

PacMtn Workforce Development Council
Executive Finance Committee Agenda
Friday February 8, 2019 ▪ 11:00 am – 12:30 pm
PacMtn Offices ▪ Sylvester Room
1570 Irving St. ▪ Tumwater, WA 98512
<https://zoom.us/j/543187305>



- I. **Welcome & Check-In Items** (Duane Evans)
 - A. Introductions & Establish Quorum
 - B. Review of EFC Committee Agenda
 - C. Action Item: Motion to Approve November 2018 EFC Minutes (Attachment 1)
 - D. Board Chair Comments
 - E. CEO Report

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

- III. **Fiscal Items** (Bridget Lockling)
 - A. Action Item: Motion to Approve Quarterly Financials (Attachment 2)
 - B. Action Item: Motion to Approve Policies
 - Opioid Use Reduction and Recovery (OURR) Eligibility Policy (Handout)
 - On-Site Representation and Customer Referral Policy (Handout)
 - C. Action Item: Motion to Approve Community Outreach Funding
 - Girls in Construction – Building Diversity (Attachment 3)

- IV. **Executive & Administrative Items**
 - A. Discussion: WorkSource Certification Process (Attachment 4)
 - B. Discussion: Review of Retreat Comments and Next Steps

- V. **Executive Session to Discuss CEO Performance**

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

Proposed 2019 Board Meeting Schedule

Date	Location
March 28	TBD
April/May Budget Workshop (date TBD)	TBD
June 27	TBD
September 13	TBD
October 11	TBD
November 18	TBD
December 13	TBD

Executive Finance Committee

Date	Location
March 8	PacMtn Offices
April 12	PacMtn Offices
May 10	PacMtn Offices
June 14	PacMtn Offices
September 13	PacMtn Offices
October 11	PacMtn Offices
November 8	PacMtn Offices
December 13	PacMtn Offices

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. Lisa Olson	Pacific County Commissioner	Pacific	Consortium Chair, Ex Officio
9. Derek Epps	Seattle Shellfish	Mason	Industry Representative

Workforce Development Speak (Commonly Used Acronyms)

ABE	Adult Basic Education	IFA	Infrastructure Funding Agreement
CBO	Community Based Organizations	ITA	Individual Training Account
CJ	Community Jobs	MOU	Memorandum of Understanding
CLEO	Chief Local Elected Official	OJT	On the Job Training
CSO	Community Service Offices	TAA	The Trade Adjustment Assistance
DOL	Department of Labor	TANF	Temporary Assistance for Needy Families
DSHS	Department of Social of Health Services	WDA	Workforce Development Areas
DVR	Division of Vocational Rehabilitation	WEX	Work Experience
ESD	Employment Security Department	WIOA	Workforce Innovation & Opportunity Act
ETPL	Eligibility Training Provider List	WTECB	Workforce Training & Education Coordinating Board

PacMtn Workforce Development Council
 Executive Finance Committee Minutes
 Friday, November 9, 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. Jacquelin Earley	Sierra Pacific Industries	Mason	Chair Elect
3. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Vice Chair
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Co-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
9. Steve Rogers	Pacific County Historical Society & Museum	Pacific	Treasurer

Attendees: Duane Evans, Jacquelin Earley, Steve Rogers, Cheryl Heywood, David Schaffert

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

Excused: Dr. Jim Minkler, Kairie Pierce, Derek Epps, Terri Drexler

I. Welcome & Check In

A. The meeting was called to order at 11:12 am and quorum was established at 11:30 pm. David Schaffert joined the meeting by phone and later arriving in person for the remainder of the meeting.

C. Duane gave his Board Chair Report mentioning the recent WWA conference and encouraged Board members to give a report out on their experiences at the conference. He also mentioned the January 2019 WDC retreat and Cheryl Fambles' Distinguished Leader Award. The November WDC Agenda was reviewed and no changes were made. Preparations were made for Employment Security Department Commissioner Suzi Levine joining that meeting. The Committee identified some of the questions to facilitate the discussion with her. Duane reminded the group about the upcoming Regional Expo December 6 at the Little Creek Casino.

