

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

Friday, November 17, 2017 ▪ 1:00 - 3:00 pm

WorkSource Thurston ▪ John Loyle Room

Online: [pacmtn.adobeconnect.com/consortium](http://pacmtn.adobeconnect.com/consortium)

888-537-7715 ▪ Passcode: 60526531#



## **I. Convene: Welcome – Commissioner Drexler**

- A. Self-Introductions
  - Welcome Commissioner Randy Ross
- B. Establish Quorum
- C. Review of Today's Agenda
- D. WDC Consortium Chair Comments
  - Discussion of Designated Commissioner Proxies
- 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 July 2017 Consortium Minutes (Attachment #1)

## **III. Action Items**

- A. Motion to approve the By-Law Change and Board Engagement Follow Up (Attachment #2)
- B. Motion to Approve PY17 Final Budget: Recommendation from Executive Finance Committee (Attachment #3)
- C. Motion to Approve: Appointment of New Board Member Nominees (Attachment #4)
  - Dawn Murphy, Regional – Basic Education Acquisition (BedA)

## **IV. Discussion and Informational Reports**

- A. Status Update: Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) (Attachment #5)

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

### Upcoming Meetings

<b>Date</b>	<b>Location</b>
<b>WDC Year End Celebration Thursday, December 14, 2017</b>	<b>Olympic College Shelton, WA</b>
<b>WDC Retreat Thursday, January 25, 2018</b>	<b>TBD</b>
<b>March 30, 2018</b>	<b>TBD</b>
<b>July 27, 2018</b>	<b>TBD</b>
<b>November 30, 2018</b>	<b>TBD</b>
<b>WDC Year End Celebration Thursday, December 27, 2018</b>	<b>TBD</b>

### 2017 – 2018 Consortium Members

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

**PacMtn Workforce Development Council**  
 Elected Official Consortium Meeting Minutes  
 Friday, July 28, 2017 ▪ 11:00 am – 1:00 pm  
 Thurston County Commissioner's Meeting Room  
 2000 Lakeridge Dr. SW ▪ Room 280 ▪ Bldg. 1



**Member List**

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

**Attendees:** Commissioner Drexler, Commissioner Hutchings, Commissioner Olsen (by phone), Commissioner Stamper (phone), Jim Larson, Peter Lahmann

**Staff:** Cheryl Fambles, Vanessa Wasman, Corinne Daffern, Bridget Lockling

**Excused:** Commissioner Raines

**I. Convene: Welcome – Commissioner Drexler**

- A. The meeting was called to order at 11:02 am and quorum was established. The group began with self-introductions. Commissioner Terri Drexler was congratulated on her name change from Jeffreys to Drexler due to her recent marriage. The agenda was reviewed and no changes were made.
- B. Jim Larson gave an update on the June 2017 Executive Finance Committee meeting saying that the PY17 Preliminary Budget was approved as Recommended Do Pass approval. Jim also mentioned the approval of the Quarterly Financial Statements, and the changes to the O'Bee CD account. He briefly mentioned the approval of the One Stop MOU and said that Corinne would be reporting on this later in the meeting. Jim's report was followed by Cheryl's CEO Report found on our website.
- C. Cheryl reminded the Commissioners about the Consortium Operating document that was discussed at the March 2017 meeting and requested the Commissioner's signature for that document as part of the finalization process. She reviewed some of the data charts and Commissioners asked questions about the standard Unemployment percent calculation (U3) and how other calculations might be more descriptive of the circumstances here (U5 or U6). Cheryl will research the matter and report back to Commissioners on the issue. Her report ended with a viewing of the Camo2Commerce Apprenticeship & Career Opportunities video. Peter Lahmann led a lively discussion regarding the process to find and connect to any of the 170 apprenticeship opportunities in the state.

**II. Consent Agenda – Motion to Approve March 2017 Consortium Minutes**

- A. The minutes from the last Consortium meeting were reviewed with no changes.  
*Commissioner Hutchings motioned, seconded by Commissioner Stamper to approve the March 2017 Consortium Minutes. Motion carries.*

### III. Action Items

**A. Motion to Approve PY17 Preliminary Budget** Bridget Lockling reviewed this item starting with the PY17 Revenues and Expenses breakdown report on page 18 of the agenda packet. She explained the different groups of grants and other sources of revenue and funding as well as the different areas of expenses and the programs those funds are directed towards. She also reviewed the current Project Tracking document. In answer to a Commissioner question, she explained that with WIOA formula dollars, when PacMtn has utilized 70% of the allocation in the year the grant is awarded we can carry over any unexpended amounts with intent to spend the other 30% within the following year. *Commissioner Hutchings motioned, seconded by Commissioner Olsen to approve the PY17 Preliminary Budget.*  
**Motion carries.**

**B. Motion to Approve: Appointment of New Board Member Nominees; Steve Rogers of Pacific County and Winfried Danke of Thurston County.** The Commissioners reviewed the applications and endorsement letters for both nominees. With high praise for both candidates *Commissioner Stamper motioned, seconded by Commissioner Hutchings to approve Steve Rogers and Winfried Danke to the PacMtn WDC.*  
**Motion carries.**

### IV. Discussion & Informational Reports

**A. WorkSource Memorandum of Understanding (MOU)** – Corinne reviewed the different elements of the MOU with emphasis on the partner meetings, and explained the Local Workforce System and One Stop graphic (attached) that describes the different layers of organizations that help carry out this part of the Workforce Innovation and Opportunity Act and the partnerships involved. She went over the volume of public comment responses and the edits that followed those responses. Corinne also discussed the recent Technical Assistance meeting that helped partners interested in becoming a certified AJC site.

**B. Board Engagement & Proposed Bylaw Modification** – Cheryl reviewed this memo and the Board member attendance metrics. She explained the membership options that might better capture Board Member interest and availability. The Consortium will take action at their next meeting in November regarding approval of the changes to the PacMtn Bylaws and Agreement between the PacMtn Consortium and WDC that will reduce the total number of Board seats while still complying with Federal law and State policy. There was also discussion on how to best reach out to those Board members whose participation is waning. It was decided that the Commissioners would reach out individually to their Board members to check in on their continuing interest and attendance. Cheryl agreed to prepare a set of notes Commissioners could use when discussing this matter with their Members.

### V. Discussion & Deliberation: Good of the Order & Public Comment No discussions or announcements. Meeting adjourned at 12:26 pm

Submitted by: Vanessa Wasman, Program Assistant



## MEMO

To: PacMtn Consortium Members  
 From: Cheryl B. Fambles  
 Subject: PacMtn Board Member Attendance and Proposed By-law Change

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### **Background**

At the March 31 and July 28, 2017 Consortium Meetings, the Consortium discussed WDC Board Member participation and engagement. It was noted that Board Members agree to attend at least 75% of Board and Committee meetings combined per year. For most, this amounts to an average of 12-15 meetings a year or an estimated 25-35 meeting hrs/year. The vastness of the PacMtn geographic area can also add significant travel time. Trying to offset travel time PacMtn has an on-line meeting or telephone option that enables full participation.

Since the reconstitution of the Board in 2016, Board leadership has been working to engage Members, making the experience more meaningful and soliciting feedback on ways to improve. They have agreed to a process whereby the Chair would speak to individuals whose participation is lacking or waning to determine what can be done to improve involvement. They also voted to approve the By-Law change that would reduce the number of Members, but still keep the business majority.

