Welcome & Introductions

Duane Evans, Board Chair

• WDC Members Introductions
  – Name
  – Business/Organization
  – Representing County or Regional Seat
  – Committee Assignment
  – Why did you choose PacMtn to invest and serve?
Purpose of Orientation

• Provide information about PacMtn & the workforce system so Members can function as effective WDC Board members
• Answer lingering questions
• Deepen relationship with other Board Members and staff
Specific Learning

• PacMtn organizational structure
• Recognize the purpose of Board and each committee and task force
• Overview PacMtn’s budget process
• Exhibit knowledge of current workforce issues facing the PacMtn region
• Familiarity with PacMtn programs & services
Longstanding Workforce Commitment

- **Manpower** (aimed at larger cities)
- **CETA** (Comprehensive Employment & Training Act)
- **JTPA** (Job Training Partnership Act, 1982)
- **WIA** (Workforce Investment Act, 1998)
- **WIOA** (Workforce Innovation & Opportunity Act, 2014)
Workforce Development Councils (WDC)
1. **Local plan**...develop and submit a local plan to the Governor
2. **Workforce research and regional labor market analysis**...carry out analyses of the economic conditions in the region, assist the Governor in developing the statewide workforce and labor market information system, conduct other research, data collection, and analysis
3. **Convening, brokering, leveraging**...convene local workforce development system stakeholders to assist in the development of the local plan to carry out the functions
4. **Employer engagement**...lead efforts to engage with a diverse range of employers to promote business representation, to develop effective linkages with employers, to ensure that workforce investment activities meet the needs of employers and support economic growth and develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers
5. **Career pathways development**...lead efforts to develop and implement career pathways
6. **Proven and promising practices**...lead efforts to identify and promote proven and promising strategies and initiatives...identify and disseminate information on proven and promising practices
7. **Technology**... develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers

8. **Program oversight**... conduct oversight for local youth workforce investment activities, local employment and training activities, and the one-stop delivery system in the local area; and ensure the appropriate use and management of the funds, ensure the appropriate use, management, and investment of funds to maximize performance outcomes

9. **Negotiation of local performance accountability measures**... negotiate and reach agreement on local performance accountability measures

10. **Selection of operators and providers**... Selection of One-stop operators; selection of youth providers, identification of eligible providers of training services; identification of eligible providers of career services; and consumer choice requirements...

11. **Coordination with education providers**... coordinate activities with education and training providers in the local area

12. **Budget and administration**... develop a budget for the activities of the local board

13. **Accessibility for individuals with disabilities**... annually assess physical and programmatic accessibility
Our Mission & Vision

**Mission:** to lead dynamic regional workforce development that enhances economic success.

**Vision:** PacMtn is recognized leader providing workforce solutions in Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties.
Values

- **Customer** emphasis that puts the public at the center of every decision & action.
- Ensure all counties are achieving **economic success** for the benefit of the region.
- **Innovation and creativity** as the backbone of progress & support of daily activities.
- **Diversity** of thoughts, ideas, and solutions achieved by honoring diverse perspectives.
- **Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect** as an organization and as individuals.
PacMtn is a community based organization that provides workforce solutions for job seekers, career builders and the businesses who need workforce talent.
PacMtn Governance Structure

One-Stop Operations Committee
Provides policy guidance and recommendation for the One-Stop System and activities related to workforce service delivery and programs.

Elected Official Consortium

Task Forces & Committees

PACMTN Board

Targeted Populations Committee
Direct and advise on activities that expand access to workforce services for youth and targeted/specialized populations, while demonstrating the value of these populations to business, labor and industry.

BaSE
Provides guidance on initiatives specific to industry and employer services related to One-Stop and targeted populations and focus on continuous improvement to accomplish fundamental goals for the region’s workforce system.

Executive Finance Committee
Directs and manages the activities, as well as, development of financial policies and budgets of PacMtn WDC.

Adult Basic Education and Literacy Taskforce
Provides recommendations and guidance on the roles of Adult Basic Education in the Workforce System.
WHAT DOES PACMTN DO FOR THE REGION?

