

PacMtn Workforce Development Council Elected Official Consortium Meeting Agenda

Friday, July 27, 2018 ▪ 1:00 - 3:00 pm

Montesano County Administration Building

100 W. Broadway, Suite 1

Montesano, WA 98563

Online: pacmtn.adobeconnect.com/consortium

888-537-7715 ▪ Passcode: 60526531#



I. Convene: Welcome – Commissioner Drexler

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

II. Consent Agenda- Motion to Approve

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

- A. Approval of March 2018 Consortium Minutes (Attachment #1)

III. Action Items (Staff Leads)

- A. Motion to Approve: PY18 Preliminary Final Budget as Approved at the June 18, 2018 the Executive Finance Committee Meeting and June 28, 2018 WDC Board Meeting (Attachment #2)
- B. Motion to Approve: Appointment of **New** WDC Board Member Nominees (Attachment #3)
 - Jonathan Pleger, Regional – Community Based Organization: Serving Disabled Populations
(Term: 7/2018 – 6/2022, 4 years)
 - Peter Lahmann, Lewis County – Business: Economic Development
(Term: 7/2018 – 6/2021, 3 years)
 - Jennifer Baria, Mason County – Business: Economic Development
(Term: 7/2018 – 6/2020, 2 years)
- C. Motion to Approve: **Continuation** of WDC Board Membership with Terms Ending June 30, 2021 (Attachment #4)
 - Winfried Danke, CHOICE Regional Healthcare Network
 - Jacquelin Earley, Sierra Pacific Industries

- Derek Epps, Seattle Shellfish
- Bob Hitt, Toad Hall Cranberry Farms
- Jim Sayce, Pacific County Economic Development Council
- David Schaffert, Thurston County Chamber of Commerce

IV. Discussion and Informational Reports (Corinne Daffern)

A. Learning Spotlight: WorkSource Operations Regional Collaborative (WORC), Related Documents and Operational Processes -Understanding Roles & Responsibilities (Attachment #5)

PacMtn Staff will provide an overview of the operational structure and numerous activities required under WIOA-federal legislation. Board Member Cheryl Heywood from the One-Stop Committee will describe their involvement with these activities.

V. Good of the Order & Public Comment

Upcoming Meetings

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

2017 – 2018 Consortium Members

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

PacMtn Workforce Development Council

Elected Official Consortium Meeting Minutes

Friday, March 30, 2018 • 1:00 pm – 3:00 pm

Online and By Phone

**Member List**

<u>Name</u>	<u>Representing County</u>
1. Chair, Commissioner Terri Drexler	Mason
2. Commissioner Randy Ross	Grays Harbor
3. Commissioner John Hutchings	Thurston
4. Commissioner Lisa Olsen	Pacific
5. Commissioner Gary Stamper	Lewis

Attendees: Commissioner Ross (online), Commissioner Hutchings (phone), Commissioner Olsen (online), Commissioner Stamper (phone)

Excused: Commissioner Drexler

Staff: Cheryl Fambles (online), Bridget Lockling (online), Vanessa Wasman (online)

Additional Guests: David Schaffert (online)

I. Convene: Welcome – Commissioner Ross

- A. The meeting was called to order at 1:02 pm and quorum was established. The group began with self-introductions. Commissioner Ross introduced himself as filling in for Commissioner Drexler. The agenda was reviewed and no changes were made.
- B. WDC Board Chair Report – David Schaffert introduced himself and gave a brief report in place of Duane Evans, Board Chair. He described the Board's rich learning moment at Off Planet Research when they visited those labs located at St. Martin's University. He also mentioned Michael Cade and Dru Garson's trip to China and how those efforts are creating economic and job opportunities in the region. He also mentioned Pierce County EDC honoring the Camo2Commerce program for development of the WorkSource AJC at JBLM. Board Members will give a report of their participation at the NAWB conference in Washington D.C.
- C. CEO Report – Cheryl gave highlights including the Governor's Poverty Reduction Work Group, the High Impact Community Grant award winners, the Public Works internships, Talent Magnet Podcast and the recent federal omnibus funding. Her entire CEO Report can be found on our website.

II. Consent Agenda – Motion to Approve November 2017 Consortium Minutes

- A. The minutes from the last Consortium meeting were reviewed. Commissioner Ross mentioned that Duane Evans was not marked as an attendee to that meeting and asked that it be corrected. No other changes made. *Commissioner Hutchings motioned, seconded by Commissioner Stamper to approve the November 2017 Consortium Minutes. Motion carries.*

III. Action Items

Cheryl provided a brief overview of the Board appointment process. (See Staff Report)

A. Motion to Approve: Appointment of New Board Members, Bill Sullivan of Lewis County and Diana Murphy of Grays Harbor County – Both nominees were briefly discussed. *Commissioner Ross motioned, seconded by Commissioner Olsen to approve both Nominees to the PacMtn WDC. Motion carries.*

