



WORKFORCE DEVELOPMENT COUNCIL

Seattle King County

Executive Summary: Finance and Administration Committee – March 15th, 2024

This summary reflects an overview of March's virtual Finance and Administration Committee agenda focusing on critical updates and strategic discussions. Under Action Items, the committee is tasked with approving the minutes of the February 2nd, 2024, meeting. This will be followed by the Financial Overview, where there will be a presentation on the PY22 Audit results.

Additionally, under Programmatic Innovation, FAC committee will be presented with a request for approval on the EcSA Policy for Allowable Uses, which will be sent to committee on the week the FAC meeting, and approval for the Youth RFP to go to Full Board. These items are a great opportunity to highlight the committee's dedication to program innovation and compliance with policies.

Under the CEO Report, updates will be provided on the Workforce Innovation & Opportunity Act (WIOA) Local Plan & Regional Strategic Plan Refresh, emphasizing the organization's strategic planning efforts. The presentation will also include details on [WIOA Local Plan DRAFT](#), posted on WDC's website, along with social media outlets, for public comment on March 5th.

Additionally, there will be updates on grants, showcasing ongoing efforts to secure funding for key programs.

We provide the following pre-read materials, linked for your convenience, that offer deeper insights into the topics ahead of our meeting.

I. INTRODUCTIONS	
II. ACTION ITEMS	<p>A. Approve Minutes – February 2nd, 2024 Finance & Administration Committee Minutes WDC-SKC 02022024</p> <p>B. Financial Overview</p> <ul style="list-style-type: none"> • PY22 Audit PY-22 Audit Results WDC-SKC 03152024 FS Final Draft as of 3-7-24 WDC-SKC 03152024 Management Representation Letter DRAFT WDC-SKC 03152024 DRAFT Governance Letter WDC-SKC 03152024 <p>C. Programmatic Innovation, Impact & Compliance</p> <ul style="list-style-type: none"> • Youth RFP Recommendations Youth RFP Recommendations WDC-SKC 03152024 • EcSA Policy for Allowable Uses Memo.P215.EcSA Incentive Policy State Funded WDC-SKC 03152024 P215.EcSA Incentives Policy State.Final.v4 WDC-SKC 03152024
III. CEO REPORT	<p>A. Executive Summary</p> <ul style="list-style-type: none"> • WIOA Local Plan & Regional Strategic Plan Refresh Update DRAFT WIOA+Regional+Local+Plan WDC-SKC 03052024 <p>B. Programmatic Innovation, Impact & Compliance</p> <ul style="list-style-type: none"> • Grants Updates Grants Update FAC WDC-SKC 03152024
IV. ADJOURN	

FINANCE & ADMINISTRATION COMMITTEE

AGENDA

March 15th, 2024, 9:00 a.m. to 11:00 a.m.
Zoom Link: <https://us06web.zoom.us/j/5591065175>

- I. INTRODUCTIONS
- II. ACTION ITEMS
 - A. Approve Minutes – *February 2nd, 2024*
 - B. Financial Overview
 - PY22 Audit
 - C. Programmatic Innovation, Impact & Compliance
 - Youth RFP Recommendations
 - EcSA Policy for Allowable Uses
- III. CEO REPORT
 - A. Executive Summary
 - WIOA Local Plan & Regional Strategic Plan Refresh Update
 - B. Programmatic Innovation, Impact & Compliance
 - Grants Update
- IV. ADJOURNMENT

Attachments:

- Finance & Administration Committee Minutes_ WDC-SKC_02022024
- PY22 Audit Results_WDC-SKC_03152024
- FS Final Draft as of 3-7-24_WDC-SKC
- Management Representation Letter DRAFT_WDC-SKC_03152024
- DRAFT Governance Letter_WDC-SKC_03152024
- Youth RFP Recommendations_WDC-SKC_03152024
- Memo.P215.EcSA_Incentive_Policy_State_Funded_WDC-SKC_03152024
- P215.EcSA_Incentives_Policy_State.Final.v4_WDC-SKC_03152024
- DRAFT_WIOA+Regional+Local+Plan_WDC-SKC_03052024
- Grant Updates_ WDC-SKC_03152024

February 2nd, 2024

Finance & Administration Committee

Board Member (Virtual): Jane Broom-Davidson, Caroline Chan, Jiquanda Nelson (C)

CLEO Representatives (Virtual): John Lederer

Staff Members (Virtual): John Bower, Ericka Cox (COSS), Michael Davie, Ana Gaeta, Mimi Getahun, Alice Kim, Marie Kurose (CEO), Bryan Pannell, Jeff Sikora, Laura Kapuscinski

Materials Distributed:

- [Finance & Administration Committee Minutes WDC-SKC 12082023](#)
- [A.FAC Policy.Memo WDC-WKC 020224](#)
- [P210.WEX.POLICY WDC-SKC 020224](#)
- [P210.Addendum.WEX WDC-SKC 020224](#)
- [P202.YouthStipends.Incentives WDC-SKC 020224](#)
- [Quarterly Performance Letter LWDB05 Dec 2023](#)
- [WS Redmond Closure WDC-SKC 020224](#)
- [WS Operator Team Update WDC-SKC 020224](#)

I. INTRODUCTIONS

II. ACTION ITEMS

A. Approve Minutes – December 8th, 2023

Chair Jiquanda Nelson reviewed the draft minutes from the December 8th FAC meeting:

- The WDC Board met virtually and approved the September 8th, 2023, Minutes, Economic Security for All (EcSA) Incentive Policy and Regional Strategic & WIOA Local Plan Update
- Marie Kurose, CEO, and team provided updates on Fiscal Performance, Grants, WorkSource Remond closure, and Youth Stipends policy.
- Additionally, Ms. Nelson provided a report out on the PY23 FAC look-ahead and goals in addition to upcoming engagement opportunities.

Ms. Nelson opened the floor for a motion to approve the minutes from December 8th, 2023. Caroline Chan made a motion to approve; John Lederer seconded. The motion was unanimously passed.

B. Financial Overview

- PY-23 Mid-Year Budget

Laura Kapuscinski, Budget Manager, presented on PY-23 mid-year budget. The Presentation covered information on PY23 WIOA funding, private funding, and other public funding. Additionally, she expanded on adjustments to PY22 carry-in and PY24 planned carry forward. Ms. Kapuscinski also noted that the WDC team has been working closely with providers to help them with planning out funding and utilizing carryover, particularly considering the decreasing trend in WIOA funding.

Ms. Nelson opened the floor for a motion to approve PY-23 Mid-year budget. Caroline Chan made a motion to approve; John Lederer seconded. The motion was unanimously passed.

C. Programmatic Innovation, Impact & Compliance

- Policy
 - Work Experience
 - Stipends

Michael Davie, Director of Programs, presented on policy recommendations for the new Youth Stipends policy, initially previewed at the December 8th FAC meeting, updates to the Work Experience (WEX) policy along with an addendum to WEX that will be integrated to the entirety of the QUEST DWG grant.

Ms. Nelson opened the floor for a motion to approve the release of Youth Stipends policy, Work Experience policy and addendum to work Experience policy – Quest DWG. Jane Broom-Davidson made a motion to approve; Caroline Chan seconded. The motion was unanimously passed.

III. CEO REPORT

A. Executive Summary

- Staff Update

Marie Kurose, CEO, informed FAC members that WDC has hired three new staff members:

- Wendy Lau, Monitoring & Compliance Manager
- Kate Ridings, Grants Manager
- Claire Brittain, WorkSource Management Information System (MIS) Lead

- State Performance Letter - 12.19.23

Ms. Kurose highlighted the quarterly performance letter from the State employment security department. The letter stated that WDC has exceeded all enrollment and performance targets for WIOA Youth, Dislocated Worker and Adult programs for quarter ending in September 2023.

- WIOA Local Plan & Regional Strategic Plan Refresh
 - Process, Timeline & Approvals

Ms. Kurose presented on the WIOA Local Plan draft timeline, highlighting

important dates. They also informed members about how the work developed for WIOA Local plan will be used for the Regional Strategic plan in the second phase.

- Steering Committee

Ms. Kurose, thanked Steering Committee members, including Board, CLEOs and WDC staff for their support and help with the WIOA Local Plan. They also provided a brief presentation on WIOA Local plan Steering Committee roles and responsibilities.

- B. Programmatic Innovation, Impact & Compliance

- WorkSource Redmond Closure Update

Bryan Pannell, Director of Performance & Sector Partnerships, provided updates on the WorkSource Redmond closure. Mr. Pannell stated that the lease will be closing at the end of June, so they are looking for new location options in Bellevue, after reviewing Census data that helped identify concentration of target demographic in the area.

They are currently working with ESD for June closure and looking at April for transferring equipment and furniture to other offices before the end of lease. The relocation team has tours of potential spaces underway and are looking at spaces in the community that are available at less cost than the previous Redmond office.

- New Operator Vendor Progress & Innovation

Mr. Pannell provided an overview of WDC's new One Stop Operator, Career Path Services. The presentation included information on Career Path Services' responsibilities, and their geographic reach, along with a timeline of their progress since the start of their contract in June 2023.

Additionally, Mr. Pannell provided updates on upcoming projects with the team, including the staff learning and communications hub, connection site networking events, and the development of opportunities for connection sites staff to pursue the Workforce Development Professional certifications.

IV. BOARD CHAIR REPORT

- A. Updates

Jiquanda Nelson, Board Chair, provided an update on the WIOA Local Steering Committee – including a quick summary of the most recent meeting and final decisions regarding upcoming engagement meetings with community partners. Ms. Nelson also emphasized the importance of alignment with the community and how this is a small piece of the greater Regional Strategic Plan.

- B. Board Engagement

Ms. Nelson also updated FAC board members about changes on the WDC board, including resignation from Angela Dunleavy and the potential addition of two new board members –

Janice Clusserath and Marcus Warren. Jiquanda will be engaging with these potential board members.

Ms. Nelson also reminded FAC board members that the WDC Programs team is still looking for more volunteers to serve on the Youth Stipend RFP Rating Team that would be due by February 12th.

V. ADJOURNMENT

Chair Jiquanda Nelson adjourned the meeting.



TO:	Finance and Administration Committee
FROM:	Jeff Sikora
DATE:	March 15 th , 2024
SUBJECT:	PY22 Audit Results

Dear Board Members,

I am pleased to provide you with an update on the outcomes of our audit for PY22. The audit results are clean, with no findings identified for the financial and A-133 audits.

As you may recall, our previous audit resulted in material weaknesses in internal controls over financial reporting related to revenue recognition. Specifically, regarding the way the WDC's indirect expenses were invoiced resulting in revenue exceeding our indirect expenses. This weakness has been addressed and corrected as reflected in the final audit reports: Summary Schedule of Prior Year findings.

Our goal is to achieve an unmodified (clean) audit opinion, where auditors affirm our financial statements are fairly presented in accordance with U.S. generally accepted accounting principles. We value your continued support and look forward to maintaining this positive momentum in future audits.

Please do not hesitate to contact us if you have any questions or need additional information. Working together, we can uphold the integrity and accuracy of our financial reporting.

Thank you for your attention to this matter.

**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE -
KING COUNTY**

**FINANCIAL STATEMENTS AND
SINGLE AUDIT COMPLIANCE REPORTS**

YEAR ENDED JUNE 30, 2023

**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY –
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Workforce Development Council of Seattle - King County
Everett, Washington

Report on the Audit of Financial Statements

Opinion

We have audited the accompanying financial statements of Workforce Development Council of Seattle - King County (the WDC), which comprises the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the WDC as of June 30, 2023, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the WDC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Principle

As discussed in Note 7 to the financial statements, in 2023, the WDC adopted new accounting guidance for leases. The guidance requires lessees to recognize a right-of-use asset and corresponding liability for all operating and finance leases with lease terms greater than one year. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. GAAP; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of Management for the Financial Statements (Continued)

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the WDC's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the WDC's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the WDC's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the WDC’s 2022 financial statements, and our report dated April 3, 2023 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Report on the Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated REPORT DATE on our consideration of the WDC’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the WDC’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the WDC’s internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Bellevue, Washington
REPORT DATE

**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY -
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)**

	2023	2022
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ -	\$ 1,293,903
Accounts Receivable	6,235	2,000
Grants Receivable	4,192,896	2,475,651
Custodial Account	1,930	3,020
Prepaid Expense	70,956	86,870
Total Current Assets	4,272,017	3,861,444
PROPERTY AND EQUIPMENT		
Furniture and Equipment	172,360	172,360
Less: Accumulated Depreciation	(172,360)	(172,360)
Total Property and Equipment	-	-
RIGHT-OF-USE ASSETS		
Operating ROU Asset	325,617	-
Finance ROU Asset	66,483	-
Total Right-of-Use Assets	392,100	-
Total Assets	\$ 4,664,117	\$ 3,861,444
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Checks in excess of deposits	\$ 459,193	\$ -
Accounts Payable	2,457,056	1,845,647
Accrued Payroll and Related Liabilities	159,167	92,457
Accrued Vacation and Sick Leave	163,065	200,578
FSA Liability	4,030	5,193
Current Lease Liability - Operating	224,435	-
Current Lease Liability - Finance	16,976	-
Refundable Advances	523,082	808,737
Deferred Rent	-	49,839
Total Current Liabilities	4,007,004	3,002,451
Long-Term Lease Liability - Operating (Less Current Liability)	135,927	-
Long-Term Lease Liability - Finance (Less Current Liability)	50,465	-
	186,392	-
Total Liabilities	4,193,396	3,002,451
NET ASSETS (DEFICIT)		
Net Assets (Deficit) Without Donor Restrictions	(152,145)	(113,344)
Net Assets With Donor Restrictions	622,866	972,337
Total Net Assets	470,721	858,993
Total Liabilities and Net Assets	\$ 4,664,117	\$ 3,861,444

See accompanying Notes to Financial Statements.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2022)

	2023			2022 Total
	Without Donor Restrictions	With Donor Restrictions	Total	
PUBLIC SUPPORT AND REVENUES				
Grants and Contributions	\$ 17,921,480	\$ 598,000	\$ 18,519,480	\$ 16,132,138
Net Assets Released from Restriction	947,471	(947,471)	-	-
Total Public Support and Revenues	18,868,951	(349,471)	18,519,480	16,132,138
EXPENSES				
Program Services	17,726,078	-	17,726,078	14,846,924
Management and General	1,181,674	-	1,181,674	375,937
Total Expenses	18,907,752	-	18,907,752	15,222,861
CHANGE IN NET ASSETS	(38,801)	(349,471)	(388,272)	909,277
Net Assets - Beginning of Year	(113,344)	972,337	858,993	(50,284)
NET ASSETS - END OF YEAR	<u>\$ (152,145)</u>	<u>\$ 622,866</u>	<u>\$ 470,721</u>	<u>\$ 858,993</u>

See accompanying Notes to Financial Statements.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
STATEMENTS OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2022)

	2023			2022
	Program Services	Management and General	Total	Total
Salaries and Wages	\$ 1,720,980	\$ 638,123	\$ 2,359,103	\$ 2,060,703
Payroll Taxes	140,943	52,871	193,814	165,842
Employee Benefits	297,102	90,929	388,031	383,951
Total	<u>2,159,025</u>	<u>781,923</u>	<u>2,940,948</u>	<u>2,610,496</u>
Subcontractor	15,151,364	6,450	15,157,814	11,826,517
Occupancy	17,053	13,057	30,110	230,565
ROU Amortization-Operating Leases	117,380	81,147	198,527	-
ROU Amortization-Financing Leases	10,223	7,292	17,515	-
Professional Services	74,322	158,072	232,394	293,415
Supplies, Furniture, and Fixtures	8,408	1,167	9,575	287
Noncapital Equipment	18,441	7,022	25,463	30,533
Telephone	22,418	10,508	32,926	42,577
Equipment Rental	1,527	1,124	2,651	23,662
Travel	62,958	6,796	69,754	17,283
Postage & Delivery Services	85	160	245	591
Printing and Publication	38,560	16,816	55,376	39,391
Insurance	-	43,504	43,504	36,543
Dues and Memberships	4,097	26,314	30,411	26,744
Advertising	-	668	668	4,788
Staff Training and Council Meetings	39,090	18,870	57,960	39,469
Interest Expense	1,127	784	1,911	-
Total	<u>15,567,053</u>	<u>399,751</u>	<u>15,966,804</u>	<u>12,612,365</u>
Total	<u>\$ 17,726,078</u>	<u>\$ 1,181,674</u>	<u>\$ 18,907,752</u>	<u>\$ 15,222,861</u>
2022 Totals	<u>\$ 14,846,924</u>	<u>\$ 375,937</u>	<u>\$ 15,222,861</u>	

See accompanying Notes to Financial Statements.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
STATEMENTS OF CASH FLOWS
YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2022)

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ (388,272)	\$ 909,277
Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:		
(Increase) Decrease in Operating Assets:		
Accounts Receivable	(4,235)	1,344
Grants Receivable	(1,717,245)	(673,139)
Prepaid Expense	15,914	(36,956)
Operating Right of Use Assets	(325,617)	-
Financing ROU Amortization	17,515	-
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	611,409	295,818
Accrued Payroll and Related Liabilities	66,710	(9,796)
Accrued Vacation and Sick Leave	(37,513)	2,385
FSA Liability	(1,163)	(2,717)
Operating Lease Liabilities	360,362	
Refundable Advances	(285,655)	(1,474,054)
Deferred Rent	(49,839)	(9,520)
Net Cash Used by Operating Activities	(1,737,629)	(997,358)
 CASH FLOWS FROM FINANCING ACTIVITIES		
Checks in excess of deposits	459,193	-
Payments for Finance Leases	(16,557)	-
	442,636	-
 NET CHANGE IN CASH	(1,294,993)	(997,358)
Cash and Cash Equivalents - Beginning of Year	1,296,923	2,294,281
 CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 1,930	\$ 1,296,923
 CASH AND CASH EQUIVALENTS SUMMARY:		
Cash	\$ -	\$ 1,293,903
Custodial Account	1,930	3,020
Total Cash, Cash Equivalents, and Restricted Cash Shown in the Statement of Cash Flows	\$ 1,930	\$ 1,296,923
 SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND FINANCING ACTIVITIES		
Right-of-Use Assets Acquired in Exchange for Finance Lease Liabilities	\$ 86,717	\$ -

See accompanying Notes to Financial Statements.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 1 NATURE AND PURPOSE OF THE WDC

The WDC, organized in March 2000, began operating on July 1, 2000, as a nonprofit corporation under the provision of RCW 24.03 of the state of Washington. The WDC replaced the Seattle-King County Private Industry Council, under the Workforce Investment Act of 1998, as the Department of Labor pass-through agency to receive employment and training funds for the Seattle-King County area. The WDC is dedicated to producing a competitive workforce and a competitive local economy. The WDC serves as a research and development center for workforce issues, sharing its expertise with the community. The WDC invests and participates in strategic initiatives to strengthen the economy and ensure that all King County residents have the opportunity to achieve success.

The WDC oversees the implementation of Federal Workforce Innovation and Opportunity Act (WIOA) programs as the administrative entity over the WorkSource King County System. The Workforce Innovation and Opportunity Act is a federal law that consolidates federal employment and training programs into a single, universal Workforce Investment System. This includes programs administered by the Washington State Employment Security Department (ESD) for youth employment and training, adult employment and training, and dislocated worker services. This workforce development system is designed and overseen by a local business-led Workforce Investment Board; the WDC is that board.

The WDC's board of directors is appointed and certified by the Governor every four years as part of the WIOA local area plan. A majority of the Board of the WDC is comprised of representatives of the local business community. Along with the County Executive and the City of Seattle Mayor, the WDC Board sets policy for the portion of the statewide workforce investment system within King County.

The WDC is charged with:

- Designing a comprehensive delivery structure of employment and training services into a single integrated system to meet the needs of businesses and job seekers.
- Certifying and setting standards for workforce training providers.
- Overseeing the operation of the "one-stop" centers, affiliates, and self-service sites.
- Building strategic partnerships which facilitate coordinated resource sharing to address economic development, human capital development, and community competitiveness issues.

The WDC is responsible for building a comprehensive regional network of service portals for the mandated programs identified in WIOA and encouraging the voluntary participation of other nonmandated but logical partners to provide a customer focused employment and training assistance system. The WDC sets standards for these portals and selects the agencies.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements are prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Financial Statement Presentation

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the WDC and changes therein are classified and reported as follows:

Without Donor Restriction – Net assets are available without restriction for the support of the WDC's operations.

With Donor Restriction – Net assets are restricted by the donor to be used for certain purposes by the WDC. Donor restricted net assets as of June 30 were restricted for both time and purpose.

Net assets released from restriction during the years ended June 30, 2023 and 2022 were for the satisfaction of program restrictions.

Revenues are reported as increases in net assets without donor restrictions unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of donor restrictions on net assets (i.e., the donor stipulated purpose has been fulfilled or the stipulated time period has lapsed) are reported as reclassifications between the applicable classes of net assets.

Prior-Year Summarized Comparative Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the WDC's financial statements for the year ended June 30, 2022, from which the summarized comparative information was derived.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Federal Income Tax

The Internal Revenue Service has determined the WDC is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision has been made for federal income tax in the accompanying financial statements.

Cash and Cash Equivalents

The WDC considers all highly liquid investments with an original maturity of less than three months to be cash equivalents. The WDC maintains these funds in accounts that, at times, may exceed federally insured limits.

Cash Held in Trust and Refundable Advances

On March 11, 2022, the WDC hired Navia to administer the Flexible Spending Account (FSA) plan while remaining as the fiscal agent. The FSA is an elective pre-tax employee benefit for the purpose of employees' out-of-pocket health care related expenses. Funds are withheld from employee payroll and disbursed for eligible expenses as reported by the employees within the plan year. Navia processes FSA claims and reimburses participants accordingly. Funds were contributed to and disbursed from a checking account held at Bank of America. This account is now included in statements of financial position as a Custodial Account asset and FSA liability. Prior to March 11, 2022, the FSA was administered by Sound Benefits Administration (SBA).

Grants Receivable

Grants receivable represents revenue from grants and contracts for the current period that have been recorded, but not received. The WDC uses the allowance method to account for uncollectible receivables. No allowance for uncollectible accounts is reported at June 30, 2023 and 2022, since management considers the balance in grants and accounts receivable to be fully collectible.

Accrued Vacation and Sick Leave

The WDC's employees earn 15 to 20 days of vacation per year based on their length of service. Employees also earn 12 days of sick leave per year. Unused vacation can be accrued up to 240 hours and is payable to terminating employees at 100% of the amount accrued. As of June 30, 2023 and 2022, accrued vacation and sick leave totaled:

	2023	2022
Accrued Vacation Payable	\$ 163,065	\$ 137,297
Accrued Sick Leave Payable	-	63,281
Total	<u>\$ 163,065</u>	<u>\$ 200,578</u>

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Governmental Grants and Contracts

A substantial portion of the WDC's revenue is derived from cost reimbursable federal, state, and county grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the WDC has incurred expenditures in compliance with specific contract or grant provisions. The WDC receives reimbursement for indirect costs on certain grants based upon a provisional rate applied to direct payroll costs. Any adjustments that are necessary when final rates are determined are recorded in the period they become known. Direct and indirect costs reimbursed by United States government agencies are subject to review and audit by such agencies. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statements of financial position. Refundable advances totaling \$23,082 and \$204,897 were received in advance and recorded as deferred revenue on the statements of financial position for the years ended June 30, 2023 and 2022, respectively.

Contributions

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Contributions of assets other than cash are recorded at their estimated fair value when originally pledged or donated.

Unconditional promises to give that are expected to be collected in more than one year are recorded at fair value, which is measured at the present value of future cash flows. If material, long-term contributions and pledges receivable are discounted in the accompanying statements of financial position at an appropriate rate commensurate with the risks involved. Amortization of discounts, if any, is recorded as additional contribution revenue in accordance with donor- imposed restrictions, if any, on the contributions.

The WDC receives revenue from non-governmental grants which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received prior to incurring qualifying expenditures or meeting other conditions within the non-governmental grants are reported as refundable advances in the statements of financial position. Amounts received are recognized as revenue when the WDC has met the conditions in the specific contract or grant provisions. Refundable advances received from non-governmental grants totaling \$500,000 and \$603,840 has been received in advance and recorded as deferred revenue on the statements of financial position for the years ended June 30, 2023 and 2022, respectively.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Conditional Promises and Intentions to Give

From time to time, the WDC may receive a conditional promise or intention to give, the receipt of which is contingent upon external factors over which the WDC has no control. Under the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) industry topic for nonprofit entities, conditional promises and intentions are not recognized in the financial statements until they become unconditional; that is, when the conditions on which they depend are substantially met. Conditional contributions to give totaled approximately \$17.6 million at June 30, 2023.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of functional expenses. Directly identifiable expenses are charged to program and support services. Expenses related to more than one function are charged to programs and support services based on the activity in each respective function. Management and general expenses include those expenses which are not directly identifiable with any other specific function but provide for the overall support and direction of the WDC.

Concentrations of Risk

Financial instruments which potentially subject the WDC to concentrations of credit risk consist of short-term investments and cash. From time to time throughout the year, the WDC's cash and short-term investment balances may exceed the amount of Federal Deposit Insurance Corporation (FDIC) and Securities Investor Protection Corporation (SIPC) federally insured limits.

The WDC's programs are funded primarily by the United States Department of Labor and other governmental sources. Support and revenue from government sources represented 96% and 91% of revenues for the years ended June 30, 2023 and 2022, respectively. At June 30, 2023 and 2022, 99.9% and 98% of total receivables were from government sources, respectively.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Adoption of New Accounting Standards

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update 2016-02, *Leases*, Accounting Standards Codification (ASC 842). The new standard increases transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the statement of financial position. Most prominent of the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating or finance leases. Under the standard, disclosures are required to meet the objective of enabling users of the financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The WDC adopted the requirements of the guidance effective July 1, 2022, and has elected to apply the provisions of this standard to the beginning of the period of adoption through a cumulative effect adjustment, with certain practical expedients available (see Note 7). Lease disclosures for the year ended June 30, 2022, are made under prior lease guidance in FASB ASC 840 (see Note 6).

The WDC has elected to adopt the package of practical expedients available in the year of adoption. The WDC has not elected to adopt the available practical expedient to use hindsight in determining the lease term and in assessing impairment of the WDC's ROU assets. The WDC has not elected to separate non-lease components from lease components.

The WDC elected the available practical expedients to account for existing capital and operating leases as finance and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, the WDC recognized on July 1, 2022, a lease liability of \$573,984 and \$86,717, which represents the present value of the remaining operating and finance lease payments, discounted using the applicable risk-free discount rate, and ROU asset of \$524,145 and \$86,717 for operating and finance leases, respectively.

The standard had material impact on the statement of financial position at adoption but did not have a material impact on the statement of activities, nor statement of cash flows for the year ended June 30, 2023. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases and finance leases.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases

The WDC leases office space and equipment. The WDC determines if an arrangement is a lease at inception. Operating leases are included in the operating ROU assets and operating lease liabilities. Financing leases are included in the financing ROU asset and financing lease liabilities on the statement of financial position as of June 30, 2023.

ROU assets represent the WDC's right to use an underlying asset for the lease term and lease liabilities represent the WDC's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. As most of the leases do not provide an implicit rate, the WDC uses a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the WDC will exercise that option. Lease expense for the lease payments is recognized on a straight-line basis over the lease term.

The WDC has elected not to separate non-lease components from lease components and instead accounts for these as a single lease component.

The WDC's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating contracts to determine if they qualify as a lease, the WDC considers factors such as if the WDC has obtained substantially all of the rights to the underlying asset through exclusivity, if the WDC can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgement.

The individual lease contracts do not provide information about discount rate implicit in the lease. Therefore, the WDC has elected to use a risk-free discount rate determined using a period comparable with that of the lease term for computing the present value of lease liabilities.

Subsequent Events

Subsequent events have been evaluated through REPORT DATE, which is the date the financial statements were available to be issued.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 3 INFORMATION REGARDING LIQUIDITY AND AVAILABILITY

The WDC operates primarily on a cost reimbursement basis from grants. The WDC's goal is to have sufficient cash without donor restrictions to cover those funders that can take up to 60 days to reimburse general expenditures. The WDC strives to continuously increase cash without donor restrictions. The following table reflects the WDC's financial assets as of June 30, 2023 and 2022, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial position date because of donor restrictions.

	2023	2022
Cash and Cash Equivalents	\$ -	\$ 1,293,903
Accounts Receivable	6,235	2,000
Grants Receivable, Net	4,192,896	2,475,651
Financial Assets at the End of Year	4,199,131	3,771,554
Less: Net Assets With Donor Restrictions	(622,866)	(972,337)
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	\$ 3,576,265	\$ 2,799,217

NOTE 4 RELATED PARTY TRANSACTIONS

The WDC is a joint venture between King County and the City of Seattle. It functions as the Department of Labor passthrough agency to receive employment and training funds for the Seattle-King County area. The King County Executive and the Mayor of the City of Seattle, serving as the chief elected officials of the local area, have the joint power to appoint the members of the WDC's board of directors and the joint responsibility for administrative oversight. An ongoing financial responsibility exists because the chief elected officials are potentially liable to the grantor for disallowed costs. If expenditure of funds is disallowed by the grantor agency, the WDC can recover the funds in order from: 1) the agency creating the liability; 2) the insurance carrier; 3) future program years; and 4) as a final recourse, from King County and the City of Seattle who each will be responsible for one half of the disallowed amount.

