

PacMtn Workforce Development Council
Executive Finance Committee Agenda
Friday, June 8, 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 May 2018 EFC Minutes (Attachment #1)
 - C. Review of June 28th WDC Agenda (Attachment #2)
 - D. Review of July 24th Consortium Agenda (Handout)
 - E. Board Chair Comments

- II. **Fiscal Items** (Bridget Lockling)
 - A. Action Item: PY18 Preliminary Budget Recommendation (Attachment #3)
 - B. Discussion: Quarterly Fiscal Reports (Attachment #4)
 - C. Discussion: Quarterly Management Reports (Handout)

- III. **Task Force Updates** (Task Force Leads)
 - A. One Stop Committee – Cheryl Heywood
 - B. Targeted Populations – Kairie Pierce

- IV. **Executive & Administrative Items** (Staff Leads)
 - A. Action Item: Approval of Community Outreach Funding Proposal – 2018 Morningside Ride Sponsorship (Attachment #5)
 - B. Discussion: Infrastructure Funding Agreement Update and Process for Approval (Attachment #6)
 - C. Discussion: WorkSource Certification Quality Improvement Update (Attachment #7)

- V. **Good of the Order & Announcements**
 - A. Farewell to Peter Lahmann, Board Treasurer

Upcoming Executive Finance Meetings

Date	Location
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
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	PacMtn Offices – John Loyle Room 1570 Irving Street SW Tumwater, WA 98512
Regular WDC Meeting Thursday, September 28, 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.

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, May 11, 2018 • 11:00 am – 12:30 pm
 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: Jim Larson, Peter Lahmann, Dr. Jim Minkler, Cheryl Heywood, David Schaffert (phone), Kairie Pierce (phone)

Staff: Cheryl Fambles, Bridget Lockling, Corinne Daffern, Julie Baxter, Vanessa Wasman

Excused: Duane Evans, Derek Epps

I. Board Chair Check In

A. The meeting was called to order at 11:00 am and quorum was established. The agenda was presented and no changes were made. Peter Lahmann chaired the meeting, mentioning Chair Duane Evan’s absence.

B. Motion to Approve the March 2018 EFC Minutes - *Jim Minkler motioned to approve the minutes, seconded by Jim Larson. **Motion carries.***

C. Cheryl then presented her CEO Report. The CEO Report can be found on our website.

II. Task Force Updates

A. Targeted Populations –Kairie Pierce mentioned two new members to the committee; WDC Board Member from Grays Harbor Diana Murphy and Jon Hurd from Lakeside Industries. No other updates at this time.

B. One Stop Committee –EFC briefly reviewed the Task Force’s new charter explaining that the changes were mostly made within the work plan deliverables and timeline. A final charter will be presented at the full Board meeting in June.

III. Fiscal Items

A. Action Item: PY17 Mid-Year Budget Modification – Bridget explained that budget modifications are to capture changes in the budget since the adoption of the final budget in November. She said the modification reflects increased revenue by almost \$3.5M and that this is due in large measure to the extension of Camo2Commerce, expansion of the MyJOB grant to include more students and that the Summer Internship through the Dept. of Vocational Rehab was renewed and increased from the previous year. The expenditure side reflects required adjustments in staffing to carry out the requirements of the new projects and an updated to the purchase order system. *Jim Larson motioned to approve the PY17 Final Mid-Year Budget Modification with do pass recommendation to the Consortium and Board, seconded by Cheryl Heywood. **Motion carries.***

B. Action Item: Community Outreach Funding Proposal – Shelton School District Business Plan Competition. The group reviewed the application for these funds and *Jim Minkler motioned to approve the Community Outreach Funding Proposal for the Shelton School District Business Plan Competition, seconded by Jim Larson. **Motion carries.***

C. Action Item: Bank Signer Change – No discussion. *Jim Larson motioned to approve the removal of Karen Kalish/Addition of Kim Baker to Columbia Bank signature card 0137 account, seconded by Cheryl Heywood. **Motion carries.***

D. Discussion: PY18 Budget Workshop Review – Bridget described the purpose of the upcoming budget workshop on May 24th as an informative and interactive way to align strategies as per PacMtn's Strategic Plan, to allow Board members to share ideas, focus on activities, and explain the system as an overview. Following the workshop, Bridget will work with senior staff to take the ideas from the members and weave them into a budget proposal. The draft Preliminary budget will be presented for recommendation to adopt at the Executive Finance Committee meeting June 8 The full Board will vote on the PY18 Preliminary Budget June 26.

IV. Executive & Administrative Items

A. Action Item: Approval of Provisional WorkSource Connection Site Certifications – Corinne Daffern presented this item citing recommendation by the Certification Team to confirm the Community Services Office in South Bend, WA as a Provisionally Certified Connection Site. Establishing a new connection site at this location will increase collaboration, bring more resources to support employment opportunities for Pacific county residents, especially for TANF, SNAP and WorkFirst customers. *Cheryl Heywood motioned to approve the provisional certification of the WorkSource Connection site in South Bend, WA for the period of June 1, 2018-June 30, 2019, seconded by Jim Larson. **Motion carries.***

B. Discussion: New PacMtn Website – Julie Baxter presented the new website highlighting areas of the website most pertinent to them.

Good of the Order Items & Announcements –

Jim Minkler stated that the Pathways to Prosperity event in Grays Harbor was successful. Their group was pleased with the rural focus and they are looking forward to further discussion on how career connected learning, specifically pre-apprenticeship can be implemented for Grays Harbor youth.

Kairie Pierce and talked about a successful meeting with various apprenticeship coordinators that discussed career connected learning opportunities. Pete Lahman suggested a change in terminology from “pre-apprenticeship” to “apprenticeship preparation” projects/programs.

Peter Lahmann invited members to Armed Forces Day on May 19th at the McChord Air Museum. Camo2Commerce will support the event.

Cheryl Heywood called attention to TRL’s summer reading program getting ready to launch.

Meeting adjourned at 12:20 pm, submitted by: Vanessa Wasman, Administrative Assistant

PacMtn Workforce Development Council Board Meeting Agenda

Thursday, June 28, 2018 ▪ 1:30 - 4:00 pm

Centralia Timberland Regional Library

110 S. Silver Street ▪ Centralia, WA 98531

Dial: 888-537-7715 Passcode: 60526531#

Pacmtn.adobeconnect.com/wdc



- I. **Welcome & Leadership Reports** (Board Chair)
 - A. Establish Quorum & Review Today's Agenda
 - B. Board Chair Report
 - C. CEO Report
 - D. July Consortium Agenda

- 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.

 - A. Approval of the March 2018 Board Minutes

- III. **Committee & Task Force Updates** (Task Force Leads)
 - A. One Stop Committee – Cheryl Heywood
 - B. Targeted Populations – Kairie Pierce

- IV. **Action Items & Strategic Discussions** (Staff Leads)
 - A. PY18 Preliminary Budget Adoption

- V. **Board Learning Feature Topic**
 - A. Program Report Outs (to be determined)
 - *Upskill/Backfill, Career Connected Learning, Misc. Program Report Outs not mentioned at January Retreat, Commerce mini project, Gen Z Report*

- VI. **Good of the Order & Announcements**

- VII. **Farewell to Jim Larson, Board Vice Chair**

Upcoming Meetings

Date	Location
WDC Orientation Refresher Thursday, July 26, 2018*	PacMtn Offices, John Loyle Room 1570 Irving Street Tumwater, WA 98512
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	Consultant	Business: Education and Technology Solutions Consultant
24. Diana Murphy	Regional Manager	Business: Staffing
25. Christina Riley	NW Laborers-Employers Training Trust Fund	Apprenticeship: Lewis County
26. Vacant		Business: Mason County

DRAFT

MEMORANDUM

To: PacMtn Executive/Finance Committee Members

From: Bridget Lockling, Director of Finance & Administrative Services

Date: May 25, 2018

Subject: Finance Department Items

3rd Quarter Financial Statements. Financial Statements are provided to reflect activity through March 31, 2018. These financial statements reflect the recently approved budget modification. Third quarter expenditures show no major concerns. While some subcontractor expenses are behind they are focusing on spending expiring grant funds so that others that are continuing will be available next program year. Admin operations are 92% of target. 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 \$212,854. 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. With additional program options in WorkFirst available and activity increasing in MyJOB we anticipate no further losses for the year.

Recommendation: Motion to approve the 3rd Quarter Financial Statements.

PY18 Preliminary Final Budget. The attached budget documents reflect the proposed budget for our 2018 Program Year beginning July 1, 2018. These documents are provided to give you a summary of the budget and detail changes expected for the upcoming year.

As a reminder this version of the budget provides us a starting point for an operational budget to begin our new program year with. We do not have actual grant award amounts or final determinations of carry in so revenue and expenses are based on estimates and assumptions. Some new projects are not yet fully determined or structured so funding is ear marked with details to be developed. The Final version of the budget provided in the Fall will be corrected to show actual awards, carry in, contract and project expenses.