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

- Anne Goranson, Employment Security Dept.
- Dawn Murphy, South Puget Sound Community College
- Paul Vertrees, DSHS/Vocation Rehabilitation Division
- Dru Garson, Greater Grays Harbor, Inc.
- Jason Reed, DSHS/Community Services Division
- Cheryl Heywood, Timberland Regional Library

The group briefly discussed the above noted members with no issues or concerns. *Commissioner Stamper motioned, seconded by Commissioner Olsen to approve the continuation of terms for the above noted Members. Motion carries.*

- Organized Labor Seats, including Apprenticeship

Cheryl explained there are two expiring terms for Organized Labor and that one must represent apprenticeship. Three nominations were received from the Local Labor Federations. Nominations were received for current Board members Peter Lahmann and Bob Guenther and one for Christina Riley, a nominee. Cheryl stated that PacMtn sent letters to the WA State Labor Council, the Mason Thurston Lewis Central Labor Council, and the Twin Harbors Grays Harbor/Pacific Central Labor Council in efforts to have those three entities decide who they'd like to nominate. There was discussion among the Commissioners on their thoughts about this matter. Many of the Commissioners liked the idea of having the appointees represent a new Member, still active in the workforce and a seasoned member, who can pass along wisdom and experience on the Board.

*Commissioner Stamper moved to approve Bob Guenther and Peter Lahmann to the Organized Labor seats. The **motion failed** for lack of a second.*

*Commissioner Ross motioned to approve Christina Riley to the Apprenticeship seat seconded by Commissioner Hutchings. Yes votes from Ross, Hutchings and Olson. Nay vote from Stamper. **Motion carries.***

Commissioner Stamper expressed strong disappointment at having to choose between Lahmann and Guenther, citing both of them as active in the community. Commissioner Ross motioned to approve Bob Guenther to the Organized Labor seat; seconded by

Commissioner Stamper. All agreed. Motion carries.

IV. Discussion & Informational Reports

A. Board Seat Discussion – Cheryl reminded the Commissioners that in the fall the Consortium agreed to revisit the discussion about Board seats—checking in on the Commissioners’ ability to find acceptable candidates in the business. She identified one vacancy in Lewis County and one in Mason County. She noted that Commissioner Drexler has asked that we hold the Mason County seat for the incoming Director of the Mason County Economic Development Council who has yet to be determined. Commissioner Stamper is confident they will be able find an individual to fill the remaining Lewis County seat, mentioning the Forest Service. The Commissioners were comfortable leaving the seat count as is.

V. Discussion & Deliberation: Good of the Order & Public Comment – None at this time.

Meeting adjourned at 1:58 pm

Submitted by: Vanessa Wasman, Program Assistant

MEMORANDUM

To: PacMtn Consortium Members

From: Bridget Lockling, Director of Finance & Administrative Services June 21, 2018

Date: July 16, 2018

Subject: PY18 Preliminary Final Budget

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
<i>Subtotal</i>	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
<i>Subtotal</i>	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
<i>Subtotal</i>	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
<i>Subtotal</i>	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
<i>Subtotal</i>	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
<i>Subtotal</i>	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:									
<u>Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants</u>									
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	
<u>Competitive WIOA' Grants</u>									
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)	
<u>Department of Commerce Grants</u>									
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
<u>Department of Social & Health Services Grants</u>									
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)	
<u>Other' Grants</u>									
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 I
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



WIOA Formula Grants
\$5,743,197

Admin Cost Pool
\$861,610

Adult \$1,511,922

Dislocated Worker
\$1,945,560

Youth \$1,424,105

48.4%

WIOA Competitive Grants
\$2,896,464

Camo2Commerce
\$1,419,350

TAP-Healthcare
\$150,000

Career Connect WA
\$943,650

RR Increased Emp
\$383,464

24.4%

Dept of Commerce Grants
1,369,644

WorkFirst
\$1,369,644

11.5%

DSHS Grants
\$1,770,369

DVR \$396,000

JRA \$1,374,369

14.9%

Other, State, Local Funding
86,000

Thurston Co. Jail
\$65,000

Dawkins Trust
\$15,000

Grays Harbor Foundation
\$1,000

Saltchuk \$5,000

.7%

PY 18 Expenses - \$11,285,796

Direct Participant Services

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

\$8,352,326

- WBL-Career Connect
- Summer Internships
- Incumbent Workers

74.0%

Business Services & Solutions

- Thurston Co. Chamber
- Pierce Co. Chamber

\$553,646

4.9%

Special Impact Projects

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

\$245,000

- Career Pathways, Layoff Aversion Misc

2.2%

Misc Contracts

- Sea-King WDC
- Industry Cluster Study

\$95,000

- Communication Strategies & Outreach Materials

.08%

Administrative Services

- Admin Office Operations
- One Stop Operator

\$2,039,825

- System support & Development
- AJC Support

18.1%

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.

