

PacMtn Workforce Development Council
Board Meeting Agenda
Thursday, March 22, 2018 ▪ 1:30 - 4:00 pm
St. Martin's University
Norman Worthington Conference Center
5300 Pacific Ave SE ▪ Lacey, WA 98503
Dial: 888-214-7806 Passcode: 443898
Pacmtn.adobeconnect.com/wdc



I. Welcome & Leadership Reports (Board Chair)

- Establish Quorum & Review Today's Agenda
- Board Chair Report
- Review of Upcoming Consortium Meeting (Attachment #1)
- CEO Report (Attachment #2)

II. Action: Consent Agenda

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

- Approval of the November 2017 and December 2017 Board Minutes (Attachment #3)
- Quarterly Financial Statements (Attachment #4)
- PY16 990 Tax Statement (Attachment #5)

III. Committee & Task Force Updates (Task Force Leads)

- One Stop Committee – Cheryl Heywood
- Action: Motion to Approve New Targeted Populations Charter (Attachment #6) – Kairie Pierce

IV. Action Items & Strategic Discussions (Staff Leads)

- Review January 2017 Board Retreat Notes (Attachment #7)
 - Discussion of Possible Next Steps

V. Board Learning Feature Topic (Michael Cade)

- Off Planet Research and Lab Tour
 - PacMtn welcomes Dr. Roy Heynderickx, President of St. Martin's University and Principles at Off Planet Research

VI. Good of the Order & Announcements

Upcoming Meetings

Date	Location
WDC Board Budget Workshop Thursday, May 24, 2018 9:00 – 11:00 am	PacMtn Offices
Thursday, June 28, 2018*	TBD
WDC Orientation Refresher Thursday, July 26, 2018*	TBD
Regular WDC Meeting Thursday, September 27, 2018*	TBD
Regular WDC Meeting Thursday, November 29, 2018*	TBD
WDC Year End Celebration Thursday, December 27, 2018*	TBD

The WDC Board takes action at Regular Meetings. Other gatherings are topic specific and informal.

*Dates are tentative. Please contact PacMtn offices at 360-704-3568 for confirmation of meeting dates, times and location.

2016 – 2018 WDC Members

Name	Business/Organization	Representation
1. Duane Evans	Port Blakely U.S. Forestry	Business: Wood Products Manufacturing
2. Jim Larson	Morningside	CBO/Serves Disabled Populations
3. Peter Lahmann	NW Laborers Employment Training Trust	Labor – Apprenticeship
4. Alissa Shay	Port of Grays Harbor	Business: Logistics Cross Sector
5. Dru Garson	Greater Grays Harbor	Business: Economic Development
6. Derek Epps	Seattle Shellfish	Business: Aquaculture/Food Production
7. Jacqueline Earley	Sierra Pacific	Business: Wood Products Manufacturing
8. Steve Rogers	Pacific County Historical Society & Museum	Business: Tourism & Recreation
9. Jim Sayce	Pacific County EDC	Business: Economic Development
10. Michael Cade	Thurston County EDC	Business: Economic Development
11. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise
12. Anne Goranson	Employment Security Dept.	Wagner-Peyser Employment Service
13. Kairie Pierce	WA State Labor Council	Labor Organization
14. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations

15. Dr. Jim Minkler	Grays Harbor College	Post-Secondary Higher Education
16. Mike Hickman	Educational School District #113	K-12 Education
17. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor
18. Paul Vertrees	DSHS/DVR	Vocational Rehab
19. Jason Reed	DSHS/Community Services	TANF-DSHS
20. Dawn Murphy	South Puget Sound Community College	Basic Education Acquisition (BedA): Regional
21. Bob Hitt	Toad Hall Cranberry Farms	Business: Food Production
22. Winfried Danke	CHOICE Regional Health Network	Business: Life Sciences
23. Bill Sullivan (<i>Nominee</i>)	Consultant	Business: Education and Technology Solutions Consultant
24. Diana Murphy (<i>Nominee</i>)	Regional Manager	Business: Staffing
25. Vacant		Business: Lewis County
26. Vacant		Business: Mason County

**PacMtn Workforce Development Council
Elected Official Consortium Meeting Agenda**

Friday, March 30, 2017 ▪ 1:00 - 3:00 pm

Online: pacmtn.adobeconnect.com/consortium

888-537-7715 ▪ Passcode: 60526531#



I. Convene: Welcome – Commissioner Drexler

- A. Self-Introductions
- B. Establish Quorum
- C. Review of Today's Agenda
- D. WDC Consortium Chair Comments
- E. WDC Board Chair Report
- F. CEO Report

II. Consent Agenda- Motion to Approve

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full Board discussion.

- A. Approval of November 2017 Consortium Minutes (Attachment #1)

III. Action Items

A. Motion to Approve: Appointment of New Board Member Nominees (Attachment #2)

- Bill Sullivan, Lewis County – Private Business: Education and Technology Solutions Consultant
- Diana Murphy, Grays Harbor – Private Business: Staffing

B. Motion to Approve: Continuation of Board Membership Terms ending June 30, 2021

- Anne Goranson (Attachment #3)
- Dawn Murphy (Attachment #4)
- Paul Vertrees (Attachment #5)
- Dru Garson (Attachment #6)
- Jason Reed (Attachment #7)

IV. Discussion and Informational Reports

- A. Board Seat Discussion

V. Discussion & Deliberation: Good of the Order & Public Comment

Upcoming Meetings

Date	Location
July 27, 2018	TBD
November 30, 2018	TBD
WDC Year End Celebration Thursday, December 27, 2018	TBD

2017 – 2018 Consortium Members

Name	Representing County
Commissioner Terri Drexler <i>Consortium Chair</i>	Mason
Commissioner Randy Ross	Grays Harbor
Commissioner John Hutchings Alternate: Commissioner Edwards	Thurston
Commissioner Lisa Olsen Alternate: Commissioner Wolfe	Pacific
Commissioner Gary Stamper Alternate: Commissioner Fund	Lewis

CEO HIGHLIGHTS

March 2018

Thank you Note for Kind and Professional Staff... *“Recently, I move to Tumwater from Tacoma. I am in process of looking for employment closer to my new location. I found WorkSource Thurston County online and drove there for the first time yesterday. Because of the professional and kind manner in which I was assisted by the staff at WorkSource, I asked for their supervisor's contact information. When you are a mature unemployed woman who is pretty much overlooked in the job market in general, it was a like a ray of sunshine to be greeted by Olesa at the front desk when I first arrived. Later, Tristan greatly helped me navigate my way through the process of being plugged into the system so that I was up-to-date. Tristan was patient and respectful, far more than other staff at other WorkSource locations I have visited in past. Job hunting, as I am sure you are aware, is very grueling and impersonal. People are often treated like inanimate objects during the process of locating a place of employment that is a good match. I'm glad that is not the case at Thurston County WorkSource. You have excellent employees who help make job hunting less callous and antiseptic.”*

Senator Murray and the Year of the Spouse... In its last year, Camo2Commerce will intensify focus on support for military spouses. Helping them gain skills and find employment helps stabilize the family and is a helpful service to active duty personnel. Helping launch the new focus Senator Murray visited JBLM and then spoke with spouses about their experiences. She asked what suggestions they would make to help them prepare for and keep employment. The new WorkSource AJC @JBLM will be a place of resource for not just spouses, but entire families. Special programming is being designed specifically of interest to spouses. One such event was a Mentoring Event for spouses.



Darlene Wilczynski, Federal Reserve Vice President, Seattle Regional Executive, sent this note after she made her presentation, *“The team you have assembled to do this (Camo2Commerce) work are truly inspirational. They have a calling and you can see it on how they interact with each other and their clients. As you know the spouses and veterans are incredible as well. The work you are doing has wide-ranging positive impact both for these people and our community. We are lucky to have your leadership and forward thinking to make it all work. Thank you for all that you do.”*

CEO Fambles appointed to Governor’s Policy Reduction Work Group... The Work Group goal is to significantly reduce the number of Washington households living in poverty. Using data, research and the voice of the people affected, the Work Group will examine:

- the root causes of poverty in communities across the state,
- how poverty manifests itself in the daily lives of our citizens,
- the effects of inter-generational poverty, and
- how we can aid individuals and families in exiting poverty

TRL Partnership with WorkSource... *“An AmeriCorps volunteer at the Shelton WorkSource approached library staff about getting some volunteer hours in at the library as a computer helper. He filled out the volunteer paperwork and was trained and scheduled to work during Saturday open hours. He put up flyers about WorkSource jobs and computer classes on jobs board and that one patron found his number that way. He has been working with him on her job search at WorkSource. Another man who was having a difficult time with computers first met him at the library and has been going to WorkSource for help on week days now that he sees a familiar face and trusts the help he's getting.”*

CEO HIGHLIGHTS

March 2018

High Impact Community Grant Awards...PacMtn announced awards for the High Impact Community Grant Program. These grants are for Youth and Young Adult Employment Preparation and Training in Highly Rural and Remote Areas. A **total of \$50,000** will be awarded to 11 projects throughout the region. Collectively, the projects are expected to support career connected learning experiences for over **280 youth** throughout the region. The projects were selected by a review committee from 17 total submissions. The following table indicates the projects selected:

County	Organization	Award	Programming
Grays Harbor	Grays Harbor Youth Works	\$5,000	Providing at least 20 youth transportation to career exploration days
	The Arc of Grays Harbor	\$5,000	Summer internship/employment program for at least 6 youth
Lewis	Pinchot Partners	\$5,000	Extending on-site Discovery Team program by 1 week for 7 students
	White Pass School District	\$5,000	Supporting 21 students in forestry, life science, and hospitality/tourism focused Discovery Team
Mason	Hands-On Personal Empowerment	\$5,000	Summer job training program for up to 25 at-risk youth using farming/agriculture
	Pacific Education Institute	\$5,000	Career and Technical Education forestry course development for local high schools
Pacific	Big Brothers Big Sisters	\$5,000	Workplace readiness essential skills training in food production for up to 10 youth
	Career 911/ Grays Harbor College	\$2,500	Mock conference and career exploration in health care industry for up to 100 youth
	Pacific Education Institute	\$2,500	Career and Technical Education forestry course development for local high schools
Thurston	Jobs For Washington's Graduates	\$5,000	Employment readiness training and job placement for at least 60 out-of-school youth
	Thurston Conservation District	\$5,000	Supporting South Sound GREEN career exploration in life sciences, forestry, and agriculture for 75 youth

CEO HIGHLIGHTS

March 2018

WA Apprenticeship Coordinators Qtrly Report... Workforce Councils each quarter submit a statement of activity to Employment Security (ESD) about the work we are doing to promote apprenticeship as a training model. This past month we received this note back from ESD: *“This level of activity should really impress our colleagues. Thanks to your good offices and a few others, we are submitting a superb report to WSATC this afternoon. We are fortunate to have such good staff and programs in place. Keep up the excellent work!”*

New Olympia-based Podcast, “Talent Magnet” now available on iTunes, Google Play or at the Thurston Chamber website...the new podcast is brought to you by PacMtn B2B contractor. It helps businesses become talent magnets by focusing on recruitment, training, and retention best practices. Hosts are Michele Winn and Sytease Geib from the Thurston County Chamber. Check them out!

