

1. Agenda - May 6, 2015

Documents: [AGENDA - MAY 6, 2015.PDF](#)

2. Board Minutes April 14, 2015 - Draft

Documents: [BOARD MINUTES APRIL 14, 2015 - DRAFT.PDF](#)

3. Finance Report March 2015

Documents: [FINANCE REPORT MARCH 2015.PDF](#)

4. Restructuring Requirements May 6, 2015

Documents: [RESTRUCTURING REQUIREMENTS MAY 6, 2015.PDF](#)

5. Request For Proposal Recommendation

Documents: [REQUEST FOR PROPOSAL RECOMMENDATION.PDF](#)

6. Workforce Development Council Program Year 2014 Quarter 3 Report

Documents: [WORKFORCE DEVELOPMENT COUNCIL PROGRAM YEAR 2014  
QUARTER 3 REPORT.PDF](#)

7. Unemployment

Documents: [UNEMPLOYMENT.PDF](#)



**SCWDC Full Board Meeting**  
**May 6, 2015**  
**12:30 Noon**  
**Yakima County Health District**  
(1210 Ahtanum Ridge Drive, Yakima)

**Agenda**

Call to Order

Introductions

Dennis Flabetich

Approval of Minutes, April 14, 2015  
*Action/Approval*

Dennis Flabetich

**Consent Agenda Items:**

*Action/Approval*

**15-05-01 Finance Report**

To adopt the SCWDC Finance Reports as submitted for period ending March 31, 2015.

Eliminate Youth Council and Create a Youth Committee  
*Action/Approval*

Linda Kaminski

Restructure WorkSource Oversight Committee  
*Action/Approval*

Linda Kaminski

Establish a Committee on Disabilities  
*Action/Approval*

Linda Kaminski

Approval of the PY15 Request for Proposals

Christine Cote

- Comprehensive Columbia Gorge – Youth, Dislocated Worker, Adult & WorkFirst (Klickitat/Skamania Counties)
- Youth (Yakima/Kittitas Counties)

*Action/Approval*

Director Report

Patrick Baldoz

Other Business

Adjourn

**Additional Attachments:**

- Program Standards Report
- Unemployment



**Executive Committee Meeting**  
**April 14, 2015**  
**4:00 p.m.**  
**SCWDC/WebEx**

---

**Minutes:**

*Board Members Present:*

Carolyn Dresker, Vice-Chair  
Barbara Cosner, WebEx  
Linda Kaminski, WebEx

Mark Todd  
Brian Lenz, WebEx

Leanne Liddicoat  
Denny Newell, WebEx

Tammara Tippel, WebEx

Marcia Henkle, WebEx

*Staff Present:*

Patrick Baldoz  
David Gonzales  
Amy Martinez

Becky Smith, Minutes  
Tim Hoerner

Chuck Padorr  
Tamara Bosler

*Guests:*

Madelyn Carlson

Rosa Uberuaga

Marcelino Osorio, WebEx

---

**Call to Order: Carolyn Dresker**

Carolyn called the meeting to order at 4:03 p.m. and welcomed everyone.  
Introductions were made.

**Approval of Minutes: Carolyn Dresker**

Carolyn called for a motion to approve the March 10, 2015 meeting minutes:

**Barbara Cosner moved to approve the March 10, 2015 Executive Committee Meeting minutes as printed, seconded by Brian Lenz. Motion carried.**

**Consent Agenda**

**15-04-01 Finance Report**

To adopt the SCWDC Finance Reports as submitted for period ending February 28, 2015

**15-04-02 WIF Housing Contract Modification**

The Council is requesting to modify Workforce Innovation Fund (WIF) Fee for Service Contract with the YWCA of Yakima. This modification is to extend the spending authority from March 31, 2015 to June 30, 2015.

**15-04-03 Additional Dislocated Worker Funds**

The Council will receive an additional \$131,752 in State Rapid Response Funds and \$24,406 redistribution of FY14 DW Funds. Staff requests that these funds be reserved at this time.

