BOARD MEETING AGENDA

January 23, 2026 | 9:00 a.m. – 4:00 p.m. | Meeting No. 280

Location: 128 10th Ave SW, Olympia, WA, 98501, Floor 2

Please call (360) 709-4600 upon arrival for access — the lobby is locked.

Remote access: Please register for a unique link here.

9:00 a.m.	**Call to Order** Welcome and roll call	
9:05 a.m.	**Executive Director Transition** Cherika Carter, Co-Chair, Gary Chandler, Co-Chair, and Maddy Thompson, Workforce Board	
9:15 a.m.	**Chairs Report (ACTION)** Consent Agenda Minutes from November 19, 2025, Board Meeting Local Planning Timeline - Policy 5614 WIN 0160 – One-Time Extension of Local WIOA Plan Submission State and WIOA Policy Updates Issued Since October 7, 2025 Executive Director's Report	**Tab 1**
9:30 a.m.	**Workforce Pell Implementation Update** Maddy Thompson, Workforce Board Heather Hudson, Governor's Office Marie Bruin, State Board for Community and Technical Colleges Jamie Traugott, State Board for Community and Technical Colleges Shannon Venezia, Washington Student Achievement Council Anneliese Vance-Sherman, Employment Security Department	**Tab 2**
10:15 a.m.	**State Response to Federal Work Requirements for SNAP** Babs Roberts, Department of Social and Health Services Jennifer Dellinger, State Board for Community and Technical Colleges Ish Maidadi, Employment Security Department Sandy Crews, Employment Security Department John Traugott, Washington Workforce Association Amy Martinez, Local Workforce Development Council Miriam Halliday, Local Workforce Development Council	**Tab 3**
11:30 a.m.	**Lunch**	
12:15 p.m.	**Federal Performance Briefing** Liz Gallagher, Workforce Board Dave Wallace, Workforce Board	**Tab 4**
1:00 p.m.	**Legislative Update** Nova Gattman, Workforce Board	**Tab 5**
1:30 p.m.	**TAP Update** Emily Persky, Workforce Board	**Tab 6**
2:30 p.m.	**Adjourn**	

PLEASE NOTE: Times above are estimates only. The Workforce Board reserves the right to alter the order and content 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.

Tab 1

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 1

Consent Agenda

PRESENTED BY: Workforce Board Co-chairs Cherika Carter and Gary Chandler

CHECK ONE:

☒ Action Item ☐ Possible Action ☐ Discussion Only

SUMMARY:

The consent agenda enables the Board to approve items listed below together without discussion or individual motions. If any Board member believes an item does not belong on the consent agenda, they may at any time request the item be removed and considered for an individual discussion and vote at a later time, at the discretion of the Co-chair(s).

This consent agenda includes approval of the following items:

BACKGROUND:

This consent agenda includes:

- Minutes from the November 19, 2025, Board meeting.
- Local Planning Timeline – Policy 5614
- WIN 0160 – One-Time Extension of Local WIOA Plan Submission
- State and WIOA Policy Updates Issued Since November 19, 2025

STAFF GUIDANCE & RECOMMENDATION:

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

MINUTES OF MEETING NO. 279
November 19, 2025

Board Members Present:
Gary Chandler, Co-Chair (in-person)
Cherika Carter for Larry Brown, Co-Chair (remote)
Wade Larson, Representing Business (in-person)
Jane Hopkins, Representing Labor (remote)
Todd Mitchell, Representing Labor (in-person)
Emmanuel Flores for Cherika Carter, Representing Labor (in-person)
Commissioner Cami Feek, Employment Security Department (ESD) (in-person)
Kairie Pierce for Director Joe Nguyễn, Department of Commerce (in-person)
Dana Phelps for Secretary Angela Ramirez, Department of Social and Health Services (DSHS) (in-person)
Becky Wallace for Superintendent Chris Reykdal, Office of Superintendent of Public Instruction (OSPI) (in-person)
Will Durden for Nate Humphrey, State Board for Community and Technical Colleges (SBCTC) (in-person)
Mark Mattke, Spokane Workforce Council, Representing Local Elected Officials (in-person)

Call to Order
Co-chair Gary Chandler called the meeting to order at 9 a.m. The meeting was a hybrid meeting using Zoom for remote attendees. In-person attendees convened at the Workforce Board office at 128 10th Ave SW, Olympia, in the second floor Board room. Quorum was established after roll call.

MOTION-2025-279-01
A motion was made by Todd Mitchell to approve the consent agenda which includes the 2026 Board Retreat dates of May 11-12, 2026. Cami Feek seconded the motion. The motion passed unanimously.

Consent Agenda
Co-chair Gary Chandler read a proclamation in honor of board member Mark Mattke for his many years of service to the Workforce Board, the Washington Workforce Association, and the greater Spokane region through his leadership at the Spokane Workforce Council. Acting Co-chair Cherika Carter, Secretary Treasurer, Washington State Labor Council (WSLC), read a

proclamation on behalf of Gary Kamimura on his retirement from the Employment Security Department (ESD) after 37 years of dedicated service and his lasting impact on Washington's workforce system.

Governor's Office Update

Nathan Bays, Deputy Policy Director, Office of Gov. Bob Ferguson, provided an extensive update on the impacts of the recent federal government shutdown and related federal policy changes on Washington's workforce and social safety net programs.

Bays noted the federal shutdown led to furloughs, reductions in force, unpaid federal workers, and major funding disruptions across Washington. Early impacts affected federal workers and military bases. Bays shared that U.S. Sen. Maria Cantwell and U.S. Rep. Dan Newhouse have requested reapproval for the U.S. Department of Energy's cancellation of hydrogen project grants that were expected to support 10,000 jobs, particularly in rural areas.

Bays further reported essential benefits programs faced significant risk and uncertainty, especially the Women, Infants and Children Nutrition Program (WIC), Supplemental Nutrition Assistance Program (SNAP), Head Start, and unemployment-related services, as agencies navigated rapidly changing guidance, litigation, and court orders. Despite these challenges, Bays reported Washington state agencies, especially the Department of Social and Health Services (DSHS), worked around the clock and enabled Washington to be among the few states able to deliver full SNAP benefits promptly once funding became available. This avoided partial or delayed payments. Head Start programs narrowly avoided closure, and state-funded programs helped mitigate some impacts.

A subsequent federal funding resolution reopened the government, rescinded reductions in force, ensured back pay, and fully funded SNAP and WIC through the fiscal year, though he noted risks remain if another shutdown occurs after Jan. 30, 2026.

Bays shared additional concerns including ongoing federal policy shifts affecting employment authorization and benefit eligibility, continued budget shortfalls at the state level, and uncertainty around future congressional action.

Bays noted that the most recent Governor's budget forecast was more positive than anticipated, though the budget shortfall remains. He expressed gratitude to the agencies that worked tirelessly to support fast-paced changes.

Questions centered around the scope and breadth of shutdown impacts and how college programs were also disrupted. Will Durden of SBCTC noted that when funding is cut to an education program and it is ended, and then funding is restored, there is often no support to get it back online, so it appears that the funding isn't used.

Research Spotlight: Employer Needs & Practices Survey

Maddy Thompson, Workforce Board Director of Strategy, and Coral Garey, Workforce Board Principal Researcher, presented the Employer Needs and Practices Survey results. The Board is charged, per RCW 28C.18.060, to "every two years administer scientifically based outcome evaluations of the state training system, including, but not limited to, surveys of program participants, surveys of employers of program participants, and matches with Employment Security Department payroll and wage files."

Thompson and Garey shared how the survey was administered, showing the breakout of responses across paper surveys, as well as phone and online responses. A breakdown per Workforce Development Area (WDA) was shared with indications of survey completion rates, response rate from each WDA, and more.

Survey responses show that most employers face workforce challenges, with finding qualified candidates identified as a primary concern, followed by employee turnover, professional development, and replacing retiring workers. A breakdown of data from the different WDAs highlighted consistently high percentages of employers reporting difficulty finding candidates. These trends held true across all regions of the state and all industries. Board members noted that additional feedback on survey questions could help capture more detailed data, including distinctions between small and large businesses. The presenters noted that significant changes to the survey could reduce the ability to analyze longitudinal trends over time.

The survey also shows how businesses are responding to workforce challenges. A graph showed a span of responses ranged from increasing pay and benefits to lowering job requirements. Some employers reported using temporary staffing agencies, while comparatively fewer indicated they had utilized state workforce system resources available to them.

