

PacMtn Workforce Development Council
Executive Finance Committee Agenda
Friday, November 9, 2018 ▪ 11:00 am – 12:30 pm
PacMtn Offices ▪ John Loyle Room
1570 Irving St. ▪ Tumwater, WA 98512
<https://zoom.us/j/920870729>



- I. **Welcome & Check-In Items** (Duane Evans)
 - A. Introductions & Establish Quorum
 - B. Review of Today's Agenda
 - C. Motion to Approve September 2018 EFC Minutes (Attachment #1)
 - D. Discussion: November 29th WDC Board Agenda and Topics for ESD Commissioner Suzi Levine (Attachment #2)
 - E. Board Chair Comments

- II. **Committee & Task Force Updates** (Task Force Leads)
 - A. One Stop Committee
 - B. Targeted Populations Committee
 - C. Adult Basic Education & Literacy (ABEL)
 - D. Business and Sector Engagement (BaSE)

- III. **Fiscal Items** (Bridget Lockling)
 - A. Motion to Approve: Program Year July 1, 2017 – June 30, 2018 Quarterly Financial Statements (Attachment #3)
 - B. Motion to Approve: Recommendation to Adopt the PY18 Final Budget (Attachment #4)
 - C. Motion to Approve: Change in Camo2Commerce Columbia Bank Signature Card (Attachment #5)
 - D. Action Item: Community Outreach Funding Proposals (Attachment #6)
 - Thurston County Chamber Boss of the Year Recognition Event – David Schaffert
 - Pacific Northwest Apprenticeship Conference – Kairie Pierce

- IV. **Executive & Administrative Items** (Cheryl Fambles)
 - A. Motion to Approve: Recommendation for Extension of the Title I Service Provider Request for Proposal (Attachment #7)

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

Proposed 2018 Board Meeting Schedule

Date	Location
Regular WDC Meeting Thursday, November 29, 2018	PacMtn Offices, John Loyle Room 1570 Irving St. Tumwater, WA 98512
WDC Year End Celebration Thursday, December 13, 2018	Thurston Economic Development Council 4220 6 th Ave SE Lacey, WA 98503
2019 WDC Retreat Thursday, January 24, 2019	Grays Harbor College 1620 Edward P. Smith Dr. Aberdeen, WA 98520

The WDC Board takes action at Regular Meetings. Other gatherings are topic specific and informal.

Executive Finance Committee Members

Name	Business	County	Position
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Jacquelin Earley	Sierra Pacific Industries	Mason	Chair-Elect
3. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Vice-Chair
4. Steve Rogers	Pacific County Historical Society & Museum	Pacific	Treasurer
5. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
6. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Lead
7. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
8. Terri Drexler	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio
9. Derek Epps	Seattle Shellfish	Mason	Industry Representative

PacMtn Workforce Development Council
Executive Finance Committee Minutes
 Friday, September 14, 2018 ▪ 11:00 am – 12:30 pm
 PacMtn WDC Offices ▪ John Loyle Room
 Online and by Phone



Member List

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

Attendees: Duane Evans, Dr. Jim Minkler, David Schaffert, Kairie Pierce, Derek Epps

Staff: Cheryl Fambles, Vanessa Wasman, Sean Murphy, Bridget Lockling

Excused: Cheryl Heywood

I. Board Chair Check In

A. The meeting was called to order at 11:01 am and quorum was established. The agenda was reviewed and no changes were made. The September WDC Agenda was also reviewed and the Local Strategic Plan Request Extension was added, no other changes were made to the WDC agenda.

B. Motion to Approve the August 2018 EFC Minutes –The minutes from the last EFC meeting were reviewed. *Dr. Jim Minkler motioned to approve the minutes, seconded by Kairie Pierce. Motion carries.*

C. Duane gave his Board Chair Report mentioning his upcoming slate of officers, the Nancie Payne Workplace Award and new business cards available for PacMtn Board members.

II. Task Force Updates

A. Adult Basic Education & Literacy (ABEL) Charter – Cheryl Fambles presented the charter and described the beginning of this and other task forces and the need for continued WDC membership attention to the task forces. ABEL currently does not have a WDC lead, and when one is appointed, that person would also become part of the Executive Finance Committee (EFC). It was recommended to recruit Timberland

Regional Library and Education Service District (ESD) #113 as members of the committee and to watch for overlap with the Specialized Populations committee work and focus. ABEL charter will go to the September WDC Meeting for full charter approval.

- B.** Targeted Populations Committee – Kairie Pierce said that there had not been a meeting last month but conversations are being had with a focus on apprenticeship for those with special needs. The committee is also discussing how to identify skill sets during K-12 and how to apply these skill sets to the industry sectors.

III. Fiscal Items

A. Advisory Approval: Community Outreach Funding Proposal: Greater Grays Harbor Annual Leader's Banquet – This is a yearly event partially sponsored by PacMtn. No discussion, and was approved by the group to move forward with the sponsorship of \$2,500. This fund supports entrepreneurship and technical education opportunities for high school students in Grays Harbor County. Bridget also described the Community Outreach Tracking Sheet that followed this proposal that demonstrates the various projects approved by the Executive Finance Committee and those project's outcomes.

B. Quarterly Financial Statements and Quarterly Management Reports – No reports for September, will be set for vote at the November Executive Finance Committee Meeting.

IV. Executive & Administrative Items

A. Discussion Item: WorkSource Operations Regional Collaborative (WORC) – Steve Perry presented on this topic by giving some background on the Workforce Innovation and Opportunity Act and how it governs the requirements the One Stop System. Steve Perry's role of the WorkSource Systems Manager was mentioned as well as the good progress that is being made, and the unique challenges, next steps and elements that are in place such as deployment of the new operational model, increasing alignment of strategic and agency-specific initiatives and others. Discussion arose about how does the WORC measure success? Success is measured by the increase in traffic into the WorkSource offices, more employers finding workers and more customers finding jobs.

B. Motion to Approve: One Stop Certification Extension – Cheryl reviewed the memo regarding the Certification recommendations wherein the Executive Finance Committee approved the provisional certification of all WorkSource Centers, Affiliate and Connection Site applications in the PacMtn region through December 31, 2018. Since the beginning of the year, staff and site leadership have been working on the initiatives and meeting the timelines for this initiative, however, the need for an extension was requested. *Dr. Jim Minkler motioned to approve the One Stop Certification Extension to 6/30/2019, seconded by Kairie Pierce. **Motion carries.***

C. Discussion: Local Strategic Plan Request Extension – Sean Murphy reviewed the staff memo, explaining that the 2016-2020 Regional Strategic Plan was due for an update as required by WIOA. The deadline for this update is October 8, 2018 and requires three specific questions to be addressed in a five page document. In order to meet the requirements noted in the staff report, PacMtn requested an extension for completing the report and feedback from the Board on the required questions. The extension was turned in the first week in October.

V. Good of the Order Items & Announcements – None at this time.

Meeting adjourned at 12:22 pm.

Submitted by: Vanessa Wasman, Program Assistant

PacMtn Workforce Development Council
 Board Meeting Agenda
 Thursday, November 29, 2018 ▪ 1:30 - 4:00 pm
 PacMtn Offices ▪ John Loyle Room
 1570 Irving St. ▪ Tumwater, WA 98512
 Zoom Online Meeting Information



I. Welcome & Leadership Reports (Duane Evans)

- A.** Introductions & Establish Quorum
- B.** Review of Today's Agenda
- C.** Board Chair Report
- D.** CEO Report (Cheryl Fambles)

II. Board Learning Feature Topics

- A.** Welcome Employment Security Department Commissioner Suzi Levine –
 - What is the vision of the workforce system and how does it fit into the world of WIOA?
 - What drives the Commissioner's thinking and leadership?
 - Help to understand what is important when it comes to partnership?