PacMtn staff give 168 Community Service Hours in 2017...staff contributed time and energy in a variety of communities with a diverse set of projects including those that benefited schools, mentored youth, raised funds for worthwhile projects, worked in food banks, served the homeless and helped make the holidays more special for those in need. We are proud of not only the professionalism and competency of staff, but of their huge, compassionate hearts!

Economic Development Board (EDB) for Tacoma-Pierce County recognizes Camo2Commerce... and the creation of the WorkSource site at Joint Base Lewis McChord (JBLM) as one of its "Excellent 10" award recipients during its annual meeting on Thursday at the Greater Tacoma Convention Center. The EDB's annual Excellent 10 awards seek to recognize 10 economic development projects that made a positive impact on the local economy and were either worked on or completed between January and December of the previous year.

PacMtn Workforce Development Council
WDC Meeting Minutes
Thursday, November 30, 2017 ▪ 1:30 – 4:00 pm
WorkSource Thurston – John Loyle Room



Board Member Attendees: Duane Evans, Jim Larson, Peter Lahmann, Dru Garson, Derek Epps, Jacqueline Earley, Steve Rogers, Michael Cade, David Schaffert, Anne Goranson, Cheryl Heywood, Mike Hickman, Paul Vertrees, Jason Reed, Dawn Murphy, Bob Hitt, Winfried Danke
Attending by Phone: Kairie Pierce, Jim Sayce

Absent: Bob Guenther, Dr. Jim Minkler

Staff: Cheryl Fambles, Bridget Lockling, Corinne Daffern, Sean Murphy, Vanessa Wasman

Guests: Steve Perry, WORC WorkSource System Manager

I. Welcome & Leadership Reports

- A. The meeting was called to order at 1:31 pm and quorum was established. The agenda was reviewed and no changes were made.
- B. Board Chair Report – Duane Evans began his report by welcoming new EFC Member Derek Epps of Seattle Shellfish to the Executive Finance Committee. He also reported on his attendance at the WWA conference saying that PacMtn was well represented and that he and others who attended learned a great deal. He mentioned PacMtn’s staff award winners for the Performance Excellence and Achievement that acknowledges PacMtn is making the organization a great place to work. He concluded his report by reminding members of the December 7 Regional Expo and to sign up with Vanessa if they’d like to attend and sit at the PacMtn table.
- C. CEO Report – Cheryl gave her report that included various topics such as the Pathways to Prosperity Conference, program successes and PacMtn health care costs. Her full CEO report can be found on our website.

II. Consent Agenda

- A. Approval of September 2017 Board Minutes
Jim Larson motioned to approve the Consent Agenda, seconded by Anne Goranson.
Motion carries.

III. Committee & Task Force Updates

- A. One Stop Committee – Cheryl Fambles reported that this committee hasn’t met recently and that a large amount of staff work related to Infrastructure Funding and development of Quality Initiatives for those WorkSource seeking certification. The next meeting will be in January where progress in those areas will be reported upon.
- B. Targeted Populations – David Schaffert said during the last meeting the group heard presentations on how to better leverage workforce opportunities around the region and amongst Committee Members. The group also plans to revisit the Committee Charter in order to update it and to ensure alignment with current initiatives and larger goals and objectives.
- C. Industry Sector – Sean Murphy gave a brief presentation describing the history of the group and the originating members. He mentioned the stepping down of Chair Lynn

Longan and that without a chair replacement and concern over meeting overload, the Task Force struggled to meet. After discussion with Duane and review by the Executive Finance Committee the recommendation is to continue this Taskforce's work with a new format that sets aside a formal committee structure and instead creates focused opportunities for business member engagement. The work could be supported by a third party facilitator, and focus on matters related to regional workforce planning and data of interest to the broader business community. The core group would be made up of economic based organizations on and off the WDC Board including Economic Development Agencies, Chambers of Commerce, Ports, College Workforce Deans and interested employers. The group would meet at least twice per year with a maximum of four times per year. This work is in addition to the specific industry employer roundtable discussions that will drive specific project activities.

IV. Action Items & Strategic Discussions

- A. Action: Motion to Approve Adoption of Final PY17 Budget: Bridget Lockling presented this item. She updated revenue to include new and revised grants and final carry in increasing the Final Budget by over \$500,000. Responding to a question she described unrestricted fund account and under what conditions it is used for program budgets that do not fully cover costs or for costs that are not eligible under the specific grant. The Do Pass recommendation from the Executive Finance Committee and the Elected Official Consortium was also shared with the Board. *Jim Larson motioned to approve PY17 Final Budget, seconded by Mike Hickman. Motion carries.*
- B. Discussion: American Job Centers (AJC) Certification – Corinne Daffern described the application process, timelines and the three levels of certification. She said that each of the 7 applications had been Provisionally Certified by the Executive Finance Committee based upon recommendation by the Review Committee. Each site is now planning its quality initiatives to submit for full certification. In addition to the overall quality enhancements required by WIOA and initiated by the partners the approved applications expand resident access to workforce services. The overall increase in that access is from 7 sites to 34 sites, now including the 27 sites of the Timberland Regionl Library system.
- C. Discussion: WorkSource Memorandum of Understanding & Infrastructure Funding Agreement (IFA) – Corinne Daffern referenced the staff report and described the process and progress of the IFA. It remains uncertain if the IFA will be complete and signed by all required partners by the imposed US DOL timeline of December 31st.
- D. Discussion: Review of Year End Celebration and January 2018 Retreat – Members are invited to the December meeting where the content will be light and time is set aside for networking and casual reflection. The location was still being determined for the January 2018 Retreat. Members were encouraged to RSVP to both meetings and to acknowledge if accommodations were needed for the January meeting.

V. Board Learning Feature Topic – WorkSource Operations Regional Collaborative (WORC) and WorkSource Thurston Tour. David Schaffert and Anne Goranson, members of the WORC provided some background on the development

of the WORC and its role as the One-Stop Operator. Steve Perry, WorkSource Operations Manager described the history of WorkSource and the changes it has undergone since adoption of WIOA. This report was followed by a tour of the WorkSource Thurston building and programs.

VI. Good of the Order Items & Announcements

Peter Lahmann mentioned Applebee's restaurants collecting Toys 4 Tots until December 5th. Cheryl Heywood mentioned that the PacMtn and TRL formal One Stop agreement was recently accepted by her Board of Directors.

Meeting adjourned at 3:54 pm

Submitted by: Vanessa Wasman, Administrative Assistant

PacMtn Workforce Development Council

WDC Meeting Notes

Thursday, December 14, 2017 ▪ 1:30 – 3:00 pm

Olympic College Shelton Campus

937 W. Alpine Way ▪ Shelton, WA 98584



Board Member Attendees: Duane Evans, Jim Larson, Dru Garson, Steve Rogers, Michael Cade, David Schaffert, Anne Goranson, Mike Hickman, Paul Vertrees, Jason Reed

Consortium Member Attendees: Commissioner Gary Stamper

Absent: Peter Lahmann, Alyssa Shay, Derek Epps, Jacquelin Earley, Jim Sayce, Kairie Pierce, Cheryl Heywood, Dr. Jim Minkler, Bob Guenther, Dawn Murphy, Bob Hitt, Winfried Danke

Staff: Cheryl Fambles, Bridget Lockling, Corinne Daffern, Sean Murphy, Vanessa Wasman

Guests: Steve Perry, Employment Security Dept.

I. Welcome & Leadership Reports

- A. Establish Quorum & Review Today's Agenda - The meeting was called to order at 1:40 pm and quorum was not established. There were ten members present and 12 were needed for quorum. The agenda was reviewed and no changes were made.
- B. Self-Introductions – The group went around the room and introduced themselves and what organization they represent.
- C. 2018 WDC Meeting Schedule – The proposed 2018 WDC meeting schedule was reviewed and no changes were made. Duane asked the group if anyone had a preference on the location of future Board meetings. One member said they prefer Thurston County, while others indicated no preference.

II. Consent Agenda

- A. Approval of November 2017 Board Minutes – Since quorum was not established, no action was taken on the minutes. These minutes will be placed on the March 2018 WDC meeting agenda for approval.

III. Board Learning Feature Topics

- A. WorkSource Operations Regional Collaborative (WORC) –
WORC is PacMtn's designated One-Stop Operator, pursuant to the 2014 federal legislation—Workforce Innovation and Opportunity Act. Members include Anne Goranson, ESD Regional Director; David Schaffert, CEO Thurston Chamber; and Cheryl Fambles, CEO PacMtn. The WORC Agreement—Synergy for Success details the responsibilities and work. Steve Perry, WorkSource Systems Manager has been hired by WORC to carry out the duties, initiate projects and enact local workforce system changes. WIOA stresses the role the Board must have in oversight of the local workforce system. The One-Stop Operator is a neutral broker amongst WorkSource partners and is the Board's key advisor on the local workforce system. The WORC and all its work is guided by several key principles: Customer First Focus,

Integration, Accountability, Universal Access, Continuous Improvement and Learning, Partnership, as well as Regionalism and Unified Strategies. Following the overview questions were asked as a way to engage Members including:

1. What are the greatest opportunities and challenges in this innovative One-Stop model?
2. What are the WORC's priority activities and tasks in 2018?
3. What is most important to the Board in the oversight of the local delivery system?

The group had a brief discussion responding to these questions. The following were shared thoughts:

- Figure out how to best reach out to employers; what is the best strategy for this?
- The goal of the WORC and Steve Perry's role is to bring agencies together to help them all move in the same direction.
- Make sure the system is in sync with training and workforce and economic development councils and that everyone works together. Consider shared learning sessions on what is the role of the economic development council.
- How do other agencies interact with the system to achieve a common goal?
- What more can we do to make this is a cross-disciplinary process?

- B. Feedback on the 2017 Regional Economic Expo – Various members of the WDC and members of the EDCs said the Expo was a great event and seems to get better with each passing year.

IV. Good of the Order Items & Announcements

- A. Jim Larson was acknowledged by the Thurston Chamber as a Boss of the Year.

Meeting adjourned at 3:54 pm

The meeting adjourned and the group had an informal Year-End Celebration.

Submitted by: Vanessa Wasman, Administrative Assistant



MEMORANDUM

To: PacMtn WDC Members

From: Bridget Lockling, Director of Finance & Administrative

Date: Services March 14, 2018

Subject: Finance Department Items

2nd Quarter Financial Statements. Financial Statements are provided to reflect activity through December 31, 2017. Second quarter expenditures are mostly on track, a few minor deviations have been called out in the Notes to Financial Statements. There are no major concerns at this point. We are on target to hit our obligation targets on our WIOA formula grants.

Our Statement of Financial Position reflects a net loss for the year of \$185,056. This is due to losses in our MyJOB and WorkFirst program. The MyJOB program losses are due to major program and staffing changes that occurred over the summer. We made significant earnings in PY16 so this offsets those earnings and we are still ahead project to date. The WorkFirst program has had a significant decrease in referrals so with fewer participants needing service our ability to generate payment point earnings is down. We have enacted program changes to address the losses.

Recommendation: Motion to approve the 2nd Quarter Financial Statements.

IRS 990 Taxes for PY16. Our tax return information represents a full disclosure of the financial data for PacMtn. This return is sent to the IRS after our State Audit to ensure all information is accurate. The attachment provides the core 990 report. The full package with supporting schedules will be posted to our website next week. The 990 will be submitted once reviewed and approved by EFC and the Board. Final due date to IRS has been extended through May 15, 2018.

