliminary SDPLs for the next four years of the plan. After presenting these proposed SDPLs to the Board, the Board will vote on approving the proposed 4-year SDPL targets for release for public comment. If approved, the proposed SDPLs would move to the CTE community for the required 60-day public comment period. The targets will be brought back to the Board if public comment warrants change. Otherwise, they will be included in the final TAP plan.

STAFF GUIDANCE & RECOMMENDATION:

Discussion and Action. The Board will vote on approving the proposed SDPL targets for the next four years of the Perkins component of the TAP plan.

Tab 4

Clean Energy Technology Workforce

PRESENTED BY: Ilene M. Munk, Workforce Board
Irene Shaver, State Board for Community and Technical Colleges

CHECK ONE:

☐ Action Item

☐ Possible Action

☒ Discussion Only

SUMMARY:

Clean energy technology workforce development has been a topic of discussion in many parts of Washington for years. The Board prioritized the workforce implications of this concept as a legislative agenda item in both 2022 and 2023.

In 2023 the Washington legislature passed [HB 1176](#) which creates a [Clean Energy Technology Workforce Advisory Committee](#), (CETWAC), co-chaired by business and labor and staffed by the Workforce Board. The agency hired Ilene Munk as the Clean Energy Technology Workforce Policy Manager. The activities of the newly created committee will be shared with the Workforce Board at the upcoming meeting.

Additionally, Irene Shaver, SBCTC's Program Administrator, Climate Solutions, will present information on the CTC system's efforts to lead in decarbonization efforts and a just transition to a clean energy economy by equitably preparing diverse students to be at the forefront of community-based solutions and to thrive in a green economy.

BACKGROUND:

It is virtually impossible to turn on the TV or look at print media and not hear something about climate change, greenhouse gas reduction or clean energy. There is no shortage of information or opinions on the topic. Our state has responded to climate data by taking a series of legislative actions. Those actions include the creation of the Climate Commitment Act, to establish greenhouse gas reduction deadlines for energy production within our state; the HEAL Act; and others.

In 2023 Gov. Inslee and the Washington Legislature passed HB 1176, the Climate and Clean Energy Service and Workforce Programs bill, to address workforce impacts related to climate change policy, mobilizing Washington's young adults, veterans, and workforce to create the clean energy economy and strengthen our communities and ecosystems in the face of climate impacts. In addition, the legislation is designed around equity-centered climate-related service programs, and other critical gaps in service opportunities, especially those

communities disproportionately impacted by environmental and health burdens. The legislation is aimed at fostering innovation, investment and growth in clean energy technology sectors and jobs, including:

- 1 Identification of future industry occupations and skill needs
- 2 Identify transferrable skills and train workforce
- 3 Support transition for workers and communities with declining jobs in high emission tech.

The legislation also creates the Washington Climate Corps Network, CCN, and establishes the Clean Energy Technology Workforce Advisory Committee to evaluate Clean Energy Technology Workforce needs and make recommendations to the governor and Legislature.

In Sept. 2023 Policy Manager Ilene Munk began holding meetings to convene the advisory committee and seek input into initial recommendations and plans to provide to the Legislature. Within a few weeks, the Clean Energy Workforce Advisory Committee was organized and functioning collaboratively with representatives from business, labor, education, and registered apprenticeship programs, as well as community groups.

The report has been released and may be accessed here: <https://wtb.wa.gov/cleanenergy/>.

For the initial report to the legislature, the committee made the following recommendations:

1. CETWAC recommends policymakers fund grant development and grant management capacity at state and local agencies, tribes, postsecondary education and technical programs, as well as registered apprenticeship programs, to best leverage available federal funding opportunities focused on clean energy technology workforce needs. This new capacity will enable local partnerships between government, labor, business, and others to plan, solicit, and implement clean energy workforce activities.
2. CETWAC recommends policymakers at the state, local and federal level act to address delays and work to improve the predictability of the permitting process to help business, labor, and communities plan for their workforce needs.

The committee also plans to conduct the following tasks:

- Modeling and analyzing the current and expected workforce needs associated with Washington's landmark climate and clean energy jobs legislation, with particular attention to the age of the workforce in certain key sectors such as, but not limited to, utilities, construction, and electrical careers. This analysis will also include the number of workers likely needed in the next 10 years in each sector, including wind, transit, clean hydrogen and solar, plus information regarding the location where those jobs are likely to be located, skill sets needed, and demographic data of entrants disaggregated by race/socioeconomic status, gender and more to focus on the equity policies of the state HEAL Act¹ and the federal Justice40² requirements for federal investment, while also keeping an eye on completion and placement information;

¹ RCW 70A.02

² Justice40 initiative, Section 223 of Executive Order 14008, <https://www.federalregister.gov/documents/2021/02/01/2021-02177/tackling-the-climate-crisis-at-home-and-abroad>

- Understanding the capacity of Washington's secondary and postsecondary education and training programs, as well as registered apprenticeships to meet the education and training needs of employees, now and in the future.
- Creating a crosswalk/map of transferrable skills from traditional fossil fuel industries to potential clean energy technology roles or other sectors. This will include evaluating other support which may be needed, and can be supplied, to assist displaced workers in their search for living wage jobs in another sector.
- Completing a feasibility study regarding the possibility of a path to retirement for near-retirement workers in fossil fuel industries rather than undergo upskilling or other education prior to reemployment in a clean energy sector. (This project was funded with passage of HB 1176.)

STAFF GUIDANCE & RECOMMENDATION:

- Discussion only.

Tab 5

Workforce Board TAP Implementation Commitments

PRESENTED BY: Ben Robinson, FirstRule Group

CHECK ONE:

☐ Action Item

☐ Possible Action

☒ Discussion Only

SUMMARY:

The Talent and Prosperity for All (TAP) plan is your strategic workforce plan for the next four years. The leadership role of the Board throughout the implementation period is an important component of the plan and must be described realistically and meaningfully. The commitments of the Board to monitor progress of the plan helps ensure that the plan document isn't merely a compliance document, tucked away on a shelf. Members will hear the recommendations of staff to spur a discussion on the actions the Board is willing to commit to from 2024-28. The board role and leadership concepts discussed will be included in the draft TAP plan.