III. Action: Consent Agenda

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

- A.** Motion to Approve: September 2018 Board Minutes (Attachment #1)
- B.** Motion to Approve: July 1, 2017 – June 30, 2018 Quarterly Financial Statements (Attachment #2)

IV. Fiscal (Bridget Lockling)

- A.** Action Item: Motion to Approve PY18 Final Budget as Approved at the November 9th, 2018 Executive Finance Committee Meeting (Attachment #3)

V. Committee & Task Force Updates (Task Force Leads)

- B.** Executive Finance Committee
- B.** One Stop Committee
- C.** Targeted Populations Committee
- D.** Adult Basic Education & Literacy (ABEL)
- E.** Business and Sector Engagement (BaSE)

VI. Good of the Order & Announcements

Upcoming Meetings

Date	Location
WDC Year End Celebration Thursday, December 13, 2018	Thurston Economic Development Council 4220 6 th Ave SE Lacey, WA 98503
2019 WDC Retreat Thursday, January 24, 2019	Grays Harbor College 1620 Edward P. Smith Dr. Aberdeen, WA 98520

The WDC Board takes action at Regular Meetings. Other gatherings are topic specific and informal. Please contact PacMtn offices at 360-704-3568 for confirmation of meeting dates, times and location.

2016 – 2018 WDC Members

Name	Business/Organization	Representation
1. Duane Evans	Port Blakely U.S. Forestry	Business: Wood Products Manufacturing
2. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations
3. Alissa Shay	Port of Grays Harbor	Business: Logistics Cross Sector
4. Dru Garson	Greater Grays Harbor	Business: Economic Development
5. Derek Epps	Seattle Shellfish	Business: Aquaculture/Food Production
6. Jacquelin Earley	Sierra Pacific	Business: Wood Products Manufacturing
7. Steve Rogers	Pacific County Historical Society & Museum	Business: Tourism & Recreation
8. Jim Sayce	Pacific County EDC	Business: Economic Development
9. Michael Cade	Thurston County EDC	Business: Economic Development
10. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise
11. Anne Goranson	Employment Security Dept.	Wagner-Peyser Employment Service
12. Kairie Pierce	WA State Labor Council	Labor Organization
13. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations
14. Dr. Jim Minkler	Grays Harbor College	Post-Secondary Higher Education
15. Mike Hickman	Educational School District #113	K-12 Education
16. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor
17. Paul Vertrees	DSHS/DVR	Vocational Rehab
18. Jason Reed	DSHS/Community Services	TANF-DSHS
19. Dawn Murphy	South Puget Sound Community College	Basic Education Acquisition (BedA): Regional
20. Bob Hitt	Toad Hall Cranberry Farms	Business: Food

		Production
21. Winfried Danke	Providence St. Peter Hospital	Business: Life Sciences
22. Bill Sullivan	Consultant	Business: Education and Technology Solutions Consultant
23. Diana Murphy	Regional Manager	Business: Staffing
24. Christina Riley	Constructing Marketing Rep	Business: Labor/Apprenticeship
25. Peter Lahmann	Port of Centralia	Business: Economic Development
26. Jennifer Baria	Mason County Economic Development Council	Business: Mason County

DRAFT



Pacific Mountain Workforce Development Council

NOTES TO FINANCIAL STATEMENTS

Program Year July 1, 2017 through June 30, 2018

For month ending June 30, 2018

These notes pertain to the Statement of Activities, Statement of Financial Position and Statement Cash Flows attached.

- 1) The Statement of Activities provides a summary of expenses compared to revenue earned for the period, reported on an accrual basis (pgs 2-3). This is then compared with current period budgets and year to date budgets. More emphasis will be placed on year to date spending rather than on a monthly basis because timing may be off slightly from month to month from last year. The budgeted numbers reflect

- AREAS OF NOTE:
- a) WIOA Formula contractor spending came in at expected and reasonable totals for the year
 - b) The Incumbent Worker Training for childcare program was restructured and those funds will be reallocated in PY18
 - c) Contracts for Rapid Response Increased Employment, TAP Healthcare and Career Connect go through PY18, so remaining funds will be utilized
 - d) The YouthWorks contract was modified to increase funds so they are not overspent on their contract.
 - e) In house programming spending is within expected ranges for the year, programming continues for C2C and PREP so funding will be utilized.
 - f) Business service contracts for C2C project were increased so they are not overspent for the year. Contracts continue through the end of 2018.
 - g) High Impact Community grants continue through 9/30/18 so remaining funds will be utilized.
 - h) Overall administration expenses are at 93% of budgeted for the year.
 - i) Benefits are under for the year, mostly due to health insurance projections with our new coverage plan. The admin office has saved \$25,748 so far, while the organization has saved \$63,218 from the switch in plans for
 - j) Mailing services are over for the year due to a change in postage service fees
 - k) Books/subscriptions are over due to online services subscribed to, such as eFax, survey monkey and docusign.
 - l) Auto Repair and Maintenance is over due to timing of vehicle detailing maintenance.

- 2) Page 5 represents a summary of spending levels by program compared to total budgeted amounts available. This is further sectioned according to source of funds.

- 3) The Statement of Financial Position represents the organizations net assets, comparing current assets and liabilities. We currently have net assets of \$932,136. Net assets have increased by \$119,328 since last quarter due to gains in our payment point programs.

- 4) The Statement of Cash Flows represents the cash received and used during the time period. This reflects we have sufficient cash on hand to handle our daily operating transactions. Our cash balances are higher due to better timing of drawdowns and shorter delays on reimbursements from some grants. Purchases of equipment reflects the new cubicle system in the admin office. There is a 2 day turnaround time for cash requests to the State for our WIOA Formula fund reimbursements and a 1 day turnaround for cash requests made to Department of Labor. Cash requests for the WorkFirst grant take one to two weeks, while some of our smaller grants are only reimbursed on a monthly basis. We keep enough unrestricted funds available for use to cushion gaps in reimbursement times.

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

PY17 Budget to Actual Report

<i>For month end June 2018</i>	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES							
Grant & Contracts	9,579,589.90	13,053,104.66	3,473,514.76	16,759,192.42	7,179,602.52	57%	78%
Other	-	-	-	-	-	0%	0%
Total Revenues	9,579,589.90	13,053,104.66	3,473,514.76	16,759,192.42	7,179,602.52	57%	78%
EXPENSES							
Program Services							
Direct Participant Services	6,961,993.44	10,107,507.19	3,145,513.75	10,107,507.19	3,145,513.75	69%	100%
Business Services & Solutions	702,699.99	663,334.76	(39,365.23)	663,334.76	(39,365.23)	106%	100%
Special Impact Projects	239,915.50	330,028.22	90,112.72	330,028.22	90,112.72	73%	100%
Misc Contracts & Projects	22,934.49	40,091.95	17,157.46	40,091.95	17,157.46	57%	100%
Subtotal	7,927,543.42	11,140,962.12	3,213,418.70	11,140,962.12	3,213,418.70	71%	100%
Administrative Services							
Admin Office Operations	1,590,592.56	1,718,642.54	128,049.98	1,718,642.54	128,049.98	93%	100%
Transition Activities	62,541.91	93,500.00	30,958.09	93,500.00	30,958.09	67%	100%
Integrated Service Activities	91,629.45	100,000.00	8,370.55	100,000.00	8,370.55	92%	100%
AmeriCorps Activities	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal	1,744,763.92	1,912,142.54	167,378.62	1,912,142.54	167,378.62	91%	100%
TOTAL EXPENSES	9,672,307.34	13,053,104.66	3,380,797.32	13,053,104.66	3,380,797.32	74%	100%
Change in Net Assets	(92,717.44)	-	92,717.44	3,706,087.76			

<i>Beginning Net Assets</i>	1,025,664
<i>Plus current Net Assets</i>	(92,717)
<i>Change in special funds</i>	(810)
Ending Unrestricted Net Assets	932,136