Serve Customers in Partnership with WorkSource (Bricks, Clicks, Partnerships)

Develop Projects Serving Targeted Needs and Populations

Conduct Federal Workforce Council Responsibilities

Strategically Plan & Resource Workforce Solutions

Convene the Community
Respond to Economic Drivers
Partner in Collective Impact
Find Resources

13 Local Board Federal Mandates

Camo2Commerce
Mason Transition Ctr.
Sector Initiatives
MyJOB
Youth Impact
Journey2Jobs
Adv. Manuf. Internship

Businesses grow because they have skilled workforce

Job Seekers/Career Builders find meaningful opportunities through partners service providers and WIOA contractors
In late 2012 PacMtn published the Industry Cluster Study identifying the 6 top regional sectors. In 2015 the sectors were updated and a complete review will occur in 2019.

https://pacmtn.org/regional-sectors/
Take a 10 min break…

When you return please share one surprising thing you learned in the first half of the Orientation.
WDC Board Overview

Board Composition – 26 member seats, All approved by the Consortium
- 15 local business leaders - 3 per county
- Labor, Apprenticeship, State Employment Services
- Disability-based employment/Training
- Higher education and K-12
- Adult Education & Literacy
- Community Based Organization

Job #1...Build a dynamic workforce and pipeline of talent for the economy
- Job creation & retention
- Innovation and system evolution
- Cultivating new & existing partnerships
- Performance & accountability
Formal Board Member Roles

- Stewardship of funds and reputation
- Community and interest advocacy for PacMtn programs and services
- Oversight of the CEO for management of the business, programs and services
- Active participation in 75% of Board and Committee meetings
Board Member Roles

• **Duty of Attention**
  • Full participation
  • Practical inquiry

• **Duty of Allegiance**
  • Address conflict of interest & confidentiality
  • Printed policies for conflict
  • Attention to funding sources & potential opportunities
Board Member Roles

• **Duty of Agreement**
  - Federal, State & Local laws
  - Mission, vision, values, services, policies & programs

• **Other Duties**
  - Records & documents
  - Fiscal controls & documents
  - Accountable solicitation & engagement
  - Safeguarding
Board Member Expectations

1. Strategic support & expertise to shape the workforce development system
2. Engender community support
3. Create a positive governance environment
4. Be a thought leader and visionary
5. Understand skills needed for 21st century jobs and the requirements for well trained workforce
6. Business representatives ready to represent and speak to regional cluster and industry trends and needs
Board Member Expectations

6. Be prepared for Board meetings
7. Build relationships that contribute to effective decision making with other Board members
8. Act and vote on behalf of the long term interests of regional employers, labor force and the community – not on the interest of a single constituency
9. Understand and observe the roles of the WDC, staff, One Stop Operator, service providers and the Consortium
10. Focus on policy elements, not operational and staff level details
Board Member Expectations

11. Stay up-to-date on existing and current workforce concerns and PacMtn activities
12. Attend and actively participate in 75% of scheduled Board and Committee meetings
13. Act as an ambassador of the workforce system in community and business groups
14. Utilize business and partner resources of the local WorkSource
Fiscal Accountabilities

- 501c3 community non-profit with full transparency
- Oversight of PacMtn budget
- Monitor organization’s financial health
- Ensure review of audit of financial results
- Ensure management files IRS 990s
- Ensure key risks are identified and managed
- Ensure applicable legal polices are in place and enforced
PacMtn Budget 101

BUDGET WORLD

Revenues
- Federal Grants
- County/Local Grants
- State Grants
- Private Donations/Foundations

Expenses
- Contracted Services
- Participants
- Admin
- Travel
- Supplies
- Rent

Workforce Innovation and Opportunity Act
“Opportunity Act” - “WIOA” “W-IO-A” or “WE-OH-UH”

3 Programs “Formula Funds”
- Youth
- Adult
- Dislocated Worker (DW)

Youth Grant funds:
- Allocated once per year - “PY”
- PY begins April 1 - entire grant portion
- Grant period runs through June 30, 2 year period