Conversation focused on employability challenges and soft skills in entry-level positions. Reasons for difficulties in filling entry-level positions range from a low number of applicants to geographic or background check issues. Data was shared for mid-level and senior-level positions as well. Employers shared anecdotal perspectives, also. Notably, candidates' unwillingness to accept offered compensation contributed to hiring challenges, across all levels.

Survey responses reflected a wide range of approaches to addressing workforce challenges, including how employers advance employee skills and deliver professional development training. Employers also shared varying levels of engagement – or lack of engagement – with available workforce system resources.

Rich discussion followed with anecdotal responses from Board members about the range of hiring challenges and the various options to respond to those challenges. Also noted was the need to clearly define graduation requirements that prepare students to navigate the job market in which they have limited experience, including skills such as critical thinking, time management, and self-agency.

The Employer Needs and Practices Survey results were also recently shared with the Industry Advisory Committee, led by Emily Persky, the Workforce Board's Implementation and Advocacy Manager.

TAP Chapters: Economic and Workforce Development Analysis

Dave Wallace, Workforce Board Director of Research, presented a proposed outline for updating the economic chapter of the state's strategic workforce plan, Talent and Prosperity for All (TAP). The presentation aimed to inform the Board about changes over the last two years, how it impacts actions going forward, and what additional information would be helpful. The update is being considered because state workforce development plans must be revised every two years to reflect changes in workforce needs and ensure alignment with the state's goals and objectives. The update process includes reviewing and revising the plan to incorporate new information, strategies, and priorities that may have emerged since the last update. This ensures that the system continues to be effective and responsive to the evolving needs of the workforce and economy.

The proposed outline would include:

1. Where we left off
2. What has changed?
3. How has this change affected Washington's labor markets?
4. Can we estimate anything ahead?

For where we left off, data showed that Washington recovered faster than the nation post-pandemic in terms of gross domestic product (GDP), employment, and income, with fewer than one unemployed person for every job opening.

What changed were several factors, including increased economic headwinds, a weakening labor market, federal layoffs and the impact of artificial intelligence (AI) on employment. Also, global economic conditions have weakened, which particularly affects Washington given the state's reliance on global trade.

This affected labor markets in a myriad of ways. The chief economist at Moody's, known as one of the world's leading credit rating agencies, does believe that 22 states are currently in a recession, including Washington. In discussion around this point, continuing or exhausting unemployment claims were recognized as an indicator of economic downturn. The continued backlog of unemployment insurance claims was discussed, and how the response and demand for that support is still high and rising, but not at an alarming rate. Occupational postings were shared to show where hiring is strongest across industries.

In trying to answer if we can estimate anything ahead, Wallace quoted famed Sherlock Holmes author Sir Arthur Conan Doyle: "It is a capital mistake to theorize before one has data." Budgets are tight in the short term regionally, statewide and nationwide, and the global economy is less than ideal. Discussion centered around how to track the impacts of investments in AI to determine how it affects the workforce. Wallace suggested connecting with the state's chief labor economist Anneliese Vance-Sherman at ESD.

TAP Implementation Workplan

Emily Persky, Workforce Board TAP Implementation and Advocacy Manager, presented on the workplan for Phase 2 of TAP implementation. It supports the four objectives Board members approved at the Oct. 7 meeting:

1. Workforce Pell
2. No Wrong Door
3. Strategic performance review
4. Industry-driven recommendations

Persky shared Executive Director Eleni Papadakis' preferred collective impact model for system-level tracking.

Papadakis explained that this is a point of momentum for the development of the plan and the agency's effort to define the building blocks to move the work forward. The next iteration will need more involvement from partner agencies. Collective impact must be shared across the system through partnership networks. Board members' votes during this meeting were intended to provide direction to agency staff on how to proceed.

The Board supported Persky's proposal to facilitate work sessions in December for collaboration on tactical details. These include: roles and responsibilities, realistic time commitments as well as meeting forums, groups and meeting cadence.

Persky then led the Board through a comprehensive review of the four objectives, showing which organizations would be engaged and how roles would be defined. She took notes during the discussion, using Board member input to refine language and scope.

Persky shared options for the Board's oversight role. Staff recommended options 1 or 2.

- Option 1: Two to three Board members co-sponsor each objective.
- Option 2: Executive oversight committee of four members (business, labor, government, Local Workforce Development Board).
- Option 3: One sponsor per objective.

Board members voted for Option 2 noting the need to have a flexible plan moving forward.

MOTION-2025-279-02
Todd Mitchell made a motion to adopt Option 2 to create an executive oversight committee defined as a standing committee of four Board members from business, labor, a state agency, and a local workforce development board. The committee will meet quarterly to review all objectives and advise on critical issues that affect the project.

Becky Wallace seconded the motion. The motion was unanimously in support of Option 2, creating an executive oversight committee.

Workforce Partner Briefing (Part 4) Labor & Industries
Several staff from the state's Department of Labor & Industries attended the Workforce Board meeting to share how changes at the federal level are impacting the agency and how the agency's work intersects with the workforce system. Guests included the department's Liz Smith, Deputy Director; Rachel McAloon, Registered Apprenticeship Program Manager; Caitlyn Jekel, Chief of Return to Work Partnerships; and Kristen Goodge, Child Labor Lead Agent.

Smith started with a broad overview of the agency and some of the 20 different programs in support of its mission to "Keep Washington safe and working." L&I employs about 3,000 employees with 19 field offices across the state and a biennial budget of approximately $1.14 billion. Most of the funding L&I receives is through worker's compensation premiums.

Smith shared the department's main areas of focus: Ensuring medical care and financial help for injured workers, ensuring safe workplaces through consultation and inspections protecting workers' wages, hours, breaks and more, and protecting the public from unsafe work and economic hardship.

Further, Smith shared the key intersection points with workforce partners. These included: registered apprenticeship, in coordination with the Washington State Apprenticeship & Training Council (WSATC), the Return to Work program, which helps injured workers safely and quickly return to work; and enforcing child labor laws, which helps keep young workers safe by ensuring safe working conditions and limiting hazardous job tasks of working minors.

McAloon provided a "Registered Apprenticeship 101" overview for Board members. She discussed the history behind the National Apprenticeship Act of 1937, which established the U.S. Department of Labor's role to safeguard the welfare of apprentices and ensure equal access to apprenticeship programs. She also explained that all states participate in registered apprenticeships, and Washington is a State Apprenticeship Agency (SAA).

McAloon led a deeper dive into registered apprenticeships, explaining it is a training method for employers; combines on-the-job training (OJT) and classroom instruction; trains to industry standards; is specific to occupations; and is postsecondary education. The four core components of registered apprenticeships are paid OJT, classroom instruction, wage progression, and mentorship. She further shared information on registered apprenticeship program types and operations of apprenticeship committees.

Further, McAloon shared the dashboard for Apprenticeship Registration & Tracking System (ARTS) that helps users learn more about registered apprenticeships in their area. Finally, McAloon shared data showing results of completing registered apprenticeship programs including median annual earnings, employment rate, and taxpayer return on investment of the program.

Jekel presented on the Return to Work network which includes over 400 vocational counselors that work directly with injured workers. Staff assist with job search assistance and community resources and return-to-work planning. She further shared about L&I's School Oversight program of 260 training programs that provide Skill Enhancement Training and formal retraining services.

Jekel noted upcoming rulemaking with WAC 296-19A-500 to 590 which will clearly identify which rules to apply to training providers and will increase requirements for licensed and accredited training providers.

Goodge shared an overview of child labor laws, noting that rules ensure minor employees work in a safe and healthy environment. She also discussed state child labor protections, including rules for both agricultural and non-agricultural employment of minors. These rules include

employer required documents to hire minors, restricted hours of work, and meal and rest period requirements. Other rules included outlining prohibited work in any industry, such as meat processing and roofing.

Goodge went on to explain exemptions to child labor laws for apprentices and student learners under certain conditions. She shared a legislative update on child labor laws that affected minors enrolled in certain educational programs and certificate requirements to work around bloodborne pathogens.

Deputy Director Smith finished the presentation by highlighting the ways that the Board can support Labor & Industries. The first point: work with us, and the second: engage with us.

To work with L&I, Smith asks that the Board consider possibilities around how we each further each other's goals, diversify the pathways for people to engage in work, and to expand access to training opportunities. To engage with L&I, they ask to be included in conversations and places where workforce development intersects. L&I hosts events such as L&I rulemaking, training opportunities, outreach efforts, and has mailing lists to share information and stay engaged.