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

PY17 Budget to Actual Report

<i>For month end June 2018</i>	Current Period Actual	Current Period Budget	Variance	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES										
Grant & Contracts	1,097,030.72	1,354,943.81	257,913.09	9,579,589.90	13,053,104.66	3,473,514.76	16,759,192.42	7,179,602.52	57%	78%
Other	-	-	-	-	-	-	-	-	0%	0%
Total Revenues	1,097,030.72	1,354,943.81	257,913.09	9,579,589.90	13,053,104.66	3,473,514.76	16,759,192.42	7,179,602.52	57%	78%
EXPENSES										
PROGRAM SERVICES										
Direct Participant Services										
Adult Contracted Programs (Career Path Services-CPS)	102,253.36	76,951.08	(25,302.28)	822,527.92	923,413.00	100,885.08	923,413.00	100,885.08	89%	100%
Dislocated Worker Contracted Programs (CPS)	180,549.85	95,259.83	(85,290.02)	980,226.67	1,143,117.00	162,890.33	1,143,117.00	162,890.33	86%	100%
Youth Contracted Programs (ResCare)	104,498.03	95,788.83	(8,709.20)	953,616.32	1,039,466.00	85,849.68	1,039,466.00	85,849.68	92%	100%
Incumbent Worker Training (CCAC)	6,091.78	23,333.33	17,241.55	15,749.04	140,000.00	124,250.96	140,000.00	124,250.96	11%	100%
Sector Strategies (CPS)	52,991.92	20,055.50	(32,936.42)	120,333.00	120,333.00	-	120,333.00	-	100%	100%
Grays Harbor Foundation (CPS)	550.07	662.12	112.05	6,388.79	7,945.38	1,556.59	7,945.38	1,556.59	80%	100%
Rapid Response Initiatives (CPS)	13,690.60	-	(13,690.60)	111,366.07	126,568.00	15,201.93	126,568.00	15,201.93	88%	100%
Rapid Response Increased Employment (CPS, ResCare)	22,178.32	244,867.86	222,689.54	145,452.80	448,327.00	302,874.20	448,327.00	302,874.20	32%	100%
TAP-Healthcare (SPSCC, Centralia College)	10,989.27	21,000.00	10,010.73	64,787.90	252,000.00	187,212.10	252,000.00	187,212.10	26%	100%
Career Connect WA (CPS, ResCare, ESD113, AJAC)	3,576.38	4,999.83	1,423.45	14,966.64	29,999.00	15,032.36	29,999.00	15,032.36	50%	100%
Workforce Central-C2C	3,399.88	22,416.67	19,016.79	203,248.52	269,000.00	65,751.48	269,000.00	65,751.48	76%	100%
YouthWorks-Big Brother Big Sisters	-	-	-	31,352.72	28,352.72	(3,000.00)	28,352.72	(3,000.00)	111%	100%
DVR-Morningside & Arc of Grays Harbor	26,600.00	182,581.00	155,981.00	98,108.00	302,166.00	204,058.00	302,166.00	204,058.00	32%	100%
In House Programs										
WorkFirst	96,944.29	101,567.16	4,622.87	1,158,023.24	1,218,805.95	60,782.71	1,218,805.95	60,782.71	95%	100%
PREP	8,445.96	16,670.17	8,224.21	99,043.92	154,735.41	55,691.49	154,735.41	55,691.49	64%	100%
C2C, Microsoft, Saltchuk	99,242.34	114,034.89	14,792.55	1,559,418.65	3,054,645.73	1,495,227.08	3,054,645.73	1,495,227.08	51%	100%
JRA-MyJob	50,166.38	70,719.42	20,553.04	577,383.24	848,633.00	271,249.76	848,633.00	271,249.76	68%	100%
Subtotal Direct Participant Services	782,168.43	1,090,907.69	308,739.26	6,961,993.44	10,107,507.19	3,145,513.75	10,107,507.19	3,145,513.75	69%	100%
Business Services										
B2B-(Thurston County Chamber)	53,707.48	37,256.53	(16,450.95)	423,500.04	447,078.38	23,578.34	447,078.38	23,578.34	95%	100%
B2B-C2C (TCC)	10,434.95	6,750.00	(3,684.95)	166,942.27	129,081.05	(37,861.22)	129,081.05	(37,861.22)	129%	100%
C2C-(Tacoma Pierce Chamber)	9,901.91	3,750.00	(6,151.91)	112,257.68	87,175.33	(25,082.35)	87,175.33	(25,082.35)	129%	100%
Subtotal Business Services	74,044.34	47,756.53	(26,287.81)	702,699.99	663,334.76	(39,365.23)	663,334.76	(39,365.23)	106%	100%
Special Impact Projects										
Advanced Manufacturing (TC EDC, CPS)	-	-	-	62,760.71	89,874.59	27,113.88	89,874.59	27,113.88	70%	100%
Career Pathways	1,347.50	3,694.16	2,346.66	39,173.25	44,329.90	5,156.65	44,329.90	5,156.65	88%	100%
WBL/Career Connection/AmeriCorps	9,245.35	27,568.64	18,323.29	77,838.62	110,823.73	32,985.11	110,823.73	32,985.11	70%	100%
Rural County-High Impact Community Projects	13,067.84	7,142.86	(5,924.98)	23,142.92	50,000.00	26,857.08	50,000.00	26,857.08	46%	100%
Layoff Aversion-Hospitality	-	2,916.67	2,916.67	37,000.00	35,000.00	(2,000.00)	35,000.00	(2,000.00)	106%	100%
Subtotal Special Impact Projects	23,660.69	41,322.33	17,661.64	239,915.50	330,028.22	90,112.72	330,028.22	90,112.72	73%	100%
Misc Contracts/Projects										
Outreach & Communications	1,187.50	1,299.33	111.83	13,934.49	15,591.95	1,657.46	15,591.95	1,657.46	89%	100%
TAP-Hospitality (WHAEF)	-	791.67	791.67	9,000.00	9,500.00	500.00	9,500.00	500.00	95%	100%
SeaKing-JRA/MyJOB	-	1,250.00	1,250.00	-	15,000.00	15,000.00	15,000.00	15,000.00	0%	100%
Subtotal Misc Contracts/Projects	1,187.50	3,341.00	2,153.50	22,934.49	40,091.95	17,157.46	40,091.95	17,157.46	57%	100%
SUBTOTAL PROGRAM SERVICES	881,060.96	1,183,327.54	302,266.58	7,927,543.42	11,140,962.12	3,213,418.70	11,140,962.12	3,213,418.70	71%	100%
ADMINISTRATIVE SERVICES										
Administrative Office Operations										
Salaries & Benefits										
Salaries	76,344.58	79,860.20	3,515.62	911,809.50	917,123.04	5,313.54	917,123.04	5,313.54	99%	100%
Benefits	34,182.39	44,645.15	10,462.76	351,651.96	390,328.50	38,676.54	390,328.50	38,676.54	90%	100%
Total Salaries & Benefits	110,526.97	124,505.35	13,978.38	1,263,461.46	1,307,451.54	43,990.08	1,307,451.54	43,990.08	97%	100%
Travel & Training Expenses										
Mileage	445.88	520.83	74.95	4,357.17	6,250.00	1,892.83	6,250.00	1,892.83	70%	100%
Travel	24.96	1,041.67	1,016.71	7,856.26	12,500.00	4,643.74	12,500.00	4,643.74	63%	100%