Revenue Projections

Our revenue forecast for PY18 is shy of \$12 million, this is similar to what we started with the beginning of last year, but almost \$5 million less than what we ended with. Our compliment of awards has changed with many of our competitive WIOA grants expired or expiring during the year. Without knowing our WIOA Formula awards for PY18 we have used projections provided by ESD. We anticipate higher awards

in Adult and Youth, but a cut in Dislocated Worker funds. Currently our Camo2Commerce grant is set to expire as of December 31, 2018 which causes a drastic reduction in revenue for the year.

Our anticipated WIOA Formula carry in dollars for PY18 is larger for our Adult and DW grants, both from administration office carry in and contractor carry in, but less for Youth. All of our WIOA Competitive grants listed in PY18 are continuations from PY17 and all but 1 are set to expire during the year. These competitive grants play an important role in picking up portions of staff time, overhead and admin that help shift the burden from our Formula grants. Our WIOA Formula grants now reflect 48.4% of the overall budget, higher than the last couple of years. While our competitive grants reflect 24.4%, less than what we've experienced the last couple of years.

We are still unsure of the allocations in WorkFirst/TANF funds for next year but anticipate starting with a similar amount of funds. PY17 year's pay point gains will be minimal as costs during the year started out high. This pay point model is also the basis for the MyJOB program through JRA. Earning revenue in excess of cost promotes a focus on outputs deemed critical to successful outcomes and provides important unrestricted revenue for the agency. We anticipate having revenue meet expense needs through program year end.

Expense Projections and Board Guidance

The majority of our revenues are contracted back out to procured vendors to deliver services that adhere to the objectives of the award. These services are identified as either Direct Participant Services, Business Services & Solutions, Special Impact Projects or Misc Contracts & Projects. Our emphasis is on providing services that reach our customers-job seekers and employers.

From our Budget Workshop, Budget Q&A, survey and meeting discussions we have continued projects that you identified as important and have set-a-side funds to explore new opportunities to respond to your guidance.

High Impact Community Grants will continue at your request. In PY17 the efforts were focused on rural school districts to serve youth and young adults. In our new Career Connect WA grant we have budgeted an additional \$50k to support these community grants.

Our Community Outreach grants will continue and increase by \$5,000 to respond to the additional need from projects that we are getting requests for.

Our commitment to Work Based Learning continues as our Career Connect WA grant helps us dedicate a staff person to these efforts. We are working on refining the deliverables for our Career preparation activities for youth. We have ear marked \$100,000 to respond to career preparation which includes supporting our Uplift! program which is carried out by our AmeriCorps members.

Administrative Operations Budget

Our administration office budget shows a few changes, although minor in dollars compared to our total budget. Percent of administrative overhead has historically run 15%. This year's total administrative office cost to sustain the organization is \$1.86 million, 16.5% of the budget. The admin office budget is

part of a larger Administrative Services budget that also includes transition activities, AJC support and the One Stop Operator contract. The total budget for all administrative service categories are \$2.04 million or 18% of the total budget. In the Admin Office budget the following additional resources will allow us to continue effectively managing the workload and expectations.

1. Cost of living adjustment, 1.5% (COLA) for all employees. New performance review process to recognize service years and merit increases.
2. An additional \$5,000 - \$6,000 provides performance incentives for employees who demonstrated exceptional performance in PY17.
3. The Professional Services budget will increase due to cost of procured IT services, continued website support and upgrades, and technical assistance to implement new software.
4. Other minor changes are noted that respond to historical trends and anticipated needs.

Motion to Approve

This budget reflects a progressive and thoughtful way to continue fulfilling our requirements and delivering quality services in the region. We recommend a motion to approve the PY18 Preliminary Final Budget as presented.

Pacific Mountain Workforce Development Council
 Program Year 2018
 July 1, 2018 - June 30, 2019
 Preliminary 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)	-	-	-	-	861,610.00	861,610.00
WIOA Adult	953,505.45	255,823.00	35,000.00	30,000.00	237,593.55	1,511,922.00
WIOA Dislocated Worker	1,507,465.59	175,823.00	-	30,000.00	232,271.41	1,945,560.00
WIOA Youth	1,029,233.53	-	135,000.00	20,000.00	239,871.47	1,424,105.00
Subtotal	3,490,204.57	431,646.00	170,000.00	80,000.00	1,571,346.43	5,743,197.00

Competitive WIOA' Grants

Camo2Commerce (1/1/14 - 12/31/18)	1,141,088.00	122,000.00	-	-	156,262.00	1,419,350.00
TAP-Upskill/Backfill-Healthcare (6/28/17 - 3/31/19)	145,000.00	-	-	-	5,000.00	150,000.00
Career Connect WA (1/1/18-9/30/19)	773,650.00	-	50,000.00	-	120,000.00	943,650.00
Rapid Response Increased Employment (7/1/17-6/30/19)	365,958.00	-	-	-	17,506.00	383,464.00
Subtotal	2,425,696.00	122,000.00	50,000.00	-	298,768.00	2,896,464.00

Department of Commerce Grants

WorkFirst (Community Jobs) (7/1/17-6/30/18)	1,175,317.95	-	6,000.00	-	188,326.05	1,369,644.00
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Department of Social & Health Services Grants

Dept of Voc Rehabilitation -PreEmployment Skills (3/16/18-3/15/20)	350,163.00	-	-	-	45,837.00	396,000.00
Juvenile Rehabilitation - My JOB (5/1/16-7/15/19)	1,100,369.00	-	4,000.00	15,000.00	255,000.00	1,374,369.00
Subtotal	1,450,532.00	-	4,000.00	15,000.00	300,837.00	1,770,369.00

Other' Grants

Thurston County Jail Program (1/1/17 - 12/31/17)	59,000.00	-	-	-	6,000.00	65,000.00
Dawkins Trust	-	-	15,000.00	-	-	15,000.00
GH Foundation	1,000.00	-	-	-	-	1,000.00
Saltchuk	5,000.00	-	-	-	-	5,000.00
Subtotal	65,000.00	-	15,000.00	-	6,000.00	86,000.00

Total Revenue	8,606,750.52	553,646.00	245,000.00	95,000.00	2,365,277.48	11,865,674.00
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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)	965,274.00	-	-	-	-	965,274.00
Dislocated Worker Contracted Programs (Career Path Services)	1,336,126.00	-	-	-	-	1,336,126.00
Youth Contracted Programs (ResCare)	1,023,380.00	-	-	-	-	1,023,380.00
Incumbent Worker Training (TBD)	150,000.00	-	-	-	-	150,000.00
Business Services (Thurston Co. Chamber)	-	431,646.00	-	-	-	431,646.00
Work-Based Learning/Career Connections/AmeriCorps support	-	-	100,000.00	-	-	100,000.00
Career Pathways, Outreach, Misc	-	-	-	80,000.00	-	80,000.00
High Impact Grants-Youth & Young Adult	-	-	70,000.00	-	-	70,000.00
Subtotal	3,474,780.00	431,646.00	170,000.00	80,000.00	-	4,156,426.00
WIOA Competitive						
Camo2Commerce In-house Program	1,017,088.00	-	-	-	-	1,017,088.00
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, Wf)	124,000.00	122,000.00	-	-	-	246,000.00
Career Connect In-house Program	82,750.00	-	-	-	-	82,750.00
Career Connect WA (CPS, ResCare, AJAC, ESD113)	690,900.00	-	50,000.00	-	-	740,900.00
Rapid Response Increased Employment	365,958.00	-	-	-	-	365,958.00
TAP-Healthcare Contracted (SPSCC, Centralia College)	145,000.00	-	-	-	-	145,000.00
Subtotal	2,425,696.00	122,000.00	50,000.00	-	-	2,597,696.00

	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.	1,175,317.95		6,000.00			1,181,317.95
Thurston County PREP Jail In house Program	59,000.00					59,000.00
Dawkins Trust	-		15,000.00			15,000.00
DVR - Contracted	111,163.00					111,163.00
JRA In-house Program	1,100,369.00		4,000.00			1,104,369.00
JRA - Contracted	-			15,000.00		15,000.00
Grays Harbor Foundation	1,000.00					1,000.00
Saltchuk	5,000.00	-	-	-	-	5,000.00
Subtotal	2,451,849.95	-	25,000.00	15,000.00	-	2,491,849.95
Program Expense Total	8,352,325.95	553,646.00	245,000.00	95,000.00	-	9,245,971.95
Administrative Services						
Administrative Office Operations						
Salaries					997,068.48	997,068.48
Benefits					424,719.12	424,719.12
Travel & Training					63,100.00	63,100.00
Professional Services					159,000.00	159,000.00
Facilities					89,281.00	89,281.00
Supplies & Communications					34,600.00	34,600.00
Equip/Maintenance/Rentals					16,420.00	16,420.00
Depreciation					8,310.00	8,310.00
Insurance					20,000.00	20,000.00
Memberships					15,770.00	15,770.00
Community Outreach					30,000.00	30,000.00
Misc					9,800.00	9,800.00
Transfer to Unrestricted					(3,750.00)	(3,750.00)
Admin Office Subtotal					1,864,318.60	1,864,318.60
Transition & AJC Activities						
Staffing					-	-
Subcontracts					50,506.00	50,506.00
Transition Subtotal					50,506.00	50,506.00
One Stop Operator						
Staffing					-	-
Subcontracts					125,000.00	125,000.00
One Stop Operator Subtotal					125,000.00	125,000.00
Administrative Expense Total					2,039,824.60	2,039,824.60
Total Expenditures	8,352,325.95	553,646.00	245,000.00	95,000.00	2,039,824.60	11,285,796.55