**Denny Newell moved to approve the items on the Consent Agenda as presented, seconded by Linda Kaminski. Motion carried.**

### **Approval to Procure Programs**

Patrick reminded everyone that in September the Board took action to postpone the procurement of programs based on the uncertainty around the new legislation. Since then there have been a number of meetings and conversations with our consultant and it is being recommended that because it has been four years we should move ahead with procurement.

The staff is asking to move forward with procuring the Adult/Dislocated Worker/Youth and WorkFirst programs as a single contract for the Columbia Gorge. This contract would start on July 1, 2015. They would also like to procure Youth contracts for Kittitas and Yakima County with contracts starting at the same time.

He went on to explain that we will also need to procure the Adult and Dislocated Worker programs for Kittitas and Yakima with contracts to start October 1, 2015. A tentative bid schedule was provided. Staff will be working on a shorter abbreviated RFP that will be approved by the Planning Committee and Youth Council.

We now have the proposed regulations from the Department of Labor. This should allow us to write an RFP that would include all of the WIOA requirements. We are putting in the stipulation that we may need to make changes or rebid in the coming year due to further information or rules coming from DOL, state and/or the Council.

Leanne asked what other areas are doing. Other areas are able to postpone because they have recently procured. Patrick explained that we are up against a wall because it has been four years since our last procurement.

Denny asked that if we move forward with the accelerated schedule, will this allow time for the contractors to ramp up a new program. Patrick shared that we would make provisions for a transitional time. Keep in mind there will be some awkwardness in the transition phase because of the start of a new program. Regardless, WIA phases out on June 30, 2015. WIOA will then start on July 1. Everyone will be transitioning whether it is an existing contractor or a new contractor. We will try to be as flexible as possible to make sure the transition happens.

Patrick shared that we don't want to create a tremendous burden on the bidders or our staff. We have cut down the proposal requirements to a 5 page narrative with 2 pages of management along with the required forms. The Gorge area will remain somewhat tentative as we will be speaking with Oregon looking to work together.

Patrick further explained that that Scott Cheney and national people have stated that local board should not operate programs. We currently operate the Yakima Dislocated Worker Program. According to the law, in order for a board to run their own program it would have to be by agreement between local elected and governor. The commissioners however would have to make the request. The State Board will likely be a part of this process and may create other requirements for this to happen. They tend to lean toward not allowing the operation of programs.

So the question is, if we move forward with procurement of programs, will we include the Yakima Dislocated Worker Program. If we do this, it will affect six staff members.

Patrick proposed that this question be moved to the Planning Committee to make the recommendation back to the board.

Patrick was asked for his opinion regarding the matter. He reaffirmed that current law proposed rules provide a prohibition from providing career services unless there is agreement between the commissioners and governor. That, the commissioners would need to make the request. Further, it was staff opinion that the state workforce board would likely add additional requirements. From recent DOL proposed rules and from dialogues with congressional staff in presentations and meetings that it is the intent of DOL and the act for boards to be overseers of the system and not providers. Staff rendered the opinion that if additional rules were imposed by the state it would make it difficult to obtain proper consents needed to operate programs.

The board had an in-depth dialogue, but considering the current law, the proposed rules, uncertainty of state policy and timing, it would be in the best interest of the programs and staff to procure the in-house dislocated worker program and asked if provisions in the Request for Proposal would consider for employment of the current dislocated worker employees. Patrick responded that yes, we could not mandate they hire the staff, but we could make it a primary consideration in the award of the bid and employ other factors so that wage of existing employees would not be a deterrent for hiring them.

**Linda Kaminski moved to procure the Adult, Dislocated Worker, and Youth programs as a single contract for the Columbia Gorge, Adult programs for Yakima/Kittitas Counties and the Dislocated Worker program for Kittitas County seconded by Mark Todd. Motion carried.**

**Linda Kaminski moved that we go forward with procurement of the Dislocated Worker program of Yakima and task the Planning Committee to design the RFP so that that it would include the recommendation to hire the six DWU employees, seconded by Leanne Liddicoat. One opposed. Motion carried.**

#### **Director Report: Patrick Baldoz**

Patrick reported that the ESD monitoring was canceled last month. We don't know when or if they will be rescheduling.

We have received a letter from the governor stating that we have our sub-state area designation for the next 2 years.