Adult & DW Grant funds:
- Allocated twice per year - PY & FY
- PY begins July 1st - small portion
- FY begins October 1st - big portion
- Grant period runs through June 30, 2 year period

We use the “PY” term differently than our grants. Our “FY” Program Year, reflects our budget year of July 1 - June 30

All 3 programs must be 70% expended and 80% obligated by June 30th the first year.
The State takes 10% off the top of each of these to create the Admin Cost Pool (ACP) grant.
For our budget we show the entire grant amount at July 1st and show any funds not planned to be expended that year as ‘carry in’ for the next year.
The State determines amounts for each WDA by unemployment data by County.

“Competitive” WIOA/DOL Grants
Examples:
- Rapid Response
- National Dislocated Worker Grants (NDWG)
Based on specific need by location, usually stems from large layoff events or focused on certain populations. Generally goes through competitive bid process. Grant periods vary. The compliment of these grants change every year.

WorkFirst
- Program to help participants on TANF (Temporary Assistance for Needy Families)
- Also referred to as Community Jobs
- Payment Point program – we get paid based on deliverables. Can earn more than we spend, which creates a pot of unrestricted funds
- Grant period of one year from July 1 - June 30

JRA/DVR
- MyJOB Program to help students at Juvenile institutions prepare for reentry
- Focuses on students with disabilities
- Summer Internship through DVR helps individuals with disabilities connect to Uplift program and work based learning opportunities
- Payment Point program – we get paid based on deliverables.

*From Department of Health & Human Services
*Pass through from Department of Commerce

Continued on back
Expenses Cont.

Program Services

- Delivery of services directly to participants.
- Provides career services (case management and assessment), funds for training, work experiences, on-the-job training, and support services.
- Tracks eligibility and performance according to grant regulations.
- Services are either delivered through contracts with other agencies or provided through PACMtn.

Direct Participant Services

- Staff (In-house)

Service providers are determined through an RFP process every 3 years.

Business Services & Solutions

- Focuses services on the Employer – a required customer of WIOA.
- Strategic development and support of the WorkSource system by responding to business needs.
- Includes ongoing Business & Business contract.
- Includes other contracts that have an employer focus of deliverables.

Special Impact Projects

- Responsive to regional workforce needs prioritized by Board driven input and direction.
- Projects mainly funded by utilizing portion of Formula funds - must still maintain a level of grant compliance.
- Nature of projects does not require full eligibility criteria so slightly different than a Direct Participant Service.
- Projects impact individuals, businesses, events, and are regional in nature.

Misc Contracts & Projects

- Projects that support other initiatives that serve system customers.
- Special short term contracts or projects that we want more focus on.

Admin Services

Administrative Office

- Admin office budget is derived from 4% of each Formula grant, the Admin Cost Pool (ACP) grant, a portion from the WorkFirst grant, and other small portions of grants if those grants have approved administration or program management funds included.
- Expenses include wages & benefits; staff & board travel; professional services like audit costs and IT support; supplies & communication; rent; equipment; insurance; professional memberships, and community outreach.
- The Admin budget is expected to have a portion of funds not utilized during the current program year that can be 'carry forward' to the next program year's budget. This helps cushion any overall funding reductions or first quarter shortfalls.

Other Administrative Costs

- Projects and contracts that are administrative focused in nature but outside of normal admin office functions.
- Projects may support WorkSource system development, rescuing and initiatives to drive integration and expansion.

Other Budget Considerations

- "Unrestricted" funds are available to use for special initiatives. Those funds do not have the typical restraints as federal grant funds.
- Unrestricted funds are hard to generate so they should be used sparingly.
- We occasionally have funds to use that were generated due to fundraising donations. These funds are generally used for support services for clients unable to use other program funds.
Want Additional Information?

www.PacMtn.org
Questions for Further Consideration

• What burning question yet remains?
• What additional activity would you consider, if you had more information?
• What is the single most important thing for a new Board Member to understand?
Questions for Further Consideration

• How will you apply today’s learning?
• What PacMtn staff person, project or activity would you like to spend an additional hour focused upon?