TAP Workforce System Legislative Agenda

Nova Gattman, Workforce Board Deputy Executive Director, discussed the Board's legislative agenda. Gattman and agency staff have been working with a Task Team to develop the Board's 2026 legislative agenda, focused on the most critical priorities for TAP implementation for the state agencies, labor representatives and business caucus members serving on the Board. Gattman noted that the agenda was created to be flexible as policy as funding landscapes evolve. The legislative agenda represents several months of work to hone the Workforce Board's requests to a small, manageable ask, highlighting the areas of greatest impact.

Gattman shared a comprehensive explanation of each agenda item and what went into the agenda development process as well as considerations for the 2026 TAP Agenda. The agenda supports initiatives to respond to federal program changes, restored funding to programs that meet specific industry needs, preservation of investments in secondary and postsecondary programs.

Dana Phelps, DSHS, recognized the agenda represents state programs but asked about educating our congressional delegation about impacts and importance of these same ideas at the federal level. Gattman said she would clarify that these asks were extended to the federal level as well.

Gattman expressed gratitude for the Task Team's work on the agenda before offering a motion for the Board to consider.

MOTION-2025-279-03
Wade Larson made a motion that the Board approve the draft 2026 Legislative Agenda, as presented by Board staff, as the workforce system's 2026 legislative agenda, to include the adjusted language that would include educating Washington's federal delegates on these programs at that level. Todd Mitchell seconded the motion to include the amended language. The motion passed unanimously.

Workforce Board Industry Leads Presentation
Maddy Thompson, Workforce Board, introduced staff to provide updates on programs being led by the Workforce Board: Renee Fullerton for the Healthcare Workforce Council, Donald Smith for the Long-Term Care Workforce Collaborative, and Ilene Munk, for the Clean Energy Technology Workforce Advisory Committee.

Fullerton, Health Workforce Policy Analyst, highlighted RCW 28C.18.120 that created the charge for the agency to facilitate ongoing collaboration among all interested parties and to recommend strategies to policymakers about how to ensure an adequate supply of healthcare personnel. Fullerton shared the council make up, led by Dr. Suzanne Allen, Vice Dean, University of Washington School of Medicine, and Vice-Chair Dr. Suzy Ames, President, Peninsula College.

Fullerton discussed major challenges in the healthcare sector, especially recruitment of new workers and retention of existing workers. She shared Council accomplishments such as improving workforce data and greater coordination on behavioral health. The Council's ongoing focus is to elevate policies that enable rural students and workers to enter and advance in healthcare professions without having to leave their communities. One method of doing that is to support expansion of high school healthcare career and technical education programs and addressing unique circumstances and barriers for rural communities.

Questions were asked about statewide articulation certificates, an entry-level credential. Becky Wallace, OSPI, noted that there is still not a state level articulation agreement.

Donald Smith, Long Term Care Workforce Policy Manager, presented with Bea Rector, Assistant Secretary at Department of Social and Human Services (DSHS), noting special thanks to Dr. David Mancuso, PhD, at DSHS, for providing research data for the presentation.

Rector began by explaining the context of the long-term care industry: the population of Washingtonians aged 85 and older will quadruple from 2025–2050. She shared a graph that shows the likelihood of needing services to help with disabilities increases with age, as does the

risk of dementia. Medicaid caseload forecasts show an increase in need. This data illustrates the purpose of this sector work and the legislative direction required to respond to this need.

Smith opened with an overview of Engrossed Substitute Senate Bill (ESSB)5167 that authorizes funding to conduct health workforce surveys, in collaboration with the Nursing Care Quality Assurance Commission, now the Washington State Board of Nursing, (WABON), to collect and analyze data on the long-term care workforce, and to manage a stakeholder process to address retention and career pathways in long-term care facilities.

Smith shared that the most recent legislative session reauthorized work to continue through the biennium. Smith also shared the current legislative direction and purpose of the sector work, highlighting the 2026 LTC Workforce Strategic Focus. Further, Smith shared the agencies and partners that make up the collaborative.

Included in the 2026 LTC Workforce Strategic Focus were ideas such as hybrid education opportunities, training, testing and licensing changes for certified nursing assistants (NACs) that will assign WABON oversight responsibilities effective July 1, 2026, and meeting the workforce needs of rural communities.

Sharing recent accomplishments, Smith spoke about the sponsorship program for NACs with the Washington Department of Veterans Affairs, the LPN Apprenticeship program, and the highly successful bilingual marketing campaign. Smith ended the presentation sharing ongoing long-term care workforce needs that include recruitment needs and programs aimed at retention and support of existing workers, and development of innovative training and education strategies.

Much of this information is highlighted in the 2024 LTC Workforce Report to the Legislature found on agency's Long-Term Care Policy web page.

Labor co-chair Cherika Carter asked about retention versus recruitment and where the opportunities existed in the small group of the program. Smith explained that the program was a pilot. Nurses are training in the Washington DVA Port Orchard program in partnership with Olympic College, which is a nine-month LPN training program. The Department of Veterans Affairs did expand the pilot to the other three DVA homes across the state and is currently working with seven additional participants following the Port Orchard training model.

Ilene Munk, Clean Energy Workforce Policy Manager, began her presentation sharing how the Clean Energy Technology Workforce Advisory Committee (CETWAC) was created by the legislature in 2023 following passage of the Climate Ready Communities legislation (HB 1176) RCW 28C.18.210-216. The statute directs CETWAC to conduct research and advise policymakers on efforts to support the expansion of clean energy technology sectors and jobs, while

prioritizing the transition of the existing skilled workforce to new industry sectors, and provide training opportunities where needed to address gaps.

Munk shared the agencies and institutions that participate in CETWAC, led by co-chairs Todd Mitchell and Perry England.

Munk shared major challenges CETWAC has identified, including cancelation of billions of dollars in federal funding, permitting delays that slow clean energy work, and insufficient wraparound services like childcare and transportation. There are also data gathering challenges that include a lack of Standard Occupation Codes (SOC) for clean energy jobs, which makes it difficult to track workforce trends, analyze labor demand, and develop targeted training programs.

Highlighting CETWAC accomplishments, Munk shared how a Transition to Retirement Feasibility Study was completed for Washington's energy workers whose jobs may be impacted by state climate policies that affect a broad range of work in industries as varied as transportation and automotive to construction and building trades. Also, a survey of employers and employees yielded information regarding benefits and perceived job readiness in clean energy jobs. Other findings of the CETWAC report were also highlighted.

Recommendations included strengthening registered apprenticeships and career and technical education for clean energy jobs, expanding employment opportunities by supporting clean energy capital project acceleration, and advancing equity in clean energy workforce development for underrepresented groups (the disparity is noted in the demographics Munk shared of the clean energy workforce).Questions following the CETWAC presentation included what types of registered apprenticeship opportunities there were. Munk also discussed a survey of employer and employee needs, highlighting differences in what each group considered most important.

The meeting adjourned at 3:50 p.m.

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 1

Policy 5614 – Local Workforce Development Board Certification

PRESENTED BY: Liz Gallagher, Workforce Board

CHECK ONE:

☒ Action Item ☐ Possible Action ☐ Discussion Only

SUMMARY:

Workforce Board staff request Board approval of updates to Policy 5614 (Local Workforce Development Board Certification) to remove language limiting certifications to even-numbered years and to align certification timelines with an odd-year local planning cadence. Board approval is contingent upon completion of the required public comment period.

BACKGROUND:

To support the proposed shift to an alternating planning cadence, staff are updating Policy 5614 to remove constraints that restrict local workforce development board certification to even-numbered years. Much of the required revision involves streamlining the certification tool and clarifying process steps; staff are actively reviewing and updating the tool accordingly and incorporating feedback on proposed tool updates from local workforce development board staff.

To remain compliant with the federal Workforce Innovation and Opportunity Act (WIOA) requirement that local boards be certified at least once every two years, the state currently plans to complete local board certifications in two consecutive years (2026 and 2027) during the transition period. After the transition, certifications will occur on an odd-year schedule aligned with local plan updates.
This approach maintains federal compliance while reducing long-term administrative burden and improving alignment between planning and certification activities.

Please note: State policy requires that the Local Board Certification Committee include one business representative, one labor representative, and one voting agency member of the State Workforce Board, supported by staff. Staff are seeking Board member volunteers for this committee.

STAFF GUIDANCE & RECOMMENDATION:

Workforce Board staff recommend approval of the updated Policy 5614, contingent upon completion of the public comment period, and appointment of a Local Board Certification Committee consistent with policy requirements.