PacMtn PY18 Preliminary Final Budget Grant Tracking

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 <i>(Total contribution of \$27,500)</i>	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 <i>(Total Grant Award \$ 76,500)</i>	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 <i>(Total Grant Award \$ 24,000)</i>	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



BOARD OF TRUSTEES

March 5, 2018
Corporate Offices

MEMBERS PRESENT: Holly Joseph, Lucas Doelman, Jim Sedore, Michael Cade

MEMBERS EXCUSED: Les Purce , Joanne Krusz, Aaron Steele,

MEMERS UNEXCUSED:

STAFF PRESENT: Jim Larson, Jonathan Pleger, Don Hayden, Laurie Arnone, Kristel Paet, Laurie Schindler, Tara Smith, Judy Swisher, Jean

The meeting was called to order by Holly Joseph, Chair at 12:05 p.m.

CONSENT ITEMS

Holly requested additions or corrections to the Minutes of the February 5, 2017 meeting. A motion was made by Jim Sedore and seconded by Michael Cade to accept the minutes as presented. Motion passed unanimously

FINANCIAL REPORT

None

ACTION ITEMS

Appointment to PacMountain Workforce Board

A motion has been made to appoint Jonathan Pleger as a Board Member for PacMountain Workforce effective July 1, 2018 – June 30, 2021. A motion was made by Michael Cade and seconded by Jim Sedore. Motion passed unanimously.

BOARD STRATEGIC FOCUS

Committee Assignments

Aaron – Finance and other business
Lucas – marketing, Ride, Development, Finance
Jim – Development, Ride

Board Member Application



Contact information

First Name:	Jonathan	Last Name:	Pleger		
Address:	PO Box 7936				
City:	Olympia	County:	Thurston	Zip:	98507
Email:	jpleger@mside.org		Phone:	360-596-3506	
Employer:	Morningside		Position Title:	Executive Vice President	

Representation

<input type="checkbox"/>	Business/Private Industry:				
	County:		Sector:		Number of Employees:
<input type="checkbox"/>	Organized Labor:				
<input type="checkbox"/>	Apprenticeship:				
<input type="checkbox"/>	State Employment Services:				
<input checked="" type="checkbox"/>	Disability-Based Employment/Training:	Non-profit providing employment services for people with disabilities			
<input type="checkbox"/>	Adult Education and Literacy:				
<input type="checkbox"/>	Post-Secondary Higher Education:				
<input type="checkbox"/>	K-12 Education:				
<input type="checkbox"/>	DSHS-Economic Services Administration:				
<input type="checkbox"/>	Community Based Organization:				
<input type="checkbox"/>	Tribal Entity:				

Questions

1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?

Employers – retention; good job matches (hiring the right people); finding qualified candidates
 Job Seekers – transportation, especially in rural areas. Obtaining the necessary skills for an evolving job market.

2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

I know the importance of work in people's lives. I'm interested in employment opportunities for under employed populations. I'm also interested in learning more about employers' needs and the needs of business throughout the region.

3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

Community connections; can help increase disability awareness and opportunities to diversity the local workforces and help businesses find good job matches with job seekers to help grow their business.

Nominee Signature


 Signature


 Date

Thank you!

For your interest in serving on the Pacific
 Mountain Workforce Development Council

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LEWIS COUNTY, WASHINGTON**

**APPOINT PETER LAHMANN TO THE
PACIFIC MOUNTAIN WORKFORCE
DEVELOPMENT COUNCIL**)
)
)

RESOLUTION NO. 18- 202

WHEREAS, it has come to the attention of the Lewis County Board of County Commissioners (BOCC) that Lee Grose has stepped down from his position on the Pacific Mountain Workforce Development Council, creating a vacancy; and

WHEREAS, Port of Centralia Commissioner Peter Lahmann, who owns small businesses in Centralia, has expressed a willingness to serve on the Pacific Mountain Workforce Development Council; and

WHEREAS, it appears to be in the best public interest to appoint Peter Lahmann to the Pacific Mountain Workforce Development Council;

NOW THEREFORE BE IT RESOLVED that the BOCC hereby appoints Peter Lahmann to the Pacific Mountain Workforce Development Council, effective July 1, 2018, for a three-year term to expire June 30, 2021.

Passed in regular session this 25th day of June 2018.