Conf/Conv/Mtg/Reg	170.70	337.50	166.80	5,752.82	8,010.00	2,257.18	8,010.00	2,257.18	72%	100%
Gasoline for PMWDC Vehicles	89.13	66.67	(22.46)	598.03	800.00	201.97	800.00	201.97	75%	100%
Board Travel	99.63	641.67	542.04	6,250.42	7,700.00	1,449.58	7,700.00	1,449.58	81%	100%
Board Supplies & Support	492.16	1,460.00	967.84	10,697.86	19,500.00	8,802.14	19,500.00	8,802.14	55%	100%
Staff develop/Training	2,100.00	625.00	(1,475.00)	5,076.41	7,500.00	2,423.59	7,500.00	2,423.59	68%	100%
Total Staff Expenses	3,422.46	4,693.33	1,270.87	40,588.97	62,260.00	21,671.03	62,260.00	21,671.03	65%	100%
Professional Services										
Accounting & Auditing	-	-	-	22,538.70	22,000.00	(538.70)	22,000.00	(538.70)	102%	100%
Legal Fees	-	300.00	300.00	-	3,600.00	3,600.00	3,600.00	3,600.00	0%	100%
Professional Services/Consult	7,023.93	5,383.33	(1,640.60)	34,898.44	64,600.00	29,701.56	64,600.00	29,701.56	54%	100%
Temp & Interim Contracts	3,398.00	1,166.67	(2,231.33)	13,875.98	14,000.00	124.02	14,000.00	124.02	99%	100%
Licenses	2,937.06	2,143.33	(793.73)	25,882.68	25,720.00	(162.68)	25,720.00	(162.68)	101%	100%
Total Professional Services	13,358.99	8,993.33	(4,365.66)	97,195.80	129,920.00	32,724.20	129,920.00	32,724.20	75%	100%
Facilities										
Rent	6,800.23	7,440.08	639.85	81,453.97	89,281.00	7,827.03	89,281.00	7,827.03	91%	100%
Utilities	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Facilities	6,800.23	7,440.08	639.85	81,453.97	89,281.00	7,827.03	89,281.00	7,827.03	91%	100%
Supplies & Communications										
Supplies	552.44	1,166.67	614.23	11,433.30	14,000.00	2,566.70	14,000.00	2,566.70	82%	100%
Telephone & telecomm	980.36	1,166.67	186.31	8,940.95	14,000.00	5,059.05	14,000.00	5,059.05	64%	100%
Postage & Shipping	100.00	62.50	(37.50)	660.62	750.00	89.38	750.00	89.38	88%	100%
Mailing Services	-	33.33	33.33	570.55	400.00	(170.55)	400.00	(170.55)	143%	100%
Printing & copying	248.75	416.67	167.92	3,164.50	5,000.00	1,835.50	5,000.00	1,835.50	63%	100%
Books/Subscriptions/Ref	550.99	104.17	(446.82)	1,736.54	1,250.00	(486.54)	1,250.00	(486.54)	139%	100%
Total Communications	2,432.54	2,950.00	517.46	26,506.46	35,400.00	8,893.54	35,400.00	8,893.54	75%	100%
Equipment/Maintenance/Software/Rental										
IT Supplies/Minor Equipment/Tech Equip	-	1,212.50	1,212.50	12,535.09	14,550.00	2,014.91	14,550.00	2,014.91	86%	100%
Equipment Rental & maint	123.10	179.17	56.07	1,474.68	2,150.00	675.32	2,150.00	675.32	69%	100%
Auto Repair & Maintenance	188.96	83.33	(105.63)	1,735.59	1,000.00	(735.59)	1,000.00	(735.59)	174%	100%
Auto Lease	424.92	280.00	(144.92)	2,546.73	2,800.00	253.27	2,800.00	253.27	91%	100%
Total Equipment/Small Tools	736.98	1,755.00	1,018.02	18,292.09	20,500.00	2,207.91	20,500.00	2,207.91	89%	100%
Depreciation										
Depreciation-Automobile	1,897.46	692.50	(1,204.96)	7,513.03	8,310.00	796.97	8,310.00	796.97	90%	100%
Deprec & amort - other	-	187.50	187.50	1,005.87	2,250.00	1,244.13	2,250.00	1,244.13	45%	100%
Total Depreciation	1,897.46	880.00	(1,017.46)	8,518.90	10,560.00	2,041.10	10,560.00	2,041.10	81%	100%
Other										
Interest-general/Bank Fees	-	375.00	375.00	4,573.60	4,500.00	(73.60)	4,500.00	(73.60)	102%	100%
Insurance-Gen Liability	1,465.22	1,395.83	(69.39)	15,401.03	16,750.00	1,348.97	16,750.00	1,348.97	92%	100%
Membership Dues	-	170.00	170.00	14,488.72	15,770.00	1,281.28	15,770.00	1,281.28	92%	100%
Notifications	76.13	166.67	90.54	1,731.13	2,000.00	268.87	2,000.00	268.87	87%	100%
Other Expenses	13.00	83.33	70.33	2,893.18	3,000.00	106.82	3,000.00	106.82	96%	100%
Community Outreach/Ed	-	2,083.33	2,083.33	18,500.00	25,000.00	6,500.00	25,000.00	6,500.00	74%	100%
Contractor Support/In Kind	31.23	-	(31.23)	811.56	-	(811.56)	-	(811.56)	#DIV/0!	#DIV/0!
Transfer to Unrestricted	-	-	-	(3,824.31)	(3,750.00)	74.31	(3,750.00)	74.31	102%	100%
Total Other	1,585.58	4,274.17	2,688.59	54,574.91	63,270.00	8,695.09	63,270.00	8,695.09	86%	100%
Subtotal Admin Office Operating Budget	140,761.21	155,491.27	14,730.06	1,590,592.56	1,718,642.54	128,049.98	1,718,642.54	128,049.98	93%	100%
Transition & AJC Activities	22,479.55	7,791.67	(14,687.88)	62,541.91	93,500.00	30,958.09	93,500.00	30,958.09	67%	100%
One Stop Operator	4,954.11	8,333.33	3,379.22	91,629.45	100,000.00	8,370.55	100,000.00	8,370.55	92%	100%
SUBTOTAL ADMINISTRATIVE SERVICES	168,194.87	171,616.27	3,421.40	1,744,763.92	1,912,142.54	167,378.62	1,912,142.54	167,378.62	91%	100%
TOTAL EXPENSES	1,049,255.83	1,354,943.81	305,687.98	9,672,307.34	13,053,104.66	3,380,797.32	13,053,104.66	3,380,797.32	74%	100%
Change in Net Assets	47,774.89	-	(47,774.89)	(92,717.44)	-	92,717.44	3,706,087.76	3,706,087.76		
Beginning Net Assets	885,551			1,025,664						
Plus current Net Assets	47,775			(92,717)						
Change in special funds	(1,190)			(810)						
Ending Unrestricted Net Assets	932,136			932,136						

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY17 Budget to Actual Report

Through June 30, 2018

Program:	Department of Labor/WIA/WIOA Funds			Department of Commerce			Other Funds		
	YTD Actual	Annual Budget	Remaining	YTD Actual	Annual Budget	Remaining	YTD Actual	Annual Budget	Remaining
Workforce Innovation & Opportunity Act (WIOA) Grants									
WIOA Youth	1,212,549.37	1,402,299.26	189,749.89						
WIOA Adult	1,220,191.81	1,512,649.40	292,457.59						
WIOA Dislocated Worker	1,502,575.65	1,969,140.73	466,565.08						
WIOA Admin Cost Pool	377,046.26	797,822.84	420,776.58						
YouthWorks2 (6/1/16-3/31/18)	34,077.09	34,077.67	0.58						
Camo to Commerce (1/1/14-12/31/2018)	2,307,053.41	4,962,109.47	2,655,056.06						
Sector Strategies (9/1/15-6/30/18)	126,276.51	130,248.15	3,971.64						
Career Connect WA (1/1/18-9/30/19)	22,273.38	150,000.00	127,726.62						
Rapid Response Initiatives	315,329.46	378,461.60	63,132.14						
Rapid Response Increased Employment	79,663.40	442,841.00	363,177.60						
TAP-Hospitality (4/18/17-8/31/17)	10,170.52	10,170.52	-						
TAP-Healthcare (6/28/17-3/31/19)	83,408.83	275,000.00	191,591.17						
WorkFirst (Community Jobs) (ends 6/30/18)				1,336,572.60	1,412,632.00	76,059.40			
Juvenile Rehabilitation-MyJOB (5/1/16-7/15/19)							708,538.16	2,450,000.00	1,741,461.84
Dept of Voc Rehab-PETS (3/16/16-3/15/18)							72,740.00	96,118.05	23,378.05
Dept of Voc Rehab-PETS (3/16/18-3/15/20)							29,332.97	496,000.00	466,667.03
Thurston County Jail Program (ends 12/31/17)							119,468.82	181,553.97	62,085.15
Dawkins Trust							4,652.99	21,989.60	17,336.61
Grays Harbor Foundation							6,388.79	7,945.38	1,556.59
Microsoft							20,364.57	20,364.57	-
Saltchuk							2,867.47	7,768.36	4,900.89
Total Program Grant Balance	7,290,615.69	12,064,820.64	4,774,204.95	1,336,572.60	1,412,632.00	76,059.40	964,353.77	3,281,739.93	2,317,386.16