The WDC contracts with King County to provide service programs related to WIOA. During the years ended June 30, 2023 and 2022, the WDC received funding from King County (directly and passed through from federal agencies) to administer workforce programs totaling \$3,707,271 and \$971,596, respectively. Grants receivable includes \$987,733 and \$436,425 from King County as of June 30, 2023 and 2022, respectively. The WDC did not enter into any significant transactions with the City of Seattle.

NOTE 5 PENSION PLAN

Employees are eligible to participate in the WDC's 401(k) tax deferred savings plan (the Plan) after they have reached age 18 and have completed a consecutive three-month period of service. As of June 30, 2023 and 2022 the Plan allows employees to contribute up to \$22,500 and \$20,500 of their gross pay, respectively. The WDC makes a matching contribution equal to 100% of the deferrals of all active participants up to 8% of their compensation with more than six years of employment. The WDC also matches contributions up to 6% for employees with less than six years employment. The WDC's contribution for the years ended June 30, 2023 and 2022 was \$108,782 and \$97,478, respectively.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 6 OPERATING LEASES – ASC 840

The WDC has a lease agreement with Western Avenue, LLC, for its 5,349 square foot administrative office space. On November 1, 2017, the WDC amended the agreement to extend the term for an additional period of 87 months commencing on November 1, 2017, and expiring on January 31, 2025. The monthly base rent was \$16,716, with an additional increase of \$446 per month starting on November 1, 2018, and annually thereafter until the end of the lease term.

The WDC also leases postage and copier equipment under operating lease agreements expiring in January 2024.

<u>For the Year Ending June 30,</u>	<u>Office</u>	<u>Equipment</u>	<u>Total</u>
2023	\$ 225,551	\$ 21,480	\$ 247,031
2024	230,899	18,768	249,667
2025	137,068	18,468	155,536
2026	-	18,468	18,468
2027	-	15,390	15,390
Total Future Minimum Payments	<u>\$ 593,518</u>	<u>\$ 92,574</u>	<u>\$ 686,092</u>

Rent expense related to the office lease agreement was \$220,074 for the year ended June 30, 2022. Equipment rent expense related to the equipment lease agreements was \$21,480 and for the year ended June 30, 2022.

Rent expense related to the postage machine lease agreement which did not meet the requirements for ASC 842 was \$300 for the year ended June 30, 2023.

NOTE 7 LEASES – ASC 842

The WDC leases office space and equipment for various terms under various terms under long-term, non-cancelable lease agreements. The office lease and copier lease expire in 2025 and 2027, respectively. In the normal course of business, it is expected that these leases will be renewed or replaced by similar leases. The monthly base rent for the office was \$16,716 effective November 1, 2017, with an additional increase of \$446 per month starting on November 1, 2018, and annually thereafter until the end of the lease term.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2022)

NOTE 7 LEASES – ASC 842 (CONTINUED)

The following table provides quantitative information concerning the WDC's leases at June 30, 2023:

Lease Cost:

Finance Lease Cost	
Amortization of ROU Assets	\$ 17,515
Interest on Lease Liabilities	1,911
Operating Lease Cost	210,456
Total Lease Cost	<u>\$ 229,882</u>

Other Information:

Operating Cash Flows from Finance Leases	\$ 1,911
Operating Cash Flows from Operating Leases	\$ 225,550
Financing Cash Flows from Finance Leases	\$ 16,557
ROU Asset Obtained in Exchange for Finance Lease Liabilities	\$ 86,717
ROU Asset Obtained in Exchange for Operating Lease Liabilities (at Adoption)	\$ 524,145
Weighted-Average Remaining Lease Term - Finance Leases	3.8 Years
Weighted-Average Remaining Lease Term - Operating Leases	1.6 Years
Weighted-Average Discount Rate - Finance Leases	2.50%
Weighted-Average Discount Rate - Operating Leases	2.50%

The WDC classifies the total discounted lease payments that are due in the next 12 months as current. A maturity analysis of annual discounted cash flows for lease liabilities as of June 30, 2023 is as follows:

<u>Years Ending June 30,</u>	<u>Operating</u>	<u>Finance</u>
2024	\$ 230,899	\$ 18,468
2025	137,068	18,468
2026	-	18,468
2027	-	15,390
2028	-	-
Thereafter	-	-
Undiscounted Cash Flows	<u>367,967</u>	<u>70,794</u>
Less: Imputed Interest	(7,605)	(3,353)
Total Present Value	<u>\$ 360,362</u>	<u>\$ 67,441</u>
Short-Term Lease Liabilities	\$ 224,435	\$ 16,976
Long-Term Lease Liabilities	135,927	50,465
Total Lease Liabilities	<u>\$ 360,362</u>	<u>\$ 67,441</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Directors
Workforce Development Council of Seattle - King County
Everett, Washington

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Workforce Development Council of Seattle - King County (the WDC), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated REPORT DATE.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the WDC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the WDC's internal control. Accordingly, we do not express an opinion on the effectiveness of the WDC's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the WDC’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Bellevue, Washington
REPORT DATE

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
Workforce Development Council of Seattle - King County
Everett, Washington

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Workforce Development Council of Seattle - King County's (the WDC) compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of the WDC's major federal programs for the year ended June 30, 2023. The WDC's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the WDC complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the years ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the WDC and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the WDC's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the WDC's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the WDC's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the WDC's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the WDC's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the WDC's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the WDC's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Bellevue, Washington
REPORT DATE

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2023

Federal Grantor / Program Title	COVID-19 Funding	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Fiscal Year Expenditures
U.S. Department of Labor:					
<i>Pass-Through Programs from:</i>					
<i>Washington State Employment Security Department:</i>					
Workforce Investment Opportunity Act (WIOA) Cluster:					
WIOA Adult Program	No	17.258 **	6105-7101	\$ 1,608,775	\$ 1,834,845
WIOA Adult Program	No	17.258 **	6105-7102	852,216	1,167,459
Total WIOA Adult Program				2,460,991	3,002,304
WIOA Youth Activities	No	17.259 **	6105-7001	2,202,715	2,439,466
WIOA Youth Activities	No	17.259 **	6105-7002	560,245	710,329
Total WIOA Youth Activities				2,762,960	3,149,795
WIOA Dislocated Workers Formula Grants	No	17.278**	6105-7200		
WIOA Dislocated Workers Formula Grants	No	17.278**	6105-7201	2,049,642	2,363,342
WIOA Dislocated Workers Formula Grants	No	17.278**	6105-7202	537,583	861,023
Total WIOA Dislocated Worker Formula Grants				2,587,225	3,224,365
WIOA Cluster Administration	No	17.258/17.259/17.278 **	6105-7301	-	434,744
WIOA Cluster Administration	No	17.258/17.259/17.278 **	6105-7302	-	348,350
Total WIOA Cluster Administration				-	783,094
Economic Security for All	No	17.258/17.259/17.278 **	6105-7620-07/6105-7621-07	224,188	372,148
Economic Security for All	No	17.258/17.259/17.278 **	6105-7622-07	17,706	80,365
Total Economic Security for All				241,894	452,513
Total WIOA Cluster				8,053,070	10,612,071

See accompanying Notes to Schedule of Expenditures of Federal Awards

**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
JUNE 30, 2023**

U.S. Department of Labor:

Pass-Through Programs from:

Washington State Employment Security Department:

QUEST Disaster Relief(DR) National Dislocated Worker Grant (NDWG)	No	17.277**	6105-7572-03	<u>63,681</u>	<u>208,885</u>
Total Quest DR National Dislocated Worker Grant				<u>63,681</u>	<u>208,885</u>
Total Washington State Employment Security Department				<u>8,116,751</u>	<u>10,820,956</u>
Total U.S. Department of Labor				8,116,751	10,820,956

U.S. Social Security Administration

Pass-Through Program From:

Washington State Employment Security Department:

Social Security - Work Incentives Planning and Assistance Program	No	96.008	MOU	<u>72,484</u>	<u>72,573</u>
Total U.S. Social Security Administration				<u>72,484</u>	<u>72,573</u>

U.S. Department of Housing and Urban Development:

Pass-Through Programs from:

Washington State Department of Commerce

COVID 19 - Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii	Yes	14.228	20-6221C-136	<u>972,793</u>	<u>1,037,429</u>
Total U.S. Department of Housing and Urban Development				<u>972,793</u>	<u>1,037,429</u>

U.S. Department of Agriculture:

Pass-Through Programs from:

Washington State Department of Social and Health Services

Nutrition Assistance Program	No	10.561	2112-31113	-	14,035
Nutrition Assistance Program	No	10.561	2112-44823	-	5,972
Total U.S. Department of Agriculture				<u>-</u>	<u>20,007</u>

U.S. Treasury:

Pass-Through Programs from:

King County:

COVID 19 - Coronavirus State and Local Fiscal Recovery Funds	Yes	21.027	6301295	1,016,276	1,119,956
COVID 19 - Coronavirus State and Local Fiscal Recovery Funds	Yes	21.027	6276795	<u>466,366</u>	<u>485,941</u>
Total U.S. Treasury				<u>1,482,642</u>	<u>1,605,897</u>
Total Expenditures of Federal Awards				<u>\$ 10,644,670</u>	<u>\$ 13,556,862</u>

See accompanying Notes to Schedule of Expenditures of Federal Awards

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2023

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the WDC under programs of the federal government for the year ended June 30, 2023. The information in this schedule is presented in accordance with the requirements of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the WDC, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the WDC.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance for all awards. Under these principles, certain types of expenditures are not allowable or are limited as to reimbursement.

Funds for WIOA 10% Governor's Discretionary and WIO Administrative Cost Pool grants are funded with a combination of WIOA Adult, WIOA Youth, and WIOA Dislocated Worker Funds (Assistance Listing Numbers 17.258, 17.259, and 17.278, respectively) but are available for all WIOA programs.

NOTE 3 INDIRECT COSTS

The WDC did not use the 10% de-minimus indirect cost rate. The accompanying schedule of expenditures of federal awards includes indirect costs, calculated at 64.60% of salary and fringe expenditures for all grants except those under the WIOA cluster.

**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2023**

Section I – Summary of Auditors' Results

Financial Statements

Type of Auditors' Report Issued:

Unmodified

Internal Control over Financial Reporting:

- Material Weakness(es) Identified
- Significant Deficiency(ies) Identified that is not Considered to be a Material Weakness
- Noncompliance Material to Financial Statements Noted

	Yes	<u>X</u>	No
	<u> </u>	<u>X</u>	None reported
	<u> </u>	<u>X</u>	No

Federal Awards

Internal Control over Major Programs:

- Material Weakness(es) Identified
- Significant Deficiency(ies) Identified

	Yes	<u>X</u>	No
	<u> </u>	<u>X</u>	None reported

Type of Auditors' Report Issued on Compliance for the Major Programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

	Yes	<u>X</u>	No
--	-----	----------	----

Identification of Major Programs

<u>Name of Federal Program or Cluster</u>	<u>Federal Assistance Listing Number</u>
---	--

U.S. Department of Labor WIOA Cluster	17.258/17.259/17.278**
--	------------------------

U.S. Department of Treasury Coronavirus State and Local Fiscal Recovery Funds	21.027
--	--------

U.S. Department of Housing and Urban Development CDBG-CV COVID Hunger Relief Staffing and Services	14.228
---	--------

Dollar Threshold Used to Distinguish Between Type A and Type B Programs:

\$750,000/\$187,500

Auditee Qualified as Low-Risk Auditee?

	Yes	<u>X</u>	No
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**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2023**

Section II – Financial Statement Findings

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

Section III – Major Federal Awards Findings

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).



**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2023**

U.S. Department of Labor

Workforce Development Council of Seattle - King County respectfully submits the following summary schedule of prior audit findings for the year ended June 30, 2023.

Audit period: June 30, 2022

The findings from the prior audit's schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the prior year.

FINDINGS—FINANCIAL STATEMENT AUDIT

2022-001 Material Weakness in Internal Control over Financial Reporting – Revenue Recognition

Condition: The WDC did not follow accounting principles generally accepted in the United States of America (U.S. GAAP) during the year-end June 30, 2022, and prior periods. The WDC's methodology for recording indirect costs on its cost-reimbursable grants resulted an overstatement of grant revenue and related grant receivables and an understatement of refundable advances. This condition existed during the years ended June 30, 2020, 2021, and 2022.

In addition, the WDC did not follow U.S. GAAP in its method of recognizing revenue for nongovernmental grant revenue, which resulted in a material audit adjustment to grant revenue and refundable advances.

Status: This finding was corrected.

FINDINGS— FEDERAL AWARD PROGRAMS AUDITS

There were no federal award program audit findings in the prior year.

If the U.S Department of Labor has questions regarding this schedule, please call Jeff Sikora at 425-233-9996.

CliftonLarsonAllen LLP
1070 Northup Way, Suite 200
Bellevue, WA 98004

This representation letter is provided in connection with your audit of the financial statements of Workforce Development Council of Seattle - King County, which comprise the statements of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to misstatements that are material. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm, to the best of our knowledge and belief, as of REPORT DATE, the following representations made to you during your audit of the financial statements as of and for the year ended June 30, 2023.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement agreement dated September 20, 2023, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control over the receipt and recording of contributions.
5. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
6. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.
7. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

8. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements or in the schedule of findings and questioned costs.
9. We have not identified or been notified of any uncorrected financial statement misstatements.
10. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, or which would affect federal award programs, and we have not consulted a lawyer concerning litigation, claims, or assessments.
11. Material concentrations have been properly disclosed in accordance with U.S. GAAP. Concentrations refer to individual or group concentrations of contributors, grantors, clients, customers, suppliers, lenders, products, services, fund-raising events, sources of labor or materials, licenses or other rights, or operating areas or markets for which events could occur that would significantly disrupt normal finances within the next year.
12. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the financial statement date and have been reduced to their estimated net realizable value.
13. Designations of net assets, or reclassifications of net assets, have been properly authorized, approved, and reflected in the financial statements.
14. We have implemented ASU 2016-02, *Leases* (Topic 842) during the audit period. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the ASU. We have sufficient and appropriate documentation supporting all estimates and judgments underlying the amounts recorded and disclosed in the financial statements.
15. The cost allocation methods used to allocate the entity's expenses to the appropriate functional classification as program services, management and general, and fundraising are properly supported by the entity's books and records. The cost allocation methods used are rational, systematic, and consistently applied. The bases used for allocation of functional expenses are reasonable.

Information Provided

1. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records (including information obtained from within and outside of the general and subsidiary ledgers), documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- d. Access to all audit or relevant monitoring reports, if any, received from funding sources.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others when the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have disclosed to you all known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or waste or abuse whose effects should be considered when preparing financial statements.
7. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, or which would affect federal award programs, and we have not consulted a lawyer concerning litigation, claims, or assessments.
8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
9. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to Workforce Development Council of Seattle - King County; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
10. We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
11. Workforce Development Council of Seattle - King County is an exempt organization under Section 501c3 of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the entity's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up to date.

12. As part of your audit, you prepared the draft financial statements, related notes and supplementary information. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements, related notes and supplementary information. We have also ensured that the entity's data and records are complete and received sufficient information to oversee the service.

13. In regard to the tax services performed by you, we have:

- a. Made all management judgments and decisions and assumed all management responsibilities.
- b. Designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee the services.
- c. Evaluated the adequacy and results of the services performed.
- d. Accepted responsibility for the results of the services.
- e. Ensured that the entity's data and records are complete and received sufficient information to oversee the services.

14. With respect to federal award programs:

- a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) including requirements relating to preparation of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issued the SEFA and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including

donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.

- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- p. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.
- q. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
- r. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- s. We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.
- t. We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient.
- u. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
- v. We have charged costs to federal awards in accordance with applicable cost principles.
- w. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- x. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- y. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.

- z. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
 - aa. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
15. We have a process to track the status of audit findings and recommendations.
16. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

Signature: _____ Title: _____

Signature: _____ Title: _____

Board of Directors
Workforce Development Council of Seattle - King County
Seattle, Washington

We have audited the financial statements of Workforce Development Council of Seattle - King County as of and for the year ended June 30, 2023, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit in our statement of work dated September 30, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Workforce Development Council of Seattle - King County are described in Note 2 to the financial statements.

As described in Note 2, the entity changed accounting policies related to leases by adopting Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic 842, *Leases*, in 2023. Accordingly, Workforce Development Council of Seattle – King County has elected to adopt the package of practical expedients to use hindsight in determining the lease term and in assessing impairment of the ROU assets. The provisions of this standard were applied to the beginning of fiscal year 2023 with the former standard, ASC 840, applying to previous fiscal year, 2022.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures. The financial statement disclosures are neutral, consistent, and clear.

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the attached management representation letter dated REPORT DATE.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document. You are responsible to provide us the opportunity to review such documents before issuance.

* * *

This communication is intended solely for the information and use of the board of directors and management of Workforce Development Council of Seattle - King County and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Bellevue, Washington
REPORT DATE

Client: **A127294 - Workforce Development Council of Seattle - King County**
 Engagement: **AUD0623 - Workforce Development Council of Seattle - King County**
 Period Ending: **6/30/2023**
 Trial Balance: **0900,00 - TB- NFP**
 Workpaper: **0920.10 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 3		1800.01		
Eliminate deferred rent liability under ASC 842 and adjust balances to lease calculator				
1860	Right-of-Use Asset - Finance		66,483.00	
2500	Deferred Rent		34,744.00	
2600	Lease Liability		62,089.00	
7550	ROU Amortization-Operating leases		198,527.00	
7560	ROU Amortization-Financing leases		17,343.00	
8000	Interest Expense		1,911.00	
1850	Right-of-Use Asset			96,834.00
2650	Lease liability - Finance			67,441.00
7140	Equipment Maintenance & Rentals			18,468.00
7500	Building Rental			198,354.00
Total			<u>381,097.00</u>	<u>381,097.00</u>

Centering Young Black Men – WIOA Youth Programs

BACKGROUND

The Workforce Development Council of Seattle-King County’s (WDC) mission is to champion a workforce and learning system that allows our region to be a world leader in producing a vibrant economy and lifelong employment and training opportunities for every resident. On January 10, 2024, the WDC released Request for Proposals (RFP) No. 23-01, “Centering Young Black Men-Youth Programs,” with funding in accordance with resources coming from the Workforce Innovation and Opportunity Act (WIOA). The RFP was designed for community-based organizations that will conduct intensive, innovative community outreach to youth ages 18-24 who need training, employment and/or support services. The contract awards will begin July 1, 2024, and end June 30, 2025.

This RFP represents a key strategy and investment aligned with the WDC’s Regional Strategic Plan. The overarching goal is to strengthen the region’s workforce development system by:

- Expanding racial equity and community-driven goals within the region’s unified workforce development system and strategy.
- Identifying specific marginalized communities currently underserved by the workforce system and explicitly targeting funding for culturally competent services to reach those communities, justice-involved, LGBTQ, homeless, foster system-involved.
- Pooling and coordinating resources to close system gaps, eliminate redundancies and increase efficiencies.
- Expanding access to training programs and navigation services along career pathways.
- Creating a unified regional, coordinated, and efficient system for engaging industry.
- Leveraging public and private funding streams to ensure holistic, flexible services.

Proposals were required to demonstrate how services will be provided to address alternative learning modalities in a Post-COVID-19 and implement innovative youth employment programs with an emphasis on the following: behavioral health, race and social justice, entrepreneurship, and youth leadership advisory. This RFP seeks to both support young people before they disconnect from formal education (in-school youth) and once they have disconnected from education or work (out-of-school youth). The RFP centers young black men, a group that is traditionally underfunded and overrepresented among out-of-school youth and low-income status relative to the total King County population while addressing the se three tracks¹:

1. Preparing youth for the workforce through post-secondary education.
2. Re-engagement and advocating for youth to and through Open Doors programs.
3. Revealing opportunities to youth through non-traditional work experiences and apprenticeship opportunities that lead to high-wage quality jobs.

The WDC conducted an RFP question and answer (Q&A) period between the release of the RFP and February 7th, 2024, during which time the WDC answered 13 questions submitted by prospective bidders, posted in Q&A digests on the WDC website. A virtual bidders conference was held on January 24th, 2024, attended by 41 individuals representing over 28 organizations. Proposals in response to RFP No. 23-01 were due to the WDC on February 14th, 2024.

THE RFP RATING PROCESS & ANALYSIS

The WDC received 11 proposals and were certified as compliant. A 5-person evaluation panel was established to review and rate the proposals, consisting of: WDC Board Members, staff from other Workforce Development Boards, community leaders, and local government staff with expertise in workforce development.

After an initial orientation meeting on February 20th, 2024, the panelists reviewed and independently rated the proposals. A final evaluation conference was held on March 8th, 2024, where panel members reviewed cumulative proposal scores, discussed the strengths and weaknesses of the proposals, assessed budget proposals, and consulted with one another to reach a consensus recommendation. Following the panel’s recommendation, the procurement process was reviewed and certified by the WDC’s Chief Executive Officer.

The evaluation panel would like to highlight the following strengths of proposals.

NAME OF THE ORGANIZATION	TRACKS	AMOUNT REQUESTED
<p>1. Boys and Girls Club of King County</p>	<p>ALL – In School Youth & Out Of School</p>	<p>\$450,103.72</p>
<p>Strengths:</p> <ul style="list-style-type: none"> • Number of youths being served for concise case management and service. • More opportunities work experience for the youth being served. • Directing more services to integrating new and innovative programs with the best interest of the youth being served. <p>Suggested Funding:</p> <ul style="list-style-type: none"> • Partial 		

¹ Focus Tracks – Appendix (Page 4)

NAME OF THE ORGANIZATION	Target Population	AMOUNT REQUESTED
2. Urban League of Metropolitan Seattle	ALL – Out of School Youth and In-School Youth	\$741,868.25
	<p>Strengths:</p> <ul style="list-style-type: none"> • Incredibly detailed, proven outcomes (Thorough around barriers to address intentions in the workplace and how they support youth can complete the task in 13 months). • Capacity to serve young black men within the Maritime sector focus. • Staff representative of the population served. <p>Suggested Funding:</p> <ul style="list-style-type: none"> • Partial 	

RECOMMENDATION

The evaluation panel recommends funding the following organizations for from July 1, 2024, through June 30, 2025.

Organization	12-month recommended funding
Boys and Girls Club of King County	\$450,000
Urban League of Metropolitan Seattle/Maritime	\$450,000
Total: Available Funding	\$900,000

ACTION REQUESTED

The committee is asked to consider and approve the above recommendations for contract awards. If approved, new contracts will begin on July 1, 2025, and end June 30, 2025.

APPENDIX:

Three Focal Tracks (In School Youth/Out of School Youth)	
1	Preparing youth for the workforce through post-secondary education
2	Re-engagement and advocating for youth to and through Open Doors programs
3	Revealing opportunities to youth through non-traditional work experiences and apprenticeship opportunities that lead to high-wage quality jobs

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE KING COUNTY
MEMORANDUM

DATE:	March 15, 2024
TO:	Finance and Administration Committee and Full Board
FROM:	Michael Davie, Director of Programs
SUBJECT:	Policy

ACTION REQUESTED:

The WDC staff has reviewed and recommends the following policy change to offer flexibility to subcontractor partners when determining monthly incentive amounts for clients. The client and the case manager can work together, referencing the CLIFF Snapshot report, to select a monthly incentive amount that minimizes the impact on the client's public assistance benefits. Clients have the choice between monthly incentive amounts of \$500 or \$1,000. The action requested to the Finance and Administration Committee is to review and approve this policy change on 03/15/2024.

1. Economic Security for All (EcSA) Incentive Policy (State Funded)

Recommendation: WDC staff recommend the updated policy be accepted for final approval and immediate release of Economic Security for All (EcSA) Incentives Policy (State funded), effective on 03/15/2024 following Full Board approval.

SYNOPSIS:

Policy summary, public comment information and subsequent modifications are:

1. Economic Security for All (EcSA) Incentives Policy (State funded) -- This directive sets forth procedures to award monthly incentive payments to participants enrolled in, and making satisfactory progress in, state-funded Economic Security for All (EcSA) activities and programs.

BACKGROUND:

The Workforce Development Council (WDC) of Seattle-King County proposed one (1) updated policy to address programmatic and administrative components of programming funded by the State Economic Security for All (EcSA). This policy aligns with WIOA Final Rules, as well as the Washington State Employment Security Department (ESD) WIOA Title I, EcSA and WorkSource System policies. The revised policy is in “final draft” format and included for review and approval from the Finance and Administration Committee on March 15, 2024.

APPROACH AND PROCESS:

The following incentive policy under state-funded Economic Security for All (EcSA) were researched and co-created in partnership with providers and staff incorporated guidance and feedback into final policy for Finance and Administration Committee and Full Board approval.

EQUITY IMPLICATIONS:

The WDC launched a review of local policies in alignment with the Regional Strategic Plan strategies for an equitable economic recovery. In order to mitigate disparities in underserved populations and communities of color, the updated policy emphasizes an expanded use of incentives and streamlines documentation and embraces the widest definitions possible to benefit the maximum number of individuals.

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

EFFECTIVE DATE: March 15, 2024

POLICY #: P215.V4

I. Purpose:

This directive sets forth the policies and procedures governing allowable uses of State Economic Security for All (EcSA) funding. These include the monthly incentive payments aimed at participants who are currently part of the State EcSA program, actively involved, and making satisfactory progress toward their career goal of becoming economically self-sufficient. Additional guidance regarding the State EcSA programs can be found in [WIN0129](#).

II. Background:

Economic Security for All (EcSA) is a poverty reduction model that coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency. A combination of intensive program navigation, local innovation, and flexible support fills gaps and meets needs within existing programs and regulations. At the local level, EcSA is run by partnerships of community service providers, includes the voices of those who have experienced poverty, and is convened and coordinated by Local Workforce Development Boards (LWDBs). EcSA takes an innovative approach to equitably reduce poverty, focusing on historically marginalized populations and people with multiple obstacles to self-sufficiency.

EcSA receives funding from two sources: the Governor's Workforce Innovation & Opportunity Act (WIOA) Statewide Activities funds and a direct allocation from the Governor's office via legislative approval. These funding sources are categorized as Federal EcSA and State EcSA, respectively. Federal EcSA follows WIOA regulations, while State EcSA grants Local Workforce Development Boards (LWDBs) greater flexibility for program innovation and fund utilization.

In addition, the Washington State Legislature has established the Community Reinvestment Account with the State Treasury to address racial, economic, and social disparities created by the historic design and enforcement of state and federal laws and penalties for drug possession (otherwise known as "The War on Drugs"). As part of this initiative, the state Department of Commerce allocated some funds to a partnership with the EcSA program. Some of these funds are dedicated to the EcSA Career Accelerator Incentives Fund to provide financial support payments of \$1,000 per month in incentives to individuals receiving career development assistance from the EcSA program. Another portion of the fund is dedicated to EcSA Business Support and Subsidized

Training to partner with employers to provide training support and other assistance to help businesses hire and retain people. Both programs dedicated to increasing equity and redressing the impacts of the federal and state War on Drugs by placing a focus on assisting Black, Indigenous, and Latino Washingtonians. Additional Guidance on the Community Reinvestment Fund can be found in [WIN 0140](#). This policy outlines the guidelines for fund utilization under the State EcSA.

III. Policy & Procedure:

Allowable Uses of the State EcSA Funds:

- All services listed in the State EcSA Services Catalog and commonly provided by WIOA Title 1 are automatically approved to be provided under State EcSA
- The following services and activities not capable of being provided by WIOA Title 1 are allowable uses of State EcSA funds:
 - Stipends/Participant Cash Support Payments
 - Food Assistance
 - Housing and Rental assistance
 - Medical and Mental Health Care including technology (eyeglass, hearing aids, dental care etc.)
 - Marketing and Outreach
- For the purpose of State EcSA, a participant support payment is defined as the provision of cash or gift cards to client in order to incentivize participation or assist in participation in programs established in the client's individual employment plan. Items such as rental assistance or payments made on behalf of the client are supportive services and must be recorded and reported as such.
- In addition to the approved services and activities above, sub-contractor partners may request additional allowable uses for the State EcSA funds by submitting an [Exception Request Form](#).

Guidance on Monthly Incentives:

Step 1 – Determining Eligibility:

- i. Anyone enrolled in the State EcSA program is eligible to participate in this pilot program.
- ii. Subcontractors might prioritize certain demographic groups based on their determination of need and benefits from the monthly incentive payments. In such cases, subcontractors must provide the list of priority groups in order of priority to the WDC project manager.
- iii. Additionally, the WDC might also identify other community partner agencies that will refer their clients to the subcontractor. In these instances, the partner agency, in coordination with the WDC, will identify priority groups, assess client eligibility for the State EcSA program, and subsequently make the referral.

Step 2 – Selecting the Cohort:

- i. Each subcontractor has the authority to enroll participants of the State EcSA program into this pilot program based on the eligibility criteria discussed in Step 1.
- ii. Case Managers are responsible for informing all eligible State EcSA program participants about the monthly incentive payments program (pilot).
- iii. Case Managers must generate the [Federal Reserve Bank of Atlanta's CLIFF Snapshot](#) report for all interested program participants and explain how receiving additional monthly incentives may impact their eligibility for public assistance. This ensures participants can make informed decisions about enrolling in the pilot.
- iv. Due to limited funds available for the pilot, subcontractors must establish a procedure for randomly selecting the number of eligible program participants they can support and provide incentive payments to. This policy must be submitted to the WDC project manager. In exceptional circumstances, subcontractors may also prioritize clients based on their individual circumstances and needs, with consultation from the WDC Project Manager
- v. Selected participants must complete and sign the State EcSA Incentive Acknowledgement Form (Attachment A) outlining the details of the pilot program.