APPROVED AS TO FORM
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON


By Civil DPA Ross Petersen


Edna J. Fund, Chair

ATTEST




Rieva Lester, Clerk of the Board


Robert C. Jackson, Vice Chair


Gary Stamber, Commissioner

Board Member Application



Contact information

First Name:	Peter	Last Name:	Lahmann
Address:	311 N. Iron St.		
City:	Centralia	County:	Lewis
Zip:	98531		
Email:	lahmann@localaccess.com	Phone:	360-870-0706
Employer:	America's Team Consulting	Position Title:	Owner

Representation

<input type="checkbox"/>	Business/Private Industry:	Port of Centralia – Port Commissioner		
<input checked="" type="checkbox"/>	County:	Lewis	Sector:	Economic Development
	Number of Employees:			
<input type="checkbox"/>	Organized Labor:			
<input type="checkbox"/>	Apprenticeship:			
<input type="checkbox"/>	State Employment Services:			
<input type="checkbox"/>	Disability-Based Employment/Training:			
<input type="checkbox"/>	Adult Education and Literacy:			
<input type="checkbox"/>	Post-Secondary Higher Education:			
<input type="checkbox"/>	K-12 Education:			
<input type="checkbox"/>	DSHS-Economic Services Administration:			
<input type="checkbox"/>	Community Based Organization:			
<input type="checkbox"/>	Tribal Entity:			

Questions

- 1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?**

Having a well-trained workforce with essential skills, to help attract businesses to our communities.

- 2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?**

The opportunity to make sure that resources are directed to individuals that would not necessarily have the opportunity to better their place in life, through education and career opportunities.

- 3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?**

I have contacts through the Port and local governmental entities that can broaden the network for the PacMtn Workforce Board.

Nominee Signature

Peter Lahmann

Signature

June 19, 2018

Date

Thank you!

For your interest in serving on the Pacific Mountain Workforce Development Council

BOCC AGENDA ITEM SUMMARY

Resolution:

BOCC Meeting Date: Jun 25, 2018

Suggested Wording for Agenda Item:

Agenda Type: Consent

Appoint Peter Lahmann to the Pacific Mountain Workforce Development board.

Contact

Rieva Lester

Phone: 3607401419

Department:

Board of County Commissioners

Action Needed: Approve Resolution

Description

Appoint Peter Lahmann to the Pacific Mountain Workforce Development board.

Cover Letter To

Vanessa Wasman, vanessa@pacmtn.org

Peter Lahmann, lahmann@localaccess.com

BOARD MEMBER APPLICATION



CONTACT INFORMATION

First Name:	Peter	Last Name:	Lahmann
Address:	311 N. Iron St.		
City:	Centralia	County:	Lewis
Zip:	98531		
Email:	lahmann@localaccess.com	Phone:	360-870-0706
Employer:	America's Team Consulting	Position Title:	Owner

REPRESENTATION

<input type="checkbox"/>	Business/Private Industry:	Port of Centralia – Port Commissioner		
<input checked="" type="checkbox"/>	County:	Lewis	Sector:	Economic Development
	Number of Employees:			
<input type="checkbox"/>	Organized Labor:			
<input type="checkbox"/>	Apprenticeship:			
<input type="checkbox"/>	State Employment Services:			
<input type="checkbox"/>	Disability-Based Employment/Training:			
<input type="checkbox"/>	Adult Education and Literacy:			
<input type="checkbox"/>	Post-Secondary Higher Education:			
<input type="checkbox"/>	K-12 Education:			
<input type="checkbox"/>	DSHS-Economic Services Administration:			
<input type="checkbox"/>	Community Based Organization:			
<input type="checkbox"/>	Tribal Entity:			

QUESTIONS

1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?

Having a well-trained workforce with essential skills, to help attract businesses to our communities.

2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

The opportunity to make sure that resources are directed to individuals that would not necessarily have the opportunity to better their place in life, through education and career opportunities.

3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

I have contacts through the Port and local governmental entities that can broaden the network for the PacMtn Workforce Board.

NOMINEE SIGNATURE

PETER LAHMANN

JUNE 19, 2018

Signature

Date


THANK YOU!

FOR YOUR INTEREST IN SERVING ON THE PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT COUNCIL



360.426.2276 office
360.426.2868 fax

310 West Cota Street
Shelton, WA 98584

 ChooseMason.com

June 26, 2018

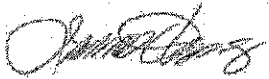
Mason County Commissioners
411 North Fifth Street
Shelton, WA 98584

Re: Pacific Mountain Workforce Development Council

Dear Commissioners:

On behalf of the board of directors of the Economic Development Council of Mason County, I am pleased to request that you nominate Jennifer Baria, Executive Director of the EDC, to fill the vacancy on the Pacific Mountain Workforce Development Council board. Jennifer will join the executive directors of the other counties in the PacMtn region and will bring the benefit of her deep understanding of Mason County and the goals and needs of its people.

Respectfully,



James Thomas
Chair of the Board, EDC



MASON COUNTY
BOARD
OF
COMMISSIONERS

1ST District
RANDY NEATHERLIN

2ND District
KEVIN SHUTTY

3RD District
TERRI DREXLER

Mason County Building 1

411 North Fifth Street

Shelton, WA 98584-3400

(360) 427-9670 ext. 419

(360) 275-4467 ext. 419

(360) 482-5269 ext. 419

Fax (360) 427-8437

July 10, 2018

Pacific Mountain Workforce Development Council
1570 Irving Street
Tumwater, WA 98512

Please accept this as notification that we took action at our July 10, 2018 regular Commission meeting to nominate Jennifer Baria to represent Mason County on the Pacific Mountain Workforce Development Board of Directors.