Washington State
Workforce Innovation and Opportunity Act Title I-B Policy

Policy Number: 5614 Revision 1

Policy Title: Local Workforce Development Board Certification

Effective Date: Month XX, 2026

1. Purpose:

Section 107(c)(2) of the Workforce Innovation and Opportunity Act (WIOA) requires the Governor to certify one Local Workforce Development Board (LWDB) for each local area in the state. The Governor has designated that the State Workforce Development Board (SWDB) conduct the LWDB certification, recertification, and decertification process.

This policy establishes the certification process and criteria, consistent with the directive issued by the SWDB on August 27, 2015, that will be used by the Governor and SWDB to certify all LWDBs. Board action on Month XX, 2026, updated the parameters of when.

This policy further includes a tool to identify which data will be collected and reviewed from which sources in order to certify LWDBs.

2. Background:

WIOA requires that one LWDB be certified for each local area by July 1, 2016. After that, LWDBs must be recertified every two years.

WIOA identifies the primary role of LWDB leadership as assuring that the needs of business, workers, and job seekers are met by the public workforce system. LWDBs may act as leaders for specific efforts, as well as convening, organizing, coordinating, facilitating, and/or supporting the efforts of others in the community to achieve the best possible results for system customers.

WIOA Section 107.d. clearly defines 13 functions that LWDBs must perform in order to maintain certification. The process described in this policy utilizes the Local Workforce Development Plan developed and updated by LWDBs as a primary resource for determining whether LWDBs are performing those 13 functions.

3. Policy:

a. Certification Committee Membership

The Certification Committee consists of one labor, one business, and one (voting) agency member, to be appointed by the SWDB.

The WorkSource System is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge.

b. Certification

LWDBs must be certified once every two years, as required by WIOA. The Certification Committee will convene prior to June on certification years to determine whether LWDBs meet certification criteria in Section 3(c) of this policy.

Certifications will be performed and documented using a certification tool (Attachment A) based on criteria in Section 3(c) of this policy. The tool identifies acceptable source documentation used to address these criteria.

Local plan updates must be submitted as required to the SWDB staff for use in populating the certification tool. The plan updates will serve to address certification criteria as outlined in the tool. These updates will not require major plan modifications unless local areas determine changes in status require the plan to be modified.

The Certification Committee must inform the SWDB of its determination regarding whether LWDBs meet the criteria. The SWDB must recommend to the Governor whether to certify, provisionally certify or decertify LWDBs based on the advice of the Certification Committee.

c. Certification Criteria

i. Initial certification: LWDBs are only required to meet membership criteria as described in WIOA Title I Policy 5610 Rev 1.

ii. Subsequent certification**:** LWDBs are required to meet the criteria for:

- Board membership as described in WIOA Title I Policy 5610 Rev 1
- Successful performance
- Fiscal integrity
- Fulfilling the 13 required functions of LWDBs

d. Provisional Certification

LWDBs may be provisionally certified if the LWDB is generally in compliance with certification criteria and able to address any issues in a reasonable time as determined via negotiations between the SWDB and the LWDB, pending remediation of those issues.

e. Decertification

LWDBs may be considered for decertification for:

i. Failure to remedy issues identified via provisional certification.

ii. Failure to achieve certification.

iii. Fraud, abuse, or failure to carry out required functions as per the Act, as described in the local plan submission and/or update.

f. Decertification Process and Identification of a New Workforce Board

LWDBs that are unable to rectify issues that affect certification, have committed fraud or abuse, or have failed to carry out the required functions as per the Act, the Governor, in consultation with the Chief Elected Official(s), will decertify and reorganize the LWDB and establish timelines for the organization, appointment, and certification of a new LWDB.

4. Definitions:

Leadership – A process of social influence in which a person can enlist the aid and support of others in the accomplishment of a common task.

Performed Successfully – The local area met or exceeded local levels of performance negotiated by the Governor with local boards and chief local elected officials and the local area has not failed any individual measure for the last two consecutive program years before the enactment of WIOA for initial designation and in the first two years of enactment for subsequent designation. The terms “met or exceeded” and “failed” are defined as consistent with how those terms were defined at the time the performance levels were negotiated. The Governor cannot retroactively apply higher thresholds to previously negotiated performance targets. [WIOA Section 106(e)(1)]

Sustained Fiscal Integrity – The Secretary of Labor has not made a formal determination that either the grant recipient or administrative entity of the local areas’ mis-expended funds due to willful disregard of the requirements of the provisions involved, gross negligence, or failure to comply with accepted standards of administration for the two-year period preceding the Secretary’s determination. [WIOA Section 106(e)(2)]

5. References:

- WIOA Section 106(e)(1-2)
- WIOA Section 107(c)(2)
- WIOA Section 107(c)(2)(A-C)
- WIOA Section 107(c)(3)
- WIOA Section 107(c)(3)(C)
- WIOA Section 107(d)
- 20 CFR 679.310-370
- 20 CFR 679.260
- Policy 5415
- Policy 5610
- Training and Employment Guidance Letter (TEGL) 27-14

6. Supersedes:

Policy 5614

7. Website:

Workforce Professionals Center

8. Action:

LWDBs and their contractors, as well as Employment Security Regional Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. Attachments:

Attachment A - Certification Tool (PDF)

Attachment A – Certification Tool (Word)

Direct Inquiries To:

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

Local Board Certification Tool **Due Date: Mo Day, Year**

Date Completed	
LWDB	
Contact person	
Phone	
Email	
Type of Board	_____Membership conforms to WIOA ____Alternative Entity

1. Please fill out and submit this form to WTB (email address) 60 days prior to LWDB Certification action. By submitting this form, LWDB affirms its website has been updated to reflect current membership and has only one member per seat.

2. Please provide (attach or link) evidence that your LWDB has an adopted current budget and has reported expenditures against this budget to the board on at least a quarterly basis.

3. Please provide local board member nomination process, documentation of nominations, and CLEO approval of all current LWDB members.

Criteria 1: Local Workforce Development Board Membership

Required categories	Name/Company-Organization/Title	Appointment Date and/or Term	Executive Level-policy making-hiring authority?	Nominated by	CLEO Name and Approval Date
Business majority (greater than 50% of all members – add lines if needed)					
1. Business	Chair				
2. Business					
3. Business					
4. Business					
5. Business					
6. Business					

7. Business					
8. Business					
9. Business					
10. Business					
11. *if needed					
12.					
13.					
Workforce (20% of members. Majority must be nominated by organized labor – add lines if needed)					
1. Labor					
2. Labor					
3. Apprenticeship					
4. Other Workforce					
5. *if needed					
Education (add lines if needed)					
1. Title II Adult Ed					
1. Higher Education					
Government (add lines if needed)					
1. Wagner-Peyser					
1. Vocational Rehabilitation					
1. Economic Development					
	Add more rows if needed				

LWDB Name: **Date:**

Alternative Entity (please provide list of membership and descriptions compliant with WIOA Section 107(i)):

- In existence the day before WIOA enacted into Law
- Includes business and organized labor in local area

Vacant Seats

LWDBs must provide evidence of recruitment for any empty seats on the board.

Category	Vacancy Date	Active recruitment strategy efforts	WTB Support Given

Has the LWDB any designated standing committees? ***YES NO***

If yes, please list name of the committee, chair, and members. If members are not members of LWDB, how were they appointed by LWDB

Name/Purpose of Standing Committee	Member names and LWDB membership (Y/N)	Frequency of Meetings

LWDB Name: **Date:**

WTB Staff Use only:

Board has required board members in the appropriate categories to meet WIOA or alternative entity requirements ***YES NO***

A. WIOA Compliant Board (see WIOA Policy 5610):

Total Board Members Seated	
Business Majority (comprise over 50% membership)	
2 Labor	
1 Apprenticeship	
Other Workforce (to make 20%)	
Adult Education	
Higher Education	
Vocational Rehabilitation	
Wagner-Peyser	
Economic Development	
Other	
TOTAL	

OR

B. Alternative Entity (LWDB provided list of membership and descriptions compliant with WIOA Section 107(i)):

- In existence the day before WIOA enacted into Law
- Includes business and organized labor in local area

Only one member per seat ***YES*** ***NO***

Each board member nominated by appropriate entity *(per Policy 5610)* ***YES*** ***NO***

Criteria 2: Sustained Fiscal Integrity

- ☐ ***ESD monitoring/contract management shows that LWDB has an adopted budget and draws resources in compliance with its contract.***
- ☐ ***The Secretary of Labor has not made a formal determination that the grant recipient or administrative entity mis-expended funds due to willful disregard of the requirements of the provisions, gross negligence, or failure to comply with accepted standards of administration for the two-year period preceding the determination. (WTECB staff to check with ESD/DOLETA)***