D. Motion to Approve the September 2018 EFC minutes – *Steve Rogers motioned to approve the minutes, seconded by Cheryl Heywood. Motion carries.*

II. Task Force Updates

- A. One Stop Committee** – Cheryl Heywood reported that the group met on October 4th and discussed brand standardization, current and future states of integrated service delivery, onsite policy recommendations as well as training and core competencies. She also mentioned the beginnings of a shared intranet site for all One Stop partners as well as a developing a dashboard that helps summarize and explain the activities of the committee.

Targeted Populations Committee – David Schaffert gave this report saying that the group met in early October with focused discussion on how does the Committee engage in the One Stop work and goals? How does the Committee leverage Career Connected Learning work for this population? He also said that Craig Clark, Senior Compliance Officer at PacMtn came to the last Targeted Populations meeting and spoke to the group regarding Equal Opportunity updates and information on behalf of the Barrier and Access Solutions Committee (BASC).

Adult Basic Education & Literacy (ABEL) – Corinne Daffern reported that the group hasn't met recently but was included in the last One Stop Committee meeting. Cheryl Heywood said that all Chrome Books within the TRL system are in circulation with patrons and there have been 11 graduates from the HS21 program. Cheryl Fambles mentioned that a representative from the ABEL committee will be named in the future and will sit on the Executive Finance Committee.

Business and Sector Engagement (BaSE) – Cheryl Fambles reported that this committee will be supporting the Regional Expo in December and will be launching an incumbent worker program that will focus on how to train up the existing workforce and also will be having specific discussions on the cluster update.

III. Fiscal Items

- A. Program Year July 1, 2017 – June 30, 2018 Quarterly Financial Statements** – Bridget went over the statements reporting that overall organization expenses for the year are about 75% of budgeted. Program Services expenses came in at 71% of budget, contracts ending June 30th came in at target, while most contracts are continuing on into PY18. There are a few contracts that show over expenditures but those contracts have been modified since the last Budget so the new totals are not reflected in the statements. Administrative Services costs are 91% on budget and are on target in all budget areas. *Steve Rogers motioned to approve the quarterly financial statements, seconded by Cheryl Heywood. Motion carries.*

- B. Recommendation to Adopt the PY18 Final Budget** – Bridget pointed out the \$3M increase due to the Opioid Reduction and Recovery grant funding and additional incoming funds from the State's Rapid Response Mitigation fund. Administrative budget shows minor changes in salaries and benefits and including increase in the cost of IT equipment and financial software. *Steve Rogers motioned to recommend approval of*

the PY18 Final Budget, seconded by Cheryl Heywood. Motion carries.

C. Change in Camo2Commerce Columbia Bank Signature Card –The change is occurring due to the close out of the Camo2Commerce funds and change in staffing for that program. *Steve Rogers motioned to approve the change in the C2C Columbia Bank Signature Card, seconded by Cheryl Heywood. Motion carries.*

D. Community Outreach Funding Proposals

- Thurston County Chamber Boss of the Year Recognition Event
- Pacific Northwest Apprenticeship Conference

The materials were reviewed. *Steve Rogers motioned to approve both of the Community Outreach Funding Proposals, seconded by Cheryl Heywood. Motion carries.*

IV. Executive & Administrative Items

A. Extension of the Title I Service Provider Request for Proposal (RFP) – Cheryl Fambles and Corinne Daffern reported on this topic recommending delay of the release for RFPs for Title I Service Providers for one year due to the large number of other PacMtn initiatives involving those same providers. There is great momentum in the partners working well together and another year would allow movement forward on some important activities. This additional time also allows greater understanding about what we might need to build into the next RFP. The proposal is that procurement planning would begin in the fall of 2019 with release of the RFP in January 2020. *Steve Rogers motioned to authorize the CEO to execute plans as outlined for extension of the current WIOA Service Providers through June 30, 2020, seconded by Cheryl Heywood. Motion carries.*

V. Good of the Order Items & Announcements –

Cheryl Heywood mentioned Timberland Regional Library’s Veteran’s History Project and the opportunity for patrons to reserve light boxes to help combat Season Effective Disorder in some of the libraries.