BACKGROUND:

The Board's commitments will tell our partners how we will monitor and track our progress toward TAP goals. These commitments are a component of the TAP plan section on how we will implement the strategic plan.

The plan will cover 4 years of activities to help move the system towards desired goals. Many of the activities described in the plan, especially those in Year 1, will be developmental in nature, such as convening key partners to work together on solution-finding, piloting new ideas, and drafting recommendations for change. Agency staff therefore recommends the board focus its role more on overseeing the process rather than specific outcomes of programmatic activities at this point.

For example, here are several suggestions from feedback sessions:

1. Create a conditional calendar of TAP agenda items for each Board meeting over the 4-year plan implementation period.
2. Assign one or more Board members to each strategic priority area to serve as sponsors to the relevant work team(s).
3. Creation of a TAP dashboard to track progress on the plan.
4. Develop a scorecard or a lens through which the Board will consistently consider the TAP plan prior to Workforce Board decisions.

5. Work closely with agencies and other TAP implementation partners to garner support for necessary work groups, advisory councils, and others engaged in ongoing work within the strategic priorities.
6. Create an environment that supports continuous improvement, including the ability to fail, regroup, and try again.
7. Commit to rigorous systemwide performance accountability, including cross-agency evaluation and research.

STAFF GUIDANCE & RECOMMENDATION:

Discussion:

- Discussion: Identify the possible activities of the Board to demonstrate the Board's commitment to and support of TAP plan implementation over the next four years.

Tab 6

Procurement and Selection of One-Stop Operators and Service Providers

PRESENTED BY: Elizabeth Casey, Employment Security Department and Drew Cassidy, Workforce Training & Education Coordinating Board

CHECK ONE:

☐ Action Item

☒ Possible Action

☐ Discussion Only

SUMMARY:

WorkSource System Policy 1015, a revision of WIOA Policy 5404.1, proposes essential updates on *Procurement and Selection of One-Stop Operators and Service Providers* in alignment with the Workforce Innovation and Opportunity Act (WIOA) and the Office of Management and Budget (OMB) Uniform Guidance (2 CFR 200). This policy revision encourages fair, open, and competitive procurement processes, emphasizing transparent documentation, equitable opportunity, and neutral monitoring and evaluation to uphold integrity within the system. The Board will be asked to review and consider approval of System Policy 1015, evolving from the previous Policy 5404.

Staff from ESD, the WDCs, and the Workforce Board met to develop the revised policy. Most items recommended here received unanimous consent. Three items had some dissenting opinions. Below is a list of the key items, which are described in detail in the body of this document, including majority and minority opinions.

Key areas of stakeholder consensus:

- **One-Stop Operator Eligibility and Procurement:** Agreement guided by TEGL 15-16.
- **Local Procurement Policies:** Implementation of WIOA-compliant procurement policies.
- **Training Services:** Procedures for using the ETPL and contracting for various training models.

Areas with mixed consensus:

- **Youth Service Providers:** Varied views on competitive procurement versus local flexibility per 20 CFR 681.400.
- **Evaluation & Monitoring:** Use of internal versus external monitoring for LWDBs serving multiple roles as per 20 CFR 679.430.
- **Application and Approval Criteria:** Desire for more specific criteria for when the Board may deny a LWDBs' requests to provide direct services.

The Board's review of these consensus items and points of departure areas is critical in the endorsement process of Policy 1015. More information on the topics is listed in the following pages.

BACKGROUND:

The original Policy 5404 was approved by the Board in 2016 to align with the newly enacted WIOA requirements. WIOA encourages competitive procurement and underscores the strategic roles of Local Workforce Development Boards (LWDBs), and the importance of consumer choice in workforce services. In November 2022, the Board directed an update to Policy 5404.1 based on further guidance from TEGL 15-16 and USDOL feedback. A stakeholder task team, comprised of ESD policy and monitoring, representatives from eight LWDBs, and Board staff was formed to provide diverse insights on procurement. Policy 1015 is a culmination of this effort and the revision of a complex policy, with significant updates that introduces more explicit competitive procurement requirements for one-stop operators and reinforces the necessity of transparency and firewalls to guard against real or apparent conflicts of interest where Local Workforce Development Boards wish to fulfill multiple roles as both the strategic body mandated under WIOA and a direct service provider.

WIOA Section 107(d)(10)(E) and related federal regulations assert that LWDBs should operate as strategic bodies, and work with the State to ensure a sufficient supply of quality service providers. The Department of Labor (DOL) has further emphasized this role, detailing limits, controls, and responsibilities for LWDBs that wish to serve in multiple roles as both one-stop operators and/or service providers. This dual function requires a balanced approach to procurement and evaluation, which Policy 1015 seeks to provide without placing limitations on LWDBs that far exceed WIOA law and regulations.

WorkSource System Policy 1015's requirements are multifaceted, including that LWDBs must:

- Implement local procurement policies aligned with federal law, regulations, and applicable state policy for selecting one-stop operators and service providers.
- Document efforts to identify and vet qualified one-stop operators and service providers, ensuring compliance with the Sunshine Provisions for transparency.
- Design procurement activities funded by federal dollars to advance racial equity and support underserved communities.
- Adhere to Competitive Procurement Processes, maintenance of Record Retention Policies, upholding a Conflict-of-Interest Policy, and establishing a Dispute Resolution Process. Additionally, it calls for Written Standards of Conduct, Fairness, and Ethics, along with robust Internal Controls and firewalls that prevent undue influence and ensure a clear delineation of responsibilities within the procurement framework.

Key discussions by the task team resulted in consensus on:

- **One-Stop Operator Eligibility and Procurement:** Agreement on the one-stop operator section, driven by clear federal guidance from TEGL 15-16. Clarification is provided regarding eligible entities for one-stop operators and the procurement process is detailed, including conditions for competitive and non-competitive procurement scenarios.
- **Local Procurement Policies:** Agreement on the development and implementation of policies consistent with WIOA law and regulations, including Competitive Procurement, Record Retention, Conflict of Interest Policies, and Dispute Resolutions. Also, documentation and transparency requirements under the WIOA Sunshine Provision, promoting equity. Acknowledgment of the

necessity for LWDBs to maintain robust internal controls firewalls and establish written standards of conduct, fairness, and ethics.