- ☐ ***LWDB has provided evidence that it has an adopted budget and reports expenditures against this budget to the board on at least a quarterly basis.***

Criteria 3:

- ☐ ***LWDB provided evidence it has conducted one-stop certification at least once every three years (may be described in approved local plan).***
- ☐ ***ESD monitoring shows that the LWDB provides program oversight.***
- ☐ **The local area met or exceeded local levels of performance negotiated by the Governor with local boards and chief local elected officials and the local area has not failed any individual measure for the last two consecutive program years.**

Criteria 4:

- ☐ ***Local area has an approved local plan which has been approved based, in part on requirements of providing elements in WIOA Section 108(b).***

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 1

WIN 0160 – One-Time Extension of Local WIOA Plan Submission

PRESENTED BY: Liz Gallagher, Workforce Board

CHECK ONE:

☒ Action Item ☐ Possible Action ☐ Discussion Only

SUMMARY:

Workforce Board staff request Board approval of a one-time, one-year extension of Local WIOA Plan submission deadlines from June 30, 2026, to June 30, 2027, and authorization to issue Workforce Information Notice (WIN) 0160 to formalize this change.

BACKGROUND:

The federal Workforce Innovation and Opportunity Act (WIOA) requires State and Local Plans to be updated on a two-year cycle but does not require that state and local planning occur in the same year. Washington currently aligns State and Local Plan updates in even-numbered years, which has contributed to increased administrative burden for both state and local partners.

Workforce Board staff reviewed federal requirements and consulted with system partners and found that at least one third of states use an alternating planning cadence—updating State Plans in even-numbered years and Local Plans in odd-numbered years—while remaining compliant with WIOA.

This one-time extension is intended to:

- Reduce administrative burden on local and state staff.
- Allow additional time to establish updated local planning guidance and timelines.
- Transition Washington to an alternating-year planning cadence, with Local Plans updated in odd-numbered years.

STAFF GUIDANCE & RECOMMENDATION:

Workforce Board staff recommend approval of a one-time extension of Local WIOA Plan submission deadlines through June 30, 2027, and authorization to issue WIN 0160.

Washington State
WorkSource Information Notice (WIN)

WIN Number: WIN 0160

WIN Title: **One-Year Extension of Local Plan Modification**

Date: January 23, 2026

Expiration: N/A

Purpose:

To communicate action taken by the Workforce Training and Education Coordinating Board (WTECB) at their January 23, 2026, meeting to allow Local Workforce Development Boards (LWDB) a one-time, one-year extension of their current local WIOA plan submission deadline until June 30, 2027.

Action Required:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

In light of significant system resource shortages, the Board directed staff to undertake research and planning efforts with system partners to improve processes and reduce staff burden. Current state and local planning timelines amplify staff capacity issues. No less than 30% of states follow planning cadence of state plans in even years and local plans in odd years while still meeting all compliance expectations. In an effort to make the process more manageable, staff proposed this alternating year model. WTB is giving a one-year deadline extension for LWDBs to submit local plan modifications. This action will allow staff and partners additional time to establish updated local planning guidance and timelines.

State WIOA Plans and associated 2-year modifications will continue to be submitted to USDOL and Education on even numbered year (2024, 2026, 2028, etc.) per WIOA Law and ETA guidance.

LWDB and staff are still expected to serve as strategic leaders and conveners of local workforce development system stakeholders and employer partners by contributing to state strategic and operational vision and goals both to inform and as outlined in the state plan.

The WorkSource System is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge.

Local Board Certifications will be completed according to policy 5614, prior to January 30, 2026. By 2027, staff intends to move local board certification to odd years, to complement local planning efforts.

References:

- Policy 5614-Local Workforce Development Board Certification

Website:

https://wpc.wa.gov/policy/state/guidance

Direct Inquiries To:

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

Attachments:

WorkSource System and WIOA Title I-B policy activity since the October 7, 2025, Workforce Board meeting

For WTECB acknowledgement (action) at the January meeting

Policy	Description	Issued
1011-7	Determining Basic Skills Deficiency	10-07-25
1003-7	Data Element Validation	10-07-25
1019-13	Eligibility Policy and Handbook	10-07-25
1039	Employer Incentives Under the Apprenticeship Building America Grant	10-21-27
1038	Publicly-Available Information Under WARN Act	10-27-26
2000-2	Re-Employment Services and Eligibility Assessment	11-24-25
7010-5	Community Reinvestment Fund Matched Investment Savings Account	12-02-25
1027-3	Stevens Amendment Funding Disclosure Requirements	12-9-25
7000-3	State Economic Security for All Program	1-2-26

WIN	Description	Issued
0073-68 through 0073-71	WIOA operating guidance issues to date by DOL through TEGLs, UIPLs, and TENS, adds TEGL 23-19, Change 3 and TEGL 05-25; adds TEGL 03-25; adds TEGP 11-23, Change 2; adds TEGL 06-25	12/2/25 through 12/31/25
0159	Community Economic Revitalization Board (CERB) November 2025 Investments	12/8/25

Executive Director Report
Board Meeting No. 280
January 23, 2026

Workforce News

Workforce Board research team connects with chamber leaders

The Workforce Board's Coral Garey and Maddy Thompson recently shared the results of the agency's Employer Needs and Practices Survey with the Washington Chamber of Commerce Executives convened by the Association of Washington Business. Garey presented the survey overview, which shows employers across the state face significant workforce challenges. She and Thompson also took questions from chamber leaders and sought their input about how to best involve Washington employers for the next survey.

Clean energy report makes news in Tri-Cities

The Workforce Board's latest clean energy report shows a significant increase in jobs over the next decade, with growing demand for skilled workers in construction, critical minerals and manufacturing. The report, produced by agency staff in consultation with the Clean Energy Technology Workforce Advisory Committee, was featured by NonStop Local-TV and the Tri-Cities Area Journal of Business in December.

Federal Updates

Congress is currently operating under a short-term continuing resolution (CR) that funds the federal government through January 31, 2026; absent further action, a lapse in appropriations could occur at that time. While negotiations on full-year FY 2026 appropriations continue, the House has passed a limited FY 2026 minibus appropriations package covering select spending bills, which is now pending Senate consideration. However, workforce development programs are not included in the bills advanced to date, and another short-term CR remains the most likely outcome for programs funded through Labor–HHS–Education, which would generally continue funding at FY 2025 enacted levels while extending uncertainty for states and local workforce areas.

In parallel, Congress has introduced targeted workforce legislation focused on community college–based workforce development, including Senate Bill 3401, introduced on December 9, 2025, and its House companion, H.R. 1132. These bills emphasize employer partnerships and industry-aligned training delivered through community colleges. Neither proposal would alter core Workforce Innovation and Opportunity Act (WIOA) Title I-B funding or governance, and

both remain at the committee stage, but together they reflect continued congressional interest in the role of community colleges within the broader workforce development system.

Long-Term Care (LTC) Workforce Updates
The NAC to LPN Apprenticeship final report has been released and posted to the LTC policy page of the Workforce Board website. The report is a compilation of the contributions of the agency partners, educators, employers, and advocates over the three-year development of the apprenticeship. The report also includes recommendations for future cohorts of LPN apprentices.

The state has entered the sixth month in participating in the peer learning collaborative facilitated by the Direct Care Workforce Strategies Center of the National Council on Aging. The four detailed goals of the project workplan are progressing with the convening of the LTC Collaborative research group and Sustainability Committee. In early February, the LTC Collaborative will convene the first of four quarterly meetings of the Leadership Council and stakeholders. During the year, the collaborative will begin to develop the priorities for meeting the needs of the state to provide care to Washington residents who require LTC services.

Career Bridge Modernization Project Update
Work continued in December and early January to fully realize a long-awaited "collaboration portfolio" feature on Career Bridge that will enable students and job seekers exploring education and careers to readily share their efforts with educators and career counselors. That feature is the number one priority for the next release, planned for later in the spring. Since the newly updated Career Bridge site launched in August, the modernized, public-facing career-and-education platform managed by the Workforce Board is already attracting over 120,000 monthly page views.