Reducing total Board composition to 23 Board Members could help alleviate some of the pressure. Each of the five counties would nominate for appointment two (2) business individuals, equaling a total of 10. Two additional At-Large Sector Business representatives, not tied to a specific county, would be appointed by the Consortium and eleven regional/agency representatives who would be sought from regional sectors of importance. This equals a maximum of 23 WDC members.

The Consortium reviewed this matter and agreed in content, but desired to hear from the WDC Board and to ensure the 30 day notice be fully actualized before the vote. Both have been achieved. If the Consortium votes to approve the By-Law change the Board composition would be as follows:

**PacMtn's mission is to lead dynamic regional workforce development that enhances economic success**

**2015-2017 PacMtn Workforce Development Council Board Roster**

**Chairperson:** Duane Evans

**Vice-Chairperson:** Jim Larson

**Chairperson-Elect:** Vacant

**Secretary/Treasurer:** Peter Lahmann

**Grays Harbor County Representatives**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL ADDRESS</b>	<b>REP.</b>	<b>TERM EXPIRES</b>
<b>1. Alissa Shay</b>	Manager of Bus Dev Port of Grays Harbor 150 Technology Lane, Suite 100 Elma, WA 98541	(360) 482-1651	ashay@portgrays.org	Business: Logistics Cross Sector	6/30/19
<b>2. Dru Garson</b>	CEO of Greater Grays Harbor Inc. 506 Duffy Street Aberdeen, WA 98520	(360) 532-7888 Ext. 102	dru@graysharbor.org	Business: Economic Development	6/30/18

**Lewis County Representatives**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL ADDRESS</b>	<b>REP.</b>	<b>TERM EXPIRES</b>
<b>3. Duane Evans</b>	Vice President Port Blakely US Forestry 8133 River Drive SE Tumwater, WA 98501	(360) 596-9423  Cell (360) 280-4381	devans@portblakely.com	Business: Wood Products Manufacturing	6/30/19
<b>4. Vacant</b>					

**Mason County Representatives**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL ADDRESS</b>	<b>REP.</b>	<b>TERM EXPIRES</b>
<b>5. Jacqueline Earley</b>	Human Resources Sierra Pacific Industries 421 South Front Street Shelton, WA 98584	(360) 427-8217	JEarley@spi-ind.com	Business: Wood Products Manufacturing	6/30/18
<b>6. Derek Epps</b>	Seattle Shellfish 161 E. Buffington Lane Shelton, WA 98584	(360)462-0404 x.202	depps@seattleshellfish.com	Business: Aquaculture/ Food Production	6/30/18

**Pacific County Representatives**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL ADDRESS</b>	<b>REP.</b>	<b>TERM EXPIRES</b>
<b>7. Jim Sayce</b>	Executive Director Pacific County EDC 600 Washington Ave Raymond, WA 98577	(360) 875-9330	saycej@pacifiedc.org	Business: Economic Development	6/30/18
<b>8. Steve Rogers</b>	Pacific County Historical Society & Museum PO Box 1120 South Bend, WA 98586	(360) 942.7990	sdrogers@willapabay.org	Business: Tourism and Recreation	6/30/19

**Thurston County Representatives**

NAME	ADDRESS	PHONE	EMAIL ADDRESS	REP.	TERM EXPIRES
<b>9. Michael Cade</b>	Executive Director Thurston County EDC 4220 6 <sup>th</sup> Ave SE Lacey, WA 98503	(360) 754-6320	mcade@thurstonedc.com	Business: Economic Development	6/30/19
<b>10. David Schaffert</b>	President/CEO Thurston County Chamber 809 Legion Way Southeast Olympia, WA 98501	(360) 357-3362	DSchaffert@thurstonchamber.com	Business: Private Sector Enterprise	6/30/18

**Regional Business and Industry Representatives**

NAME	ADDRESS	PHONE	EMAIL ADDRESS	REP.	TERM EXPIRES
<b>11. Bob Hitt</b>	Owner Toad Hall Cranberry Farms 2525 Evergreen Rd Grayland, WA 98547	(360) 267-4922	bobhittphotography@gmail.com	Business: Food Manufacturing	6/30/18
<b>12. Winfried Danke</b>	CHOICE Regional Health Network 1217 Fourth Ave E Ste 200 Olympia, WA 98506	425-274-5074	dankew@crhn.org	Business: Life Sciences	6/30/18

**Regional Agency Representatives**

NAME	ADDRESS	PHONE	EMAIL ADDRESS	REP.	TERM EXPIRES
<b>13. Anne Goranson</b>	Regional Director Pacific Mountain Area Employment Security Dept. 1570 Irving St SW Tumwater, WA 98512	(360) 570-4231	AGoranson@esd.wa.gov	Wagner-Peyser Employment Service	6/30/18
<b>14. Jim Larson</b>	President/CEO Morningside PO Box 7936 Olympia, WA 98507	(360) 943-0512 Ext. 102	jl Larson@mside.org	CBO/ Serves Disabled Populations	6/30/18
<b>15. Peter Lahmann</b>	Apprenticeship Coordinator/Instructor Northwest Laborers-Employers Training Trust 27055 Ohio Avenue Kingston, WA 98346	(360) 870-0706	lahmann@localaccess.com	Labor - Apprenticeship	6/30/18
<b>16. Kairie Pierce</b>	Labor Liaison Washington State Labor Council 906 Columbia St Olympia, WA 98501	(360) 570-5167 Cell (360) 791-1583	kpierce@wslc.org	Labor	6/30/19
<b>17. Cheryl Heywood</b>	Director Timberland Regional Library 415 Tumwater Blvd, SW Tumwater, WA 98501-5799	(360) 943-5001	cheywood@trl.org	CBO/ Serves All Populations	6/30/18

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL ADDRESS</b>	<b>REP.</b>	<b>TERM EXPIRES</b>
<b>18. Dawn Murphy (Nominee)</b>	South Puget Sound Community College 2011 Mottman Rd SW Olympia, WA 98512	(360) 596-5504	Dmurphy1@spscc.edu	BedA	6/30/18
<b>19. Dr. Jim Minkler</b>	President Grays Harbor College 1620 Edward P. Smith Dr. Aberdeen, WA 98520	(360) 538-4000	jim.minkler@ghc.edu	Postsecondary Higher Ed	6/30/19
<b>20. Mike Hickman</b>	Assistant Superintendent ESD #113 6005 Tye Dr SE Olympia, WA 98512	(360) 464-6710	mhickman@esd113.org	K-12 Education	6/30/19
<b>21. Bob Guenther</b>	President Thurston-Lewis-Mason Counties Labor Council 376 State Rt. 508 Chehalis, WA 98532	(360) 262-3484  Cell (360) 520-9575	gbob294@aol.com	Organized Labor	6/30/18
<b>22. Jason Reed</b>	Administrator/Community Services Div, Olympia CSO DSHS 6860 Capitol Blvd SE Tumwater, WA 98511	(360) 725-6622  Cell (360) 584-7054	Reedje@dshs.wa.gov	TANF-DSHS	6/30/18
<b>23. Paul Vertrees</b>	Area 3 Administrator DSHS/Division of Vocational Rehabilitation 1892 Brittany Lane SW #2335 Tumwater, WA 98512	(360) 664-3065	VertrJP@dshs.wa.gov	Vocational Rehab	6/30/18



### **Recommended Action**

Move to approve County specific appointment of business/private sector representatives to two (2) per County. Two additional At Large business/private sector representatives would be appointed by the Consortium. This ratio of 12 business/private sector to 11 regional/agency representatives keeps the required business representative majority.

18. Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

### **Section 2**

PacMtn WDC shall comply with Workforce Innovation and Opportunity Act, applicable Federal Regulations, applicable State Laws, Rules and Regulations and State of Washington Provisions.

### **Section 3**

PacMtn WDC may pursue additional non-WIOA funds to develop ideas and programs that meet the general purpose of PacMtn WDC.

## **ARTICLE V**

### **Board of Directors**

#### **Section 1**

In accordance with the Pacific Mountain Workforce Consortium Agreement, the Consortium shall appoint Directors to the Board from individuals nominated pursuant to the applicable laws and adopted guidelines.

#### **Section 2**

PacMtn WDC shall consist of a maximum of ~~26~~23 directors.

#### **Section 3**

Initial appointments to PacMtn WDC shall be staggered proportionally for two, three and four years as determined by the Consortium upon appointment. Subsequent appointments for a maximum of 3 terms will be for three years. Director shall remain seated until a new appointment is made to fill the seat.

#### **Section 4**

All regular terms shall begin on the first day of July and shall end on the last day of June.

#### **Section 5**

Any vacancies in the membership of PacMtn WDC shall be filled in the same manner as the original appointments and shall serve until the end of the term of the position.

#### **Section 6**

PacMtn WDC Directors serve on a voluntary, non-salaried basis. Directors may receive reimbursement for expenses and mileage while conducting PacMtn WDC business.

## **ARTICLE VI**

### **Officers of the Corporation**

#### **Section 1**

The officers of PacMtn WDC shall be a Chairperson, Chairperson-Elect, Vice-Chairperson and a Secretary/Treasurer.



**MEMORANDUM**

To: PacMtn WDC Executive Finance Committee  
From: Bridget Lockling, Director of Finance & Administrative Services  
Date: November 17, 2017  
Subject: Adoption of PY17 Final Budget

**PY17 Final Budget**

The Final Budget provides an update to our revenue by including new and revised grants and final carry in amounts. Overall the changes from the preliminary budget are minor. The revenue for the Final Budget has increased by over \$500,000. This is largely in part to increased carry in from C2C from expenses not coming in PY16 as anticipated, and a new Rapid Response grant that is aimed at increasing DW enrollments, improving systems and preventing future layoffs. Our Sector Strategies NEG grant was reopened with an extension through April 30, 2018 to continue our support of our wood products sector. Our Formula grant allocations were less than we originally anticipated, but overall funding available from increased carry in created a higher balance from the preliminary budget. WorkFirst funds decreased significantly from anticipated award. This was due to an overall statewide reduction in funds by DSHS.

Expenses increased commensurately with revenues, new contracts for the Rapid Response and existing contracts modified according to actual carry in. The aggregate changes in the admin office budget resulted in an increase of \$44,500. This is from filling a position that was filled late and the need to cover professional services such as grant writing and expanding IT support for necessary upgrades. Overall carry forward amounts for PY18 increased by over \$100,000.

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

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

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

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



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

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

WIOA Admin Cost Pool (ACP)	-	-	-	2,000.00	795,822.84	797,822.84
WIOA Adult	923,413.00	228,247.00	25,000.00	3,000.00	332,989.40	1,512,649.40
WIOA Dislocated Worker	1,250,898.40	218,831.38	109,204.49	7,591.95	382,614.51	1,969,140.73
WIOA Youth	1,029,466.00	-	105,334.13	3,000.00	264,499.13	1,402,299.26
<i>Subtotal</i>	3,203,777.40	447,078.38	239,538.62	15,591.95	1,775,925.88	5,681,912.23

**Competitive WIOA' Grants**

YouthWorks 2 (7/1/16 - 6/30/18)	28,352.72	-	-	-	5,724.95	34,077.67
Camo2Commerce (1/1/14 - 12/31/17)	2,542,369.94	153,256.38	-	-	266,483.15	2,962,109.47
Sector Strategies NEG (5/1/17-4/30/18)	121,130.78	-	-	-	9,117.37	130,248.15
Rapid Response Initiatives (2/3/17 - 4/30/18)	238,937.44	-	60,000.00	-	79,524.16	378,461.60
Rapid Response Increased Employment (TBD-6/30/18)	165,000.00	-	-	-	66,883.00	231,883.00
TAP-Upskill/Backfill-Hospitality (4/18/17 - 8/31/17)	-	-	-	9,500.00	670.52	10,170.52
TAP-Upskill/Backfill-Healthcare (6/28/17 - 12/31/18)	252,000.00	-	-	-	23,000.00	275,000.00
<i>Subtotal</i>	3,347,790.88	153,256.38	60,000.00	9,500.00	451,403.15	4,021,950.41

**Department of Commerce Grants**

WorkFirst (Community Jobs) (7/1/17-6/30/18)	1,158,697.40	-	5,500.00	-	205,446.60	1,369,644.00
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**Department of Social & Health Services Grants**

Juvenile Rehabilitation - My JOB (5/1/16-7/15/19)	1,411,000.00	-	3,000.00	15,000.00	571,000.00	2,000,000.00
Dept of Voc Rehabilitation -PreEmployment Skills (3/16/16-3/15/18)	79,585.00	-	-	-	16,533.05	96,118.05
<i>Subtotal</i>	1,490,585.00	-	3,000.00	15,000.00	587,533.05	2,096,118.05

**Other' Grants**

Thurston County Jail Program (1/1/17 - 12/31/17)	54,714.41	-	-	-	7,696.56	62,410.97
Dawkins Trust	1,989.60	-	-	-	-	1,989.60
GH Foundation	7,945.38	-	-	-	-	7,945.38
Microsoft	20,364.57	-	-	-	-	20,364.57
Saltchuk	7,768.36	-	-	-	-	7,768.36
<i>Subtotal</i>	92,782.32	-	-	-	7,696.56	100,478.88

<b>Total Revenue</b>	<b>9,293,633.00</b>	<b>600,334.76</b>	<b>308,038.62</b>	<b>40,091.95</b>	<b>3,028,005.24</b>	<b>13,270,103.57</b>
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**Budgeted Expenditures:**

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
<b>WIOA Formula</b>						
Adult Contracted Programs (Career Path Services)	923,413.00	-	-	-	-	923,413.00
Dislocated Worker Contracted Programs (Career Path Services)	1,143,117.00	-	-	-	-	1,143,117.00
Youth Contracted Programs (ResCare)	1,029,466.00	-	-	-	-	1,029,466.00
Incumbent Worker Training (TBD)	100,000.00	-	-	-	-	100,000.00
Advanced Manufacturing	-	-	89,874.59	-	-	89,874.59
Business Services (Thurston Co. Chamber)	-	447,078.38	-	-	-	447,078.38
Work-Based Learning/Career Connections/AmeriCorps support	-	-	80,334.13	-	-	80,334.13
Career Pathways, Outreach, Misc	-	-	19,329.90	15,591.95	-	34,921.85
High Impact Grants-Youth & Young Adult	-	-	50,000.00	-	-	50,000.00
<i>Subtotal</i>	3,195,996.00	447,078.38	239,538.62	15,591.95	-	3,808,330.36
<b>WIOA Competitive</b>						
YouthWorks 2 Contracted - IMPACT (Big Brother Big Sisters)	28,352.72	-	-	-	-	28,352.72
Camo2Commerce In-house Program	2,356,369.94	-	-	-	-	2,356,369.94
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WFC)	186,000.00	153,256.38	-	-	-	339,256.38
Sector Strategies NEG (CPS)	121,130.78	-	-	-	-	121,130.78
Rapid Response Initiatives Contracted (CPS, TBD)	238,937.44	-	60,000.00	-	-	298,937.44
Rapid Response Increased Employment	165,000.00	-	-	-	-	165,000.00
TAP-Hospitality Contracted (WA Hospitality Assoc)	-	-	-	9,500.00	-	9,500.00
TAP-Healthcare Contracted (SPSCC, Centralia College)	252,000.00	-	-	-	-	252,000.00
<i>Subtotal</i>	3,347,790.88	153,256.38	60,000.00	9,500.00	-	3,570,547.26

