

PacMtn Workforce Development Council
Executive Finance Committee Agenda
Friday, May 11, 2018 ▪ 11:00 am – 12:30 pm
WorkSource Thurston ▪ John Loyle Room
<https://pacmtn.adobeconnect.com/efc/>
1-888-537-7715 ▪ Passcode: 60526531#



- I. Welcome & Check-In Items** (Lead)
 - A.** Review of EFC Committee Agenda
 - B.** Motion to Approve March 2018 EFC Minutes (Attachment #1)
 - C.** Board Chair Comments
 - D.** CEO Report

 - II. Task Force Updates** (Task Force Leads)
 - A.** One Stop Committee – Cheryl Heywood
 - New Charter Review and Approval (Handout)
 - B.** Targeted Populations – Kairie Pierce

 - III. Fiscal Items** (Bridget Lockling)
 - A.** Action Item: PY17 Mid-Year Budget Modification (Attachment #2)
 - B.** Action Item: Community Outreach Funding Proposal – Shelton School District Business Plan Competition (Attachment #3)
 - C.** Action Item: Bank Signer Change – Removal of Karen Kalish/Addition of Kim Baker to Columbia Bank signature card 0137 account (Attachment #4)
 - D.** Discussion: Budget Workshop Review and Preparation

 - IV. Executive & Administrative Items** (Staff Leads)
 - A.** Action Item: Approval of Provisional WorkSource Connection Site Certifications (Attachment #5)
 - B.** Discussion: New PacMtn Website (Julie Baxter)

 - V. Good of the Order & Announcements**
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Upcoming Executive Finance Meetings

Date	Location
Friday, June 8, 2018	WS Thurston, John Loyle Room
Friday, August 10, 2018	WS Thurston, John Loyle Room
Friday, September 14, 2018	WS Thurston, John Loyle Room
Friday, October 12, 2018	WS Thurston, John Loyle Room
Friday, November 9, 2018	WS Thurston, John Loyle Room
Friday, December 14, 2018	WS Thurston, John Loyle Room

Proposed 2018 Board Meeting Schedule

Date	Location
WDC Board Budget Workshop Thursday, May 24, 2018	PacMtn WDC 1570 Irving St SW Tumwater, WA 98512
Regular WDC Meeting Thursday, June 28, 2018*	Centralia Timberland Regional Library 110 S. Silver Street Centralia, WA 98531
WDC Orientation and Refresher Thursday, July 26, 2018	Satsop Business Park 150 Technology Lane Elma, WA
Regular WDC Meeting Thursday, September 27, 2018*	PacMtn WDC 1570 Irving St SW Tumwater, WA 98512
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.

Executive Finance Committee Members

Name	<u>Business</u>	<u>County</u>	<u>Position</u>
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Vacant			Chair Elect
3. Jim Larson	Morningside	Regional	Vice Chair
4. Peter Lahmann	NW Laborers – Employers Training Trust, Retired	Regional	Treasurer
5. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Member at Large
6. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
7. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Lead
8. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
9. Terri Drexler	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio
10. Derek Epps	Seattle Shellfish	Mason	Industry Representative

PacMtn Workforce Development Council
Executive Finance Committee Minutes
 Friday, March 9, 2018 • 11:00 am – 12:30 am
 PacMtn Offices, Online and by Phone



Member List

<u>Name</u>	<u>Business</u>	<u>County</u>	<u>Position</u>
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Vacant			Chair Elect
3. Jim Larson	Morningside	Regional	Vice Chair
4. Peter Lahmann	NW Laborers – Employers Training Trust, Retired	Regional	Treasurer
5. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Member at Large
6. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
7. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Lead
8. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
9. Terri Drexler	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio
10. Derek Epps	Seattle Shellfish	Mason	Industry Representative

Attendees: Peter Lahmann (phone), Dr. Jim Minkler (Adobe Connect), Cheryl Heywood (phone), David Schaffert (Adobe Connect), Commissioner Terri Drexler (Adobe Connect), Kairie Pierce (Adobe Connect)

Staff: Cheryl Fambles, Bridget Lockling, Vanessa Wasman

Excused: Duane Evans, Jim Larson, Derek Epps

I. Board Chair Check In

A. The meeting was called to order at 11:02 am and quorum was not fully established at first. Cheryl made the request to lead the meeting unless one of the other members wished to lead. The group agreed that Cheryl and Bridget could facilitate the meeting since all members were participating either by phone or online and that Board Chair Duane Evans was absent. The agenda was presented and no changes were made at this time. Cheryl began with Board Chair comments on behalf of Duane saying that Duane was attending his last class for his MBA program. Cheryl then presented on her CEO Report and can be found on our website.

B. At this time, Dr. Jim Minkler arrived to the group by phone and online establishing quorum. The group then moved to the approval of the January 2018 EFC minutes, *Peter Lahmann motioned to approve the minutes, seconded by David Schaffert. Motion carries.*

C. Cheryl went on to review the March 2018 WDC and Consortium agendas, saying that the meeting would be held at St. Martin's College and described the learning topic of Off Planet Research and that we would be following up on the material that came from the January Board Retreat regarding WDC collaboration with EDCs as a focal topic. She also mentioned that the Consortium would be approving two new Board members and also approving the continuation of the terms of three other Board members.

At this time, the agenda was changed slightly to move Section III Fiscal Items before Section II Task Force Updates so that the action items would come first because one member had to leave the meeting early which would affect quorum. Topics C and D under Section III were also swapped so that the action items would be taken care of first.

II. **Fiscal Items**

A. Action Item: Motion to Approve Quarterly Financial Statements – Bridget began by saying there are no concerns about expenditures with the exception of an overage of state audit fees in that audits were done on programs that were not needed and went outside their typical scope and depth causing the auditors to take more time than needed and thus created more expense for PacMtn. Audit exit conference is scheduled for March 29th. She also mentioned the Commerce program restructure and staff layoff due to fewer TANF clients needing the program as well as new legislation on age limits for this program affecting overall reduction in net assets. *Peter Lahmann motioned to approve, seconded by Cheryl Heywood.* **Motion carries.**

B. Action Item: Motion to Approve PY16 990 Tax Return – Bridget briefly went over the main 990 packet indicating these were the final numbers for PY16. The rest of the schedules provide supporting documentation to the numbers and processes involved. There were no changes to the 990 form or schedules so the numbers were the only thing that needed to be updated from last year. An extension was filed so the 990 isn't due to the IRS until May 15th. The extension is always filed to make sure the financials of the organization have been audited prior to completing and submitting the tax documents. *Peter Lahmann motioned to approve, seconded by David Schaffert.* **Motion carries.**

C. Action Item: Motion to Approve Community Outreach Funding Proposal: Youth Entrepreneurship Camp – This project was briefly described and it was mentioned that it is a popular activity that PacMtn is proud to support. *Jim Minkler motioned to approve, seconded by Peter Lahmann.* **Motion carries.**

III. Task Force Updates

A. One Stop Committee – Cheryl Heywood reported that the group met in early February and will continue to meet monthly and are inviting WorkSource support staff to the meetings. Purpose and responsibilities noted in the charter will be updated for EFC and Board approval in fall.

