

**Washington State Workforce Training and Education Coordinating Board**  
**Minutes of Meeting No. 116**  
**March 9, 2007**

Mr. David Harrison called the Workforce Training and Education Coordinating Board (Workforce Board) meeting to order at 8:43 a.m. at the State Board for Community and Technical Colleges. The following Board members and officers were present:

David Harrison, Board Chair  
Rod Duckworth, Office of Superintendent of Public Instruction (OSPI)  
Charlie Earl, State Board for Community and Technical Colleges (SBCTC)  
Jim Crabbe, State Board for Community and Technical Colleges (SBCTC)  
Julianne Hanner, Business Representative  
Karen Lee, Employment Security Department (ESD)  
Tony Lee, Targeted Populations  
Janet Lewis, Labor Representative  
Asbury Lockett, Business Representative  
Lori Province, Labor Representative  
Lynnae Ruttledge for Robin Arnold-Williams, Department of Social and Health Services (DSHS)

Mr. Bryan Wilson, acting Executive Director

**Invited Guests**

Israel Mendoza	State Board for Community and Technical Colleges
Tina Bloomer	State Board for Community and Technical Colleges
Joan Weiss	Labor Council, AFL-CIO Adult Education Advisory Council
Paula Norby	Tacoma Community College, Workforce Education Council
Troy Hutson	Health Workforce Institute, Member, Adult Education Advisory Council
Kris Stadelman	Seattle-King County Workforce Development Council
David Prince	State Board for Community and Technical Colleges
Karen Shaw	City of Everett, Economic Development and Human Services
Donna Miller-Parker	Shoreline Community Colleges, Council for Basic Skills, Adult Education Advisory Council

**Welcome and Introductions**

Mr. David Harrison welcomed the Board, invited guests, and staff to the State Board for Community and Technical Colleges main office and introductions were made.

**Chair's Report**

Mr. Harrison referred to the previous Board meeting stating the Governor was pleased with *Washington Works* and the system review. He noted that Ms. Terry Bergeson conducted an excellent round table discussion about the dropout prevention at our January meeting, and he recapped those discussions. Mr. Harrison announced Executive Director, Ms. Eleni Papadakis, will officially start on March 19, 2007, noting that Ms. Papadakis will schedule individual meetings with Board members and management in the weeks following. Mr. Harrison announced Mr. Don Bennett was appointed Deputy Director of the Higher

Education Coordinating Board. Mr. Harrison, along with staff to the Board and the Interagency Committee members, would like the Board to “push harder” on policy issues. He suggested that the Board take pieces of the strategic plan and begin implementing them, by defining system improvement steps with our partners. Mr. Charlie Earl and Mr. Harrison have been engaged in discussions with a group of funders in South King County for the future of broader workforce investments. Mr. Harrison and Ms. Pam Lund, along with Mr. Jim Crabbe, recently returned from the National Governors Association Sector Academy meeting in Chicago. Mr. Harrison believes that the Workforce Board has a need for a system-wide Memorandum of Understanding articulating how these systems fit together. Mr. Harrison noted the two Board member spots, recommended by *Washington Works*, are still being worked out with the Governor’s office: the Community, Trade and Economic Development ex-officio spot, and the appointment of a director of a Workforce Development Council to the vacant position representing local elected officials. Mr. Harrison gave special thanks to Mr. Bryan Wilson for stepping in as acting Executive Director for the past two weeks. Mr. Earl welcomed the Workforce Board and guest to their new digs.

### **Motion 07-116-01**

Ms. Julianne Hanner moved to adopt the January 24, 2007, minutes. Ms. Janet Lewis seconded the motion. The motion passed.

### **Executive Director’s Report**

Mr. Wilson noted the planning requirements’ for the Workforce Investment Act (WIA). The original five year plan for the state expired in 2005, and the Department of Labor has asked that we submit an updated modified plan by May 1, 2007. Mr. Martin McCallum has been working with the Employment Security Department to make sure that gets done. The United State Department of Labor announced a third round of Workforce Innovation in Regional Economic Division (WIRED) grants. During the first two rounds of WIRED grant approvals, Washington was not successful in being awarded a grant. The Governor considered how to proceed with the WIRED RFP process, and has asked applicants to submit a short concept paper by March 12, 2007. A committee will select the two applications to submit to the Department of Labor. Ms. Lund is coordinating the efforts on behalf of the state. Mr. Wilson announced the promotion of Mr. Carl Wolfhagen to Research Manager. Mr. Wolfhagen has been with the agency for eight years as Senior Researcher.