Admin Office Formula Carry Forward to PY19	287,409
Admin Office Carry Forward Ongoing Grants to PY19	68,165
Program Carry Forward Ongoing Grants to PY19	239,000
Total Carry Forward to PY19	594,574

Pacific Mountain Workforce Development Council
 Program Year 2018
 July 1, 2018 - June 30, 2019
 Preliminary Budget Comparison



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Prelim	Total-PY17 Final Mod 1	Difference	Comments
Budgeted Revenues:									
Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants									
WIOA Admin Cost Pool (ACP)	-	-	-	-	861,610.00	861,610.00	797,822.84	63,787.16	More grant funds and carry in anticipated
WIOA Adult	953,505.45	255,823.00	35,000.00	30,000.00	237,593.55	1,511,922.00	1,512,649.40	(727.40)	More grant funds but less carry in anticipated
WIOA Dislocated Worker	1,507,465.59	175,823.00	-	30,000.00	232,271.41	1,945,560.00	1,969,140.73	(23,580.73)	Less grant funds and less carry in anticipated
WIOA Youth	1,029,233.53	-	135,000.00	20,000.00	239,871.47	1,424,105.00	1,402,299.26	21,805.74	More grant funds but less carry in anticipated
<i>Subtotal</i>	3,490,204.57	431,646.00	170,000.00	80,000.00	1,571,346.43	5,743,197.00	5,681,912.23	61,284.77	
Competitive WIOA' Grants									
YouthWorks 2 (7/1/16 - 6/30/18)	-	-	-	-	-	-	34,077.67	(34,077.67)	Grant expired
Camo2Commerce (1/1/14 - 12/31/18)	1,141,088.00	122,000.00	-	-	156,262.00	1,419,350.00	4,962,109.47	(3,542,759.47)	Portion of grant expired, remaining funds available from last increment awarded
Sector Strategies NEG (5/1/17-4/30/18)	-	-	-	-	-	-	130,248.00	(130,248.00)	Grant expired
Career Connect WA (1/1/18-9/30/19)	773,650.00	-	50,000.00	-	120,000.00	943,650.00	150,000.00	793,650.00	Increased award
Rapid Response Initiatives (2/3/17 - 4/30/18)	-	-	-	-	-	-	378,461.60	(378,461.60)	Grant expired
Rapid Response Increased Employment (7/1/17-6/30/19)	365,958.00	-	-	-	17,506.00	383,464.00	442,841.00	(59,377.00)	Remaining funds from continued grant award
TAP-Upskill/Backfill-Hospitality (4/18/17 - 8/31/17)	-	-	-	-	-	-	10,170.52	(10,170.52)	Grant expired
TAP-Upskill/Backfill-Healthcare (6/28/17 - 3/31/19)	145,000.00	-	-	-	5,000.00	150,000.00	275,000.00	(125,000.00)	Remaining funds from continued grant award
<i>Subtotal</i>	2,425,696.00	122,000.00	50,000.00	-	298,768.00	2,896,464.00	6,382,908.26	(3,486,444.26)	
Department of Commerce Grants									
WorkFirst (Community Jobs) (7/1/18-6/30/19)	1,175,317.95	-	6,000.00	-	188,326.05	1,369,644.00	1,412,632.00	(42,988.00)	Anticipate same amount as original award last year
Department of Social & Health Services Grants									
Div of Voc Rehab -PreEmployment Skills (3/16/16-3/15/18)	-	-	-	-	-	-	496,000.00	(496,000.00)	Grant expired
Juvenile Rehabilitation - My JOB (5/1/16-7/15/19)	1,100,369.00	-	4,000.00	15,000.00	255,000.00	1,374,369.00	2,450,000.00	(1,075,631.00)	Remaining funds from continued grant award
Div of Voc Rehab -PreEmployment Skills (3/16/18-3/15/20)	350,163.00	-	-	-	45,837.00	396,000.00	96,118.05	299,881.95	Remaining funds from continued grant award
<i>Subtotal</i>	1,450,532.00	-	4,000.00	15,000.00	300,837.00	1,770,369.00	3,042,118.05	(1,271,749.05)	
Other' Grants									
Thurston County Jail Program (1/1/18 - 12/31/18)	59,000.00	-	-	-	6,000.00	65,000.00	181,553.97	(116,553.97)	Remaining funds from continued grant award
Dawkins Trust	-	-	15,000.00	-	-	15,000.00	21,989.60	(6,989.60)	Remaining funds from continued grant award
GH Foundation	1,000.00	-	-	-	-	1,000.00	7,945.38	(6,945.38)	Remaining funds from continued grant award
Microsoft	-	-	-	-	-	-	20,364.57	(20,364.57)	Remaining funds from continued grant award
Saltchuk	5,000.00	-	-	-	-	5,000.00	7,768.36	(2,768.36)	Remaining funds from continued grant award
<i>Subtotal</i>	65,000.00	-	15,000.00	-	6,000.00	86,000.00	239,621.88	(153,621.88)	
Total Revenue	8,606,750.52	553,646.00	245,000.00	95,000.00	2,365,277.48	11,865,674.00	16,759,192.42	(4,893,518.42)	