Our Board Retreat is scheduled for May 6. Patrick reviewed the draft agenda. We will have a time for the board to look at and plan committee assignments. The meeting will be held at the Yakima County Health Department.

#### **Other Business:**

Tamara reported that over the past few years we have had an AmeriCorp volunteer that has interfaced with our youth projects. It has been a lot of assistance in connecting with disadvantaged youth. A new opportunity has come out within the last day. Depending on what the expectations are she is asking for approval to consider the potential of submitting an

application for one or more AmeriCorp volunteers for the youth projects. The application is due by May 15. All of the funding is provided by AmeriCorp.

**Mark Todd moved to potentially submit an AmeriCorp application, seconded by Kathy Rheume. Motion carried.**

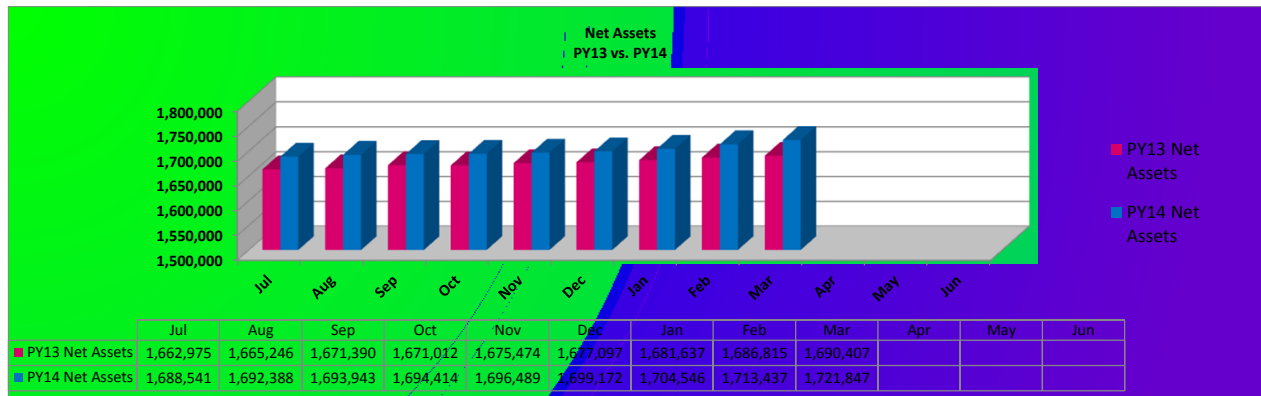
The meeting was adjourned at 4:57 p.m.

DRAFT

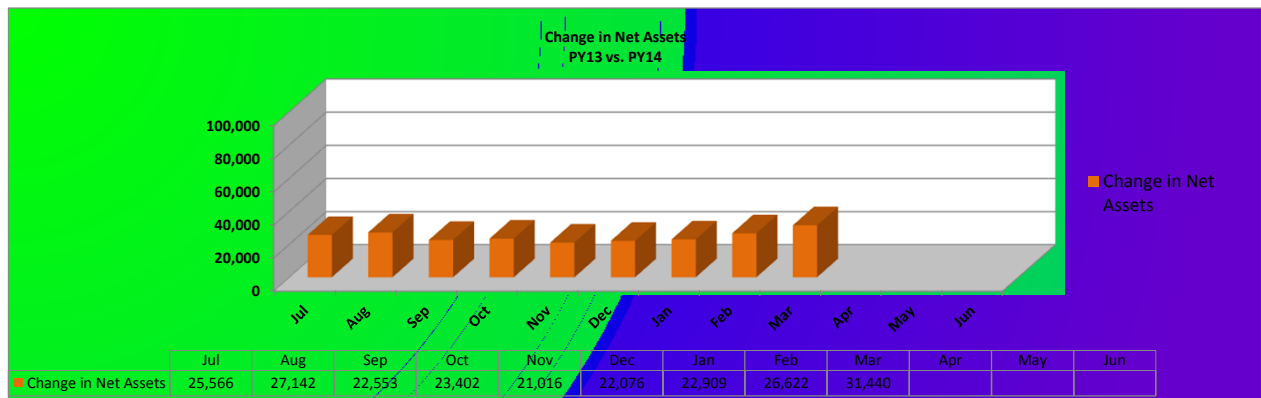
South Central Workforce Development Council  
**Financial Information Summary**  
As of: 3/31/2015