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

June 30, 2018

	Beginning Year Balance	Current Period Balance	<i>Current Year Change</i>	Beginning Period Balance	<i>Current Period Change</i>
Assets					
Cash & Cash Equivalents	734,048	291,256	(442,792)	219,875	71,381
Accounts Receivable	1,158,229	1,905,306	747,077	1,496,356	408,950
Due from Related Parties	0	0	0	0	0
Notes Receivable	1,645	0	(1,645)	394	(394)
Pre-Paid Expenses	42,886	43,904	1,018	27,001	16,903
Investments - CD's	249,487	226,655	(22,832)	226,432	223
Long-Term Assets	42,740	31,133	(11,607)	34,034	(2,901)
Total Assets	<u>2,229,035</u>	<u>2,498,254</u>	<u>269,219</u>	<u>2,004,092</u>	<u>494,162</u>
Liabilities					
Contracts & Vendors Payable	783,544	1,179,644	396,100	751,607	428,037
Payroll, Taxes, & Benefits Payable	264,945	266,673	1,728	248,858	17,815
Paid Leave Payable	129,298	104,401	(24,897)	102,756	1,645
Deferred Revenues	15,714	6,457	(9,257)	7,307	(850)
Other Short-Term Payables	9,870	8,943	(927)	8,013	930
Total Liabilities	<u>1,203,371</u>	<u>1,566,118</u>	<u>362,747</u>	<u>1,118,541</u>	<u>447,577</u>
Unrestricted Net Assets	<u>1,025,664</u>	<u>932,136</u>	<u>(93,528)</u>	<u>885,551</u>	<u>46,585</u>
Total Net Assets	<u>1,025,664</u>	<u>932,136</u>	<u>(93,528)</u>	<u>885,551</u>	<u>46,585</u>
Total Liabilities and Net Assets	<u>2,229,035</u>	<u>2,498,254</u>	<u>269,219</u>	<u>2,004,092</u>	<u>494,162</u>

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS

June 30, 2018

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Grants	687,231.98	8,803,257.31
Receipts from Contributors/Events	0.00	29,964.22
Depreciation (Net)	0.00	(6.00)
Payments to Suppliers	362,193.16	(239,449.32)
Payments to Employees	(280,320.73)	(3,385,211.49)
Payments to Program/Participant Activities	(697,723.04)	(5,676,304.37)
Total Cash Flows from Operating Activities	<u>71,381.37</u>	<u>(467,749.65)</u>
Cash Flows from Investing Activities		
Purchases of Equipment/Assets	0.00	6.00
Proceeds from Sale of Current Assets	0.00	0.00
Interest and Dividends	223.33	2,119.99
Purchases or Redemptions of Investments	(223.33)	22,831.77
Total Cash Flows from Investing Activities	<u>0.00</u>	<u>24,957.76</u>
Beginning Cash & Cash Equivalents	<u>219,874.77</u>	<u>734,048.03</u>
Ending Cash & Cash Equivalents	<u>291,256.14</u>	<u>291,256.14</u>

Pacific Mountain Workforce Development Council
 Program Year 2018
 July 1, 2018 - June 30, 2019
 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)	-	-	-	-	831,738.82	831,738.82
WIOA Adult	921,866.57	240,000.00	38,428.00	30,461.17	335,502.86	1,566,258.60
WIOA Dislocated Worker	1,299,161.81	160,000.00	-	36,405.82	366,703.45	1,862,271.08
WIOA Youth	1,000,524.41	-	138,428.00	13,133.01	310,452.47	1,462,537.89
Subtotal	3,221,552.79	400,000.00	176,856.00	80,000.00	1,844,397.59	5,722,806.38

Competitive WIOA' Grants

Camo2Commerce (1/1/14 - 12/31/18)	1,211,084.69	200,301.11	-	-	159,152.36	1,570,538.16
Opioid Reduction (8/1/18-6/30/20)	2,088,653.00	-	-	-	311,347.00	2,400,000.00
TAP-Upskill/Backfill-Healthcare (6/28/17 - 3/31/19)	191,512.10	-	-	-	79.07	191,591.17
Career Connect WA (1/1/18-9/30/19)	785,417.08	-	50,000.00	-	119,669.53	955,086.61
PY18 Rapid Response Increased Emp (7/1/18-6/30/20)	337,491.35	-	-	-	18,072.65	355,564.00
Rapid Response Increased Employment (7/1/17-6/30/19)	327,111.02	-	-	-	36,066.58	363,177.60
Subtotal	4,941,269.24	200,301.11	50,000.00	-	644,387.19	5,835,957.54

Department of Commerce Grants

WorkFirst (Community Jobs) (7/1/17-6/30/18)	1,169,124.34	-	6,000.00	-	187,338.66	1,362,463.00
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Department of Social & Health Services Grants

Dept of Voc Rehabilitation -PreEmployment Skills (3/16/18-3/15/20)	418,563.00	-	-	-	48,104.53	466,667.53
Juvenile Rehabilitation - My JOB (5/1/16-7/15/19)	1,100,369.00	-	4,000.00	15,000.00	255,000.00	1,374,369.00
Subtotal	1,518,932.00	-	4,000.00	15,000.00	303,104.53	1,841,036.53

Other' Grants

Thurston County Jail Program (1/1/17 - 12/31/17)	52,757.15	-	-	-	6,782.86	59,540.01
Pierce County Career Day	-	-	25,000.00	-	2,500.00	27,500.00
Dawkins Trust	-	-	17,336.61	-	-	17,336.61
GH Foundation	1,556.59	-	-	-	-	1,556.59
Boeing	141,052.08	-	-	-	8,947.92	150,000.00
Saltchuk	4,900.89	-	-	-	-	4,900.89
Subtotal	200,266.71	-	42,336.61	-	18,230.78	260,834.10

Total Revenue	11,051,145.08	600,301.11	279,192.61	95,000.00	2,997,458.76	15,023,097.56
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Budgeted Expenditures:

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
Program Services						
WIOA Formula						
Adult Contracted Programs (Career Path Services)	921,866.57	-	-	-	-	921,866.57
Dislocated Worker Contracted Programs (Career Path Services)	1,124,849.12	-	-	-	-	1,124,849.12
Youth Contracted Programs (ResCare)	1,000,524.41	-	-	-	-	1,000,524.41
Incumbent Worker Training (TBD)	150,000.00	-	-	-	-	150,000.00
Business Services (Thurston Co. Chamber)	-	400,000.00	-	-	-	400,000.00
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	-	-	76,856.00	-	-	76,856.00
Subtotal	3,197,240.10	400,000.00	176,856.00	80,000.00	-	3,854,096.10
WIOA Competitive						
Opioid Use & Reduction Response In-house	988,653.00	-	-	-	-	988,653.00
Opioid Use & Reduction Response Contracted (Choice)	1,100,000.00	-	-	-	-	1,100,000.00
Camo2Commerce In-house Program	1,029,371.01	-	-	-	-	1,029,371.01
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, W/ Career Connect In-house Program	181,713.68	200,301.11	-	-	-	382,014.79
Career Connect WA (CPS, ResCare, AJAC, ESD113)	83,483.72	-	-	-	-	83,483.72
PY18 Rapid Response Increased Employment In house	701,933.36	-	50,000.00	-	-	751,933.36
Rapid Response Increased Employment Contracted (CPS, ResCare)	337,491.35	-	-	-	-	337,491.35
TAP-Healthcare Contracted (SPSCC, Centralia College)	327,111.02	-	-	-	-	327,111.02
TAP-Healthcare Contracted (SPSCC, Centralia College)	191,512.10	-	-	-	-	191,512.10
Subtotal	4,941,269.24	200,301.11	50,000.00	-	-	5,191,570.35