B. Adult Basic Education and Literacy – Cheryl Heywood also provided an update on this committee saying that they met on March 8 and the initiative that the State Board of Technical Colleges has \$100K in funds for colleges to apply for the High School 21+ program within the colleges and have until the end of April to apply. Cheryl Heywood mentioned that TRL would be work with the awarded college to provide Chrome books and teachers will meet with HS 21+ students at various TRL locations. Dr. Minkler also mentioned that Grays Harbor College will be conducting forums in Pacific County about the HS 21+ program.

C. Targeted Populations – The charter has been updated with focus on disabled populations, homeless populations and youth with criminal justice issues and will be reviewed for approval at the March WDC meeting.

IV. Executive & Administrative Items

A. Discussion: Review of January WDC Retreat Notes – Cheryl began the conversation by saying we had great feedback on the youth stories and how better to serve them. She went on to say that Sytease Geib of Thurston County Chamber, Jason Robertson, Sean Murphy and Cheryl met and developed a list of 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 and how these initiatives could be built into the budget. These ideas will also be packaged as ideas for the other county EDCs as well. The discussion included about how do Associate Development Organizations (ADO) communicate with legislature and that the WDC can help provide materials about our role. It was also mentioned to edit the title of #4 in the document to say Support a Regional PacMtn Economic Development District. PacMtn will also make sure that our strategic plan data elements will work into the Community Economic Development Study (CEDs) plan. #5 was discussed on how to better engage with business and industry and that EDCs could co-host as they choose. #6 was discussed saying that PacMtn to come to EDC and talk about the role of the WDC with facilitation by representing Board members. The topic of Opportunity Zones was mentioned and PacMtn is doing some analysis on this in collaboration with Mason County Commissioner Drexler.

V. Good of the Order Items & Announcements –

Peter Lahmann mentioned that he will not be in attendance to the WDC meeting later this month and also the Executive Finance meeting in April.

Meeting adjourned at 12:34 pm, submitted by: Vanessa Wasman, Administrative Assistant

MEMORANDUM

To: PacMtn WDC Executive Finance Committee

From: Bridget Lockling, Director of Finance & Administrative Services

Date: May 7, 2018

Subject: Adoption of PY17 Final Budget Mod 1

PY17 Final Budget – Mod 1

The Budget Modification provides an update to our revenue by including new grants awarded after the adoption of the Final Budget. The revenue for the Budget Mod has increased by almost \$3,500,000. This is largely in part to an additional C2C grant award, expanding the MyJOB grant to include more students, and our Summer Internship through DVR was renewed. We also obtained a grant award for Career Connect WA and a Department of Commerce award for Pathways out of Poverty. Our Rapid Response Increased Employment grant got an added boost of over \$200k and our ongoing Thurston County Pre-Release Employment Services grant was extended another year.

Most of these added grants will be contracted out with about half of the amounts expected to be spent during the remaining program year and the rest carried over into the next program year to continue the projects. The aggregate changes in the admin office budget resulted in an increase of almost \$17,000. Audit and Temp services increased, as well as a software purchase to replace part of the financial software for greater efficiencies. Staffing costs were decreased to reflect vacancies in positions. Overall carry forward projected amounts for PY18 increased by almost \$2,000,000 to reflect new awards being continued in the next year.

Recommendation: Motion to approve Final Budget with do pass recommendation to the Consortium and Board

The Project Tracking document is included in this packet and reflects the PY17 Final Budget numbers. This tool is a useful source of summary information for each of the grants we currently have.

The Budget Summary showing categories of funding sources and expense types has also been updated to reflect final budget amounts.

Pacific Mountain Workforce Development Council
Program Year 2017
July 1, 2017 - June 30, 2018
Mod 1 Budget by Budget Category



Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
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Budgeted Revenues:

Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants

WIOA Admin Cost Pool (ACP)	-	-	-	2,000.00	795,822.84	797,822.84
WIOA Adult	923,413.00	228,247.00	25,000.00	3,000.00	332,989.40	1,512,649.40
WIOA Dislocated Worker	1,250,898.40	218,831.38	109,204.49	7,591.95	382,614.51	1,969,140.73
WIOA Youth	1,039,466.00	-	105,334.13	3,000.00	254,499.13	1,402,299.26
Subtotal	3,213,777.40	447,078.38	239,538.62	15,591.95	1,765,925.88	5,681,912.23

Competitive WIOA' Grants

YouthWorks 2 (7/1/16 - 6/30/18)	28,352.72	-	-	-	5,724.95	34,077.67
Camo2Commerce (1/1/14 - 12/31/17)	4,100,856.94	342,256.38	-	-	518,996.15	4,962,109.47
Sector Strategies NEG (5/1/17-4/30/18)	120,333.00	-	-	-	9,915.00	130,248.00
Career Connect WA	130,000.00	-	-	-	20,000.00	150,000.00
Rapid Response Initiatives (2/3/17 - 4/30/18)	238,937.44	-	60,000.00	-	79,524.16	378,461.60
Rapid Response Increased Employment (TBD-6/30/18)	375,958.00	-	-	-	66,883.00	442,841.00
TAP-Upskill/Backfill-Hospitality (4/18/17 - 8/31/17)	-	-	-	9,500.00	670.52	10,170.52
TAP-Upskill/Backfill-Healthcare (6/28/17 - 12/31/18)	252,000.00	-	-	-	23,000.00	275,000.00
Subtotal	5,246,438.10	342,256.38	60,000.00	9,500.00	724,713.78	6,382,908.26

Department of Commerce Grants

WorkFirst (Community Jobs) (7/1/17-6/30/18)	1,218,805.95	-	5,500.00	-	188,326.05	1,412,632.00
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Department of Social & Health Services Grants

Dept of Voc Rehabilitation -PreEmployment Skills (3/16/16-3/15/18)	445,163.00	-	-	-	50,837.00	496,000.00
Juvenile Rehabilitation - My JOB (5/1/16-7/15/19)	1,861,000.00	-	3,000.00	15,000.00	571,000.00	2,450,000.00
Dept of Voc Rehabilitation -PreEmployment Skills (3/16/16-3/15/18)	79,585.00	-	-	-	16,533.05	96,118.05
Subtotal	2,385,748.00	-	3,000.00	15,000.00	638,370.05	3,042,118.05