	A Current Month (PY14) 3/1/2015 - 3/31/2015		B Current YTD (PY14) 7/1/2014 - 3/31/2015		C Prior YTD (PY13) 7/1/2013 - 3/31/2014	
	Actual	Budget	Actual	Budget	Actual	Budget
1 Beginning Net Assets	1,713,437		1,688,967		1,661,791	
2 Revenue	499,981	586,118	3,961,503	5,331,830	4,030,797	5,194,115
3 Less Expenses	(491,571)	(607,701)	(3,928,622)	(5,169,576)	(4,002,182)	(4,850,117)
4 Ending Net Assets	<u>1,721,847</u>		<u>1,721,847</u>		<u>1,690,407</u>	
5 Cash	449,644		449,644		591,657	
6 Investments	1,234,675		1,234,675		1,228,785	
7 Receivables and Other Assets	931,804		931,804		639,853	
8 Less Accounts Payable	(774,512)		(774,512)		(646,622)	
9 Less Salary and Taxes Payable	(119,764)		(119,764)		(123,267)	
10 Less Other Payables and Deferred Revenue	<u>0</u>		<u>0</u>		<u>0</u>	
11 Ending Net Assets	<u>1,721,847</u>		<u>1,721,847</u>		<u>1,690,407</u>	

**NET ASSETS**  
**PY13 vs. PY14**



**CHANGE IN NET ASSETS**  
**PY13 vs. PY14**





## MEMORANDUM

TO: South Central Workforce Council

FROM: Christine Cote, Planning Committee Chair

DATE: May 6, 2015

**SUBJECT: PY15 Request for Proposals**

---

The SCWDC Planning Committee met on April 27, 2015 to review the Comprehensive Request for Proposal for Klickitat and Skamania Counties.

Staff provided an overview of the RFP and the committee reviewed the following:

Release Date - May 5, 2015

Due Date - May 26, 2015 4:00 p.m. Pacific Standard Time

Deadline requirement - Any proposal received after that time will not be accepted.

Contract Period - July 1, 2015 through June 30, 2016

Overview of the local area and programs

RFP area (Klickitat and Skamania Counties)

Estimated funding

Program	County	Estimated Funding
Youth	Klickitat-Skamania	\$76,150
	Subtotal	<b>\$76150</b>
Adult	Klickitat	\$50,425
Adult	Skamania	\$33,616
	Subtotal	<b>\$84,041</b>
Dislocated Worker	Klickitat-Skamania	\$63,183
	Subtotal	<b>\$63,183</b>
WorkFirst	Klickitat	\$116,858
WorkFirst	Skamania	\$12,985
	Subtotal	<b>\$129,843</b>
TOTAL ESTIMATED FUNDING		<b>\$353,217</b>

\***Minimum** 80% expenditures will be spent on WIOA out of school youth.

Description of the RFP Process

- Pre-Proposal Conference – May 12, 2015
- Process for questions and answers

- Letter of intent

#### The RFP Schedule

Action	Date	Time
Official Release of RFP	Tuesday, May 5 <sup>th</sup> , 2015	8:30 a.m.
Bidder's Conference	Tuesday, May 12 <sup>th</sup> , 2015	1:30 p.m.
<b>PROPOSAL DUE DATE</b>	<b>Tuesday, May 26<sup>th</sup>, 2015</b>	<b>4:00 p.m.</b>
WDC Staff Compliance Review Completed	By June 1, 2015	
Youth Committee/Council-proposal review and selection of bidder.	Tuesday, June 2, 2015	5:00 p.m.
South Central Planning Committee – proposal review and selection of bidder.	June 5, 2015	9:00 a.m.
Planning Committee recommendation to the South Central Workforce Development Council	June 9, 2015	4:00 p.m.
South Central Commissioners concurrence of contract awards	Before July 1, 2015	
Contract Negotiations Completed by	Before July 1, 2015	
Contracts to be in place by	Wednesday, July 1, 2015	8:00 a.m.