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
<b>WorkFirst &amp; Other</b>						
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,158,697.40		5,500.00			1,164,197.40
Thurston County PREP Jail In house Program	54,714.41					54,714.41
Dawkins Trust	0		1,989.60			1,989.60
DVR - Contracted	79,585.00					79,585.00
JRA In-house Program	648,633.00		3,000.00			651,633.00
JRA - Contracted	-			15,000.00		15,000.00
Grays Harbor Foundation	7,945.38					7,945.38
Microsoft	20,364.57			-		20,364.57
Saltchuk	7,768.36			-		7,768.36
Subtotal	1,977,708.12	-	10,489.60	15,000.00	-	2,003,197.72
<b>Program Expense Total</b>	<b>8,521,495.00</b>	<b>600,334.76</b>	<b>310,028.22</b>	<b>40,091.95</b>	<b>-</b>	<b>9,471,949.93</b>
<b>Administrative Services</b>						
<b>Administrative Office Operations</b>						
Salaries					927,738.30	927,738.30
Benefits					391,310.34	391,310.34
Travel & Training					62,260.00	62,260.00
Professional Services					109,920.00	109,920.00
Facilities					89,281.00	89,281.00
Supplies & Communications					35,400.00	35,400.00
Equip/Maintenance/Rentals					12,000.00	12,000.00
Depreciation					10,560.00	10,560.00
Insurance					16,750.00	16,750.00
Memberships					15,770.00	15,770.00
Community Outreach					25,000.00	25,000.00
Misc					9,500.00	9,500.00
Transfer to Unrestricted					(3,750.00)	(3,750.00)
Admin Office Subtotal					1,701,739.64	1,701,739.64
<b>Transition &amp; AJC Activities</b>						
Staffing					-	-
Subcontracts					78,500.00	78,500.00
Transition Subtotal					78,500.00	78,500.00
<b>One Stop Operator</b>						
Staffing					-	-
Subcontracts					100,000.00	100,000.00
One Stop Operator Subtotal					100,000.00	100,000.00
<b>Administrative Expense Total</b>					<b>1,880,239.64</b>	<b>1,880,239.64</b>
<b>Total Expenditures</b>	<b>8,521,495.00</b>	<b>600,334.76</b>	<b>310,028.22</b>	<b>40,091.95</b>	<b>1,880,239.64</b>	<b>11,352,189.57</b>

<b>Admin Office Formula Carry Forward to PY18</b>	<b>634,269</b>
<b>Admin Office Carry Forward Ongoing Grants to PY18</b>	<b>313,239</b>
<b>Program Carry Forward Ongoing Grants to PY18</b>	<b>762,367</b>
<b>Total Carry Forward to PY18</b>	<b>1,709,875</b>

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



	Total-PY17 Final	Total-PY17 Preliminary	Difference	Comments
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**Budgeted Revenues:**

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

WIOA Admin Cost Pool (ACP)	797,822.84	792,169.00	5,653.84	More carry in than estimated, smaller grant award
WIOA Adult	1,512,649.40	1,555,776.70	(43,127.30)	More admin office carry in than estimated, smaller grant award and rescission
WIOA Dislocated Worker	1,961,359.33	1,909,135.50	52,223.83	More admin office carry in than estimated, smaller grant award
WIOA Youth	1,402,299.26	1,400,620.00	1,679.26	More admin office carry in than estimated, smaller grant award
<b>Subtotal</b>	<b>5,674,130.83</b>	<b>5,657,701.20</b>	<b>16,429.63</b>	

**Competitive WIOA' Grants**

YouthWorks 2 (7/1/16 - 6/30/18)	34,077.67	23,000.00	11,077.67	More carry in than estimated
Camo2Commerce (1/1/14 - 12/31/17)	2,962,109.47	2,576,000.00	386,109.47	More carry in than estimated
Sector Strategies NEG (5/1/17-4/30/18)	130,248.15	-	130,248.15	Reopened grant and extended timeline
Rapid Response Initiatives (2/3/17 - 4/30/18)	378,461.60	377,369.00	1,092.60	More carry in than estimated
Rapid Response Increased Employment (TBD-6/30/18)	231,883.00	-	231,883.00	New grant
TAP-Upskill/Backfill-Hospitality (4/18/17 - 8/31/17)	10,170.52	12,300.00	(2,129.48)	Less carry in than estimated
TAP-Upskill/Backfill-Healthcare (6/28/17 - 12/31/18)	275,000.00	275,000.00	-	
<b>Subtotal</b>	<b>4,021,950.41</b>	<b>3,263,669.00</b>	<b>758,281.41</b>	

**Department of Commerce Grants**

WorkFirst (Community Jobs) (7/1/17-6/30/18)	1,369,644.00	1,622,483.00	(252,839.00)	Smaller grant award
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**Department of Social & Health Services Grants**

Juvenile Rehabilitation - My JOB (5/1/16-7/15/19)	2,000,000.00	2,000,000.00	-	
Dept of Voc Rehabilitation -PreEmployment Skills (3/16/16-3/15/18)	96,118.05	104,512.00	(8,393.95)	Less carry in than estimated
<b>Subtotal</b>	<b>2,096,118.05</b>	<b>2,104,512.00</b>	<b>(8,393.95)</b>	

**Other' Grants**

Thurston County Jail Program (1/1/17 - 12/31/17)	62,410.97	53,731.00	8,679.97	More carry in than estimated
Dawkins Trust	1,989.60	-	1,989.60	More carry in than estimated
GH Foundation	7,945.38	10,000.00	(2,054.62)	Less carry in than estimated
Microsoft	20,364.57	20,000.00	364.57	
Saltchuk	7,768.36	20,000.00	(12,231.64)	Less carry in than estimated
<b>Subtotal</b>	<b>100,478.88</b>	<b>103,731.00</b>	<b>(3,252.12)</b>	

<b>Total Revenue</b>	<b>13,262,322.17</b>	<b>12,752,096.20</b>	<b>510,225.97</b>	
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**Budgeted Expenditures:**