### **Creating Opportunities for Adult Basic Skills Students**

Mr. Harrison asked the round table participants to introduce themselves to the Board and guests. Mr. Israel Mendoza provided a summary of Adult Basic Education including English as a Second Language in Washington State. The panelists provided additional background information and talked about how Adult Basic Education affects the workforce. Mr. Earl thanked Mr. Harrison, Mr. Tony Lee, and especially Mr. Wilson for helping in supporting Opportunity Grants. Mr. Mendoza mentioned that over 60,000 adults a year are served in Adult Education, and mentioned the five year plan for Adult Education. Mr. Harrison suggested an examination of the integration of WorkSource with I BEST and training. Ms. Karen Lee suggested a task force be formed. Mr. Troy Hutson suggested the need for a major change in how education is delivered. Ms. Lynnae Ruttledge asked about the people with disabilities. Ms. Lewis suggested that I-BEST would be a good tool to use with pre-apprenticeship programs. Ms. Lori Province suggested the need for increased co-enrollment of I-BEST and WIA participants.

## **Eligible Training Provider List Criteria**

Ms. Karen Pyle and Mr. Wilson presented the material in tab 3. Mr. Asbury Lockett and Ms. Rutledge expressed concern with the low standard for completion rate. Ms. Province wondered if anymore apprenticeship programs have applied to be an Eligible Training Provider (ETP). Mr. Harrison suggested the motion be amended to request a staff analysis of the completion rate standard prior to the Board action on the program year 2008 ETP List criteria.

## **Motion 07-116-02**

Ms. Hanner moved to adopt the Performance Criteria for Determining Training Provider Eligibility for July 1, 2007, to June 30, 2008 as amended. Mr. Crabbe seconded the motion. The motion passed with the amendment.

## **Recommendations to Governor on WIA 10 Percent Funds**

Mr. Wilson introduced the material on the WIA Title I 10 percent funds in tab 4. Mr. Wilson indicated at this time we do not know what the federal allotment will be for 2007. We anticipate that the amount will be substantially less than in 2006. Mr. Wilson shared three areas of new interest for the WIA 10 percent money: Adult Basic Education, the Work Readiness Credential and apprenticeship programs, in particular, non-traditional apprenticeship programs for woman.

## **Carl D. Perkins Career and Technical Education Act 2006 – Transition**

Mr. Walt Wong and Ms. Terri Colbert presented the material in tab 5. Mr. Wong thanked Ms. Colbert for being the primary leader on the Carl D. Perkins plan. He indicated Carl D. Perkins Career and Technical Education Act allocations will be an action item on the agenda for the June meeting. Also, Carl D. Perkins will be on the agenda in September for policy deliberations. Mr. Wong noted to the Board that in order to receive funds we first must submit a transition plan. All of the states have decided to submit transition plans by July 1. Mr. Wong is seeking approval from the Board to submit a one-year transition plan to the Department of Education.

## **Motion 07-116-03**

Mr. Lockett moved to approve the state's one-year Carl D. Perkins Transition Plan for 2007-2008. Ms. Province seconded the motion. The motion passed.

## **Legislative Update**

Mr. Wes Pruitt and Ms. Madeleine Thompson presented the Workforce Board with the legislative materials in tab 6. Mr. Pruitt provided an update on bills that have passed the House and Senate. Ms. Thompson provided an update on health care legislation.

The meeting adjourned at 2:43 p.m.

**Washington State Workforce Training and Education Coordinating Board**  
**Minutes of Meeting No. 117**  
**April 20, 2007**

Mr. David Harrison called the Workforce Training and Education Coordinating Board (Workforce Board) meeting to order at 11:08 a.m. via conference call. The following Board members and officers were present:

David Harrison, Board Chair  
Rick Bender, Labor Representative  
Charlie Earl, State Board for Community and Technical Colleges (SBCTC)  
Jim Crabbe, State Board for Community and Technical Colleges (SBCTC)  
Karen Lee, Employment Security Department (ESD)  
Janet Lewis, Labor Representative  
Lynnae Rutledge for Robin Arnold-Williams, Department of Social and Health Services (DSHS)  
Beth Thew, Labor Representative

Eleni Papadakis, Executive Director

**Welcome and Introductions**

Mr. Harrison welcomed the Board and staff to the special conference call to consider the new state modified plan for the Workforce Investment Act (WIA) Title I-B and Wagner-Peyser. Mr. Harrison welcomed Ms. Eleni Papadakis to her first Workforce Board meeting. Introductions were made around the table and on the phone.