David Schaffert reminded the group that Governor Inslee will be the keynote speaker at the next Chamber Forum and congratulated Cheryl on her Distinguished Leader award.

Steve Rogers said that he is a new member of the Pacific County Economic Development Council and that South Bend School Board won 2018 Small School Board of the Year award.

Meeting adjourned at 12:44 pm. Submitted by: Vanessa Wasman, Program Assistant

MEMORANDUM

To: PacMtn WDC Executive Finance Committee

From: Bridget Lockling, Director of Finance & Administrative Services

Date: February 1, 2019

Subject: Current Fiscal Items for Review and Discussion

1st Quarter Financial Statements

Financial Statements are provided to reflect activity through September 30, 2018. First quarter expenditures are in line with projected spending and no major deviations or concerns are apparent at this time.

Our Statement of Financial Position reflects an increase to Net Assets due to first quarter earnings in our payment point programs – Community Jobs and MyJOB.

Recommendation: Motion to approve the PY18 1st Quarter Financial Statements

PY17 Audit Update

The State Auditor's Office conducted their onsite audit from December 10th through January 10th. This audit included review of our WIOA 'Cluster' and our WorkFirst grant. The estimated cost of this audit is almost \$28,000, which is more than the anticipated \$25,000 in our PY18 budget. This is partly due to the added review of WorkFirst which was supposed to occur last year but because of subrecipient determination status issues was not able to be completed. The final audit report is still under finalization by their audit manager but initial feedback and results provided by the auditor on site there were no major issues or findings. All items of concern from last year have been addressed and corrected. An exit conference will be held on February 19th at 11am.

PY18 Program and Fiscal Monitoring Update

The Employment Security Department program and fiscal monitoring team was on site from January 7th through the 16th. They completed an extensive review of our WIOA formula and discretionary grants. They identified areas in case file documentation that needs improvement, policy language that needs updating and contract language that needs to match federal requirements. There were a few items still under review and discussion. They will send a draft report within 30 days.

Fiscal Department Staff Changes

After some recent staff turnover in the fiscal department, we analyzed the workload and structure of the department to determine necessary improvements. To better serve the organization needs and be responsive to the growing work and requirements, the current Senior Accounting Specialist position will be eliminated and replaced by an Administrative Coordinator and a Financial Services Specialist. This change will help create efficiencies in processes and respond to the increasing needs on both the financial and administration side, specifically in supporting human resource needs. Currently a temp accountant is filling the gap and recruitment for these positions will start in the near future.

Pacific Mountain Workforce Development Council
NOTES TO FINANCIAL STATEMENTS
Program Year July 1, 2018 through June 30, 2019

For month ending September 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 is at expected levels through the first quarter.
 - b) The Incumbent Worker Training for childcare program was restricted but they were not able to spend out their contract budget.
 - c) Career Connect contracts were still under development the first quarter, programs will ramp up activities in the coming months.
 - d) All In house program spending is within expected ranges for year to date.
 - e) High Impact Community grants that were extended through the first quarter of PY18 came in under budget. The next round of HIC grants will begin late winter.
 - f) All categories in the admin office budget are coming in at or below budget.

- 2) Page 5 represents a summary of spending levels by grant compared to total budgeted amounts available. This is further sectioned according to source of funds. Grant expenditures will be watched to make sure they are meeting expected spending goals and requirements

- 3) The Statement of Financial Position represents the organizations net assets, comparing current assets and liabilities. We currently have net assets of \$967,216. Net assets have increased by \$39,647 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