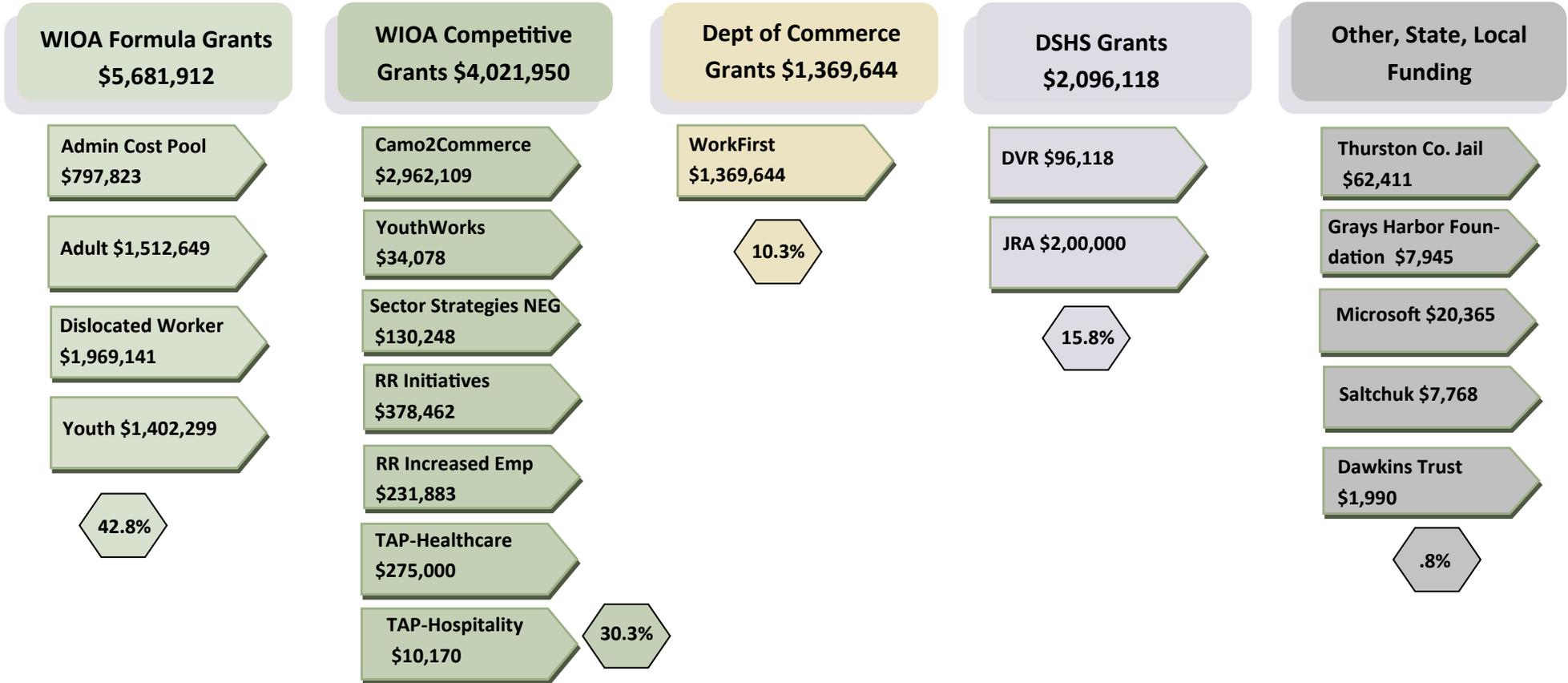
	Total-PY17 Final	Total-PY17 Preliminary	Difference	Comments
<b>Program Services</b>				
<u>WIOA Formula</u>				
Adult Contracted Programs (Career Path Services)	923,413.00	1,001,199.00	(77,786.00)	Smaller grant award and less contractor carry in than estimated
Dislocated Worker Contracted Programs (Career Path Services)	1,143,117.00	1,206,422.00	(63,305.00)	Smaller grant award and less contractor carry in than estimated
Youth Contracted Programs (ResCare)	1,029,466.00	1,059,627.00	(30,161.00)	Smaller grant award and less contractor carry in than estimated
Incumbent Worker Training (TBD)	100,000.00	100,000.00	-	
Advanced Manufacturing	89,874.59	-	89,874.59	More carry in than estimated
Business Services (Thurston Co. Chamber)	447,078.38	456,250.00	(9,171.62)	Less carry in than estimated
Work-Based Learning/Career Connections/AmeriCorps support	80,334.13	75,000.00	5,334.13	Added in balance from High Impact
Career Pathways, Outreach, Misc	34,921.85	40,000.00	(5,078.15)	Less carry in than estimated
High Impact Grants-Youth & Young Adult	50,000.00	50,000.00	-	
Subtotal	3,898,204.95	3,988,498.00	(90,293.05)	
<u>WIOA Competitive</u>				
YouthWorks 2 Contracted - IMPACT (Big Brother Big Sisters)	28,352.72	12,000.00	16,352.72	Moved more funds to contractor from admin
Camo2Commerce In-house Program	2,356,369.94	2,100,000.00	256,369.94	More carry in than estimated
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WFC)	339,256.38	198,000.00	141,256.38	Higher WFC contract than estimated, added training dollars
Sector Strategies NEG (CPS)	121,130.78	-	121,130.78	Reopened contract-anticipated amount
Rapid Response Initiatives Contracted (CPS, TBD)	298,937.44	327,369.00	(28,431.56)	Less contractor carry in than estimated
Rapid Response Increased Employment	165,000.00	-	165,000.00	New award
TAP-Hospitality Contracted (WA Hospitality Assoc)	9,500.00	10,000.00	(500.00)	
TAP-Healthcare Contracted (SPSCC, Centralia College)	252,000.00	252,000.00	-	
Subtotal	3,570,547.26	2,899,369.00	671,178.26	
<u>WorkFirst &amp; Other</u>				
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,164,197.40	1,422,483.00	(258,285.60)	Smaller grant than estimated
Thurston County PREP Jail In house Program	54,714.41	50,731.00	3,983.41	More carry in than estimated
Dawkins Trust	1,989.60	-	1,989.60	More carry in than estimated
DVR - Contracted	79,585.00	95,000.00	(15,415.00)	Less contractor carry in than estimated
JRA In-house Program	651,633.00	710,137.00	(58,504.00)	Smaller budget needed due to staffing changes
JRA - Contracted	15,000.00	15,000.00	-	
Grays Harbor Foundation	7,945.38	10,000.00	(2,054.62)	Less contractor carry in than estimated
Microsoft	20,364.57	20,000.00	364.57	More carry in than estimated
Saltchuk	7,768.36	20,000.00	(12,231.64)	Less carry in than estimated
Subtotal	2,003,197.72	2,343,351.00	(340,153.28)	
<b>Program Expense Total</b>	<b>9,471,949.93</b>	<b>9,231,218.00</b>	<b>240,731.93</b>	

	Total-PY17 Final	Total-PY17 Preliminary	Difference	Comments
<b>Administrative Services</b>				
<u>Administrative Office Operations</u>				
Salaries	927,738.30	903,452.31	24,285.99	Added in new specialist position, wage increases as of Jan 1
Benefits	391,310.34	395,457.02	(4,146.68)	Added in new specialist position, increase from related wage increase, reduced medical insurance rates
Travel & Training	62,260.00	61,300.00	960.00	More WWA conference attendance
Professional Services	109,920.00	89,920.00	20,000.00	Additional grant writing and computer support services-IT changes and upgrades
Facilities	89,281.00	89,281.00	-	
Supplies & Communications	35,400.00	35,400.00	-	
Equip/Maintenance/Rentals	12,000.00	12,000.00	-	
Depreciation	10,560.00	10,560.00	-	
Insurance	16,750.00	16,750.00	-	
Memberships	15,770.00	14,370.00	1,400.00	Increase in membership dues
Community Outreach	25,000.00	23,000.00	2,000.00	Regional event support
Misc	9,500.00	9,500.00	-	
<u>Transfer to Unrestricted</u>	<u>(3,750.00)</u>	<u>(3,750.00)</u>	<u>-</u>	
Admin Office Subtotal	1,701,739.64	1,657,240.33	44,499.31	
<u>Transition &amp; AJC Activities</u>				
Staffing	-	-	-	
<u>Subcontracts</u>	<u>78,500.00</u>	<u>40,000.00</u>	<u>38,500.00</u>	Funds from new RR grant
Transition Subtotal	78,500.00	40,000.00	38,500.00	
<u>One Stop Operator</u>				
Staffing	-	-	-	
<u>Subcontracts</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>-</u>	
One Stop Operator Subtotal	100,000.00	100,000.00	-	
<b>Administrative Expense Total</b>	<b>1,880,239.64</b>	<b>1,797,240.33</b>	<b>82,999.31</b>	
<b>Total Expenditures</b>	<b>11,352,189.57</b>	<b>11,028,458.33</b>	<b>323,731.24</b>	