	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.	1,169,124.34		6,000.00			1,175,124.34
Thurston County PREP Jail In house Program	52,757.15					52,757.15
Pierce County Career Days			25,000.00			25,000.00
Dawkins Trust	-		17,336.61			17,336.61
DVR - Contracted	179,563.00					179,563.00
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	1,556.59					1,556.59
Boeing	141,052.08					141,052.08
Saltchuk	4,900.89	-	-	-	-	4,900.89
Subtotal	2,649,323.05	-	52,336.61	15,000.00	-	2,716,659.66
Program Expense Total	10,787,832.39	600,301.11	279,192.61	95,000.00	-	11,762,326.11
Administrative Services						
Administrative Office Operations						
Salaries					1,004,120.13	1,004,120.13
Benefits					423,277.95	423,277.95
Travel & Training					63,100.00	63,100.00
Professional Services					166,500.00	166,500.00
Facilities					89,281.00	89,281.00
Supplies & Communications					34,600.00	34,600.00
Equip/Maintenance/Rentals					18,920.00	18,920.00
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					1,879,929.08	1,879,929.08
Transition & AJC Activities						
Staffing					-	-
Subcontracts					68,158.69	68,158.69
Transition Subtotal					68,158.69	68,158.69
One Stop Operator						
Staffing					-	-
Subcontracts					125,000.00	125,000.00
One Stop Operator Subtotal					125,000.00	125,000.00
Administrative Expense Total					2,073,087.77	2,073,087.77
Total Expenditures	10,787,832.39	600,301.11	279,192.61	95,000.00	2,073,087.77	13,835,413.88

Admin Office Formula Carry Forward to PY19	651,388
Admin Office Carry Forward Ongoing Grants to PY19	252,646
Program Carry Forward Ongoing Grants to PY19	239,000
Total Carry Forward to PY19	1,143,034

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



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Final	Total-PY18 Preliminary	Difference	Comments
Budgeted Revenues:									
Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants									
WIOA Admin Cost Pool (ACP)	-	-	-	-	831,738.82	831,738.82	861,610.00	(29,871.18)	Less carry in than anticipated
WIOA Adult	921,866.57	240,000.00	38,428.00	30,461.17	335,502.86	1,566,258.60	1,511,922.00	54,336.59	More AO carry in funds than anticipated
WIOA Dislocated Worker	1,299,161.81	160,000.00	-	36,405.82	366,703.45	1,862,271.08	1,945,560.00	(83,288.92)	Less contractor carry in than anticipated
WIOA Youth	1,000,524.41	-	138,428.00	13,133.01	310,452.47	1,462,537.89	1,424,105.00	38,432.89	More AO carry in funds than anticipated
<i>Subtotal</i>	3,221,552.79	400,000.00	176,856.00	80,000.00	1,844,397.59	5,722,806.38	5,743,197.00	(20,390.62)	
Competitive WIOA' Grants									
Camo2Commerce (1/1/14 - 12/31/18)	1,211,084.69	200,301.11	-	-	159,152.36	1,570,538.16	1,419,350.00	151,188.16	More program carry in than anticipated
Opioid Reduction	2,088,653.00	-	-	-	311,347.00	2,400,000.00	-	2,400,000.00	New grant
Career Connect WA (1/1/18-9/30/19)	785,417.08	-	50,000.00	-	119,669.53	955,086.61	943,650.00	11,436.61	More contractor carry in than anticipated
PY18 Rapid Response Increased Employment	337,491.35	-	-	-	18,072.65	355,564.00	-	355,564.00	New grant
Rapid Response Increased Employment (7/1/17-6/30/19)	327,111.02	-	-	-	36,066.58	363,177.60	383,464.00	(20,286.40)	Less contractor carry in than anticipated
TAP-Upskill/Backfill-Healthcare (6/28/17 - 3/31/19)	191,512.10	-	-	-	79.07	191,591.17	150,000.00	41,591.17	More contractor carry in than anticipated
<i>Subtotal</i>	4,941,269.24	200,301.11	50,000.00	-	644,387.19	5,835,957.54	2,896,464.00	2,939,493.54	
Department of Commerce Grants									
WorkFirst (Community Jobs) (7/1/18-6/30/19)	1,169,124.34	-	6,000.00	-	187,338.66	1,362,463.00	1,369,644.00	(7,181.00)	Slightly smaller award than anticipated
Department of Social & Health Services Grants									
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	1,374,369.00	-	
Div of Voc Rehab -PreEmployment Skills (3/16/18-3/15/20)	418,563.00	-	-	-	48,104.53	466,667.53	396,000.00	70,667.53	More contractor carry in than anticipated
<i>Subtotal</i>	1,518,932.00	-	4,000.00	15,000.00	303,104.53	1,841,036.53	1,770,369.00	70,667.53	
Other' Grants									
Thurston County Jail Program (1/1/18 - 12/31/18)	52,757.15	-	-	-	6,782.86	59,540.01	65,000.00	(5,459.99)	Less program carry in than anticipated
Pierce County Career Day	-	-	25,000.00	-	2,500.00	27,500.00	-	27,500.00	New project
Dawkins Trust	-	-	17,336.61	-	-	17,336.61	15,000.00	2,336.61	More program carry in than anticipated
GH Foundation	1,556.59	-	-	-	-	1,556.59	1,000.00	556.59	More program carry in than anticipated
Boeing	141,052.08	-	-	-	8,947.92	150,000.00	-	150,000.00	New award
Saltchuk	4,900.89	-	-	-	-	4,900.89	5,000.00	(99.11)	
<i>Subtotal</i>	200,266.71	-	42,336.61	-	18,230.78	260,834.10	86,000.00	174,834.10	
Total Revenue	11,051,145.08	600,301.11	279,192.61	95,000.00	2,997,458.76	15,023,097.56	11,865,674.00	3,157,423.56	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Final	Total-PY18 Preliminary	Difference	Comments
Budgeted Expenditures:									
Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Final	Total-PY18 Preliminary	Difference	
WIOA Formula									
Adult Contracted Programs (Career Path Services)	921,866.57	-	-	-	-	921,866.57	965,274.00	(43,407.43)	Moving carry in to other project
Dislocated Worker Contracted Programs (Career Path Services)	1,124,849.12	-	-	-	-	1,124,849.12	1,336,126.00	(211,276.88)	Less carry in than expected, Moving carry in to other
Youth Contracted Programs (ResCare)	1,000,524.41	-	-	-	-	1,000,524.41	1,023,380.00	(22,855.59)	Less carry in than expected
Incumbent Worker Training (Child Care Action Council and TBD)	150,000.00	-	-	-	-	150,000.00	150,000.00	-	
Business Services (Thurston Co. Chamber)	-	400,000.00	-	-	-	400,000.00	431,646.00	(31,646.00)	Less carry in than expected, Moving carry in to other
Work-Based Learning/Career Connections/AmeriCorps support	-	-	100,000.00	-	-	100,000.00	100,000.00	-	
Career Pathways, Outreach, Misc	-	-	-	80,000.00	-	80,000.00	80,000.00	-	
High Impact Grants-Youth & Young Adult	-	-	76,856.00	-	-	76,856.00	70,000.00	6,856.00	More program carry in than expected
Subtotal	3,197,240.10	400,000.00	176,856.00	80,000.00	-	3,854,096.10	4,156,426.00	(302,329.90)	
WIOA Competitive									
Opioid Use & Reduction Response In-house	988,653.00	-	-	-	-	988,653.00	-	988,653.00	New
Opioid Use & Reduction Response Contracted (Choice)	1,100,000.00	-	-	-	-	1,100,000.00	-	1,100,000.00	New
Camo2Commerce In-house Program	1,029,371.01	-	-	-	-	1,029,371.01	1,017,088.00	12,283.01	More carry in than expected
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WFC)	181,713.68	200,301.11	-	-	-	382,014.79	246,000.00	136,014.79	More carry in than expected
Career Connect In-house Program	83,483.72	-	-	-	-	83,483.72	82,750.00	733.72	
Career Connect WA (CPS, ResCare, AJAC, ESD113)	701,933.36	-	50,000.00	-	-	751,933.36	740,900.00	11,033.36	More contractor carry in than expected
PY18 Rapid Response Increased Employment In house	337,491.35	-	-	-	-	337,491.35	-	337,491.35	New
Rapid Response Increased Employment (CPS, ResCare, CCAC)	327,111.02	-	-	-	-	327,111.02	365,958.00	(38,846.98)	Less program carry in than expected
TAP-Healthcare Contracted (SPSCC, Centralia College, Aberdeen SD)	191,512.10	-	-	-	-	191,512.10	145,000.00	46,512.10	More contractor carry in than expected
Subtotal	4,941,269.24	200,301.11	50,000.00	-	-	5,191,570.35	2,597,696.00	2,593,874.35	
WorkFirst & Other									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,169,124.34	-	6,000.00	-	-	1,175,124.34	1,181,317.95	(6,193.61)	
Thurston County PREP Jail In house Program	52,757.15	-	-	-	-	52,757.15	59,000.00	(6,242.85)	
Pierce County Career Day	-	-	25,000.00	-	-	25,000.00	-	25,000.00	new
Dawkins Trust	-	-	17,336.61	-	-	17,336.61	15,000.00	2,336.61	
DVR - Contracted	179,563.00	-	-	-	-	179,563.00	111,163.00	68,400.00	More contractor carry in than expected
JRA In-house Program	1,100,369.00	-	4,000.00	-	-	1,104,369.00	1,104,369.00	-	
JRA - Contracted	-	-	-	15,000.00	-	15,000.00	15,000.00	-	
Grays Harbor Foundation	1,556.59	-	-	-	-	1,556.59	1,000.00	556.59	
Boeing	141,052.08	-	-	-	-	141,052.08	-	141,052.08	New
Saltchuk	4,900.89	-	-	-	-	4,900.89	5,000.00	(99.11)	
Subtotal	2,649,323.05	-	52,336.61	15,000.00	-	2,716,659.66	2,491,849.95	224,809.71	
Program Expense Total	10,787,832.39	600,301.11	279,192.61	95,000.00	-	11,762,326.11	9,245,971.95	2,516,354.16	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Final	Total-PY18 Preliminary	Difference	Comments
Administrative Services									
Administrative Office Operations									
Salaries					1,004,120.13	1,004,120.13	997,068.48	7,051.65	Adjusted for actual salaries increases
Benefits					423,277.95	423,277.95	424,719.12	(1,441.16)	Reflects related benefits from full staffing and wage increases, less medical insurance costs than anticipated
Travel & Training					63,100.00	63,100.00	63,100.00	-	
Professional Services					166,500.00	166,500.00	159,000.00	7,500.00	Higher accounting software implementation costs from IT and consulting needs
Facilities					89,281.00	89,281.00	89,281.00	-	
Supplies & Communications					34,600.00	34,600.00	34,600.00	-	
Equip/Maintenance/Rentals					18,920.00	18,920.00	16,420.00	2,500.00	More IT related purchases than anticipated
Depreciation					8,310.00	8,310.00	8,310.00	-	
Insurance					20,000.00	20,000.00	20,000.00	-	
Memberships					15,770.00	15,770.00	15,770.00	-	
Community Outreach					30,000.00	30,000.00	30,000.00	-	
Misc					9,800.00	9,800.00	9,800.00	-	
Transfer to Unrestricted					(3,750.00)	(3,750.00)	(3,750.00)	-	
Admin Office Subtotal					1,879,929.08	1,879,929.08	1,864,318.60	15,610.49	
Transition & AJC Activities									
Staffing					-	-	-	-	
Subcontracts					68,158.69	68,158.69	50,506.00	17,652.69	More contractor carry in than expected
Transition Subtotal					68,158.69	68,158.69	50,506.00	17,652.69	
One Stop Operator									
Staffing					-	-	-	-	
Subcontracts					125,000.00	125,000.00	125,000.00	-	
One Stop Operator Subtotal					125,000.00	125,000.00	125,000.00	-	
Administrative Expense Total					2,073,087.77	2,073,087.77	2,039,824.60	33,263.18	
Total Expenditures	10,787,832.39	600,301.11	279,192.61	95,000.00	2,073,087.77	13,835,413.88	11,285,796.55	2,549,617.34	