PY18 Budget to Actual Report

<i>For month end September 2018</i>	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES							
Grant & Contracts	2,611,144.50	3,188,379.01	577,234.51	15,023,097.56	12,411,953.06	17%	21%
Other	-	-	-	-	-	0%	0%
Total Revenues	2,611,144.50	3,188,379.01	577,234.51	15,023,097.56	12,411,953.06	17%	21%
EXPENSES							
Program Services							
Direct Participant Services	1,893,586.71	2,387,519.57	493,932.86	10,787,832.39	8,894,245.68	18%	22%
Business Services & Solutions	166,381.31	200,150.56	33,769.25	600,301.11	433,919.80	28%	33%
Special Impact Projects	38,473.27	73,834.15	35,360.88	279,192.61	240,719.34	14%	26%
Misc Contracts & Projects	124.15	11,250.00	11,125.85	95,000.00	94,875.85	0%	12%
Subtotal	2,098,565.44	2,672,754.28	574,188.84	11,762,326.11	9,663,760.67	18%	23%
Administrative Services							
Admin Office Operations	428,125.92	467,335.06	39,209.14	1,879,929.08	1,451,803.16	23%	25%
Transition Activities	22,100.60	17,039.67	(5,060.93)	68,158.69	46,058.09	32%	25%
Integrated Service Activities	22,501.30	31,250.00	8,748.70	125,000.00	102,498.70	18%	25%
AmeriCorps Activities	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal	472,727.82	515,624.73	42,896.91	2,073,087.77	1,600,359.95	23%	25%
TOTAL EXPENSES	2,571,293.26	3,188,379.01	617,085.75	13,835,413.88	11,264,120.62	19%	23%
Change in Net Assets	39,851.24	-	(39,851.24)	1,187,683.68			

<i>Beginning Net Assets</i>	927,569
<i>Plus current Net Assets</i>	39,851
<i>Change in special funds</i>	(204)
<i>Ending Net Assets W/O Donor Restrictions</i>	967,216