Other' Grants

Thurston County Jail Program (1/1/17 - 12/31/17)	154,735.41	-	-	-	26,818.56	181,553.97
Dawkins Trust	21,989.60	-	-	-	-	21,989.60
GH Foundation	7,945.38	-	-	-	-	7,945.38
Microsoft	20,364.57	-	-	-	-	20,364.57
Saltchuk	7,768.36	-	-	-	-	7,768.36
Subtotal	212,803.32	-	-	-	26,818.56	239,621.88

Total Revenue	12,277,572.77	789,334.76	308,038.62	40,091.95	3,344,154.32	16,759,192.42
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Budgeted Expenditures:

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
WIOA Formula						
Adult Contracted Programs (Career Path Services)	923,413.00	-	-	-	-	923,413.00
Dislocated Worker Contracted Programs (Career Path Services)	1,143,117.00	-	-	-	-	1,143,117.00
Youth Contracted Programs (ResCare)	1,039,466.00	-	-	-	-	1,039,466.00
Incumbent Worker Training (TBD)	100,000.00	-	-	-	-	100,000.00
Advanced Manufacturing	-	-	89,874.59	-	-	89,874.59
Business Services (Thurston Co. Chamber)	-	447,078.38	-	-	-	447,078.38
Work-Based Learning/Career Connections/AmeriCorps support	-	-	80,334.13	-	-	80,334.13
Career Pathways, Outreach, Misc	-	-	19,329.90	15,591.95	-	34,921.85
High Impact Grants-Youth & Young Adult	-	-	50,000.00	-	-	50,000.00
Subtotal	3,205,996.00	447,078.38	239,538.62	15,591.95	-	3,908,204.95
WIOA Competitive						
YouthWorks 2 Contracted - IMPACT (Big Brother Big Sisters)	28,352.72	-	-	-	-	28,352.72
Camo2Commerce In-house Program	3,026,512.80	-	-	-	-	3,026,512.80
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, W)	269,000.00	216,256.38	-	-	-	485,256.38
Sector Strategies NEG (CPS)	120,333.00	-	-	-	-	120,333.00
Career Connect WA (CPS, ResCare, AJAC, ESD113)	29,999.00	-	-	-	-	29,999.00
Rapid Response Initiatives Contracted (CPS, TBD)	238,937.44	-	60,000.00	-	-	298,937.44
Rapid Response Increased Employment	375,958.00	-	-	-	-	375,958.00
TAP-Hospitality Contracted (WA Hospitality Assoc)	-	-	-	9,500.00	-	9,500.00
TAP-Healthcare Contracted (SPSCC, Centralia College)	252,000.00	-	-	-	-	252,000.00
Subtotal	4,341,092.96	216,256.38	60,000.00	9,500.00	-	4,626,849.34

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
WorkFirst & Other						
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,218,805.95		5,500.00			1,224,305.95
Thurston County PREP Jail In house Program	154,735.41					154,735.41
Dawkins Trust	-		21,989.60			21,989.60
DVR - Contracted	302,166.00					302,166.00
JRA In-house Program	848,633.00		3,000.00			851,633.00
JRA - Contracted	-			15,000.00		15,000.00
Grays Harbor Foundation	7,945.38					7,945.38
Microsoft	20,364.57			-		20,364.57
Saltchuk	7,768.36	-	-	-	-	7,768.36
Subtotal	2,560,418.67	-	30,489.60	15,000.00	-	2,605,908.27
Program Expense Total	10,107,507.63	663,334.76	330,028.22	40,091.95	-	11,140,962.56
Administrative Services						
Administrative Office Operations						
Salaries					917,123.04	917,123.04
Benefits					390,328.50	390,328.50
Travel & Training					62,260.00	62,260.00
Professional Services					129,920.00	129,920.00
Facilities					89,281.00	89,281.00
Supplies & Communications					35,400.00	35,400.00
Equip/Maintenance/Rentals					20,500.00	20,500.00
Depreciation					10,560.00	10,560.00
Insurance					16,750.00	16,750.00
Memberships					15,770.00	15,770.00
Community Outreach					25,000.00	25,000.00
Misc					9,500.00	9,500.00
Transfer to Unrestricted					(3,750.00)	(3,750.00)
Admin Office Subtotal					1,718,642.54	1,718,642.54
Transition & AJC Activities						
Staffing					-	-
Subcontracts					93,500.00	93,500.00
Transition Subtotal					93,500.00	93,500.00
One Stop Operator						
Staffing					-	-
Subcontracts					100,000.00	100,000.00
One Stop Operator Subtotal					100,000.00	100,000.00
Administrative Expense Total					1,912,142.54	1,912,142.54
Total Expenditures	10,107,507.63	663,334.76	330,028.22	40,091.95	1,912,142.54	13,053,105.10

<i>Admin Office Formula Carry Forward to PY18</i>	<i>720,754</i>
<i>Admin Office Carry Forward Ongoing Grants to PY18</i>	<i>673,547</i>
<i>Program Carry Forward Ongoing Grants to PY18</i>	<i>2,266,294</i>
<i>Total Carry Forward to PY18</i>	<i>3,660,595</i>

Pacific Mountain Workforce Development Council
 Program Year 2017
 July 1, 2017 - June 30, 2018
 Mod 1 Budget Comparison