- **Training Services:** Specific procedures have been outlined for procuring training services, emphasizing the use of the Eligible Training Provider List (ETPL), the process for acquisition of waivers when needed, and the ability to contract for on-the-job training, customized training, incumbent worker training, internships, work experience, and transitional employment that is not subject to the ETPL.

Areas where consensus was not reached, and where further direction is desired from the Board, particularly where federal requirements are less restrictive or specific include:

- **Procurement of Youth Service Providers:** Federal regulations (20 CFR 681.400) allow for the grant recipient/fiscal agent to choose to directly provide some or all youth workforce investment activities without competitive procurement or Board approval on behalf of the Governor.

Staff recommend we maintain adherence to the decisions made in 2016 that require LWDBs to competitively award grants or contracts for youth workforce investment activities, barring situations where sole-source contracts are substantiated due to a lack of qualified providers and/or approval is granted by the Board on behalf of the Governor. The Governor stated in letters to LWDBs approving direct provision of career services in 2016 that as a strategic entity, *"local boards should ensure that other entities have the opportunity to bid to deliver these services as well,"* and, *"WIOA set the expectation for local workforce development boards conduct open and competitive procurement processes to identify appropriate providers of one-stop operations and other services."*

Representatives from the LWDBs on the task team recommend the maximum local flexibility allowed in federal regulations, which allows for the grant recipient/fiscal agent to forego competitive procurement of youth services without Board approval on behalf of the Governor.

- **Evaluation & Monitoring:** Federal regulations (20 CFR 679.430) state that entities performing multiple functions in a local area demonstrate internal controls and prevent conflict of interest by developing a written agreement with the LWDB and CEO to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and OMB Uniform Guidance.

Staff recommend that when the LWDB and/or fiscal agent acts as the one-stop operator or direct service provider, they must ensure a separation of duties and establish firewalls to mitigate any actual or potential conflicts of interest, with an agreement and plan in place to be monitored by a **neutral outside entity or state agency**.... The results must be reported to the local CEO and the Local Board, and provide a copy to the State Workforce Board, as the Governor's representative.

Representatives from the LWDBs on the task team recommend the ability to utilize internal evaluation and monitoring practices when fulfilling multiple roles, with locally developed policies on conflict of interest and firewalls in place. The recommendation is that the practices are satisfactory given ESD's current regular monitoring practices combined with local internal monitoring.

- **Application and Approval Criteria:** The task team reached consensus on the elements of the revised combined application (Attachment A). However, representatives from the LWDBs on the task team requested further guidance beyond the elements staff outlined in the application and under which circumstances the Board may deny a request, or subsequent request, for the LWDB to act as a direct service provider.

Staff intend that each application is reviewed with a lens specific to the circumstances of the individual request.

STAFF GUIDANCE & RECOMMENDATION:

Discussion and Potential Action. The Board is requested to review, evaluate, and potentially approve Policy 1015 *Procurement and Selection of One-Stop Operators and Service Providers*, considering WIOA's strategic objectives for LWDBs and the broader implications of competitive procurement practices. As outlined above, the policy's multifaceted requirements and the areas that lack consensus of the task team warrant careful consideration.



WorkSource System Policy

Employment System Administration and Policy

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high-quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 1015

To: Washington WorkSource System

Effective Date: July 1, 2024

Subject: Procurement and Selection of One-Stop Operators and Service Providers

1. Purpose:

To communicate requirements for the procurement and selection of one-stop operators and service providers under the Workforce Innovation and Opportunity Act (WIOA). All WIOA service delivery, whether through a competitively selected service provider or Local Workforce Development Board (LWDB), must be selected in accordance with this policy.

2. Background:

WIOA and the Office of Management and Budget (OMB) Uniform Administrative Guidance, 2 CFR 200, set the general expectation that LWDBs conduct fair, open, and competitive procurement processes to identify appropriate providers of one-stop operator and other services to promote efficiency and effectiveness of these roles.

Per WIOA Section 107(d)(10)(E) and 20 CFR 679.370 (l and m), LWDBs work with the State to ensure that the number, type, and quality of providers is sufficient to maximize consumer choice and meet the needs of the community. WIOA sets the expectation that LWDBs will serve as strategic entities and the Department of Labor (DOL) further clarified that expectation in 20 CFR 679.410 by citing "restrictions" on LWDBs (and LWDB staff) as one-stop operators and service providers and outlining the requirements of LWDBs that may want to assume those roles.

3. Policy:

- a. LWDBs must have local procurement policies that adhere to applicable sections of federal law and regulations and state policy in selecting one-stop operators and service providers and awarding contracts under WIOA.

- i. Specifically, these sections and policies include, but are not limited to:
 - Competitive Procurement Policy and Process compliant with WIOA 121(d)(2)(A), Uniform Administrative Guidance, 20 CFR 678.605(c) and (d), 20 CFR 679.430, and 20 CFR 200.320.
 - Record Retention Policy.
 - Conflict of Interest Policy.
 - Dispute Resolution Policy/Process.
 - Written Standards of Conduct, Fairness and Ethics.
 - Internal Controls - including description of firewalls, or policies and procedures that act as a barrier against undesirable influence, outcome, or authority and provide clear separation between job duties and responsibilities.
- b. LWDBs must document, maintain, and provide to authorized state or federal organizations upon request, where applicable:
 - (1) efforts to identify the availability of qualified, eligible one-stop operators and service providers;
 - (2) compliance with the Sunshine Provisions outlined in 20 CFR 679.390, 20 CFR 200.320, and this policy by demonstrating that they made their board members and the public aware of the procurement process to be used with a minimum 30-day public notice via media where prospective local, state, and national bidders typically identify such opportunities (e.g., local print newspapers, online newspapers, LWDB websites, other community websites, etc.), with solicitations including the selection criteria for the process and retained as records; and,
 - (3) the allowable processes used to select one-stop operators and service providers, and how they were followed, including procurement processes (with selection criteria by which bids were scored).
- c. LWDB must ensure that procurements using federal funds are designed in ways to promote racial equity and support for underserved communities, promoting equitable access for vendors and customers as highlighted in [Executive Order 13985](#).

d. Programmatic Requirements

i. **One-Stop Operator Eligible Entities**

- A. Single entities (public, private, or nonprofit) or a consortium of entities (which must include a minimum of three required one-stop partners within the local area with demonstrated effectiveness per WIOA Section 121(d)(2)(B)). Please see full description of eligible entities in [TEGL 15-16](#).
- B. The one-stop operator may operate more than one one-stop, or conversely, there may be more than one one-stop operator in a local area.

ii. **Procurement of One-Stop Operators**

- A. One-stop operators must be designated and certified through a competitive procurement process. The full and open competitive process used by LWDBs to procure one-stop operators must be conducted **at least once every four years**, must follow the principles of competitive procurement set forth in Uniform Administrative Guidance at 20 CFR 200.317-326, and cannot be waived. Additionally, it is

recommended LWDBs utilize the processes and phases outlined in TEGl 15-16, Section 9.