**Workforce Investment Act – New State Modified Plan**

Mr. Martin McCallum presented the material on the 2007-2009 State Modified Plan for WIA Title I-B and Wagner-Peyser. Mr. McCallum thanked the parties involved in the rigorous work done on the plan. Ms. Holly Watson, Employment Security Department, mentioned the plan goes beyond compliance requirements. Mr. Harrison said this was a good exercise in getting us onto the same path. Ms. Karen Lee mentioned her enthusiasm as we are using the planning process to further the Boards expectations that we laid out in *Washington Works*. Mr. Carl Wolfhagen reviewed the performance targets that will be included in the Plan since they are negotiated with the Department of Labor. Mr. Harrison mentioned the new integration language on pages 99-104.

**Motion 07-117-01**

Ms. Lee moved to adopt the 2007-2009 State Plan and performance targets for WIA Title I-B and Wagner-Peyser Act. Mr. Jim Crabbe seconded the motion. The motion passed.

The Board meeting adjourned at 11:20 a.m.

**Interagency Committee**  
**March 16, 2007**  
**Meeting Notes**

Attending: Debbie Cook, Department of Services for the Blind; Kathy Cooper, Jim Crabbe, and Israel Mendoza, State Board for Community and Technical Colleges; Mark Bergeson, Higher Education Coordinating Board; Steve Lindstrom, Northwest Federation of Career Colleges; Paul Trause and Gary Kamimura, Employment Security Department; Tim Probst and Steve Frazier, Washington Workforce Association; Liz Smith, Department of Labor and Industries, Apprenticeship; Lynnae Rutledge, Department of Social and Health Services, Division of Vocational Rehabilitation; Walt Wong, Bryan Wilson, and Pam Lund, Workforce Training and Education Coordinating Board.

**Workgroup on Referrals to Training**

Bryan started the discussion with a little background on the Referrals to Training issue. This item was brought up at the March 9 Board meeting by David Harrison and Karen Lee. Thousands of people use WorkSource; we need to improve how we identify who could benefit from training and how to refer people to appropriate training, recognizing that most people coming to WorkSource don't want training but want a job right away. David Harrison, Charlie Earl, and Karen Lee will be on a committee of the Board to work on this.

Paul Trause suggested that a small group of knowledgeable staff have a meeting to discuss, and then prepare a paper, on the following issues. The paper would be taken to the Board members.

1. Are there appropriate procedures/practices in the WorkSource system to determine who is appropriate for training/what training is appropriate for the individual's career goals?
2. Is there adequate information in the WorkSource system to make appropriate referrals?
3. How should we fill gaps in the community between available training, labor market needs, and the individual's needs?

**Roundtable Discussion on MOUs**

David Harrison is committed to having a statewide Memorandum of Understanding (MOU) regarding System Integration. Martin McCallum is working on a paper discussing what other states have in their MOUs. Liz Smith asked if we are required to have an MOU. Israel Mendoza asked what the purpose of a statewide MOU is. Bryan Wilson stated that it is not legally necessary to have an MOU, however David is committed to having one. The goal is to have a clear sense of each agency/organization's role in the system to help prevent duplication or misunderstandings of each other's roles. This will also help to keep the system going in case of leadership changes.

Paul Trause suggested that the roundtable discussion be preceded by presentations on the ESD/WDC integration pilots. He also suggested that the roundtable could include measurement issues.

A meeting of interested IC (or designee) members will take place by the end of March to discuss the System Integration MOU.

### **WIA 10 Percent Recommendation**

An initial meeting of Workforce Board, ESD, WDC, and the Governor's Office staff met to discuss the Board's recommendations to the Governor on the use of the WIA 10 percent funds. Bryan asked the IC members to get their recommendations to him by the end of March. The recommendations will be taken to the Board at the May 15 meeting. There was a reminder that this is a small pot of money and that it is declining every year. There will likely be more requests than available funds.

### **WDC Strategic Plans Approval**

The WDC Strategic Plans will be taken to the Board at the May 15 meeting. This is an action item and the plans are expected to be approved by the Board.