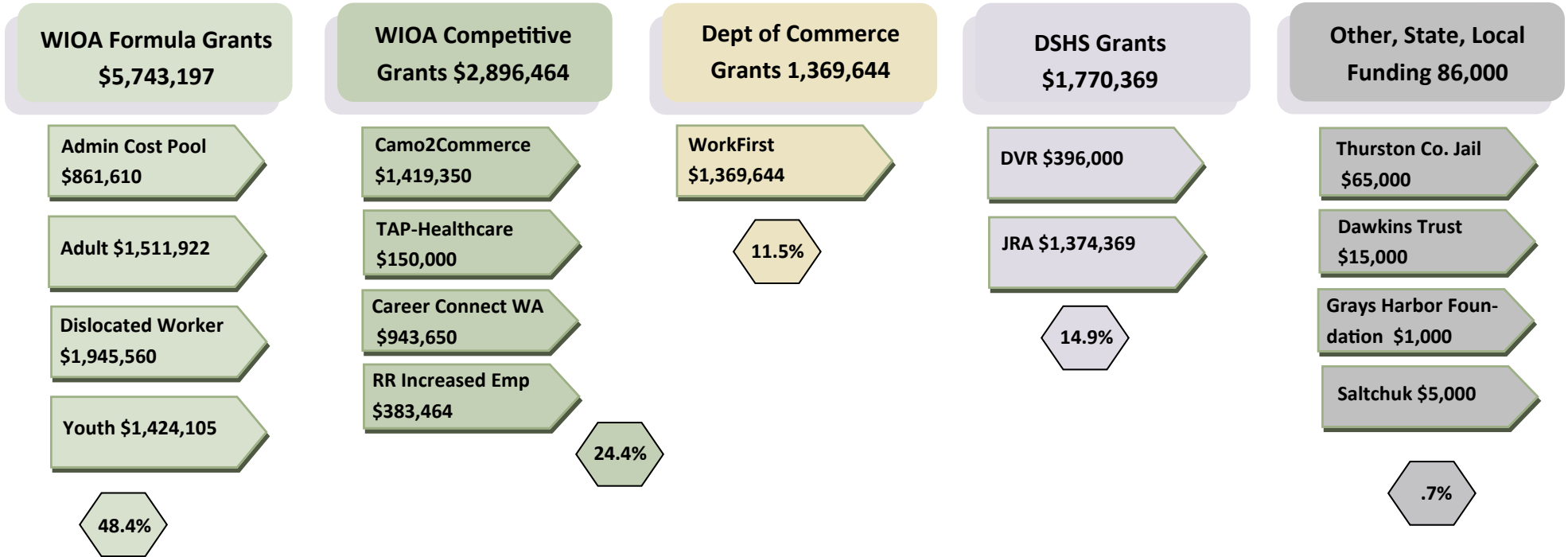
	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Prelim	Total-PY17 Final Mod 1	Difference	Comments
Budgeted Expenditures:									
Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Prelim	Total-PY17 Final Mod 1	Difference	
WIOA Formula									
Adult Contracted Programs (Career Path Services)	965,274.00	-	-	-	-	965,274.00	923,413.00	41,861.00	Higher award and more carry in anticipated
Dislocated Worker Contracted Programs (Career Path Services)	1,336,126.00	-	-	-	-	1,336,126.00	1,143,117.00	193,009.00	Smaller award but more carry in anticipated
Youth Contracted Programs (ResCare)	1,023,380.00	-	-	-	-	1,023,380.00	1,039,466.00	(16,086.00)	Higher award but less than carry in anticipated
Incumbent Worker Training (Child Care Action Council and TBD)	150,000.00	-	-	-	-	150,000.00	100,000.00	50,000.00	Adding \$50k to remaining funds
Advanced Manufacturing (TC EDC, CPS)	-	-	-	-	-	-	89,874.59	(89,874.59)	Project ended
Business Services (Thurston Co. Chamber)	-	431,646.00	-	-	-	431,646.00	447,078.38	(15,432.38)	Less carry in than last year
Work-Based Learning/Career Connections/AmeriCorps support	-	-	100,000.00	-	-	100,000.00	80,334.13	19,665.87	Higher funding due to full year implementation of
Career Pathways, Outreach, Misc	-	-	-	80,000.00	-	80,000.00	34,921.85	45,078.15	Adding funds for Industry Cluster Study
High Impact Grants-Youth & Young Adult	-	-	70,000.00	-	-	70,000.00	50,000.00	20,000.00	PY17 funds carried forward
Subtotal	3,474,780.00	431,646.00	170,000.00	80,000.00	-	4,156,426.00	3,908,204.95	248,221.05	
WIOA Competitive									
YouthWorks 2 Contracted - IMPACT (Big Brother Big Sisters)	-	-	-	-	-	-	28,352.72	(28,352.72)	Contract ended
Camo2Commerce In-house Program	1,017,088.00	-	-	-	-	1,017,088.00	3,026,512.80	(2,009,424.80)	Remaining funds available
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WFC)	124,000.00	122,000.00	-	-	-	246,000.00	485,256.38	(239,256.38)	Remaining funds available
Sector Strategies NEG (CPS)	-	-	-	-	-	-	120,333.00	(120,333.00)	Contract ended
Career Connect In-house Program	82,750.00	-	-	-	-	82,750.00	-	82,750.00	Adding staff to coordinate project
Career Connect WA (CPS, ResCare, AJAC, ESD113)	690,900.00	-	50,000.00	-	-	740,900.00	29,999.00	710,901.00	Higher award, new and expanded contracts
Rapid Response Initiatives Contracted (CPS, ResCare)	-	-	-	-	-	-	298,937.44	(298,937.44)	Contract ended
Rapid Response Increased Employment (CPS, ResCare, CCAC)	365,958.00	-	-	-	-	365,958.00	375,958.00	(10,000.00)	Remaining funds available
TAP-Hospitality Contracted (WA Hospitality Assoc)	-	-	-	-	-	-	9,500.00	(9,500.00)	Contract ended
TAP-Healthcare Contracted (SPSCC, Centralia College, Aberdeen SD)	145,000.00	-	-	-	-	145,000.00	252,000.00	(107,000.00)	Remaining funds available
Subtotal	2,425,696.00	122,000.00	50,000.00	-	-	2,597,696.00	4,626,849.34	(2,029,153.34)	
WorkFirst & Other									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,175,317.95	-	6,000.00	-	-	1,181,317.95	1,224,305.95	(42,988.00)	Anticipated budget
Thurston County PREP Jail In house Program	59,000.00	-	-	-	-	59,000.00	154,735.41	(95,735.41)	Remaining funds available
Dawkins Trust	-	-	15,000.00	-	-	15,000.00	21,989.60	(6,989.60)	Remaining funds available
DVR - Contracted	111,163.00	-	-	-	-	111,163.00	302,166.00	(191,003.00)	Remaining funds available
JRA In-house Program	1,100,369.00	-	4,000.00	-	-	1,104,369.00	851,633.00	252,736.00	Remaining funds available
JRA - Contracted	-	-	-	15,000.00	-	15,000.00	15,000.00	-	
Grays Harbor Foundation	1,000.00	-	-	-	-	1,000.00	7,945.38	(6,945.38)	Remaining funds available
Microsoft	-	-	-	-	-	-	20,364.57	(20,364.57)	Funds fully utilized
Saltchuk	5,000.00	-	-	-	-	5,000.00	7,768.36	(2,768.36)	Remaining funds available
Subtotal	2,451,849.95	-	25,000.00	15,000.00	-	2,491,849.95	2,605,908.27	(114,058.32)	
Program Expense Total	8,352,325.95	553,646.00	245,000.00	95,000.00	-	9,245,971.95	11,140,962.56	(1,894,990.61)	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Prelim	Total-PY17 Final Mod 1	Difference	Comments
Administrative Services									
<u>Administrative Office Operations</u>									
Salaries					997,068.48	997,068.48	917,123.04	79,945.44	Reflects full year of Comm staff and wage increase:
Benefits					424,719.12	424,719.12	390,328.50	34,390.62	Reflects related benefits from full staffing and wage increases
Travel & Training					63,100.00	63,100.00	62,260.00	840.00	Additional travel needs from staff training/conferences
Professional Services					159,000.00	159,000.00	129,920.00	29,080.00	IT Support contract and software implementation services
Facilities					89,281.00	89,281.00	89,281.00	-	
Supplies & Communications					34,600.00	34,600.00	35,400.00	(800.00)	
Equip/Maintenance/Rentals					16,420.00	16,420.00	20,500.00	(4,080.00)	Funds for new PC and laptop purchases
Depreciation					8,310.00	8,310.00	10,560.00	(2,250.00)	
Insurance					20,000.00	20,000.00	16,750.00	3,250.00	Increased insurance premiums
Memberships					15,770.00	15,770.00	15,770.00	-	
Community Outreach					30,000.00	30,000.00	25,000.00	5,000.00	Increased due to need and Board request
Misc					9,800.00	9,800.00	9,500.00	300.00	
<u>Transfer to Unrestricted</u>					<u>(3,750.00)</u>	<u>(3,750.00)</u>	<u>(3,750.00)</u>	-	
Admin Office Subtotal					1,864,318.60	1,864,318.60	1,718,642.54	145,676.05	
<u>Transition & AJC Activities</u>									
Staffing					-	-	-	-	Reduced activities and special funding for these projects
<u>Subcontracts</u>					<u>50,506.00</u>	<u>50,506.00</u>	<u>93,500.00</u>	<u>(42,994.00)</u>	
Transition Subtotal					50,506.00	50,506.00	93,500.00	(42,994.00)	
<u>One Stop Operator</u>									
Staffing					-	-	-	-	Increased to support process improvement and professional development of system staff
<u>Subcontracts</u>					<u>125,000.00</u>	<u>125,000.00</u>	<u>100,000.00</u>	<u>25,000.00</u>	
One Stop Operator Subtotal					125,000.00	125,000.00	100,000.00	25,000.00	
Administrative Expense Total					2,039,824.60	2,039,824.60	1,912,142.54	127,682.05	
Total Expenditures	8,352,325.95	553,646.00	245,000.00	95,000.00	2,039,824.60	11,285,796.55	13,053,105.10	(1,767,308.56)	

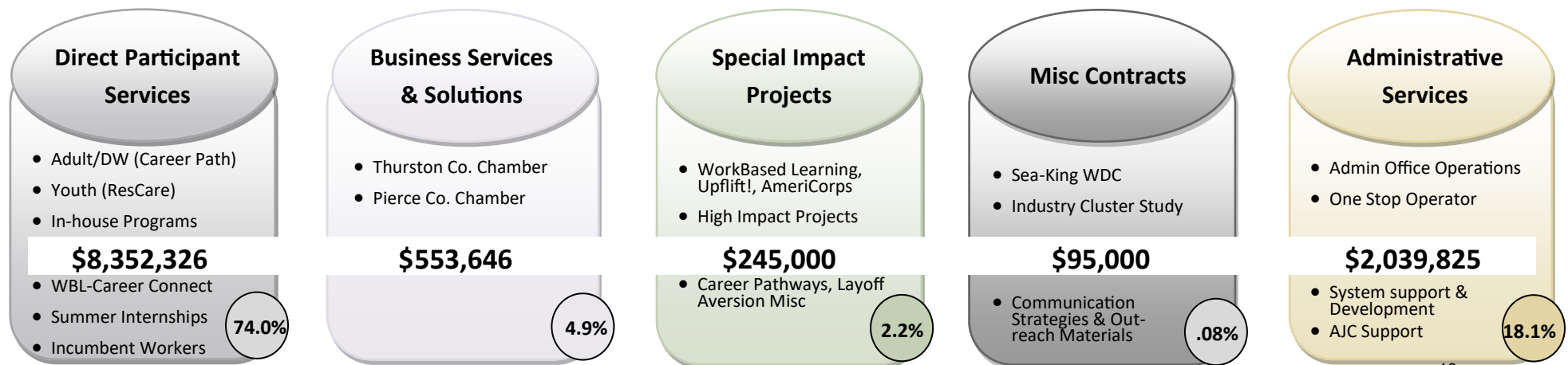
<i>Admin Office Formula Carry Forward to PY18</i>	<i>287,409</i>	<i>720,754</i>
<i>Admin Office Carry Forward Ongoing Grants to PY18</i>	<i>68,165</i>	<i>673,547</i>
<i>Program Carry Forward Ongoing Grants to PY18</i>	<i>239,000</i>	<i>2,266,294</i>
<i>Total Carry Forward to PY18</i>	<i>594,574</i>	<i>3,660,595</i>



PY 18 Revenues - \$11,865,674



PY 18 Expenses - \$11,285,796



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

PY18 Youth - Department of Labor WIOA Funds

Project Term:	4/1/2018 – 6/30/2020		Participants:	TBD
Carry In Funds:	\$ 157,432	Total PY17 Funds:	\$1,424,105	
PY18 Funds:	\$ 1,266,673			
FY19 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.				