The nomination letter is enclosed to Pacific Mountain Workforce Development from the Economic Development Council for Jennifer Baria.

Please let us know if you need anything else.

Best regards,

BOARD OF MASON COUNTY COMMISSIONERS

Handwritten signature of Randy Neatherlin in cursive.

Randy Neatherlin
Chair

Handwritten signature of Kevin Shutty in cursive.

Kevin Shutty
Commissioner

Handwritten signature of Terri Drexler in cursive.

Terri Drexler
Commissioner

Board Member Application



Contact information

First Name:	Jennifer Baria	Last Name:	Baria
Address:	310 W. Cota Street		
City:	Shelton	County:	Mason
Zip:	98584		
Email:	jennifer@choosemason.com	Phone:	360.426.2276 360.402.9675 c
Employer:	EDC of Mason County	Position Title:	Executive Director

Representation

<input type="checkbox"/>	Business/Private Industry:	NON-PROFIT		
	County:	Mason	Sector:	
			Number of Employees:	2-3
<input type="checkbox"/>	Organized Labor:			
<input type="checkbox"/>	Apprenticeship:			
<input type="checkbox"/>	State Employment Services:			
<input type="checkbox"/>	Disability-Based Employment/Training:			
<input type="checkbox"/>	Adult Education and Literacy:			
<input type="checkbox"/>	Post-Secondary Higher Education:			
<input type="checkbox"/>	K-12 Education:			
<input type="checkbox"/>	DSHS-Economic Services Administration:			
<input type="checkbox"/>	Community Based Organization:	EDC of Mason County		
<input type="checkbox"/>	Tribal Entity:			

Questions

1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?

We have some local industries experiencing rapid growth while others are declining. More workers with specific skills and credentials to support a particular industry are needed, but local training is being provided by the company. I think there is an issue around career pathways that don't include college. Additionally, there are dramatic changes occurring in many industries and rural communities are challenged with recruiting/developing skilled staff.


2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

We encounter many challenges in building and developing our workforces. This in turn directly impacts our businesses ability to grow. I am looking for clarification and education to be able to engage both state and local partners to achieve their goals, and address the skill needs of my local populations.

3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

Self motivated, goal oriented person • Good understanding of finance, budgeting • Excellent people/public relations, communication and mediation/negotiation skills; adept at conflict management and resolution • Ability to network with communities, economic development professionals and a wide variety of other organizations • Ability to work effectively with community leaders, diverse community groups and all levels of government • Ability to research and analyze information from a wide variety of sources including emerging and existing economic development issues • Ability to analyze problems and seek out innovative solutions • Adept at fostering organizational and business development • Good understanding of land use planning, real estate development, zoning and municipal infrastructure

Nominee Signature



Signature

July 20, 2018

Date

Thank you!

For your interest in serving on the Pacific Mountain Workforce Development Council



COUNTY COMMISSIONERS

John Hutchings
District One
Gary Edwards
District Two
Bud Blake
District Three

BOARD OF COUNTY COMMISSIONERS

March 6, 2018

Winfried Danke
Choice Regional Health Network
1217 Fourth Ave E Ste. 200
Olympia, WA 98506


Dear Mr. Danke:

We are pleased to inform you that on Tuesday, March 6, 2018, the Board of County Commissioners reappointed you to serve on the Pacific Mountain Workforce Development Council.

Staff from the Pacific Mountain Workforce Development Council will contact you regarding the process from this point forward and answer any questions you may have.

We appreciate your willingness to serve the citizens of Thurston County.

Sincerely,



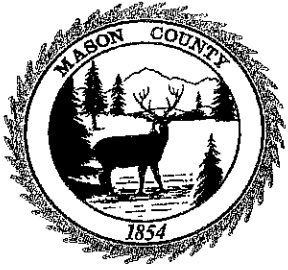
Bud Blake, Chair



John Hutchings, Vice-Chair



Gary Edwards, Commissioner



MASON COUNTY
BOARD
OF
COMMISSIONERS

1st District
RANDY NEATHERLIN

2nd District
KEVIN SHUTTY

3rd District
TERRI DREXLER

Mason County Building 1
411 North Fifth Street
Shelton, WA 98584-3400
(360) 427-9670 ext. 419
(360) 275-4467 ext. 419
(360) 482-5269 ext. 419
Fax (360) 427-8437

April 6, 2018

Jacqueline Early
PO Box 700
Shelton, WA 98584


Dear Jacqueline,

Thank you for your willingness to continue your service on the Pacific Mountain Board. We took action at our March 27th meeting to reappoint you and your term will end June 30, 2021.

We appreciate your willingness to serve on this important board and your leadership is appreciated.

Again thank you for your service.