Recommendation: Motion to approve the IRS 990 tax return.

State Auditor-Annual Financial Audit. The State Auditor's office finally wrapped up their six week review. The audit costs will come in about twice what was budgeted due to their anticipated timing of auditing required programs. It was then determined that those programs weren't subject to audit and so they had to start over. Other than that there will be a few minor exit items for presentation of materials and the corrections due to these program changes. They will also make note that we didn't hit our Youth WEX target from two years ago. This was already covered by Employment Security last year but the auditors are required to report on it. The exit conference has not been scheduled yet.

Pacific Mountain Workforce Development Council
NOTES TO FINANCIAL STATEMENTS
Program Year July 1, 2017 through June 30, 2018

For month ending December 31, 2017

These notes pertain to the Statement of Activities, Statement of Financial Position and Statement Cash Flows attached.

- 1) The Statement of Activities provides a summary of expenses compared to revenue earned for the period, reported on an accrual basis (pgs 2-3). This is then compared with current period budgets and year to date budgets. More emphasis will be placed on year to date spending rather than on a monthly basis because timing may be off slightly from month to month from last year. The budgeted numbers reflect

- AREAS OF NOTE:
- a) WIOA Formula contractor spending is behind in the Dislocated Worker Program. Some of this is due to the other contracts that are available to spend on this population that expire earlier.
 - b) The Incumbent Worker Training program hasn't started, anticipate January 2018
 - c) Contracts for Sector Strategies, Increased Employment and Healthcare initiatives started later than planned.
 - d) In house program spending is within targets. The C2C grant funding that was set to expire 12/31/17 has been extended through 3/31/18. New grant is available 1/1/18.
 - e) High Impact Community Grants are set to begin February 2018.
 - f) Overall administration office budget is on target through the first quarter.
 - g) Audit fees are under due to timing, the audit started 2 months later than expected. Audit costs will be double what was budgeted.
 - h) Mailing services are over budget due to having to purchase a new postage machine. The other one was no longer supported from the company.
 - i) Subscription costs are over year to date budget due to timing of annual subscription renewals and a few new software subscriptions being added.
 - j) IT Supplies/Tech is over due to acquiring a new software program for our purchase order system.

- 2) Page 5 represents a summary of spending levels by program compared to total budgeted amounts available. This is further sectioned according to source of funds.
- 3) The Statement of Financial Position represents the organizations net assets, comparing current assets and liabilities. We currently have net assets of \$840,606. Net assets have decreased by \$81,222 since last quarter due to losses in our payment point programs.
- 4) The Statement of Cash Flows represents the cash received and used during the time period. This reflects we have sufficient cash on hand to handle our daily operating transactions. Our cash balances are higher due to better timing of drawdowns and shorter delays on reimbursements from some grants. Purchases of equipment reflects the new cubicle system in the admin office. There is a 2 day turnaround time for cash requests to the State for our WIOA Formula fund reimbursements and a 1 day turnaround for cash requests made to Department of Labor. Cash requests for the WorkFirst grant take one to two weeks, while some of our smaller grants are only reimbursed on a monthly basis. We keep enough unrestricted funds available for use to cushion gaps in reimbursement times.

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

PY17 Budget to Actual Report

<i>For month end December 2017</i>	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES							
Grant & Contracts	4,437,628.37	5,743,853.72	1,306,225.35	13,270,103.57	8,832,475.20	33%	43%
Other	-	-	-	-	-	0%	0%
Total Revenues	4,437,628.37	5,743,853.72	1,306,225.35	13,270,103.57	8,832,475.20	33%	43%
EXPENSES							
Program Services							
Direct Participant Services	3,310,677.59	4,246,344.30	935,666.71	8,521,494.56	5,210,816.97	39%	50%
Business Services & Solutions	330,437.99	376,795.57	46,357.58	600,334.76	269,896.77	55%	63%
Special Impact Projects	129,672.35	182,094.26	52,421.91	310,028.22	180,355.87	42%	59%
Misc Contracts & Projects	15,518.75	20,045.98	4,527.23	40,091.95	24,573.20	39%	50%
Subtotal	3,786,306.68	4,825,280.10	1,038,973.42	9,471,949.49	5,685,642.81	40%	51%
Administrative Services							
Admin Office Operations	775,781.16	848,948.61	73,167.45	1,701,739.64	925,958.48	46%	50%
Transition Activities	17,783.78	19,625.00	1,841.22	78,500.00	60,716.22	23%	25%
Integrated Service Activities	41,883.81	50,000.00	8,116.19	100,000.00	58,116.19	42%	50%
AmeriCorps Activities	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal	835,448.75	918,573.61	83,124.86	1,880,239.64	1,044,790.89	44%	49%
TOTAL EXPENSES	4,621,755.43	5,743,853.72	1,122,098.29	11,352,189.13	6,730,433.70	41%	51%
Change in Net Assets	(184,127.06)	-	184,127.06	1,917,914.44			

<i>Beginning Net Assets</i>	1,025,663
<i>Plus current Net Assets</i>	(184,127)
<i>Change in special funds</i>	(930)
Ending Unrestricted Net Assets	840,606

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

PY17 Budget to Actual Report

For month end December 2017	Current Period			Current Year			Balance			
	Actual	Budget	Variance	Actual	Budget	Variance	Total Budget	Remaining	% Spent	Target %
REVENUES										
Grant & Contracts	735,384.41	944,735.86	209,351.45	4,437,628.37	5,743,853.72	1,306,225.35	13,270,103.57	8,832,475.20	33%	43%
Other	-	-	-	-	-	-	-	-	0%	0%
Total Revenues	735,384.41	944,735.86	209,351.45	4,437,628.37	5,743,853.72	1,306,225.35	13,270,103.57	8,832,475.20	33%	43%
EXPENSES										
PROGRAM SERVICES										
<u>Direct Participant Services</u>										
Adult Contracted Programs (Career Path Services-CPS)	58,559.92	76,951.08	18,391.16	374,980.00	461,706.50	86,726.50	923,413.00	548,433.00	41%	50%
Dislocated Worker Contracted Programs (CPS)	60,639.22	95,259.83	34,620.61	331,598.30	571,558.00	239,959.70	1,143,117.00	811,518.70	29%	50%
Youth Contracted Programs (ResCare)	89,467.00	85,788.83	(3,678.17)	483,774.46	514,733.00	30,958.54	1,029,466.00	545,691.54	47%	50%
Incumbent Worker Training (CCAC)	-	-	-	-	-	-	140,000.00	140,000.00	0%	0%
Sector Strategies (CPS)	-	-	-	-	121,130.78	121,130.78	121,130.78	121,130.78	0%	100%
Grays Harbor Foundation (CPS)	1,066.00	662.12	(403.89)	2,328.52	3,972.69	1,644.17	7,945.38	5,616.86	29%	50%
Rapid Response Initiatives (CPS)	6,911.05	12,656.84	5,745.79	18,612.29	75,941.06	57,328.77	126,568.00	107,955.71	15%	60%
Rapid Response Increased Employment (CPS, ResCare)	-	33,909.86	33,909.86	-	33,909.86	33,909.86	237,369.00	237,369.00	0%	14%
TAP-Healthcare (SPSCC, Centralia College)	14,069.56	21,000.00	6,930.44	20,406.94	126,000.00	105,593.06	252,000.00	231,593.06	8%	50%
Workforce Central-C2C	-	15,500.00	15,500.00	149,508.94	93,000.00	(56,508.94)	186,000.00	36,491.06	80%	50%
In House Programs										
WorkFirst	85,169.14	96,558.12	11,388.98	591,383.53	579,348.70	(12,034.83)	1,158,697.40	567,313.87	51%	50%
PREP	8,406.67	9,119.07	712.40	51,473.41	54,714.41	3,241.00	54,714.41	3,241.00	94%	100%
C2C, Microsoft, Saltchuk	150,042.87	198,708.57	48,665.70	930,750.96	1,192,251.44	261,500.48	2,384,502.87	1,453,751.91	39%	50%
Sector Strategies	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
JRA-MyJob	43,578.82	54,052.75	10,473.93	257,955.65	324,316.50	66,360.85	648,633.00	390,677.35	40%	50%
YouthWorks-Big Brother Big Sisters	3,961.28	2,362.73	(1,598.55)	26,396.59	14,176.36	(12,220.23)	28,352.72	1,956.13	93%	50%
DVR-Morningside & Arc of Grays Harbor	-	-	-	71,508.00	79,585.00	8,077.00	79,585.00	8,077.00	90%	100%
Subtotal Direct Participant Services	521,871.53	702,529.80	180,658.27	3,310,677.59	4,246,344.30	935,666.71	8,521,494.56	5,210,816.97	39%	50%
<u>Business Services</u>										
B2B-(Thurston County Chamber)	28,609.84	37,256.53	8,646.69	192,889.69	223,539.19	30,649.50	447,078.38	254,188.69	43%	50%
B2B-C2C (TCC)	18,095.24	14,763.51	(3,331.73)	82,682.35	88,581.05	5,898.70	88,581.05	5,898.70	93%	100%
C2C-(Tacoma Pierce Chamber)	13,965.20	10,779.22	(3,185.98)	54,865.95	64,675.33	9,809.38	64,675.33	9,809.38	85%	100%
Subtotal Business Services	60,670.28	62,799.26	2,128.98	330,437.99	376,795.57	46,357.58	600,334.76	269,896.77	55%	63%
<u>Special Impact Projects</u>										
Advanced Manufacturing (TC EDC, CPS)	-	-	-	62,760.71	89,874.59	27,113.88	89,874.59	27,113.88	70%	100%
Career Pathways	3,272.50	3,694.16	421.66	34,864.50	22,164.95	(12,699.55)	44,329.90	9,465.40	79%	50%
WBL/Career Connection/AmeriCorps	13,074.75	7,568.64	(5,506.11)	22,047.14	45,411.87	23,364.73	90,823.73	68,776.59	24%	50%
Rural County-High Impact Community Projects	-	7,142.86	7,142.86	-	7,142.86	7,142.86	50,000.00	50,000.00	0%	14%
Layoff Aversion-Hospitality	5,000.00	2,916.67	(2,083.33)	10,000.00	17,500.00	7,500.00	35,000.00	25,000.00	29%	50%
Subtotal Special Impact Projects	21,347.25	21,322.33	(24.92)	129,672.35	182,094.26	52,421.91	310,028.22	180,355.87	42%	59%
<u>Misc Contracts/Projects</u>										
Outreach & Communications	5,365.00	1,299.33	(4,065.67)	6,518.75	7,795.98	1,277.23	15,591.95	9,073.20	42%	50%
TAP-Hospitality (WHAEP)	-	791.67	791.67	9,000.00	4,750.00	(4,250.00)	9,500.00	500.00	95%	50%
SeaKing-JRA/MyJOB	-	1,250.00	1,250.00	-	7,500.00	7,500.00	15,000.00	15,000.00	0%	50%
Subtotal Misc Contracts/Projects	5,365.00	3,341.00	(2,024.00)	15,518.75	20,045.98	4,527.23	40,091.95	24,573.20	39%	50%
SUBTOTAL PROGRAM SERVICES	609,254.06	789,992.38	180,738.32	3,786,306.68	4,825,280.10	1,038,973.42	9,471,949.49	5,685,642.81	40%	51%
ADMINISTRATIVE SERVICES										
<u>Administrative Office Operations</u>										
<u>Salaries & Benefits</u>										
Salaries	75,322.29	74,627.85	(694.44)	448,713.14	451,592.08	2,878.94	927,738.30	479,025.16	48%	49%
Benefits	26,469.26	32,296.38	5,827.12	170,719.59	195,597.70	24,878.11	391,310.34	220,590.75	44%	50%
Total Salaries & Benefits	101,791.55	106,924.22	5,132.67	619,432.73	647,189.78	27,757.05	1,319,048.64	699,615.91	47%	49%
<u>Travel & Training Expenses</u>										
Mileage	514.60	520.83	6.23	2,486.58	3,125.00	638.42	6,250.00	3,763.42	40%	50%