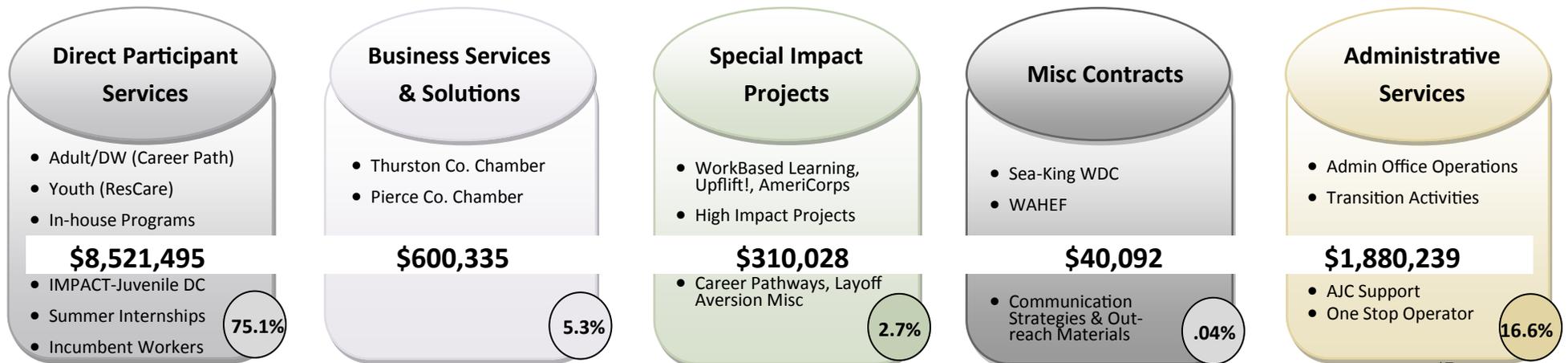
<i>Admin Office Formula Carry Forward to PY18</i>	<i>634,269</i>	<i>547,263</i>
<i>Admin Office Carry Forward Ongoing Grants to PY18</i>	<i>313,239</i>	<i>307,729</i>
<i>Program Carry Forward Ongoing Grants to PY18</i>	<i>762,367</i>	<i>725,138</i>
<b>Total Carry Forward to PY18</b>	<b>1,709,875</b>	<b>1,580,130</b>



# PY 17 Revenues - \$13,270,104



# PY 17 Expenses - \$11,029,585



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

### PY17 Youth - Department of Labor WIOA Funds

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

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

**Major Partners:** Res Care Services,

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

### PY17 Adult- Department of Labor WIOA Funds

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

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

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

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

### PY17 Dislocated Worker - Department of Labor WIOA Funds

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

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

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

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

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

## Competitive Grants

<b>Youth Works 2</b>			
<b>Project Term:</b>	07/01/2016 - 03/31/2018	<b>Participants:</b>	85
		<b>Total PY17 Funds:</b>	\$34,077.67
<b>Project Summary:</b> Extends partnerships with local youth services to reengage youth in County Juvenile Detention Facilities and add soft skill employment skills to enhance preparation to career pathways.			
<b>Major Partners:</b> Big Brothers Big Sisters of Southwest WA, Capital Region Education School District 113, County Juvenile Detention Facilities			
<b>Target Participants:</b> Detained Youth for noncriminal offenses			
<b>Rapid Response Initiatives</b>			
<b>Project Term:</b>	2/03/2017 – 04/30/2018	<b>Participants:</b>	45
		<b>Total PY17 Funds:</b>	\$ 378,461.60
<b>Project Summary:</b> To increase employment, emphasize process improvement, and layoff aversion strategies amongst DW enrollments.			
<b>Major Partners:</b> Career Path Services, Business services, local colleges, local industries, EDC's and Employment Security			
<b>Target Participants:</b> Dislocated Workers			
<b>Camo2Commerce</b>			
<b>Project Term:</b>	1/1/2014 – 12/31/2017 (Total Grant Award \$10,086,385)	<b>Participants:</b>	1650
		<b>Total PY17 Funds:</b>	\$2,962,109.47
<b>Project Summary:</b> 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.			
<b>Major Partners:</b> WorkForce Central, Thurston County Economic Development Council, Thurston County Chamber, Morningside, Pierce Co Chamber, IDEO, Training Providers			
<b>Target Participants:</b> Transitioning service members taking the next step towards a civilian career.			
<b>Sector Strategies NEG</b>			
<b>Project Term:</b>	10/16/2015 – 04/30/2018 (Total Grant Award \$565,869)	<b>Participants:</b>	75
		<b>Total PY17 Funds:</b>	\$ 130,248.15 (Grant extension

		received after preliminary budget finalized)
<b>Project Summary:</b> Provide assistance for approximately 75 Dislocated Workers to prepare them for entry in the forest and wood products sector. A sector navigator will work with industries to establish a qualified pipeline of employees that meet the emerging needs throughout the industry. Part of the funds will be used to update our Local Plan in accordance with WIOA.		
<b>Major Partners:</b> Career Path Services, Business services, local colleges, local industries, EDC's and Employment Security		
<b>Target Participants:</b> Dislocated Workers		
<b>Rapid Response Increased Employment</b>		
<b>Project Term:</b>	TBD	<b>Participants:</b> TBD
	<b>Total PY17 Funds:</b>	\$ 231,883
<b>Project Summary:</b> To increase employment, emphasize process improvement, and layoff aversion strategies amongst DW enrollments.		
<b>Major Partners:</b>		
<b>Target Participants:</b> Dislocated Workers		

## WorkFirst Grants

<b>Department of Commerce – Work First PY17</b>			
<b>Project Term:</b>	07/01/2017 - 06/30/2018	<b>Participants:</b>	900
	<b>Total PY17 Funds:</b>	\$ 1,369,644	
<b>Project Summary:</b> A multi county WorkFirst Program which provides opportunities for participants to learn and develop marketable employment skills, gain work experience as well as confidence.			
<b>Major Partners:</b> DSHS, Employment Security Department, and Community Colleges in Thurston, Mason and Lewis counties.			
<b>Target Participants:</b> WorkFirst parents are those receiving temporary aid to needy families and referral from DSHS in Thurston, Mason and Lewis counties.			