Step 3 – Determining Monthly Incentive Amount:

- i. The client and the case manager can work together, referencing the CLIFF Snapshot report, to select a monthly incentive amount that minimizes the impact on the client's public assistance benefits. The client has the option to choose between monthly incentive amounts of either \$500 or \$1,000.
- ii. Clients who receive monthly incentives through the Department of Commerce Community Reinvestment Funds are limited to a fixed amount of \$1,000 per month.

Step 4 – Monitoring Progress

- i. Minimum expectations to qualify for the monthly incentive payments include but are not limited to:
 - a. Meeting with the case manager at least once a month to discuss progress and challenges related to activities outlined in their customized career plan/individual Employment Plan, including training, education, job search, financial literacy classes, and more.
 - b. Completion of additional monthly State EcSA activities outlined in their customized career plan/individual Employment Plan.

- ii. Case Managers are required to complete and submit the monthly progress report (Attachment B) to their managers or complete it online using Cognito Forms.
- iii. Monthly progress reports must be recorded in the ETO (or replacement database) under State EcSA Support activity, selecting the State EcSA Financial Support Payments touchpoint. Case notes should specify whether a participant received the monthly incentive, and if not, the reasons for not receiving it in a given month.

Step 5 – Payment Process:

- i. Prior to awarding the monthly incentive payment, case managers must verify that the participant:
 - ✓ Is enrolled in the State EcSA program.
 - ✓ Has completed the UW Self-Sufficiency Calculator report.
 - ✓ Has developed an Individual Employment Plan.
 - ✓ Has signed the acknowledgement form (Attachment A) detailing the monthly incentive program.
 - ✓ Has engaged with the case manager and completed the monthly progress report.
- ii. Monthly Incentive Payments may only be awarded to State-Funded EcSA participants for progress in their career plans. They may not be awarded to participants enrolled in WIOA programs or activities, including Federal EcSA, unless they are co-enrolled in State-Funded EcSA and meet the minimum expectations criteria discussed above.
- iii. **Method of Payment:** Monthly incentive payments may be disbursed through electronic funds transfer via financial institutions or other suitable methods. Additionally, subcontractors may have the option to provide third-party payments on behalf of the client, such as covering monthly expenses like rent, phone bills, and utility bills. This approach may help mitigate the potential impacts of the benefits cliff for the client.
- iv. Stipend payments that equal \$600 or more per calendar year are considered taxable income and the subrecipient must provide a 1099 tax form to the participant by January 31 for the prior calendar year.

ATTACHMENT A:

State EcSA Monthly Incentive Payment Acknowledgement Form

To qualify and participate in the State EcSA Monthly Incentive Payments Pilot Program, individuals must meet the following requirements:

1. Enroll in the State EcSA program.
2. Depending on the subcontractor, meet additional demographic criteria to be considered priority groups or receive a referral from a partner agency.
3. Attend monthly meetings with the case manager to discuss progress and challenges related to activities outlined in their customized career plan/individual Employment Plan (such as training, education, job search, etc.).
4. Attending all scheduled financial literacy classes.
5. Complete additional monthly State EcSA activities outlined in their customized career plan/individual Employment Plan.

Payments:

Participants who meet the criteria outlined above are eligible to receive monthly incentive payments for the duration specified by the subcontractor in collaboration with the Workforce Development Council (WDC), provided that the participant remains enrolled in the State EcSA program.

Filing Taxes:

It has been explained to me that this incentive is considered as taxable non-wage related income. And as an earner I should calculate the amount of taxes that should be set aside.

I, _____, *have read the requirements and agree to abide by them.*
(Print Name)

I understand this form and the contents have been explained to me in my primary language.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Participant Signature: _____ Date: _____

Case Manager Signature: _____ Date: _____

ATTACHMENT B:

Monthly Progress Report for Participants Receiving Monthly Incentive Payments

Participant Name:		ETO #
Program of Enrollment: State Funded EcSA	Co-enrollments (if any): Example -WIOA Adult	
Reporting Month:	Meeting Type: In-Person/Online	

1. Is the participant on track to reach their career goals? Briefly describe the progress made by the participants on the following activities (if applicable).

Financial Literacy Classes	Workshop Participation? <input type="checkbox"/> Present <input type="checkbox"/> Absent	Notes:
Job Search	Satisfactorily Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Trainings/Education	Satisfactorily Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Work Based Learning	Satisfactorily Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Other Activities	Notes:	

2. What was the participant's biggest success story and/or challenge this month?

3. What does the participant need help with?

Case
Signature

Manager

Date:



SEATTLE-KING COUNTY WIOA LOCAL PLAN 2024 - 2028

DRAFT

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Introduction:

The Workforce Development Council of Seattle King County (WDC) aspires to lead transformational change that will evolve our region's workforce development efforts into an innovative, industry, community and outcome driven ecosystem that empowers individuals, fosters economic growth, and ensures a resilient and thriving community for all.

The data on our local economy indicates King County's economy has recovered – total employment numbers exceed the pre COVID-19 pandemic employment levels in terms of the number of jobs and the unemployment rate has dropped to 3.5%. Those numbers don't tell the full story – even through this growth, some sectors experienced significant job loss. For example, many jobs in Retail, Accommodation and Food Services, and Manufacturing, were lost due to the severe downturn in business during the pandemic, are recovering but have not returned to pre-pandemic levels. The data reveals positive trends at the aggregate level in terms of employment, labor force participation, and job additions. However, the gaps and disparities in employment, wages and income by race and ethnicity underscores that the economic recovery is still being impeded by systemic bias against Black workers and other workers of color.

The COVID-19 pandemic reinforced and exacerbated many of the structural economic challenges in our society. The social upheaval and racial reckoning of the pandemic highlighted racial inequities, exposing underlying structural and systemic policies and practices. This has led to widespread acknowledgement and commitments towards ending structural racism and fostering an inclusive economic recovery. However, over the past year, we have observed a decline in these commitments and a resistance to progress in diversity and equity.

The WDC maintains our commitment to improving job quality and advancing an equitable, racially inclusive workforce. Acknowledging the deep challenges and opportunities in the post-pandemic economy, and not simply returning to the pre-pandemic economy demands the creation of new strategic frameworks, tools, and approaches to workforce development. The Local Plan establishes the groundwork and priorities to guide our work over the next four years..

Strategic Principles:

The work of the WDC is grounding in six guiding principles aimed at shaping a just and equitable future where all people in this region, regardless of race or ethnicity, share in its economic prosperity.

- Racial Equity
- Job Quality – financial and personal wellbeing - living wages, employee support, voice, and opportunity
- System Change
- Community Partnerships
- Advocacy
- Innovation

Section 1: REGIONAL DESIGNATION

Regional/Local Planning Area:	Workforce Development Area V
County Comprising Service Delivery Area:	King County, Washington
Fiscal Agent/Entity:	Workforce Development Council of Seattle King County
Contact Name and Title:	Marie Kurose, Chief Executive Officer
Mailing Address:	2003 Western Avenue, Suite 250 Seattle, WA 98121
E-Mail Address:	mkurose@seakingwdc.org
Phone Number:	206.531.4729

Section II: REGIONAL COMPONENT OF PLAN

Introduction

King County's demographic landscape and economic indicators reveal a complex picture. While the region has shown resilience in bouncing back from the economic downturn caused by the COVID-19 pandemic, underlying disparities remain. Black, Indigenous, and People of Color (BIPOC) communities face higher unemployment rates and lower labor force participation compared to their white counterparts. These disparities are not just numbers; they are the result of systemic barriers constructed over time, including discriminatory hiring practices, educational attainment gaps, and inequities in housing and transportation.

The structural makeup of our regional economy and labor market, both pre- and post-pandemic, exacerbates these racial gaps. Occupational segregation and the uneven geography of opportunity significantly disadvantage BIPOC communities. For instance, while the median annual income in Seattle-King County is higher than the national average, this figure masks significant racial income disparities. BIPOC individuals often earn significantly less than their white counterparts, even within the same educational categories.

Item 1: Regional Analysis of Economic Conditions

Introduction

The Seattle metro area ranks high in terms of growth and prosperity, but not inclusion and equity, according to the Brookings Institution's Metro Monitor 2023 report.¹ Findings for the time period from 2011 to 2021 include:

- Growth – Seattle ranked 14th on overall growth among the 56 metro areas with populations over 1 million. It ranked 20th on change in jobs (+18.6%) and 4th on change in Gross Metropolitan Product (+58.9%).

¹ Brookings, Metro Monitor 2023, available at <https://www.brookings.edu/articles/metro-monitor-2023/>
Data are for the Seattle-Tacoma-Bellevue Metropolitan Statistical Area.

- Prosperity – Seattle ranked 3rd on overall prosperity. It ranked 3rd on change in productivity (+34.0%), 3rd on change in average annual wage (+41.8%), and 3rd on change in standard of living (+38.8%).
- Inclusion – Seattle ranked 17th on overall inclusion. It ranked 27th on change in employment rate (+4.5%), 5th on change in median earnings (+30.6%), and 40th on change in relative poverty rate (-1.3%).

On racial inclusion, Seattle ranked 10th overall. It ranked 25th on change in white/people of color employment rate gap (-3.0%), 3rd on change in white/people of color median earnings gap (-\$2,761), and 26th on change in white/people of color relative poverty rate gap (-1.1%).

On geographic inclusion, Seattle ranked 54th overall. It ranked 41st on change in top/bottom neighborhoods employment rate gap (+0.2%), 54th on change in top/bottom neighborhoods median household income gap (+\$20,444), and 52nd on change in top/bottom neighborhoods relative poverty rate gap (-0.9%). (Here, data are for 2007-11 to 2017-21.)

The WDC's Workforce Dynamics dashboard highlights some of these same trends. For example, it shows "income disparities in King County are vast and fall along racial lines. King County enjoys higher incomes than the state or national averages, but this relative prosperity is concentrated among the white population. The greatest income disparities in King County are concentrated in zip codes in South King County, home to the majority of the region's BIPOC communities." In addition, per capita incomes for BIPOC populations are lower than the self-sufficiency standard for King County.²

Zip codes in South King County also have elevated levels of poverty, with poverty rates as high as 16 percent, compared to 6.7 percent for King County.

In-Demand Sectors and Occupations

In 2023, Seattle-King County had an estimated 1,530,750 jobs. Major sectors include:

- Professional, scientific, and technical services, with 161,704 jobs or 11 percent of all jobs in the region and average annual earnings of \$133,535 (adjusted to account for cost of living)
- Health care and social assistance, with 161,551 jobs or 11 percent of all jobs and average annual earnings of \$64,273
- Information, with 139,572 jobs or 9 percent of all jobs and average annual earnings of \$234,328
- Accommodation and food services, with 107,004 jobs or 7 percent of all jobs and average annual earnings of \$32,823
- Retail trade, with 105,323 jobs or 7 percent of all jobs and average annual earnings of \$49,783
- Manufacturing, with 93,344 jobs or 6 percent of all jobs and average annual earnings of \$98,353
- Construction, with 83,002 jobs or 5 percent of all jobs and average annual earnings of \$82,780
- Transportation and warehousing, with 64,221 jobs or 4 percent of all jobs and average annual earnings of \$82,303

² Workforce Development Council of Seattle-King County, Workforce Dynamics at <https://www.seakingwdc.org/workforce-dynamics>.

MARCH 2024

- Government (including public education), with 187,253 jobs or 12 percent of all jobs and average annual earnings of \$87,177

Almost three quarters of all jobs in the region are in these nine sectors.

Seattle-King County Employment and Earnings by Industry 2023-2027

<i>NAICS</i>	Description	2023 Jobs	2027 Jobs	Job Change	Percent Change	COL Adjusted Total Current Earnings
11	Agriculture, Forestry, Fishing and Hunting	2,683	2,655	(28)	(1%)	\$75,641
21	Mining, Quarrying, and Oil and Gas Extraction	328	274	(54)	(17%)	\$87,553
22	Utilities	2,115	2,342	227	11%	\$140,140
23	Construction	83,002	85,732	2,730	3%	\$82,780
31	Manufacturing	93,344	90,533	(2,811)	(3%)	\$98,353
42	Wholesale Trade	63,414	63,566	152	0%	\$106,719
44	Retail Trade	105,323	75,626	(29,696)	(28%)	\$49,783
48	Transportation and Warehousing	64,221	71,973	7,752	12%	\$82,303
51	Information	139,572	151,609	12,038	9%	\$234,328
52	Finance and Insurance	45,694	45,255	(439)	(1%)	\$134,371
53	Real Estate and Rental and Leasing	32,110	33,941	1,831	6%	\$76,390
54	Professional, Scientific, and Technical Services	161,704	180,433	18,729	12%	\$133,535
55	Management of Companies and Enterprises	87,863	129,722	41,859	48%	\$182,726
56	Administrative and Support and Waste Management and Remediation Services	76,812	79,630	2,819	4%	\$69,154
61	Educational Services	26,552	27,238	687	3%	\$46,807

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY

62	Health Care and Social Assistance	161,551	171,789	10,238	6%	\$64,273
71	Arts, Entertainment, and Recreation	25,895	27,696	1,801	7%	\$56,588
72	Accommodation and Food Services	107,004	113,046	6,042	6%	\$32,823
81	Other Services (except Public Administration)	64,309	64,446	137	0%	\$44,454
90	Government	187,253	190,616	3,363	2%	\$87,177
	Total	1,530,750	1,608,124	77,374	5%	\$100,553

Source: Lightcast Economy Overview – King County, WA

In looking at earnings by sector as well as occupational group (below), it's important to keep in mind the self-sufficiency standard as a benchmark: \$38.85 an hour (the self-sufficiency wage for King County (City of Seattle) for one adult and one preschooler and one school-age child).

From 2023 to 2027, Seattle-King County employment is projected to grow by 5 percent. Sectors expected to add the most jobs include management of companies and enterprises (41,859 jobs or 48 percent growth); professional, scientific, and technical services (18,729 jobs or 12 percent growth); information (12,038 jobs or 9 percent growth); health care and social assistance (10,238 jobs or 6 percent growth); transportation and warehousing (7,752 jobs or 12 percent growth); and accommodation and food services (6,042 jobs or 6 percent growth).

Sectors projected to lose jobs, include retail trade (29,696 jobs or 28 percent loss) and manufacturing (2,811 jobs or 3 percent loss).

Major occupational groups include:

- Office and administrative support occupations, with 173,692 jobs and a \$25.53 median hourly wage
- Computer and mathematical occupations, with 150,624 jobs and a \$65.39 median hourly wage
- Business and financial operations occupations, with 150,357 jobs and a \$43.56 median hourly wage
- Sales and related occupations, with 139,024 jobs and a \$26.14 median hourly wage
- Food preparation and serving related occupations, with 115,211 jobs and a \$19.15 median hourly wage
- Transportation and material moving occupations, with 107,735 jobs and a \$23.79 median hourly wage
- Healthcare practitioners and technical occupations, with 72,136 jobs and a \$48.03 median hourly wage
- Healthcare support occupations, with 68,205 jobs and a \$19.48 median hourly wage

- Educational instruction and library occupations, with 67,380 jobs and a \$32.68 median hourly wage
- Construction and extraction occupations, with 61,416 jobs and a \$36.10 median hourly wage

Almost three quarters of all jobs in the region are in these occupational groups.

From 2023 to 2027, occupational groups expected to add the most jobs include computer and mathematical occupations (21,347 jobs or 14 percent growth); business and financial operations occupations (15,750 jobs or 10 percent growth); office and administrative support occupations (5,611 jobs or 3 percent growth); healthcare support occupations (5,486 jobs or 8 percent growth); food preparation and serving related occupations (5,099 jobs or 4 percent growth); and transportation and material moving occupations (3,104 jobs or 3 percent growth).

Occupational groups projected to lose jobs, include sales and related occupations (10,530 jobs or 8 percent) and production occupations (1,489 jobs or 3 percent).

Seattle-King County Employment and Earnings by Occupational Group, 2023-2027

<i>SOC</i>	Occupations	2023 Jobs	2027 Jobs	Jobs Change	Percent Change	2022 Median Hourly Earnings
11-0000	Management	97,531	110,569	13,038	13%	\$73.25
13-0000	Business and Financial Operations	150,357	166,107	15,750	10%	\$43.56
15-0000	Computer and Mathematical	150,624	171,971	21,347	14%	\$65.39
17-0000	Architecture and Engineering	35,323	37,760	2,437	7%	\$48.87
19-0000	Life, Physical, and Social Science	18,787	20,332	1,545	8%	\$41.59
21-0000	Community and Social Services	23,640	25,120	1,480	6%	\$29.82
23-0000	Legal Occupations	13,100	14,064	964	7%	\$52.19
25-0000	Educational Instruction and Library	67,380	69,825	2,445	4%	\$32.68
27-0000	Arts, Design, Entertainment, Sports, and Media	29,837	31,636	1,799	6%	\$36.77
29-0000	Healthcare Practitioners and Technical	72,136	74,837	2,700	4%	\$48.03
31-0000	Healthcare Support	68,205	73,691	5,486	8%	\$19.48
33-0000	Protective Service	27,052	28,595	1,544	6%	\$26.00

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY

35-0000	Food Preparation and Serving Related	115,211	120,309	5,099	4%	\$19.15
37-0000	Building and Grounds Cleaning & Maintenance	36,536	37,624	1,088	3%	\$19.48
39-0000	Personal Care and Service	33,291	34,136	845	3%	\$19.87
41-0000	Sales and Related	139,024	128,494	(10,530)	(8%)	\$26.14
43-0000	Office and Administrative Support	173,692	179,303	5,611	3%	\$25.53
45-0000	Farming, Fishing, and Forestry	2,632	2,580	(52)	(2%)	\$18.01
47-0000	Construction and Extractions	61,416	63,500	2,084	3%	\$36.10
49-0000	Installation, Maintenance, and Repair	48,710	49,839	1,130	2%	\$30.99
51-0000	Production Occupations	55,326	53,838	(1,489)	(3%)	\$24.38
53-0000	Transportation and Material Moving	107,735	110,839	3,104	3%	\$23.79
55-0000	Military-only occupations	3,207	3,156	(51)	(2%)	\$16.61
	Total	1,530,750	1,608,124	77,374	5%	

Source: Lightcast Economy Overview – King County, WA

In addition to job openings from growth, there will also be job openings due to replacement needs. For example, based on the Washington State Employment Security Department's long term occupational employment projections, construction and extraction occupations will have 1,007 average annual openings due to growth during 2021 to 2026, but 32,393 annual average total openings.

Occupational groups with the greatest number of average annual total openings include computer and mathematical occupations (60,511), office and administrative support occupations (59,714), business and financial operations occupations (57,399), sales and related occupations (55,015), food preparation and serving related occupations (50,095), transportation and material moving occupations (39,341), and construction and extraction occupations (32,393).

Seattle-King County Average Annual Job Openings, 2021-2026

<i>SOC</i>	Occupations	Average Annual Openings Due to Growth, 2021-26	Average Annual Total Openings, 2021-26
11-0000	Management	3,988	39,726
13-0000	Business and Financial Operations	5,155	57,399
15-0000	Computer and Mathematical	8,464	60,511
17-0000	Architecture and Engineering	824	9,603
19-0000	Life, Physical, and Social Science	823	7,441
21-0000	Community and Social Service	1,005	10,108
23-0000	Legal	234	4,778
25-0000	Education, Training and Library	1,856	17,862
27-0000	Arts, Design, Entertainment, Sports, and Media	631	16,310
29-0000	Healthcare Practitioners and Technical	1,666	22,683
31-0000	Healthcare Support	1,444	21,798
33-0000	Protective Service	687	9,458
35-0000	Food Preparation and Serving Related	4,212	50,095
37-0000	Building and Grounds Cleaning and Maintenance	1,046	15,776
39-0000	Personal Care and Service	1,417	17,444
41-0000	Sales and Related	1,045	55,015
43-0000	Office and Administrative Support	805	59,714
45-0000	Farming, Fishing, and Forestry	(8)	1,964
47-0000	Construction and Extraction	1,007	32,393
49-0000	Installation, Maintenance, and Repair	768	15,256
51-0000	Production	(580)	15,934
53-0000	Transportation and Material Moving	1,418	39,341

Total	37,907	580,609
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Source: Washington state Employment Security Department LMEA
 “December 2023 Washington state civilian Labor force and employment” 1/23/2024

BIPOC workers overrepresented in low wage jobs

In looking at the demographics of workers by sector and occupational group, BIPOC workers tend to be overrepresented in those with lower wages and underrepresented in those with higher wages. For example, Black/African American workers make up 6 percent of all industry employment but are 11 percent of workers in the administrative and support and waste management and remediation services sector; 10 percent of workers in the health care and social assistance sector, and 9 percent of workers in the transportation and warehousing sector – all of which have annual average earnings below the average for all sectors. They are 3 percent of workers in the information sector and 3 percent of workers in the professional, scientific, and technical services sector – both of which have annual average earnings above the average for all sectors.³

Workforce Demographics and Metrics

Population Growth, Age & Race/Ethnicity

King County’s estimated population was nearly 2.3 million in 2022. The county’s population grew at a faster rate (1.6 percent per year) than the state (1.4 percent per year) over the most recent decade. This trend is due to population growth centered in cities, newly created cities, and annexations of formerly unincorporated areas - adding eight new cities, going from 31 incorporated cities in 1990 to 39 cities in 2018. Much of this growth has been in South King County cities, Kent (243%), Renton (153%) and Federal Way (45.8%), with Seattle a (47.4%) and Bellevue (70.5%).

Labor Force Demographics

King County’s December 2023 civilian labor force was nearly 1.35 million, slightly higher than the pre-pandemic level. The unemployment rate for King County was 3.5 percent, with 46,783 unemployed). The county’s unemployment rate is the lowest in comparison to the rest of the state, the unemployed population represents 25% of Washington state’s total.⁴

Gender

In 2022, men held 55.3 percent and women held 44.7 percent of the jobs in King County. The labor force participation rate for males (88.2%) exceeds that of females (77.4% overall). The gap is even greater for participation rate for females with children in need of care.

The proportionally male-dominated industries included goods producers such as mining (85.1 percent), construction (80.4 percent), and manufacturing (70.2 percent). Among service-providing industries, information and wholesale trade stand out as the most male-dominated industries (68.1

³ Chmura Economics JobsEQ, 2022 Q3 data set

⁴ ESDWAGOV – King County Profile: <https://esd.wa.gov/labormarketinfo/county-profiles/king>.

and 67.5 percent respectively). The most female-dominated industries included health care and social assistance (75.1 percent), educational services (67.2 percent), other services (60.0 percent) and finance and insurance (57.4 percent).

King County, Washington

LABOR FORCE PARTICIPATION POPULATION GENDER

	Total		Labor Force Participation Rate		Employment/ Population Ratio		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 20 to 64 years	1,459,326	±780	83.0%	±0.6	80.2%	±0.6	3.2%	±0.3
<u>SEX</u>								
Male	759,720	±388	88.2%	±0.6	85.1%	±0.7	3.2%	±0.4
Female	699,606	±680	77.4%	±0.8	74.8%	±0.8	3.3%	±0.5
With own children under 18 years	221,802	±6,327	72.8%	±1.6	70.4%	±1.6	3.3%	±0.9
With own children under 6 years only	51,137	±4,054	71.4%	±4.0	70.1%	±4.0	1.8%	±0.9
With children under 6 and 6 to 17 years	39,758	±3,180	64.7%	±3.6	63.4%	±3.5	1.8%	±1.3
With own children 6 to 17 years only	130,907	±5,254	75.9%	±2.0	72.6%	±2.0	4.3%	±1.4

Sources: U.S. Census Bureau. (2022). ACS Demographic and Housing Estimates. American Community Survey, ACS 1-Year Estimates Data Profiles, Table DP05.

Age

The workforce tends to be relatively young compared to the rest of Washington state. As of 2022, workers aged 25 to 44 constitute 50.2 percent of the workforce in King County.

King County, Washington

LABOR FORCE PARTICIPATION POPULATION - AGE

	Total		Labor Force Participation Rate		Employment/ Population Ratio		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	1,879,109	±1,836	69.9%	±0.5	67.3%	±0.5	3.6%	±0.4
<u>AGE</u>								
16 to 19 years	96,661	±1,924	38.1%	±2.9	32.7%	±2.7	14.3%	±4.1
20 to 24 years	138,334	±711	79.9%	±2.2	75.2%	±2.5	5.0%	±1.5
25 to 29 years	195,087	±640	89.3%	±1.0	85.0%	±1.5	4.6%	±1.1
30 to 34 years	218,551	*****	88.4%	±1.4	85.6%	±1.6	3.1%	±0.8
35 to 44 years	360,809	±1,004	86.2%	±1.2	83.3%	±1.2	3.2%	±0.7
45 to 54 years	292,485	±1,004	84.6%	±1.1	82.3%	±1.2	2.5%	±0.5
55 to 59 years	128,908	±4,500	75.4%	±1.6	74.0%	±1.7	1.8%	±0.5
60 to 64 years	125,152	±4,454	62.4%	±2.3	60.8%	±2.1	2.7%	±0.9
65 to 74 years	190,349	±743	29.8%	±1.7	28.7%	±1.8	3.6%	±1.4
75 years and over	132,773	±728	6.8%	±1.1	6.6%	±1.1	2.4%	±2.0

Sources: U.S. Census Bureau. (2022). ACS Demographic and Housing Estimates. American Community Survey, ACS 1-Year Estimates Data Profiles.

Educational Attainment

King County is one of the most educated regions in the United States, with 56.4% of King County residents ages 25 or older holding a bachelor’s degree or higher in 2021 compared to 38.9 statewide. The high educational attainment rate is attributed to importing workers from out of state and other countries. In 2021, over 70% of residents who moved to King County from another state or country within the previous year held a bachelor’s degree or greater, compared to around half of workers already residing in King County. For King County residents over the age of 25, 71.9% were born

outside of Washington State. Greater than 50% of these transplanted workers hold college degrees, as compared to 46.9% of Washington state natives residing in King County.⁵

There exist significant gaps in educational attainment by race or ethnicity. White and Asian residents of King County hold college degrees at rates of 59.2% and 67.2%, respectively, while only 28.5% of black and 30.7% of Hispanic residents hold a college degree. These disparities are deeply rooted in economic inequities and structural racism that influence a person’s chance to succeed in education and training.

Educational inequities perpetuate racial gaps in employment and wages. Higher educational attainment is strongly correlated with labor force and unemployment rates and wages across all racial groups, but it does not eliminate racial gaps. These gaps are rooted in racial and economic segregation that concentrates children of color and low-income children in schools that are systematically underfunded and neglected. Along with rising costs and a growing racial wealth gap, these dynamics drive longstanding racial inequities in higher educational attainment, with lifelong implications for the economic prospects of workers and their families.

Education Attainment	Total	Labor Force %	In Labor Force	Unemployment Rate
Less than High School	74,946	69.5%	52,087	6.1%
High School or Equivalency	182,569	75.3%	137,474	5.9%
Some college or Associate's degree	308,790	80.2%	247,650	5.0%
Bachelor's degree or higher	750,276	87.7%	657,992	2.8%

Race/Ethnicity

King County’s population is increasingly racially and ethnically diverse. White, non-Hispanic population make up 53.4% of the population – down from 56.9% in 2020 and 65% in 2010. Among the county’s non-white population, Asians comprise the largest racial group at 20.7%. The Hispanic/Latino population is 10.5%, followed by multi-racial (7%), Black/African American (6.5%), Native Hawaiian/Pacific Islander (0.8%) and American Indian/Alaska Native (0.4%). The county has a higher proportionate share of Asian (62% of the state’s Asian population) and nearly half of the state’s Black/African American population.

This ongoing demographic transformation underscores the urgent need to center racial equity, not only as a moral imperative but also as a crucial ingredient for continued economic prosperity.

⁵ Office of Economic and Financial Analysis, King County, Washington, Educational Attainment in King County
<https://kingcounty.gov/en/legacy/independent/forecasting/King%20County%20Economy%20Status/King%20County%20Economic%20Indicators/Educational%20Attainment.aspx>

King County Population by Race ⁶

Race	King County		Washington State	
White/non-Hispanic	1,209,674	53.4	4,941,456	63.5
Asian	469,904	20.7%	755,832	9.7
Hispanic/Latinx	237,734	10.5	1,093,313	14
Black/African American	147,698	6.5	299,537	3.8
Multiple Races	159,343	7.0%	523,448	6.7%
Native Hawaiian/Pacific Islander	17,198	0.8%	52,231	0.7
American Indian/Alaska Native	9,162	0.4%	69,024	0.9
Other	16,076	0.7	50,945	0.7
Total	2,266,789		7,785,786	

U.S. Census Bureau. "ACS Demographic and Housing Estimates." American Community Survey, ACS 1-Year Estimates Data Profiles, Table DP05, 2022.

The region's workforce is increasingly diverse

The data shows the region's workforce is predominantly comprised of White workers. Other race and Hispanic and Latinx had the highest labor force participation rates at 73.8% and 73% respectively. Black workers had the lowest labor force participation rate, and highest unemployment rate. Latinx, American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, participated in the labor force at higher levels than Whites, however, they had higher levels of unemployment. Unemployment stood at 2.8% for Asian populations and 3.4% for Whites in 2022, the lowest unemployment rates among all populations in the County.