Travel	462.33	1,041.67	579.34	4,308.02	6,250.00	1,941.98	12,500.00	8,191.98	34%	50%
Conf/Conv/Mtgs/Reg	223.62	337.50	113.88	5,089.49	5,985.00	895.51	8,010.00	2,920.51	64%	75%
Gasoline for PMWDC Vehicles	18.07	66.67	48.60	217.65	400.00	182.35	800.00	582.35	27%	50%
Board Travel	76.52	641.67	565.15	714.75	3,850.00	3,135.25	7,700.00	6,985.25	9%	50%
Board Supplies & Support	1,439.91	1,460.00	20.99	4,098.36	10,740.00	6,641.64	19,500.00	15,401.64	21%	55%
Staff develop/Training	550.00	625.00	75.00	2,561.00	3,750.00	1,189.00	7,500.00	4,939.00	34%	50%
Total Staff Expenses	3,284.15	4,693.33	1,409.18	19,475.85	34,100.00	14,624.15	62,260.00	42,784.15	31%	55%
Professional Services										
Accounting & Auditing	-	4,666.67	4,666.67	-	9,333.33	9,333.33	14,000.00	14,000.00	0%	67%
Legal Fees	-	300.00	300.00	-	1,800.00	1,800.00	3,600.00	3,600.00	0%	50%
Professional Services/Consult	2,690.72	5,383.33	2,692.61	14,840.24	32,300.00	17,459.76	64,600.00	49,759.76	23%	50%
Temp & Interim Contracts	-	166.67	166.67	-	1,000.00	1,000.00	2,000.00	2,000.00	0%	50%
Licenses	1,616.93	2,143.33	526.40	18,442.31	12,860.00	(5,582.31)	25,720.00	7,277.69	72%	50%
Total Professional Services	4,307.65	12,660.00	8,352.35	33,282.55	57,293.33	24,010.78	109,920.00	76,637.45	30%	52%
Facilities										
Rent	6,763.03	7,440.08	677.05	40,749.31	44,640.50	3,891.19	89,281.00	48,531.69	46%	50%
Utilities	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Facilities	6,763.03	7,440.08	677.05	40,749.31	44,640.50	3,891.19	89,281.00	48,531.69	46%	50%
Supplies & Communications										
Supplies	762.15	1,166.67	404.52	3,498.02	7,000.00	3,501.98	14,000.00	10,501.98	25%	50%
Telephone & telecomm	838.40	1,166.67	328.27	3,959.52	7,000.00	3,040.48	14,000.00	10,040.48	28%	50%
Postage & Shipping	132.67	62.50	(70.17)	347.50	375.00	27.50	750.00	402.50	46%	50%
Mailing Services	378.32	33.33	(344.99)	570.55	200.00	(370.55)	400.00	(170.55)	143%	50%
Printing & copying	259.06	416.67	157.61	1,636.99	2,500.00	863.01	5,000.00	3,363.01	33%	50%
Books/Subscriptions/Ref	31.80	104.17	72.37	990.08	625.00	(365.08)	1,250.00	259.92	79%	50%
Total Communications	2,402.40	2,950.00	547.60	11,002.66	17,700.00	6,697.34	35,400.00	24,397.34	31%	50%
Equipment/Maintenance/Software/Rental										
IT Supplies/Minor Equipment/Tech Equip	8,510.55	504.17	(8,006.38)	12,113.99	3,025.00	(9,088.99)	6,050.00	(6,063.99)	200%	50%
Equipment Rental & maint	122.44	179.17	56.73	737.74	1,075.00	337.26	2,150.00	1,412.26	34%	50%
Auto Repair & Maintenance	203.36	83.33	(120.03)	1,475.59	500.00	(975.59)	1,000.00	(475.59)	148%	50%
Auto Lease	211.30	280.00	68.70	1,273.14	1,120.00	(153.14)	2,800.00	1,526.86	45%	40%
Total Equipment/Small Tools	9,047.65	1,046.67	(8,000.98)	15,600.46	5,720.00	(9,880.46)	12,000.00	(3,600.46)	130%	48%
Depreciation										
Depreciation-Automobile	1,887.08	692.50	(1,194.58)	3,722.26	4,155.00	432.74	8,310.00	4,587.74	45%	50%
Deprec & amort - other	509.95	187.50	(322.45)	1,005.87	1,125.00	119.13	2,250.00	1,244.13	45%	50%
Total Depreciation	2,397.03	880.00	(1,517.03)	4,728.13	5,280.00	551.87	10,560.00	5,831.87	45%	50%
Other										
Interest-general/Bank Fees	389.41	375.00	(14.41)	2,345.48	2,250.00	(95.48)	4,500.00	2,154.52	52%	50%
Insurance-Gen Liability	1,259.00	1,395.83	136.83	7,599.21	8,375.00	775.79	16,750.00	9,150.79	45%	50%
Membership Dues	-	170.00	170.00	13,131.52	14,150.00	1,018.48	15,770.00	2,638.48	83%	90%
Notifications	-	166.67	166.67	1,323.00	1,000.00	(323.00)	2,000.00	677.00	66%	50%
Other Expenses	-	83.33	83.33	2,011.71	2,500.00	488.29	3,000.00	988.29	67%	83%
Community Outreach/Ed	3,000.00	2,083.33	(916.67)	8,000.00	12,500.00	4,500.00	25,000.00	17,000.00	32%	50%
Contractor Support/In Kind	40.19	-	(40.19)	892.61	-	(892.61)	-	(892.61)	#DIV/0!	#DIV/0!
Transfer to Unrestricted	(1,207.00)	(1,000.00)	207.00	(3,794.06)	(3,750.00)	44.06	(3,750.00)	44.06	101%	100%
Total Other	3,481.60	3,274.17	(207.43)	31,509.47	37,025.00	5,515.53	63,270.00	31,760.53	50%	59%
Subtotal Admin Office Operating Budget	133,475.06	139,868.47	6,393.41	775,781.16	848,948.61	73,167.45	1,701,739.64	925,958.48	46%	50%
Transition & AJC Activities	2,652.81	6,541.67	3,888.86	17,783.78	19,625.00	1,841.22	78,500.00	60,716.22	23%	25%
One Stop Operator	7,888.06	8,333.33	445.27	41,883.81	50,000.00	8,116.19	100,000.00	58,116.19	42%	50%
SUBTOTAL ADMINISTRATIVE SERVICES	144,015.93	154,743.47	10,727.54	835,448.75	918,573.61	83,124.86	1,880,239.64	1,044,790.89	44%	49%
TOTAL EXPENSES	753,269.99	944,735.86	191,465.87	4,621,755.43	5,743,853.72	1,122,098.29	11,352,189.13	6,730,433.70	84%	100%
Change in Net Assets	(17,885.58)	-	17,885.58	(184,127.06)	-	184,127.06	1,917,914.44			
<i>Beginning Net Assets</i>	<i>859,980</i>			<i>1,025,663</i>						
<i>Plus current Net Assets</i>	<i>(17,886)</i>			<i>(184,127)</i>						
<i>Change in special funds</i>	<i>(1,487)</i>			<i>(930)</i>						
Ending Unrestricted Net Assets	840,607			840,606						

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY17 Budget to Actual Report

Through December 31, 2017

Program:	Department of Labor/WIA/WIOA Funds			Department of Commerce			Other Funds		
	YTD Actual	Annual Budget	Remaining	YTD Actual	Annual Budget	Remaining	YTD Actual	Annual Budget	Remaining
Workforce Innovation & Opportunity Act (WIOA) Grants									
WIOA Youth	574,534.35	1,402,299.26	827,764.91						
WIOA Adult	579,247.58	1,512,649.40	933,401.82						
WIOA Dislocated Worker	632,467.53	1,969,140.73	1,336,673.20						
WIOA Admin Cost Pool	160,066.91	797,822.84	637,755.93						
YouthWorks2 (6/1/16-3/31/18)	32,719.51	34,077.67	1,358.16						
Camo to Commerce (1/1/14-12/31/2018)	1,348,798.91	2,962,109.47	1,613,310.56						
Sector Strategies (9/1/15-6/30/18)	-	130,248.15	130,248.15						
Rapid Response Initiatives	58,391.92	378,461.60	320,069.68						
Rapid Response Increased Employment	-	231,883.00	231,883.00						
TAP-Hospitality (4/18/17-8/31/17)	10,170.52	10,170.52	-						
TAP-Healthcare (6/28/17-3/31/19)	27,064.55	275,000.00	247,935.45						
WorkFirst (Community Jobs) (ends 6/30/18)				350,529.59	1,369,644.00	1,019,114.41			
Juvenile Rehabilitation-MyJOB (5/1/16-7/15/19)							205,938.16	2,000,000.00	1,794,061.84
Dept of Voc Rehab-PETS (3/16/16-3/15/18)							72,740.00	96,118.05	23,378.05
Thurston County Jail Program (ends 12/31/17)							59,865.83	62,410.97	2,545.14
Dawkins Trust								1,989.60	
Grays Harbor Foundation							273.15	7,945.38	7,672.23
Microsoft							-	20,364.57	20,364.57
Saltchuk							2,568.26	7,768.36	5,200.10
Total Program Grant Balance	3,423,461.78	9,703,862.64	6,280,400.86	350,529.59	1,369,644.00	1,019,114.41	341,385.40	2,196,596.93	1,853,221.93

Pacific Mountain Workforce Development Council
STATEMENT OF FINANCIAL POSITION *(Balance Sheet)*

December 31, 2017

	Beginning Year Balance	Current Period Balance	<i>Current Year Change</i>	Beginning Period Balance	<i>Current Period Change</i>
Assets					
Cash & Cash Equivalents	734,048	416,476	(317,572)	410,855	5,621
Accounts Receivable	1,158,229	1,126,773	(31,456)	1,209,804	(83,031)
Due from Related Parties	0	0	0	417	(417)
Notes Receivable	1,645	(500)	(2,145)	0	(500)
Pre-Paid Expenses	42,886	37,581	(5,305)	37,535	46
Investments - CD's	249,487	225,311	(24,176)	225,081	230
Long-Term Assets	<u>42,740</u>	<u>36,935</u>	<u>(5,805)</u>	<u>39,836</u>	<u>(2,901)</u>
Total Assets	<u>2,229,035</u>	<u>1,842,576</u>	<u>(386,459)</u>	<u>1,923,528</u>	<u>(80,952)</u>
Liabilities					
Contracts & Vendors Payable	783,545	635,113	(148,432)	679,247	(44,134)
Payroll, Taxes, & Benefits Payable	264,945	243,309	(21,636)	249,329	(6,020)
Paid Leave Payable	129,298	106,979	(22,319)	114,278	(7,299)
Deferred Revenues	15,714	10,817	(4,897)	12,230	(1,413)
Other Short-Term Payables	<u>9,870</u>	<u>5,751</u>	<u>(4,119)</u>	<u>8,464</u>	<u>(2,713)</u>
Total Liabilities	<u>1,203,372</u>	<u>1,001,969</u>	<u>(201,403)</u>	<u>1,063,548</u>	<u>(61,579)</u>
Unrestricted Net Assets	<u>1,025,663</u>	<u>840,607</u>	<u>(185,056)</u>	<u>859,980</u>	<u>(19,373)</u>
Total Net Assets	<u>1,025,663</u>	<u>840,607</u>	<u>(185,056)</u>	<u>859,980</u>	<u>(19,373)</u>
Total Liabilities and Net Assets	<u>2,229,035</u>	<u>1,842,576</u>	<u>(386,459)</u>	<u>1,923,528</u>	<u>(80,952)</u>