## Other Grants

<b>Thurston County Jail Pre-Employment Skills</b>			
<b>Project Term:</b>	01/01/2017 -12/31/2017	<b>Participants:</b>	100
	<b>Total PY17 Funds:</b>	\$ 62,410.97	
<b>Funding Note:</b> 2017 funding of \$118,676.			
<b>Project Summary:</b> Pre-employment skills training workshops for the Drug Court population and job search services for Work Release inmates referred to Thurston County WorkSource.			
<b>Major Partners:</b> Thurston County Sheriff's Office and Employment Securities Department			
<b>Target Participants:</b> Offenders who are preparing for release or who are in work release and housed in Thurston County Jail.			

DVR Pre-Employment Skills Training			
<b>Project Term:</b>	03/16/2016 – 03/15/2018 (Total Grant Award \$ 230,000.00)	<b>Participants:</b>	70
	<b>Total PY17 Funds:</b>	\$ 96,118.05	
<b>Project Summary:</b> 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.			
<b>Major Partners:</b> DSHS; Morningside, ARC of Grays Harbor, and Grays Harbor Youth Works			
<b>Target Participants:</b> Students with disabilities ranging from 16 to 21 with IEP or 504 plans.			
MyJOB Juvenile Rehabilitation (JRA) Employment Pathway Program			
<b>Project Term:</b>	05/01/2016 – 07/15/2019 (Total Grant Award \$ 3,000,000.00)	<b>Participants:</b>	1350
	<b>Total PY17 Funds:</b>	\$ 2,000,000.00	
<b>Project Summary:</b> To better prepare youth, ranging from ages 13 to 21, for a pathway to employment in RA's juvenile institutions and community facilities.			
<b>Major Partners:</b> DSHS, DVR, Green Hill School, Naselle Youth Camp, Echo Glen Children's Center			
<b>Target Participants:</b> Youth within juvenile institutions and community facilities			
TAP-Upskill/Backfill Planning Initiative-Hospitality			
<b>Project Term:</b>	04/18/2017 – 08/31/2017	<b>Participants:</b>	N/A
	<b>Total PY17 Funds:</b>	\$ 10,170.52	
<b>Project Summary:</b> Convene planning meetings to include local partners to develop practices that advance upskill/backfill concept. Host ProStart train the trainer sessions for school districts.			
<b>Major Partners:</b> Washington Hospitality Assoc Education Foundation, ESD 113, New Market Skills Center			
<b>Target Participants:</b> N/A			
TAP-Upskill/Backfill Demonstration Project-Healthcare			
<b>Project Term:</b>	07/01/2017 – 3/31/2019	<b>Participants:</b>	65
	<b>Total PY17 Funds:</b>	\$ 275,000	
<b>Project Summary:</b> 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.			
<b>Major Partners:</b> Centralia College, South Puget Sound CC, Morton General Hospital, Providence, AL TSA			
<b>Target Participants:</b> Entry level healthcare workers			
Saltchuk			
<b>Project Term:</b>	No End Date (Total contribution of \$27,500)	<b>Participants:</b>	N/A
	<b>Total PY17 Funds:</b>	\$ 7,768.36	
<b>Project Summary:</b> Support for networking and hiring events and scholarship fund			
<b>Major Partners:</b> Interstate, Saltchuk			
<b>Target Participants:</b> Transitioning service members			

PacMtn PY17 Final Budget Project Tracking

Microsoft			
<b>Project Term:</b>	No End Date (Total contribution of \$25,000)	<b>Participants:</b>	N/A
		<b>Total PY17 Funds:</b>	\$ 20,364.57
<b>Project Summary:</b> Support for IT assessment and infrastructure			
<b>Major Partners:</b> Microsoft			
<b>Target Participants:</b>			
Grays Harbor Foundation Grant*			
<b>Project Term:</b>	No End Date (Total Grant Award \$ 76,500)	<b>Participants:</b>	N/A
		<b>Total PY17 Funds:</b>	\$ 7,945.38
<b>Project Summary:</b> Provide support services for dislocated workers in Grays Harbor.			
<b>Major Partners:</b> Dr. Mandich Foundation			
<b>Target Participants:</b> Dislocated Workers in Grays Harbor.			
Dawkins Trust			
<b>Project Term:</b>	No End Date (Total Grant Award \$ 4,000)	<b>Participants:</b>	N/A
		<b>Total PY17 Funds:</b>	\$ 1,989.60
<b>Project Summary:</b> Provide funds for Youth Uplift!			
<b>Major Partners:</b>			
<b>Target Participants:</b> Youth			
		<b>Funding</b>	<b>Participants</b>
<b>Total PY17 Funds and Participants Served</b>		<b>\$ 13,270,103.57</b>	<b>TBD</b>



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October 24, 2017

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

Dear Pacific Mountain Review Committee:

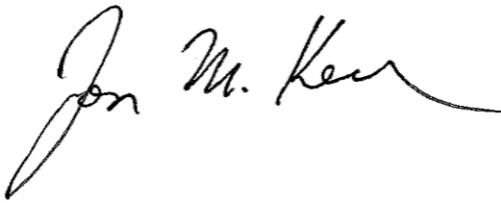
Thank you for everything you've done to help skilled job seekers and employers join together to create a strong community and vibrant economy. My colleagues and I at the State Board for Community and Technical Colleges look forward to continuing to collaborate as we all come to realize the new opportunities of the Workforce Innovation and Opportunity Act (WIOA). We cannot thank you enough for continuing to have an Adult Education and Literacy representative on your local workforce investment board. Along with the Basic Education for Adult providers in the Pacific Mountain Region, we are happy to nominate Dawn Murphy, Associate Dean of Transition Studies, South Puget Sound Community College, to join the board in the Pacific Mountain Workforce region as the adult education and literacy appointment.

Ms. Murphy is an innovative and highly respected leader in the community and technical college system and the Council of Basic Skills with vast levels of experience working with underrepresented populations of adults. She has always been a catalyst for social justice and has worked tirelessly to provide programming and support to individuals with barriers to employment. She is dedicated to supporting the alignment of the workforce, education and economic development systems that provide access and opportunities to all Washingtonians for employment, education, training, and support services. Ms. Murphy understands the critical crossover needed to fully implement the Workforce Innovation and Opportunity Act here in Washington.

Professionally, I can easily say that Ms. Murphy is among the finest community college administrators that I have had the pleasure to work with during my 25 years in community college education. She is always very highly regarded by her colleagues, staff, and faculty. Ms. Murphy is a visionary. She understands the changing landscape of workforce and community college education and has the skills to collaborate to meet the challenges of WIOA. Her total dedication to student learning and success is at the heart of everything she does. Her vision is always highly innovative, masterfully executed, and guided by clear strategic planning. Ms. Murphy is a highly collaborative leader who enables individuals to have a strong voice and to be instrumental in innovation and the implementation of educational practices that foster acceleration of student success and quality instruction and programming.

The care with which Ms. Murphy approaches colleagues, partners, faculty, staff, and students clearly demonstrates the depth of her expertise and her commitment to learning. She is truly at the top of the heap in professionalism in her field. I can't imagine that you could find a more analytical thinker or stronger collaborator to join the Board. Along with those of the Basic Education for Adults providers in the Pacific Mountain region, I have no hesitation in giving her my highest recommendation .

Thank you for your consideration and for being such a strong partner to Basic Education for Adults. I look forward to continuing the high level of collaboration between all partners in the future.