B. The allowable forms of formal procurement processes per 2 CFR 200.320 are as follows:

1. **Sealed Bid(s)** (2 CFR 200.320(b)(1))

2. **Competitive Proposal(s)** (2 CFR 200.320(b)(2))

- I. LWDBs may be selected to serve as the one-stop operator in their designated region through the competitive process required under WIOA sec. 121(d)(2)(a) and meet mandatory competition requirements described in 20 CFR 678.650(c) and 678.615(a).
- II. LWDB must do the following, in order:
 1. Publicly declare their intent to bid in the one-stop operator procurement process.
 2. Successfully bid in a one-stop operator solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326, and only if board-approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by a fair and impartial third-party entity free of conflicts of interest and that LWDB staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals.

OR

3. **Sole Source/Noncompetitive Procurement:** Noncompetitive procurement is expected to be used as a last resort only after other procurement methods have been exhausted. Sole source is to be exercised, as allowed in local policy, if it complies with federal procurement regulations at 2 CFR 200.320(c), 20 CFR 678.610 and federal guidance in TEGl 15-16, and one or more of the following circumstances apply:

1. The acquisition of services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of 2 CFR 200.320(a)(1), or lower threshold established by local policy;
2. The item or service is only available from a single source;
3. Public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;¹
4. The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the non-Federal entity; or
5. After soliciting a number of sources, competition is determined inadequate, whether for reasons of number or quality of proposals/bids²

¹ Examples of compelling circumstances that outweigh delays that would result from competitive solicitations include a need to avoid a break in services if an operator is terminated for cause or is unable to continue providing services through the end of a contract period.

² Inadequate responses are those judged by a panel of impartial reviewers to score below a pre-determined minimum level on scoring criteria published as part of the solicitation, responses that did not address all required elements, or meet the published deadline.

- C. Regardless of the procurement method, if LWDB staff is to provide direct one-stop operator services, it must:
- receive LWDB approval (recorded in public meeting notes),
 - obtain Local Chief Elected Official(s) written approval,
 - complete and submit to the State Workforce Development Board (SWDB) [Attachment A: One-Stop Operator and/or Title I Service Delivery Request Process and Application](#),
 - receive SWDB approval on behalf of the Governor, and
 - engage a neutral outside entity to annually monitor the LWDB as the one-stop operator in accordance with Policy 5414, Revision 1.

The approval from the SWDB on behalf of the Governor will serve as certification of the one-stop operator per WIOA Section 121(d)(2)(A).

Note: Under TEGL 15-16, Sec. 200.318(i) of the Uniform Administrative Guidance, and as stipulated in 20 CFR 678.635(b), LWDBs must maintain detailed procurement records, especially on the decision-making and justification to sole source one-stop operators. This process extends beyond publishing requests for interest, proposals, or invitations for bids; it requires LWDBs demonstrate market research and outreach prior to sole sourcing and ensuring solicitations are widely publicized to promote full and open competition. Further, USDOL interprets WIOA Sunshine Provisions at Sections 101(g) and 107(e) as requiring LWDBs to present documentation and justification of decisions to use sole source procurement at open LWDB meetings to provide transparency and perhaps attract additional offerors/bidders for the next competition. All contracts, agreements, or MOUs between the one-stop operator and LWDB, SWDB, or state workforce agency must include the essential elements of a legally executed and binding written agreement, as outlined in TEGL 15-16, Section 10.

iii. Procurement of Youth Service Providers

- A. LWDBs must competitively award grants/contracts for eligible providers of youth workforce investment activities, except in the case of sole-source awards/contracts, and only then if there is satisfactory and demonstrable evidence that there are an insufficient number of providers with the expertise required for serving in-school or out-of-school youth. Bid solicitations must include the selection criteria to be used in this process and must be maintained as documentation of the process.
- B. LWDBs must establish and use criteria, including the ability of service providers to meet performance accountability measures based on the primary indicators of performance for youth programs, as well as full and open competition consistent with 2 CFR parts 200 and 2900 in addition to applicable state and local procurement laws to procure eligible providers of youth workforce investment activities.
- C. In accordance with WIOA law and regulations some or all youth program activities may be exempted from a competitive process if LWDBs determine that they can more appropriately and efficiently perform these activities. However, to directly provide some or all youth workforce investment activities, LWDBs must receive written approval of

the Local Chief Elected Official(s), and submit [Attachment A](#) to request approval from the SWDB on behalf of the Governor.

- D. LWDBs must establish local policies and procedures to assess the ability of youth program providers to meet performance accountability measures based on the primary federal indicators of performance and criteria establish in the State Plan for the youth program.
- E. LWDBs may serve as youth service providers if they are determined to be the successful bidder in a solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326, and only if approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by an impartial third party free of conflicts of interest and that LWDB staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals.

iv. Procurement of Training Services

- A. In general, training providers must be on the State's Eligible Training Provider List (ETPL) and subject to data reporting requirements. LWDBs are prohibited from providing training services unless the SWDB on behalf of the Governor grants a waiver (WIOA Section 107(g)(1)). However, a LWDB can contract with providers of on-the-job training, customized training, incumbent worker training, internships, and paid or unpaid work experience opportunities, or transitional employment and are not subject to the ETPL (WIOA Section 122(h)(1), 20 CFR 680.320, 680.760, 680.790).
- B. If a LWDB wishes to provide a program of training services directly, they must receive written approval from the SWDB on behalf of the Governor by submitting [Attachment A](#) to request a waiver.
 - a. The waiver must include:
 - Satisfactory evidence of insufficient number of eligible training providers of such a program of training services to meet local demand in the local area;
 - Information demonstrating the LWDB meets the requirements of a training service provider in WIOA Section 122;
 - information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area; and,
 - Evidence the LWDB made the request available to eligible providers of training services and other interested members of the public for a public comment period of no less than 30 days.
 - b. Duration of the waiver cannot exceed the duration of the current local plan.
 - c. The SWDB and Governor has the authority to revoke this waiver during the approved period under WIOA Section 107(g)(1)(D).