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY17 Mod 1	Total-PY17 Final	Difference	Comments
Budgeted Revenues:									
<u>Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants</u>									
WIOA Admin Cost Pool (ACP)		-	-	2,000.00	795,822.84	797,822.84	797,822.84	-	
WIOA Adult	923,413.00	228,247.00	25,000.00	3,000.00	332,989.40	1,512,649.40	1,512,649.40	-	
WIOA Dislocated Worker	1,250,898.40	218,831.38	109,204.49	7,591.95	382,614.51	1,969,140.73	1,969,140.73	-	
WIOA Youth	1,039,466.00	-	105,334.13	3,000.00	254,499.13	1,402,299.26	1,402,299.26	-	
<i>Subtotal</i>	3,213,777.40	447,078.38	239,538.62	15,591.95	1,765,925.88	5,681,912.23	5,681,912.23	-	
<u>Competitive WIOA' Grants</u>									
YouthWorks 2 (7/1/16 - 6/30/18)	28,352.72	-	-	-	5,724.95	34,077.67	34,077.67	-	
Camo2Commerce (1/1/14 - 12/31/17)	4,100,856.94	342,256.38	-	-	518,996.15	4,962,109.47	2,962,109.47	2,000,000.00	Additional grant award
Sector Strategies NEG (5/1/17-4/30/18)	120,333.00	-	-	-	9,915.00	130,248.00	130,248.00	-	
Career Connect WA	130,000.00	-	-	-	20,000.00	150,000.00	-	150,000.00	New grant
Rapid Response Initiatives (2/3/17 - 4/30/18)	238,937.44	-	60,000.00	-	79,524.16	378,461.60	378,461.60	-	
Rapid Response Increased Employment (TBD-6/30/18)	375,958.00	-	-	-	66,883.00	442,841.00	231,883.00	210,958.00	Additional grant award-more funds released
TAP-Upskill/Backfill-Hospitality (4/18/17 - 8/31/17)	-	-	-	9,500.00	670.52	10,170.52	10,170.52	-	
TAP-Upskill/Backfill-Healthcare (6/28/17 - 12/31/18)	252,000.00	-	-	-	23,000.00	275,000.00	275,000.00	-	
<i>Subtotal</i>	5,246,438.10	342,256.38	60,000.00	9,500.00	724,713.78	6,382,908.26	4,021,950.26	2,360,958.00	
<u>Department of Commerce Grants</u>									
WorkFirst (Community Jobs) (7/1/17-6/30/18)	1,218,805.95	-	5,500.00	-	188,326.05	1,412,632.00	1,369,644.00	42,988.00	Additional grant award -special project addition
<u>Department of Social & Health Services Grants</u>									
Dept of Voc Rehabilitation -PreEmployment Skills (3/16/16-3/15/18)	445,163.00	-	-	-	50,837.00	496,000.00	-	496,000.00	New grant
Juvenile Rehabilitation - My JOB (5/1/16-7/15/19)	1,861,000.00	-	3,000.00	15,000.00	571,000.00	2,450,000.00	2,000,000.00	450,000.00	Additional grant award-added funds for non-IEP
Dept of Voc Rehabilitation -PreEmployment Skills (3/16/16-3/15/18)	79,585.00	-	-	-	16,533.05	96,118.05	96,118.05	-	
<i>Subtotal</i>	2,385,748.00	-	3,000.00	15,000.00	638,370.05	3,042,118.05	2,096,118.05	946,000.00	
<u>Other' Grants</u>									
Thurston County Jail Program (1/1/17 - 12/31/17)	154,735.41	-	-	-	26,818.56	181,553.97	62,410.97	119,143.00	Renewed grant award
Dawkins Trust	21,989.60	-	-	-	-	21,989.60	1,989.60	20,000.00	
GH Foundation	7,945.38	-	-	-	-	7,945.38	7,945.38	-	
Microsoft	20,364.57	-	-	-	-	20,364.57	20,364.57	-	
Saltchuk	7,768.36	-	-	-	-	7,768.36	7,768.36	-	
<i>Subtotal</i>	212,803.32	-	-	-	26,818.56	239,621.88	100,478.88	139,143.00	
Total Revenue	12,277,572.77	789,334.76	308,038.62	40,091.95	3,344,154.32	16,759,192.42	13,270,103.42	3,489,089.00	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY17 Mod 1	Total-PY17 Final	Difference	Comments
Budgeted Expenditures:									
Program Services	Direct Participant Services	Business Services &	Special Impact Projects	Misc Contracts & Projects	Administrative Services				
<u>WIOA Formula</u>									
Adult Contracted Programs (Career Path Services)	923,413.00					923,413.00	923,413.00	-	
Dislocated Worker Contracted Programs (Career Path Services)	1,143,117.00					1,143,117.00	1,143,117.00	-	
Youth Contracted Programs (ResCare)	1,039,466.00					1,039,466.00	1,029,466.00	10,000.00	
Incumbent Worker Training (Child Care Action Council)	100,000.00	-	-	-	-	100,000.00	100,000.00	-	
Advanced Manufacturing (TC EDC, CPS)			89,874.59			89,874.59	89,874.59	-	
Business Services (Thurston Co. Chamber)	-	447,078.38	-	-	-	447,078.38	447,078.38	-	
Work-Based Learning/Career Connections/AmeriCorps support Career Pathways, Outreach, Misc			80,334.13			80,334.13	80,334.13	-	
High Impact Grants-Youth & Young Adult	-	-	19,329.90	15,591.95	-	34,921.85	34,921.85	-	
Subtotal	3,205,996.00	447,078.38	239,538.62	15,591.95	-	3,908,204.95	3,898,204.95	10,000.00	
<u>WIOA Competitive</u>									
YouthWorks 2 Contracted - IMPACT (Big Brother Big Sisters)	28,352.72					28,352.72	28,352.72	-	
Camo2Commerce In-house Program	3,026,512.80					3,026,512.80	2,356,369.94	670,142.86	New award
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WFC)	269,000.00	216,256.38				485,256.38	339,256.38	146,000.00	Extended contracts from new award
Sector Strategies NEG (CPS)	120,333.00					120,333.00	121,130.78	(797.78)	
Career Connect WA (CPS, ResCare, AJAC, ESD113)	29,999.00					29,999.00	-	29,999.00	Portion of contracted awards for first year
Rapid Response Initiatives Contracted (CPS, ResCare)	238,937.44		60,000.00			298,937.44	298,937.44	-	
Rapid Response Increased Employment (CPS, ResCare, CCAC)	375,958.00				-	375,958.00	165,000.00	210,958.00	New award
TAP-Hospitality Contracted (WA Hospitality Assoc)				9,500.00		9,500.00	9,500.00	-	
TAP-Healthcare Contracted (SPSCC, Centralia College, Aberdeen SD)	252,000.00					252,000.00	252,000.00	-	
Subtotal	4,341,092.96	216,256.38	60,000.00	9,500.00	-	4,626,849.34	3,570,547.26	1,056,302.08	
<u>WorkFirst & Other</u>									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,218,805.95		5,500.00			1,224,305.95	1,164,197.40	60,108.55	Additional project awarded
Thurston County PREP Jail In house Program	154,735.41					154,735.41	54,714.41	100,021.00	Renewed grant award
Dawkins Trust	0		21,989.60			21,989.60	1,989.60	20,000.00	
DVR - Contracted	302,166.00					302,166.00	79,585.00	222,581.00	New grant
JRA In-house Program	848,633.00		3,000.00			851,633.00	651,633.00	200,000.00	Additional funds for expanded services
JRA - Contracted	-			15,000.00		15,000.00	15,000.00	-	
Grays Harbor Foundation	7,945.38					7,945.38	7,945.38	-	
Microsoft	20,364.57				-	20,364.57	20,364.57	-	
Saltchuk	7,768.36				-	7,768.36	7,768.36	-	
Subtotal	2,560,418.67	-	30,489.60	15,000.00	-	2,605,908.27	2,003,197.72	602,710.55	
Program Expense Total	10,107,507.63	663,334.76	330,028.22	40,091.95	-	11,140,962.56	9,471,949.93	1,669,012.63	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY17 Mod 1	Total-PY17 Final	Difference	Comments
Administrative Services									
<u>Administrative Office Operations</u>									
Salaries					917,123.04	917,123.04	927,738.30	(10,615.26)	Adjustments for staff vacancies
Benefits					390,328.50	390,328.50	391,310.34	(981.84)	Adjustments for staff vacancies and medical premiums
Travel & Training					62,260.00	62,260.00	62,260.00	-	
Professional Services					129,920.00	129,920.00	109,920.00	20,000.00	\$12k for temp services, \$8k for audit costs
Facilities					89,281.00	89,281.00	89,281.00	-	
Supplies & Communications					35,400.00	35,400.00	35,400.00	-	
Equip/Maintenance/Rentals					20,500.00	20,500.00	12,000.00	8,500.00	Purchase of new purchase order financial software
Depreciation					10,560.00	10,560.00	10,560.00	-	
Insurance					16,750.00	16,750.00	16,750.00	-	
Memberships					15,770.00	15,770.00	15,770.00	-	
Community Outreach					25,000.00	25,000.00	25,000.00	-	
Misc					9,500.00	9,500.00	9,500.00	-	
<u>Transfer to Unrestricted</u>					<u>(3,750.00)</u>	<u>(3,750.00)</u>	<u>(3,750.00)</u>	-	
Admin Office Subtotal					1,718,642.54	1,718,642.54	1,701,739.64	16,902.90	
<u>Transition & AJC Activities</u>									
Staffing					-	-	-	-	
<u>Subcontracts</u>					<u>93,500.00</u>	<u>93,500.00</u>	<u>78,500.00</u>	<u>15,000.00</u>	Additional contract work for IFA/MOU and ISD
Transition Subtotal					93,500.00	93,500.00	78,500.00	15,000.00	
<u>One Stop Operator</u>									
Staffing					-	-	-	-	
<u>Subcontracts</u>					<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	-	
One Stop Operator Subtotal					100,000.00	100,000.00	100,000.00	-	
Administrative Expense Total					1,912,142.54	1,912,142.54	1,880,239.64	31,902.90	
Total Expenditures	10,107,507.63	663,334.76	330,028.22	40,091.95	1,912,142.54	13,053,105.10	11,352,189.57	1,700,915.53	

