

## DRAFT MINUTES

### Future Workforce Alliance of Snohomish County

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June 17, 2021 – 1:00 PM – 2:30 PM

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#### In Attendance

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##### Board Members

Amy Drewel, Rich White, Jolenta Coleman-Bush, Jessica Barr, Mary Jane Brell-Vujovic, Van Kuno, Amit Singh, James O'Brien, Dan Chaplick, Janice Greene, John Haarlow, Garry Clark, Mark Clark, Crystal Donner, Garry Clark, Kieron Shorrock

##### Snohomish County and Workforce Snohomish

Executive Dave Somers, James Henderson, Joy Emory, Simreet Dhaliwal, Neepaporn Bounjaktha

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#### Introduction

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Executive Dave Somers welcomed the board members and gave an update on the COVID-19 Pandemic. The Board's Chair, Amy Drewel, led introductions and gave an overview of the agenda.

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#### Discussion & Action Items

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The following Action Items were discussed and affirmed by vote by the Board:

##### Approval of Meeting Minutes

- Approve the Minutes of the Meeting in May 19, 2021
  - Motion: John Haarlow; Second: Mark Clark
  - Approved

##### Future Workforce Alliance Board Vice Chair Confirmation

- Confirmation of Janice Greene to serve as Vice Chair until December 31, 2021.
- Approve
  - Motion: Van Kuno; Second: Amit Singh
  - Approved

##### Future Workforce Alliance Board Bylaws

- Based on the recommendations from the US Department of Labor, the staff has made updates to the bylaws. These include clarification that the Local Board supports the development of and approves the

Local Area Plan. The Bylaws were also updated to better align with the designation agreement for the selection of Board officers and staff support.

- Approve
  - Motion: John Haarlow; Second: Crystal Donner
  - Approved

#### Future Workforce Alliance Designation Agreement

- Based on the recommendations from the US Department of Labor, the staff has made updates to the designation agreement between the Board, Snohomish County, and Workforce Snohomish. These updates clarify the Board's role with the WIOA budget and extends the Designation Agreement period to June 30, 2024.
- Approve
  - Motion: Dan Chaplik; Second: Mark Clark
  - Approved

#### Snohomish County Local Area Plan: 2020-2024

- The Local Area Plan provides a vision for the Snohomish County workforce development system. The current draft incorporated pandemic responses as well as additional input from the Board and community.
- The requested action is to approve the motion 21-03 to submit the draft 2020-2024 Integrated Regional and Local Workforce Plan to the Washington Workforce Training and Education Coordinating Board for review.
  - Amit Singh asked since there is a difference in time periods of the Local Area Plan and the WIOA funding, will the funding have to be adjusted in the future?
    - Joy Emory said no but updates are made every two years under normal circumstances. This document will stand with supplemental updates until a new plan is submitted in 2024.
- Approve
  - Motion: John Haarlow; Second: Amit Singh
  - Approved

#### Workforce Innovation & Opportunity Act PY21 Operating Budget

- James Henderson gave a summary of the PY21 budget. There will be an increase in WIOA funding (~30%) due to high unemployment and long-term unemployment in County. There will be a focus on diversified funding strategies to advance FWA and WFS strategic priorities. There will be 1 FTE hired by Workforce Snohomish to support data compliance and analytics.
- Joy Emory explained the Workforce Snohomish funding streams and the Board's purview as it relates to funding. The WIOA funds are at their highest since PY06. The FWA Board should anticipate engagement and support for future grant opportunities to support workforce goals.
- Amit Singh asked for clarification on the PY21 pie chart and the pieces FWA is responsible for.
  - Joy Emory said the FWA has purview over the WIOA Cluster and LWDB. The rest of the 48% comes from 501c3 grants.
- Janice Greene commented that the funding for analysis is a good inclusion. Joy Emory responded that this funding will allow for more dynamic and data-driven updates for the Board.

- The requested action is to approve motion 21-06 for a budget to provide workforce development services in Snohomish County for the period July 1, 2021 thru June 30, 2022 funded by the Workforce Innovation & Opportunity Act.
- Approve
  - Motion: Janice Greene; Second: Dan Chaplik
  - Approved

### One-Stop Operator Procurement

- Approval of motion 21-04 for a sole-source procurement for a One Stop Operator for a period of one-year beginning July 1, 2021, thru June 30, 2022.
- Jessica Barr recused herself.
- Approve
  - Motion: Mark Clark; Second: John Haarlow
  - Approved

### WorkSource Site Recertification (Everett & Lynnwood)

- Approval of motion 21-05 to recertify the WorkSource sites in Everett and Lynnwood. Mark Clark gave an overview of the process.
- Approve
  - Motion: Garry Clark; Second: Rich White
  - Approved

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## **Information Items**

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### Youth Working Group – Rich White

- Working Group met on May 27, 2021 and the discussion focused on greatest needs, the pandemic's effect, as well as voices that are missing from the group.
  - The next step is a Youth Working Group Charter.
  - Amit Singh asked how someone can be recommended to be a part of the group. James Henderson answered any recommendations can be sent to the Working Group chair or FWA staff.

### Workforce Strategic Plan Update – MDB Insight

- Trudy Parsons updated the Board on the project timeline and progress made thus far. There was a request of the Board to send any contacts they see as appropriate to the FWA staff. Evelyn Paul explained the County-wide Partner CATI Survey being developed and distributed.
  - Janice Greene asked if diversity can be included as a barrier to opportunity. Trudy Parsons said it will be updated and included.
  - Jolenta Coleman-Bush asked if information will be collected on the partner organizations and their target demographic groups as it may include indicators of barriers of opportunity. Evelyn answered that this is being included in the data being collected.
- MDB Insight also led a discussion on a vision of a dashboard.
  - Jolenta Coleman-Bush suggested modeling after the WA STEM dashboard in terms of job growth projections and other data.

- John Haarlow suggested that the dashboard show overarching goals and data as well sub-goals and KPIs so that both performance and process is tracked. This dashboard will need to be aligned with the Board's strategy.
- Trudy Parsons cautioned that the data being tracked needs to be specified and focused so that it is manageable. The Board might want to think what indicators already exist that also show the progress.
- Janice Greene asked if the dashboard will be proprietary. Trudy Parsons answered that the FWA Board will have ownership of the dashboard.
- Mary Jane Brell Vujovic said that the dashboard should also include the state of the economy in general as well as the efficacy of the resources currently under the workforce system. The dashboard needs to show that progress is being made on the Board's strategic plan as well as the efforts are reaching those furthest from opportunity.
- John Haarlow asked who will be drafting the dashboard as it is a very important piece of this work and takes time to execute properly. Trudy Parsons said the process is very fluid but the design will be more solidified once the ideas and definitions offered by the Board and partners are confirmed.
- Garry Clark commented that the unquantifiable pieces as it relates to the pandemic and more would be a very interesting part of the conversation.
- John Haarlow asked for more information on how the dashboard aligns with the overall goals. Trudy Parsons answered that one piece is considering the functionalities of the dashboard while the other is the recommendations that follow the strategic plan.

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## Next Steps

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- The next meeting is on September 16, 2021.

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## Public Comments

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No comments were provided.

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## Next Meeting

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- The September 2021 meeting will include an update on the Strategic Plan.