Other information cited in the RFP bidders would need to prepare an application such as:

#### Reference Material and how to access (Website)

Program design background for;

- The One-Stop System
- WIOA Youth, Adult and Dislocated Worker
- Commerce WorkFirst

Proposal format requirements (e.g. font, page numbers, etc.)

Proposal requirements

Program narrative requirements;

- Business / Organization Description and System Experience
- Design for each program
- Budget requirements
- Contract award process and selection and evaluation criteria;

a) *Program Management/Agency Qualifications: 20 points*

*Factors include clarity, program management, organizational capacity, including the ability to collect and manage data; staffing levels, experience and qualifications; knowledge of local area; and the organization's record of integrity, business ethics, fiscal accountability, performance and technology capabilities.*

b) *Program Design: 60 points*

*Factors include clarity, completeness and quality of the overall service design and delivery plan and the specific strategies regarding connection and integration of the One-Stop system.*

- c) *Project Goals: 10 points*  
*Factors include program design that address program purposes and participant characteristics that will move participants to program goals.*
- d) *Price and Reasonableness of Cost: 10 points*  
*Factors for review will include the level of service to participants in relationship to funds available, allocation of staff and overhead funds in comparison to participant training and support funds, leverage of non-WIOA resources and cost per served.*

Other technical aspects of the RFP required for compliance.

The Planning Committee asked questions of staff during the meeting and took comments from the audience. The committee concluded that the RFP was in good form. The full board should have received a link to the RFP.

**Recommendation:**

**The South Central Workforce Council approve the “Workforce Innovation and Opportunity Act Youth, Dislocated Worker, Adult and WorkFirst Programs” Request for Proposal for the Columbia Gorge for release May 5, 2015.**



## MEMORANDUM

TO: South Central Workforce Council

FROM: Christine Cote, Planning Committee Chair

DATE: May 6, 2015

**SUBJECT: PY15 Request for Proposals**

---

The SCWDC Planning Committee met on April 27, 2015 to review the Comprehensive Request for Proposal for Klickitat and Skamania Counties.

Staff provided an overview of the RFP and the committee reviewed the following:

Release Date - May 5, 2015

Due Date - May 26, 2015 4:00 p.m. Pacific Standard Time

Deadline requirement - Any proposal received after that time will not be accepted.

Contract Period - July 1, 2015 through June 30, 2016

Overview of the local area and programs

RFP area (Klickitat and Skamania Counties)

Estimated funding

Program	County	Estimated Funding
Youth	Klickitat-Skamania	\$76,150
	Subtotal	<b>\$76,150</b>
Adult	Klickitat	\$50,425
Adult	Skamania	\$33,616
	Subtotal	<b>\$84,041</b>
Dislocated Worker	Klickitat-Skamania	\$63,183
	Subtotal	<b>\$63,183</b>
WorkFirst	Klickitat	\$116,858
WorkFirst	Skamania	\$12,985
	Subtotal	<b>\$129,843</b>
TOTAL ESTIMATED FUNDING		<b>\$353,217</b>

\***Minimum** 80% expenditures will be spent on WIOA out of school youth.

Description of the RFP Process

- Pre-Proposal Conference – May 12, 2015
- Process for questions and answers

- Letter of intent

#### The RFP Schedule

Action	Date	Time
Official Release of RFP	Tuesday, May 5 <sup>th</sup> , 2015	8:30 a.m.
Bidder's Conference	Tuesday, May 12 <sup>th</sup> , 2015	1:30 p.m.
<b>PROPOSAL DUE DATE</b>	<b>Tuesday, May 26<sup>th</sup>, 2015</b>	<b>4:00 p.m.</b>
WDC Staff Compliance Review Completed	By June 1, 2015	
Youth Committee/Council-proposal review and selection of bidder.	Tuesday, June 2, 2015	5:00 p.m.
South Central Planning Committee – proposal review and selection of bidder.	June 5, 2015	9:00 a.m.
Planning Committee recommendation to the South Central Workforce Development Council	June 9, 2015	4:00 p.m.
South Central Commissioners concurrence of contract awards	Before July 1, 2015	
Contract Negotiations Completed by	Before July 1, 2015	
Contracts to be in place by	Wednesday, July 1, 2015	8:00 a.m.