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS

December 31, 2017

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Grants	797,002.49	4,444,187.59
Receipts from Contributors/Events	20,750.00	25,390.01
Depreciation (Net)	0.00	(6.00)
Payments to Suppliers	(109,732.18)	(458,843.76)
Payments to Employees	(277,851.47)	(1,693,692.77)
Payments to Program/Participant Activities	(424,548.60)	(2,659,565.14)
Total Cash Flows from Operating Activities	<u>5,620.24</u>	<u>(342,530.07)</u>
Cash Flows from Investing Activities		
Purchases of Equipment/Assets	0.00	6.00
Proceeds from Sale of Current Assets	0.00	0.00
Interest and Dividends	229.40	775.91
Purchases or Redemptions of Investments	(229.40)	24,175.85
Total Cash Flows from Investing Activities	<u>0.00</u>	<u>24,957.76</u>
Beginning Cash & Cash Equivalents	<u>410,855.48</u>	<u>734,048.03</u>
Ending Cash & Cash Equivalents	<u>416,475.72</u>	<u>416,475.72</u>



PY17 Quarterly Reports Summary

Cumulative Data through 12/31/17

*Participant figures span multiple PYs

**Budget figures PY17 Program Services ONLY

***YW performance data are Internships and Other Work-Based Learning

Program Type	Participants Served to Date			Participants Placed to Date			Total Program Budget to Actual**			Considerations/Comments
	Planned	Actual	% Achieved	Planned	Actual	% Achieved	Planned	Actual	% Achieved	
Formula	816	728	89%	252	206	82%	3,095,996	1,190,353	38%	
Adult	239	232	97%	72	94	131%	923,413	374,980	41%	Career Path Services holds contract
DW	287	223	78%	111	40	36%	1,143,117	331,598	29%	Career Path Services holds contract
Youth	290	273	94%	69	72	104%	1,029,466	483,774	47%	ResCare holds contract
Competitive	1789	1691	95%	1326	1365	103%	3,601,047	1,280,661	36%	
C2C*	1550	1572	101%	1176	1257	107%	2,695,626	1,215,245	45%	52 OJT's YTD
Rapid Response Initiatives	20	17	85%	10	3	30%	126,568	18,612	15%	Career Path Services-Contract start date 10/01/16
Rapid Response Increased Emp.	0	0	0%	0	0	0%	237,369	-	0%	Career Path Services-Contract start date 01/01/18
Sector Strategies Partnership	75	97	129%	75	97	129%	121,131	-	0%	Grant extended - Contract finalized in January; Participant figures are PY16 Q4
TAP-Healthcare	124	0	0%	0	0	0%	252,000	20,407	8%	Contract signed by SPSCC , Centralia College, & Aberdeen High School
YouthWorks 2***	20	5	25%	65	8	12%	28,353	26,397	93%	BBBS; YW performance data are Internships and Other Work-Based Learning
WorkFirst	360	179	50%	360	142	39%	1,158,697	591,384	51%	Internal PY17 planned participant figures used; 42 placed in unsubsidized employment
Other										
JRA MyJOB	300	64	21%	N/A	N/A	N/A	663,633	257,956	39%	Contract Mod executed 11/01/17
DVR-Internship*	37	31	84%	N/A	N/A	N/A	79,585	71,508	90%	PY1617 figures; Summer program
Thurston County Jail - PREP*	100	103	103%	60	61	102%	54,714	51,473	94%	TC Jail is on calendar year
TOTAL - ALL PROGRAMS	3402	2796	82%	1998	1774	89%	8,653,673	3,443,335	40%	

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.
- ▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

2016

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2016 calendar year, or tax year beginning July 1, 2016, and ending June 30, 20 17

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization Pacific Mountain Workforce Development Council
 Doing business as _____
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
1570 Irving Street SW
 City or town, state or province, country, and ZIP or foreign postal code
Tumwater, WA 98512

D Employer identification number
91-2165746

E Telephone number
360-570-6985

F Name and address of principal officer: Cheryl Fambles
1570 Irving Street SW Tumwater, WA 98512

G Gross receipts \$ _____

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶ www.pacmtn.org

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: 2000 **M** State of legal domicile: WA

H(c) Group exemption number ▶ _____

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: <u>PacMtn develops and implements the activities set forth in the Workforce Innovation and Opportunity Act, maintains other workforce related programs to enhance the regions profitability and productivity by skilling up customers and connecting businesses with qualified applicants.</u>		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	23
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	23
	5	Total number of individuals employed in calendar year 2016 (Part V, line 2a)	5	261
	6	Total number of volunteers (estimate if necessary)	6	0
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b	Net unrelated business taxable income from Form 990-T, line 34	7b	0	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 8,783,396.	Current Year 8,951,165.
	9	Program service revenue (Part VIII, line 2g)	0.	0.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,241.	1,244.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	100.	0.
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	8,784,738	8,952,409.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	5,353,670.
14		Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	2,741,357.	3,060,384.
16a		Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b		Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>0.</u>		
17		Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	675,880.	663,610.
18		Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	8,770,907.	8,795,694.
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12	13,831.	156,716.
	20	Total assets (Part X, line 16)	Beginning of Current Year 1,918,104.	End of Year 2,229,035.
	21	Total liabilities (Part X, line 26)	1,049,156.	1,203,371.
	22	Net assets or fund balances. Subtract line 21 from line 20	868,948.	1,025,664.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer _____ Date _____

Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name _____ Preparer's signature _____ Date _____ Check if self-employed PTIN _____

Firm's name ▶ _____ Firm's EIN ▶ _____

Firm's address ▶ _____ Phone no. _____

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 11282Y

Form **990** (2016)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

PacMtn develops and implements the federal Workforce Innovation and Opportunity Act in Grays Harbor, Lewis, Mason, Pacific and Thurston Counties. This involves employment and training services for job seekers, provides 'one-stop' services at WorkSource offices and job referrals for employers.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 3,632,477 including grants of \$ 3,028,333) (Revenue \$)

Workforce Innovation and Opportunity Act Formula funds (CFDA 17.258, 17.259, and 17.278). These federal grants programs provide training and support to individuals who have lost their jobs, have barriers to finding employment or do not have the basic skills needed to obtain employment. Individuals may enroll in school, on-the-job training or skills training and apprenticeships that enhances their prospects in finding work in emerging or growth industries.

4b (Code:) (Expenses \$ 1,492,226 including grants of \$ 599,433) (Revenue \$)

WA State Department of Commerce Temporary Assistance to Needy Families (CFDA 93.558). This program supports a target population of individuals receiving TANF by developing work sites to gain valuable work experience and work maturity skills necessary to be successful in the workplace.

4c (Code:) (Expenses \$ 1,702,886 including grants of \$ 881,618) (Revenue \$)

Camo2Commerce (CFDA 17.277). This federal National Emergency Grant provides training and support to eligible military members that are transitioning from military service to civilian life. Individuals may enroll in academy training, short term certifications or on-the-job training opportunities that align with in demand, family wage jobs. Business outreach and coordination of services will be utilized to enhance the job opportunities for participants.

4d Other program services (Describe in Schedule O.)
(Expenses \$ 1,393,241 including grants of \$ 562,315) (Revenue \$)

4e Total program service expenses **8,220,830.**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12 a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14 a Did the organization maintain an office, employees, or agents outside of the United States?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I (see instructions)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part IV Checklist of Required Schedules (continued)

	Yes	No
20 a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		✓
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	✓	
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	✓	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		✓
24 a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		✓
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		✓
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		✓
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		✓
25 a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		✓
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		✓
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		✓
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		✓
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		✓
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		✓
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		✓
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		✓
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		✓
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		✓
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		✓
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		✓
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	✓	
35 a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		✓
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		✓
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		✓
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		✓
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	✓	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	✓	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	✓	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		✓
3b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		✓
4b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		✓
5b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		✓
5c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		✓
6b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
7a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		✓
7b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
7c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		✓
7d	If "Yes," indicate the number of Forms 8282 filed during the year		
7e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		✓
7f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		✓
7g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
7h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
9a	Did the sponsoring organization make any taxable distributions under section 4966?		
9b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
10a	Initiation fees and capital contributions included on Part VIII, line 12		
10b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	Section 501(c)(12) organizations. Enter:		
11a	Gross income from members or shareholders		
11b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
12b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
13a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.		
13b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13c	Enter the amount of reserves on hand		
14a	Did the organization receive any payments for indoor tanning services during the tax year?		✓
14b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1b	Enter the number of voting members included in line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		✓
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		✓
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		✓
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		✓
6	Did the organization have members or stockholders?		✓
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	✓	
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	✓	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	✓	
b	Each committee with authority to act on behalf of the governing body?	✓	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		✓

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a		✓
10b		
11a	✓	
12a	✓	
12b	✓	
12c	✓	
13	✓	
14	✓	
15a	✓	
15b	✓	
16a		
16b		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed ► WA
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records: ►
BRIDGET LOCKLING, 360-570-6985, 1570 IRVING ST SW TUMWATER, WA 98512

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) DUANE EVANS ----- CHAIR	1	✓						0	0	0
(2) JIM LARSON ----- VICE CHAIR	1	✓						0.	0.	0.
(3) PETER LAHMANN ----- TREASURER	1	✓						0.	0.	0.
(4) ALISSA SHAY ----- MEMBER	1	✓						0	0	0
(5) DRU GARSON ----- MEMBER	1	✓						0	0	0
(6) LEE GROSE ----- MEMBER	1	✓						0	0	0
(7) LYNN LONGAN ----- MEMBER	1	✓						0	0	0
(8) JACQUELINE EARLEY ----- MEMBER	1	✓						0	0	0
(9) DEREK EPPS ----- MEMBER	1	✓						0	0	0
(10) JIM SAYCE ----- MEMBER	1	✓						0	0	0
(11) BOB HITT ----- MEMBER	1	✓						0	0	0
(12) STEVE ROGERS ----- MEMBER	1	✓						0	0	0
(13) MICHAEL CADE ----- MEMBER	1	✓						0	0	0
(14) DAVID SCHAFFERT ----- MEMBER	1	✓						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) ANNE GORANSON MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(16) KAIRIE PIERCE MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(17) CHERYL HEYWOOD MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(18) MICHELLE ANDREAS MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(19) JIM MINKLER MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(20) MIKE HICKMAN MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(21) BOB GUENTHER MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(22) JASON REED MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(23) PAUL VERTREES MEMBER	1	<input checked="" type="checkbox"/>						0	0	0
(24) CHERYL FAMBLES CHIEF EXECUTIVE OFFICER	40			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		126,185.	0	34,261.
(25)										
1b Sub-total								126,185.	0	34,261.
c Total from continuation sheets to Part VII, Section A								0	0	0
d Total (add lines 1b and 1c)								126,185.	0	34,261.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		<input checked="" type="checkbox"/>
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	<input checked="" type="checkbox"/>	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		<input checked="" type="checkbox"/>