PY18 Adult- Department of Labor WIOA Funds

Project Term:	7/1/2018 – 6/30/2020		Participants:	TBD
Carry In Funds:	\$ 244,067	Total PY17 Funds:	\$ 1,511,922	
PY18 Funds:	\$ 200,978			
FY19 Funds:	\$ 1,066,877			
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.				

PY18 Dislocated Worker - Department of Labor WIOA Funds

Project Term:	7/1/2018 – 6/30/2020		Participants:	TBD
Carry In Funds:	\$ 557,187	Total PY17 Funds:	\$ 1,945,560	
PY18 Funds:	\$ 242,094			
FY19 Funds:	\$ 1,146,279			
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.				

PY18 Admin Cost Pool – Department of Labor WIOA Funds

Project Term:	7/1/2018 – 6/30/2020		Participants:	N/A
Carry In Funds	\$ 425,575	Total PY18 Funds:	\$ 861,610	
PY17 Funds:	\$ 189,970			
FY18 Funds:	\$ 245,906			
Project Summary: Admin costs to support administrative functions of WIOA formula funds.				

Competitive Grants

Camo2Commerce

Project Term:	1/1/2014 – 12/31/2018 (Total Grant Award \$12,086,385)		Participants:	2100
		Total PY18 Funds:	\$1,419,350	
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.				

TAP-Upskill/Backfill Demonstration Project-Healthcare

Project Term:	07/01/2017 – 3/31/2019		Participants:	65
		Total PY18 Funds:	\$ 150,000	
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				

Rapid Response Increased Employment

Project Term:	7/1/2017 – 6/30/2019		Participants:	44
		Total PY18 Funds:	\$ 383,464	
Project Summary: To increase employment, emphasize process improvement, and layoff aversion strategies amongst DW enrollments.				
Major Partners: Career Path Services, ResCare, Childcare Action Council				
Target Participants: Dislocated Workers				

Career Connect WA

Project Term:	1/1/2018 – 09/30/2019		Participants:	50
		Total PY18 Funds:	\$ 943,650	
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, Timberland Library, PEI,

Target Participants: Adults and Youth

WorkFirst Grants

Department of Commerce – Work First PY18

Project Term: 07/01/2018 - 06/30/2019 **Participants:** 900

Total PY18 Funds: \$ 1,369,644

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 PY18 Funds: \$ 65,000

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.

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 PY18 Funds: \$ 1,374,369

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 PY18 Funds: \$ 396,000

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.			
Saltchuk			
Project Term:	No End Date (Total contribution of \$27,500)	Participants:	N/A
		Total PY18 Funds:	\$ 5,000
Project Summary: Support for networking and hiring events and scholarship fund			
Major Partners: Interstate, Saltchuk			
Target Participants: Transitioning service members			
Grays Harbor Foundation Grant*			
Project Term:	No End Date (Total Grant Award \$ 76,500)	Participants:	N/A
		Total PY18 Funds:	\$ 1,000
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 PY18 Funds:	\$ 15,000
Project Summary: Provide funds for Youth Uplift! support and supplies			
Major Partners:			
Target Participants: Youth			

	Funding	Participants
Total PY18 Funds and Participants Served	\$ 11,865,674	TBD

Pacific Mountain Workforce Development Council

NOTES TO FINANCIAL STATEMENTS

Program Year July 1, 2017 through June 30, 2018

For month ending March 31, 2018

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 for childcare has started but no major training through March.
 - 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. We were unable to spend about \$1 million of the expiring grant.
 - e) High Impact Community Grants have started but activities will go through 9/30 so will appear under budget as costs were set for this program year.
 - f) Overall administration office budget is on target through the third 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) Auto repairs are over budget due to an unanticipated repair on one of our older fleet vehicles.

- 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 \$812,808. Net assets have decreased by \$27,799 since last quarter due to losses in our payment point programs. We anticipate that 4th quarter will lead to an increase in net assets due to increased program activity.

- 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 March 2018</i>	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES							
Grant & Contracts	6,827,202.42	9,823,093.55	2,995,891.13	16,759,192.42	9,931,990.00	41%	59%
Other	-	-	-	-	-	0%	0%
Total Revenues	6,827,202.42	9,823,093.55	2,995,891.13	16,759,192.42	9,931,990.00	41%	59%
EXPENSES							
Program Services							
Direct Participant Services	5,035,545.08	7,589,205.72	2,553,660.64	10,107,507.19	5,071,962.11	50%	75%
Business Services & Solutions	492,510.23	520,065.17	27,554.94	663,334.76	170,824.53	74%	78%
Special Impact Projects	198,353.13	246,061.24	47,708.11	330,028.22	131,675.09	60%	75%
Misc Contracts & Projects	19,086.99	30,068.96	10,981.97	40,091.95	21,004.96	48%	75%
Subtotal	5,745,495.43	8,385,401.09	2,639,905.66	11,140,962.12	5,395,466.69	52%	75%
Administrative Services							
Admin Office Operations	1,190,221.87	1,292,567.46	102,345.59	1,718,642.54	528,420.67	69%	75%
Transition Activities	36,693.73	70,125.00	33,431.27	93,500.00	56,806.27	39%	75%
Integrated Service Activities	69,280.28	75,000.00	5,719.72	100,000.00	30,719.72	69%	75%
AmeriCorps Activities	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal	1,296,195.88	1,437,692.46	141,496.58	1,912,142.54	615,946.66	68%	75%
TOTAL EXPENSES	7,041,691.31	9,823,093.55	2,781,402.24	13,053,104.66	6,011,413.35	54%	75%
Change in Net Assets	(214,488.89)	-	214,488.89	3,706,087.76			

<i>Beginning Net Assets</i>	1,025,663
<i>Plus current Net Assets</i>	(214,489)
<i>Change in special funds</i>	1,633
Ending Unrestricted Net Assets	812,807