### **Update on Legislative Session**

The Workforce Board is seeing a lot of progress on workforce development bills. The HSHW resolution is moving through both the House and Senate and should be adopted. The PVS legislation is moving along. The Skill Panels funding was denied by OFM. Senator Kilmer sponsored a bill but it did not pass out of committee. The Skills Centers bill is moving along through both the House and Senate. The Opportunity Grants bill has passed the House but there is a hold up in the Senate due to competing financial aid bills. The Health Care Career Academies failed to pass out of committee. The Washington Hospital Association is working to get them in a budget proviso.

**Interagency Committee**  
**April 6, 2007**  
**Meeting Notes**

Attending: Rod Duckworth, Office of Superintendent of Public Instruction; Lori Province, Washington State Labor Council; Debbie Cook, Department of Services for the Blind; Kathy Cooper and Jim Crabbe, State Board for Community and Technical Colleges; John Lederer, Higher Education Coordinating Board; Steve Lindstrom, Northwest Federation of Career Colleges; Paul Trause and Holly Watson, Employment Security Department; Tim Probst and Steve Frazier, Washington Workforce Association; Liz Smith, Department of Labor and Industries, Apprenticeship; Don Kay, Department of Social and Health Services, Division of Vocational Rehabilitation; Walt Wong, Bryan Wilson, and Eleni Papadakis, Workforce Training and Education Coordinating Board.

**Memorandum of Understanding (MOU) Roundtable Discussion**

Bryan Wilson mentioned that at the last IC meeting Paul Trause suggested briefing the Board on the WorkSource Integration Pilots. Bryan asked the committee for suggestions on who should be on the invitation list for the roundtable discussion. The Board and panel members will discuss having a statewide MOU regarding System Integration. The discussion at the May 15 Board meeting will be what types of things should be in the MOU, should it be the same across the state, and what things should be left up to the local areas.

Eleni Papadakis suggested a list of questions for panel members to come prepared to answer and discuss.

Jim Crabbe suggested maybe having a lessons learned piece from the North Seattle study. Paul Trause suggested that study was more facility-based rather than integration-based. Jim suggested we define integration, suggested we look at a wider perspective and questions what all the MOU would encompass.

Steve Frazier suggested having a statement of expectation of participation with WorkSource.

Eleni suggested that we hear lessons learned and hear key elements of what the Board should be thinking about and asking them what they want to see happen with individuals.

Lori Province asked who benefits and who should play. How do we get multiple agencies to work together?

Tim Probst suggested that we invite Colin Conant to sit on the panel and present the Pierce County blueprint.

Steve Frazier suggested that we have more than one MOU, because one size does not fit all.

**Interagency Committee**  
**April 27, 2007**  
**Meeting Notes**

Attending: Lori Province, Washington State Labor Council; Debbie Cook, Department of Services for the Blind; Carolyn Cummins, State Board for Community and Technical Colleges; Mark Bergeson, Higher Education Coordinating Board; Steve Lindstrom, Northwest Federation of Career Colleges; Paul Trause, Gary Kamimura, and Holly Watson, Employment Security Department; Tim Probst, Washington Workforce Association; Liz Smith, Department of Labor and Industries, Apprenticeship; Don Kay, Department of Social and Health Services, Division of Vocational Rehabilitation; Walt Wong, Bryan Wilson, and Eleni Papadakis, Workforce Training and Education Coordinating Board.

Eleni presented a draft agenda for the Tuesday, May 15, 2007, Board meeting. The committee reviewed and discussed the draft agenda.

**Memorandum of Understanding and System Integration**

Bryan Wilson presented the draft board packet piece and gave a run down of who would be represented on the panel for the roundtable discussion. Paul Trause suggested that we invite someone from a local economic development council..

Don Kay suggested we give the panel members a heads up on what we want them to be prepared to discuss.

Paul Trause suggested that we use the word “scope” instead of “topics” if we are looking for the Board to have a broader discussion. Paul also suggested that we talk about barriers to integration.

Tim Probst wanted to make sure that the Board discusses the whole system, not just WIA and WorkSource and suggested that the Board discusses who will sign the MOU. Tim also suggested that we include the Pierce County Blueprint to the Board packet.

**WIA 10 Percent**

Bryan presented the summary of the subcommittee’s recommendation for the WIA 10 percent. Bryan pointed out the language on the face sheet near the bottom regarding the role of the WDCs.

Paul commented that the Governor’s office gave up a lot and was supportive of performance measures.