v. Procurement of Career Services

- A. WIOA Section 107(d)(10)(D) states that if the one-stop operator does not provide career services, described in Section 134(c)(2), the LWDB must identify eligible providers of those career services by awarding contracts. LWDBs are encouraged to select providers of career services through a competitive procurement process.
- B. Allowable forms of competitive procurement include sealed bid, competitive proposals, and sole source (refer to Section 3.d.ii.C).
- C. LWDBs can provide basic and individualized career services by agreement of the Local Chief Elected Official, and then by submitting [Attachment A](#) and receiving approval of the SWDB on behalf of the Governor.

e. Procurement-Related Fiscal Requirements

- i. Subawards are not procurement actions governed by this policy or other procurement laws, rules, or policies ([Policy 5250](#)) unless:
 - A. Required by statute;
 - B. Required by own policies and procedures; or
 - C. Awarded on a competitive basis, in which instance the subaward will be governed by procurement rules detailed in 2 CFR 200.318-326.
- ii. When a competitive procurement process is not used in the selection of a subrecipient for a subaward, it must be guided by;
 - A. Documented internal controls, including written procedures for employee conduct and conflict of interest provisions;
 - B. The service provider's track record, considering past record of performance, cost principles, record of compliance and audit and monitoring results.
- iii. Procurement standards must ensure fiscal accountability and prevent waste, fraud, and abuse in WIOA programs. Where applicable, standards must support fair and competitive procurement of goods and services.
- iv. Wherever possible and where required, all agreements must be performance-based, as defined in Federal Acquisition Regulations (FAR) 37.6, and include the following minimum requirements:
 - A. Performance requirements defined in measurable, mission-related terms;
 - B. Performance standards (e.g., quality metrics, required quantities, and timeliness) tied to performance requirements;
 - C. Quality assurance plan describing how the contractor's performance will be measured against performance standards; and,
 - D. Appropriate positive and negative incentives for performance standards critical to accomplishing agreement objectives.
- v. All other non-federal entities, including LWDBs, must:

- A. Follow general procurement standards established through applicable state law, rule, and policy, as well as through 2 CFR 200.318-326;
- B. Develop and document their own procurement policies, procedures and standards that reflect applicable state law, rule, and policy and conform to federal law and standards of OMB Uniform Administrative Guidance;
- C. Ensure full and open competition, where necessary;
- D. Use the most economical approach to the procurement of goods and services;
- E. Award only to responsible contractors;
- F. Maintain oversight in order to monitor contractor performance regarding contract terms, conditions, and specifications; and,
- G. Maintain records detailing the history of the procurement, including the rationale for the selected method of procurement, selection of contract type, basis for contractor selection or rejection, and basis for contract price.

f. Consumer Choice Compliance and LWDB Responsibilities

- i. Consistent with WIOA Section 122, paragraphs (2) and (3) of section 134(c), and 20 CFR 679.380, LWDBs will work with the State, using shared data and joint efforts to ensure there are sufficient numbers and types of providers of career services and training services serving their local areas and providing the services involved in a manner that maximizes consumer choice. This goal is to ensure that there is a diverse network of career services and training services providers that reflect the varied needs of the local workforce, including eligible providers with expertise in assisting individuals with disabilities and adults in need of adult education and literacy activities.

g. Evaluation and Monitoring of One-Stop Operator, Service Providers - 20 CFR 679.370(i)

- i. WIOA and [WIOA Policy 5414, Rev. 1](#), require LWDBs monitor one-stop operators and service providers, at least annually, to ensure compliance with the requirements of WIOA, the activities in the statement of work, performance reporting requirements, and the terms and conditions of the written agreement. Monitoring includes an attestation by the monitoring entity that it has examined compliance with WIOA, 2 CFR 200, and the terms and conditions of the written agreement with the one-stop operator or service provider.
- ii. The LWDB, in partnership with the local CEO for the local area, must:
 - A. Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area;
 - B. Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
 - C. Ensure the appropriate use and management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
- iii. When the LWDB and/or fiscal agent staff acts as the one-stop operator or direct service provider, they must ensure a separation of duties and establish firewalls to mitigate any actual or potential conflicts of interest, with an agreement and plan in place to be monitored by a neutral outside entity or state agency. The LWDB must develop a written agreement with local Chief Elected Official to clarify how the organization will carry out its

responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars (20 CFR 679.430), and the WIOA Policy 5405, Rev. 2. The results must be reported to the local CEO and the Local Board, and provide a copy to the SWDB, as the Governor's representative.

4. Definitions:

Conflict of interest – Conflict between the official responsibilities and the private interests of a person or entity that is in a position of trust. A conflict of interest would arise when an individual or organization has a financial or other interest in or participates in the selection or award of funding for an organization. Financial or other interests can be established either through ownership or employment. Any potential conflict of interest must be documented and disclosed in writing (2 CFR 200.112).

Contract - A legal instrument by which the fiscal agent, service provider, or subrecipient is committed to pay for goods, property, or services needed to accomplish the purposes of the contract or agreement. The term, as used in this policy, does not include a legal instrument, even if the non-federal entity considers it a contract when the substance of the transaction meets the definition of a federal award or subaward (see 2 CFR 200.92 - Subaward).

Contractor - An entity responsible for providing generally required goods or services related to the administrative support of the federal award. These goods or services may be for the recipient's or subrecipient's own use or for the use of participants in the program. Distinguishing characteristics of a contractor include:

- Providing the goods and services within normal business operations;
- Providing similar goods or services to many different purchasers;
- Operating in a competitive environment; and;
- Program compliance requirements do not pertain to the goods or services provided.

Demonstrated effectiveness - Demonstrated expertise and effectiveness means that an individual or group has documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function, which may include individuals with experience in education or the training of job seekers with barriers to employment, as defined in Section 3 (24) of WIOA, including but not limited to serving veterans; providing or supporting competitive integrated employment for individuals with disabilities; or serving eligible youth.