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

PY17 Budget to Actual Report

For month end March 2018	Current Period			Current Year			Balance			
	Actual	Budget	Variance	Actual	Budget	Variance	Total Budget	Remaining	% Spent	Target %
REVENUES										
Grant & Contracts	907,889.35	933,670.27	25,780.92	6,827,202.42	9,823,093.55	2,995,891.13	16,759,192.42	9,931,990.00	41%	59%
Other	-	-	-	-	-	-	-	-	0%	0%
Total Revenues	907,889.35	933,670.27	25,780.92	6,827,202.42	9,823,093.55	2,995,891.13	16,759,192.42	9,931,990.00	41%	59%
EXPENSES										
PROGRAM SERVICES										
<u>Direct Participant Services</u>										
Adult Contracted Programs (Career Path Services-CPS)	69,172.64	76,951.08	7,778.44	565,407.10	692,559.75	127,152.65	923,413.00	358,005.90	61%	75%
Dislocated Worker Contracted Programs (CPS)	115,821.18	95,259.83	(20,561.35)	613,573.97	857,337.50	243,763.53	1,143,117.00	529,543.03	54%	75%
Youth Contracted Programs (ResCare)	79,105.29	85,788.83	6,683.54	697,765.39	772,099.50	74,334.11	1,039,466.00	341,700.61	67%	74%
Incumbent Worker Training (CCAC)	403.99	23,333.33	22,929.34	4,886.90	70,000.00	65,113.10	140,000.00	135,113.10	3%	50%
Sector Strategies (CPS)	1,351.44	20,055.50	18,704.06	1,351.44	60,166.50	58,815.06	120,333.00	118,981.56	1%	50%
Grays Harbor Foundation (CPS)	260.49	662.12	401.63	4,054.33	5,959.04	1,904.71	7,945.38	3,891.05	51%	75%
Rapid Response Initiatives (CPS)	16,144.23	12,656.84	(3,487.39)	59,880.48	113,911.60	54,031.12	126,568.00	66,687.52	47%	90%
Rapid Response Increased Employment (CPS, ResCare)	38,606.70	33,909.86	(4,696.84)	84,228.87	135,639.43	51,410.56	448,327.00	364,098.13	19%	30%
TAP-Healthcare (SPSCC, Centralia College)	7,219.73	21,000.00	13,780.27	38,331.21	189,000.00	150,668.79	252,000.00	213,668.79	15%	75%
Career Connect WA (CPS, ResCare, ESD113, AJAC)	287.34	4,999.83	4,712.49	2,287.34	14,999.50	12,712.16	29,999.00	27,711.66	8%	50%
Workforce Central-C2C	3,225.64	22,416.67	19,191.03	195,962.20	201,750.00	5,787.80	269,000.00	73,037.80	73%	75%
YouthWorks-Big Brother Big Sisters	2,550.43	3,150.30	599.87	31,352.72	28,352.72	(3,000.00)	28,352.72	(3,000.00)	111%	100%
DVR-Morningside & Arc of Grays Harbor	-	-	-	71,508.00	79,585.00	8,077.00	302,166.00	230,658.00	24%	26%
In House Programs										
WorkFirst	88,459.42	101,567.16	13,107.74	877,512.81	914,104.46	36,591.65	1,218,805.95	341,293.14	72%	75%
PREP	7,258.59	16,670.17	9,411.58	76,210.11	104,724.91	28,514.80	154,735.41	78,525.30	49%	68%
C2C, Microsoft, Saltchuk	141,847.11	114,034.89	(27,812.22)	1,297,047.38	2,712,541.07	1,415,493.69	3,054,645.73	1,757,598.35	42%	89%
JRA-MyJob	53,025.47	70,719.42	17,693.95	414,184.83	636,474.75	222,289.92	848,633.00	434,448.17	49%	75%
Subtotal Direct Participant Services	624,739.69	703,175.84	78,436.15	5,035,545.08	7,589,205.72	2,553,660.64	10,107,507.19	5,071,962.11	50%	75%
<u>Business Services</u>										
B2B-(Thurston County Chamber)	33,378.12	37,256.53	3,878.41	288,199.17	335,308.79	47,109.62	447,078.38	158,879.21	64%	75%
B2B-C2C (TCC)	10,799.67	6,750.00	(4,049.67)	120,254.37	108,831.05	(11,423.32)	129,081.05	8,826.68	93%	84%
C2C-(Tacoma Pierce Chamber)	10,326.87	3,750.00	(6,576.87)	84,056.69	75,925.33	(8,131.36)	87,175.33	3,118.64	96%	87%
Subtotal Business Services	54,504.66	47,756.53	(6,748.13)	492,510.23	520,065.17	27,554.94	663,334.76	170,824.53	74%	78%
<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	-	3,694.16	3,694.16	37,622.00	33,247.43	(4,374.58)	44,329.90	6,707.90	85%	75%
WBL/Career Connection/AmeriCorps	10,764.57	7,568.64	(3,195.93)	52,027.81	68,117.80	16,089.99	110,823.73	58,795.92	47%	61%
Rural County-High Impact Community Projects	8,942.61	7,142.86	(1,799.75)	8,942.61	28,571.43	19,628.82	50,000.00	41,057.39	18%	57%
Layoff Aversion-Hospitality	5,750.00	2,916.67	(2,833.33)	37,000.00	26,250.00	(10,750.00)	35,000.00	(2,000.00)	106%	75%
Subtotal Special Impact Projects	25,457.18	21,322.33	(4,134.85)	198,353.13	246,061.24	47,708.11	330,028.22	131,675.09	60%	75%
<u>Misc Contracts/Projects</u>										
Outreach & Communications	2,618.24	1,299.33	(1,318.91)	10,086.99	11,693.96	1,606.97	15,591.95	5,504.96	65%	75%
TAP-Hospitality (WHAFF)	-	791.67	791.67	9,000.00	7,125.00	(1,875.00)	9,500.00	500.00	95%	75%
SeaKing-JRA/MyJOB	-	1,250.00	1,250.00	-	11,250.00	11,250.00	15,000.00	15,000.00	0%	75%
Subtotal Misc Contracts/Projects	2,618.24	3,341.00	722.76	19,086.99	30,068.96	10,981.97	40,091.95	21,004.96	48%	75%
SUBTOTAL PROGRAM SERVICES	707,319.77	775,595.69	68,275.92	5,745,495.43	8,385,401.09	2,639,905.66	11,140,962.12	5,395,466.69	52%	75%
ADMINISTRATIVE SERVICES										
<u>Administrative Office Operations</u>										
<u>Salaries & Benefits</u>										
Salaries	79,470.53	80,027.03	556.50	685,448.28	687,496.71	2,048.43	917,123.04	231,674.76	75%	75%
Benefits	28,749.75	30,936.64	2,186.89	258,897.53	286,837.50	27,939.97	390,328.50	131,430.97	66%	73%
Total Salaries & Benefits	108,220.28	110,963.67	2,743.39	944,345.81	974,334.21	29,988.40	1,307,451.54	363,105.73	72%	75%
<u>Travel & Training Expenses</u>										
Mileage	255.20	520.83	265.63	3,180.23	4,687.50	1,507.27	6,250.00	3,069.77	51%	75%

Travel	2,353.10	1,041.67	(1,311.43)	7,044.63	9,375.00	2,330.37	12,500.00	5,455.37	56%	75%
Conf/Conv/Mtgs/Reg	95.00	337.50	242.50	5,446.20	6,997.50	1,551.30	8,010.00	2,563.80	68%	87%
Gasoline for PMWDC Vehicles	36.44	66.67	30.23	368.94	600.00	231.06	800.00	431.06	46%	75%
Board Travel	5,436.04	641.67	(4,794.37)	6,150.79	5,775.00	(375.79)	7,700.00	1,549.21	80%	75%
Board Supplies & Support	71.35	1,460.00	1,388.65	9,625.16	15,120.00	5,494.84	19,500.00	9,874.84	49%	78%
Staff develop/Training	-	625.00	625.00	2,976.41	5,625.00	2,648.59	7,500.00	4,523.59	40%	75%
Total Staff Expenses	8,247.13	4,693.33	(3,553.80)	34,792.36	48,180.00	13,387.64	62,260.00	27,467.64	56%	77%
Professional Services										
Accounting & Auditing	2,615.25	-	(2,615.25)	21,730.35	22,000.00	269.65	22,000.00	269.65	99%	100%
Legal Fees	-	300.00	300.00	-	2,700.00	2,700.00	3,600.00	3,600.00	0%	75%
Professional Services/Consult	2,268.91	5,383.33	3,114.42	20,093.46	48,450.00	28,356.54	64,600.00	44,506.54	31%	75%
Temp & Interim Contracts	411.29	1,166.67	755.38	411.29	10,500.00	10,088.71	14,000.00	13,588.71	3%	75%
Licenses	1,715.39	2,143.33	427.94	22,862.71	19,290.00	(3,572.71)	25,720.00	2,857.29	89%	75%
Total Professional Services	7,010.84	8,993.33	1,982.49	65,097.81	102,940.00	37,842.19	129,920.00	64,822.19	50%	79%
Facilities										
Rent	6,785.35	7,440.08	654.73	61,135.12	66,960.75	5,825.63	89,281.00	28,145.88	68%	75%
Utilities	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Facilities	6,785.35	7,440.08	654.73	61,135.12	66,960.75	5,825.63	89,281.00	28,145.88	68%	75%
Supplies & Communications										
Supplies	4,960.62	1,166.67	(3,793.95)	9,331.50	10,500.00	1,168.50	14,000.00	4,668.50	67%	75%
Telephone & telecomm	617.53	1,166.67	549.14	5,981.11	10,500.00	4,518.89	14,000.00	8,018.89	43%	75%
Postage & Shipping	100.00	62.50	(37.50)	552.70	100.00	9.80	750.00	197.30	74%	75%
Mailing Services	-	33.33	33.33	570.55	300.00	(270.55)	400.00	(170.55)	143%	75%
Printing & copying	317.01	416.67	99.66	2,334.91	3,750.00	1,415.09	5,000.00	2,665.09	47%	75%
Books/Subscriptions/Ref	31.85	104.17	72.32	1,121.96	937.50	(184.46)	1,250.00	128.04	90%	75%
Total Communications	6,027.01	2,950.00	(3,077.01)	19,892.73	26,550.00	6,657.27	35,400.00	15,507.27	56%	75%
Equipment/Maintenance/Software/Rental										
IT Supplies/Minor Equipment/Tech Equip	32.15	1,212.50	1,180.35	12,462.14	10,912.50	(1,549.64)	14,550.00	2,087.86	86%	75%
Equipment Rental & maint	122.85	179.17	56.32	1,106.82	1,612.50	505.68	2,150.00	1,043.18	51%	75%
Auto Repair & Maintenance	-	83.33	83.33	1,475.59	750.00	(725.59)	1,000.00	(475.59)	148%	75%
Auto Lease	211.99	280.00	68.01	1,910.05	1,960.00	49.95	2,800.00	889.95	68%	70%
Total Equipment/Small Tools	366.99	1,755.00	1,388.01	16,954.60	15,235.00	(1,719.60)	20,500.00	3,545.40	83%	74%
Depreciation										
Depreciation-Automobile	1,893.31	692.50	(1,200.81)	5,615.57	6,232.50	616.93	8,310.00	2,694.43	68%	75%
Deprec & amort - other	-	187.50	187.50	1,005.87	1,687.50	681.63	2,250.00	1,244.13	45%	75%
Total Depreciation	1,893.31	880.00	(1,013.31)	6,621.44	7,920.00	1,298.56	10,560.00	3,938.56	63%	75%
Other										
Interest-general/Bank Fees	422.46	375.00	(47.46)	3,680.70	3,375.00	(305.70)	4,500.00	819.30	82%	75%
Insurance-Gen Liability	1,288.16	1,395.83	107.67	11,419.22	12,562.50	1,143.28	16,750.00	5,330.78	68%	75%
Membership Dues	228.00	170.00	(58.00)	14,035.97	15,260.00	1,224.03	15,770.00	1,734.03	89%	97%
Notifications	142.00	166.67	24.67	1,600.00	1,500.00	(100.00)	2,000.00	400.00	80%	75%
Other Expenses	23.72	83.33	59.61	2,867.18	2,750.00	(117.18)	3,000.00	132.82	96%	92%
Community Outreach/Ed	-	2,083.33	2,083.33	10,500.00	18,750.00	8,250.00	25,000.00	14,500.00	42%	75%
Contractor Support/In Kind	61.86	-	(61.86)	1,072.99	-	(1,072.99)	-	(1,072.99)	#DIV/0!	#DIV/0!
Transfer to Unrestricted	-	-	-	(3,794.06)	(3,750.00)	44.06	(3,750.00)	44.06	101%	100%
Total Other	2,166.20	4,274.17	2,107.97	41,382.00	50,447.50	9,065.50	63,270.00	21,888.00	65%	80%
Subtotal Admin Office Operating Budget	140,717.11	141,949.58	1,232.47	1,190,221.87	1,292,567.46	102,345.59	1,718,642.54	528,420.67	69%	75%
Transition & AJC Activities	8,547.42	7,791.67	(755.75)	36,693.73	70,125.00	33,431.27	93,500.00	56,806.27	39%	75%
One Stop Operator	12,041.30	8,333.33	(3,707.97)	69,280.28	75,000.00	5,719.72	100,000.00	30,719.72	69%	75%
SUBTOTAL ADMINISTRATIVE SERVICES	161,305.83	158,074.58	(3,231.25)	1,296,195.88	1,437,692.46	141,496.58	1,912,142.54	615,946.66	68%	75%
TOTAL EXPENSES	868,625.60	933,670.27	65,044.67	7,041,691.31	9,823,093.55	2,781,402.24	13,053,104.66	6,011,413.35	119%	150%
Change in Net Assets	39,263.75	-	(39,263.75)	(214,488.89)	-	214,488.89	3,706,087.76			
<i>Beginning Net Assets</i>	<i>774,513</i>			<i>1,025,663</i>						
<i>Plus current Net Assets</i>	<i>39,264</i>			<i>(214,489)</i>						
<i>Change in special funds</i>	<i>(969)</i>			<i>1,633</i>						
Ending Unrestricted Net Assets	812,808			812,807						