⁶ U.S. Census Bureau. "ACS Demographic and Housing Estimates." American Community Survey, ACS 1-Year Estimates Data Profiles, Table DP05, 2022, https://data.census.gov/table/ACSDP1Y2022.DP05?q=DP05&g=040XX00US53_050XX00US53033&y=2022 Accessed on February 26, 2024.

King County, Washington

LABOR FORCE PARTICIPATION POPULATION Race/Ethnicity (2022)

RACE/ HISPANIC OR LATINO ORIGIN	Total		Labor Force Participation Rate		Employment/ Population Ratio		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Black or African American alone	118,127	±4,386	68.2%	±3.4	(64.7%)	±3.2	4.5%	±1.5
American Indian/Alaska Native alone	N	N	N	N	N	N	N	N
Asian alone	402,548	±4,486	72.9%	±1.1	70.7%	±1.2	2.8%	±0.6
Native Hawaiian/Other Pacific Islander alone	N	N	N	N	N	N	N	N
Some other race alone	87,565	±6,466	77.1%	±2.6	73.8%	±2.8	4.2%	±1.6
Two or more races	170,999	±7,998	74.3%	±2.4	70.8%	±2.5	4.6%	±1.0
Hispanic or Latino origin (of any race)	172,118	±984	76.2%	±1.9	73.0% 125646	±2.1	4.1%	±1.1
White alone, not Hispanic or Latino	1,050,339	±5,010	67.6%	±0.6	65.2%	±0.6	3.4%	±0.4

Foreign Born

Much of King County’s population growth has been due to an influx of foreign-born residents. In 2022, the foreign-born residents made up more than one-quarter of the county’s total population compared to the overall within Washington state at 15.3%. Within the foreign-born population there is great diversity in countries of origin, educational levels, English language proficiency, and income.⁷

⁷ U.S. Census Bureau. "Selected Characteristics of the Foreign-Born Population by Region of Birth: Europe." American Community Survey, ACS 1-Year Estimates Subject Tables, Table S0503, 2022, <https://data.census.gov/table/ACSST1Y2022.S0503?g=050XX00US53033>. Accessed on February 28, 2024.

Nearly 57% of the foreign-born residents are from Asia, followed by Latin America (18%), Europe (13.2%), Africa (8.3%) and Oceania (1.9%). In King County, India ranked as the No. 1 country of birth for immigrants. There were around 83,000 county residents born in India, making up 14% of the county's foreign-born population. China ranked second at around 80,000, followed by Mexico at 55,000.⁸

Language

More than 31% of King County residents speaking a language other than English at home, 1.5 times the rate in Washington (21.1%). The non-English language spoken by the largest group is Asian and Pacific Island languages 13.7%, followed by other Indo-European (7.6%), Spanish (7%). Seattle Public Schools reports its students speak more than 169 primary languages and dialects. The top five languages spoken by families and students are: Spanish, Somali, Chinese, Vietnamese, and Amharic. More than 200,000 residents report having limited proficiency in speaking English.

In 2022, 29% of King County's labor force were foreign born. Immigrant workers are disproportionately represented in both high wage and low wage sectors. Census data for 2022 shows more than 90,000 foreign-born residents – mostly from India or China are employed in computer-related occupations in the Seattle metro area, making up roughly 45% of tech workers. The large number of H1-B temporary worker non-immigrant visa holders in our region are counted in the number of the foreign born in the workforce data. This is an important distinction because the inclusion of the temporary visa workforce in the data skews the overall picture, failing to accurately represent the challenges and barriers faced by immigrant workers' experiences and needs.

Foreign Born percentage of Workers by occupation in King County

- Professional Scientific and Technical Services = 32%
- Information 29%
- Administrative Support = 31%
- Health Care and Social Assistance – 28%
- Tourism Hospitality = 27%

This underscores the necessity for services that are culturally and linguistically relevant, customized to the diverse language, culture, and education/skill levels within this population. E.g.; language access- translation and interpretation, access to training (including English language instruction and contextualized occupational training), foreign credential assessment, and supportive services are critical in fostering stabilization of refugees, humanitarian parolees, and immigrants, facilitating their active engagement in the labor force.

Disability Status

There are 112,031 working age individuals with disabilities in King County. People with disabilities have the lowest labor force participation rate (54.6%) and the highest unemployment rate (11.1%) of all population groups. This is a significant indication that barriers to employment exist for this group.

⁸ U.S. Census Bureau. "Selected Characteristics of the Native and Foreign-Born Populations." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S0501, 2022, https://data.census.gov/table/ACSST5Y2022.S0501?q=DP05foreignborn&g=040XX00US53_050XX00US53033&y=2022. Accessed on February 27, 2024.

Youth

In King County, there are at least 19,400 young people disconnected from school and/or work. This is about 8.5% of the young people in King County, and likely a severe undercount due to the COVID-19 pandemic, which had a significant impact on their lives. Of all disconnected youth, young black men are disproportionately outside of formal work or education system. When we examine data, we can see troubling trends emerge. Young black men, specifically ages 18-21, tend to be most at risk of low educational attainment and unemployment. We found that 60% are not in school or are unemployed, over 50% have not obtained a secondary credential, and are geographically situated in the southern parts of King County. Furthermore, Young Black men face unique challenges when navigating the ladder of opportunity in the workforce

The impact of the COVID-19 pandemic on the youth population was significant and will have long-lasting effects if left unaddressed. The shutdown of in person classes and move to virtual online instruction disproportionality impacted youth of color and those from low-income households. A recent report on the impacts of COVID-19 on Opportunity Youth, "*In Their Own Words*" spoke to the myriad of challenges youth experienced: "Emerging adulthood is a time of significant transition, deepening self-knowledge and increasing autonomy, yet many of the milestones that mark this transition have been cancelled or paused indefinitely. More than one-third of young people reported changes to their long-term goals due to the pandemic even in May, when the survey was administered. "The survey found that COVID-19 impacted all areas of their life with the most negative impacts around employment, education, relationships, and mental health. Youth cited being uncertain about the future and pointed to specific setbacks - often in education, employment, or both. Many youths reported that pandemic had negatively affected their access to basic needs, and when asked what resources or support they needed, responses underscored the life-or-death nature of this crisis for many families and individuals. Top resource needs identified included help with bills, housing security, food, transportation, Wi-Fi access and employment support.

These findings highlight the need for a range of support, including mental health, financial, education and career guidance to address the setbacks and other negative impacts of COVID-19.

Individuals and Households Living in Poverty:

According to the U.S. Census⁹, 187,794 (8.4%) of King County population lived in poverty in 2022. More than 54% (102,160) were female and 21.7% (40,690) of this population were children under 18 years who had an overall poverty rate of 9.3%. Unsurprisingly, there are significant disparities by race –only 6.3% of the White population lived in poverty compared to Black-African Americans with the highest percentage (18.5%), followed by American Indian/Alaska Native (18%), Latinx (13.1%), and Native Hawaiian/Pacific Islander (10.9%) and Asians (8.1%). Nearly 25% (45,970) of this population were employed.

⁹ U.S. Census Bureau. (2022). Poverty Status in the Past 12 Months. American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1701. Retrieved March 3, 2024, from <https://data.census.gov/table/ACSST5Y2022.S1701?q=King County Washington, poverty demographics>.

Job Quality, Career Pathways

Income Adequacy

Traditional mechanisms for measuring income adequacy, such as the Federal Poverty Level, are insufficient. In collaboration with the University of Washington’s Center for Women’s Welfare, the WDC commissioned a report released in September 2023 titled “Overlooked and Undercounted: Struggling to Make Ends Meet in Washington State.”¹⁰ The report was developed using the UW Self-Sufficiency Standard, a much more accurate indicator of income adequacy that is localized for actual participant conditions, including family size and a variety of necessary expenses. According to the report, “45% of Latinx, 44% of American Indian households, 45% of Black, and 36% of Native Hawaiian and Pacific Islander households struggle to make ends meet. White and Asian households have an income inadequacy rate of 24%.” Wage disparity for BIPOC residents is simply not allowing them to achieve income adequacy in an already costly area.

Median Annual Income

Median annual income in Seattle-King County was \$106,300 for 2021. This is higher than the national median income at that time of \$69,000. At least part of the increase in household income in King County is attributable to the increase in both the number of jobs in the high-paying information and technology sector, as well as the rapidly increasing wages paid within the sector. While overall King County average annual wages increased 110% between 2005 and 2020, average annual wages for an information worker increased 175% over the same time period.¹¹ While these wages are higher than in other areas, the cost of living in the region is also high. The Cost-of-Living Index for 2023 was 133.5 compared to the national index. With more costs coming out of workers’ wages, the effects of income disparities are magnified.

- **Racial Disparities Persist:** Median incomes for white and Asian households far exceed those of black or Latinx households. The gap between white and black incomes in King County is among the widest in the group. In 2020, the median household income for a black household was \$53,961 – or 52% that of a white household’s median income of \$103,793.¹²
- **Rising Income Inequality:** Looking closely at the household income quintiles (division of a population into five equal groups) for King County, we observe a widening gap between the upper and lower quintiles. However, income in the lower quintiles has begun making gains. In 2020, 20% of King County households earned \$41,888 or less.¹³ This represents an increase

¹⁰ Kucklick, Manzer & Mast, Center for Women’s Welfare, University of Washington, “Overlooked and Undercounted: Struggling to Make Ends Meet in Washington State” Sept 2023
https://static1.squarespace.com/static/53c04ba6e4b0012ad48d079e/t/651309bd095f895f6152e6fe/1695746501187/WA2021_Demo_SSS.pdf

¹¹ Office of Economic and Financial Analysis, King County Washington “King County Average Annual Wage by Industry”
<https://kingcounty.gov/en/legacy/independent/forecasting/King%20County%20Economy%20Status/King%20County%20Economic%20Indicators/Household%20Income/KC%20Avg%20Annual%20Wage%20by%20Industry.aspx>

¹² Office of Economic and Financial Analysis, King County Washington, Household Income in King County.
<https://kingcounty.gov/en/legacy/independent/forecasting/King%20County%20Economy%20Status/King%20County%20Economic%20Indicators/Household%20Income.aspx>

¹³ Office of Economic and Financial Analysis, King County, Washington. “King County Household Income Quintiles.”
<https://kingcounty.gov/en/legacy/independent/forecasting/King%20County%20Economy%20Status/King%20County%20Economic%20Indicators/Household%20Income/KC%20Household%20Income%20Quintiles.aspx>

of 51.6% over the 2006 figure of \$27,634, not adjusted for inflation. The second lowest quintile experienced 53% income growth between 2006 and 2020. Between 2013 and 2020, the lower two quintiles experienced the fastest income growth, with household income increasing between 40% and 41%, making up for sluggish growth during the Great Recession and immediately thereafter. All quintiles experienced a slight dip in incomes from 2019 to 2020 due to the economic impacts of the COVID-19 pandemic.

Wage Disparities

Wage inequities among different demographic groups have persisted for decades and continued in 2020. The average monthly wage for Black and African American workers was 76.9 percent of the average for all workers, lower than it was in 1992 and 2005. Earnings for Indigenous workers were 67.0 percent below average, while Pacific Islanders earned 69.2 percent of the average and Hispanic and Latinx workers were at 68.3 percent. The average for women was 78.8 percent of the all-job average, and 65.7 percent of the average for men, not substantially different from 1992.¹⁴

Industry and Occupation Demographics

Occupational segregation remains a significant challenge. An examination of the demographics of industry and occupation groupings reveals the following racial distributions:

¹⁴ ESD February 2022, "2021 Labor Market and Economic Report"

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Occupation Group	Black/African American	Native American/Alaska Native	Asian	Native Hawaiian/Pacific Islander	Multiple Races	Hispanic/Latinx	White
11 Management Occupations	3,915	405	20,798	441	5,496	5,797	76,436
13 Business and Financial Operations Occupations	5,181	403	31,417	509	9,250	7,261	91,382
15 Computer and Mathematical Occupations	3,035	209	63,199	281	9,171	5,301	61,797
17 Architecture and Engineering Occupations	835	104	11,744	200	758	1,634	20,997
19 Life, Physical, and Social Science Occupations	366	44	7,213	87	997	740	10,648
21 Community and Social Service Occupations	1,956	182	2,978	118	1,776	1,733	18,488
23 Legal Occupations	453	38	1,705	48	691	686	9,605
25 Educational Instruction and Library Occupations	3,056	301	10,629	176	4,331	3,685	46,822
27 Arts, Design, Entertainment, Sports, and Media Occupations	1,182	142	4,952	76	2,923	2,166	28,248
29 Healthcare Practitioners and Technical Occupations	3,501	183	15,294	504	3,617	2,881	40,627
31 Healthcare Support Occupations	6,563	259	10,512	444	4,504	6,255	25,178
33 Protective Service Occupations	2,896	206	2,175	336	1,909	1,745	13,084
35 Food Preparation and Serving Related Occupations	7,252	863	16,592	987	12,183	14,497	51,649
37 Building and Grounds Cleaning and Maintenance Occupations	3,346	318	3,765	444	2,655	8,935	22,138
39 Personal Care and Service Occupations	1,685	187	5,435	110	2,203	2,414	16,175
41 Sales and Related Occupations	5,690	468	17,895	656	8,033	10,117	83,259
43 Office and Administrative Support Occupations	11,850	894	24,365	1,477	11,538	14,800	101,227
45 Farming, Fishing, and Forestry Occupations	110	44	162	10	145	793	1,975
47 Construction and Extraction Occupations	2,950	612	3,218	693	3,664	14,024	37,490
49 Installation, Maintenance, and Repair Occupations	2,757	196	3,840	776	3,162	5,243	28,410
51 Production Occupations	5,036	244	9,474	1,160	3,441	7,478	24,526
53 Transportation and Material Moving Occupations	12,994	622	12,752	1,555	9,166	14,042	56,975

These distributions reveal a higher distribution of White workers in occupations that typically have higher wages, aligning with research demonstrating a concerning trend over the past three decades. During this period, job growth in the region has predominately centered around low-wage occupations, while wage increases have primarily benefited higher-paying occupations¹⁵. Workers of color find themselves disproportionately filling low-wage jobs, further exacerbating the existing disparities in our workforce system.

Addressing occupational segregation is essential for advancing equity in the labor market. This urgency is further accentuated by a recent report published by the National Bureau of Economic Research. This report emphasizes how persistent racism has intensified income inequalities and occupational segregation. Notably, Black college-educated workers are disproportionately represented in roles such as social work or counseling, while positions of higher authority, prevalent among white workers with bachelor’s degrees, are notably absent from the top job opportunities for Black individuals with similar educational attainment. This stark contrast underscores systemic barriers

¹⁵ Advancing Workforce Equity in Seattle Report <https://www.seakingwdc.org/advancing-workforce-equity-report>

contributing to occupational segregation, calling for a comprehensive approach to dismantle these obstacles.

The WorkSource system plays a pivotal role in identifying and dismantling these barriers for BIPOC workers. The WDC has initiated strategic initiatives to address these challenges, committing to ongoing evaluation and refinement. These initiatives include expanding access to career pathways, strengthening partnerships, advocating for policy change, and utilizing the Workforce Dynamics Dashboard to advance racial equity through data disaggregation.

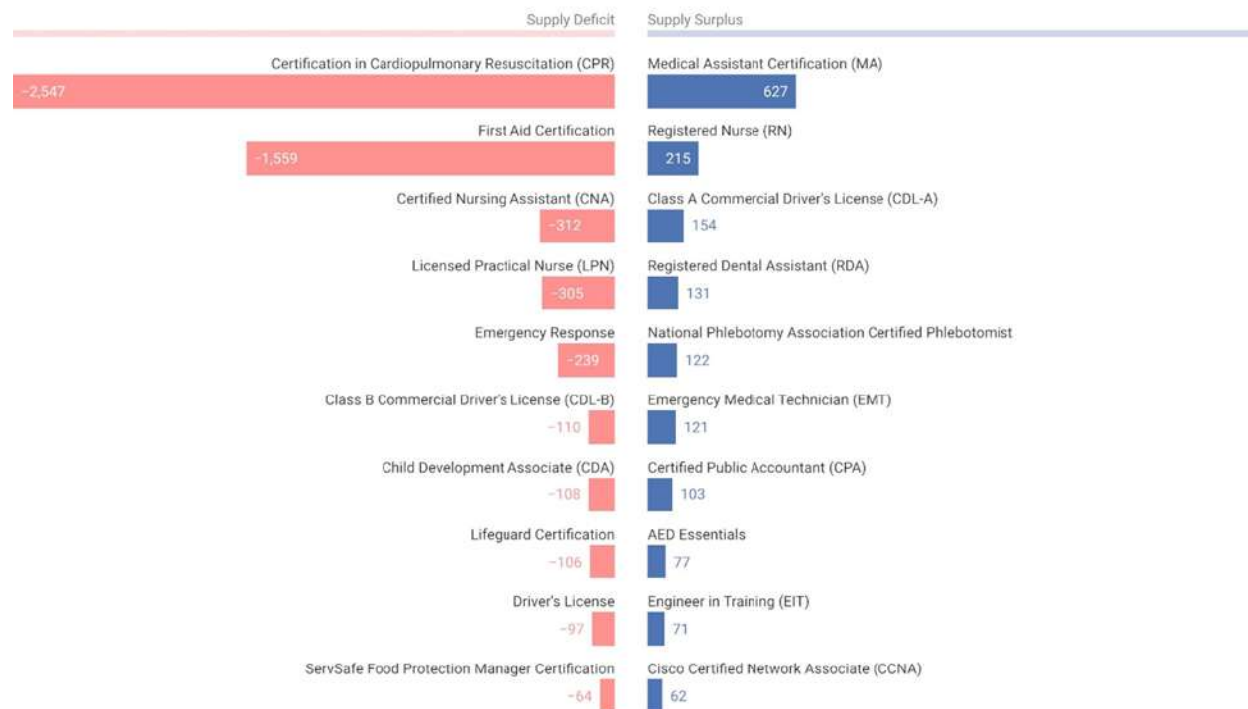
Skills and Knowledge

Identify the skills, knowledge, and qualifications required to meet the employment needs of the region, including in-demand sectors and occupations.

The tables below gather data from job postings and online candidate submissions to analyze the skills sought by employers and the capabilities offered job applicants.

Skill Gaps

Total - All Occupations, King County, Washington

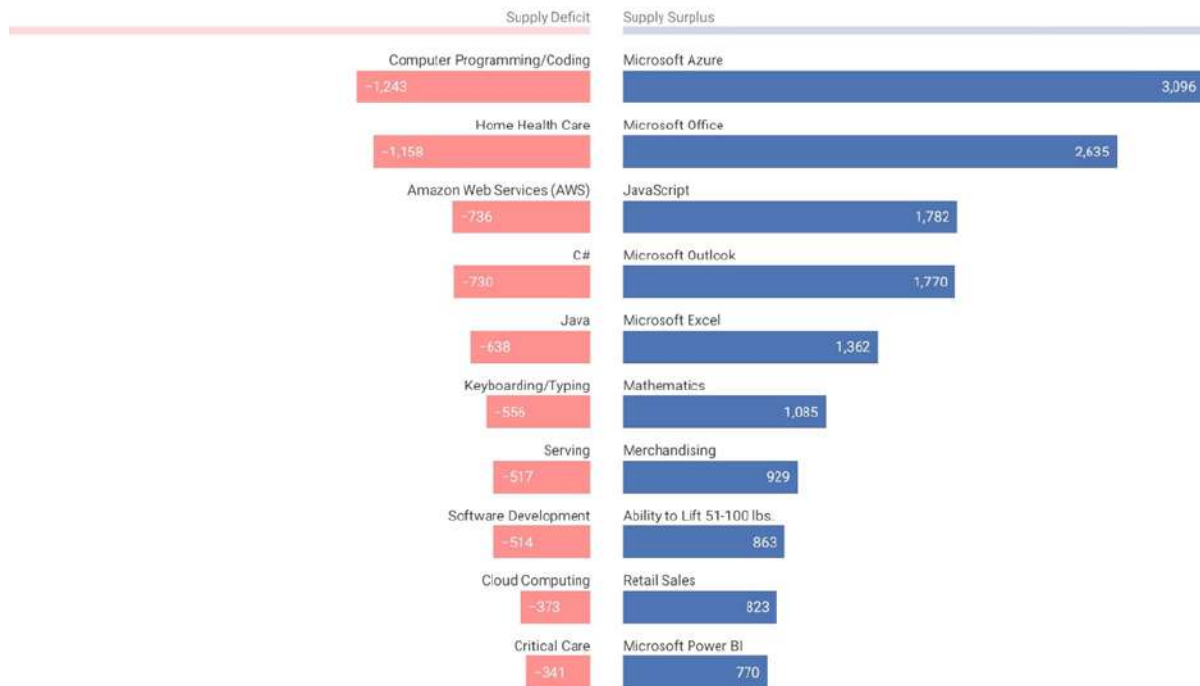


Source: JobsEQ®
Data as of 2023Q3; openings and candidate sample compiled in July 2022

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Skill Gaps

Total - All Occupations, King County, Washington



Source: JobsEQ®
Data as of 2023Q3, openings and candidate sample compiled in July 2022

The identified gaps show the specific skill sets and credentials that may be in higher demand. Surpluses deliver a view into how the supply for a specific skill or credential might be trending away from existing demand. Surpluses can affect various factors in the labor market including a reduction in overall openings and higher candidates-to-openings ratios.

In the Seattle-King County labor market, the needed skills and certifications skew heavily toward those required by Healthcare and Information occupations. Both groupings are projected to see considerable growth, as shown previously. Information occupations also represent a significant cross-industry workforce. However, skills and certifications for these groupings are not immune to having surpluses. Surpluses can be caused by a variety of factors including changing technologies, shifts in industry practices, and having more people gaining specific skills or credentials than a market can support at the time.

Gaps and surpluses related to skills and credentials must be analyzed on an ongoing basis as they reflect a snapshot in time of current trends and must be combined with direct relationships with employers to define their needs. The WDC continues to engage with employers and workforce development partners in Industry Leadership Tables (ILTs) to develop strategies for addressing the needs of employers and to provide a forum to voice industry needs around skills and credentials. Additionally, business services staff engage in ongoing conversations with employers.

However, these tools do not capture the rapidly changing structure of work and skills needs with the increasing automation of jobs and new and changing skills needed in renewable energy and with the adoption of other green technologies and practices. The WDC is developing a new industry and business services strategy and building capacities to support our priorities:

- Reskilling & Upskilling,
- Addressing Barriers to Economic Mobility, and

- Job & Workplace Quality

Digital Skills Divide

In the context of an increasingly digital world, the lack of digital skills, devices, and internet access is intricately linked to limited job opportunities, constrained professional development, reduced educational access, and income disparities, contributing to the widening of racial economic gaps. According to the National Skills Coalition, 92% of jobs now necessitate digital skills, with one-third of workers possessing low or no digital skills due to historical underinvestment and structural inequities¹⁶. These trends have pronounced implications for certain workers, particularly those overrepresented in industries prone to automation, such as construction, agriculture, and transportation. Overrepresentation in jobs demanding lower skills and educational levels implies reduced resources and limited opportunities for retraining, placing these workers at a higher risk of job displacement.

King County (2023) Top Software Skills – All Occupations	
Microsoft Office	Microsoft Azure
Microsoft Excel	C++ (Programming Language)
Microsoft Outlook	Dashboard
Python (Programming Language)	Salesforce
Microsoft PowerPoint	JavaScript (Programming Language)
SQL (Programming Language)	Application Programming Interface (API)
Amazon Web Services	Spreadsheets
LESS	Tableau (Business Intelligence Software)
Java (Programming Language)	C# (Programming Language)
Microsoft Word	R (Programming Language)

The top software skills in job listings. Digital skills required for many non-Information jobs

Digital literacy emerges not only as a critical skill for the future workforce and the evolving job landscape but also as an opportunity for Washingtonians to upskill, fostering lifelong learning that can lead to economic mobility, wage progression, and career success.

Moreover, a recent community research initiative led by the City of Seattle reveals that approximately 8,123 households within the city lack access to the internet at home¹⁷. Inequities persist for specific population groups, as highlighted by the following disparities:

- Those living in poverty (at or below 150% of the Federal Poverty Level) are 5.5 times more likely to lack internet access at home.

¹⁶ National Skills Coalition (2023). Closing the Digital Skills Divide: The Payoff for Workers, Business, and the Economy [Report](#).

¹⁷ City of Seattle: “Technology Access and Adoption Summary [Report](#), 2024.”

- Individuals with a primary language other than English are 4.4 times more likely to lack internet access at home.
- Households with a member living with a disability are three times more likely to lack internet access at home.
- Black households are three times more likely to lack internet access at home.
- Native households are 2.5 times more likely to lack internet access at home.
- Older adults (60+ years of age) are 2.5 times more likely to lack internet access at home.

A comprehensive assessment commissioned by the WDC on its Digital Navigator program sheds light on the importance of tailored instruction in digital skills programs. The evaluation, aimed at creating a needs assessment for digital access within the region, reveals that effective learning in digital skills programs often depends on access to instructors who can cater to individual needs and language preferences. The evaluation identifies various teaching methods, such as in-person or online classes, workshops, or one-on-one sessions, as suitable for specific circumstances. Group learning proves effective for those at similar skill levels, while individual sessions or short workshops are more beneficial for learners with unique needs. English proficiency emerged as a key predictor of technology knowledge, emphasizing the importance of accessible instruction in one's language. A lack of technological access, particularly for those with low incomes, hinders progress. Having a home computer significantly enhances comfort with technological tasks. However, low-income individuals face challenges, with some finding even affordable programs burdensome.

Addressing these profound disparities in digital access becomes not just a matter of technological inclusion but a critical step toward promoting equity. It ensures that every member of the community can fully participate in the labor market, underscoring the significance of digital access as a linchpin for workforce development. By bridging the digital gap, we empower individuals with the indispensable tools and skills needed to not only enhance their employability but also to contribute actively to economic growth, foster innovation, and elevate the overall well-being of the region.

Item 2: Regional Sector Strategies

Identification and Prioritization

The WDC continues to prioritize six opportunity sectors identified in our 2021 regional strategic plan.¹⁸ These are:

- Construction
- Healthcare
- Information Technology
- Manufacturing
- Maritime
- Retail Trade

¹⁸ Workforce Development Council of Seattle-King County, *Recover Better: A Regional Plan for Equitable Economic Recovery* (January 2021), available at [Recover Better - A Regional Plan for Equitable Economic Recovery — Workforce Development Council of Seattle-King County \(seakingwdc.org\)](https://seakingwdc.org/recover-better)

These sectors were evaluated based on the following criteria:

1. **Size and presence of sector in regional economy** – Sectors are regionally significant (e.g., number of jobs and location quotient).
2. **Job recovery/growth** – Employment within sector returns to pre-pandemic levels, current or projected job demand, and growth.
3. **Wages and benefits** – Targeted occupations within sector provide a living wage/family wage and benefits.
4. **Education and training requirements** – Targeted occupations require some postsecondary education and training, but less than a four-year degree (e.g., on-the-job training, short-term certificates, one- and two-year certificates and degrees, apprenticeships, etc.)
5. **Career pathways** – Sector has targeted occupations that offer pathways to higher wage, higher skill jobs or can be developed in partnership with employers, unions, and regional workforce development system.
6. **Workplace safety** – Low-risk occupations and/or employer assurances to minimize exposure to adverse health or physical risks where they exist.
7. **Sector engagement, commitment, and readiness** – Employers, industry associations, and unions in sector are engaged, committed, and ready to partner (or can be). This includes readiness in terms of racial equity and job quality.

Construction

The construction sector had over 83,000 jobs in 2023, with average annual earnings of \$82,780. Looking beyond this average figure, the construction sector stands out for the portion of jobs in the \$32 to \$56 an hour range – 44 percent, compared to 28 percent for all jobs (data are for 2021).¹⁹ Below average employment growth is projected for this sector in the next few years, but construction and extraction occupations are expected to generate over 32,000 total job openings a year (due to growth and replacement needs).

The construction sector has historically been and continues to be predominately white and male – workers of color make up 28 percent of the construction workforce in King County, compared to 34 percent of the workforce overall.²⁰ This presents an opportunity for greater racial and gender diversity, with many efforts underway. Apprenticeships provide the education and training required for the construction trades. They also provide clear, established career pathways.

The industry has many strong leaders and examples of race-centered approaches to workforce development that can be built on in construction and replicated in other industries. One example is the Regional Pre-Apprenticeship Collaborative. Their 2024 main focus is to launch a website and social media campaign to establish a comprehensive, central hub of information for all stakeholders working on the career pathway, from community to contractors.

Regional Public Owners (RPO) is a collaboration of regional public agencies—including the City of Seattle, King County, Port of Seattle, Seattle Public Schools, and Washington State Department—

¹⁹ Washington State Employment Security Department/DATA.

²⁰ Regional Public Owners Construction Workforce Analysis 2022 Update, available at <https://www.seattle.gov/documents/Departments/FAS/PurchasingAndContracting/Labor/FAS-PC-CAI-RPO-Construction-Workforce-Forecast-Update.pdf>

have policy and investments in place that reduce economic inequities by opening doors to well-paying construction careers. and others are focused on leveraging their investments in public infrastructure to address race and gender-based disparities in the construction industry.