BOARD OF MASON COUNTY COMMISSIONERS


Randy Neatherlin
Chair


Terri Drexler
Commissioner


Kevin Shutty
Commissioner

✓ cc: PACMTN 1570 Irving Street Tumwater, WA 98512



MASON COUNTY
BOARD
OF
COMMISSIONERS

1ST District
RANDY NEATHERLIN

2ND District
KEVIN SHUTTY

3RD District
TERRI DREXLER

Mason County Building 1
411 North Fifth Street
Shelton, WA 98584-3400
(360) 427-9670 ext. 419
(360) 275-4467 ext. 419
(360) 482-5269 ext. 419
Fax (360) 427-8437

April 6, 2018

Derek Epps
161 E. Buffington Lane
Shelton, WA 98584

Dear Derek,

Thank you for your willingness to continue your service on the Pacific Mountain Board. We took action at our March 27th meeting to reappoint you and your term will end June 30, 2021.

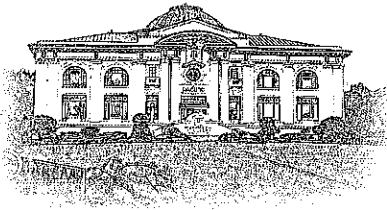
We appreciate your willingness to serve on this important board and your leadership is appreciated.

Again thank you for your service.

BOARD OF MASON COUNTY COMMISSIONERS

 Randy Neatherlin Chair	 Terri Drexler Commissioner	 Kevin Shutty Commissioner
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✓ cc: PACMTN 1570 Irving Street Tumwater, WA 98512



Pacific County COMMISSIONERS

Lisa Olsen, District #1
Frank Wolfe, District #2
Lisa Ayers, District #3

April 10, 2018

Pacific Mountain Workforce Development Council
1570 Irving Street SW
Tumwater, WA 98512

RE: Reappointment of members

The Board of Pacific County Commissioners has chosen to reappoint the following members to a three year term on the Pacific Mountain Workforce Development Council.

Jim Sayce
Bob Hitt

Thank you.

Sincerely,

Lisa Olsen
Chair



COUNTY COMMISSIONERS

John Hutchings
District One
Gary Edwards
District Two
Bud Blake
District Three

BOARD OF COUNTY COMMISSIONERS

March 6, 2018

David Schaffert
President/CEO
Thurston County Chamber
809 Legion Way SE
Olympia WA 98501

Dear Mr. Schaffert:

We are pleased to inform you that on Tuesday, March 6, 2018, the Board of County Commissioners reappointed you to serve on the Pacific Mountain Workforce Development Council.

Staff from the Pacific Mountain Workforce Development Council will contact you regarding the process from this point forward and answer any questions you may have.

We appreciate your willingness to serve the citizens of Thurston County.

Sincerely,



Bud Blake, Chair



John Hutchings, Vice-Chair



Gary Edwards, Commissioner



STAFF MEMORANDUM

TO: PacMtn Elected Official Consortium

FROM: Cheryl B. Fambles, CEO

SUBJECT: Discussion Only--PacMtn WorkSource Requirements and Oversight

DATE: July 26, 2018

Background

Federal workforce legislation, Workforce Innovation and Opportunity Act of 2014, establishes a very complex and complicated set of activities and relationships in the governance of the local workforce system. Because the American Job Center Network/One-Stop system, known as WorkSource in WA is the primary delivery system for services, it has its own specific set of requirements which are similarly complicated. This memo will provide an overview of the primary governance activities and documents for WorkSource. The Consortium will hear from three individuals who will describe various facets of their responsibility and respond to questions.

Corinne Daffern, Associate Director overseeing Adult, Dislocated and Youth direct service activities in the One-Stop WorkSource will describe the interrelationships between parties and the role of the Council to carry out the work.

WORC (WorkSource Operations Regional Collaborative) Member David Schaffert and Steve Perry, WorkSource Systems Manager will provide an overview of the responsibilities of the One-Stop operator, current initiatives and specific challenges.

Cheryl Heywood, WDC Board Member and Taskforce Lead for the One-Stop Ad-Hoc Taskforce will share the Taskforce role and work to date.

Discussion

Beyond operations and service to the dual customer (job seeker and business) there are a number of key actions PacMtn must take in relationship to WorkSource:

- a) **Procure a One-Stop Operator:** The Workforce Innovation and Opportunity Act sets the general expectation that Local Workforce Development Councils will conduct open and competitive procurement processes to designate the One-stop Operator. The activities of the Operator are identified in the Act itself and the provider is accountable to the Board. Employment Security Regional Director, PacMtn CEO and Thurston Chamber CEO have combined forces to form the WorkSource Operations Regional Collaborative (WORC). They



execute an agreement between the parties to carry out the duties of the One-Stop Operator. The WORC hired a Systems Manager to carry out the day-to-day duties. This innovative public private partnership creates shared responsibility and a unique leadership perspective that will enhance customer service, innovation and performance.