<i>Admin Office Formula Carry Forward to PY18</i>	<i>651,388</i>	<i>287,409</i>
<i>Admin Office Carry Forward Ongoing Grants to PY18</i>	<i>252,646</i>	<i>68,165</i>
<i>Program Carry Forward Ongoing Grants to PY18</i>	<i>239,000</i>	<i>239,000</i>
Total Carry Forward to PY18	1,143,034	594,574



October 16, 2018

Due to personnel changes in the Camo to Commerce program our Columbia Bank signature card for Acct ending 0376 requires updating. Marc Hannon needs to be added to the account.

Current Columbia Bank signers

Acct ending 0376- C2C

Cheryl Fambles

Corinne Daffern

Sean Murphy

Michael Manning

Michael Johnson

Add to Acct ending 0376

Marc Hannon

After November 9, 2018 Executive Finance Committee Meeting

Acct ending 0376- C2C

Cheryl Fambles

Corinne Daffern

Sean Murphy

Michael Manning

Michael Johnson

Marc Hannon

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application 10/22/2018

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: _Boss of the Year recognition event

Project Date(s): December 12, 2018 Project Location: Hotel RL, Olympia WA

Amount Requested: \$2,500 Date Funds Needed by: 12/15/18

Legal Name of Organization Using Proposed Funds: Thurston County Chamber

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: David Schaffert

Contact Person for this Project: David Schaffert Title: President CEO

Mailing Address: PO Box 1417 Olympia WA, 98507-1427

Email Address: dschaffert@thurstonchamber.com Telephone: 360 357 3362

Application Instructions

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

Proposal Guidelines

- All funding must follow, enhance, or promote the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*
- Proposals must adhere to allowable cost guidance per state and federal regulations
- Funds are not: direct service funds for clients; funds to benefit individual Board Members who want to participate in training or conferences *unless* they are specifically presenting and can uniquely represent PacMtn on high profile activities; or included within other PacMtn budget commitments.

Approved Proposals

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

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

APPLICATION QUESTIONS

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

PacMtn will be part of the event brand demonstrating the importance of leadership in the workplace. Leadership in the workplace, especially in the private sector is critical to success of an organization. This success is directly related to how employees thrive and prosper in the work environment.

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

PacMtn logo will be visible on materials associated with the event including web, print, and as video sponsor/partner will have an opportunity to speak at the event.

The Video and Program are part of the Chamber video library, as well as shown on local access TV.

Approximately 250 individuals will attend the event.

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

Funds will be used to pay for the production video that is at the heart of the Boss of the Year program. The video does some storytelling and creates a picture on why selected leaders were chosen as boss of the year.