The WDC is working to support and expand the construction sector partnership to:

- Support and advance the work of Regional Public Owners and the Priority Hire program to advance racial equity in the construction sector.
- Continuously improve alignment of WorkSource services to meet the demand and investments being made under the Bipartisan Infrastructure Act.
- Support the development of digital skills curriculum.
- Provide regional workforce development backbone support: grant writing and program/capacity building support for CBOs, pre-apprenticeship programs, and apprenticeship programs.
- Spotlight the successes of industry leaders and grassroots champions who are leading workforce diversification.
- Support prison-to-construction career pathways.

Healthcare

The healthcare and social assistance sector had almost 162,000 jobs in 2023, making it one of the region's largest sectors in terms of employment. Average annual earnings were \$64,273. Average employment growth is projected in this sector in the next few years. Healthcare practitioners and technical occupations are projected to generate almost 23,000 job openings a year due to growth and replacement needs; for health support occupations, the figure is almost 22,000.

The industry is facing significant workforce challenges due to the pandemic —worker burn-out, talent leaving the profession, the need to recruit and cultivate incoming talent. Accessibility of training, career paths from non-patient-facing employment to patient-facing employment, occupational segregation by race, and other factors are also present. Potential solutions are emerging along training and education pathways to hiring practices to policy solutions and system change. To this end, needs and engagement opportunities remain robust both now and into the foreseeable future. There's an opportunity to make healthcare careers that are higher skilled, higher demand and better paying more accessible and navigable for underserved communities.

With respect to the other criteria used to assess sectors, the 2021 regional strategic plan evaluation found that wages and benefits, along with education and training requirements vary considerably by segment of the healthcare sector. In terms of career pathways, there are significant barriers to advancement. There is also strong sector engagement; this includes the HILT. Launched in May of 2018, the Healthcare Industry Leadership Table (HILT) is a network of healthcare organizations who come together to share and act on expanding equitable access to a skilled healthcare workforce. The HILT currently counts 50+ hospitals, care providers, colleges/training providers, public health clinics, community organizations and others among its partners. The WDC and partner agencies staff and support the HILT and two HILT subcommittees—Behavioral Health and Talent Pipeline & Recruitment.

In 2024, the WDC is pursuing opportunities to develop a shared tri-county regional HILT in partnership with Snohomish and Pierce counties and re-design and strengthen the approach to center racial equity, job quality and worker voice.

Information

The information sector had almost 140,000 jobs in 2023, making it another one of the region's largest sectors in terms of employment. (This figure does not take into account IT jobs found in other sectors.) Average annual earnings were \$234,328 – the highest of all sectors by far. Faster than average growth in employment is forecasted in the next few years. Computing and mathematical occupations are projected to generate almost 8,500 job openings a year due to growth and over 60,000 a year due to both growth and replacement needs.

Although the information sector has a significant presence in the region, growth is projected, and its jobs pay well, the 2021 regional strategic plan evaluation found that the sector has historically required advanced educational credentials and does not have well established pathways to access and move up in jobs, especially for workers of color, leading to a largely white workforce.

Manufacturing

The manufacturing sector had over 93,000 jobs in 2023, with average annual earnings of \$98,353. This sector is projected to lose jobs in the next few years. However, production occupations are projected to generate almost 16,000 total jobs openings a year due to replacement needs. According to the spring 2023 *Air and Space 2030* strategy report from the King County Aerospace Alliance, this decline is consistent with the report's finding that assembly and fabrication are among the occupations in the industry expected to decline over time, with assembly identified as an occupation that may anticipate disruption in the future, as opportunities shift to software development and testing, computer systems, and other fields. The report also notes that the traditional manufacturing workforce is shrinking in the face of national competition as well as a lack of interest in manufacturing and the skilled trades.

Despite this decline, manufacturing remains an incredibly promising sector for the region, even in aerospace manufacturing. The same 2023 *Air and Space 2030* strategy report from the King County Aerospace Alliance reveals that aerospace manufacturing continues to produce occupations with an average annual wage of roughly \$98,000, comfortably within the salary required for a family cost of living, even in a region as expensive as King County. Further, these jobs are accessible to individuals with varying levels of educational attainment, and the report goes on to note that aerospace manufacturing has an outsized impact in South King County with \$13.6 billion of the total gross domestic product generated by the area. Recent conversations between the WDC and the Pacific Northwest Aerospace Alliance (PNAA) have amplified this opportunity. The PNAA reports a generational demand for manufacturing talent and a strong desire to create clear career pathways to meet the need.

With respect to the other criteria used to assess sectors, the 2021 regional strategic plan evaluation found that education and training requirements are relatively accessible; there are some barriers to advancement and/or partially established pathways; and there is strong sector engagement on workforce development issues.

Maritime:

The maritime sector had an estimated 24,000 jobs in 2022, according to the Washington Maritime Federation report, *Economic Impacts of Washington's Maritime Industry 2002*. The sector covers a wide range of interdependent subsectors, which makes maritime employment and earnings data harder to come by. The report identifies the following subsectors: maritime logistics and shipping;

shipbuilding, repair, and maintenance; commercial fishing and seafood products; recreational boating; passenger water transportation; and maritime support services. In terms of employment, maritime logistics and shipping is the largest subsector. Average annual statewide earnings in 2022 were \$112,000, including benefits. Many of these jobs provide a living wage and don't require a four-year degree.

The most common maritime occupations:

- Welders, cutters, solderers, and brazers
- Cargo and freight agents
- Heavy and tractor-trailer truck drivers
- Laborers and freight, stock, and material movers
- Captains, mates, and pilots of water vessels

In addition to the Port of Seattle, the report notes Seattle-King County is home to a “dense web of shipping and logistics operations, homeport for a large share of the North Pacific fishing fleet, cruise ships, ferry routes, shipyards, seafood processing operations, NOAA, and various maritime support services.”²¹

The Washington Maritime Federation report as well as the Community Attributes, Inc. (CAI) *Maritime, Manufacturing, and Transportation and Warehousing Strategic Analysis* report prepared for the City of Seattle Office of Economic Development, notes workforce development is an issue for maritime. From its interviews and surveys, CAI found, “Workforce development and issues pertinent to both attracting and retaining employees highlight an increasing strain that is being seen and experienced across each of these industries by nearly all business owners. Many operators [in these industries] specifically called out workforce shortages, rising home costs, the lack of affordable housing options for their employees and difficulty finding housing near their place of employment as factors contributing to increasing workforce development challenges.” The industry acknowledges its predominately white and male and is committed to increase racial and gender diversity. Among the industry stakeholder recommendations were “Raise awareness of existing workforce development programs among employers and students while fostering better coordination between training programs and employers. Additionally, forge partnerships with industry to underscore the value of industrial jobs to individuals, families, and the broader community.”²²

Retail Trade

The retail trade sector had over 105,000 jobs in 2023, with average annual earnings of \$49,783. This sector is also projected to lose jobs in the next few years, dropping almost one third from 2023 to 2027. However, sales and related occupations are projected to generate around 55,000 total job openings a year.

With respect to the criteria used to assess sectors, the 2021 regional strategic plan evaluation found that, compared to the other sectors identified, retail trade has a lower portion of jobs that pay a living

²¹ Washington Maritime Federation, *Economic Impacts of Washington's Maritime Industry 2022* (October 2023), available at https://www.maritimederation.com/uploads/1/0/9/1/109194033/wa_maritime_impacts_2022_report.pdf

²² Community Attributes, Inc., *Maritime, Manufacturing and Transportation and Warehousing Strategic Analysis* (November 2023).

or family wage; education and training requirements are relatively accessible; and career pathways are not well established. (There are also other job quality issues, including predictability of hours, worker voice, and access to health and other benefits.) In Seattle-King County, the retail trade sector is engaged on workforce development issues. Taking all the criteria into account, the evaluation found that some segments of the retail trade sector offer promising job prospects. There are also racial disparities in the retail trade sector workforce, with BIPOC workers concentrated in low paying jobs.

Over the next four years, the WDC will focus its regional sector partnerships and strategies on advancing structural, systemic changes to address racial equity and job quality, and incorporating more fully worker and community voice in these efforts.

Item 3: Multi-Regional Focus

The WDC Seattle King County recognizes need for and the value of collaborating with both Snohomish and Pierce Counties. WDC is committed to pursuing opportunities to collaborate to strengthen our services and impact focused on employers and job seekers/workers. Regional collaboration will reduce duplicative business and industry engagement, enable us to leverage resources and provide coordinated services.

The Puget Sound Regional Council advocated for a regional approach to workforce development. Citing = a regional approach to workforce development and economic development is critical given the nature of the 21st century economy. Rapid transformations in technologies, corporate structures, and the skills required to advance are not confined by municipal borders. The four counties in the Workforce Recovery Final Report 2 region – King, Kitsap, Pierce, and Snohomish– are connected through their economies, transportation networks, and their very populations. Any approach to workforce development and economic development that is not specifically focused on region-wide strategies will struggle to fully leverage the capacity of the regional workforce and the skill-building infrastructure that exists to help prepare workers for in-demand, high-wage jobs. Region-wide strategies ensure efficient use of federal, state, and local resources to best meet the needs of both workers and employers.

The May 2022 Opportunity Occupations and Workforce Recovery in the Central Puget Sound Region from the Puget Sound Regional Council echoes the strong logic for a multi-county approach. The report advocates for a four-county approach—including King, Pierce, Snohomish, and Kitsap—given the nature of the 21st century economy where workforce and economic development are not confined by county boundaries. Their work used an explicit, four-county approach to identify opportunity occupations and industry sectors with a significant overlap of our own sector focus on healthcare, manufacturing, information technology, and construction as well as our own focus on potential solutions to be found in skills-based hiring, work-based learning, career pathways, affordable childcare and more.

Item 4: Coordination with Regional Economic Development Organizations

The WDC is coordinating with regional economic development organizations to further the county's workforce and economic goals, including the Puget Sound Regional Council, the Metropolitan Seattle Chamber of Commerce, and Greater Seattle Partners. Further, we are committed to exploring

collaboration with Snohomish and Pierce Counties given the current workforce and economic interdependencies of the three-county region.

More specific to economic development, executive leadership from the tri-county partnership recently met with leadership from Greater Seattle Partnership to calendar a series of ongoing meetings to create a shared economic and workforce development regional plan for economic and workforce development. Early discussions focused on the need to cultivate local talent, align talent with economic needs and opportunities, share strategies and relationships across the three regions, head off mistakes of the past that resulted in inequalities, examine public policy strategies, and examine possible growth and/or reforms in training and credentialing. While this agenda is ambitious, we are encouraged by the enthusiasm we see among the partnership, and we discussed narrowing our focus—at least at the start—to ensure that we commit the resources and energy needed to achieve meaningful, systemic change.

Puget Sound Regional Council (PSRC) is the governing body for the federally designated economic development district of King, Kitsap, Pierce, and Snohomish counties. Vaughn Taylor, a WDC board member, Katie Condit, CEO of Workforce Central and a tri-county partner, and some of our CLEO representatives serve as board alternates, ensuring strong connections between PSRC planning and our own. In December 2021, the PSRC adopted its most recent regional economic strategy, informed heavily by the then-ongoing recovery from the COVID-19 pandemic. Like our own Regional Strategic plan, the PSRC plan centers racial equity, identifies childcare as a particularly pressing issue, and includes strategies for aligning education and workforce development strategies with future growth.

Item 5: Coordination of Transportation and Other Support Services, as appropriate

The WDC works to highlight the crucial role support services, community resources and transportation plays in individual's lives – and work together with our partners to ensure historically underserved communities have full access and opportunity through coordinated regional service delivery strategy. The Workforce Development Council of Seattle-King County (WDC) understands that WIOA alone will not be sufficient to meet the needs of the region and works to coordinate community resources to improve outcomes for individuals by consulting with key stakeholders, including government agencies, service providers, community organizations, and residents to gather input on existing challenges and potential solutions.

To understand how best to coordinate support services across the region, the WDC will conduct a thorough analysis of community supports to understand the needs of populations with a specific focus on racial equity, demographics, economic activities, and social factors that may influence the demand for services. The analysis and stakeholder input will inform a comprehensive plan for coordinating transportation and support services across the region. The WDC will explore how technology can be utilized to enhance coordination which may include using data analytics for demand forecasting or leveraging telecommunication for remote service delivery.

Expanding Supportive Services through Community Engagement

The WDC works to expand supportive services through community engagement across the region and develop trusted relationships that contribute to improving service delivery throughout the workforce

development system. By engaging with community, the WDC works to connect with job seekers and business that might not otherwise engage with workforce development but would benefit from career services and supportive services.

Examples of services that might require coordination include healthcare, education, social services, emergency response, and employment support. The coordination can involve optimizing transportation routes, sharing resources, and ensuring that services are accessible to all regions within the area of focus. WDC and partner organizations might assess interdependencies between different services. For example, efficient transportation may be crucial for timely healthcare delivery or access to educational facilities.

WIOA Supportive Services Include:

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for supportive services for adults and dislocated workers defined in WIOA Sections 3(59) and 134(d)(2) and (3). These include services such as transportation, childcare, dependent care, housing, and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eyeglasses and protective eyewear, and NRPs needed to enable individuals to participate in WIOA Title I activities. Supportive services for youth as defined in WIOA Section 29(c)(2)(G) can additionally include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care.

Based on individual assessment, supportive services may be awarded to eligible participants. Supportive service awards are intended to enable an individual to participate in programs and activities to secure and retain employment. Supportive services are provided through a variety of sources, including: WIOA supportive services, resources through DSHS, and other community partner supportive services. Supports include:

- Assistance with clothing, counseling, family/health care, food, housing, tools, union dues, driver licenses, or car repairs to help participants become or stay independent while actively engaged in job search, work activities or training
- Goods in the form of transportation assistance to help participants become or stay independent while actively engaged in job search, work activities or training.
- Needs Related Payments (NRP) to eligible adults, dislocated workers, and youth 18-24 in training to enable them to participate in training.

Transportation Supportive Services

King County Metro's ORCA LIFT Reduced Fare Program authorized enrollment offices are located in and around WorkSource centers and Connection Sites. The WDC works to expand and promote the ORCA LIFT program through connection at WorkSource offices.

Item 6: Regional Cost Arrangements

Inapplicable.

Item 7: Regional performance negotiation and evaluation

The WDC utilizes a collaborative approach to performance negotiation and evaluation to ensure that workforce development efforts are tailored to the unique needs of the local labor market and contribute to overall state and national economic goals. The Workforce Innovation and Opportunity Act (WIOA) Section 116(c) outlines a process for regions to collaboratively negotiate and reach agreements with the state regarding local levels of performance and report on performance accountability measures.

The WDC collaborates with the state and other local areas each year to analyze performance and understand local needs and changing landscapes to set targets for the local area. Based on goals and priorities through the Regional Strategic Plan and regional analysis, the WDC works collaboratively to establish local levels of performance - performance levels include measures such as employment rates, earnings, skills attainment, and other relevant indicators.

The WDC utilizes consultation with stakeholders, including community organizations, chief local elected officials, educational institutions, and other partners, to gather input and feedback on proposed performance measures and targets.

The WDC annually negotiates targets for federally reported common measures with the State Workforce Board. This process includes data gathering and consolidation to establish a series of draft targets based on the state regression model. As many relevant factors as possible are considered and judged for analytic inclusion based on the data and subsequent statistical analysis. Once local area and state draft targets are agreed upon, the State Workforce Training and Education Coordinating Board negotiates with U.S. DOL to finalize the targets for the following program year. Performance data for the Federal Common Measures is analyzed throughout the year to identify positive and negative trends, areas of success and concern, and service provider performance.

Ongoing monitoring and evaluation help ensure that the region is making progress towards meeting the established goals. On reporting performance, the WDC regularly report on performance outcomes to the state and other relevant stakeholders, providing updates on the region's progress in achieving the agreed-upon targets. Transparent reporting mechanisms help assess the effectiveness of workforce development efforts and inform future planning.

Federal Common Measures

Following a review of the proportionate adjustment models based on a baseline of state-level performance targets, data supporting the proposed local performance targets, and subsequent discussions with State staff and local area representatives, the performance measures are as follows:

- Percentage of participants in unsubsidized employment during second quarter after exit
- Percentage of program participants in unsubsidized employment during the fourth quarter after exit
- Median earnings of participants in unsubsidized employment during second quarter after exit
- Percentage of participants who obtain a recognized post-secondary credential, secondary school diploma or equivalent during participation or during second quarter after program exit

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- Percentage of participants who during a program year are in education that leads to recognized post-secondary credential or employment and who are achieving measurable gains toward those goals

Evaluation

Working with state and local leaders, WorkSource ensures investments in employment, education and training programs are evidence-based and data-driven, and programs are accountable to participants and taxpayers. This includes evaluating approaches and aligning performance accountability and data systems to support program management, facilitate common case management systems, and inform policy.

DRAFT

Section 3: LOCAL COMPONENT OF PLAN

Item 1: Strategic Vision and Goals

The Workforce Development Council Seattle-King County aspires to lead transformational change that will evolve our region's workforce development efforts into an innovative industry, community, and outcome-driven system with racial equity at its core. As the regional backbone for workforce development, the WDC is committed to centering racial equity and community partnership as the cornerstones of how we approach our work, and collaboration with a diverse set of partners to elevate job quality, economic growth, and prosperity for adults and youth throughout Seattle-King County.

Workforce equity exists when all workers have equitable access to high-quality jobs that provide safe and healthy working environments and offer opportunities for advancement and meaningful growth. The current structure of our regional economy and labor market (pre- and post-pandemic) produces racial gaps in employment and wages, with stark occupational segregation in access to quality jobs, resulting from systemic barriers that have been constructed over time to benefit white people at the expense of Black, Indigenous, and People of Color.

Mission

The mission of the WDC is to catalyze system change in the Puget Sound region to increase the prosperity and economic growth of workers, employers, and communities, grounded in the principle of racial equity. We do so with explicit intention, and a commitment to utilize data to measure impact.

Strategic Principles

The work of the WDC is grounded in six guiding principles aimed at shaping a just and equitable future where all people in this region, regardless of race or ethnicity, share in its economic prosperity.

- **Racial Equity:** Dismantling of structural and systemic racism across our institutions, such that all workers regardless of race or ethnicity have equitable access to high quality jobs and share in the region's economic prosperity.
- **Job Quality:** A quality job includes economic stability, economic mobility, equity, respect, and worker voice.
- **System Change:** Systems are complex, interrelated, and were historically designed for the disproportionate outcomes they produce. Authentic and equitable system change requires exceptional attention to the detailed outcomes occurring for particular populations and implementation of targeted solutions that will force the system to behave in a qualitatively different way.
- **Community Partnerships:** Forge and sustain strong partnerships with community-based organizations, employers, educational institutions, and local government agencies to create targeted workforce development solutions that are equity driven and align with the evolving needs of the regional labor market.
- **Advocacy:** Through active engagement with policymakers and stakeholders across all tiers of government, advocate for policy changes that promote workforce development and equitable economic growth. Our collective efforts aim to shape and impact legislation at city, county, state, and federal levels that advances workforce initiatives and benefits the entire community.

- **Innovation:** Prioritize data-driven decision-making and smart risks grounded in an evidence-based approach that ensures our investments yield meaningful results.

Item 2: High-Performing Board Objectives

The Workforce Development Council of Seattle-King County (WDC) aspires to lead transformative change that will evolve our region's workforce development efforts into an innovative industry, community, and outcome-driven system with racial equity at its core.

To ensure high performance the following principles guide our work:

- **Building Backbone Capacity** - With robust, sustained investment, the WDC is well-positioned to lead and drive an expansive set of strategies proposed in the 2021 Regional Strategic Plan – a blueprint conceived by an alliance of community, business, labor, philanthropic, and educational partners.²³
- **WDC Dashboard** - Launched in July 2023, the strategic dashboard reflects the full complexities of the work needed to achieve our transformation goals and provides current and aligned measures, goals, and timelines for measuring our progress in program strategies and organizational development (people and culture, operations, Board). The aligned measures indicate those that are specific to the transformation goals and vision.
- **Data, Research and Innovation** – The WDC's primary goals and approach to data are to: Evaluate performance and impact of WDC programming and investments as aligned with labor market demand to promote economic stability and job quality, centralize data as an essential tool to advance evidence-based, racially equitable outcomes and to test and scale innovative approaches to workforce development.
- **Job Quality** – The WDC is advocating for job quality frameworks with policymakers, employers, and workforce development entities as a strategic investment in the future. Embracing these frameworks ensures the creation of an equitable, prosperous, and sustainable labor market that benefits all stakeholders.

Item 3: Regional Alignment and Strategy²⁴

The WDC's regional alignment and strategy are underpinned by an unwavering commitment to racial equity, community partnership, and data-driven decision-making and advocacy. Through the cultivation of collaborative relationships among diverse stakeholders, evidence backed alignment of resources and initiatives, and advocating for policy reforms, we endeavor to build a more inclusive and equitable workforce development ecosystem that empowers individuals to thrive in the rapidly evolving economic landscape of Seattle-King County. Grounded in our overarching mission and strategic principles, we remain steadfast in our pursuit of a future where all residents have equitable

²³ Workforce Development Council of Seattle-King County, Recover Better: A Regional Plan for Equitable Economic Recovery <https://www.seakingwdc.org/regional-strategic-plan>

²⁴ Reference attachment D.

access to high-quality jobs and economic prosperity. Additionally, we are staunch advocates for policy reforms at the local, state, and federal levels, advocating for changes that bolster workforce development, foster equitable economic growth, expand worker protections, bridge the digital divide, and promote economic self-sufficiency. Workforce equity exists when all workers, regardless of race or ethnicity, have equitable access to high-quality jobs that provide safe and healthy working environments and offer opportunities for advancement and meaningful growth. The current structure of our regional economy and labor market (pre- and post-pandemic) produces racial gaps in employment and wages, with stark occupational segregation in access to quality jobs, resulting from systemic barriers that have been constructed over time to benefit White people at the expense of Black, Indigenous, and People of Color. The mission of the WDC, and this Partnership, is to catalyze system change in the Puget Sound region to increase the prosperity and economic growth of workers, employers, and communities, grounded in the principle of racial equity. We do so with explicit intention, and a commitment to utilize data to measure impact.

LOCAL WORKFORCE DEVELOPMENT SYSTEM

WorkSource Services

JOB SEEKER SERVICES		
Basic Career Services	Individualized Career Services	Training
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education

Information on performance of the Local workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA	Post-employment follow-up services and support (This is not an individualized career service but listed here for completeness.)	Other training services as determined by the workforce partner's governing rules

YOUTH SERVICES	
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.	Alternative secondary school services, or dropout recovery services, as appropriate.

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Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
Supportive services.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
Financial literacy education.	Entrepreneurial skills training.
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	Activities that help youth prepare for and transition to postsecondary education and training.

BUSINESS SERVICES		
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information and services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding Local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs

Use of one-stop center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

WIOA Programs (Adult, Dislocated Worker and Youth)

The Workforce Innovation and Opportunity Act (WIOA) helps job seekers and workers access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. The WorkSource system, a cornerstone of the public workforce ecosystem, brings together key employment, education, and training programs.

Adult Program

Adult program under Title I-B of WIOA provides quality employment and training services to assist eligible individuals to find, qualify for and obtain employment leading to self-sufficiency while ensuring that employers find the skilled workers needed to fill their job openings.

Providers of Adult programs uphold delivery of services that:

1. Progress towards economic self-sufficiency;
2. Sector-driven strategies;
3. Realizing the One-Stop vision;
4. Serving a diverse customer base; and
5. Efficient, lean, and effective job seeker services; reflective of WIOA's aim to increase opportunities to serve individuals with a barrier to employment.

Emphasis to serve populations with barriers which include:

1. Displaced homemakers
2. Low-income individuals
3. Indians, Alaska Natives, and Native Hawaiians
4. Individuals with disabilities, including youth with disabilities
5. Older individuals
6. Ex-offenders
7. Homeless individuals or homeless children and youths
8. Youth who are in or have aged out of the foster care system
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
10. Eligible migrant and seasonal farm workers
11. Individuals within 2 years of exhausting lifetime eligibility for TANF

12. Single parents (including single pregnant women)
13. Long-term unemployed individuals
14. Such other groups as the Governor involved determines to have barriers to employment

Dislocated Worker Program

The Dislocated Worker program under Title I-B of WIOA provides quality employment and training services to assist eligible individuals to find, qualify for and obtain employment leading to self-sufficiency while ensuring that employers find the skilled workers needed to fill their job openings.

Dislocated Worker funding provides resources to individuals who are unemployed as a result of general economic conditions in the community. Dislocated Workers include three categories:

1. Have been terminated, laid off, or received a notice of termination or layoff and are unlikely to return to their usual occupation or industry because of a permanent plant closure, a substantial layoff, foreign competition, or a lack of demand for specific skills.
2. Are self-employed, but the economy or a natural disaster has put them out of work. Examples include farmers, ranchers, and commercial fishers.
3. A displaced homemaker who is either unemployed or working a job that does not support their household.

Youth Program

WIOA Title I-B offers a comprehensive year-round program to eligible youth ages 14-24. Youth Programs provide opportunities for youth ages 14 – 24 to gain paid career-related work experiences, soft skills, job readiness, career exploration, resume building, financial literacy, and summer internships. Youth services begin with a full assessment and include the 14 required service elements per WIOA Section 129 (c) (2).

The WDC envisions a system where youth in Seattle-King County have equitable access to comprehensive and integrated education and training supports that increase the number of young adults productively engaged in the workforce with the end goal of self-sufficiency. The WDC seeks to develop and lead successful workforce development strategies with added emphasis on career-connected learning opportunities and paid work experience. WDC-funded programs help youth obtain employment, re-engage in school, prepare for postsecondary education, and/or connect to industry-focused education and training programs.

Service providers make the full range of WIOA services available for all enrolled youth. Each WIOA youth participant undergoes a comprehensive assessment that reviews basic skill levels, occupational skill levels and interests, and the support service needs of the participant. Each individual works with a qualified case manager or other professional to develop an Individual Service Strategy (ISS) that identifies a career goal, service plan, and reasonable outcomes related to education and employment. Service strategies prepare participants for post-secondary educational opportunities, implement linkages between academic and occupational learning, support preparation for employment, and make connections to the job market and employers. Youth providers deliver and make available 14 required WIOA youth elements. Youth programs are designed to offer multiple options for accessing career information, career preparation activities, and work experiences.

Out-of-School Youth

Seattle-King County WIOA-funded programs for out-of-school youth (OSY) target young people who are between the ages of 16 and 24, not attending any school, and face at least one barrier to employment. Out-of-school youth programs are designed to lead youth to self-sufficiency through attainment of full-time, long-term employment or a post-secondary credential.

Strong community partnerships are instrumental to the sustainability of programs for out-of-school youth. Out-of-School Youth programs integrate the youth reengagement network, including Open Doors, as well as Adult Education programs through Adult Basic Education providers. WIOA OSY programs integrate comprehensive collaboration, including leveraged resources, among local school districts, the juvenile justice system, community colleges, and community-based organizations.

Out-of-School Eligibility Requirement:

- An out of school youth is an individual who is:
- Not attending any school (as defined under state law)
- Not younger than 16 or older than the age of 24 at the time of enrollment
- And one or more of the following:

Additional Conditions (Must Meet At Least One):

- School dropout
- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- Recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner
- Subject to the juvenile or adult justice system
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

In-School Youth

WIOA-funded programs for In-School Youth target ages of 14 and 21, who are low-income and face at least one barrier to employment. The WIOA in-school program functions as a dropout prevention strategy by intervening with youth with an emphasis on exploration of careers and training and post-secondary credit retrieval activities.

In-School Eligibility Requirement:

- Age 14 to 21 and attending school; (young people with disabilities can be under 14) and
- Low-income individual

Additional Conditions (Must Meet At least One):

- Individual with a disability
- Basic skills deficient
- English language learner
- Offender

- Homeless, runaway, or foster child
- Pregnant or parenting
- An individual who requires additional support to complete an educational program or to secure or hold employment

Referrals

The WDC holds a strong commitment to getting individuals and employers to the agency or program where they will be best served by establishing a common referral system through the UniteUs platform. The One-Stop Operator will establish WorkSource Center and Affiliate points of contact that will be collaborative partners to test and provide input to the system-wide launch of UniteUs. This is part of an effort to expand access to wraparound services to job seekers and establish a streamlined, electronic means of making referrals across agencies, while limiting the amount of duplicative information that individuals are required to share each time they are referred. The WDC is committed to strengthening that system over the next three years, removing barriers to access, and building robust assurances to create "closed loop" mechanisms that ensure referrals receive immediate follow-up and that the referring agency is made aware that follow-up occurred. UniteUs is not simply an electronic mechanism for referral but is also a network of agencies and programs committed to better understanding the work each partner does so that meaningful referrals can be made through whatever means necessary.

Career Pathways and Exploration

WDC reviews industry sectors in King County to determine which are most likely to provide opportunities for self-sufficiency employment. WDC provides Map Your Career as a guide to career pathways in key industries of King County. Schools use this resource in career planning supports through classroom activities and for one-to-one counseling. WIOA Youth programs use this tool along with the Self Sufficiency Calculator to provide participants with real time information about training and potential wages, the actual cost of living in their communities, and the benefits of financial planning.