<i>Admin Office Formula Carry Forward to PY18</i>	<i>720,754</i>	<i>634,269</i>
<i>Admin Office Carry Forward Ongoing Grants to PY18</i>	<i>673,547</i>	<i>313,239</i>
<i>Program Carry Forward Ongoing Grants to PY18</i>	<i>2,266,294</i>	<i>762,367</i>
Total Carry Forward to PY18	3,660,595	1,709,875



PY 17 Revenues - \$16,759,192.42



WIOA Formula Grants
\$5,681,912

Admin Cost Pool
\$797,823

Adult \$1,512,649

Dislocated Worker
\$1,969,141

Youth \$1,402,299

33.9%

WIOA Competitive Grants
\$6,382,908

Camo2Commerce
\$4,962,109

YouthWorks
\$34,078

Sector Strategies NEG
\$130,248

RR Initiatives
\$378,462

TAP-Healthcare
\$275,000

Career Connect WA
\$150,000

Dept of Commerce Grants
1,412,632

WorkFirst
\$1,412,632

8.4%

RR Increased Emp
\$442,841

TAP-Hospitality
\$10,170

38.1%

DSHS Grants
\$3,042,118

DVR \$592,118

JRA \$2,450,000

18.2%

Other, State, Local Funding
239,622

Thurston Co. Jail
\$181,554

Grays Harbor Foundation
\$7,945

Microsoft \$20,365

Saltchuk \$7,768

Dawkins Trust
\$21,990

1.4%

PY 17 Expenses - \$13,053,105.10

Direct Participant Services

- Adult/DW (Career Path)
- Youth (ResCare)
- In-house Programs

\$10,107,508

- IMPACT-Juvenile DC
- Summer Internships
- Incumbent Workers

77.4%

Business Services & Solutions

- Thurston Co. Chamber
- Pierce Co. Chamber

\$663,335

5.1%

Special Impact Projects

- WorkBased Learning, Upflift!, AmeriCorps
- High Impact Projects

\$330,028

- Career Pathways, Layoff Aversion Misc

2.5%

Misc Contracts

- Sea-King WDC
- WAHEF

\$40,092

- Communication Strategies & Outreach Materials

.03%

Administrative Services

- Admin Office Operations
- Transition Activities

\$1,912,142

- AJC Support
- One Stop Operator

14.6%

Workforce Innovation and Opportunity Act (WIOA) “Formula” Grants

PY17 Youth - Department of Labor WIOA Funds

Project Term:	4/1/2017 – 6/30/2019	Participants:	349
Carry In Funds:	\$ 207,341.26	Total PY17 Funds:	\$1,402,299.26
PY17 Funds:	\$ 1,194,958		
FY18 Funds:	N/A		

Project Summary: To enhance youth education, encourage school completion through alternative educational programs, and provide exposure to the world of work through apprenticeship and career exploration.

Major Partners: Res Care Services,

Target Participants: Young people who are ages 14 through 24, who are low income, and who may need help to complete an educational program or find and hold employment. To be low income, one must be receiving welfare or food stamps, homeless, a foster child, or have a family income that meets specific income guidelines.

PY17 Adult- Department of Labor WIOA Funds

Project Term:	7/1/2017 – 6/30/2019	Participants:	280
Carry In Funds:	\$ 341,305.40	Total PY17 Funds:	\$ 1,512,649.40
PY17 Funds:	\$ 150,261		
FY18 Funds:	\$ 1,021,083		

Project Summary: The program goal is to increase employment and employment retention for participants and to provide employers with a skilled workforce and qualified applicants.

Major Partners: Career Path Services, Employment Security Department, Training providers

Target Participant: People who are 18 years and older, are legally entitled to work in the United States and have met selective service registration requirements.