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

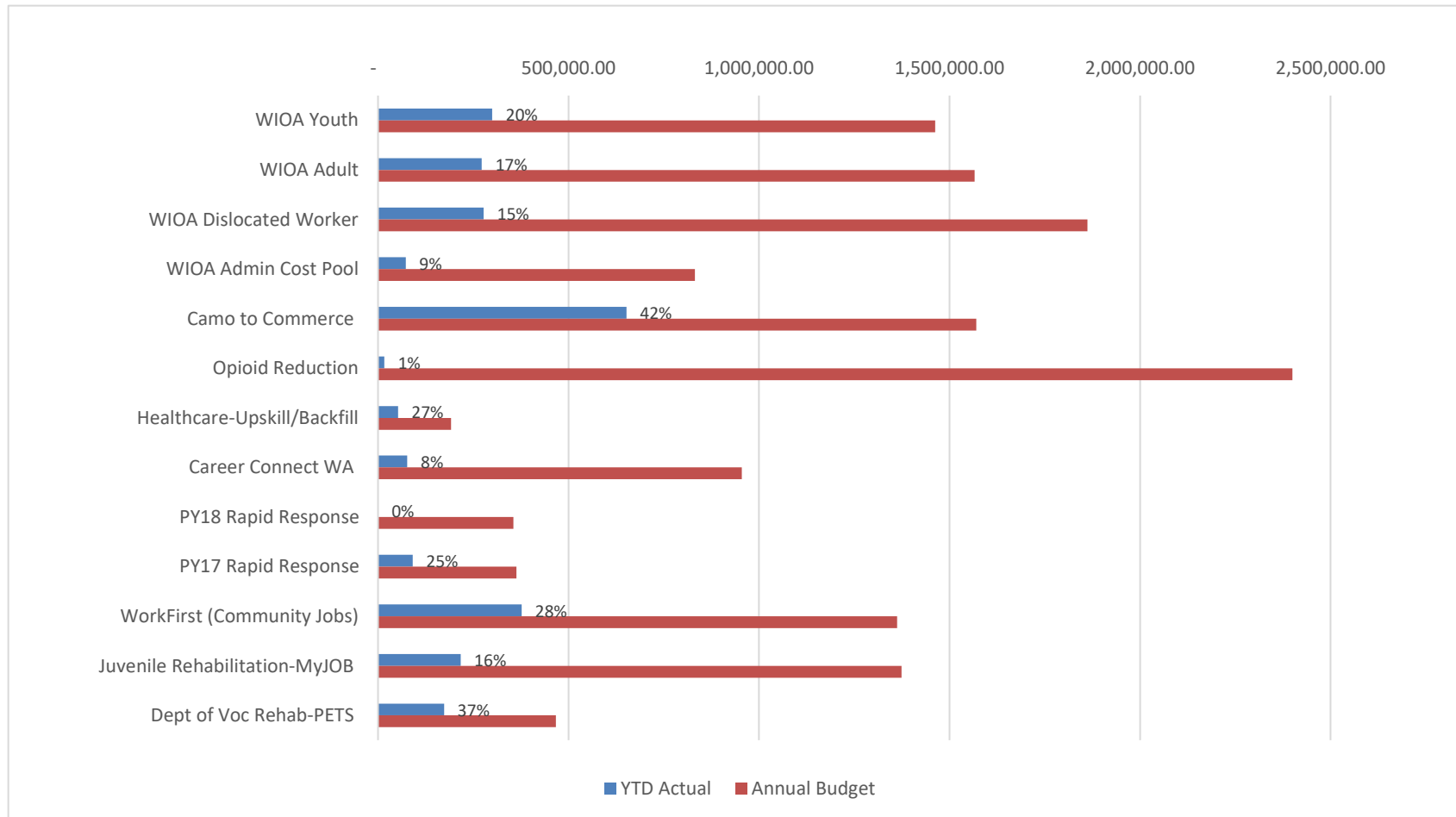
PY18 Budget to Actual Report

<i>For month end September 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	902,233.97	1,066,249.17	164,015.20	2,611,144.50	3,188,379.01	577,234.51	15,023,097.56	12,411,953.06	17%	21%
Other	-	-	-	-	-	-	-	-	0%	0%
Total Revenues	902,233.97	1,066,249.17	164,015.20	2,611,144.50	3,188,379.01	577,234.51	15,023,097.56	12,411,953.06	17%	21%
EXPENSES										
PROGRAM SERVICES										
Direct Participant Services										
Adult Contracted Programs (Career Path Services-CPS)	58,557.53	69,255.83	10,698.30	178,030.71	207,767.50	29,736.79	831,070.00	653,039.29	21%	25%
Dislocated Worker Contracted Programs (CPS)	68,744.57	82,878.00	14,133.43	187,623.24	248,634.00	61,010.76	994,536.00	806,912.76	19%	25%
Youth Contracted Programs (ResCare)	74,064.41	83,377.03	9,312.62	231,491.12	250,131.10	18,639.98	1,000,524.41	769,033.29	23%	25%
Incumbent Worker Training (CCAC)	889.85	8,250.96	7,361.11	11,433.03	24,250.96	12,817.93	24,250.96	12,817.93	47%	100%
Incumbent Worker Training Business Grants	-	-	-	-	-	-	150,000.00	150,000.00	0%	0%
Grays Harbor Foundation (CPS)	139.41	129.72	(9.69)	139.41	389.15	249.74	1,556.59	1,417.18	9%	25%
Rapid Response Increased Employment (CPS)	4,576.47	7,136.93	2,560.46	12,221.18	21,410.78	9,189.60	85,643.11	73,421.93	14%	25%
Rapid Response Increased Employment (ResCare)	8,747.84	9,768.08	1,020.24	32,967.17	29,304.24	(3,662.93)	117,216.95	84,249.78	28%	25%
TAP-Healthcare (SPSCC, Centralia College)	41,593.97	21,279.12	(20,314.85)	47,949.58	63,837.37	15,887.79	191,512.10	143,562.52	25%	33%
Career Connect WA (CPS, ResCare, ESD113, AJAC)	54,557.83	52,360.00	(2,197.83)	67,963.58	157,080.00	89,116.42	701,933.36	633,969.78	10%	22%
Workforce Central-C2C	79,625.21	30,285.61	(49,339.60)	107,193.32	90,856.84	(16,336.48)	181,713.68	74,520.36	59%	50%
Choice Regional Health	-	-	-	-	-	-	1,100,000.00	1,100,000.00	0%	0%
DVR-Morningside & Arc of Grays Harbor	-	53,000.00	53,000.00	158,435.00	159,000.00	565.00	179,563.00	21,128.00	88%	89%
In House Programs										
WorkFirst	91,172.11	97,427.03	6,254.92	301,180.03	292,281.09	(8,898.95)	1,169,124.34	867,944.31	26%	25%
PREP	7,522.78	8,792.86	1,270.08	26,499.58	26,378.58	(121.01)	52,757.15	26,257.57	50%	50%
C2C, JBLM	136,114.44	171,970.24	35,855.80	376,341.13	515,910.73	139,569.60	1,643,128.45	1,266,787.32	23%	31%
OURR	1.91	2,000.00	1,998.09	1.91	2,000.00	1,998.09	988,653.00	988,651.09	0%	0%