Required 14 WIOA Youth Program Elements

1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention activities that lead to completion of a high school diploma or recognized equivalent
2. Alternative Secondary School and Dropout Recovery Services assist youth who have struggled in traditional secondary education or who have dropped out of school
3. Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
4. Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field
5. Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
6. Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors

7. Supportive Services enable an individual to participate in WIOA activities
8. Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
9. Follow-up Services are provided following program exit to help ensure youth succeed in employment or education
10. Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling
11. Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability
12. Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills
13. Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations
14. Post-secondary Preparation and Transition Activities help youth prepare for and transition to post-secondary education and training

Integrated Service Delivery (ISD)

Integrated Service Delivery (ISD) is the delivery of WorkSource services in a manner that aligns/braids the resources of participating partners to seamlessly address the training and employment needs of system customers - job seekers and businesses. ISD approaches service delivery to focus more on value-added services to assure that job seekers have the skills to succeed in the regional economy and businesses have skilled workers to maintain and grow. ISD does this by actively working to reduce and eliminate administrative barriers in seamless service delivery.

ISD pushes our traditional understanding that WorkSource operates as a set of programs that collaborate to a vision focused on high-quality services and reducing barriers for job seekers as possible. Rather than providing a “countable” service or referring a customer to another “program”, ISD connects the customer to a robust set of high value system services and resources relevant to the regional economy including assessment, skill development and training, work-readiness, skill validation and certification, and employee recruitment/job placement. Services are organized into functions, rather than programs. Staff highly skilled and capable of delivering functions are deployed regardless of agency.

Agency service coordination and staff collaboration are often conflated with integrated service delivery. ISD goes beyond collaboration, coordination and/or good partnership and challenges the myth that simply putting different organizations under one roof results in seamless service delivery. ISD requires the system to look for flexibility and question the federal and state administrative rules that limit ability to serve the customer, regardless of the eligibility criteria of a specific funding stream.

Integrated Service Delivery is the delivery of WorkSource services in a manner that braids the resources and services of WorkSource partners to seamlessly address the training and employment needs of system customers - job seekers and businesses.

The key components of Integrated Service Delivery include:

- Organization of staff around functions/customer needs
- Functional leadership/supervision to support functional teams
- Co-enrollment of customers

- Continuous quality improvement based on customer data/feedback
- Providing services where the customers are (i.e. Resource Room or In-Community)

For staff, this means:

- The customers (jobseekers and employers) and their needs are at the forefront
- Every customer is everyone's customer
- Staff development and training to support transition to new roles under functional teams
- Meeting customers where they are physically (in the lab/resource room) and in the career development process
- Serving as navigators to ensure customers access services they need from various partners
- Outreach to jobseekers in the community and providing services in the community

Under Integrated Service Delivery, customers will experience:

- Experience "value-added" interaction during each visit (including their first)
- Seamless transition between staff, programs, and/or services
- "No Wrong Door"

The WDC expects jobseekers who enter the WorkSource System or remotely connect to be greeted, engaged, have needs appropriately triaged and referred to services and resources. This approach requires staff to be able to serve customers in a culturally appropriate manner, be well informed about the services available through the system, including web-based resources, and be prepared to offer each customer the full range of resources and services available to facilitate job search.

- **Direct Referral:** Direct linkage referrals will be made by phone, video conferencing, texting, etc. to a program staff member who can provide meaningful information or services to a customer in real time.
- **Interactive Workshops and Labs:** WorkSource will develop and deliver a comprehensive series of career planning and exploration activities and sessions to serve larger groups of customers more effectively (e.g., resume and interview labs), allowing staff time to work with small groups of individuals. Workshops, delivered by trained facilitators, will offer up to date information and tools for job seekers for a variety of subjects e.g., career pathways, local labor market information, learning about specific industry and career sectors. Ongoing job clubs encourage peer networking and peer-to-peer support and serve as a helpful means for sharing information and providing feedback on interview skills, including the best job-seeking tools and successful job search practices.
- **In-Community Outreach (ICO):** To strengthen connections between WorkSource and community-based organizations, including coordination with connection sites and affiliate sites, partners will remain flexible in meeting with customers in community and at community-based organizations. With the WorkSource Operator team, WorkSource will continue to broaden outreach and connections between WorkSource offices/Connection sites and other community-based organizations that guide job seekers in primarily self-directed career exploration and job search. ICO teams, including WorkSource partners, will join in assessing and delivering needed job seekers services at various community-based locations.

Economic Security for All (EcSA)

Economic Security for All (EcSA) is a poverty reduction initiative in Washington that enhances existing programs to support low-income residents in their quest for equity and self-sufficiency. Through intensive navigation, local innovation, and flexible support, EcSA fills gaps within existing programs.

Program Priorities:

- Achieve or surpass local and statewide goals for helping people attain self-sufficiency, showcasing EcSA as an effective model for alleviating poverty equitably.
- Integrate WIOA and non-WIOA services (e.g., nutrition assistance, housing) to provide stability for customers with convenience and dignity.
- Create and execute tailored career plans to ensure 100% participant income adequacy, using the UW self-sufficiency calculator.
- Offer comprehensive wrap-around services to support stability as customers follow their customized career plans until they achieve income adequacy.
- Engage Black, Indigenous, and People of Color communities, rural areas, and people experiencing poverty in program design and execution.
- Collaborate across local, state, and federal levels to eliminate obstacles in delivering multiple benefits.

Available Program Services:

- Basic Career Services: Job readiness workshops, skills assessment, labor market information, job search.
- Individualized Career Services: Employment plan creation, personalized career planning, workshops on resume building, LinkedIn, interviewing, referrals to education/training programs.
- Training Services: Work-based training (e.g., On-the-job, Registered Apprenticeship), Occupational Skills Training.
- Financial Literacy Training: Three components - Money Mechanics (personal finance basics), 1:1 Financial Coaching, 2:1 Savings Match.

Monthly Flexible Financial Assistance Pilot for State Funded EcSA Program:

Objective: The pilot's main aim is to evaluate the impact of the \$500 and \$1000 monthly financial assistance on aspects like education completion, pre-employment support persistence, or job retention. It seeks to address the "benefits cliff" and "benefits plateau" effects, where income growth leads to loss or stagnation of public assistance, leaving families financially strained.

Title II - Basic Education for adults provides adult basic education (ABE) and literacy services-including workplace literacy, family literacy, English literacy, and Integrated Basic Education and Skills Training (I-BEST) –which are part of the state’s Basic Education for Adults services.

Title III - The Wagner-Peyser program provides universal access to an integrated array of labor exchange services so that workers, job seekers and businesses can find the services they need. The Wagner-Peyser program often serves as the “front door” in which many jobseekers, including

dislocated workers receive services through WorkSource. Wagner-Peyser focuses on providing a variety of employment related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings. In addition to the above universal access offerings, individuals receiving services under Wagner-Peyser are referred to other appropriate programs, including the Dislocated Worker program.

Tile IV - The Division of Vocational Rehabilitation (DVR) provides employment-related services to individuals with disabilities who want to work but need assistance. Individuals might experience difficulty getting or keeping a job due to a physical, sensory, or mental disability. A DVR counselor works with each individual to develop a customized plan of services designed to help the individual achieve his or her job goal. DVR services include but are not limited to the following: counseling and guidance, medical and psychological services, vocational and technical training services, rehabilitation technology services and devices, and job placement and retention services.

Trade Adjustment Assistance (TAA)

The Trade Adjustment Assistance (TAA) program provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. TAA offers a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Workers may be eligible for training, job search and relocation allowances, income support, and other reemployment services.

The Dislocated Worker program is a critical partner with the TAA program in identifying and serving trade-impacted workers. Co-enrollment of workers covered under certified petitions (TAA-certified workers), in partnership with the WIOA Dislocated Worker or Adult program, allows for the timely provision of individualized career services and improves the overall effectiveness of the TAA program. In addition to the Rapid Response services, American Job Centers (AJC) can also provide supportive services relating to childcare, transportation, dependent care, housing assistance, and needs-related payments. The TAA program generally provides case management and employment services, training, income support, job search allowances, relocation allowances, wage supplements for older workers, and a health coverage tax credit for TAA-certified workers.

Unemployment Insurance

Unemployment Insurance (UI) programs play a vital role in the comprehensive, integrated workforce system by providing temporary income support to eligible individuals. These benefits allow unemployed workers to survive economically while engaging in work search activities for suitable work. UI claimants are important AJC customers who have recent attachment to the workforce and are often eligible for the Dislocated Worker Program.

Beyond providing income support, the UI program(s) serves as one of the “gateways” to the AJCs and is frequently one of the first workforce programs accessed by individuals who need training or career services. UI programs include several targeted initiatives that directly refer claimants to WIOA programs or partner with other programs to provide career and supportive services. The Reemployment Services and Eligibility Assessment (RESEA) program is UI's primary reemployment initiative and combines a UI continued eligibility assessment with reemployment services and appropriate referrals to other programs, including the Dislocated Worker Program. All workforce

program partners, including the UI and Dislocated Worker programs, have a shared responsibility to facilitate the reemployment of UI claimants, which is best met when these programs are integrated.

National Dislocated Worker Grants

At times when there is higher-than average demand for assistance exceeding state and local resources, National Dislocated Worker Grants (DWGs) are available to temporarily serve more dislocated workers. These funds can also be used to meet increased demand for employment and training services for laid off workers.

Major economic dislocations or other events that qualify for a DWG include:

- Plant closures or mass layoffs affecting 50 or more workers;
- Closures and realignments of military installations;
- Situations where a higher-than-average demand for employment and training activities for dislocated members of the Armed Forces exceeds state and local resources for providing such activities;
- Emergencies or major disasters which have been declared eligible for public assistance by the Federal Emergency Management Agency (FEMA);
- An emergency or disaster situation of national significance declared or otherwise recognized by a Federal Agency; and
- Other events as determined by the Secretary of Labor.

Item 4: Expanding Access:

An integral aspect of our transformative vision is the prioritization of community partnerships, especially with organizations historically overlooked by the traditional workforce system. These partnerships are crucial, serving as the cornerstone for generating equity-driven solutions that pave the way towards a more just and inclusive future. Our focus is directed towards empowering Black, Indigenous, People of Color (BIPOC), immigrant and refugee communities. Over the past four years, the WDC has partnered with immigrant and refugee leaders to elevate language access concerns with Employment Security Department (ESD) and to identify opportunities to coordinate our immigrant and refugee workforce strategies.

A significant milestone was achieved in July 2022 when the WDC, in collaboration with the WorkSource Operator team, introduced a streamlined process for thirty-nine (39) WorkSource community-based site partners to access free language interpretation services through an identified language line vendor. In its first quarter of use, over 4,000 minutes (about 3 days) of interpretation services were provided in 19 languages across 9 organizations. This reinforces our commitment to addressing accessibility and the needs of our diverse communities who primarily use languages other than English.

To build a coordinated WorkSource system, the WDC partnered with UniteUs to provide a referral system that allows community-based site staff to search for programs, make customer referrals, and track their status, all from within one simple, user-friendly dashboard. The UniteUs platform allows employment specialists to refer customers to any organization in the network, including to those that

offer healthcare, housing, transportation, and utility assistance – services that are often necessary for a successful job search, training, and sustainable employment.

Recognizing the challenges within the current system, where participants often bear the burden of repeatedly sharing their stories during intake while accessing services, the WDC conducted a recent survey. The findings revealed that a single customer is required to complete over 35 pages of intake documents just to enroll in a WIOA program. To address this issue and streamline the intake process, the WDC, in collaboration with partners like YWCA, is embarking on a pilot program. The goal is to simplify and enhance the onboarding experience for participants, reducing the paperwork burden and ensuring a more efficient and user-friendly engagement with WIOA programs.

Our partners are committed to targeting the recruitment of special populations prioritized under the Workforce Innovation and Opportunity Act (WIOA). This includes individuals with disabilities, low-income individuals, youth, and English language learners. Additionally, given the diverse demographics of Seattle King County, our partners have taken proactive measures to hire staff members proficient in various languages to cater to the linguistic diversity in our region. Partners work closely with the WDC and the Operator to pinpoint communities requiring specific outreach efforts, ensuring that our services are accessible and culturally relevant.

- **Veterans and Eligible Spouses:** Veterans services staff are embedded in the local WorkSource Centers. Community partners work in collaboration with on-site veterans' specialists to provide a host of services to veterans and eligible spouses including, referrals to for housing and food security, job search, employment and training benefits and services, and assistance transitioning from military to civilian services. Community partners collaborate with veteran support organizations, attend veteran job fairs and events.
- **Unemployment Insurance (UI) Claimants:** Community partners work closely with other community-based organizations, places of worship, state agencies and other community sites to identify and reach UI claimants.
- **Older Workers:** Partner with local area agencies supporting older adults, such as the City of Seattle Aging and Disability Services. Partner with local nonprofits, senior centers, senior meal programs, and retirement communities providing services to older adults.
- **At-Risk Youth:** Leverage social media platforms popular among youth in tandem with traditional outreach methods. Collaborate with youth providers, local government agencies, schools, youth centers, and local community organizations. Develop engaging and youth-friendly outreach materials.
- **Low-Income Adults:** Engage with community centers, food banks, community organizations, and affordable housing organizations. Highlight services that specifically address financial barriers. Ensure information is accessible through multiple channels.
- **Dislocated Workers:** Partner with companies undergoing layoffs or closures. Provide rapid response services, including job fairs and training opportunities. Collaborate with local chambers of commerce and economic development agencies to align outreach strategies and access to services.
- **Individuals with Disabilities:** Work with disability organizations. Ensure physical and digital accessibility of services.
- **Other Marginalized Groups:** Identify specific community organizations representing diverse groups. Tailor outreach efforts to address unique challenges faced by each group.

Item 5: Education Coordination

The WDC maintains collaborative relationships directly with secondary and post-secondary organizations and broader organizations supporting those training providers. Whether it comes to developing equitable career pathways, reducing barriers to education leading to quality jobs, aligning education programs with the needs of our economy or other goals, we leverage these relationships to ensure coordination and enhance impact.

Secondary schools in our region are served by the Puget Sound Educational Service District (PSESD), which supports 35 public school districts, 291 private secondary schools, 10 charter schools, and two tribal compact schools in King and Pierce Counties. In collaboration with our government partners at King County and the City of Seattle, we also maintain connections to Seattle Schools and school districts across the region. Finally, the WDC has relationships with Career Connect Washington, a statewide coalition of Career and Technical Education (CTE) leaders.

CTE programs in middle and high schools in our region provide 21st century, academic, and technical skills in alignment with the Washington State CTE Program Standards. CTE classes fall into career clusters, where each cluster provides a choice of specific career pathways. Work-based learning activities extend the classroom into the workplace, directly connecting knowledge and skills acquisition to a student's future.

Seattle Public Schools operates the Seattle Skills Center, a free program that provides secondary education students advanced CTE courses to prepare them for career-focused learning in two- and four-year colleges or to allow them to join the workforce right out of high school.

The Puget Sound Skills Center (PSSC) in Burien serves high school juniors and seniors interested in specialized career and technical learning. PSSC offers 19 programs, from aerospace manufacturing to multimedia design. Students earn high school and college credit in a hands-on, workplace-oriented environment. PSSC students graduate with job-ready skills, the opportunity to earn professional certifications, and a jumpstart on post-secondary education. PSSC is a collaborative effort among Federal Way, Fife, Highline, Tahoma and Tukwila school districts and was the first such center in Washington when it opened in 1966.

Open Doors Youth Reengagement programs throughout our region provide education and services to older youth—aged 16 to 21—who have either dropped out of secondary education or who are not expected to graduate from high school by age 21. Open Doors reengages disconnected youth through programs that encourage community partnerships, create multiple pathways for students to realize success, and provide an on-ramp to post-secondary achievement. Those pathways often align with career and technical education programs leading to in-demand jobs at living wages.

Finally, secondary schools leverage funding through the Carl D. Perkins Act to support opportunities for students to explore, choose, and follow CTE programs of study and career pathways to earn credentials associated with in-demand jobs. All districts that access these funds must complete a comprehensive planning process, and we engage with and support those processes as opportunities arise. A current WDC director, for example, serves on the Workforce Advisory Committee at the Renton School District, engaging in their Perkins planning process.

All two-year post-secondary community and technical colleges are supported by the Washington State Board for Community and Technical Colleges (SBCTC). The WDC maintains relationships with the SBCTC as well as our 10 regional two-year schools:

- Seattle Central College
- North Seattle College
- South Seattle College
- Seattle Vocational Institute
- Cascadia Community College
- Shoreline Community College
- Bellevue College
- Highline College
- Green River College
- Lake Washington Institute of Technology
- Renton Technical College

Vocational-technical programs include job preparatory training leading to certificates of completion, programs that lead to associate degrees, related classroom instruction for apprenticeship programs, retraining for dislocated workers, and skills upgrade training for those already employed.

The Seattle-King County area has over 80 private career schools on the Eligible Training Provider List, offering courses in business, health care, information technology (IT), transportation and a wide variety of other fields.

State-approved, joint apprenticeship programs combine on-the-job training—supervised by a journey-level craftsman or trades professional—with classroom instruction. Depending on the program, apprenticeships range from three to five years. The programs and their standards are approved by the Washington State Apprenticeship and Training Council. At the local level, Joint Apprenticeship Training Committees (JATCs)—made up of equal numbers of employer and labor organization representatives—administer the programs. Employers and workers provide financial contributions to apprenticeship programs.

Of the state-approved, joint apprenticeship programs in the Seattle-King County region, most are in the building and construction trades. Apprentices earn while they learn, starting out at a set percentage of the journey level wage and then increasing as they progress through their apprenticeship. Graduates are prepared to be more competitive for opportunities, particularly openings in apprenticeships. Several pre-apprenticeship programs target women, people of color, youth and the economically disadvantaged.

Finally, we have noticed a rise of interest in skills-based hiring which could include non-degree credentials such as those offered by Coursera, LinkedIn Learning, Skillspire, and others. While not always included in the traditional definition of post-secondary education training providers, a number of these agencies have expressed interest in defining accelerated career pathways to living wage jobs through programs with direct connections with employers. 418 Intelligence, for example, has launched a tri-county partnership with King, Pierce, and Snohomish with the intention of offering cybersecurity training programs directly connected to needs identified by the U.S. Navy. We are pursuing these new, promising models with great interest.

Item 6: Career Pathways and Credentials

Career pathways are developed collaboratively with employers, labor, training providers, community stakeholders, local government representatives, and other workforce system partners to expand equitable access to training and credentials leading to high quality jobs. Through our emerging industry strategies efforts, we are launching, supporting, or aligning with sector-based strategies to create equitable career pathways resulting in industry-recognized and stackable credentials and certificates.

In healthcare, for example, we have a robust industry leadership table that is looking to strengthen its connections both within King County and across the Pierce, King, Snohomish tri-county region. Our Healthcare Industry Leadership Table includes a Talent Pipeline subcommittee which regularly focuses on creating healthy career pathways for both immediate and long-term workforce needs in the sector. Our most recent IT collaborations, however, show a different model, where we chose to align with the efforts undertaken by Computing for All (CFA) and their Washington Tech Workforce Coalition supported by Career Connect Washington. In this case, partnering with CFA rather than launching our own duplicative effort allows us to share available resources to maximize the impact of both organizations. All our career pathway work is rooted in labor market research while also leveraging the experiences and insights of business leaders, labor leaders, and other sector experts.

Our most recent career pathway work through our industry strategies team has focused heavily on actual attainment of employment, as we have previously had success identifying needs and creating training opportunities, creating a need for stronger connections with the actual hiring professionals who ultimately employ graduates. As mentioned earlier, our work with 418 Intelligence provides an excellent example. 418 Intelligence has a tri-county partnership that is designed not only to provide training in cybersecurity but to engage employers in ways that both illustrate the need for more cybersecurity professionals and position our shared job seekers as highly qualified candidates.

Map Your Career (www.mapyourcareer.org) is another example of our efforts to illustrate promising career pathways. Map Your Career is an educational tool designed and published by the WDC to illustrate the current and predicted labor market in our region. The resources are grouped by sector chosen based on projected growth, job demand, and potential for career advancement. Career pathway diagrams illustrate occupations and industry-wide pathways available in a particular sector, including overall trends, sample wages, and career progression possibilities. Map your Career is invaluable for both job seekers and workers considering how to advance in a career and decide which pathway might best fit their needs.

Regarding our efforts to support credentialing reforms that offer equitable access and enhance economic mobility, apprenticeship models continue to offer great promise. Apprenticeships reduce barriers by offering the opportunity to earn right away, to learn in-demand skills, and to complete training without student debt. Further, apprenticeships can offer college credit that can be applied toward a two-year degree in applied science in certain fields of study.

The WDC has also partnered with Coursera, 418 Intelligence, and other training providers offering non-degree, skills-based credentials with the specific intention of engaging with HR professionals within targeted sectors to promote skills-based hiring. Changes in hiring practices offer the potential for transformative reform in credentialing, as job seekers would have accelerated options to high quality, in-demand jobs by circumventing the barriers associated with traditional two- and four-year college pathways. Our recent analysis of these non-traditional credentials revealed a compelling

opportunity. Many non-traditional training providers offer credentials in IT. Jobs associated with those credentials showed higher than average wages along with a clear career path toward greater opportunities. Many openings in IT for these entry level positions are with public sector employers. Public sector employers generally have a strong commitment to ensuring quality jobs for their employees. While this pathway is still emerging, it is these types of opportunities—clear career paths, low barriers to entry, high quality jobs—that we intend to uncover, map, and support.

Finally, Seattle Promise and King County Promise are two flagship programs reducing barriers to postsecondary credential attainment. Both programs provide a mix of tuition assistance (to ensure no tuition costs beyond costs covered by existing federal and state tuition assistance programs) and support services such as advisors, navigators, and career pathway models informed by local labor market needs. These programs, alongside existing tuition assistance programs such as Worker Retraining funds or Basic Food Employment and Training funds support students on the path toward a post-secondary credential aligned with in-demand, living wage jobs, and recognized by employers.

Item 7: Employer Engagement

We are proud to note that we have served a cumulative total of 1,246 businesses in the first two quarters of our current program year, including 804 small- and medium-sized businesses and 95 BIPOC-, Woman-, or Veteran-Owned businesses. Services have included events and event support, career pathway meetings, work-based learning opportunities and referrals, on-the-job training, customized training, and support for businesses seeking to leverage the WorkSource WA or WorkSourceSKC websites. These services are regularly adjusted based on local labor market conditions and information and feedback we receive directly from employers. They are readily available and responsive.

At the same time, we have recognized that being responsive to short-term needs—while critical—can, at times, take resources and focus away from our broader efforts to align with longer-term economic development initiatives, stronger alignment of efforts and strategies within the local workforce ecosystem, and ultimately optimal use of resources and opportunities. So, while we remain committed to providing highly responsive business services, our broader industry strategies are working to create a more harmonious, strategic, and aligned system.

Within the WDC, this process has meant that we intend to spend the first quarter of 2024 talking to a variety of employers across three groups—small/medium-sized BIPOC-owned businesses, a selection of businesses drawn from our opportunity/focus sectors, and a selection of thought leaders and other key stakeholders in the regional workforce system. In addition to informing our renewed approach to industry strategies, this effort will inform the refresh of our regional strategic plan. A second phase of work will take place in the second quarter of 2024, for the purpose of examining exemplar LWDBs across the country along with other leading workforce organizations doing compelling work in equity and quality jobs.

We expect new relationships and strategies to emerge as a result of this work, helping us ensure that we've spoken directly with a range of key employers and that we gain new insight into how those (and other) employers want to engage on pressing systemic issues including fostering more quality jobs, achieving greater racial equity, aligning various partners in our workforce ecosystem—King County government, City of Seattle government, other local government, labor leaders, the Port of Seattle, and others—behind one, coherent regional plan. In many ways, this has been the ongoing charge of

our regional transformation that sought to position the WDC as the backbone of the workforce ecosystem, and we are encouraged by our progress.

We will also continue to support our on-going industry initiatives, such as the Healthcare Industry Leadership Table (HILT), our collaboration with Computing For All toward a Technology Industry Leadership Table (or similar model), and our efforts with the Office of Economic Development at the City of Seattle toward creating a local/regional maritime table (alongside the statewide table, which we participate in and support).

Regarding our support for entrepreneurial skills and microenterprises, the WorkSource system provides regular Self-Employment Assistance Program (SEAP) workshops where individuals receive entrepreneurial counseling and business coaching. We also facilitate connections to a variety of small business funding and assistance including Business Impact NW, the City of Seattle Small Business Programs, Small Business Support Liaisons in King County, the Small Business Association (SBA), and more. Consistent with our racial equity mission, a collection of resources is available designed specifically to break down system barriers and improve racial equity, such as the Business Resource Group for Members of the Black Community (BUILD), Latino Leadership Network, Rainbow Alliance and Inclusion Network, and Washington Immigrant Network.

Item 8: One-Stop System

The One-Stop System is the cornerstone of the federal mandate for job centers in each state. The concept of the One-Stop Center is to provide all required services outlined by applicable laws and the US Department of Labor under one roof. Affiliate offices have more flexibility and can refer to services not offered at a specific location. In Seattle-King County, there is also a network of 39 Connection Sites that provide access to WorkSource services by introducing clients to available resources and making referrals to options available at centers or affiliate offices. Connection Sites create strong links to the community, ensuring that Black, Indigenous, People of Color, immigrants, refugees, and other low-income households have equal access to financial resources, training programs, and high-quality jobs within in-demand sectors. Connection site organizations provide many services to clients that, when braided with WIOA services, form wrap-around services that can provide the safety net needed to allow clients to pursue viable career pathways. These services can include:

- Food
- Transportation
- Clothing
- Counseling
- Employment readiness
- Education
- Housing
- English language classes
- Disability and mental health resources

The network is designed to reach into communities and meet people where they are. This fits into the WDC's Regional Strategic Plan (RSP) goal of establishing strong links within the many, diverse communities in King County and creating vibrant partnerships with many community-based organizations providing services.

Providing system management, the One-Stop Operator is responsible for working in partnership with the WDC to:

- Integrate and streamline service delivery for all WorkSource programs and partners
- Maintain standards and accountability
- Support communication across the system
- Provide and facilitate professional development and staff training
- Provide guidance and technical assistance for all WorkSource staff, including access to resources and information for Connection Site staff
- Share system best practices
- Recruit new partners



Figure 1. WorkSource centers, affiliates, and connection sites as of 1/29/24.

To accomplish these purposes, the One-Stop Operator is comprised of a team that includes an Integrated Service Delivery Director, a Training and Curriculum Coordinator, and an Outreach Coordinator. This team provides critical management and coordination for the entire regional One-Stop system.

Each of the centers and affiliate offices that make the local One-Stop system can serve clients either in-person or via remote services. During the COVID-19 pandemic, service delivery adaptations had to be made quickly to respond to customer needs when safety protocols did not allow for in-person services. Virtual services addressed the ability of people to

cc provide service access on customers' terms. Many clients are more comfortable navigating the online environment, so it is critical that they have access to services. The pandemic served as a jumpstart to provisioning a wide variety of services clients can access wherever they are. This access has also created a more equitable landscape by making access easier for those living throughout the County, including the more rural areas in east King County.

While virtual services can be a leveler for many people, there are those who still need to access in-person services or services delivered using specific accommodations. The One-Stop Operator (OSO) is tasked with working to ensure that all One-Stop offices comply with Section 188, if applicable, and any applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

The increased access for clients extends to all programs, especially UI customers. UI provides much-needed support for workers who have lost their employment, helping to bridge the gap between jobs. UI claims are often the first step for clients working with the WorkSource system. Once UI claimants are connected to WorkSource via the Reemployment Services and Eligibility Assessment (RESEA)

process, they gain access and information about a wide variety of programs that they may be eligible to enroll in. The WDC relies on the Employment Security Department (ESD) to assist in outreach to UI claimants regarding services. One-Stop centers and affiliates have staff able to provide UI assistance. Additionally, many clients can access the UI system virtually. However, some may need assistance with filing and updating electronic claims. Staff are available to assist with these needs.

The WorkSource system in Seattle-King County has a wide variety of tools and accommodations designed to make all features accessible to those with disabilities. WorkSource makes every effort to provide reasonable accommodations to all programs, policies, and procedures to accommodate any participant-acknowledged physical, mental, or sensory disability. The King County Area Manager for the Division of Vocational Rehabilitation sits on the WDC Board of Directors and Vocational Rehabilitation counselors are located at WorkSource sites. The effective partnership between DVR and WorkSource has resulted in identifying and recommending solutions for service delivery gaps to people with disabilities.

Staff undergo extensive, ongoing training providing the highest quality services to all individuals and ensure support for addressing the needs of individuals with disabilities. Technology and facilities assessments are conducted to identify deficits, possible violations, and enhancement opportunities. Assistive technology investments are made through partner investments in the infrastructure funding agreement (IFA) cost sharing structure.

The local Equal Opportunity Officer (EO Officer) facilitates Equal Opportunity mandatory annual training sessions for all one-stop staff. Through site visits and regular monitoring, the Local EO Officer ensures all service delivery locations are not only meeting, but exceeding, compliance standards for access. This includes, but is not limited to, full EO monitoring walkthroughs of all sites, facilitating partner walkthroughs as requested through the AIC (e.g., Department of Services for the Blind and Division of Vocational Rehabilitation accessibility walkthrough), and annual State EO monitoring. The One-Stop Operator is an authorized EO trainer and monitor, providing support to the EO officer when needed.