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	8,949,561				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,604				
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f ▶		8,951,165				
Program Service Revenue	2a _____	Business Code					
	b _____						
	c _____						
	d _____						
	e _____						
	f All other program service revenue .						
	g Total. Add lines 2a-2f ▶						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts) ▶		1,244	0.	1,244.	0.	
	4 Income from investment of tax-exempt bond proceeds ▶						
	5 Royalties ▶						
	6a Gross rents	(i) Real	(ii) Personal				
		b Less: rental expenses					
		c Rental income or (loss)					
	d Net rental income or (loss) ▶						
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
	d Net gain or (loss) ▶						
	8a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 a						
		b Less: direct expenses b					
		c Net income or (loss) from fundraising events . . ▶					
	9a Gross income from gaming activities. See Part IV, line 19 a						
b Less: direct expenses b							
c Net income or (loss) from gaming activities . . ▶							
10a Gross sales of inventory, less returns and allowances a							
	b Less: cost of goods sold b						
	c Net income or (loss) from sales of inventory . . ▶						
Miscellaneous Revenue		Business Code					
11a _____							
	b _____						
	c _____						
	d All other revenue						
e Total. Add lines 11a-11d ▶							
12 Total revenue. See instructions. ▶			8,952,409.	0.	1,244.	0.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	3,573,237.	3,573,237.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	1,314,633.	1,314,633.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	160,446.	126,233	34,214.	0.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,032,957.	1,735,634.	297,323.	0.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	224,599.	192,132.	32,467.	0.
9 Other employee benefits	457,427.	419,243.	38,184.	0.
10 Payroll taxes	184,955.	158,461.	26,494.	0.
11 Fees for services (non-employees):				
a Management				
b Legal	5,764.	0.	5,764.	0.
c Accounting	13,313.	0.	13,313.	0.
d Lobbying	0.	0.	0.	0.
e Professional fundraising services. See Part IV, line 17	0.			0.
f Investment management fees	0.	0.	0.	0.
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	215,684.	207,972.	7,712.	0.
12 Advertising and promotion	0.	0.	0.	0.
13 Office expenses	163,154.	130,942.	32,211.	0.
14 Information technology	36,761.	27,934.	8,827.	0.
15 Royalties	0.	0.	0.	0.
16 Occupancy	268,501.	226,973.	41,528.	0.
17 Travel	37,189.	26,947.	10,242.	0.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials	2,423.	2,423.	0.	0.
19 Conferences, conventions, and meetings	23,689.	15,311.	8,378.	0.
20 Interest	0.	0.	0.	0.
21 Payments to affiliates	0.	0.	0.	0.
22 Depreciation, depletion, and amortization	10,672.	6,566.	4,106.	0.
23 Insurance	17,072.	9,656.	7,416.	0.
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <u>Membership dues</u>	13,242.	6,992.	6,250.	0.
b <u>Community Outreach and donations</u>	20,500.	20,500.	0.	0.
c <u>Equipment and Furniture</u>	17,081.	16,654.	427.	0.
d				
e All other expenses <u>Misc</u>	2,393.	2,387.	6.	0.
25 Total functional expenses. Add lines 1 through 24e	8,795,694.	8,220,830.	574,864.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A)		(B)
		Beginning of year		End of year
Assets	1 Cash—non-interest-bearing	600,028.	1	734,048.
	2 Savings and temporary cash investments	248,243.	2	249,487.
	3 Pledges and grants receivable, net	969,226.	3	1,158,229.
	4 Accounts receivable, net	1,665.	4	1,645.
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L	0	5	0
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L	0	6	0
	7 Notes and loans receivable, net	0	7	0
	8 Inventories for sale or use	0	8	0
	9 Prepaid expenses and deferred charges	67,998.	9	42,886.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	140,288.		
	b Less: accumulated depreciation	97,548.	10c	42,740.
	11 Investments—publicly traded securities	0	11	0
	12 Investments—other securities. See Part IV, line 11	0	12	0
	13 Investments—program-related. See Part IV, line 11	0	13	0
	14 Intangible assets	0	14	0
	15 Other assets. See Part IV, line 11	0	15	0
16 Total assets. Add lines 1 through 15 (must equal line 34)	1,918,104.	16	2,229,035.	
Liabilities	17 Accounts payable and accrued expenses	397,746.	17	394,709.
	18 Grants payable	624,433.	18	792,948.
	19 Deferred revenue	26,977.	19	15,714.
	20 Tax-exempt bond liabilities	0	20	0
	21 Escrow or custodial account liability. Complete Part IV of Schedule D	0	21	0
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L	0	22	0
	23 Secured mortgages and notes payable to unrelated third parties	0	23	0
	24 Unsecured notes and loans payable to unrelated third parties	0	24	0
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	0	25	0
	26 Total liabilities. Add lines 17 through 25	1,049,156.	26	1,203,371.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	868,948.	27	1,025,664.
	28 Temporarily restricted net assets	0	28	0
	29 Permanently restricted net assets	0	29	0
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances	868,948.	33	1,025,664.
34 Total liabilities and net assets/fund balances	1,918,104.	34	2,229,035.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	8,952,409
2	Total expenses (must equal Part IX, column (A), line 25)	2	8,795,694
3	Revenue less expenses. Subtract line 2 from line 1	3	156,715
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	868,948
5	Net unrealized gains (losses) on investments	5	0
6	Donated services and use of facilities	6	0
7	Investment expenses	7	0
8	Prior period adjustments	8	0
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,025,664

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		✓
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	✓	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	✓	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	✓	
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.	✓	

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2016

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Name of the organization

Employer identification number

Pacific Mountain Workforce Development Council

91-2165746

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives: (1) more than 33¹/₃% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33¹/₃% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	6,953,680.	6,502,220.	8,715,021.	8,783,896	8,951,165	39,905,982.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						0.
4 Total. Add lines 1 through 3						39,905,982.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						0.
6 Public support. Subtract line 5 from line 4						39,905,982.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4	6,953,680.	6,502,220.	8,715,021.	8,783,896.	8,951,165.	39,905,982.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	0.	770.	1,232.	1,241.	1,244.	4,487.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	2,015.	0.	0.	100.	0.	2,115.
11 Total support. Add lines 7 through 10						39,912,584.
12 Gross receipts from related activities, etc. (see instructions)					12	0.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	99.98 %
15 Public support percentage from 2015 Schedule A, Part II, line 14	15	99.99 %
16a 33 1/3% support test—2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input checked="" type="checkbox"/>	
b 33 1/3% support test—2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
b 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>	

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	%

- 19a 33 1/3% support tests—2016.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- b 33 1/3% support tests—2015.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b	Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).			
2 Activities Test. Answer (a) and (b) below.		Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
3 Parent of Supported Organizations. Answer (a) and (b) below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI .			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 Adjusted Net Income (subtract lines 5, 6, and 7 from line 4).	8		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d Total (add lines 1a, 1b, and 1c)	1d		
e Discount claimed for blockage or other factors (explain in detail in Part VI):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by .035.	6		
7 Recoveries of prior-year distributions	7		
8 Minimum Asset Amount (add line 7 to line 6)	8		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1		
2 Enter 85% of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in Part VI). See instructions.	
7	Total annual distributions. Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9	Distributable amount for 2016 from Section C, line 6	
10	Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1	Distributable amount for 2016 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2016 (reasonable cause required—explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2016:			
a				
b				
c	From 2013			
d	From 2014			
e	From 2015			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2016 distributable amount			
i	Carryover from 2011 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2016 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2016 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6	Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7	Excess distributions carryover to 2017. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a				
b	Excess from 2013			
c	Excess from 2014			
d	Excess from 2015			
e	Excess from 2016			

**SCHEDULE D
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.

▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization

Employer identification number

Pacific Mountain Workforce Development Council

91-2165746

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply). <input type="checkbox"/> Preservation of land for public use (e.g., recreation or education) <input type="checkbox"/> Preservation of a historically important land area <input type="checkbox"/> Protection of natural habitat <input type="checkbox"/> Preservation of a certified historic structure <input type="checkbox"/> Preservation of open space	
2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d
3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶	
4 Number of states where property subject to conservation easement is located ▶	
5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶	
7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$	
8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.	

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.	
b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1 ▶ \$ (ii) Assets included in Form 990, Part X ▶ \$	
2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenue included on Form 990, Part VIII, line 1 ▶ \$ b Assets included in Form 990, Part X ▶ \$	

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

- 3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a** Public exhibition
 - b** Scholarly research
 - c** Preservation for future generations
 - d** Loan or exchange programs
 - e** Other
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? **Yes** **No**

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? **Yes** **No**
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|--|--------|
| c Beginning balance | |
| d Additions during the year | |
| e Distributions during the year | |
| f Ending balance | |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? **Yes** **No**
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a** Board designated or quasi-endowment ▶ %
 - b** Permanent endowment ▶ %
 - c** Temporarily restricted endowment ▶ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|------------------------------------|-----|----|
| (i) unrelated organizations | | |
| (ii) related organizations | | |
- b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?
- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		105,338.	62,598.	42,740.
e Other		34,949.	34,949.	0.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				42,740.

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶		

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	8,952,409.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
	a Net unrealized gains (losses) on investments	2a		
	b Donated services and use of facilities	2b		
	c Recoveries of prior year grants	2c		
	d Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	8,952,409.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	8,952,409.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	8,795,694.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
	a Donated services and use of facilities	2a		
	b Prior year adjustments	2b		
	c Other losses	2c		
	d Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	8,795,694.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	8,795,694.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

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**SCHEDULE I
(Form 990)**

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ Attach to Form 990.

▶ Information about Schedule I (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service
Name of the organization

Pacific Mountain Workforce Development Council

Employer identification number

91-2165746

Part I General Information on Grants and Assistance

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? Yes No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1) Career Path Services 10 N. Post St Ste 200 Spokane, WA	91-1032846	501(c)(3)	1,717,696.				Employment & Training
(2) Rescare Workforce Services 9901 Linn Station Rd Louisville, KY	61-0875371		829,370.				Employment & Training
(3) Thurston County Chamber 806 Legion Way SE Olympia, WA	91-0346205	501(c)(3)	527,355.				Employment & Training
(4) Morningside PO Box 7936 Olympia, WA	91-0757099	501(c)(3)	63,465.				Employment & Training
(5) Education Service Dist 113 6005 Tye Dr SW Tumwater, WA	91-0848938	Political Sub	44,922.				Employment & Training
(6) Workforce Central 3650 S Cedar St Tacoma, WA	91-1185418	County Gov't	17,728.				Employment & Training
(7) EDC of Thurston County 665 Woodland Sq Lp SE Lacey, WA	91-1561600	501(c)(3)	65,000.				Employment & Training
(8) Community Youth Services 711 State Ave NE Olympia, WA	91-0859922	501(c)(3)	22,723.				Employment & Training
(9) The Arc of Grays Harbor PO Box 1794 Aberdeen, WA	91-2010058	501(c)(3)	26,500.				Employment & Training
(10) United Way of Thurston County 1211 4th Ave E Ste 101 Olympia, WA	91-0713462	501(c)(3)	45,000				Employment & Training
(11) Big Brothers Big Sisters of SW 1802 Black Lake Blvd SW Ste 102	91-1225443	501(c)(3)	120,197.				Employment & Training
(12) WA Hospitality Assoc Ed Found 510 Plum St SE Olympia, WA	91-1686716	501(c)(3)	12,000.				Employment & Training

- 2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶
- 3 Enter total number of other organizations listed in the line 1 table ▶

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Cat. No. 50055P

Schedule I (Form 990) (2016)

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1					
2					
3					
4					
5					
6					
7					

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

**SCHEDULE I
(Form 990)**

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**

OMB No. 1545-0047

2016

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ Attach to Form 990.