JRA-MyJob	53,056.13	91,697.42	38,641.29	147,142.50	275,092.25	127,949.75	1,100,369.00	953,226.50	13%	25%
Career Connect Work Based Learning	865.67	5,565.00	4,699.33	890.76	16,695.00	15,804.24	83,483.72	82,592.96	1%	20%
Systems Navigation	6,083.46	6,500.00	416.54	6,083.46	6,500.00	416.54	190,796.57	184,713.11	3%	3%
Subtotal Direct Participant Services	686,313.59	801,673.83	115,360.24	1,893,586.71	2,387,519.57	493,932.86	10,787,832.39	8,894,245.68	18%	22%
Business Services										
B2B-(Thurston County Chamber)	30,284.31	33,333.33	3,049.02	86,211.19	100,000.00	13,788.81	400,000.00	313,788.81	22%	25%
B2B-C2C (TCC)	17,875.84	24,583.68	6,707.84	53,233.57	73,751.05	20,517.48	147,502.10	94,268.53	36%	50%
C2C-(Tacoma Pierce Chamber)	8,778.40	8,799.84	21.44	26,936.55	26,399.51	(537.04)	52,799.01	25,862.46	51%	50%
Subtotal Business Services	56,938.55	66,716.85	9,778.30	166,381.31	200,150.56	33,769.25	600,301.11	433,919.80	28%	33%
Special Impact Projects										
WBL/Uplift! Coordination	7,213.32	8,333.33	1,120.01	24,251.79	25,000.00	748.21	100,000.00	75,748.21	24%	25%
AmeriCorps	465.27	2,278.05	1,812.78	2,038.42	6,834.15	4,795.73	27,336.61	25,298.19	7%	25%
Pierce County Career Days	-	5,000.00	5,000.00	-	15,000.00	15,000.00	25,000.00	25,000.00	0%	60%
High Impact Community Projects	9,288.06	7,000.00	(2,288.06)	12,183.06	27,000.00	14,816.94	126,856.00	114,672.94	10%	21%
	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal Special Impact Projects	16,966.65	22,611.38	5,644.73	38,473.27	73,834.15	35,360.88	279,192.61	240,719.34	14%	26%
Misc Contracts/Projects										
Outreach & Communications	-	2,500.00	2,500.00	124.15	7,500.00	7,375.85	30,000.00	29,875.85	0%	25%
Industry Cluster Study	-	-	-	-	-	-	50,000.00	50,000.00	0%	0%
SeaKing-JRA/MyJOB	-	1,250.00	1,250.00	-	3,750.00	3,750.00	15,000.00	15,000.00	0%	25%
Subtotal Misc Contracts/Projects	-	3,750.00	3,750.00	124.15	11,250.00	11,125.85	95,000.00	94,875.85	0%	12%
SUBTOTAL PROGRAM SERVICES	760,218.79	894,752.07	134,533.28	2,098,565.44	2,672,754.28	574,188.84	11,762,326.11	9,663,760.67	18%	23%
ADMINISTRATIVE SERVICES										
Administrative Office Operations										
Salaries & Benefits										
Salaries	81,806.35	82,779.86	973.51	248,247.06	250,312.02	2,064.96	1,004,120.13	755,873.07	25%	25%
Benefits	29,935.07	33,181.44	3,246.37	93,310.30	100,030.29	6,719.99	423,277.95	329,967.65	22%	24%
Total Salaries & Benefits	111,741.42	115,961.30	4,219.88	341,557.36	350,342.31	8,784.95	1,427,398.08	1,085,840.72	24%	25%
Travel & Training Expenses										