The entire network design of the local One-Stop system is focused on creating greater access and meeting client needs. The WDC, serving as a Regional Workforce Development Backbone organization, developed the Regional Strategic Plan (RSP) to serve as a blueprint to achieve greater impact and scale by aligning regional resources. The RSP seeks to create a streamlined and coordinated workforce development system through:

- Leveraging federal funding with more flexible dollars
- Establishing a unified (shared) regional workforce development strategy & system alignment
- Breaking down silos to minimize administrative costs and redundancies
- Pooling and/or coordinating diverse fund sources increase efficiency and impact: leverage WDC's federal funding and infrastructure

The key to achieving these goals is partnership. The RSP outlines the methodology that the WDC and its partners have agreed to follow to develop a comprehensive regional workforce development system. System partners in One-Stop centers and affiliates are represented in the Infrastructure Funding Agreement (IFA) and in the Memorandum of Understanding (MOU) to align costs and resource contributions.

The Seattle-King County WorkSource system is a network of service providers working for the benefit of clients. Through its work with system service providers, the WDC works to ensure that there is a

strong focus on performance and client outcomes. The WDC analyzes provider performance and has regular quarterly meetings with providers to review performance, successes, challenges, and budget status. Client data is reviewed to ensure that the WDC’s goals around targeted universalism are being pursued and services are being targeted to those most in need. The WDC uses a team approach to working with service providers with program, data, and fiscal staff working side-by-side with service providers to provide guidance, technical assistance, monitoring, and program design and delivery recommendations. Through ongoing communications, WDC staff help to coordinate provider recommendations for policies and procedures, identify best practices, and coordinate with other programs or services available for clients. The WDC leads bi-weekly peer-to-peer meetings for providers to come together to share information, receive updates, discuss technical assistance, and identify opportunities for collaboration. The One-Stop Operator (OSO) also provides ongoing training and staff development sessions that are available to all WorkSource system staff. The OSO will also be launching a new round of functional working groups, tentatively scheduled for 2024. This will provide another forum for system staff to collaborate and share information with the purpose of improving how clients are served.

Item 9: Title I Activities

WIOA Title I Service Providers

Dislocated Worker Program

Indicate service(s) provided by each:

List all current and potential service providers in the area	Basic	Individualized	Training	WIOA Funded
1. Asian Counseling and Referral Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Pacific Associates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. TRAC Associates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Comments regarding the adequacy and quality of Dislocated Worker Services available: As indicated throughout the plan, the WDC offers an aligned network of service providers operating in our local WorkSource system. We continuously seek to improve the system and services to meet the needs of the community, job seekers and businesses.

Adult Program

Indicate service(s) provided by each:

List all current and potential service providers in the area	Basic	Individualized	Training	WIOA Funded
1. Asian Counseling and Referral Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Neighborhood House	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. TRAC Associates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. YWCA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Comments regarding the adequacy and quality of Adult Services available: As indicated throughout the plan, the WDC offers an aligned network of service providers operating in our local WorkSource system. We continuously seek to improve the system and services to meet the needs of the community, job seekers and businesses.

Youth Program

Indicate service(s) provided by each:

List all current and potential service providers in the area	Basic	Individualized	Training	WIOA Funded
1. King County Children, Youth and Young Adult Division (CYYAD)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Evergreen Goodwill of Northwest Washington	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. El Centro de la Raza	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Partner in Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Boys & Girls Clubs of King County	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Urban League of Metropolitan Seattle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Comments regarding the adequacy and quality of Youth Services available: As indicated throughout the plan, the WDC offers an aligned network of service providers operating in our local WorkSource system. We continuously seek to improve the system and services to meet the needs of the community, job seekers and businesses. ²⁵

Item 10: Rapid Response

The mission of Rapid Response is to provide comprehensive information and technical assistance that will lead dislocated workers impacted by a layoff, closure, or natural disaster, into reemployment as quickly as possible.

²⁵ See attachment D.

All local areas provide Rapid Response services to businesses and employees when a layoff or closure is going to occur, or has occurred, in compliance with state and federal regulations. Rapid Response services are time sensitive. Local areas will develop strategic protocols to ensure contact with affected parties occurs within 48 hours of receiving notice of a layoff, closure, or crisis event.

The Rapid Response program is carried out by state and local Workforce Development agencies in partnership with local American Job Centers - known as WorkSource® in WA State. Many services are available through American Job Centers, from resume and interview workshops, career counseling, and job search to re-skilling, skills upgrading, and job training.

The Workforce Development Council of Seattle-King County locally oversees the program's execution and ensures partner coordination on behalf of the WIOA Title 1 Business Services Program. Each of the 12 local Workforce Development Council's in the state has a designated person to respond to WARN notices and lead the program's execution. By having one designated person it prevents duplication of outreach by multiple people and organizations.

The Seattle-King County Rapid Response Program Manager, under the Workforce Development Council Business Services Team, manages the Rapid Response program. One of the main responsibilities is to organize and coordinate a team of individuals from state and local agencies to provide an integrated approach in providing layoff support services. Services are typically presentations, but they can be customized for each of the business's needs.

The Seattle-King County Rapid Response team comprises the Employment Security Department, Washington Health Benefit Exchange, Department for Labor, Community and Technical Colleges, and WorkSource, including information about WIOA services. Additional information is provided regarding support services, outside reemployment needs with referrals to community-based organizations. The team may also include the Washington State Labor Council when there is union representation, or the employees may be Trade Act eligible.

The goal of Rapid Response is to perform presentations for all businesses and to reach all dislocated workers. However, in King County with the volume of businesses and workers being consistently separated or laid-off, we cannot perform presentations for everyone or effectively reach all separated workers. Thus, we created a virtual monthly open public presentation for anyone to attend, provide direct referrals for workers, offer available online content for employers and dislocated workers 24/7. Additionally, we coordinate with our local Employment Security Department to perform UI claimant outreach about layoff support and services.

Process

The Employment Security Department State Rapid Response Manager notifies the Seattle-King County Rapid Response Manager upon receipt of a WARN or other relevant request for Rapid Response services.

The Rapid Response Manager then contacts the employer to offer services. If the employer is interested in Rapid Response services, a meeting is conducted with business management to assess needs, review available services, and obtain any relevant employee information. Pre-layoff presentations are scheduled at this meeting. For businesses with fewer layoffs or who are not interested in on-site or virtual presentations, the Rapid Response Manager provides an employee packet with relevant information that can be distributed by the business to the impacted employees. Businesses who have not filed a WARN notice or have questions before filing their WARN can also be directed to the Seattle-King County Rapid Response Manager for assistance.

Integration

The local Rapid Response lead regularly coordinates its activities with local and state agencies and partners. In the case of a state-wide or multi-county Rapid Response need, we align with appropriate partners to coordinate our response. Rapid Response team members also work with local companies with a large national presence. If a company issues a WARN notice for a lay-off impacting multiple counties, initial meetings and conference calls include Rapid Response representation from all counties. In the absence of a WARN notice and where the Seattle-King County Rapid Response manager is contacted directly by a multi-county employer, the local team lead contacts the appropriate Rapid Response contacts in other parts of the state.

Item 11: Supportive Services

As mentioned in Section II.5, the WDC works to highlight the crucial role support services, community resources and transportation plays in individual's lives – and work together with our partners to ensure historically underserved communities have full access and opportunity through coordinated regional service delivery strategy. The Workforce Development Council of Seattle-King County (WDC) understands that WIOA alone will not be sufficient to meet the needs of the region and works to coordinate community resources to improve outcomes for individuals by consulting with key stakeholders, including government agencies, service providers, community organizations, and residents to gather input on existing challenges and potential solutions.

To understand how best to coordinate support services across the region, the WDC will conduct a thorough analysis of community supports to understand the needs of populations with a specific focus on racial equity, demographics, economic activities, and social factors that may influence the demand for services. Based on the analysis and stakeholder input, inform a comprehensive plan for coordinating transportation and support services across the region. The WDC will explore how technology can be utilized to enhance coordination which may include using data analytics for demand forecasting or leveraging telecommunication for remote service delivery.

WIOA Supportive Services include:

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for supportive services for adults and dislocated workers defined in WIOA Sections 3(59) and 134(d)(2) and (3). These include services such as transportation, childcare, dependent care, housing, and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eyeglasses and protective eyewear, and NRPs needed to enable individuals to participate in WIOA Title I activities. Supportive services for youth as defined in WIOA Section 29(c)(2)(G) can additionally include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care.

Based on individual assessment, supportive services may be awarded to eligible participants. Supportive service awards are intended to enable an individual to participate in programs and activities to secure and retain employment. Supportive services are provided through a variety of sources, including: WIOA supportive services, resources through DSHS, and other community partner supportive services. Supports include:

- Assistance with clothing, counseling, family/health care, food, housing, tools, union dues, driver licenses, or car repairs to help participants become or stay independent while actively engaged in job search, work activities or training
- Goods in the form of transportation assistance to help participants become or stay independent while actively engaged in job search, work activities or training.
- Needs Related Payments (NRP) to eligible adults, dislocated workers, and youth 18-24 in training to enable them to participate in training.

Transportation Supportive Services

King County Metro's ORCA LIFT Reduced Fare Program authorized enrollment offices are located in and around WorkSource centers and Connection Sites. The WDC works to expand and promote the ORCA LIFT program through connection at WorkSource offices.

Item 12: Wagner-Peyser Coordination

The WDC has strategically developed practices and procedures that are designed to maximize the coordination of services for clients, regardless of the program they are connected to. The Seattle-King County WorkSource system of One-Stop Centers and Affiliates provides connection to both Wagner-Peyser and WIOA Title IB programs. Because of this co-location, an integrated service delivery (ISD) model is easier to achieve, and staff are better able to coordinate to prevent duplication of services.

Each WorkSource center and affiliate has a functional staffing plan that clearly defines the specific roles and responsibilities for staff, including supervisors and managers. This clear planning helps to implement the ISD model and create a customer experience that is customizable based on the best strategy to serve each client. These staffing plans are not static and are revised/renegotiated when needed. The plans align with the IFA and are documented and available for review.

The WDC will continue to lead efforts to examine various processes in our WorkSource Centers, Affiliates, and Connection Sites to continue to improve the client experience and facilitate their success. A thorough look at these processes will allow us to identify areas of best practice and gaps. A specific example of how this works for the benefit of all clients, regardless of program attachment, is the UniteUs referral system that allows staff to connect clients to needed external referrals and track that connection. Similar efficiencies may be found in other processes.

Item 13: Title II Coordination

The Seattle—King County region is served by twelve WIOA Title II providers composed of ten two-year colleges and two community-based organizations. Title II providers are supported by the Basic Education for Adults team at the Washington State Board for Community and Technical Colleges (SBCTC), who host statewide quarterly meetings. These meetings allow Title II providers to coordinate their goals and priorities by LWDB region with support from the SBCTC and input from colleagues from LWDB regions across the state.

The WDC has longstanding relationships with our region's Title II providers, brokered mainly by the Title II representative on our board who is drawn from the region's Title II leadership. While that board

position is currently vacant, the former board member continues to broker the relationship on behalf of the WDC—bringing together leadership of the WDC with the leadership of the twelve Title II providers and the SBCTC. Colleagues from these various organizations maintain regular contact and ensure collaboration and responsiveness, calling meetings or sharing resources as needs and opportunities arise.

To ensure collaborative review of local applications submitted under Title II, the WDC and twelve regional Title II providers meet at least once during the application period (prior to the due date). During that meeting, our various on-going and joint efforts are reviewed, including co-locating adult education and literacy activities in our one-stop center located at North Seattle Community College, our affiliate site at South Seattle College, and our various WorkSource Connection sites at thirteen Title II sites. Coordination of Title II activities with I-BEST career paths and alignment of Title II services with Title I case managers and navigators are other examples of common activities. While each provider is encouraged to craft their local plan based on the needs and opportunities of their specific community, the meeting provides a shared framework of our region's Title II goals.

Following the meeting, the WDC and providers exchange information, answer questions, and generally coordinate. Review and feedback are provided through an iterative and on-going process intended to support all parties involved prior to the submission of their application. Title II providers are also encouraged to provide input on our local plan and regional strategic plan so common aspirations can be highlighted.

Item 14: Cooperative Agreements

Partnership Plus Agreement with DVR

The WDC has a cooperative agreement (Partnership Plus) with the Department of Vocational Rehabilitation to serve individuals with disabilities. The purpose of the Partnership Plus Program is to develop an agreement between DVR and the WDC under the SSA Ticket to Work program. The agreement establishes the basis for coordination of vocational rehabilitation services under the Rehabilitation Act with Individualized Plan for Employment (IPE) services under the Ticket to Work program.

The Ticket to Work Partnership Plus Program:

- Builds on and strengthens the existing partnership around the provision of employment services for DVR consumers.
- Ensures best practices and ethical standards are maintained and client rights and informed choices are respected.
- Provides the Ticketholder with coordinated and seamless service transition between DVR and the EN for employment services.
- Maximizes reimbursement received by DVR under the Cost Reimbursement method and the Milestone/Outcome payment systems available to the EN under the Ticket program.

Item 15: Procurement

PROCUREMENT POLICY

Workforce Innovation and Opportunity Act Policies and Procedures

EFFECTIVE DATE: November 5, 2021

POLICY #: A402 v.6

I. PURPOSE

This policy communicates the Workforce Development Council of Seattle-King County (WDC) procedures for the procurement and selection of one-stop operators and service providers

under the Workforce Innovation and Opportunity Act (WIOA) Final Rules, and the procurement of other goods and services. All procurements conducted by the WDC will conform to the requirements in this policy, whether through a competitive procurement or as otherwise permitted.

II. BACKGROUND

WIOA Final Rules govern the procurement and selection of one-stop operators, service providers, goods, and services. The Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Commonly known as the OMB Super Circular) also contains procurement requirements in eight consolidated circulars known as the Uniform Guidance document, including requirements for performance-based contracting. This policy follows the Employment Security Department (ESD) Program Policy 5404, Rev. 1, Procurement and Selection of One-Stop Operators and Service Providers.

The WDC is required to conduct open and competitive procurement processes to identify an appropriate one-stop operator and ensure that the number and quality of service providers is sufficient to meet the needs of the local workforce area it serves.

III. POLICY

The WDC and its subrecipients of WIOA/Federal funds must follow 2 CFR Part 200 on all procurement activities.

Private and philanthropic fund sources are not required to follow Federal procurement standards. However, the Chief Executive Officer (CEO) and WDC staff shall prepare procurement materials for the Finance & Administration Committee's approval. Projects funded by private and philanthropic fund sources will complete all necessary documentation and must follow the WDC's procurement signature procedures.

IV. GENERAL PROCUREMENT STANDARDS

All procurement processes shall be consistent with current minimum Federal and state regulations and guidance that pertain to the funds being utilized for the contract.

The WDC's Conflict of Interest Policy provides standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award, and administration of contracts.

No employee, officer or agent may participate in the selection, award of administration of a contract supported by a federal award if he or she has a real, perceived, or potential conflict of interest. Conflicts of interest must be disclosed in writing when known in advance or announced to the Finance & Administration Committee in advance of discussion or vote. The party with a potential conflict of interest must recuse themselves from any further discussion and/or vote on the matter in question.

The WDC will not discriminate in the procurement and award process against any bidder because of race, color, religion, national origin, political affiliation, sexual preference, gender identity, age, or sex.

The WDC shall ensure that minority-owned businesses are provided the maximum practicable opportunity to compete for contracts.

The WDC will maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specification of their contracts.

Procurement transactions under WIOA and other federal fund source between the WDC and any of its contractors shall be conducted on a cost reimbursement basis as outlined in WIOA Sec.184(a)(3)(B) and Uniform Guidance.

The WDC, regardless of fund source, will maintain records sufficient to detail the history of all procurements. These records will include, but are not limited to:

- Rationale for the method of procurement
- Selection of contract type
- Review of independent panel, if required
- Basis for contractor selection or rejection
- Basis for contract price

The WDC will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Considerations include:

- Contractor integrity
- Compliance and public policy
- Record of past performance
- Financial and technical resources

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards provided in 2 CFR 200.319. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitation for bids, or request for proposals are excluded from competing for such procurements.

V. METHODS OF PROCUREMENT

The WDC will procure goods and services using one of the following methods as outlined in OMB 2 CFR 200.320 for all WIOA and Federally funded programs.

Procurement by Micro Purchases (Under \$10,000)

Procurement by micro purchase is the acquisition of good or services, supplies or property that does not exceed \$10,000.

Purchase of ordinary supplies such as paper, pencils, tablets, and other desk items must be secured through purchasing requests and will be the responsibility of the Executive Assistant. Staff requesting special supplies shall make a request to their supervisor.

To the extent practicable, the WDC will contract equitably among qualified suppliers. Micro purchases do not require the solicitation of competitive quotations or bids if the costs are determined to be reasonable.

Procurement by Small Purchases (\$10,001 - \$ 250,000)

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold of \$250,000. If small purchase procedures are used, price or rate quotations must be obtained from three qualified sources, unless fewer than three sources are available.

Formal Procurement methods

As outlined in Uniform administrative Guidance 2 CFR 200.318-326, the allowable forms of competitive procurement processes are as follows:

- **Sealed Bids** are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder. For sealed bidding to be used, the condition in 2 CFR 200.320 (c)(1) and the requirements in 2 CFR 300.320 (c)(2) must apply.
- **Competitive proposals**, used when sealed bids are not appropriate, requires advertising and includes a written method for conducting the technical evaluation. Responses must be solicited from an adequate number of qualified sources, normally with more than one source submitting an offer. The award is either fixed price or cost reimbursable.

Noncompetitive Procurement

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency authorizes noncompetitive proposals; or
- After solicitation of a number of sources, competition is determined inadequate.

VI. PROCUREMENT REQUIREMENTS OF WIOA

Selecting Service Providers

The selection of service providers to carry out employment and training programs under WIOA, Temporary Assistance for Needy Families, or other funds shall conform to all applicable federal and state regulations and the process described in the WDC local plan. The WDC will establish and use criteria, including the ability of service providers to meet performance accountability measures based

on common measures, as well as full and open competition consistent with 2 CFR parts 200 and 2900 in addition to applicable state and local procurement laws to procure eligible providers.

Procurements for new service providers or modifications of existing contracts over \$250,000 must be approved by the Finance & Administration Committee.

Selection of One-Stop Operators

Procurement of One-Stop Operators per Washington State WIOA Title I Policy 5404 Section 3(c)(i) must be designated and certified through a competitive process once every four years and following the principles set forth in the Uniform Administrative Guidance at 2 CFR 200.318-326.

Procurement by noncompetitive proposals (sole source) can be exercised as per local policies if it complies with Federal procurement regulations outlined in 2 CFR 200.320(f) and 20 CFR 678.610 and Federal guidance in TEGL 15-16.

Suspension and Debarment

Prior to making an award to a subrecipient, staff shall search and print the results from the Excluded Parties Listing System (EPLS) to verify that the individuals and/or organizations are not debarred, suspended or excluded from or ineligible for participation in Federal Assistance Programs, Website is <https://www.sam.gov/SAM/>

Petition Process

Applicants who have submitted a proposal for a particular RFP may petition the award of the contract. The process for petitioning the award is as follows:

Applicant must file via email within seven (7) calendar days from the date of notification letter from the WDC to:

Workforce Development Council of Seattle – King County
Email: Operations@seakingwdc.org
Subject Line: RFP #
Attention: Executive Office

All petitions must state the basis for the petition in clear terms and provide an alternative the petitioner finds acceptable. The basis of the petition must be a violation of state, Federal, or Local policy applicable to the contracting process.

The WDC will review and investigate all petitions. During any part of the investigation process, the WDC may require additional clarification from the petitioner. Such requests by the WDC must be responded to by the petitioner within the designated timeframe set by the WDC. In the event the petitioner fails to respond within the timeframe, the petition will be dismissed, and no further petition will be accepted relative to the identified RFP.

The WDC CEO or designee will review the petition and issue a written response that will serve as a final decision to the petitioner. A response to the petitioner will be issued no later than two weeks after the submission date (or date specified in the notice of receiving the petition)

The petition will be handled according to the WDC's Complaint Resolution Procedures. If appealed, the effective date of contract award may be delayed pending resolution of the petition.

The WDC reserves the right to renegotiate or reissue a Request for Proposals should a petition for non-award be upheld.

Conflict of Interest (see the WDC Policy A403 - Conflict of Interest)

Computer Equipment, Software, and Hardware

For purchases of computer hardware, software and other electronic devices, requests must be submitted to and approved by the WDC Director of Performance. The Director will review all requests to ensure that hardware, software, and other electronic devices meet standards set by the state and the WDC where appropriate. Once approval is made by the Director, the request will be sent to the Chief of Staff or designee for final approval.

Small items \$300 or more

All purchases of \$300 or more such as cameras, photographic equipment, data processing and video cameras, etc. shall be the responsibility of the Director of Performance. Purchases of these items must be reviewed and approved by the appropriate Program Manager and their supervisor. These items should also be received and tagged by the Property Manager. Other purchases over \$300 that are of intrinsic value such as desk, chairs, furniture, etc. shall be the responsibility of the Executive Assistant. Purchases of these items must be made by request to the Executive Assistant, reviewed and approved by the appropriate and Director, with final approval by the Chief Financial Officer, or designee.

Receipt of Goods

All goods (equipment, supplies, and small tools) must be received by the appropriate staff person responsible for procuring and route the invoice to the Fiscal Coordinator before distribution.

For ordinary supplies and desktop items, the Executive Assistant will inspect the goods against damage and to ensure the shipment is complete. In the event that staff are teleworking, these items will be shipped to the employee's workstation.

For equipment as defined by Washington State Policy, the Director of Performances will receive the equipment, inspect it for defects, and inventory the item(s) accordingly.

Invoices and other items such as packing slips for all goods will be routed to the Fiscal Coordinator.

Property Leases

All long-term property leases/rentals must be made through procurement procedures and approved by the WDC. Short-term rental agreements are those brief in duration (6 months or less) such as a facility rental for meetings or temporary space for staff. Short-term rental arrangements must follow internal processes and require approval by the CEO.

VII. REFERENCES

- OMB Memo M-18-18
- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Sections 107(g)(1), 107(d)(10), 121(d) (1-2), 134(c)(2)(C), and 123
- 20 CFR 678.600-635, 679.370(I), 679.410, 679.430, 680.160. 680.300 and 681.400

MARCH 2024

- OMB Uniform Guidance 2 CFR 200.318-326
- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Training and Employment Guidance Letter (TEGL) 15-16
- Training and Employment Guidance Letter (TEGL) 23-14, Section 8
- Washington State Employment Security Department WIOA Title I Policy 5404, Revision 1 - Procurement and Selection of One-Stop Operators and Service Providers

INQUIRIES

Workforce Development Council of Seattle-King County

2003 Western Avenue #250 Seattle, WA 98121

Email operations@seakingwdc.org

Website: seakingwdc.org



ATTACHMENT
REQUEST FOR INFORMATION AND PETITION PROCEDURE

Informal Debrief Meeting: The WDC permits applicants to request an informal debriefing meeting to seek clarification of the process or specific feedback on their application submission. Informal debrief meetings do not include review of materials unrelated to the application. This process is available to exchange information, including how to improve future bids and help improve future procurement processes.

Formal Petition Notification: This Form is to be utilized when a bidder of record, from an open procurement believes there have been procedural errors, violation of laws or regulations, or unfair or inequitable treatment in the procurement or selection process.

Only applicants from the identified procurement may file a petition. This Form must be completed and submitted to the Executive Office of the WDC within seven (7) days of the notification letter. Formal petitions are only accepted via email to the Operations@seakingwdc.org with a cc to Contracts@seakingwdc.org.

Procurement Title:	Procurement #:
Requesting Applicant Organization:	
Contact Person:	
Contact Number:	Email:

- Request for:**
- Informal Debrief Meeting
 - Formal Petition
 - Other, please describe in the box below

Formal Petition

Briefly describe the alleged violation that occurred during the RFP review or selection process:

Provide a detailed description of evidence that supports the allegations and assertions:

In support of the claim, please indicate what materials you want to review and/or to be reviewed during the investigation process.

I attest that the claims made against the WDC procurement process are based on information that is factual and accurate to the best of my knowledge.

Signature

Date

Applicants will be contacted within 5 working days in response to the inquiry. This could include notification that the petition is not merited, request for clarification of request, providing information, access to copies or scheduling a petition conference for further discussion.

Item 16: Training Services

Under the Workforce Innovation and Opportunity Act (WIOA) Section 134, adult and dislocated worker training services are designed to assist individuals in gaining the skills and knowledge necessary to secure employment. The provision of these training services involves a coordinated approach that may include the use of contracts and individual training accounts.

Use of Individual Training Accounts (ITAs):

Individual Training Accounts are personal accounts that eligible individuals can use to select and pay for approved training services. The use of ITAs allows for individualized choice and flexibility in selecting training programs. WDC allocates funds to eligible individuals through ITAs, empowering them to choose training programs that align with their career goals.

Contracted partners provide career counseling services to help individuals make informed decisions about their training options. This includes information about the labor market, demand for specific skills, and potential career pathways. Provider agencies ensure that individuals have access to comprehensive information about various training programs, including program content, duration, cost, and potential outcomes. The WDC establishes mechanisms to assess and ensure the quality of training programs available through ITAs and contracts - this involves regular evaluations, feedback loops, and monitoring of performance metrics.

ITAs may include:

- Occupational skills training, including training for nontraditional employment
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Skills upgrading and retraining
- Entrepreneurial training
- Pre-/registered apprenticeship training, tuition for training portion of an apprenticeship, supportive services, need-related payments, and work-based training options

Other Training for eligible individuals include:

- Work Based Learning such as On-the-Job Training, paid work experiences
- Incumbent Worker Training and/or customized training for employed workers
- Cohorts and other apprenticeship models

When awarding an ITA, the employment counselor must consider how to combine the ITA with other appropriate and applicable resources that may be available first, such as Pell Grants, support services, tuition assistance, and apprenticeship funds.

Consideration must also be given to labor market demand in the local area. ITAs may only be issued for occupations that are in-demand. A list of these occupations can be found in the Qualifying Occupations List published by the Employment Security Department's Labor Market Economic Analysis unit and made available on the WDC's website. To have an exception approved, evidence must exist that the occupation for which the customer is awarded an ITA is in demand and the individual will make significant wage progression to warrant the investment of resources into the training activities.

Coordinated Approach:

The WDC collaborates with training providers, educational institutions, and other stakeholders to create a seamless and coordinated system for delivering training services - establishing feedback mechanisms allows individuals to provide input on their training experiences, contributing to continuous improvement in the delivery of services. In summary, the provision of adult and dislocated worker training services under WIOA Sec. 134 involves a combination of contracts, individual training accounts, career counseling, and quality assurance measures. The goal is to empower individuals with choices, align training programs with workforce needs, and ensure accountability in the delivery of services.

Item 17: MIS

The state of Washington mandates the use of the Efforts to Outcomes (ETO case management system for the collection of client and service delivery data. ETO has been in place since 2016 and is the state's system of record. All staff working with clients in WorkSource center and affiliates must record required data entry into ETO. ETO allows recording of data across all WIOA programs as well as local and other programs. The primary intent of ETO is to create an integrated data system for use throughout the state that allows client and program service data to be consolidated and compiled for federal reporting.

Ideally, ETO would be a flexible system that local boards could use to perform all necessary case management operations. However, this is not the case. Local boards must look outside of ETO to add on needed service elements. All regional service staff will enter data into ETO as required, but the WDC, in collaboration with system partners, will continue to ensure that staff have innovative tools available to them to better serve clients. An example of this is the UniteUs referral platform. The governor has set a priority for a common referral platform, but that does not currently exist within ETO. The WDC in partnership with the Employment Security Department, contracted WIOA Title I service providers, the One Stop Operator team, and other partners have implemented the UniteUs platform as a means to provide clients with external referrals to facilitate wrap-around service access. The WDC will continue to explore avenues for providing effective service to clients.

Work is underway at the state level to replace ETO and the WDC and its partners support this work. WDC staff serve as local board representatives on multiple working groups and on the primary design team as a Lead Development Partner (LDP). The role of LDP allows the WDC, and the region by proxy, to have input into the design, development, and functionality included in the new MIS. The WDC will advocate for the system to provide as many resources as possible to facilitate case management in a holistic way.

The replacement system is scheduled to be implemented in late 2025. The transition work to migrate staff from ETO to the new system will be a significant project requiring a team effort. The WDC will coordinate this transition locally to ensure that staff receive effective training, data entry standards are maintained, and that support for users is in place. In early 2024, the WDC added a MIS Lead position to its staffing. This position will coordinate multiple partners and resources to make the transition as smooth as possible.

The WDC will continue to work to provide the system with innovative tools and resources to augment case management system data as well. This includes additional options for labor market information

that presents the data in a way that is accessible, user friendly, and focuses on resolving inequities in the regional economy. The development of the WDC's Workforce Dynamics resource has established a foundation for this work. The resource explores Seattle-King County labor market indicators and looks at them through an equity lens, spotlighting specific inequities that appear in the data such as income disparities and regional poverty demographics. The WDC will continue to expand on this cornerstone resource, developing a suite of tools and resources that reimagine the way that labor market information has been traditionally presented. These tools will include resources that examine the regional talent pipelines and career pathways, presenting them with a focus on equity.