Health Workforce Council Update
The Health Workforce Council met on November 20, 2025, for its final meeting of the year, with a focus on rural health workforce needs, Department of Health (DOH) credentialing progress, and legislative priorities. DOH provided an update on licensing and credentialing improvements. While challenges have existed for multiple years, previous backlog improvements were lost following the April 2025 launch of a new licensing system. While the transition temporarily increased backlogs, DOH reported significant recovery across several high-volume professions and continued progress toward stabilizing timelines. Members also reviewed the impact of the Governor's executive orders aimed at improving licensing transparency, accountability, and customer experience, noting the added implementation workload for DOH during legislative sessions.

Meeting discussion also covered the upcoming 2026 legislative session, which is expected to be shaped by substantial budget constraints. State Rep. Alicia Rule highlighted access, affordability, behavioral health, and rural workforce development as top priorities, with an emphasis on prevention, workforce pipeline development, and practical implementation of recent scope-of-practice changes. Council members agreed that near-term efforts should prioritize low-cost or

cost-neutral strategies while continuing to advance the Council's core priorities of rural workforce development, improved workforce data, and supporting access and affordability of higher education for health professionals. The annual Council report is in review at the Workforce Board before being released to Council members and the Office of Financial Management for final approval.

Clean Energy Technology Workforce Advisory Committee (CETWAC) Updates
The CETWAC Advisory Committee met on January 8, 2026, to discuss the CETWAC report and hear updates from program clients. Climate Corps Network Director Matt Glazewski gave a report on the grants awarded this year and the impact of Climate Corps grants on communities, and the individuals doing the service work. Stacey Martens from the Technology Alliance provided information on their Talent Exchange program which partners with educational institutions to align training with industry demand and connect employers with emerging professionals. A Talent Exchange summit will be held in Seattle on February 3. Monica Brummer, the Director of the Center of Excellence for Clean Energy, spoke about the work the center has been involved in and highlighted the gains made in building teamwork and cooperation among investor-owned and consumer-owned utilities, and their education and training partners. The website managed by the Center of Excellence was also highlighted as a resource for anyone currently involved in or seeking a career in energy. Members of the Workforce Board staffing CETWAC provided an overview of the findings of the CETWAC report along with work conducted by the Employment Security Department to identify the age, race, gender and average educational level of Washington's clean energy workforce.

Perkins V Program Updates

Consolidated Annual Report (CAR)
Under the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act (Perkins V), the Workforce Board is required to submit an annual Consolidated Annual Report (CAR) to the U.S. Department of Education. This report documents performance outcomes, program participation, and progress toward agreed-upon state determined indicators of performance for the prior program year. The CAR must be completed and submitted each year no later than January 31, ensuring timely federal oversight and accountability for the use of Perkins V funds. Board staff are working with program partners at OSPI and SBCTC to submit the report by the pre-established January deadline.

2026-27 Perkins State Plan and State Determined Performance Levels
As part of its administrative responsibilities for Perkins, the Workforce Board must set and approve new State Determined Performance Levels (SDPLs) annually and submit them to the U.S. Department of Education. OSPI and SBCTC provide data for new SDPLs to board staff by December 31, 2025. Board staff process and format the data before initiating the required 30-day public comment period, scheduled for this cycle from January 12-February 11, 2026. Board approval of the SDPLs will be sought at the February 20 board meeting.

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.

Beyond measuring program success, these SDPLs establish a framework for 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.

The Perkins State Plan will not undergo any substantive changes this cycle so the existing plan with only administrative changes and new SDPLs will be submitted to the U.S. Department of Labor later this year as part of the state's two-year update of the state's strategic workforce plan Talent and Prosperity for All (TAP) Combined State Plan.

Conferences Attended / Meetings Convened

Regional Economic Forecast & Innovation Expo
Workforce Board Career Pathways Manager Joe Wilcox participated in a panel at the Regional Economic Forecast & Innovation Expo December 4 at the Great Wolf Lodge in Grand Mound. In the breakout session "AI & the Future of Work: Unlocking Economic Potential" panelists focused on workforce transformation because of artificial intelligence (AI) adoption in the workforce development system and in business. The panel discussed a range of AI-related issues, including leveraging AI to solve workforce shortages and increase efficiency, training strategies to build AI literacy at every level, along with examples of regional and national success stories where AI adoption spurred economic growth.

Tab 2

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 2

Workforce Pell Implementation Update

PRESENTED BY: Maddy Thompson, Workforce Board

CHECK ONE:

☐ Action Item ☐ Possible Action ☒ Discussion Only

SUMMARY:

State agency representatives will update Board members on the implementation status of the new Workforce Pell program. Workforce Pell is a new program that was passed under federal law earlier this year to provide financial aid to students in short-term postsecondary programs that prepare students for occupations that are in demand.

Implementing this program is a priority for the Board as outlined in the updated state's strategic workforce development plan, Talent and Prosperity for All (TAP). The State Board for Community and Technical Colleges was charged by the Governor's Office, with support from the Workforce Board, to coordinate with partners to begin planning for initial stages of implementation.

BACKGROUND:

The federal act, House Resolution 1, was signed into law on July 4, 2025. Among other provisions, it added a new financial aid program, Workforce Pell. The act directed state governors, after consultation with their state workforce board, to determine criteria for program eligibility. Federal law states a program must:

- Have been in operation for at least one year and be between eight and 15 weeks long.
- Have a minimum of 70% completion and 70% employment with earnings at least 150% of the federal poverty level.
- Be a stackable credential towards a degree; or be the only credential for a certain type of occupation.
- Prepare students for occupations that are in demand.

STAFF GUIDANCE & RECOMMENDATION:

Discussion: Members may pose questions related to program eligibility and considerations for implementation to gain a deeper understanding and prepare for a possible future recommendation to Gov. Bob Ferguson on program eligibility criteria.

Key consideration: How does the state ensure this program is equitable?

Tab 3

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 3

State Response to Federal Work Requirements

PRESENTED BY: Maddy Thompson, Workforce Board

CHECK ONE:

☐ Action Item ☐ Possible Action ☒ Discussion Only

SUMMARY:

State agencies and local partners will present coordinated activities to help Supplemental Nutrition Assistance Program (SNAP) customers meet new federal work requirements so they can remain eligible and keep receiving their basic food benefits.

BACKGROUND:

The federal act, House Resolution 1, was signed into law on July 4, 2025. Among other provisions, it directed changes to work requirements for SNAP and Medicaid. Previously, most of the state operated under a waiver from meeting work requirements, though King County has not operated under this waiver. Panelists will review:

- Changes directed in federal law.
- Issues related to service capacity.
- Coordinated activities to increase the ability of customers to remain eligible for their basic benefits.

Acronyms:
SNAP – Supplemental Nutrition Assistance Program, under the U.S. Department of Agriculture.
BFET – Basic Food, Employment and Training Program, a federal program.
ABAWD – Able Bodied Adult Without Dependents.

STAFF GUIDANCE & RECOMMENDATION:

Discussion only. Board members may pose questions to panelists to increase their understanding of the issues and promote action to coordinate and improve services where possible.

Tab 4

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 4

WIOA Federal Performance Outcome Requirements Review

PRESENTED BY: Liz Gallagher and Dave Wallace, Workforce Board

CHECK ONE:

☐ Action Item ☐ Possible Action ☒ Discussion Only

SUMMARY:

Board staff will provide an overview of federal Workforce Innovation and Opportunity Act (WIOA) performance outcome requirements, recent changes to performance accountability, and how outcomes are measured, scored, and assessed across WIOA core programs.

The presentation is intended to support State Workforce Board oversight by explaining:

- What performance indicators are measured under WIOA.
- How actual results and negotiated targets determine performance scores.
- The role of the Statistical Adjustment Model (SAM).
- Recent accountability changes, including adding indicators and averages.
- Risks to local areas and the state if performance thresholds are missed.

This briefing is informational only and does not require Board action.

BACKGROUND:

Under WIOA, states must negotiate performance targets with the U.S. Departments of Labor and Education and report outcomes annually across six primary performance indicators. Accountability applies to multiple core programs, with varying indicators and sanction structures.

Recent federal changes have expanded accountability by adding indicators, measurable skil gains, and overall program and state averages, increasing complexity and risk tied to sustained underperformance.

Given these shifts, Board staff are providing this overview to ensure members understand how WIOA performance is calculated, how targets are adjusted, and what is at stake for local workforce development areas and the state.

STAFF GUIDANCE & RECOMMENDATION:

This item is provided for Board discussion and awareness only. No action is requested.

WIOA Federal Performance Outcomes

This document provides a high-level overview of how federal WIOA performance accountability works, what is measured, who is held accountable, and why recent changes increase risk for the state workforce system.