PY17 Dislocated Worker - Department of Labor WIOA Funds

Project Term:	7/1/2017 – 6/30/2019	Participants:	357
Carry In Funds:	\$ 505,245.73	Total PY17 Funds:	\$ 1,969,140.73
PY17 Funds:	\$ 229,967		
FY18 Funds:	\$ 1,233,928		

Project Summary: The program goal is to increase employment and employment retention for its participants and to provide employers with a skilled workforce and qualified applicants.

Major Partners: Career Path Services, Employment Security Department, Training Providers

Target Participants: Workers who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, it must be unlikely that these dislocated workers will return to their previous employment, and they must be eligible for (or have exhausted) unemployment compensation. Other conditions can lead to eligibility, such as being self-employed (but not working as a result of general economic conditions), or being a displaced homemaker.

PY17 Admin Cost Pool – Department of Labor WIOA Funds			
Project Term:	7/1/2017 – 6/30/2019	Participants:	N/A
Carry In Funds	\$ 372,247.84	Total PY17 Funds:	\$ 797,822.84
PY17 Funds:	\$ 175,019		
FY18 Funds:	\$ 250,556		
Project Summary: Admin costs to support administrative functions of WIOA formula funds.			

Competitive Grants

Youth Works 2			
Project Term:	07/01/2016 - 03/31/2018	Participants:	85
		Total PY17 Funds:	\$34,077.67
Project Summary: Extends partnerships with local youth services to reengage youth in County Juvenile Detention Facilities and add soft skill employment skills to enhance preparation to career pathways.			
Major Partners: Big Brothers Big Sisters of Southwest WA, Capital Region Education School District 113, County Juvenile Detention Facilities			
Target Participants: Detained Youth for noncriminal offenses			
Rapid Response Initiatives			
Project Term:	2/03/2017 – 04/30/2018	Participants:	45
		Total PY17 Funds:	\$ 378,461.60
Project Summary: To increase employment, emphasize process improvement, and layoff aversion strategies amongst DW enrollments.			
Major Partners: Career Path Services, Business services, local colleges, local industries, EDC's and Employment Security			
Target Participants: Dislocated Workers			
Camo2Commerce			
Project Term:	1/1/2014 – 12/31/2018 (Total Grant Award \$12,086,385)	Participants:	2100
		Total PY17 Funds:	\$4,962,109.47
Project Summary: Provide assistance for approximately 1350 transitioning service members from Joint Base Lewis-McChord (JBLM). Provide case management, supportive services and training to help them apply the sought after skills they acquired through military service in the civilian workforce.			
Major Partners: WorkForce Central, Thurston County Economic Development Council, Thurston County Chamber, Morningside, Pierce Co Chamber, IDEO, Training Providers			
Target Participants: Transitioning service members taking the next step towards a civilian career.			
Sector Strategies NEG			
Project Term:	10/16/2015 – 06/30/2018 (Total Grant Award \$565,869)	Participants:	75
		Total PY17 Funds:	\$ 130,248.15 (Grant extension

		received after preliminary budget finalized)
Project Summary: Provide assistance for approximately 75 Dislocated Workers to prepare them for entry in the forest and wood products sector. A sector navigator will work with industries to establish a qualified pipeline of employees that meet the emerging needs throughout the industry. Part of the funds will be used to update our Local Plan in accordance with WIOA.		
Major Partners: Career Path Services, Business services, local colleges, local industries, EDC's and Employment Security		
Target Participants: Dislocated Workers		
Rapid Response Increased Employment		
Project Term:	7/1/2017 – 6/30/2019	Participants: 44
	Total PY17 Funds:	\$ 442,841
Project Summary: To increase employment, emphasize process improvement, and layoff aversion strategies amongst DW enrollments.		
Major Partners:		
Target Participants: Dislocated Workers		
Career Connect WA		
Project Term:	1/1/2018 – 09/30/2019	Participants: 50
	Total PY17 Funds:	\$ 150,000
Project Summary: Increase youth participation in high-impact, comprehensive Career Connected Learning Experiences and support the expansion of registered apprenticeships for you and/or adults.		
Major Partners: AJAC, Career Path Services, ResCare, ESD 113		
Target Participants: Adults and Youth		

WorkFirst Grants

Department of Commerce – Work First PY17		
Project Term:	07/01/2017 - 06/30/2018	Participants: 900
	Total PY17 Funds:	\$ 1,412,632
Project Summary: A multi county WorkFirst Program which provides opportunities for participants to learn and develop marketable employment skills, gain work experience as well as confidence.		
Major Partners: DSHS, Employment Security Department, and Community Colleges in Thurston, Mason and Lewis counties.		
Target Participants: WorkFirst parents are those receiving temporary aid to needy families and referral from DSHS in Thurston, Mason and Lewis counties.		

Other Grants

Thurston County Jail Pre-Employment Skills		
Project Term:	01/01/2018 -12/31/2018	Participants: 100

		Total PY17 Funds:	\$ 181,553.97
Funding Note: 2018 funding of \$119,343			
Project Summary: Pre-employment skills training workshops for the Drug Court population and job search services for Work Release inmates referred to Thurston County WorkSource.			
Major Partners: Thurston County Sheriff's Office and Employment Securities Department			
Target Participants: Offenders who are preparing for release or who are in work release and housed in Thurston County Jail.			
DVR Pre-Employment Skills Training			
Project Term:	03/16/2016 – 03/15/2018 (Total Grant Award \$ 230,000.00)		Participants: 70
		Total PY17 Funds:	\$ 96,118.05
Project Summary: Pre-employment transition services to students with disabilities ranging from 16 to 21, who have Individualized Educational Programs (IEPs) or 504 Plans, or disabilities that qualify students for special education under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act of 1973, as amended.			
Major Partners: DSHS; Morningside, ARC of Grays Harbor, and Grays Harbor Youth Works			
Target Participants: Students with disabilities ranging from 16 to 21 with IEP or 504 plans.			
MyJOB Juvenile Rehabilitation (JRA) Employment Pathway Program			
Project Term:	05/01/2016 – 07/15/2019 (Total Grant Award \$ 3,450,000.00)		Participants: 1350
		Total PY17 Funds:	\$ 2,450,000.00
Project Summary: To better prepare youth, ranging from ages 13 to 21, for a pathway to employment in RA's juvenile institutions and community facilities.			
Major Partners: DSHS, DVR, Green Hill School, Naselle Youth Camp, Echo Glen Children's Center			
Target Participants: Youth within juvenile institutions and community facilities			
DVR Pre-Employment Skills Training			
Project Term:	03/16/2018 – 03/15/2020 (Total Grant Award \$ 496,000.50)		Participants: 90
		Total PY17 Funds:	\$ 496,005.50
Project Summary: Pre-employment transition services to students with disabilities ranging from 16 to 21, who have Individualized Educational Programs (IEPs) or 504 Plans, or disabilities that qualify students for special education under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act of 1973, as amended.			
Major Partners: DSHS; Morningside, ARC of Grays Harbor, and Grays Harbor Youth Works			
Target Participants: Students with disabilities ranging from 16 to 21 with IEP or 504 plans.			
TAP-Upskill/Backfill Planning Initiative-Hospitality			
Project Term:	04/18/2017 – 08/31/2017		Participants: N/A
		Total PY17 Funds:	\$ 10,170.52
Project Summary: Convene planning meetings to include local partners to develop practices that advance upskill/backfill concept. Host ProStart train the trainer sessions for school districts.			
Major Partners: Washington Hospitality Assoc Education Foundation, ESD 113, New Market Skills Center			
Target Participants: N/A			