- b) **Certify WorkSource:** 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. Certification also ensures that WorkSource services and resources are meeting Federal and State requirements around basic, individual and business services provided to customers. All sites (Center, Affiliate and Connection) must provide some level of basic career services. WorkSource Centers and Affiliates must be able to provide access to additional Individualized Career Services and Business Services to meet the individual needs of businesses and job seekers. 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. PacMtn has Provisionally Certified the following WorkSources and each are working toward full certification.

WorkSource Center—Thurston County
WorkSource Affiliate—Lewis County
WorkSource Affiliate—Mason County
WorkSource Affiliate—Grays Harbor County
WorkSource Connection Site—Long Beach CSO--DSHS
WorkSource Connection Site—South Bend CSO--DSHS
WorkSource Connection Site—Timberland Regional Library (27 sites)
WorkSource Connection Site—North Mason Resources

- c) **Execute a Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA):** As required under WIOA the Memorandum of Understanding (MOU) defines the roles and responsibilities of each partner for the operation of the One-Stop delivery system in Washington State. WIOA requires that each Local Workforce Development Council, with the agreement of the Area's Chief Elected Official, develop and enter into a MOU between the local board and the one-stop partners, with all the entities that serve as partners in the one-stop service delivery system that operates in each LWDB's local area. The MOU must, at a minimum, describe:

- Services to be provided,
- Agreement on how the cost of system services and operations will be funded,



- Methods of One-Stop referral between partners,
- Strategies to meet the needs of individuals with barriers to employment,
- MOU duration and amendment procedures,
- Assurances that the MOU will be reviewed, and if substantial changes have occurred, renewed, at least once every 3-year period.
- Other provisions, consistent with WIOA, signatories determine to be appropriate.

The IFA-Infrastructure Funding Agreement becomes part of the MOU and will address WorkSource One-Stop Infrastructure costs—costs necessary for the general operation of the One-Stop Center and its Affiliates. These include:

- Facility costs such as rent
- Costs of utilities and maintenance
- Equipment(including assistive technology for individuals with disabilities)
- Technology to facilitate access to the One-Stop Center. Including technology used for outreach activities.

Pursuant to federal law and state policy we submitted a fully signed MOU with the Infrastructure Funding Agreement by December 31, 2017. The first IFA agreement was for a 6-month duration, from January 1 through June 30, 2018. The next IFA term will be for PY 18, ending June 2019. That document is out for signature amongst the partners and will be submitted to the State Workforce Board the end of July.

WDC Board Structure and Accountability of WorkSource

WIOA passage underscored the role local workforce councils have in the oversight of the local system. While much of the actual workload and responsibility falls to the CEO and her staff, the contracted services of the WIOA service providers and the One-Stop Operator the Board also must stay apprised of and support the activities of WorkSource.

PacMtn Board has created via charter, the One-Stop Operations Ad-Hoc Taskforce. Membership includes both Board Members, WorkSource partners and interested community members. As the Taskforce Leader, Cheryl Heywood also sits on the Executive Finance Committee. This Committee reviews documents, advises process and ensures the wishes of the Board are upheld. Meetings are held monthly to ensure improvements in service delivery throughout the One-Stop System. Discussions focus on systemic changes that will impact the partnership, financially and otherwise, especially core and required partners called out in WIOA. Cheryl Heywood keeps the Executive Finance and full Board informed on committee tasks and recommendations.



Summary

PacMtn is attentive to its responsibilities for the oversight of WorkSource as an important resource for both community members and businesses. We have developed innovative and thoughtful ways for the partnership to deliver quality services for the region.