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY17 Budget to Actual Report

Through March 31, 2018

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	884,675.50	1,402,299.26	517,623.76						
WIOA Adult	868,628.85	1,512,649.40	644,020.55						
WIOA Dislocated Worker	1,031,649.91	1,969,140.73	937,490.82						
WIOA Admin Cost Pool	226,840.47	797,822.84	570,982.37						
YouthWorks2 (6/1/16-3/31/18)	34,077.09	34,077.67	0.58						
Camo to Commerce (1/1/14-12/31/2018)	1,877,591.57	4,962,109.47	3,084,517.90						
Sector Strategies (9/1/15-6/30/18)	4,929.39	130,248.15	125,318.76						
Career Connect WA (1/1/18-9/30/19)	2,350.57	150,000.00	147,649.43						
Rapid Response Initiatives	221,834.19	378,461.60	156,627.41						
Rapid Response Increased Employment	14,610.50	442,841.00	428,230.50						
TAP-Hospitality (4/18/17-8/31/17)	10,170.52	10,170.52	-						
TAP-Healthcare (6/28/17-3/31/19)	52,315.65	275,000.00	222,684.35						
WorkFirst (Community Jobs) (ends 6/30/18)				1,003,183.76	1,412,632.00	409,448.24			
Juvenile Rehabilitation-MyJOB (5/1/16-7/15/19)							598,742.91	2,450,000.00	1,851,257.09
Dept of Voc Rehab-PETS (3/16/16-3/15/18)							72,669.65	96,118.05	23,448.40
Dept of Voc Rehab-PETS (3/16/18-3/15/20)							-	496,000.00	496,000.00
Thurston County Jail Program (ends 12/31/17)							89,867.26	181,553.97	91,686.71
Dawkins Trust							2,870.95	21,989.60	19,118.65
Grays Harbor Foundation							4,054.33	7,945.38	3,891.05
Microsoft							20,364.57	20,364.57	-
Saltchuk							2,568.26	7,768.36	5,200.10
Total Program Grant Balance	5,229,674.21	12,064,820.64	6,835,146.43	1,003,183.76	1,412,632.00	409,448.24	791,137.93	3,281,739.93	2,490,602.00

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

March 31, 2018

	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	373,413	(360,635)	326,830	46,583
Accounts Receivable	1,158,229	1,291,488	133,259	1,025,003	266,485
Due from Related Parties	0	0	0	0	0
Notes Receivable	1,645	345	(1,300)	345	0
Pre-Paid Expenses	42,886	31,233	(11,653)	33,349	(2,116)
Investments - CD's	249,487	225,978	(23,509)	225,748	230
Long-Term Assets	<u>42,740</u>	<u>34,034</u>	<u>(8,706)</u>	<u>36,935</u>	<u>(2,901)</u>
Total Assets	<u>2,229,035</u>	<u>1,956,491</u>	<u>(272,544)</u>	<u>1,648,210</u>	<u>308,281</u>
Liabilities					
Contracts & Vendors Payable	783,545	738,129	(45,416)	496,966	241,163
Payroll, Taxes, & Benefits Payable	264,945	261,294	(3,651)	243,045	18,249
Paid Leave Payable	129,298	118,332	(10,966)	115,110	3,222
Deferred Revenues	15,714	9,091	(6,623)	9,352	(261)
Other Short-Term Payables	<u>9,870</u>	<u>16,836</u>	<u>6,966</u>	<u>9,224</u>	<u>7,612</u>
Total Liabilities	<u>1,203,372</u>	<u>1,143,682</u>	<u>(59,690)</u>	<u>873,697</u>	<u>269,985</u>
Unrestricted Net Assets	<u>1,025,663</u>	<u>812,809</u>	<u>(212,854)</u>	<u>774,513</u>	<u>38,296</u>
Total Net Assets	<u>1,025,663</u>	<u>812,809</u>	<u>(212,854)</u>	<u>774,513</u>	<u>38,296</u>
Total Liabilities and Net Assets	<u>2,229,035</u>	<u>1,956,491</u>	<u>(272,544)</u>	<u>1,648,210</u>	<u>308,281</u>

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS

March 31, 2018

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Grants	641,144.03	6,667,321.44
Receipts from Contributors/Events	29.35	29,937.67
Depreciation (Net)	0.00	(6.00)
Payments to Suppliers	206,800.95	(503,848.40)
Payments to Employees	(270,492.38)	(2,519,706.00)
Payments to Program/Participant Activities	(530,898.97)	(4,059,291.16)
Total Cash Flows from Operating Activities	<u>46,582.98</u>	<u>(385,592.45)</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	230.08	1,443.24
Purchases or Redemptions of Investments	(230.08)	<u>23,508.52</u>
Total Cash Flows from Investing Activities	<u>0.00</u>	<u>24,957.76</u>
Beginning Cash & Cash Equivalents	<u>326,830.36</u>	<u>734,048.03</u>
Ending Cash & Cash Equivalents	<u>373,413.34</u>	<u>373,413.34</u>

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application 5 / 18 / 2018

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: 2018 Morningside Ride Sponsorship

Project Date(s): September 16, 2018 Project Location: Worthington Center, Saint Martin's University

Amount Requested: \$1000.00 Date Funds Needed by: July 1, 2018

Legal Name of Organization Using Proposed Funds: Morningside

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Jim Larson

Contact Person for this Project: Laurie Arnone Title: VP Development

Mailing Address: PO Box 7936, 809 Legion Way SE Olympia, WA 98507

Email Address: larnone@mside.org Telephone: 360-596-3539

Application Instructions

Please complete the Application Cover Sheet and attached questions. Send completed application to Vanessa@pacmtn.org. Applications are funded on a first come, first served basis within the applicable program year. To accommodate more projects, maximum award will not exceed \$2,500. Projects may be partially funded to allow a wider distribution of funds. Please submit applications at least one month prior to project. Applications will not be accepted after the event has occurred. **Applications will be reviewed and approved by the Executive Finance Committee monthly.**

Proposal Guidelines

- All funding must follow, enhance, or promote the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*
- 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.

Approved Proposals

Invoices for approved projects must be submitted to PacMtn at least 2 weeks in advance of date needed by. Please reference on invoice "Community Outreach Project" followed by project name. Send invoices to Jaime@pacmtn.org.

****A final summary must be provided detailing what happened and reporting measurable or noteworthy outcomes within 30 days of event completion.****

APPLICATION QUESTIONS

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

Morningside requests \$1,000 from PacMtn to sponsor our 2018 Morningside Ride. All proceeds from the Ride go towards Morningside's High School Transition Program. Our Transition program assists students with disabilities in gaining work experience and skills so that they can find jobs upon graduation. This program allows low to middle income students to achieve meaningful employment and live a life of self-sufficiency.

The longer a young person goes without employment right out of high school, the harder it becomes for them to find a job for the rest of their lives. Transition provides essential skills and opportunities so that students can obtain work they enjoy after graduation.

Data supports what Morningside believes, when people with disabilities work in the community they create a workforce of loyal, dedicated employees and reduce employee turnover. By employing people with disabilities, businesses are enriching their workforce and the community. Both benefit by diversity in the workplace and by adding more taxpayers to the workforce. Morningside saves taxpayers \$2,025 a year for each person we help find employment.