Firewall - An established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.

Non-Federal Entity - a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a federal award as a recipient or subrecipient.

One-Stop Operator - The one-stop operator coordinates the service delivery of participating American Job Center (AJC) (branded as WorkSource in Washington) partner programs and service providers and other duties identified by the LWDB in each local area. One-stop operators ensure that WorkSource can provide customers with career, training and employment-related

services provided by required partner programs and often manage the day-to-day operations of the center(s). See [20 CFR 678.620\(b\)](#) for prohibitions and conflicts of interest requirements.

Pass-through Entity - a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

Single Source - Only one company or entity provides the unique item or service.

Subaward - an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient – An entity that receives federal assistance funds passed-through from a prime recipient or another subrecipient to carry out or administer a WIOA program. Distinguishing characteristics of a subrecipient include:

- Determining eligibility for assistance;
- Performance measured against meeting the objectives of the program;
- Responsibility for programmatic decision making;
- Responsibility for applicable program compliance requirements;
- Use of the funds passed through to carry out a program of the sub-entity as compared to providing goods or services for a program of the prime recipient.

Sunshine Provision – Requirement to conduct business in an open manner (20 CFR 679.370), also see website of AG and/or TEGL 15-16 page 9-10.

5. References:

All fiscal policies and guidance letters published for WIOA are governed, as appropriate, under:

- Title 2, Subpart A, Chapter 11 CFR 200.317-326
- OMB Uniform Administrative Guidance, Cost Principles, and Audit Requirements for Federal Awards

Programmatic policies, rules, and guidance:

- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Sections 107(d)(10), 107(g)(1), 121(d) (1-2), 123, 134(c)(2)(C)
- 2 CFR 200.319-327
- 20 CFR 678.600-635, 679.370(l), 679.410, 679.430, 680.160, 680.300, and 681.400
- [Training and Employment Guidance Letter \(TEGL\) 15-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 16-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 23-14](#), Section 8
- [WIOA Title I Policy 5619, Rev. 2 - Increased Capacity Training](#)
- [WIOA Title I Policy 5250 - Subrecipient/Contractor and Pass-Through Entity Determination](#)
- [WIOA Title I Policy 5405, Rev. 2 - Conflict of Interest](#)

6. Supersedes:

WIOA Title I Policy 5404, Revision 1

7. Website:

<https://wpc.wa.gov/policy/state/worksource>

8. Action:

Local Workforce Development Boards and their contractors must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. Attachments:

[Attachment A](#) - One-Stop Operator and/or Title I Service Delivery Request Process and Application

Direct Fiscal Inquiries To:

*Contracts and Procurement
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
ESDGPGrantsOffice@esd.wa.gov*

Direct Inquiries To:

*Workforce Training and Education Coordinating Board
P.O. Box 43105
Olympia, WA, 985041-3105
Workforce@wtb.wa.gov*

*Employment System Administration and Policy
Employment System Policy and Integrity Division
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
SystemPolicy@esd.wa.gov*



Attachment A: One-Stop Operator and/or Title I Service Delivery Request Process and Application

LWDBs must submit this form to request approval to directly provide services as part of the LWDB's One Stop Service Delivery System, as documented in the Local Plan and One-Stop MOU. This application must be used to document requests to serve as a One-Stop Operator, Youth Service Provider, or WIOA Title I-B Career or Training Services Provider. Submissions must include documentation of competitive procurement or explanation of why competitive procurement was not utilized and plans for ensuring that appropriate separations and firewalls are in place.

Instructions:

LWDBs must complete this application and submit it to:

Workforce Training and Education Coordinating Board

P.O. Box 43105

Olympia, WA 98504-3105

Workforce@wtb.wa.gov

Please submit a separate application for each service the LWDB is wanting approval. For example, if the LWDB is seeking approval to serve as a Career Services Provider and One Stop Operator, please submit two individual applications and corresponding documentation.

The State Workforce Board, in coordination with the Employment Security Department, may review and verify the LWDB's five-year performance data, and compare performance against state averages and LWDBs with similar size and comparable economic conditions to provide a staff analysis and recommendation to be presented for the Board's approval. The State Workforce Board reserves the right to request further documentation or discussion.

Local Request to Serve in Operational Role

Date	
LWDB	
Contact Person/Title	
Phone	
E-mail Address	
Mailing Address	

1. Please indicate the specific One-Stop site(s) in which you are requesting approval to serve as direct operational provider (add more rows as necessary):

	Name	Address
1		
2		
3		

2. Please indicate what services your LWDB and/or the organization supporting your LWDB are seeking approval for and the time period (not to exceed expiration date of current local plan) to provide these services (separate application is required for each service area):

- ☐ One Stop Operator Start & End Date:
- ☐ Career Services Provider Start & End Date:
- ☐ Adult Basic Career Services Start & End Date:
- ☐ Adult Individualized Career Services Start & End Date:
- ☐ Dislocated Worker Basic Career Services Start & End Date:
- ☐ Dislocated Worker Individualized Career Services Start & End Date:
- ☐ Training Services Provider Start & End Date:
- ☐ Youth Services Provider Start & End Date:

3. List specific services you are seeking to directly provide. See Attachment B for a complete list of Career Services. For youth services, list the specific Youth Program Elements which can be found on Attachment C.

4. Please provide a written narrative of the competitive process that was utilized, if any, for the selection of the One Stop Operator, Career Services Provider, Training Services Provider, or Youth Services Provider. **Or**, provide an explanation of why competitive procurement was not utilized and what factors led the LWDB to believe participants will be better served by providing these services directly rather than through a competitive procurement process. Where applicable, include information about specifics of the local procurement process which ensured no unfair advantage was afforded to the LWDB, the role of any partner or third-party neutral entity, why you feel you were unable to secure qualified bidders, the LWDBs qualifications to directly provide these services, and strengths of the proposal that led to the selection.
5. Provide the WDA's WIOA Title I-B state and federal performance outcomes, costs per participant, and cost per employment for programs for each program the LWDB intends to provide direct services (Youth; Adult and/or Dislocated Worker Career Services, One-Stop Operator, Training Service Provider) for each of the past five years. Describe how those outcomes compare with other LWDBs in the state. Explain how direct service delivery will improve equitable access, performance, and outcomes.