A handwritten signature in black ink that reads "Jon M. Kerr". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jon M. Kerr  
Director, Basic Education for Adults

# Board Member Application



## Contact information

<b>First Name:</b>	Dawn	<b>Last Name:</b>	Murphy
<b>Address:</b>	2011 Mottman Rd SW		
<b>City:</b>	Olympia	<b>County:</b>	Thurston
<b>Zip:</b>	98512		
<b>Email:</b>	<a href="mailto:Dmurphy1@spscc.edu">Dmurphy1@spscc.edu</a>	<b>Phone:</b>	360-596-5504
<b>Employer:</b>	South Puget Sound Community College	<b>Position Title:</b>	

## Representation

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

## Questions

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

I believe that the most significant, long standing challenges for employers and job seekers are training, education, and connection. Preparing a workforce for the needs in a community or region require constant attention and communication. Employers have shifting demands for personnel performance and skill. Job seekers must find a means of gaining the skills, knowledge, and abilities needed to meet the need and ultimately to secure themselves a livable if not profitable work arrangement. The seamless connection between these two entities requires many partners including educational institutions, on-the-job learning opportunities, transportation entities, service supports, and countless other system influencers and contributors. The successful negotiation of this system can happen with luck, however the challenge of a successful system is to build conduits through which luck is not a significant factor.

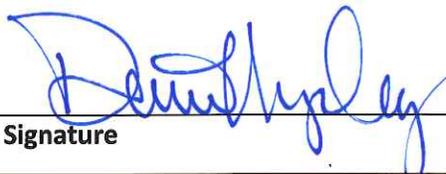
### 2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

The Pacific Mountain Workforce Development Council most interests me through its real and potential impact on the health of the community and its economy. In my 'day job,' I am in the business of moving individuals from poverty to prosperity. I do this work through the transformative process of basic skills development and integrated basic education and skills training. I am very interested in what synergy can be created through innovative and intention partnership to improve the economic conditions of individuals gaining basic skills competencies and moving into college and career options.

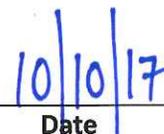
### 3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

I began work in the area of Workforce Development as a Project Coordinator for a Job Training Partnership Act funded project in the late 1990s. Since that time I have straddled the worlds of Workforce Development in a variety of contexts. I have provided leadership in the development, implementation, and assessment of programs that assist adults and youth in successfully completing career training and education objectives; spanning ESL, ABE, Adult High School Diploma, literacy instruction, refugee assistance, Workforce Investment Act basic skills and employment projects, to assisting students in degree attainment at community colleges. I am currently the Associate Dean of Transition Studies at South Puget Sound Community College overseeing the WIOA Title II projects at the college. These experiences have shown me the power of the nexus between education and workforce development. I hope to bring these experiences to the work of the Pacific Mountain Workforce Development Council to the benefit of its employers and job seekers.

## Nominee Signature



Signature



Date



## MEMORANDUM

To: PacMtn Consortium  
From: Corinne Daffern, Associate Director of Workforce Services  
Date: November 13, 2017

### **Discussion Only: One Stop Memorandum of Understanding, Infrastructure Funding Agreement and WorkSource-American Job Center Certification Update**

#### **Background**

In July the Consortium was brief on the purpose and content of One-Stop Memorandum of Understanding (MOU). 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 partners had the opportunity to comment on the first draft prior to development of the final draft being released for public comment. Public Comment of the document was not required by state or federal policy, but PacMtn felt it an important action to take. A draft Memorandum of Understanding was released for public comment on May 4, 2017, and was available for comment until June 4, 2017. PacMtn was quite extensive in its notification to community partners. The MOU went out for signature on June 23, 2016 and was submitted to the State Workforce Board who forwarded to the Governor for final approval.

The US Dept. of Labor and the Governor agreed to an extension of 6 months until December 31 to complete the partner negotiations on the Infrastructure Funding Agreement (IFA) that is to be added to the MOU. PacMtn has been working with the partners to develop the IFA. Once completed the 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.

PacMtn has made great progress, but it is uncertain if the IFA will be complete and signed by all required partners by the imposed US DOL timeline of December 31. We have been in conversation with the State Workforce Board and should we not get agreement we will follow the direction provided by the State.

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# IFA Development Timeline

September	October	November	December	January thru March	April thru June	July thru June
<ul style="list-style-type: none"> <li>Complete Site Certification recommendation</li> <li>Provide IFA, cost sharing and system budget orientation</li> <li>Partners engage state level approvers</li> <li>Alert state that region will be unable to determine whether it is at an impasse by 10/1/17</li> </ul>	<ul style="list-style-type: none"> <li>Provide WDC Board with site certification recommendation</li> <li>Begin to develop center, affiliate and connection site budgets</li> <li>Identify possible cost sharing methodology(ies)</li> <li>Partners engage state level approvers – trouble shoot issues</li> </ul>	<ul style="list-style-type: none"> <li>Certification process completed</li> <li>Finalize budgets</li> <li>Draft IFAs, cost sharing agreements and MOU revisions for public comment</li> <li>IFAs, system budgets, cost sharing agreements and MOU revisions approved by WDC Board</li> </ul>	<ul style="list-style-type: none"> <li>Documents prepared for signature</li> <li>Partners re-sign MOUs to accept addition of the budget, IFA, cost sharing agreement and any other modifications necessary based on the last 3 months of negotiations</li> </ul>	<ul style="list-style-type: none"> <li>Data collected for first quarterly reconciliation of 2017 IFA</li> </ul>	<ul style="list-style-type: none"> <li>First quarterly reconciliation of 2017 IFA completed.</li> <li>2018 system budget, IFA and cost sharing agreements negotiated</li> <li>Data collected for second quarterly reconciliation of 2017 IFA</li> <li>WDC Board and partners approve 2018 budget, IFA and cost sharing agreements</li> </ul>	<ul style="list-style-type: none"> <li>First quarterly reconciliation of 2018 IFA.</li> <li>Second quarterly reconciliation of 2018 IFA.</li> <li>Third quarterly reconciliation of 2018 IFA.</li> <li>2019 IFA negotiation begins</li> <li>2019 IFA approved</li> <li>Fourth quarterly reconciliation and Turing up of 2018 IFA.</li> </ul>
<p>10/1/17 WDAs must report to Governor if they are at an impasse (potential trigger for SFM)</p>		<p>1/1/18 2017 IFAs and system budgets and cost sharing agreements must be in place</p>		<p>7/1/18 2018 IFAs and system budgets and cost sharing agreements must be in place</p>		

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### **Certifying WorkSource-American Job Center Network**

Title I of WIOA requires Local Workforce Development Boards, to establish criteria and procedures to be used to evaluate and certify one-stop sites for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. LWDBs must certify one-stop sites in order to receive one-stop infrastructure funds. In Washington, LWDBs certify three types of one-stop sites: comprehensive sites, affiliated sites and connection sites. Becoming a certified WorkSource site is an opportunity to partner with PacMtn WDC to tap into a wealth of resources to better meet the employment needs of customers. WorkSource sites are the portals to the national American Job Center network and its broad array of career services and resources.

Through broad announcement PacMtn received 7 applications for the following sites:

- 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

The Certification Review Team recommended **provisional approval** of those applications, and the Executive Finance Committee approved to move forward with the team recommendations to provisionally approve all sites.

Each of the sites has a staff team that is working to rectify any deficiencies and to become fully certified prior to December 2018.

The addition of the 27 Timberland Regional Library sites deepens the access of residents to the resources available through WorkSource. Clarifying the commitments and services offered at each site will enable greater flexibility in meeting local needs. Focusing the staff team on the necessary improvements strengthens the team's ability to integrate for the betterment of service to both jobs seeker and business customers.

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