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application 10 / 23 / 2018

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: Pacific NW Apprenticeship Conference

Project Date(s): December 4 and 5, 2018 Project Location: Tacoma

Amount Requested: \$2,500 Date Funds Needed by: November 10, 2018

Legal Name of Organization Using Proposed Funds: Construction Center of Excellence

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Kairie Pierce

Contact Person for this Project: Shana Peschek Title: Director

Mailing Address: 3407 Northeast 2nd Street Renton, WA, 98056

Email Address: speschek@rtc.edu Telephone: (425) 235-2352

Application Instructions

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

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

APPLICATION QUESTIONS

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

Apprenticeship is the buzz word in workforce development. This conference brings together apprenticeship coordinators, workforce development practioners and government officials to better understand the current needs of the apprenticeship community and brainstorm on ways to expand apprenticeship opportunities.

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

The brand/logo will be part of the program guide and will be called out on the participant tables.

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

The funds could be used to sponsor participant attendance (ie, apprentices), for program guide distribution and signage at the conference

**Community Outreach Grants
Tracking Sheet
PY17-PY18**



Date of Request	Requesting Board Member	Organization Using Funds	Project Name	Amount Requested	Date of Activity	Date of EFC Review and Outcome	Date of Follow Up Report
1/20/2017	Lynn Longan	Olympic College, Shelton Branch	Youth Entrepreneurship Camp	\$1,500	August 2017	Application submitted prior to change in EFC Review process	Sept. 2017
3/14/2017	Jim Sayce	Pacific County Economic Development Council	Fielding Work	\$800	Summer/Fall 2017	Application submitted prior to change in EFC Review process	Request for follow up submitted
4/5/2017	Jim Larson	Morningside	Morningside Ride Sponsorship	\$1,000	September 2017	Application submitted prior to change in EFC Review process	3/20/2018
9/21/2017	Dru Garson	Greater Grays Harbor, Inc	Greater Grays Harbor Annual Leader's Banquet Educational Fund	\$2,500	October 2017	October 2017	3/2/2018
1/3/2018	Kairie Pierce	Laborers-Employers Cooperation and Education Trust	Olympic Region Skills USA Carpentry Competition	\$2,500	January 2018	January 2018	3/8/2018
1/19/2018	Jacquelin Earley	Olympic College Foundation	Youth Entrepreneurship Camp (PY18 Request)	\$2,500	July 2018	Approved at EFC Review March 2018	7/23/2018

Date of Request	Requesting Board Member	Organization Using Funds	Project Name	Amount Requested	Date of Activity	Date of EFC Review and Outcome	Date of Follow Up Report
January 2018	Jacquelin Earley	Mason County EDC	Shelton School District Business Plan Competition	\$2,500	May 17, 2018	Approved at May 11 EFC	Requested to Karin Leaf on 5.22.18
3/23/2018	Christina Riley	New Market Skills Center Foundation	Try A Trade	\$2,000	March 2018	Approved via Email by Members, Kairie Pierce, Cheryl Heywood, Jim Minkler 4/9/18 and 4/10/18	Late March 2018
4/6/18	Dru Garson	Greater Grays Harbor, Inc	State of Grays Harbor	\$1,000	June 1, 2018	Approved via Email by Members, Kairie Pierce, Cheryl Heywood, Jim Minkler 4/9/18 and 4/10/18	Follow up needed
5/18/2018	Jim Larson	Morningside	2018 Morningside Ride Sponsorship	\$1,000	July 1, 2018	Approved at EFC 6/8/2018 meeting. Note of approval sent to Laurie A. Invoice sent to Vanessa and forwarded to Fiscal 6.11.18	Follow up needed after activity
6/29/2018	Dr. Jim Minkler	Grays Harbor College	Concurrent Enrollment Branding	\$2,000	August 2018	Approved via Email by EFC members July 2018. Result sent to Lucas Rucks for invoicing.	Follow up needed after activity
8/20/2018	Dru Garson	Greater Grays Harbor, Inc	Greater Grays Harbor Annual Leader's Banquet	\$2,500	October 12, 2018	Approved at September 2018 EFC	Follow up needed after activity
10/22/2018	David Schaffert	Thurston County Chamber	Boss of the Year Recognition Event	\$2,500	December 15, 2018	To be approved at November 2018 EFC	Follow up needed after activity
10/23/2018	Kairie Pierce	Construction Center of Excellence	Pacific NW Apprenticeship Conference	\$2,500	November 10, 2018	To be approved at November 2018 EFC	Follow up needed after activity



STAFF MEMORANDUM

To: PacMtn EFC Members

From: Sean Murphy, Associate Director of Strategic Initiatives
Corinne Daffern, Associate Director of Workforce Services

Date: November 1, 2018

Subject: Recommendation for Extension of the Title I Service Provider Request for Proposal

Background

On January 28, 2016, PacMtn released the Request for Proposal for Title I Services for WIOA Adult/ DW, WIOA Youth and Young Adults and Business Services. PacMtn solicited for service providers who could deliver workforce services to the following:

- **Adult and Dislocated Workers** who are unemployed, under-employed, or in need of training and career services;
- **Youth and Young Adults** who are individuals in- or out-of-school and experience significant barriers to educational and/or employment success. Services include a wide range of supportive career development services with a youth-centric delivery approach; and
- **Business** clients through a wide range of customized programming including direct service, and/or utilization of partner services. Services can include, but are not limited to, hosting of hiring events, communication about WorkSource programs, matching of available workforce supply/demand, etc.

Each proposal was reviewed and evaluated by members of the staff and WDC Board. At the Board meeting held on April 28, 2016 the PacMtn Board voted to approve the start of contract negotiations for services based on this group's recommendation. The recommendation was to proceed to contract negotiations with Career Path Services for Adult and Dislocated Workers, ResCare for Youth and Young Adults and Thurston County Chamber for Business Services. Those contractors have been delivering services since.

The RFP process awarded service providers one or more, one-year contracts. The beginning date for the initial contract was July 1, 2016, and subsequent contracts were awarded for the years beginning July 1, 2017 and July 1, 2018. Pursuant to the RFP process and contingent upon successful performance, funding levels, and the discretion of the WDC, the Board is able to grant additional annual awards.



Analysis and Considerations

Since July of 2016, our Title I Contractors have shown the dedication to a revitalized workforce system that we requested of them in our contracts. They have focused attention on the three critical hallmarks of excellence originally laid out in the RFP:

- the needs of business and workers to drive workforce solutions;
- One-Stop Centers provide excellent, integrated customer service to jobseekers and employers and focus on continuous improvement, and;
- the workforce system is a critical part of creating strong regional economies and plays an active role in the community development.

We have had a number of process improvement initiatives roll out over the last year to get us closer to full certification across all WorkSource sites. All process improvement initiatives were designed to develop a better One-Stop in order to deliver quality services businesses and job seekers in the region. Specific deliverables included training of the tools to support effective decision making, shared responsibility, coaching techniques, support effectiveness of frontline work teams, and improve culture and work environment.

Importantly, Title I Contractors have been actively engaged as partners in the One Stop system, working in tandem with other required partners to process quality improvement (QI) plans, which are the basis of the One-Stop certification process. Through this they have provided quality, accessible Title 1 services for the residents of this region.

During this period we also contracted with three professional service providers to help us through these process improvement initiatives. All three external service contractors have voiced consistent themes about the functioning of our WorkSource and how such could be negatively affected by the introduction of a new procurement process (RFP) for WIOA service provision.

In summary, we are in the middle of a huge number of initiatives and efforts to improve the quality and performance of this local workforce system. We believe introducing a new RFP process at this point in time could be problematic.

Staff Recommendation

Recommend delay of the release for Request for Proposal (RFP) for Title I Service Providers for one year. Procurement planning would begin in the fall of 2019 with a release of an RFP in January of 2020. All Title I service provider contracts would be extended annually, subject to satisfactory performance until June 30, 2020. Any new contract providers would begin July 1, 2020.

Executive Finance Committee Motion

Move to authorize the CEO execute plans, as outlined for extension of current WIOA Service Providers through June 30, 2020.