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Overview: How WIOA Performance Works

The Workforce Innovation and Opportunity Act (WIOA) require states to:

- Negotiate annual performance targets with the U.S. Department of Labor (DOL), and
- Be evaluated on how closely actual outcomes meet those targets.

Performance is reviewed by DOL annually and applies across four WIOA titles, each administered by different agencies.

What Is Measured: Core WIOA Performance Indicators

WIOA uses the set of performance indicators shown below. Not all indicators apply to every program.

Employment Rate – 2nd Quarter After Exit (EQ2)

- Percentage of participants who are employed 3–6 months after leaving the program

Employment Rate – 4th Quarter After Exit (EQ4)

- Percentage of participants employed 9–12 months after exit

Median Earnings – 2nd Quarter After Exit

- Typical wages earned by employed participants in the second quarter after exit
- Used to measure quality of employment outcomes, not just job placement

Credential Attainment Rate (CAR)

- Percentage of participants who earn a recognized credential within one year of exit
- Applies only to participants enrolled in education or training

Measurable Skill Gains (MSG)

- Shows progress during participation, not after exit
- Applies only to participants enrolled in education or training
- Examples: semester completion, milestone achieved, interim credential earned.

Effectiveness in Serving Employers (ESE)

- Measures retention with the same employer during follow-up, from EQ2 to EQ4
- Currently not used for sanctions

Who Is Held Accountable — and for What

Title I-B: Adult, Dislocated Worker, Youth

Administered by Local Workforce Development Boards

Sanctions apply to:

- Employment Rate Q2 (EQ2)
- Employment Rate Q4 (EQ4)

- Median Earnings
- Credential Attainment Rate (CAR)
- Measurable Skill Gains (MSG)

Title II: Adult Education & Family Literacy (AEFLA)

Administered by the State Board for Community & Technical Colleges

Sanctions apply to:

- Employment Rate Q2 (EQ2)
- Measurable Skill Gains (MSG)

Title III: Wagner-Peyser Employment Service

Administered by the Employment Security Department

Sanctions apply to:

- Employment Rate Q2 (EQ2)
- Employment Rate Q4 (EQ4)
- Median Earnings

Title IV: Vocational Rehabilitation (DVR & DSB)

Administered by the Division of Vocational Rehabilitation and Department of Services for the Blind

Sanctions apply to:

- Employment Rate Q2 (EQ2)
- Employment Rate Q4 (EQ4)
- Median Earnings
- Credential Attainment Rate (CAR)
- Measurable Skill Gains (MSG)

How Performance Is Scored

Actuals (Actual Outcomes)

- Show what actually happened (percent employed, credential earned, wages, etc.)

Scores

- Sanctions are based on scores
- Scores compare actuals to the negotiated targets
- A score of 100% means the target was met
- Scores above 100% exceeded the target; below 100% missed it
- Before July 2025, a 50% score was considered passing for any performance indicator

How Performance Is Adjusted: The Statistical Adjustment Model

What the Statistical Adjustment Model Is

The Statistical Adjustment Model (SAM) is a federally required tool used by the U.S. Department of Labor (DOL) to adjust performance targets up or down based on:

- Who programs serve, and
- What the local and state economy looks like.

SAM does not change actual outcomes. Instead, it adjusts the expected performance targets to reflect real-world conditions.

Why the SAM Exists

WIOA recognizes that workforce programs serve participants with very different barriers to employment and operate in different economic conditions. SAM is intended to ensure that programs are not penalized simply for serving individuals with greater challenges or operating in weaker labor markets.

How the SAM Works

1. DOL identifies participant and economic factors that research shows affect employment and earnings.
2. These factors are weighted differently for each WIOA program, based on the populations they serve.
3. DOL uses those factors to adjust negotiated targets, raising or lowering the targets accordingly.
4. Final targets are used to calculate scores once actual outcomes are known.

SAM affects targets, not actual outcomes.

What Factors Are Included in SAM

SAM considers a defined set of barriers and characteristics, such as:

- Disability status
- Long-term unemployment
- Low income
- Basic skills deficiency
- English language learner status
- Age
- Prior employment history
- Local unemployment rates and labor market conditions

Importantly, not all factors apply to all programs.

SAM Factors Vary by Program

Each WIOA title has a different SAM formula, reflecting the population it serves.

- **Title IB Adult & Dislocated Worker**
  Emphasizes employment history, income level, and local labor market conditions.
- **Title IB Youth**
  Places greater weight on age, education status, and barriers related to work experience.
- **Title II (Adult Education / AEFLA)**
  Focuses on education-related barriers such as basic skills deficiency and English language learner status.
- **Title III (Wagner–Peyser)**
  Heavily influenced by labor market conditions and unemployment duration.
- **Title IV (Vocational Rehabilitation – DVR/DSB)**
  Gives significant weight to disability-related factors and severity of barriers.

Please see below for a more detailed list of barriers for each WIOA Title program:

Program	Participant Characteristic Variables	Economic Condition Variables	Program-Specific Notes
Title IB Adult	Age, disability, education level, ELL status, offender status, public assistance, low-income, employment status at entry, training participation (ITA/OJT/apprenticeship), MSG, UI claimant	Unemployment rate, labor force participation rate, job openings, median earnings, industry mix	UI claimant status is a major predictor; training participation affects expected outcomes
Title IB Dislocated Worker	Same as Adult **plus** DW category, employment history, separation reason, unemployment insurance status	Same as Adult	Layoff type (mass layoff vs. individual) matters; TAA overlap affects expected earnings outcomes
Title IB Youth	Basic skills deficient (BSD), OSY vs. ISY, foster/homeless/runaway status, pregnant/parenting, youth offender, youth disability, education level, work experience	Same as Adult	OSY composition affects outcomes significantly; literacy barriers heavily weighted
Title II Adult Education (AEFLA)	Educational functioning level (EFL) at entry, literacy/numeracy assessment, ELL status, disability status, age, low-income status, barriers to employment, MSG type (EFL gain vs. diploma), co-enrollment indicators	Same as Adult	SAM accounts for low literacy starting points; AEFLA MSG structure differs from Title I training pathways (tied to EFL, not OT)
Title III Wagner Peyser	Age, disability status, veteran status, education level, employment status at participation, UI claimant/non-claimant, prior work history, migration/seasonal worker status, barriers to employment count	Same as Adult	WP serves very large, short-term, job-search-driven caseloads; outcomes heavily influenced by local job openings and seasonal labor patterns
Title IV VR (DVR)	Disability type, disability severity, functional limitations (mobility, communication, self-care, work skills), SSI/SSDI status, accommodation needs, education level, age, employment status at entry, training participation, MSG	Same as Adult	SAM adjusts for disability-related factors that lengthen time to employment; VR-specific functional capacity variables substantially influence expected outcomes

Why SAM Matters More Now

SAM itself is not new, but its impact has increased because:

- More measures count, standards are higher, and averages now matter.
- Large SAM adjustments can now significantly affect overall scores.

How Performance Targets Are Negotiated – Title IB and Title III

WIOA performance targets are not set unilaterally by the federal government. For programs under Title IB (Adult, Dislocated Worker and Youth) and Title III (Wagner Peyser) they are negotiated each year, first at the state level with the U.S. Department of Labor (DOL), and then at the local level with Local Workforce Development Boards (LWDBs) and the Employment Security Department (ESD).

State-Level Negotiations (WTB ↔ DOL)

- Each year, staff develop expected performance levels using historical data, economic conditions, and the Statistical Adjustment Model (SAM).
- DOL proposes initial targets for Title I-B and Title III programs.
- State staff review those proposals and negotiate with DOL, pushing back where targets do not align with data or system conditions.
- A final, negotiated set of statewide targets is agreed upon and formally submitted, typically in June.
- Historically, SBCTC and DVR/DSB each negotiate statewide WIOA performance targets in the same way but with different offices within the U.S. Department of Education: SBCTC works with the Office of Career, Technical, and Adult Education (OCTAE), while DVR and DSB negotiate with the Rehabilitation Services Administration (RSA).

Local-Level Negotiations (WTB ↔ LWDBs / ESD)

- Once statewide targets are finalized, staff develop proposed local targets for each LWDB and applicable programs.
- Historically, these proposals have been informed by:
    - Local performance history
    - Local labor market conditions
    - Participant characteristics reflected in SAM
- Staff then conduct one-to-one negotiations with each local area.
- LWDBs may accept the proposed targets or counter with alternative targets, supported by local context and data.
- Final negotiated local targets are submitted to DOL, typically in September.