6. Provide a statement of how the LWDB has or will establish a clear firewall that separates and defines its existing role as the strategic coordinator and oversight body for the local one-stop system from the role of One-Stop Operator or direct service provider. This must include a delineation of the internal controls, distinct separation of duties, and processes for preventing and mitigating conflicts of interest. Include details about how the LWDB will ensure appropriate oversight and monitoring practices are in place. Please attach or link any specific policies and/or procedures that codify these separations.
7. Explain how the LWDB will secure against conflicts of interest in any future competitive procurement processes. This explanation may include an outreach plan to engage a wider array of potential bidders, and for educating local community-based organizations (CBOs) on the procurement.
8. Attach documentation (signed and dated letter) that the members of the Local Workforce Development Board reviewed the information prepared for the request (items 1-7 above) and approved the request in a public meeting.
9. Attach documentation (signed and dated letter) that the local Chief Elected Official reviewed the information prepared for the request (items 1-8 above) and approved the request.
10. If applicable, attach the following:
 - ☐ RFI, RFQ, and/or RFP
 - ☐ Evidence of RFI/RFP Distribution and Outreach
 - ☐ Evidence of Pre-Proposal or Bidder's Conference and Supporting Meeting Notes including Attendees
 - ☐ All Submitted Proposals
 - ☐ Summary of Proposal Evaluations including Scoring Matrix

Complete question 11 and 12 only if you are applying to directly provide youth services.

11. Please attach a narrative explaining LWDB's unique service strengths in providing Youth Program Elements described in #3 and what factors went into the decision for the LWDB to directly provide youth services. Please explain how youth participants will be better served by LWDB directly providing these services.
12. Describe the youth services to be directly provided by the LWDB including any prior experience in providing such services and duration, if applicable.

Complete Questions 13 and 14 only if you are applying to directly provide training services.

13. Please attach a narrative explaining (1) how the LWDB meets the requirements of an eligible training provider under WIOA Section 122, and (2) how the LWDB's proposed training services prepare adult and dislocated worker participants for in-demand industry sectors or occupations in the local area.

14. Describe how the LWDB subjected its approval determination to a minimum 30-day public comment period. Attach supporting documentation, including any and all comments received during the public comment period.

Complete Question 12 only if you are applying to directly provide career services.

15. Describe the basic and/or individualized career services the LWDB plans to provide, including its qualifications, prior experience and efficiency in providing those services, how long it has served in this role, and how it plans on meeting/exceeding performance expectations.

FOR SWB STAFF USE ONLY:

Local CEO approval letter included? Yes___ No___

Approval Granted Yes___ No___

Date of Approval: _____

Duration of Approval: _____ (Max: Current Local Plan Duration)

Notes:

Attachment B: WIOA Services expected to be provided in One-Stop Centers

BASIC CAREER SERVICES per 20 CFR 678.430(a)
Eligibility determination to receive assistance from the adult, dislocated worker, or youth programs
Outreach, intake, and orientation to information and services available through the one-stop delivery system
Initial assessment of skill levels (<i>including literacy, numeracy, and English language proficiency</i>), aptitudes, abilities (<i>including skills gaps</i>), and supportive service needs
Labor exchange services, including job search and placement assistance, career counseling, provision of information on in-demand industry sectors and occupations, provision of information on non-traditional employment
Appropriate recruitment and business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs
Provision of workforce and labor market information including accurate information relating to: <ul style="list-style-type: none"> • job vacancy listings in labor market areas, • information on job skills necessary to obtain the vacant jobs listed, • information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement
Provision of information (in usable and understandable languages and formats) regarding how the State and local area are performing on the performance accountability measures
Provision of information on: <ul style="list-style-type: none"> • Performance and cost information on eligible providers of training by the program • Eligible providers of Youth workforce investment activities • Providers of adult education • Providers of career and technical education activities available to school dropouts • Providers of career and technical education activities available to school dropouts Providers of vocational rehabilitation services
Provision of information (in usable and understandable formats and languages) relating to the availability of assistance and supportive services, and appropriate referrals to those programs, services and assistance including: <ul style="list-style-type: none"> • Childcare • Child support • Medical or child health assistance through states' Medicaid and Children's Health Insurance program • SNAP benefits • Assistance through earned income tax credit • TANF assistance, including other supportive services and transportation provided by that program
Provision of meaningful assistance to individuals seeking assistance in filing a claim for unemployment insurance compensation including: <ul style="list-style-type: none"> • Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and rights and responsibilities of claimants; or • Providing assistance by phone or via other technology, as long as the assistance is provided by trained staff within a reasonable time
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not funded under WIOA

INDIVIDUALIZED CAREER SERVICES per 20 CFR 678.430(b)
Comprehensive and specialized assessment of skills levels and service needs of adults and dislocated workers including: <ul style="list-style-type: none"> • Diagnostic testing and use of other assessment tools • In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including list of, and information about eligible training providers
Group counseling
Individual counseling
Career planning (e.g., case management)
Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
Internship and work experience (including transitional jobs) that are linked to careers
Workforce preparation activities (as described in 34 CFR 463.34)
Financial literacy services available through WIOA Title I youth program, including: <ul style="list-style-type: none"> • Supporting ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals • Supporting the ability to manage spending, credit, debt, including credit card debt, effectively
Out of Area job search assistance and relocation assistance
English language acquisition programs and integrated education and training programs
FOLLOW UP CAREER SERVICES per 20 CFR 678.430(c)
Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment
BUSINESS SERVICES per 20 CFR 678.435
TRAINING SERVICES per 20 CFR 680.200
Occupational skills training, including training for nontraditional employment
On-the-job training (OJT)
Incumbent worker training per WIOA sec. 134(d)(4)
Programs that combine workplace training with related instruction
Training programs operated by the private sector
Skills upgrading and retraining
Entrepreneurial training
Transitional jobs in accordance with WIOA sec. 134(d)(5)
Job readiness training provided in combination with activities listed in 20 CFR 680.200 (a-h)
Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services listed in 20 CFR 680.200 (a-g)
Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (see 20 CFR 680.760-770)

Attachment C: WIOA Youth Program Elements

The local plan must describe the design framework for youth programs in the local area, and how the 14 program elements required in [§ 681.460](#) are to be made available within that framework.