Other information cited in the RFP bidders would need to prepare an application such as:

#### Reference Material and how to access (Website)

Program design background for;

- The One-Stop System
- WIOA Youth, Adult and Dislocated Worker
- Commerce WorkFirst

Proposal format requirements (e.g. font, page numbers, etc.)

Proposal requirements

Program narrative requirements;

- Business / Organization Description and System Experience
- Design for each program
- Budget requirements
- Contract award process and selection and evaluation criteria;

a) *Program Management/Agency Qualifications: 20 points*

*Factors include clarity, program management, organizational capacity, including the ability to collect and manage data; staffing levels, experience and qualifications; knowledge of local area; and the organization's record of integrity, business ethics, fiscal accountability, performance and technology capabilities.*

b) *Program Design: 60 points*

*Factors include clarity, completeness and quality of the overall service design and delivery plan and the specific strategies regarding connection and integration of the One-Stop system.*

- c) *Project Goals: 10 points*  
*Factors include program design that address program purposes and participant characteristics that will move participants to program goals.*
- d) *Price and Reasonableness of Cost: 10 points*  
*Factors for review will include the level of service to participants in relationship to funds available, allocation of staff and overhead funds in comparison to participant training and support funds, leverage of non-WIOA resources and cost per served.*

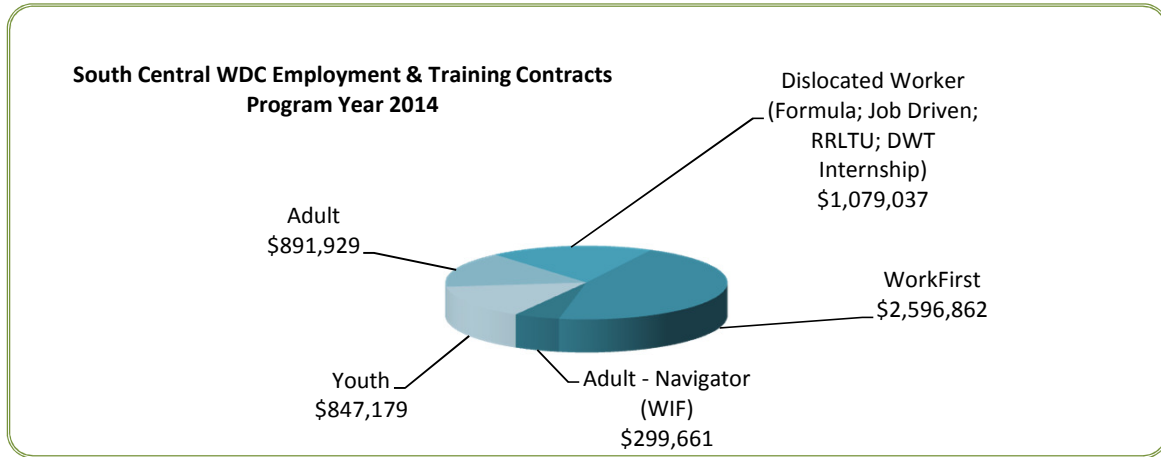
Other technical aspects of the RFP required for compliance.

The Planning Committee asked questions of staff during the meeting and took comments from the audience. The committee concluded that the RFP was in good form. The full board should have received a link to the RFP.

**Recommendation:**

**The South Central Workforce Council approve the “Workforce Innovation and Opportunity Act Youth, Dislocated Worker, Adult and WorkFirst Programs” Request for Proposal for the Columbia Gorge for release May 5, 2015.**

**South Central Workforce Development Council Quarterly Report**  
**PY14 Quarter 3 - January 1, 2015 through March 31, 2015**