Item 18: Equity

Centering racial equity in workforce development requires a re-envisioning of how we define success and a restructuring of how the work is done. It's no longer enough to connect jobseekers to any job regardless of the nature and quality of employment. An authentic commitment to equitable economic recovery will require an explicit and intentional set of strategies to support BIPOC workers, immigrants, and refugees. As such, the WDC has successfully recruited and expanded its capabilities, with plans to continue recruiting and enhancing capacity and leadership skilled in forging effective industry and community partnerships, policy advocacy intended toward system change with racial equity analysis, and data innovation in alignment with the state's vision and strategic priorities.

A fundamental aspect guiding the redesign of workforce development is the alignment with economic development approaches. Doing so would broaden the traditional scope of workforce development from skills training and job placement to promoting family economic stability and job quality. These can then become the basis for a redefinition of measures of success to include helping families move from instability to stability, from surviving to thriving.

With substantial capacity investments in staff and infrastructure, the WDC can step into an expansive role as the regional backbone organization to lead workforce research, analysis, strategy, and policy development. The WDC will leverage its current data resources, system knowledge, connections to public workforce agencies and think tanks, trust with community-based partners, and burgeoning investments by private foundations to build much-needed regional capacity for defining, measuring, and building a truly inclusive economy.

The WDC's primary goals and approach to data are to:

- Evaluate performance and impact of WDC programming and investments as aligned with labor market demand to promote economic stability and job quality.
- Centralize data as an essential tool to advance evidence-based, racially equitable outcomes.
- Test and scale innovative approaches to workforce development.

The WDC launched in 2022 Workforce Dynamics,²⁶ a data visualization tool created to inform the work of WDC and our partners to advance racial equity. WIOA does not require tracking of outcomes by race, resulting in critical data gaps on existing disparities within the workforce system. Workforce Dynamics challenges conventional narratives of economic prosperity, reveals systemic racial

²⁶ Workforce Development Council of Seattle-King County, Workforce Dynamics. <https://www.seakingwdc.org/workforce-dynamics>

disparities by disaggregating data, and situates disparate outcomes in historical context to avoid misinterpretation or misuse of the data. The project represents the first step in a sustained commitment by the WDC to strategies that center equity as the superior growth model toward building a thriving and inclusive economy that benefits all workers, residents, and communities.²⁷

And in our commitment to utilize data to inform our work and decision making, the WDC commissioned [The Overlooked and Undercounted report](#). This analysis reveals the magnitude of economic insecurity in Washington State. An alarming 28 percent of working-age households struggle to meet their basic needs and the burden of economic insecurity disproportionately impacts communities of color. This data underscores the need for targeted, cross-system strategies to address income inequality, job quality, and economic inclusion.

Item 19: Board Composition

Official Name of Local Board:	Workforce Development Council of Seattle-King County
Contact Name and Title:	Marie Kurose, <i>CEO</i>

Required categories	Name/Title/Organization	Nominated by
Business majority (greater than 50% of all members)		
1. Business	Gina Breukelman, Senior Manager, Global Engagement, Boeing	Boeing
2. Business	Jane Broom Davidson, Senior Director, Microsoft	CLEO/Microsoft
3. Business	Caroline Chan, VP, Human Resources, Just-Evotec Biologics	CLEOs
4. Business	Angela Dunlevy, CEO, Gourmondo	CLEOs
5. Business	Bookda Gheiser, Director-Office of Equity, Diversity &Inclusion, Port of Seattle	CLEOs
6. Business	Kate Harkess, Senior Vice President, Human Resources Director, Sellen Construction	CLEOs
7. Business	Shefali McDermott, Director of Operations, Armoire	CLEOs
8. Business	Jiquanda Nelson, CEO, Concentrix	Self-Employed

²⁷ PolicyLink, “Equity is the Superior Growth Model for an All-In Nation.” <https://www.policylink.org/sites/default/files/Equity-Primer.pdf>

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9. Business	Vaughn Taylor, Vice President, Economic Development, Seattle Metropolitan Chamber of Commerce	CLEOs
10. Business	Susan McLaughlin, Director, Behavioral Health Institute, King County	CLEOs
11. Business	Edwin Wanji, CEO and Founder, Sphere Solar Energy	CLEOs
Workforce (20% of members. Majority must be nominated by organized labor)		
1. Labor	Monty Anderson, Executive Secretary, Seattle Building and Construction	CLEOs
2. Labor	Ligaya Domingo, Racial Justice and Education Director, Service Employees International	CLEOs
3. Labor	Katie Garrow, Executive Secretary-Treasurer, MLK Labor	KC Labor
4. Apprenticeship	Jon Holden, President, IAM District 751 Machinists Institute	CLEOs
5. Labor	Lars Turner, Vice President, Offshore Pacific Ports, BridgeDeck	CLEOs
Education & Training		
1. Title II Adult Ed	<i>Vacant</i>	<i>N/A</i>
2. Higher Education	<i>Vacant</i>	<i>N/A</i>
Government		
1. Wagner-Peyser	Norton Sweet, Central Sound Regional Director, Employment Security Department	ESD
2. Vocational Rehabilitation	Ann Martin, Area 2 Administrator, Division of Vocational rehabilitation	DVR
3. Human Services	Sharon Bias, Regional Administrator, Department of Social and Health Services	CLEOs
4. Economic Development	Vaughn Taylor, Vice President, Economic Development	CLEOs

Section 4: PERFORMANCE ACCOUNTABILITY

The WDC utilizes performance information on workforce development programs to inform local strategic planning and is used to oversee the WorkSource system and WIOA Title I. The WDC reviews program performance data throughout the strategic planning cycle to help inform strategies, challenges, and opportunities for strategic intervention. The WDC continuously reviews current data throughout the planning cycles as a mechanism for identifying challenges and areas of improvement.

Performance information plays a significant role during the procurement process as well as during contract renewals of each provider. Throughout the contract period, performance data is reviewed monthly and quarterly to provide a performance feedback loop and management tool used by the WDC and providers to identify challenges and make adjustments. Provider performance targets are calculated to ensure that regional common measures targets are met. This performance data is combined with budget status and expenditure data to review contract deliverables and modify targets, if needed.

The WDC works with WorkSource and WIOA partners to develop a reporting dashboard for the system which includes performance indicators in key outcome areas. This will give visibility of current and performance over the course of the contract period.

The consolidated performance dashboard for the WorkSource system is reviewed by the WDC to evaluate system investments. Dashboards allow the WDC to both manage current resource allocations and plan future investments that are responsive to community needs. For example, changing workforce demographics may drive the types and location of services offered. It is important to note that performance data is combined with client data to develop a richer picture of who our clients are, where they need services available, and what services are having the most impact on client success.

The WDC works with state and local leaders to ensure investments in employment, education and training programs are evidence-based and data-driven, and programs are accountable to participants and community, which includes evaluating approaches and aligning performance accountability and data systems to support program management, facilitate case management systems, and inform policy.

The WDC, in partnership with the WTECB, ESD, and all of Washington’s local workforce development boards, participates in a review of mathematical forecasting models (based on a baseline of state-level performance targets), an examination of data supporting subsequent proposed local performance targets, refinement of model inputs, and target negotiations. The end results of this process are the finalized program year performance targets for the state and local levels for Workforce Innovation and Opportunity Act (WIOA) programs. For program years 2022 and 2023, the specific targets for the Workforce Development Council of Seattle-King County are as follows:

Program	Performance Measure	2022 Proposed Target	2023 Proposed Target
WIOA Adult	Employment Rate 2nd Quarter After Exit	63.00%	63.00%
WIOA Adult	Median Earnings 2nd Quarter After Exit	\$11,293	\$11,293
WIOA Adult	Employment Rate 4th Quarter After Exit	68.00%	68.00%

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WIOA Adult	Credential Attainment Rate 2nd Quarter After Exit	63.00%	63.00%
WIOA Adult	Measurable Skill Gains	16.20%	16.20%
WIOA Dislocated Worker	Employment Rate 2nd Quarter After Exit	72.40%	72.40%
WIOA Dislocated Worker	Median Earnings 2nd Quarter After Exit	\$11,862	\$11,862
WIOA Dislocated Worker	Employment Rate 4th Quarter After Exit	74.10%	74.10%
WIOA Dislocated Worker	Credential Attainment Rate 2nd Quarter After Exit	72.90%	72.90%
WIOA Dislocated Worker	Measurable Skill Gains	21.30%	21.30%
WIOA Youth	Employment Rate 2nd Quarter After Exit	59.00%	59.00%
WIOA Youth	Median Earnings 2nd Quarter After Exit	\$3,946	\$3,946
WIOA Youth	Employment Rate 4th Quarter After Exit	60.00%	60.00%
WIOA Youth	Credential Attainment Rate 2nd Quarter After Exit	40.60%	40.60%
WIOA Youth	Measurable Skill Gains	29.40%	29.40%

The process for the next two program years is scheduled to be completed by September 2024.

ATTACHMENTS

Attachment A - Sector Partnership

Information was provided in the narrative.

Attachment B - Regional Cooperative Service Delivery Agreement

Substitute agreement for Attachment B

Attachment C - Regional Economic Development Coordination Plan

Information was provided in the narrative.

Attachment D - Local Area Profile

Local One-Stop System

List all comprehensive, affiliate, and connection one-stop sites in the local area, along with the site operator. If the operator is a partnership, list all entities comprising the partnership.

Site	Type of Site (Comprehensive, Affiliate, Specialized or Connection)	Site Operator(s)
Auburn	Comprehensive	ESD
Downtown Seattle	Affiliate	YWCA
North Seattle College	Comprehensive	ESD
South Seattle College	Affiliate	South Seattle College
Rainier	Affiliate	ESD
Bellevue College, Center for Career Connections	Connection	Bellevue College, Center for Career Connections
Bellevue College, Workforce Education	Connection	Bellevue College, Workforce Education
Cascadia College	Connection	Cascadia College
Children's Home Society of Washington	Connection	Children's Home Society of Washington
Downtown Emergency Service Center	Connection	Downtown Emergency Service Center
Green River College	Connection	Green River College
Highline College	Connection	Highline College

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Hopelink, Bellevue	Connection	Hopelink, Bellevue
Hopelink, Carnation	Connection	Hopelink, Carnation
Hopelink, Kirkland	Connection	Hopelink, Kirkland
Hopelink, Redmond	Connection	Hopelink, Redmond
Hopelink, Shoreline	Connection	Hopelink, Shoreline
International Rescue Committee	Connection	International Rescue Committee
King County Community Corrections Division	Connection	King County Community Corrections Division
King County Library System	Connection	King County Library System
King County Library, Auburn	Connection	King County Library, Auburn
King County Library, Covington	Connection	King County Library, Covington
King County Library, Enumclaw	Connection	King County Library, Enumclaw
King County Library, Kent	Connection	King County Library, Kent
King County Library, Renton	Connection	King County Library, Renton
Lake Washington Institute of Technology	Connection	Lake Washington Institute of Technology
Lifelong	Connection	Lifelong
Multi-Service Center	Connection	Multi-Service Center
National Asian Pacific Center on Aging	Connection	National Asian Pacific Center on Aging
Neighborhood House, Birch Creek	Connection	Neighborhood House, Birch Creek
Neighborhood House, High Point	Connection	Neighborhood House, High Point
Pioneer Human Services, Aspen Terrace	Connection	Pioneer Human Services, Aspen Terrace
Puget Sound Training Center	Connection	Puget Sound Training Center
Refugee Women's Alliance, MLK	Connection	Refugee Women's Alliance, MLK
Refugee Women's Alliance, SeaTac	Connection	Refugee Women's Alliance, SeaTac
Renton Technical College	Connection	Renton Technical College
Seattle Central College	Connection	Seattle Central College
Seattle Goodwill	Connection	Seattle Goodwill
Seattle Housing Authority, New Holly	Connection	Seattle Housing Authority, New Holly
Seattle Public Library, Ballard	Connection	Seattle Public Library, Ballard
Seattle Public Library, Central	Connection	Seattle Public Library, Central

Shoreline Community College	Connection	Shoreline Community College
Uplift Northwest	Connection	Uplift Northwest
YWCA Learning Center, Greenbridge	Connection	YWCA Learning Center, Greenbridge

Attachment E - Local Workforce Development Board Membership and Certification

Attachment F - Local Integrated Workforce Plan Assurances Instructions

<input checked="" type="checkbox"/> Planning Process and Public Comment		References
X	1. The local board has processes and timelines, consistent with WIOA Section 108(d), to seek input for the local plan's development. This includes providing representatives of businesses, labor organizations, education, other pivotal stakeholders, and the general public an opportunity to comment for a period not exceeding 30 days.	WIOA Sec. 108(d); 20 CFR 679.550(b)
X	2. The final local plan, and modification, is available and accessible to the public on a regular basis through electronic means and open meetings.	WIOA Sec. 107(e); 20 CFR 679.550(b)(5)
X	3. The local board has established procedures ensuring public access, including people with disabilities, to board meetings and information regarding board activities, such as board membership, meeting minutes, the appointment of one-stop operators, awarding of grants or contracts to service providers, and the local board's by-laws.	WIOA Sec. 107(e); 20 CFR 679.390 and 679.310
Required Policies and Procedures		References
X	4. A written policy is established by the LWDB outlining potential conflicts of interest and resolutions. Entities with multiple roles under the LWDB have documented agreements with the LWDB and chief elected official (CEO), ensuring compliance with WIOA, pertinent OMB guidelines, and the State's conflict of interest policies.	WIOA Sec. 107(h); 20 CFR 679.430; WIOA Title I Policy 5405; WorkSource System Policies 1012 and 1025
X	5. The LWDB affirms that required one-stop partners actively provide access to their programs through the one-stop delivery system, contribute to its maintenance, and participate consistently with local memoranda of understanding (MOU).	WIOA Sec. 121(b); 20 CFR 678.400
X	6. The LWDB confirms the execution of MOUs with each one-stop partner detailing service provisions, costs and funding arrangements, referral methods, accessibility measures, especially for those with barriers, and periodic reviews at a minimum of every 3 years; and has provided the State with the latest version(s) of its MOU.	WIOA Sec. 121(c); 20 CFR 678.500; WorkSource System Policy 1013
X	7. The LWDB, aligned with the CEO, affirms its selection of one-stop operators through a competitive process, ensuring their eligibility, transparency, and adherence to all WIOA regulations, including conflict of interest, service coordination, and stakeholder engagement, with full operational functionality achieved by July 1, 2017.	WIOA Sec. 121(d); 20 CFR 678.600; WorkSource System Policy 5404

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X	8. The LWDB has or will negotiate and reach agreement on local performance measures with the local chief elected official(s) and Governor before the start of the program year, using the required objective statistical model.	WIOA Sec. 107(d)(9) and 116(c); 20 CFR 679.370(j) and 677.210
X	9. The LWDB has procurement policies and procedures for selecting one-stop operators and awarding contracts for youth, training, and career services under WIOA Title I-B, ensuring coordination with local educational entities, budgeting, accessibility compliance, and consumer choice in line with state, local, and WIOA mandates.	WIOA Sec. 107(d)(10); 121(d) and 123; 20 CFR 679.720(l-m); 679.410; 678.600-625 and 681.400; WIOA Title I 5404
X	10. The LWDB has policies and procedures for identifying and determining the eligibility of training providers and their programs to receive WIOA Title I-B individual training accounts and to train dislocated workers receiving additional unemployment insurance benefits via the state's Training Benefits Program.	WIOA Sections 107(d)(10), 122(b)(3), and 123; 20 CFR 679.720(l-m) and 679.380; WIOA Title I Policy 5611
X	11. The LWDB has written procedures for resolving grievances and complaints alleging violations of WIOA Title I-B regulations, grants, or other agreements under WIOA and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including, at a minimum, a requirement that all partners can identify appropriate staff contacts and refer customers to those contacts. All parties will be informed of these procedures, ensuring clarity and accessibility, especially for limited-English speaking individuals.	WIOA Sec. 181(c); 20 CFR 683.600; WorkSource System Policy 1012, Rev. 2 and 1025.
X	12. The LWDB has assurances from its one-stop operator that all one-stop centers and, as applicable, affiliate sites have front-end services consistent with the state's integrated front-end service policy and their local plan.	WorkSource System Policy 1010 Revision 1
X	13. The local area has established at least one physical, comprehensive, full-service one-stop center ensuring access to specified career, training, employment services, and programs, including those from mandated one-stop partners with at least one Title I-B staff member present, access during regular business days, accommodations for alternative hours where needed, and facilitates direct technological linkages where program staff isn't physically present.	WIOA Sec. 121(e)(2)(A); 20 CFR 678.305; WorkSource System Policy 1016
X	14. The LWDB ensures all one-stop centers, and Title I-B programs or activities are accessible both physically and programmatically to individuals with disabilities in accordance with 29 CFR part 38 and WIOA sec. 188 to include accessibility of facilities, services, technology, and materials.	WIOA Section 188; 29 CFR Part 38; 20 CFR 652.8(j)
X	15. The one-stop centers undergo certification at least once every three years, based on objective criteria set by the State board in consultation with chief elected officials and local boards. This certification process assesses the centers' effectiveness, physical and programmatic accessibility, and commitment to continuous improvement, in alignment with WIOA Section 121(g) and the requisite standards related to service coordination.	WIOA Sec.121(g); 20 CFR 678.800; WorkSource System Policy 1016

X	16. The local board certifies that in all determinations, including facility locations, related to WIOA Title I-B financially assisted programs or activities, it neither employs standards nor procedures that lead to discrimination on prohibited grounds, nor does it take actions, directly or through other arrangements, that impair the objectives of the WIOA nondiscrimination and equal opportunity provisions. The board ensures all individuals have equitable access and benefits from one-stop services, without any form of discrimination.	WIOA Section 188; 29 CFR Part 38
X	17. The LWDB provides to employers the business services outlined in WorkSource System Policy 1014.	WorkSource System Policy 1014
X	18. The local board complies with the nondiscrimination provisions of Section 188 and assures that Methods of Administration were developed and implemented.	WIOA Section 188; 29 CFR 38; WIOA Policy 5402, Rev. 3; WorkSource System Policy 1012, Rev. 2
X	19. The local board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188.	WIOA Section 185; 29 CFR 38; WIOA Policy 5402, Rev. 3; WorkSource System Policy 1012, Rev. 2
X	20. The LWDB complies with restrictions governing the use of federal funds for political activities, the use of the one-stop environment for political activities, and the local board complies with the applicable certification and disclosure requirements	WorkSource System Policy 1018; 2 CFR Part 225 Appendix B; 2 CFR Part 230 Appendix B; 48 CFR 31.205-22; RCW 42.52.180; TEGL 2-12; 29 CFR Part 93.100
X	21. The LWDB ensures that one-stop MSFW and business services staff, along with the Migrant and Seasonal Farm Worker program partner agency, will continue to provide services to agricultural employers and MSFWs that are demand-driven and consistent with ESD's mission.	WIOA Sec. 167; MSFW Services Handbook
X	22. The LWDB follows confidentiality requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIOA, and applicable Departmental regulations.	WIOA Sec. 116(i)(3) and 185(a)(4); 20 USC 1232g; 20 CFR 677.175 and 20 CFR part 603
	Administration of Funds	References
X	23. The LWDB has a written policy and procedures to competitively award grants and contracts for WIOA Title I-B activities (or an applicable federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.	WIOA Sec. 108(b)(16); 20 CFR 679.560(a)(15); WIOA Title I Policy 5601 WIO Sec. 134(c)(3)(G); 20 CFR 680.300-310
X	24. The LWDB has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to insure proper disbursement and accounting of WIOA adult,	WIOA Sec. 108(b)(15), WIOA

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	dislocated worker, and youth program and the Wagner-Peyser Act funds.	Title I Policy 5230; WIOA Title I Policy 5250
X	25. The LWDB ensures compliance with the uniform administrative requirements under WIOA through annual, on-site monitoring of each local sub-recipient.	WIOA Sec. 184(a)(3); 20 CFR 683.200, 683.300, and 683.400- 410; WIOA Policy 5230
X	26. The LWDB has a local allowable cost and prior approval policy that includes a process for the approval of expenditures of \$5,000 or more for equipment requested by subcontractors.	2 CR Part 200; 20 CFR 683.200; WIOA Title I Policy 5260, Rev. 4
X	27. The LWDB has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents the actions taken with respect to debt collection, restoration, or other debt resolution activities.	WIOA Section 184(c); 20 CFR Part 652; 20 CFR 683.410(a),683.420(a), 683.750; WIOA Title I Policy 5265
X	28. The LWDB has a written policy and procedures for ensuring management and inventory of all properties obtained using WIOA funds, including property purchased with JTPA or WIA funds and transferred to WIOA, and that comply with WIOA, Washington State Office of Financial Management (OFM) and, in the cases of local government, Local Government Property Acquisition policies.	WIOA Sec.184(a)(2)(A); 20 CFR 683.200 and 683.220; OMB Uniform Admin. Guidance; (GAAP); WIOA Title I Policy 5407
X	29. The LWDB will not use funds received under WIOA to assist, promote, or deter union organizing.	WIOA Sec. 181(b)(7); 20 CFR 680.830-840.
X	30. The LWDB has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIOA-funded basic career services and qualifications for enrollment of adults, dislocated workers, and youth in WIOA-funded individualized career and training services, consistent with state policy on eligibility and priority of service.	20 CFR Part 680 Subparts A and B; proposed 20 CFR Part 681 Subpart A; WorkSource System Policy 1019, Rev. 8
X	31. The LWDB has a written policy and procedures for awarding Individual Training Accounts to eligible adults, dislocated workers, and youth receiving WIOA Title I-B training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.	WIOA Sec. 134(c)(3)(G); 20 CFR 680.300-330; WIOA Title I Policy 5601, Rev. 2
X	32. The LWDB has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible adult, dislocated workers, and youth enrolled in WIOA Title I-B programs.	WIOA Sec. 129(c)(2)(G) and 134(d)(2); 20 CFR 680.900-970; 20 CFR 681.570; WorkSource System Policy 1019, Rev. 8

X	<p>33. The LWDB has a written policy for priority of service at its WorkSource centers and, as applicable, affiliate sites and for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry, made aware of their entitlement to priority of service, and provided information on the array of employment, training and placement services and eligibility requirements for those programs or services.</p>	<p>Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR 1010; TEGL 10-09; Veterans Program Letter 07-09; WorkSource System Policy 1009, Rev. 3</p>
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Attachment G - Local Integrated Workforce Plan Certification

Will have signed by CLEO after special full board meeting.

Attachment H - Public Comment

Every four years, in accordance with the federal Workplace Opportunity and Investment Act (WIOA), the WDC unveils a comprehensive regional workforce plan. It is intended to foster alignment among key stakeholders in the local workforce development systems. Designed to guide the WDC's roadmap, priorities, and investment plan for creating a unified, equity focused, regional workforce development system.

Duration: The local plan was made available to the public from March 5 to April 4, 2024, through the WDC's website. Following the conclusion of the comment period, we will incorporating relevant feedback as necessary, ensuring that the finalized plan is a reflection of the collective aspirations of the community.

Newsletter/E-Blast Announcement: The draft Local Plan was also made accessible through an official news release. This announcement was sent out on March 4 to a wide network of stakeholders, including labor, community-based organizations, businesses, education, and local government agencies.

Social Media: Announcements were posted on WDC's social media channels with a link to WDC's website.

Stakeholder Engagement Process: The engagement process was comprehensive, incorporated various activities such as convenings, presentations, meetings with community-based organizations, economic development entities, labor, education, and local government. The Chief Local Elected Officials (CLEOs) also participated in parallel regional economic planning efforts to share information and drive alignment and collaboration. The strategies were informed by input received throughout the process.

Board Engagement: The board formed the Strategic Plan Steering Committee to oversee the update of the WIOA Local Plan (2024-2028) and refresh the previously adopted Regional Strategic Plan to reflect current context and current regional environments. The focus is on aligning a shared blueprint for regional workforce priorities, fostering economic prosperity, and enhancing industry engagement - all grounded in the north stars of racial equity and job quality. The committee was tasked with aligning regional workforce priorities in the comprehensive four-year plan. This involved co-convening

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conversations with stakeholders, reviewing and approving policies, procedures, activities, and ensuring compliance with submission requirements. The Committee's collaborative endeavors significantly contributed to the success of the release of this plan.

The Steering Committee reviewed the WIOA Local Plan (Phase I) before they were presented to the to the Finance & Administration Committee (FAC) & Full Board for final approval on 5/15/2024.

Stakeholder Engagement	
Tri-County Refugee Planning Committee	King County; City of Seattle and Port of Seattle Convenings (
Seattle Information Technology – Technology Matching Fund Cohort Meeting Presentation (Villa Comunitaria, InterConnection; Positive Place; Ecolazos, Real Change News; Prison Scholars; Somali Family Safety Taskforce; Verizon Wireless; Friends of Little Saigon)	Seattle Metropolitan Chamber of Commerce
Beacon Business Alliance	MLK Labor
Equitable Recovery Reconciliation Alliance	Seattle Public Library
Asian Counseling and Referral Service	United Indians of All Tribes Foundation
Neighborhood House	Filipino Community of Seattle
YWCA Seattle King Snohomish	Computing for All
Pacific Associates	Communities Rise
TRAC Associates	White Center Community Development Association

Attachment I - Performance Targets

Following a review of the proportionate adjustment models based on a baseline of state-level performance targets, data supporting the proposed local performance targets, and subsequent discussions with State staffs and local area representatives, we are confirming the final performance targets for Program Year 2022 and 2023 Workforce Innovation and Opportunity Act (WIOA) for the Workforce Development Council of Seattle-King County as follows:

Program	Performance Measure	2022 Proposed Target	2023 Proposed Target
WIOA Adult	Employment Rate 2nd Quarter After Exit	63.00%	63.00%
WIOA Adult	Median Earnings 2nd Quarter After Exit	\$11,293	\$11,293
WIOA Adult	Employment Rate 4th Quarter After Exit	68.00%	68.00%
WIOA Adult	Credential Attainment Rate 2nd Quarter After Exit	63.00%	63.00%
WIOA Adult	Measurable Skill Gains	16.20%	16.20%
WIOA Dislocated Worker	Employment Rate 2nd Quarter After Exit	72.40%	72.40%
WIOA Dislocated Worker	Median Earnings 2nd Quarter After Exit	\$11,862	\$11,862
WIOA Dislocated Worker	Employment Rate 4th Quarter After Exit	74.10%	74.10%
WIOA Dislocated Worker	Credential Attainment Rate 2nd Quarter After Exit	72.90%	72.90%
WIOA Dislocated Worker	Measurable Skill Gains	21.30%	21.30%
WIOA Youth	Employment Rate 2nd Quarter After Exit	59.00%	59.00%
WIOA Youth	Median Earnings 2nd Quarter After Exit	\$3,946	\$3,946
WIOA Youth	Employment Rate 4th Quarter After Exit	60.00%	60.00%
WIOA Youth	Credential Attainment Rate 2nd Quarter After Exit	40.60%	40.60%
WIOA Youth	Measurable Skill Gains	29.40%	29.40%

**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY
MEMORANDUM**

TO:	Finance and Administration Committee
FROM:	Marisol Tapia Hopper
DATE:	March 15 th , 2024
SUBJECT:	Grants Update

Background:

The WDC has undergone significant personnel changes in tandem with the organizational transformation and the substantial shifts in our mission and strategic priorities. These transformative efforts necessitated the identification of new staff capacity to effectively execute the Regional Strategic Plan. In line with our commitment to fortifying our capacity for efficient grant management, we launched the recruitment process for a Grants Manager in July of 2023. The process concluded in January when Kate Ridings accepted this role. This strategic addition to our team serves not only to reinforce our current capacity but also to propel the advancement and scaling of both existing and new innovative initiatives.

Grants Update:

The substantial investments made in staff and infrastructure have allowed the WDC to take on a more expansive role, pursuing funding opportunities that contribute to building a more inclusive workforce development system. Below are updates on recent grant opportunities and their outcomes for fiscal year 2023. Looking ahead, we are eagerly anticipating the release of new digital equity funding from the WA State Department of Commerce and the National Telecommunications and Information Administration ([NTIA](#)), which will enable the WDC to scale digital access efforts in the region.

FUNDER	PROJECT	AWARD	PERIOD
NFWS	Human Centered Design Common Intake Form	\$ 200,000	8/23 – 7/24
Comcast	Digital Equity: Expand digital navigation services at WorkSource Centers	\$ 60,000	9/23 – 9/24
DOL/DOJ	Partners for Reentry Opportunities in Workforce Development. Co-Applicant with ESD	\$6,000,000	Four Years
ESD/Commerce	Community Reinvestment Fund: EcSA Career Incentives and EcSA Business Support	\$3,550,427	11/23- 5/25
City	Funding for Backbone Organization	\$250,000	12/2023

NSC	WA SkillSPAN: Coalition Building & support WDC's policy work.	\$25,000	1/24-12/24
Total Awarded		\$10,085,427	
PENDING			
FUNDER	PROJECT/PARTNERS	REQUESTED	SUBMITTED
County	Funding for Backbone Organization – Pending Negotiations	\$250,000	12/2023
Bank of America	Reconnecting Opportunity Youth to Education and Employment	\$150,000	2/2024
SUBMITTED NOT AWARDED			
Families & Workers Fund	Purpose: Climate and Infrastructure Careers Coalition Building and Expanded Supportive Services. Partners: C3, Filipino Community of Seattle & United Indians of All Tribes Foundation.	\$1,500,000	1/2024
National Fund	Job Quality in the Childcare Sector. Funding goals included retaining a consultant to lead employer engagement and expand collaboration with King County's Wage Boot Demonstration Project.	\$200,000	2/2024