▶ Information about Schedule I (Form 990) and its instructions is at www.irs.gov/form990.

Name of the organization

Employer identification number

Pacific Mountain Workforce Development Council

91-2165746

Part I General Information on Grants and Assistance

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? Yes No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1) <u>Rainier School District</u> <u>307 Alaska St Rainier, WA</u>	<u>91-1004645</u>	<u>Political Sub</u>	<u>6,869.</u>				<u>Employment & Training</u>
(2) <u>Tacoma Pierce Chamber</u> <u>PO Box 1933 Tacoma, WA 98401</u>	<u>91-0434830</u>	<u>501(c)(6)</u>	<u>106,032.</u>				<u>Employment & Training</u>
(3) <u>White Pass School Dist</u> <u>516 Silverbrook Rd Randle, WA</u>	<u>91-1049318</u>	<u>Political Sub</u>	<u>8,000.</u>				<u>Employment & Training</u>
(4) _____							
(5) _____							
(6) _____							
(7) _____							
(8) _____							
(9) _____							
(10) _____							
(11) _____							
(12) _____							

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶ 9

3 Enter total number of other organizations listed in the line 1 table ▶ 15

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Cat. No. 50055P

Schedule I (Form 990) (2016)

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service
Name of the organization

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
▶ Attach to Form 990.

▶ Information about Schedule J (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Pacific Mountain Workforce Development Council

Employer identification number

91-2165746

Part I Questions Regarding Compensation

	Yes	No
<p>1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.</p> <p><input type="checkbox"/> First-class or charter travel <input type="checkbox"/> Housing allowance or residence for personal use</p> <p><input type="checkbox"/> Travel for companions <input type="checkbox"/> Payments for business use of personal residence</p> <p><input type="checkbox"/> Tax indemnification and gross-up payments <input type="checkbox"/> Health or social club dues or initiation fees</p> <p><input type="checkbox"/> Discretionary spending account <input type="checkbox"/> Personal services (such as, maid, chauffeur, chef)</p>		
<p>b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain</p>		
<p>2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?</p>		
<p>3 Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.</p> <p><input type="checkbox"/> Compensation committee <input type="checkbox"/> Written employment contract</p> <p><input type="checkbox"/> Independent compensation consultant <input checked="" type="checkbox"/> Compensation survey or study</p> <p><input checked="" type="checkbox"/> Form 990 of other organizations <input checked="" type="checkbox"/> Approval by the board or compensation committee</p>		
<p>4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:</p> <p>a Receive a severance payment or change-of-control payment?</p> <p>b Participate in, or receive payment from, a supplemental nonqualified retirement plan?</p> <p>c Participate in, or receive payment from, an equity-based compensation arrangement?</p> <p>If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.</p>		
<p>4a Receive a severance payment or change-of-control payment?</p>		✓
<p>4b Participate in, or receive payment from, a supplemental nonqualified retirement plan?</p>		✓
<p>4c Participate in, or receive payment from, an equity-based compensation arrangement?</p>		✓
<p>Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5–9.</p> <p>5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:</p> <p>a The organization?</p> <p>b Any related organization?</p> <p>If "Yes" on line 5a or 5b, describe in Part III.</p>		
<p>5a The organization?</p>		✓
<p>5b Any related organization?</p>		✓
<p>6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:</p> <p>a The organization?</p> <p>b Any related organization?</p> <p>If "Yes" on line 6a or 6b, describe in Part III.</p>		
<p>6a The organization?</p>		✓
<p>6b Any related organization?</p>		✓
<p>7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III</p>		✓
<p>8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III</p>		✓
<p>9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?</p>		

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)–(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)–(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1 Cheryl Fambles, CEO	(i)	126,185.	0.	0.	14,108.	20,153.	160,446.	0.
	(ii)							
2	(i)							
	(ii)							
3	(i)							
	(ii)							
4	(i)							
	(ii)							
5	(i)							
	(ii)							
6	(i)							
	(ii)							
7	(i)							
	(ii)							
8	(i)							
	(ii)							
9	(i)							
	(ii)							
10	(i)							
	(ii)							
11	(i)							
	(ii)							
12	(i)							
	(ii)							
13	(i)							
	(ii)							
14	(i)							
	(ii)							
15	(i)							
	(ii)							
16	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

Lined area for supplemental information input.

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

2016

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or 990-EZ.

Open to Public Inspection

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Name of the organization

Employer identification number

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT COUNCIL

91-2165746

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:

WE ARE FUNDED FOR OTHER PROGRAMS THAT ARE RELATED TO ASSISTING INDIVIDUALS WITH BARRIERS TO EMPLOYMENT TO EITHER FIND OR BE TRAINED FOR AVAILABLE JOBS. IN 2016 WE RECEIVED FUNDS TO HELP THOSE WITH DISABILITIES, INCARCERATED YOUTH AND ADULTS, AND OTHERS POPULATIONS WITH SIGNIFICANT BARRIERS.

FORM 990, PART VI, LINE 7A AND 7B: AFFAIRS OF THE COUNCIL AND APPOINTMENT OF BOARD MEMBERS ARE SUBJECT TO THE APPROVAL OF THE COUNTY COMMISSIONERS OF THURSTON, LEWIS, MASON, PACIFIC, AND GRAYS HARBOR COUNTIES OF WA.

FORM 990, PART VI, SECTION B, LINE 11: PRIOR TO THE FILING, THE FULL BOARD OF DIRECTORS WILL RECEIVE A COPY OF THE FINAL VERSION OF FORM 990 AND ALL SCHEDULES. THE EXECUTIVE FINANCE COMMITTEE MEMBERS WILL BE REQUIRED TO REVIEW AND RECOMMEND APPROVAL AND ASK ANY QUESTIONS PRIOR TO FILING.

FORM 990, PART VI, SECTION B, LINE 12C: ON AN ANNUAL BASIS, EACH MEMBER OF THE BOARD OF DIRECTORS COMPLETES A FORM WHICH REQUIRES THE IDENTIFICATION OF ALL MEMBERSHIPS, ASSOCIATIONS AND AFFILIATIONS. THE DOCUMENT IS REVIEWED FOR POTENTIAL CONFLICTS AND IF ONE EXISTS A RESOLUTION OF THE ISSUE IS DETERMINED BY THE EXECUTIVE COMMITTEE, ACTING ON BEHALF OF THE GOVERNING BODY. STAFF MUST SEEK APPROVAL FROM THE CEO FOR MEMBERSHIP OR OUTSIDE EMPLOYMENT PRIOR TO ACCEPTANCE.

FORM 990, PART VI, SECTION B, LINE 15: THE EMPLOYMENT AGREEMENT WAS NEGOTIATED WITH THE EXECUTIVE COMMITTEE AS PROVIDED IN THE BY-LAWS. THE JOB DESCRIPTION, INCLUDING SALARY RANGE WAS FORMALLY ADOPTED BY THE FULL BOARD WITH UPDATES APPROVED BY THE EXECUTIVE COMMITTEE.

FORM 990, PART VI, SECTION C, LINE 19: ALL DOCUMENTS ARE POSTED ON OUR WEBSITE, WWW.PACMTN.ORG AND DOCUMENTS CAN BE EMAILED AS REQUESTED.

**SCHEDULE R
(Form 990)**

Department of the Treasury
Internal Revenue Service

Name of the organization

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

▶ Information about Schedule R (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

**Open to Public
Inspection**

Employer identification number

91-2165746

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT COUNCIL

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
(1) <u>THURSTON COUNTY</u> 2000 LAKERIDGE DR SW OLYMPIA, WA 98502	Political Subdivision	Washington	115				✓
(2) <u>LEWIS COUNTY</u> 351 NW NORTH ST. CHEHALIS, WA 98532	Political Subdivision	Washington	115				✓
(3) <u>MASON COUNTY</u> 411 N 5TH ST. SHELTON, WA 98584	Political Subdivision	Washington	115				✓
(4) <u>PACIFIC COUNTY</u> 300 MEMORIAL DR. SOUTH BEND, WA 98586	Political Subdivision	Washington	115				✓
(5) <u>GRAYS HARBOR COUNTY</u> 100 W BROADWAY, MONTESANO, WA 98563	Political Subdivision	Washington	115				✓
(6)							
(7)							

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Cat. No. 50135Y

Schedule R (Form 990) 2016

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V – UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1)												
(2)												
(3)												
(4)												
(5)												
(6)												
(7)												

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No
(1)									
(2)									
(3)									
(4)									
(5)									
(6)									
(7)									

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		✓
b Gift, grant, or capital contribution to related organization(s)		✓
c Gift, grant, or capital contribution from related organization(s)		✓
d Loans or loan guarantees to or for related organization(s)		✓
e Loans or loan guarantees by related organization(s)		✓
f Dividends from related organization(s)		✓
g Sale of assets to related organization(s)		✓
h Purchase of assets from related organization(s)		✓
i Exchange of assets with related organization(s)		✓
j Lease of facilities, equipment, or other assets to related organization(s)		✓
k Lease of facilities, equipment, or other assets from related organization(s)		✓
l Performance of services or membership or fundraising solicitations for related organization(s)		✓
m Performance of services or membership or fundraising solicitations by related organization(s)		✓
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)		✓
o Sharing of paid employees with related organization(s)		✓
p Reimbursement paid to related organization(s) for expenses		✓
q Reimbursement paid by related organization(s) for expenses		✓
r Other transfer of cash or property to related organization(s)		✓
s Other transfer of cash or property from related organization(s)		✓

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1).....													
(2).....													
(3).....													
(4).....													
(5).....													
(6).....													
(7).....													
(8).....													
(9).....													
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(11).....													
(12).....													
(13).....													
(14).....													
(15).....													
(16).....													

Targeted Populations Committee

Purpose and Responsibilities

The purpose of the Targeted Populations Committee is to direct and advise on activities that expand access to workforce services for youth and targeted/specialized populations, while demonstrating the value of these populations to business, labor and industry. The committee makes data-informed decisions and collaborates with key stakeholders to make recommendations to the PacMtn Workforce Development Council on issues related to universal access.