ADULT - NAVIGATOR (WIF)					
Contractor: PFP			Contract Term: 07/01/14-06/30/15		
	Actual YTD	Plan YTD	% of Plan	Program Goals	Difference
Carry-In's: 10					
TOTAL Registrations	78	90	86.7%	120	(42)
Expenditures:	\$178,108	\$224,746	79.2%	\$299,661	(\$121,553)
YOUTH					
Contractor: PFP, YVFWC/NCAC, OIC of WA			Contract Term: 07/01/14-06/30/15		
	Actual YTD	Plan YTD	% of Plan	Program Goals	Difference
Carry-In's: 68					
TOTAL Registrations	189	197	95.9%	197	(8)
Expenditures:	\$626,042	\$635,219	98.6%	\$847,179	(\$221,137)
ADULT FORMULA					
Contractor: PFP			Contract Term: 07/01/14-06/30/15		
	Actual YTD	Plan YTD	% of Plan	Program Goals	Difference
Carry-In's: 72					
TOTAL Registrations	143	156	91.7%	174	(31)
Expenditures:	\$518,743	\$634,199	81.8%	\$891,929	(\$373,186)
DISLOCATED WORKER (FORMULA, DWT, RRLTU, JOB DRIVEN)					
Contractor: PFP, SCWDC DWU			Contract Term: 07/01/14-06/30/15		
	Actual YTD	Plan YTD	% of Plan	Program Goals	Difference
Carry-Ins: 127					
TOTAL Registrations	213	238	89.5%	258	(45)
Expenditures:	\$629,005	\$801,315	78.5%	\$1,079,037	(\$450,032)
WORKFIRST					
Contractor: PFP, YVFWC/NCAC			Contract Term: 07/01/14-06/30/15		
	Actual YTD	Plan YTD	% of Plan	Program Goals	Difference
TOTAL Community Jobs Registrations	163	201	81.1%	267	(104)
TOTAL Job Connection Registrations	14	273	5.1%	364	(350)
TOTAL Community Works	90	105	85.7%	279	(189)
TOTAL Career Development Registrations	29	180	16.1%	238	(209)
Expenditures:	\$1,249,693	\$1,949,646	64.1%	\$2,596,862	(1,347,169)

**KEY:**

YVFWC/NCAC = Yakima Valley FarmWorkers Clinic/Northwest Community Action Center

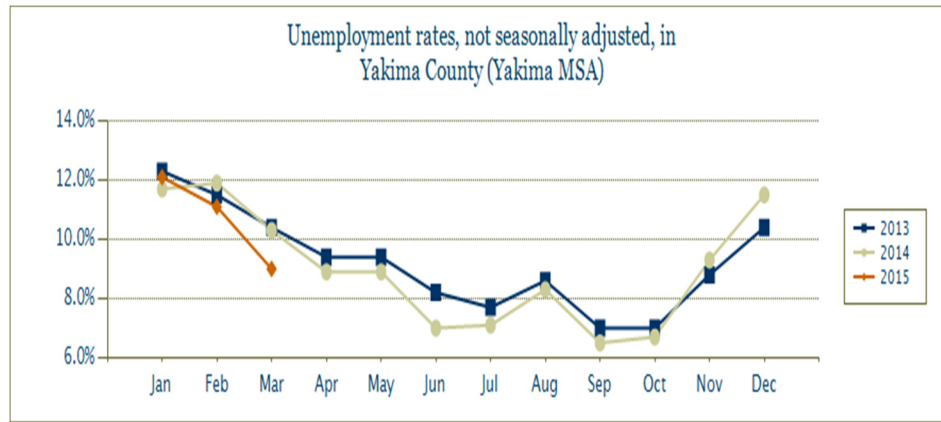
OIC of WA = Opportunities Industrialization Center of Washington

PFP = People For People

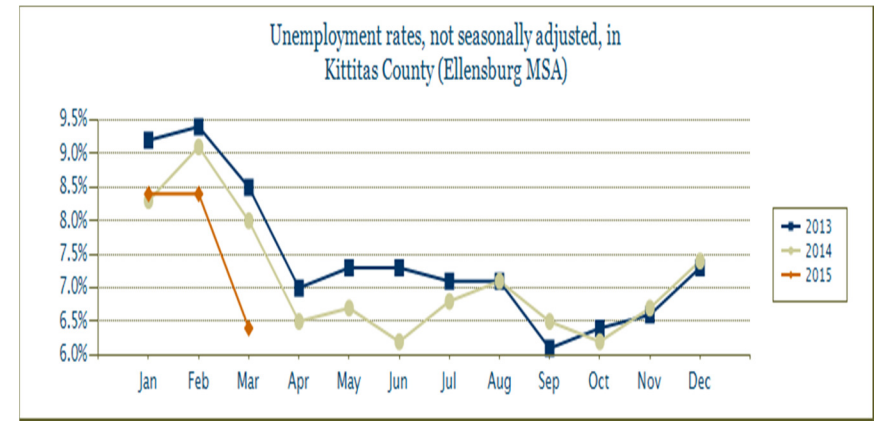
SCWDC DWU = South Central Workforce Development Council Dislocated Worker Unit