Why Negotiations Matter

- Negotiated targets are the benchmark used to calculate scores.
- Those scores determine:
    - Whether corrective action is required
    - Whether local or state sanctions are triggered
- As performance standards have tightened and overall averages now matter, realistic and well-supported target negotiations and a better understanding of the statistical adjustment model are increasingly critical.

Board Relevance

The State Workforce Board does not negotiate targets directly, but its oversight role is essential to ensure that:

- Negotiations are grounded in data and system realities.
- Corrective actions are aligned with negotiated expectations.
- The system is positioned to manage performance risk proactively.

What Changed Recently

- Individual indicators can still pass at 50%, but that no longer protects us.
- With a 90% score requirement for Overall Scores, anything below 90% can hurt the overall score unless other programs greatly exceed their targets.

Result: Performance in one program or indicator can now affect systemwide outcomes

See the table below from **TEN 01-25** showing sanction-eligible indicators and required passing scores:

Attachment I

Individual Indicator Scores and Overall State Program Score Subject to Performance Assessment in PY 2024

Primary Indicator/ Core Program	Title I Adult	Title I Dislocated Worker	Title I Youth	Title II AEFLA	Title III Wagner-Peyser	Title IV Vocational Rehabilitation	**Overall State Indicator Score**
Employment Rate 2nd Qtr after Exit	Yes 50%	Yes 50%	Yes 50%	Yes 50%	Yes 50%	Yes 50%	Yes 90%
Employment Rate 4th Qtr after Exit	Yes 50%	Yes 50%	Yes 50%	No	Yes 50%	Yes 50%	No
Median Earnings 2nd Qtr after Exit	Yes 50%	Yes 50%	Yes 50%	No	Yes 50%	Yes 50%	No
Credential Attainment Rate	Yes 50%	Yes 50%	Yes 50%	No		Yes 50%	No
Measurable Skill Gains Rate	Yes 50%	Yes 50%	Yes 50%	Yes 50%		Yes 50%	Yes 90%
Effectiveness in Serving Employers	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Overall State Program Score	Yes 90%	Yes 90%	Yes 90%	No	Yes 90%	Yes 90%	-

What's at Risk

Local Level Sanctions

- **Year 1 failure:** Workforce Board corrective action activities required.
- **Year 2 failure:** Potential recommendation not to recertify the local board.
- **Year 3 failure:** Required Governor intervention including:
  - Replacing the Local Workforce Board.
  - Stopping the use of low-performing providers or partners.
  - Any other significant action the governor deems necessary.

State Level Sanctions

- Repeated failure on the same indicator for more than one year in a row can result in a 5% reduction to the Governor's Reserve Fund?
- The reduction continues (but is not compounded) each year performance does not improve

Role of the State Workforce Board

Federal law requires the State Workforce Board to:

- Regularly review WIOA performance outcomes
- Provide oversight of corrective actions and performance risk
- Ensure the system is positioned to negotiate realistic targets with DOL

Board awareness is critical because performance outcomes affect funding, local governance, and certification status.

Current Statewide PY24 WIOA Performance Levels

- **PY 24 Scores shown below are preliminary** and will be adjusted using the SAM in March 2026.
- Unshaded cells display actual outcomes (e.g., employment rate, credential rate).
- Shaded cells display scores (performance relative to negotiated targets).
- Green-shaded cells/text (≥100%) indicate targets were met or exceeded and are tied to sanctions.
- Red-shaded cells/text (near or below 100%) indicate higher performance risk and are tied to sanctions
- Black-shaded cells are tracked but not currently tied to sanctions; these measures could be included in future program years.
- Overall State Indicator Scores average primary indicator scores across programs.
- Overall State Program Scores average program scores across primary indicators, where applicable.

Primary Indicator/Core Program	Title I Adult	Title I Dislocated Worker	Title I Youth	Title II AEFLA	Title III Wagner Peyser	Title IV Vocational Rehabilitation	Overall State Indicator Score
Employment Rate 2nd Qtr after Exit	68%	71%	62.00%	25.71%	67.20%	53.10%	
EQ2 Score	105.00%	106%	103.30%	91.80%	103.90%	115.40%	104.23%
Employment Rate 4th Qtr after Exit	68.50%	70.30%	64.60%	23.43%	68.20%	50.40%	
EQ2 Score	105.40%	103.70%	107.30%	83.70%	107.70%	136.20%	107.33%
Median Earnings 2nd Qtr after Exit	$11,378	$11,739	$5,509	$6,831	$10,633	$4,309	
ME Score	119.80%	108.70%	117.20%	129.00%	111.90%	97.90%	114.08%
Credential Attainment Rate	74.70%	74.40%	43.90%	36.07%	NA	34.50%	
CAR Score	106.60%	100.50%	86.10%	80.15%		138.00%	102.27%
Measureable Skills Gains Rate	57.40%	56.20%	42.10%	50.04%	NA	45.60%	
MSG Score	110.60%	109.10%	84.20%	104.30%		87.70%	99.18%
Effectiveness in Serving Employers	NA	NA	NA	NA	NA	NA	
Overall State Program Score	109.48%	105.60%	99.62%	97.79%	107.83%	115.04%	

Key Federal Guidance and Tools

- **TEGL 10-16, Change 3** – WIOA performance indicators, scoring, and sanctions
- **TEGL 11-19** – Negotiations and Sanctions Guidance
- **TEN 01-25** - Core Program Performance Accountability Assessment for Program Year (PY) 2024
- **WA SAM Summary** – PY24-25 SAM Summary
- **Negotiations and Sanctions Guidance for WIOA Core Programs**
- **WIOA Core Program Performance Accountability - FAQs**

Tab 5

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 5

2026 Workforce System Legislative Update

PRESENTED BY: Nova Gattman, Workforce Board

CHECK ONE:

☐ Action Item ☐ Possible Action ☒ Discussion Only

SUMMARY:

Board staff will provide an overview of select topics in front of the Legislature that impact the Workforce Board, workforce system, or other key priorities from the Board's Talent and Prosperity for All (TAP) state strategic workforce plan.

BACKGROUND:

A coordinated and effective approach to the Board's statutory role to provide advocacy for the workforce system requires a thorough understanding of legislative initiatives relating to the workforce system.

Information about the Workforce Board's legislative activities, including the bills staff are tracking, are located at: https://www.wtb.wa.gov/about-us/workforce-board-legislative-tracker/.

Board members will hear a presentation from staff about overall themes from legislative introductions as well as select proposed legislative items that are of interest to the workforce system and/or directly impact the Workforce Board. Board staff will be sharing a link to a more detailed document on bills of interest as a same-day item for the Board meeting to allow for the timeliest information possible on activities of the 2026 Legislative Session.

STAFF GUIDANCE & RECOMMENDATION:

Information and discussion only. Board members may request additional information on items that relate to workforce development.

If time permits, Board members will be invited to share information on their legislative activities and draft legislation items of note.

Tab 6

Workforce Training & Education Coordinating Board

MEETING NUMBER: 280
MEETING DATE: 1/23/2026
TAB NUMBER: 6

TAP Update

PRESENTED BY: Emily Persky, Workforce Board

CHECK ONE:

☐ Action Item ☐ Possible Action ☒ Discussion Only

SUMMARY:

Emily Persky will update the Board, take questions, and support discussion about:

- Updating the federal Workforce Innovation and Opportunity Act (WIOA) plan.
- Synthesizing and moving forward on subplans for the Board's approved objectives.
- The Board's Industry Advisory Committee.

BACKGROUND:

Washington's update to the federal combined WIOA plan is due in Spring 2026. In October and November 2025, the Board approved four objectives for Workforce Board staff to implement in phase 2 of Talent and Prosperity for All (TAP) plan:

- Implement Workforce Pell.
- Advance the No Wrong Door project (scope adjusted depending on funding) and support partners with HR1 implementation.
- Implement strategic, systemwide performance reviews.
- Deliver recommendations from the Board's Industry Advisory Committee.

The Industry Advisory Committee (IAC), formed in May 2025, has met six times and identified three priority issue areas:

1. Statewide coordination between workforce and economic development efforts.
2. On-the-Job Training programs.
3. Cross-Sector credential pathways, with a focus on retail and hospitality.

In July 2026, the IAC will advise the Workforce Board on industry needs across the workforce development system to support operational, policy, funding, and administrative improvements. Their input will also inform development of the state's next strategic workforce plan.

STAFF GUIDANCE & RECOMMENDATION:

Board members will have an opportunity to give input on timelines and process.