- Tutoring, study skills, and dropout prevention
- Alternative Education
- Paid and unpaid work experience
- Occupational skills training
- Leadership development
- Supportive services
- Adult mentoring
- Follow-up services
- Comprehensive guidance and counseling
- Education offered concurrently with workforce preparation
- Financial literacy
- Provision of labor market information
- Preparation for postsecondary education
- Entrepreneurial skills training

Tab 7

Legislative Endorsements

PRESENTED BY: Nova Gattman, Workforce Board

CHECK ONE:

☐ Action Item

☒ Possible Action

☐ Discussion Only

SUMMARY:

Board staff will report on the results of the 2nd Board Endorsement Committee, which met Dec. 1 on request after the November Board meeting. The purpose of the meeting was to review an OSPI budget proposal on special education teacher residency for potential endorsement by the Board. The form provided with this request for endorsement is included as part of this packet item.

Board members will have the opportunity to discuss this item following a presentation by OPSI staff. Board members may vote to confirm this to add to the Board's legislative agenda. Or they may choose to vote on this at the January Special Board meeting if more time is needed for review.

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 requests, and implementation of the state's strategic plan for workforce development, Talent and Prosperity for All (TAP), enabling a focus on system-specific legislative requests that can move the workforce system toward one or more of the goals and strategies outlined in the plan.

The Board's funding requests to the 2024 Legislature and Governor can be found at <https://www.wtb.wa.gov/about-us/workforce-board-legislative-tracker/> under the Budget Requests tab.

The Board's Endorsement Committee represents business, government, and labor. Board Co-Chairs also support the Endorsement Committee. Nova Gattman is the assigned Board staff for the group.

The Endorsement Committee operates on a strictly consensus basis – if any caucus of the Board is not comfortable with an endorsement, that item is not advanced to the full Board.

All three caucuses of the Board voted to recommend an endorsement of OSPI's request at the December 1 Endorsement Committee meeting. Below is a short summary of the project, as provided to the Committee. The complete document provided to the Endorsement Committee for this project is included as part of this packet item. OSPI staff will be attending the Board meeting to provide a brief overview of the request and answer any questions.

1. Recruiting and Retaining Special Education Teachers Through Effective Teacher Residencies (OSPI)

Washington students learn best from dedicated and prepared educators. Students receiving special education services, especially those in rural communities, are the most likely to be served by out-of-endorsement teachers and emergency substitutes. The Office of Superintendent of Public Instruction (OSPI) requests funding to support special education teacher residencies, and to offer professional development and career support and guidance to the 15,000 substitute teachers currently serving in Washington classrooms.

STAFF GUIDANCE & RECOMMENDATION:

Board members will have the opportunity to bring forward a motion to endorse the recommended item at this meeting. If endorsed, this request would then be added to the Board's workforce system legislative agenda and will be actively part of Board staff and Board members' legislative advocacy efforts.

If the Board would like more time to review any of the proposals, a final decision may be made at the January 3 special Board meeting.

Workforce Board 2024 Legislative Agenda

Potential Agency Endorsement Requests

Project Summary

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 **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 7th Workforce Board meeting for full Board approval.

1. Project Title:
Recruiting and Retaining Special Education Teachers Through Effective Teacher Residencies
2. Workforce Board Member Sponsor Name:
Chris Reykdal, State Superintendent of Public Instruction
3. Staff Contact for the Project:
Anna Hernandez-French, anna.hernandez-french@k12.wa.us
4. Short Project Description (ideally, 100 words):
Washington students learn best from dedicated and prepared educators. Students receiving special education services, especially those in rural communities, are the most likely to be served by out-of-endorsement teachers and emergency substitutes. The Office of Superintendent of Public Instruction (OSPI) requests funding to support special education teacher residencies, and to offer professional development and career support and guidance to the 15,000 substitute teachers currently serving in Washington classrooms.
5. What is the project?
This project recruits, trains, and places 3 cohorts of 15 special education teachers (45 total) in Washington K12 schools. If approved, OSPI will contract with a PESB-approved program offering special education teacher residencies to up to 45 candidates, offering a full year of in-classroom co-teaching with a mentor teacher alongside teacher preparation coursework. Candidates will receive a living wage, benefits, and not be charged any tuition or materials fees by the program, and the districts hosting them will be their employers of record. Upon completion of the program, these candidates will move into permanent positions within the districts that have employed them for their teacher residency.

The project also includes a suite of supports and professional development opportunities for Washington's 15,000 emergency substitute teachers.
6. Estimated Cost, Fund Source, & FTE Needs:
General state fund, \$7,303,000 in the 2025 Fiscal Year, \$12,108,000 in the 25-27 Biennium. FTE needs: 0.5 Program Manager and 0.25 administrative support.
7. Potential Leveraged Resources:
N/A

8. Responsible Entities:
OSPI, School Districts, Contractor(s)
9. Proposal Format (proviso, statutory change, other):
Operating budget proviso
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.)
OSPI used federal relief ESSER funding to partner with the Washington Education Association (WEA) to design and launch a teacher residency program, which was approved by PESB in the spring of 2023, and welcomed its first candidates this past summer. OSPI ran a more ambitious budget request in the 2023 session hoping to establish a statewide teacher residency model and funding mechanism, and some funding gains for teacher residencies were realized in the 2023 operating budget. OSPI's goal in 2024 is to, alongside other agencies and legislative champions, keep the conversation around teacher residencies in Washington moving forward while at the same time securing state funding to continue current work and better prepare for future expansion of educator workforce recruitment strategies like teacher residency programs.
11. Why is this needed now and what is the impact?
The nation is facing a teacher shortage, and Washington is no exception. At the same time, lawmakers have made clear that they want to see Washington's educator workforce reflect its student population in terms of diversity, but barriers, particularly financial barriers mean that pathways to careers in education continue to favor more traditionally privileged populations. Washington's mainly white, middle class teacher candidates have increased access to generational wealth and support networks that help pay tuition required for college degrees and preparation programs and keep candidates afloat during the required months of traditionally unpaid student teaching. By funding programs that include a living wage for candidates, such as teacher residencies and apprenticeship programs, Washington will invest in targeted strategies to both expand and diversify the state's educator workforce.