TAP-Upskill/Backfill Demonstration Project-Healthcare			
Project Term:	07/01/2017 – 3/31/2019	Participants:	65
		Total PY17 Funds:	\$ 275,000
Project Summary: To Upskill less-skilled laborer and aide positions in-home and in health care setting to CNA positions in long-term and acute care facilities.			
Major Partners: Centralia College, South Puget Sound CC, Morton General Hospital, Providence, AL TSA			
Target Participants: Entry level healthcare workers			
Saltchuk			
Project Term:	No End Date (Total contribution of \$27,500)	Participants:	N/A
		Total PY17 Funds:	\$ 7,768.36
Project Summary: Support for networking and hiring events and scholarship fund			
Major Partners: Interstate, Saltchuk			
Target Participants: Transitioning service members			
Microsoft			
Project Term:	No End Date (Total contribution of \$25,000)	Participants:	N/A
		Total PY17 Funds:	\$ 20,364.57
Project Summary: Support for IT assessment and infrastructure			
Major Partners: Microsoft			
Target Participants:			
Grays Harbor Foundation Grant*			
Project Term:	No End Date (Total Grant Award \$ 76,500)	Participants:	N/A
		Total PY17 Funds:	\$ 7,945.38
Project Summary: Provide support services for dislocated workers in Grays Harbor.			
Major Partners: Dr. Mandich Foundation			
Target Participants: Dislocated Workers in Grays Harbor.			
Dawkins Trust			
Project Term:	No End Date (Total Grant Award \$ 24,000)	Participants:	N/A
		Total PY17 Funds:	\$ 21,989.60
Project Summary: Provide funds for Youth Uplift! support and supplies			
Major Partners:			
Target Participants: Youth			

	Funding	Participants
Total PY17 Funds and Participants Served	\$ 16,759,192.42	5,960



COMMUNITY OUTREACH FUNDING PROPOSAL

Date of Application: 11 / 29 / 2017

APPLICATION COVER SHEET

WDC Board Member(s) Making This Request:

Jacquelin L. Earley

Legal Name of Organization Using the Proposed Funds:

Economic Development Council of Mason County

DBA (if different than Legal Name): _____

Name of Contact Person for This Project: Karin Leaf

Title Business Outreach Coordinator

Mailing Address: P.O. Box 472, Shelton WA

Telephone Number: (360) 426 - 2276 ext. _____

Is the recipient organization an IRS 501(c)(3)?

Yes

No

If no, please list type of organization: 501 (c) 6

Amount requested: \$2,500

Project Name: Shelton School District Business Plan Competition

COMMUNITY OUTREACH FUNDING PROPOSAL

APPLICATION INSTRUCTIONS

Thank you for your interest in applying for Community Outreach Funding from PacMtn. Please take note of the following proposal guidelines which have been established by the PacMtn Board:

- All funding must follow, enhance, or promote the PacMtn Mission- ***To lead dynamic regional workforce development that enhances economic success.***
- Funding availability is made on a first come, first served basis within a specific period of application.
- Projects may be partially funded to allow for a wider distribution of funds.
- A maximum of \$10,000 is available in the Program Year 2016 budget (PY 2016- July 1st, 2016 to June 30th, 2016).
- To accommodate more projects and activities, no award will exceed \$2,500.
- Proposals must adhere to allowable cost guidance per state and federal regulations.
- Funds are **not**:
 - **direct service** funds for clients,
 - funds to **benefit individual Board Members** who want to participate in training or conferences *unless* they are specifically presenting and can **uniquely represent** PacMtn on high profile activities, or
 - included within other PacMtn budget commitments.

Additionally, please note that if your project is funded:

- A final summary must be provided detailing what happened and reporting measurable or noteworthy outcomes within 30 days after completion of event.
- All outstanding financial documents must be submitted within 30 days after completion of event.

COMMUNITY OUTREACH FUNDING PROPOSAL

APPLICATION QUESTIONS

The following questions are mandatory for all applications. Please provide as much detail as possible. If you need more room, you may type and attach your answers to this application. **All proposals must include a budget outlining details of the proposed expenses.**

1. Why and how does this expenditure benefit the “brand”, mission, and priorities of PacMtn?

The Shelton School District's Business Plan Competition helps students gain valuable exposure to the business world and develop critical business skills, ranging from putting together a team to creating an innovative plan for a new venture. This competition also fosters teen interest in entrepreneurship as a pathway to economic and social empowerment.

The students learn key business concepts and skills while developing a blueprint strategy to launch a new product or service. The competition is intended to help students push their business ideas closer toward reality with advice and review from members of our local business community. The plans foster the development of these new businesses to be owned and operated by residents of Mason County.

They also allow a student to take a test run of college life, make new friends, explore careers, network with professionals from prominent companies, earn college credits and are given the opportunity to win a scholarship.

2. When are funds needed?

The 2018 Business Plan Competition is schedule for May 17th.

3. How would the funds be used? Please be specific.

Pacific Mountain Workforce Development's funds will be used toward scholarships for the students to Washington Business Week. WBW is a week-long program where students are engaged in hands-on, experiential learning that simulates real-life business situations. The objective of the program is to simultaneously teach business fundamentals while fostering leadership, teamwork, citizenship, responsibility, and ethics.

WBW creates an experience in which students, business leaders and educators partner to teach and inspire one another to re responsible employees, employers and citizens. In addition to teaching business skills, the aim is to inspire young people to work harder in high school and to establish challenging goals for their professional life.

We have been able to negotiate to a lower registration cost to be able to send more students. These funds will send at least four students to WBW.



Kristin Masteller said, "This is such an amazing experience. I have been so impressed with these students and their willingness to develop, share, and refine their ideas."