Morningside's High School Transition Program consists of internship opportunities, job shadowing, job coaching, and classroom curriculum. We partner with various school districts in Thurston County, The Evergreen State College, Thurston County Developmental Disabilities Department, and the Division of Vocational Rehabilitation. Morningside partners with PacMtn to bring the Summer Youth Internship Program to students with IEPs and 504 plans.

2. How will the PacMtn brand/logo be displayed or represented in this Community Outreach effort?

The PacMtn logo will be displayed on our website development page, and also on the events page. PacMtn will be recognized in the printed program and in the emcee's remarks at the event. PacMtn's banner will be hung at the event.

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

Funds will be used to support Morningside's High School Transition Program. The program receives DDA and DVR support as well as school district funding, however a significant funding gap exists and we rely on partners such as PacMtn and fundraising events such as The Morningside Ride to mitigate the shortfall. Our goal is to give all students a bright, meaningful future without barriers blocking them from achieving their dreams.

4. Do the funds align with and support one or more of the six industry clusters? If so, explain.

IT/Telecom Tourism & Recreation Food Production Life Sciences
 Chemical Products & Plastics Manufacturing Wood Products & Paper Manufacturing

**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	Approved at May 11 EFC	Requested to Karin Leaf on 5.22.18
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	
5/18/2018	Jim Larson	Morningside	2018 Morningside Ride Sponsorship	\$1,000	July 1, 2018	Set for EFC Review at 6/8/2018 meeting	

MEMORANDUM

To: PacMtn EFC Members

From: Corinne Daffern, Associate Director of Workforce Services

Date: June 8, 2018

Subject: Recommendation for One Stop Memorandum of Understanding and Infrastructure Funding Agreement 2018 Approval.

The PacMtn local Infrastructure Funding Agreement is the agreement among partners on the operating budget of the one-stop centers (WorkSource)—it establishes a financial plan to which the one-stop partners, CEO and WDC have agreed to, in the Memorandum of Understanding, which will be used to achieve their goals of delivering services in a local area.

Since December 2014, PacMtn has been in on-going discussions with the community, current partners and future partners to help define the service delivery system and how best to serve the needs of the region. In preparation of the MOU two partner meetings were held prior to the development of the MOU to gather input, and was approved and released for signature on June 23, 2017. In July of 2017, the Consortium was briefed on the purpose and content of One-Stop Memorandum of Understanding (MOU) and signatures were received from the partnership. Both PacMtn Board President and the Chief Local Elected Official are required signers to the Memorandum of Understanding.

We were then required to submit a fully signed MOU with the Infrastructure Funding Agreement by December 31, 2017. PacMtn did submit the first IFA agreement on December 31, 2017 that was for a 6 month duration, from January 1 through June 30, 2018. The PacMtn Board of Directors, One-Stop Committee and Executive Finance Committee, have had multiple discussions regarding both the MOU and the IFA throughout the process.

For the last six months, we have been working with partners to gather costs and budget information and **did not collect money from the partners during this period**. We mainly used this time to monitor costs and develop the next budget using these refined numbers to get as close to actuals as possible.

We have brought the partnership together for several discussions about the next iteration of the IFA that begins July 1, 2018. Our first meeting was held March 22, 2018 to provide all involved with a detailed timeline for IFA development. From March 22 to present, the partnership has met four times to evaluate the numbers, discuss the PY18 budget, provide recommendations for cost sharing and additional system costs, and finalize agreements sent for signature. Partners have had ample opportunity to discuss any additional concerns for PY18 budget during this process.

Throughout this process, our consultant, Agnes Balassa, has reached out individually to partners to gather findings and recommendations in order to continue the IFA process and allow for increased collaboration and partner feedback on the process. PacMtn felt because this is a learning experience for all partners involved, it was best to get their feedback often and be transparent as possible during the process. The recommendations gathered from the partners were very helpful in shaping how we've moved forward with this round of negotiations. Some of the recommendations include:

- **Partner inclusion**—A more comprehensive list of partners has been developed for inclusion in the 2018-2019 planning process, and greater efforts were made to keep partners engaged.

- **Better use of meetings**—Meetings will only be called to make/inform decisions. Video conferencing was provided for each meeting, and efforts were made to improve the experience for those who call in.
- **Counting participants**—Partners were asked to come to consensus on a methodology to count participation prior to the IFA numbers being submitted.
- **Factors for cost sharing**—Partners were asked to consider and come to consensus on options for improving the cost-sharing formula for 2018-2019.
- **Increasing collaboration**—PacMtn worked with partners and will continue to work with partners to better operationalize the partnership, increase the value proposition for partner program participants.
- **In-kind Investments**—Partners were asked to come to an agreement regarding the definition of what constitutes an in-kind investment and where in-kind investments can be used for cost sharing.

The 2018 Memorandum of Understanding, along with the Infrastructure Funding Agreement, and all necessary attachments have been provided for Executive Finance Committee review. Attachments include:

- PY18 PacMtn MOU
- MOU Attachment B—IFA and One-Stop Operating Budget
- IFA Attachment B1—Annual One-Stop System Costs
- IFA Attachment C—ESD Finance Agreement

Next Steps:

PacMtn has sent the MOU/IFA out for signature from partners, Board Chair and Chief Local Elected Official. After signatures are received, the MOU/IFA will be submitted to the State Workforce Board.

The Memorandum of Understanding will be in place from July 1, 2018 to June 30, 2020. The Infrastructure Funding Agreement and One-Stop Operating Budget will be in place from July 1, 2018 to June 30th 2019.

Starting July 1, 2018, The PacMtn will provide non co-located partners quarterly invoices for their share of the identified infrastructure costs. The 4th quarter invoice will be reconciled, if necessary, based on actual cost provided by the lease holder and invoices adjusted to reflect the reconciled cost.

Two months prior to the end of each fiscal year, PacMtn WDC will convene partners to update the system operating budget for the region for the upcoming program year, and, if necessary, to revise the bases for cost sharing as agreed upon by the required and other partners. Each updated budget and IFA will be approved by the WDC and its partners prior to June 30th of that year.

Recommendation:

Motion to Approve One-Stop Memorandum of Understanding to be in place from July 1, 2018 to June 30, 2020, and Infrastructure Funding Agreement to be in place from July 1, 2018 to June 30 2019.

MEMORANDUM

TO: PacMtn Executive & Finance Committee

FROM: Corinne Daffern, Associate Director of Workforce Services

SUBJECT: PacMtn WorkSource Site Certification—Update

DATE: June 8, 2018

Background

WDCs must certify one-stop sites in order to receive one-stop infrastructure funds. In Washington, WDCs certify three types of one-stop sites: comprehensive sites, affiliated sites and connection sites. As of January 1, 2018 the Executive Finance Committee approved all WorkSource Center, Affiliate and Connection sites be certified at a provisional level.

The WorkSource sites operating under provisional certification in the PacMtn region are:

- WorkSource Center—Thurston County
- WorkSource Affiliate—Lewis County
- WorkSource Affiliate—Mason County
- WorkSource Affiliate—Grays Harbor County
- WorkSource Connection Site—Long Beach
- WorkSource Connection Site—Timberland Regional Library
- WorkSource Connection Site—North Mason Resources

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.

As a reminder, The Review Committee did not perform a review of the applications for Connection Sites. These 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. Those applications are noted below

and the hope is that the region grows even more of those types of service outlets---accessible, available to the region’s population and supportive of the overall mission to provide supportive workforce information.

Update on Current Activity

Based on the insights and observations of the Certification Review Committee, and at the direction of the WorkSource Regional Operations Collaborative, all sites have been diligently working on quality improvement plans in order to bring them to fully certified by December 31, 2018. Quality Improvement Plans addresses the findings of the certification review committee, builds the framework through which executive priorities are achieved, and aligns and leverages resources to achieve the vision of WIOA.

Below is a chart that outlines the quality improvement plans that have been developed to address the priorities in the certification findings.

Activities	Timeline	Progress, Milestone, Challenges
Develop a quality improvement plan to address priorities noted in certification findings: <ul style="list-style-type: none"> · Increase shared responsibility & decision-making across the partnership · Elevate business as a primary customer · Implement integrated service delivery · Develop mechanisms to be led by voice of the customer · Create a professional development system that ensures staff have and can demonstration 	Nov. 2017 to Oct. 2018	Plan developed, submitted and approved – March 2018. Implementation in process. 6 initiatives in process: <ul style="list-style-type: none"> - Develop operational leadership model to facilitate shared responsibility and deploy QI plan - Hours of operation altered to support QI teams and professional development - Workshop created in Grays Harbor - Phase 1 SOPs under development for frontend customer flow - Service excellence document under development <ul style="list-style-type: none"> o Interviews & focus groups in process - Business services future state in

<p>contemporary workforce skills.</p>		<p>process</p> <p>3 initiatives under development:</p> <ul style="list-style-type: none"> - Phase 2 SOPs for frontend customer flow - Increase effectiveness of workshops by expanding use of technology & lab (hands on) classes - Expand partner coordinator model to include supervisors & lead staff - Build professional development training system <p>Challenges:</p> <ul style="list-style-type: none"> - Lack of goal alignment / Competing priorities pose risk & require increased effort to achieve goals - Lack of consistency in communication across onsite partnership - Managing multiple improvement teams / tracking & reporting - Expanding AJC network to include Titles II & IV
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