



MEMORANDUM

TO: Kara Main-Hester, Chief Recovery & Resilience Officer

FROM: Chrissie Grover-Roybal, Deputy Director Office of Recovery & Resilience

DATE: August 11, 2023

RE: Workforce Development Community of Practice

Background

This memo outlines the proposal for a Workforce Development Community of Practice – a strategy to foster collaboration, share best practices, and address systemic challenges within our workforce development initiatives across Snohomish County. This initiative seeks to harness the collective wisdom and experience of our workforce development partners to enhance the effectiveness of our programs and ultimately contribute to improved outcomes and impact.

These facilitated meetings will enable participants to explore strategies for improving program outcomes, delve into data-driven insights, and collectively address issues faced on the ground. The group will convene on a quarterly basis with structured opportunities for learning, problem-solving, and building a strong network of peers.

Goals

- **Knowledge Sharing and Learning:** Create a space where members can openly share their experiences, successes, and challenges in implementing workforce development programs. By learning from each other, we can adopt innovative approaches and refine our strategies.
- **Data Analysis and Insights:** Collaboratively analyze performance data at both individual organization and system-wide levels. Extract valuable insights to inform decision-making, identify trends, and adjust programmatic efforts as needed.
- **Problem Solving:** Work together to address common obstacles and bottlenecks faced during program implementation. Pool collective expertise to brainstorm solutions and develop actionable steps to overcome challenges.
- **Networking and Collaboration:** Facilitate networking opportunities for members to establish professional connections, potentially leading to joint initiatives, partnerships, and resource sharing.

Proposed Agendas and Discussion Topics

Kick-Off Meeting: Overview of Community of Practice and Answering Contract-Related Questions (September 2023) – ORR Facilitates

- Opportunity to discuss contract-related issues
- Aligns all partners on contacts and procedures for invoicing, data collection, etc.
- Provide organizations opportunity to meet each other and learn about the rest of the cohort
- Overview of CoP – opportunity for cohort to inform strategy

Meeting 1: Establishing the Community of Practice Foundation (November, 2023) – ORR Facilitates

- Welcome and Introductions – this is yours, if this isn't working for us, we can pivot; goal is to be better as a community to increase likelihood that funding can be extended
- Overview of Community of Practice Objectives and Benefits: What are our goals for the CoP? What are partner goals? What are people hoping to get out of this?
- Defining Key Performance Metrics: What data are we collecting? What does the data tell us about our progress system-wide?
- Open Discussion: Identifying Initial Challenges and Opportunities – how is start-up going? What has been your experience to date with program implementation?
 - *Note: This is an opportunity to pull anything from the monthly meetings. Is there an organization that wants support or guidance from peer organizations?*
- Sharing Success Stories: Highlighting Noteworthy Program Achievements

Meeting 2: Program Implementation Six Months In (February, 2024) – ORR Facilitates

- Review of 2023 data and performance
- Sharing Data Insights: Patterns, Trends, and Anomalies
- Roundtable Discussion: Sharing Current Challenges Faced by Participants
- Peer Consultation: Collaboratively Problem-Solving Member-Submitted Challenges
- Brainstorming Session: Leveraging Data for Continuous Improvement

Meeting 3: Addressing On-the-Ground Challenges (May, 2024) – ORR Facilitates, HSD lead discussion with external expert

- Review of data and performance to date
- Member Showcase: Turning Data into Actionable Programmatic Changes
- Member Showcase: Presenting Promising Data-Driven Interventions
- Breakout Groups: Focus on Specific Challenge Themes (e.g., Participant Engagement, Program Scaling)

Meeting 4: Planning for Collective Impact (August, 2024) – ORR Facilitates, EcoDevo leads discussion about long-term integration with broader workforce meetings and leads data analysis

- Review of data and performance to date

- Progress Update: Sharing Outcomes of Implementing Collective Insights
- Exploring Collaboration Opportunities: Joint Initiatives, Resource Sharing, Cross-Program Support
- Long-Term Vision: Defining Community of Practice Goals for the Next Year
- Member Feedback and Reflection: What Worked, What Can Be Improved?

Subcontractor Monitoring

The Community of Practice supports but **does not replace** the monitoring process for ARPA subcontractors. Each ARPA-CLFR project will be monitored before its closeout. County staff will conduct monitoring activities to track compliance and project performance. Monitoring is not a one-time event and must be completed throughout the project year or operating period. Staff will monitor Subrecipients on an ongoing basis, not only through scheduled on-site monitoring visits as needed, but through continuous communications with Subrecipients and a review of documentation periodically throughout the project year or operating period.

The following table provides a brief overview of the ongoing monitoring that must occur throughout the operating period. For further details, refer to the referenced sections of this Guide. The monitoring plan may be adjusted, as deemed necessary, particularly if the Subrecipient is deemed “high risk” during the risk assessments prior to finalizing the contract or if during the operating period additional monitoring activities are warranted.

Frequency	Description	Responsible Party	Goal
Monthly	<ul style="list-style-type: none"> Review backup documentation and allowability of costs and costs within the scope of work in cost reimbursement invoices 	Department Staff ORR (when applicable)	Assess for progress in meeting applicable performance measures, additional monitoring needs, technical support, and/or corrective action plan implementation.
Quarterly	<ul style="list-style-type: none"> Project outcome and output reporting & follow-up monitoring as needed (submitted as required by department protocol) Project budget and spend down & follow-up monitoring as needed (reviewed by department staff for expected progress within ARPA/contract specific timelines) Submission of ARPA-CLFR project budget reporting to Department of Treasury (done by ORR) 	Department Staff ORR (Treasury Reporting)	
Annually	<ul style="list-style-type: none"> On-site or Remote monitoring, annually or biennially as applicable Organizational Assessment as applicable Annual project reporting Applicable audit reports Submission of ARPA-CLFR project outcome reporting to Department of Treasury (done by ORR) 	Department Staff ORR (Treasury Reporting)	
Ongoing	<ul style="list-style-type: none"> Frequent and regular communications with Subrecipients Technical Assistance (as needed) 	Department Staff	