Washington Business Week Programs are experiential, intensive pathways that dive deep into the world of entrepreneurship, career development, and building life skills. They allow a student take a test run of college life, make new friends, explore careers, network with professionals from prominent companies, earn college credits and maybe even win a scholarship. All in just one week! With the guidance of a mentor from the business community, a student will solve real-world challenges while role-playing as a marketing, finance or production team mate.

These scholarships were made available through funding from The Pacific Mountain Workforce Development Council. This program is focused on preparing students to build their own business or to successfully meet the needs of the local employers.

**Community Outreach Grants
Tracking Sheet
PY17**



Date of Request	Requesting Board Member	Organization Using Funds	Project Name	Amount Requested	Date of Activity	Date of EFC Review and Outcome	Date of Follow Up Report
1/20/2017	Lynn Longan	Olympic College, Shelton Branch	Youth Entrepreneurship Camp	\$1,500	August 2017	Application submitted prior to change in EFC Review process	Sept. 2017
3/14/2017	Jim Sayce	Pacific County Economic Development Council	Fielding Work	\$800	Summer/Fall 2017	Application submitted prior to change in EFC Review process	Request for follow up submitted
4/5/2017	Jim Larson	Morningside	Morningside Ride Sponsorship	\$1,000	September 2017	Application submitted prior to change in EFC Review process	3/20/2018
9/21/2017	Dru Garson	Greater Grays Harbor, Inc	Greater Grays Harbor Annual Leader's Banquet Educational Fund	\$2,500	October 2017	October 2017	3/2/2018
1/3/2018	Kairie Pierce	Laborers-Employers Cooperation and Education Trust	Olympic Region Skills USA Carpentry Competition	\$2,500	January 2018	January 2018	3/8/2018
1/19/2018	Jacquelin Earley	Olympic College Foundation	Youth Entrepreneurship Camp (PY18 Request)	\$2,500	July 2018	Approved at EFC Review March 2018	

Date of Request	Requesting Board Member	Organization Using Funds	Project Name	Amount Requested	Date of Activity	Date of EFC Review and Outcome	Date of Follow Up Report
January 2018	Jacquelin Earley	Mason County EDC	Shelton School District Business Plan Competition	\$2,500	May 17, 2018	Scheduled for May 11 EFC	
3/23/2018	Christina Riley	New Market Skills Center Foundation	Try A Trade	\$2,000	May 3, 2018	Approved via Email by Members, Kairie Pierce, Cheryl Heywood, Jim Minkler 4/9/18 and 4/10/18	
4/6/18	Dru Garson	Greater Grays Harbor, Inc	State of Grays Harbor	\$1,000	June 1, 2018	Approved via Email by Members, Kairie Pierce, Cheryl Heywood, Jim Minkler 4/9/18 and 4/10/18	



April 17, 2018

Due to personnel changes in the WorkFirst Commerce program our Columbia Bank signature card for Acct ending 0137 requires updating. Karen Kalish's position was eliminated and Kim Baker is the Senior Program Specialist . Karen Kalish will be deleted from the account and Kimberly Baker will be added to the account.

Current Columbia Bank signers

Acct ending 0137-

Tumwater Cheryl

Fambles

Corinne Daffern

Karen Kalish

Michael Manning

Marc Hannon

Stacey Anderson

Delete from Acct ending 0137

Karen Kalish

Add to Acct ending 0137

Kimberly Baker

After May 11, 2018 Executive Finance Committee Meeting

Final Columbia Bank signers

Acct ending 0137- C2C

Cheryl Fambles

Corinne Daffern

Kimberly Baker

Michael Manning

Marc Hannon

Stacey Anderson



MEMORANDUM

TO: PacMtn Executive Finance Committee

FROM: Corinne Daffern, Associate Director of Workforce Services

SUBJECT: PacMtn WorkSource Site Certification—Recommendation for Connection Site

DATE: May 3, 2018

Background

Title I of WIOA requires the State Workforce Development Board (SWDB), in consultation with local Chief Elected Officials and Local Workforce Development Boards (LWDBs), to establish criteria and procedures to be used to evaluate and certify one-stop sites for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. LWDBs must certify one-stop sites in order to receive one-stop infrastructure funds. In Washington, LWDBs certify three types of one-stop sites: comprehensive sites, affiliated sites and connection sites.

Becoming a certified WorkSource site is an opportunity to partner with PacMtn WDC to tap into a wealth of resources to better meet the employment needs of customers. WorkSource sites are the portals to the national American Job Center network and its broad array of career services and resources. These services and resources are designed to help individuals acquire the skills necessary to gain meaningful employment and businesses access the talent pipeline that meets their human capital needs and fuels economic growth. Under WIOA, workforce partners share common performance goals and collaborate in developing and implementing a WorkSource delivery system where services are designed with the customer in the center, resources are leveraged for maximum efficiency, and continuous improvement is the hallmark.

PacMtn has received an application for the following connection site:

WorkSource Connection Site—South Bend DSHS, Community Services Office

Different from the Comprehensive and Affiliate site requirements, Connection Sites are approved more as an outlet of services not necessarily containing the workforce programs and partnerships that dictate specific attention. They are held to a standard that has more to do with access and mission. Establishing the new connection site in South Bend will increase collaboration, bring



more resources to support employment opportunities for Pacific county residents, especially for TANF, SNAP and WorkFirst customers.

Over the next year, partners on site at South Bend DSHS, Community Services Office will focus on these ways to increase and improve the provision of workforce services:

1. Engaging in Business Services activities in the community
2. Outreach to customers in Pacific County
3. Establish which individualized career services will be provided on site
4. Partner engagement in the Community Services Office
5. Developing a mechanism to become led by the voice of the customer

Proposed Action

The Certification Team proposes that the Community Services Office in South Bend, Washington become a certified provisional Connection Site. Provisional Certification is not a reflection on staff competency or commitment. It is an acknowledgement of the magnitude of change occurring in the local workforce system and recognition of the commitment that each site makes to continuous improvement. The provisional certification provides the sites time to work toward identified goals and action plans. Connection Sites are not subject to the same Quality Improvement Processes and review as that of Affiliate and Comprehensive Sites. They are required to be accessible to the public and commit to the mission of WorkSource and the American Job Centers. It is often useful to develop operational and training protocols that help staff in partner organizations work better together. That has been done with Timberland Regional Library.

Next Steps and Recommended Motion

Executive Finance Committee approval to move forward with provisionally certifying the following WorkSource Site for the period June 1, 2018-June 30, 2019:

WorkSource Connection Site—South Bend DSHS Community Services Office