The Targeted Populations Committee will:

- Develop recommendations for service providers that focus on education, training and employment that assist Youth and Targeted/Specialized Populations in developing workplace readiness essential skills.
- Research and make recommendations on best practices that expand outreach and increase awareness of services to specialized populations (See WIOA 14 Barrier Populations as outlined in WIOA Final Rule).
- Identify, connect and consult with employers throughout the region that are willing and able to participate in expanded workplace preparation and placement opportunities, including career, post-secondary and apprenticeship pathways.
- Create pathways, agency and resiliency in an effort to instill hope and reduce apathy for all job seekers.
- Promote value in order to reduce stigmas associated with identified specialized populations.
- Seek stronger alignments and coordination with existing programs that serve the “shared” workforce customer.
- Coordinate with other related Board Committees and Task Forces for development of appropriate programs and service models.
- In accordance to the WIOA 14 Barrier Population Priorities, this committee will focus on Individuals with disabilities, Homeless individuals, Youth and Justice System involved individuals.
- Make recommendations to the Workforce Development Council to prioritize fund procurement that addresses gaps in services.

Meeting and Communication Protocols

- Meeting schedule bi-monthly
- All meetings are conference call accessible
- Communication meeting materials will be distributed via email, one week prior



MEMORANDUM

TO: PacMtn Board WDC

FROM: Cheryl B. Fambles

SUBJECT: **UPDATED** Discussion Only: Follow-up from Board Retreat Discussion on Enhancing the Relationship between WDC and EDC

DATE: March 14, 2018

Discussion

The Board and Consortium Members met for the Annual Planning Retreat. Notes from that full meeting are attached. Also attached is a list of suggestions for actions and activities that could strengthen the relationship and outcomes between the entities.

Some discussion has already begun with the Business2Business (B2B) contractor on ways to rethink the PY18 contract to support and leverage work occurring at the EDC. The Executive Finance Review Committee is asked to review and comment upon the list and to further offer other activities and actions to be undertaken.

PacMtn is fully committed to a partnership with economic development entities and EDCs in particular. Such a partnership helps PacMtn achieve its mission to provide regional workforce solutions for/with business.

Next Steps

The full Board will discuss these items at the March 22 meeting. Work plan items and activities doable in this year's budget will proceed and others considered for the PY18 budget.

UPDATE: The Executive Finance Committee met and offered thoughts and clarifications on the list of items. They encouraged the conversation with EDC Directors in preparation for the meeting on March 22 wherein this would be discussed.

Attachments: 2018 Retreat Notes
Staff Suggestions re: Enhanced Relationships with EDC

PacMtn Workforce Development Council
Board Retreat Notes
Thursday, January 25, 2018 ▪ 8:00 – 4:00 pm
Hotel RL, Olympia



Board Member Attendees: Bob Hitt, Jim Larson, Mike Hickman, Paul Vertrees, Jim Minkler, David Schaffert, Dawn Murphy, Kairie Pierce, Duane Evans, Michael Cade, Peter Lahmann, Bob Guenther, Jacquelin Earley, Steve Rogers, Derek Epps, Dru Garson, Winfried Danke, Jason Reed

Consortium Member Attendees: Lisa Olsen, Randy Ross, Gary Stamper

Absent: Terri Drexler, John Hutchings, Anne Goranson

Staff: Cheryl Fambles, Bridget Lockling, Corinne Daffern, Sean Murphy, Stacey Anderson, Vanessa Wasman

Guests/Nominees: Bill Sullivan, Diana Murphy, Jason Robertson, Alysha Boysen (AmeriCorps), Nick Oppedahl (AmeriCorps)

I. Action Items & Strategic Discussions

A. Board Discussion: Year In Review – The Homework

- Package #1 Budget and Program Services Performance (Bridget Lockling) Revenue trajectory from PY11-PY16 was discussed showing the annual revenues categorized by the various funds (WIOA Formula, Discretionary, Commerce, WorkFirst, DSHS, State and Other.) There was significant increase in funding for specialized populations through awards from Dept. of Vocational Rehab and Juvenile Rehabilitation Administration to serve those incarcerated and those with disabilities. Revenues have increased by over 36% since PY11. Direct Participants Expenses was discussed, showing Individual Training Accounts (ITA), On the Job Trainings (OJT), Work Experience (WEX), Work Based Learning (WBL) and Support Services. Over 3,500 participants served, over 1,500 participants placed in to jobs from WIOA programs and efforts increased on WEX and WBL.

The PY16 Final Budget Project Tracking was also reviewed showing the various projects, how they are funded, project term dates, participants, project summaries, etc.

Discussion and questions arose about how to better understand the challenges of the outcomes and performance report of PacMtn contractors. PacMtn can obtain and disseminate this information to Board members. Discussion also on federal measure performance and cost per participants in PY17 as well as brief discussion on financial risks and the plan for alleviating such risks such as use of the reserve fund. There was also discussion on project outcomes as well as project outcomes in county by county comparisons.

- **Package #2 Strategic Plan Update of Activities (Sean Murphy)**
Sean reviewed the 4 Year Strategic Plan Goals and Objectives for PY16-PY20. Goals outlined are to develop regional sector partnerships with target industry clusters; develop the PacMtn and WorkSource brands focused on mission, services, and results seen as adding value to the community and creating new funding sources and partnerships; develop strategic partnerships and collaborations that expand the PacMtn mission and facilitate Board Member leadership; and develop programming and solutions to assist specialized populations in enhancing job skills while securing and maintaining employment.
- **Package #3 Program Year End Reports (Sean Murphy & Corinne Daffern)**
The Year End Updates were reviewed by the various programs: MyJob, Camo2Commerce, Business2Business, WIOA Adult and Dislocated Worker and the Workforce System Year End Report. There was brief discussion on the service numbers on the WIOA Adult and Dislocated Worker update regarding the total number of those exiting the program as well as participants positive placement results.

B. Program Spotlight: Serving Youth – Overview of PacMtn Youth Programs, Student Presentation and Board Discussion

Following review of the Youth Services Info Sheet two individuals who participated in youth programs addressed the group. The attendees found their presentation engaging, genuine and helpful in understanding how youth programs help youth and young adults. They were reminded by one of the presenters that, “Someone took a chance on me...someone took a chance on everyone in this room.”

Board Discussion: What are the most impactful workforce activities for the region’s youth? Board and Consortium Members offered the following thoughts, ideas and ask, “How can we better...:

- Offer Uplift! as a paid or unpaid internship?
- assist youth in transportation to and from internships?
- Help youth better understand employer expectations...the world doesn’t owe you a job nor a paycheck. You got to go out and hustle it up.
- inform youth on career learning events, apprenticeship events, job fairs, career fairs, career exploration events.
- Intercept kids sooner with career counselors; electronic interception via social media in elementary or middle school.
- Create more high school re-engagement programs, GED programs and finding hard to locate drop-out students in rural areas.
- Locate HS21+ programs in places where youth are found
- Intervene early such as middle school or even elementary school

Corinne provided an overview of the Preparation for Re-Entry to Employment (PREP) program. Thurston County contracts with PacMtn to provide these services and the WDC is interested in expanding this program to other counties as there are resources available to sponsor the work. Members also offered the following ideas to assist those with criminal background get around their employment barriers:

- “Ban the Box” initiative via group of colleges/tech colleges
- Sealing of youth criminal offense records
- Help employers open screening process for those with felonies, and initiate conversation about the felony,
- Better prepare applicants for these discussions with workshops around this topic.

Learning and Discussion: Economic and Workforce Development:

Jason Robertson presented a learning and discussion topic on Economic Development Council (EDC) Roles and Functions, and introduced Board discussion questions on how EDCs overlap with the workforce system, areas of potential or perceived conflict, opportunities for resolution and priority collaborations moving forward. His presentation is attached herein. For this discussion, the whole group broke into four smaller groups and discussed the following topics: What is the role of EDCs, role of PacMtn and their areas of priority collaboration?

- Team #1:
 - More focused sector work
 - Seeking bigger funding “big bucks” “more bang for more buck”
 - Some of the EDCs may need to know more about what PacMtn does and what could be done in partnership for each area.
 - How can WDCs help advocate a better state funding distribution for EDCs?
 - Jointly produce “White Papers” on topics of mutual interest
 - Assist with reducing barriers that enable access to other federal funding for major economic development projects i.e. transit money
 - Facilitate deeper data analysis to better understand the needs of the communities
 - Acknowledge each plays different roles in regional and local activities

- Team #2:

What are the challenges between EDC and PacMtn?

- There are lots of responsibilities Are there more opportunities for contracting?
- Better coordination of B2B services, and more reports to the Board on B2B work. continue to build B2B relationship with EDC
- More information aimed at what is important to the EDCs
- Determine main/top priorities of PacMtn and EDC and work together on those
- Cluster studies to show industries to attract based on current workforce
- Keep up with partners and changing technology

- Millwright career pathways and work with educators to open these pathways
- More online meetings
- Team #3:
 - Build stronger relationships between EDC, WDC, and Chambers
 - Disseminate information to community participants
 - Understand supply chain gaps and how best to respond
 - Create more One stop shopping
 - Focus on private sector
 - Explore regional economic district and lack thereof
 - WDC to be more of a regional economic force
 - Strategic element from WDC to EDC to take back and implement information
- Team #4:
 - Coordination between PacMtn, EDCs and schools
 - Offer more Try – A – Trade success and more programs like this
 - Intercept youth sooner
 - Implement paid internship programs
 - Robust branding/marketing/recruiting for PacMtn to better educate on what PacMtn does
 - Understand the differences between regions within same counties
 - Create incubators that help small business start ups
 - Work closely with PacMtn and EDCs (“an intimate dance”)

Meeting adjourned at 3:20 pm

Submitted by: Vanessa Wasman, Administrative Assistant

ENHANCED COLLABORATION

BETWEEN

PACMTN WDC AND ECONOMIC DEVELOPMENT COUNCILS (EDC)

Following discussions and suggestions from the 2018 Board Retreat PacMtn staff offer the following thoughts about actions and activities that could be undertaken to leverage and build stronger connections with business agents, economic development entities and economic development councils, in particular.

1. Help stabilize state EDC funding

Support restoration of ADO/Associate Development Organization funding at State Department of Commerce. Identify possible grants that enable collaboration with EDC partners and assist of lead in preparation of materials.

2. Continue to provide EDC with support for data analytics

For the third year purchase a Chumura subscription and offer discounted access to quality data services for each of the EDC.

3. Strengthen Connections between EDC and Business2Business Contractor

Request B2B services contractor intensify communication, collaborate on the development of regional projects/products and establish referral protocols with economic development entities. The B2B contractor will confirm communication protocols and a menu of services they will provide on behalf of and/or in partnership with the EDC. B2B will consider possible financial incentives that can leverage current EDC efforts to respond to business workforce needs.

4. Support a PacMtn *Regional Economic Development District*

Align the data requirements for the PacMtn Strategic Plan update with the needs of a possible 5-county community economic development study (CEDS) and assist as allowable and appropriate in development of an application for a PacMtn Regional Economic Development District that could enable the acquisition of new federal funds for regional economic development activities.

5. In 2018 co-host with EDCs at least 2 regional discussions on relevant economic data and workforce trends of interest to business entities and economic development partners.

6. Provide workforce data on mutually serving interests and regional possibilities that support the work of EDC Boards

Identify materials deemed useful by EDC and collaborate on production. As determined useful, schedule annual informational presentations for each of the 5 EDC, other economic development entities and related agencies in the region.

7. Review a possible *Opportunity Zone* designation for the region.

Research and review the State's current position and the possibility of PacMtn regional inclusion.