PLAN YTD= Quarterly Goal for Program

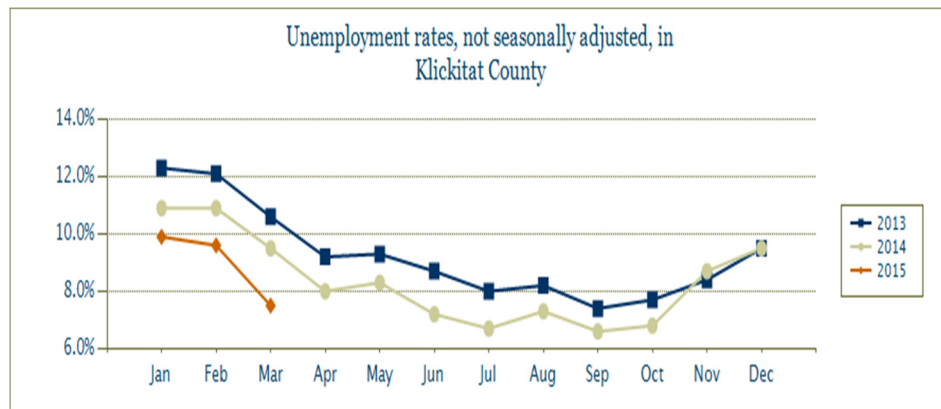
## South Central Workforce Council Unemployment Rates



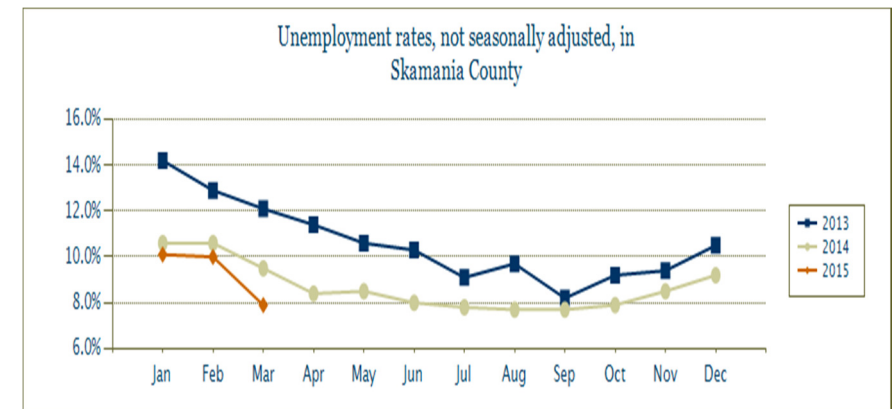
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	12.3%	11.5%	10.4%	9.4%	9.4%	8.2%	7.7%	8.6%	7.0%	7.0%	8.8%	10.4%
2014	11.7%	11.9%	10.3%	8.9%	8.9%	7.0%	7.1%	8.3%	6.5%	6.7%	9.3%	11.5%
2015	12.1%	11.1%	9.0%									



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	9.2%	9.4%	8.5%	7.0%	7.3%	7.3%	7.1%	7.1%	6.1%	6.4%	6.6%	7.3%
2014	8.3%	9.1%	8.0%	6.5%	6.7%	6.2%	6.8%	7.1%	6.5%	6.2%	6.7%	7.4%
2015	8.4%	8.4%	6.4%									



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	12.3%	12.1%	10.6%	9.2%	9.3%	8.7%	8.0%	8.2%	7.4%	7.7%	8.4%	9.5%
2014	10.9%	10.9%	9.5%	8.0%	8.3%	7.2%	6.7%	7.3%	6.6%	6.8%	8.7%	9.5%
2015	9.9%	9.6%	7.5%									

[illegible]