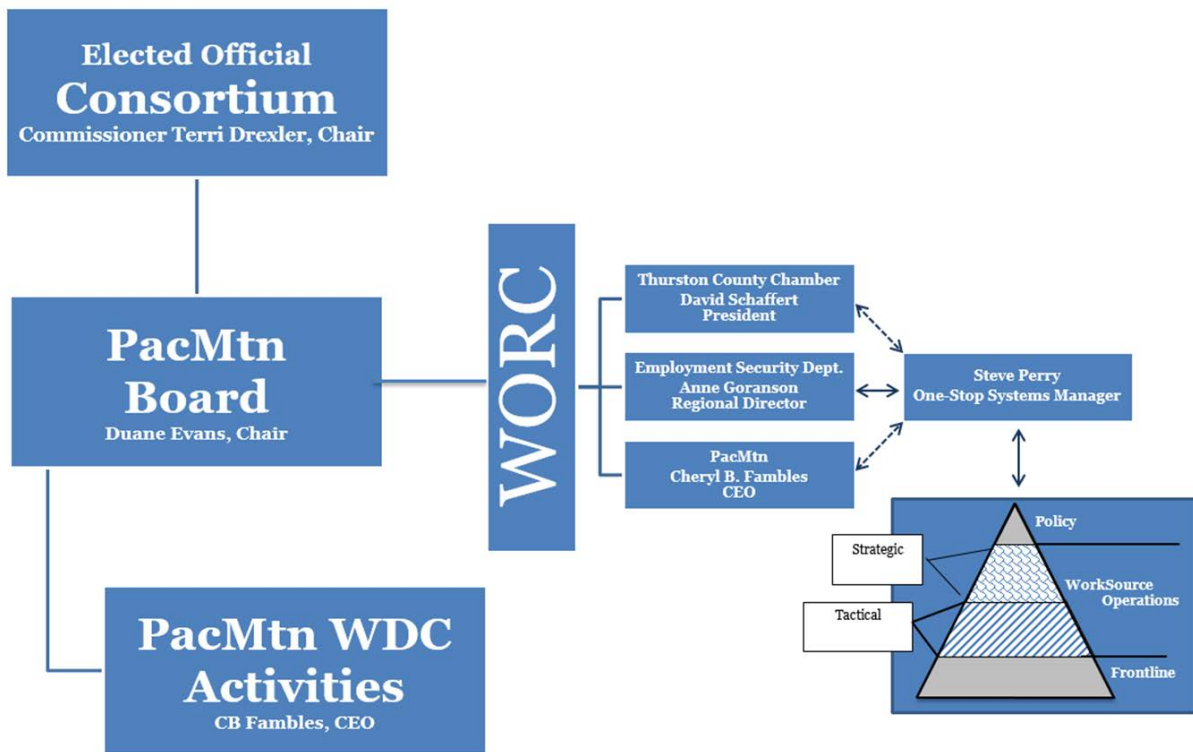
What is the One-Stop Operator

- A set of roles and responsibilities prescribed by Workforce Innovation and Opportunity Act (WIOA) to coordinate service delivery of participating one-stop partners and service providers.

Attachment C



WorkSource Operations Regional Collaborative (WORC)



Who is the One-Stop Operator in Pacific Mountain

- Pacific Mountain WDC formed a collaborative to oversee the WorkSource system.
- Name of the collaborative – WorkSource Operations Regional Collaborative (WORC)
- Members of the collaborative include Thurston County Chamber Executive, Employment Security Dept. Southwest Regional Director, and the CEO of PacMtn WDC.
- WORC hired a WorkSource Systems Manager to implement WIOA and PacMtn’s vision for the area.

Responsibilities of the One-Stop Operator

- Facilitate integrated partnerships that seamlessly incorporate services for customers served by multiple program partners.
- Develop and implement operational policies that reflect an integrated system of performance, communication, and case management.
- Organizes and integrates services by function (rather than by program), when permitted by a program's authorizing statute, as appropriate.
- Establish a culture of continuous improvement and systems to evaluate effectiveness.
- Ensure staff are trained and equipped with skills and knowledge to provide superior services.

Continuous quality improvement

Pacific Mountain WDC is using the WorkSource certification to focus broad attention on continuous quality improvement, as prescribed by WIOA.

WORC identified five areas for improvement:

1. Shared oversight and decision-making
2. Elevate business as a primary customer of system partners
3. Professional development to ensure staff have competencies to provide excellent service
4. Develop a robust voice of the customer strategy
5. Integrated Service Delivery

Current initiatives, status & specific challenges

- On track
- Behind schedule or at risk
- Not started or major setback

Quality Improvement Plan – Develop & implement a quality improvement plan that 1) addresses findings of the certification review committee, 2) builds the framework through which executive priorities can be achieved, and 3) aligns & leverages resources to achieve the vision of WIOA.

Activities	Timeline	Status	Progress, Milestones, 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 more authentic mechanisms to be led by voice of the customer Create a professional development system that ensures staff have and can demonstrate contemporary workforce skills. 	Nov. 2017 to Oct. 2018	<div style="display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="width: 100%; height: 100%; background-color: #4F81BD; margin-bottom: 5px;"></div> <div style="width: 100%; height: 100%; background-color: #4F81BD; margin-bottom: 5px;"></div> <div style="width: 100%; height: 100%; background-color: #FFC000;"></div> </div>	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 process 3 initiatives under development: <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 Challenges: <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 - Defining <u>PacMtn</u> ISD model

What is WorkSource

- Partnership of state, local and nonprofit agencies.
- Access services electronically or through a network of more than 60 locations.
- Last year, WorkSource helped 170,000 workers and nearly 5,600 employers.
- Studies show that people who use WorkSource services find work faster and earn more money.

One-Stop vs. One-Stop Operator, vs. One-Stop and Operations Committee

- One-Stop – is called WorkSource in Washington State. They are part of the national American Job Center network
- The One-Stop – Operator is a set of roles and requirements described in workforce legislation (WIOA) to provide oversight, direction and accountabilities for WorkSource partners.
- The One-Stop and Operations Committee – is WDC taskforce that provides recommendations and policy guidance for WorkSource.