



**Employment  
Security  
Department**  
WASHINGTON STATE

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**Pacific Mountain Workforce Development Council**

*Serving Grays Harbor, Lewis, Pacific, Thurston and  
Mason Counties*

**PY 2016 Monitoring Report**

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Onsite review conducted  
January 30-February 2, 2017



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## EXECUTIVE SUMMARY

### Background

The Employment Security Department Monitoring Unit (ESD Monitoring Unit) conducted an annual monitoring review of the Pacific Mountain Workforce Development Council (PacMtn) on January 30-February 2, 2017. The review was conducted in accordance with sub-recipient monitoring and management found within the Uniform Administrative Requirements; 2 CFR Part 200; 200.331, the Workforce Innovation and Opportunity Act (WIOA), Sec. 184(a)(4); and additional requirements as established by state policies, rules, and regulations. The review period covered services performed from July 1, 2016 to February 2, 2017.

### Monitoring Objective

Program, administrative and financial reviews of PacMtn were performed to evaluate the management and administration of United States Department of Labor Employment and Training Administration workforce grants to determine if they are operating in compliance with applicable federal and state regulations, laws, and policies.

### Scope

In keeping with general monitoring practices, not all transactions and activities were examined. The ESD Monitoring Unit randomly selected individual participant files and documents for review. The following areas were examined and tested during this review period:

#### WIOA Program Review:

##### Program – WIOA Adult

- Eligibility and documentation requirements;
- Supportive services and needs-related payments;
- Training services; and
- Other identified program elements.

##### Program – WIOA Dislocated Worker

- Eligibility and documentation requirements;
- Supportive services and needs-related payments;
- Training services; and
- Other identified program elements.

##### Program – WIOA Youth:

- Eligibility and documentation requirements;
- Supportive services and needs-related payments;
- Work Experience (WEX); and
- Other identified program elements.

## **Administrative and Fiscal Review:**

- Administrative Controls (Sub-Recipient Monitoring);
- Internal Controls;
- Cash and Financial Management;
- Cost Allocation/Classification Plan and Methodology;
- Property/Inventory;
- Procurement/Contracting;
- Support Services;
- Single Audit;
- Grievance and Complaint; and
- Personnel.

## **ENTRANCE MEETING**

The ESD Monitoring Unit met with Cheryl Fambles, Chief Executive Officer; Bridgett Lockling, Director, Finance and Admin Services; Corinne Daffern, Associate Director, Workforce Services; and Craig Clark, Program and Performance Coordinator and EO Officer. The ESD Monitoring Unit provided an overview of the monitoring process to ensure good communication occurred throughout the visit and asked if the area experienced any significant changes since the last onsite visit.

## **OBSERVATIONS**

### Program – WIOA Adult:

The ESD Monitoring Unit reviewed six (6) Adult files. Items to address were resolved on-site.

### Program – WIOA Dislocated Worker:

The ESD Monitoring Unit reviewed six (6) Dislocated Worker files. Items to address were resolved on-site.

### Program - WIOA Youth:

The ESD Monitoring Unit reviewed nine (9) Youth files. Items to address were resolved on-site.

### Financial & Administrative Systems and Procedures:

The monitoring team found the following administrative and fiscal procedures to be in compliance with State and Federal requirements: design and governance; administrative controls and monitoring; time and effort; internal controls; financial reporting; cash management; allowable costs and cost allocation; personnel; property and inventory; program income; and audit and audit resolution.

## RESULTS

The ESD Monitoring Unit determined that there are no findings. There were two items to address that were identified in the management letter issued on March 31, 2017. These items to address have since been resolved.

**Workforce Monitoring Team:**

Greg Ferland, Director of Workforce Monitoring

Phouang Hamilton, Workforce Monitoring

Karen Downing, Workforce Monitoring