Mileage	93.57	500.00	406.43	704.78	1,500.00	795.22	6,000.00	5,295.22	12%	25%
Travel	3.71	1,250.00	1,246.29	708.86	3,750.00	3,041.14	15,000.00	14,291.14	5%	25%
Conf/Conv/Mtgs/Reg	113.43	2,550.00	2,436.57	(468.00)	3,650.00	4,118.00	11,100.00	11,568.00	-4%	33%
Gasoline for PMWDC Vehicles	27.50	66.67	39.17	142.06	200.00	57.94	800.00	657.94	18%	25%
Board Travel	-	1,241.67	1,241.67	-	1,325.00	1,325.00	10,800.00	10,800.00	0%	12%
Board Supplies & Support	-	75.00	75.00	306.24	225.00	(81.24)	10,400.00	10,093.76	3%	2%
Staff develop/Training	-	750.00	750.00	-	2,250.00	2,250.00	9,000.00	9,000.00	0%	25%
Total Staff Expenses	238.21	6,433.33	6,195.12	1,393.94	12,900.00	11,506.06	63,100.00	61,706.06	2%	20%
Professional Services										
Accounting & Auditing	-	-	-	-	-	-	45,000.00	45,000.00	0%	0%
Legal Fees	-	300.00	300.00	-	900.00	900.00	3,600.00	3,600.00	0%	25%
Professional Services/Consult	11,061.77	7,383.33	(3,678.44)	18,424.39	22,150.00	3,725.61	88,600.00	70,175.61	21%	25%
Temp & Interim Contracts	-	208.33	208.33	-	625.00	625.00	2,500.00	2,500.00	0%	25%
Licenses	1,524.18	2,233.33	709.15	3,166.92	6,700.00	3,533.08	26,800.00	23,633.08	12%	25%
Total Professional Services	12,585.95	10,125.00	(2,460.95)	21,591.31	30,375.00	8,783.69	166,500.00	144,908.69	13%	18%
Facilities										
Rent	6,896.95	7,440.08	543.13	20,765.25	22,320.25	1,555.00	89,281.00	68,515.75	23%	25%
Utilities	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Facilities	6,896.95	7,440.08	543.13	20,765.25	22,320.25	1,555.00	89,281.00	68,515.75	23%	25%
Supplies & Communications										
Supplies	161.52	1,041.67	880.15	1,302.46	3,125.00	1,822.54	12,500.00	11,197.54	10%	25%
Telephone & telecomm	1,049.84	1,229.17	179.33	2,703.88	3,687.50	983.62	14,750.00	12,046.12	18%	25%
Postage & Shipping	-	62.50	62.50	100.00	187.50	87.50	750.00	650.00	13%	25%
Mailing Services	-	33.33	33.33	11.80	100.00	88.20	400.00	388.20	3%	25%
Printing & copying	219.10	375.00	155.90	843.30	1,125.00	281.70	4,500.00	3,656.70	19%	25%
Books/Subscriptions/Ref	32.10	141.67	109.57	978.24	1,025.00	46.76	1,700.00	721.76	58%	60%
Total Communications	1,462.56	2,883.33	1,420.77	5,939.68	9,250.00	3,310.32	34,600.00	28,660.32	17%	27%
Equipment/Maintenance/Software/Rental										
IT Supplies/Minor Equipment/Tech Equip	371.87	5,708.33	5,336.46	7,821.07	9,125.00	1,303.93	12,500.00	4,678.93	63%	73%
Equipment Rental & maint	124.98	135.00	10.02	377.48	405.00	27.52	1,620.00	1,242.52	23%	25%
Auto Repair & Maintenance	-	166.67	166.67	96.65	500.00	403.35	2,000.00	1,903.35	5%	25%
Auto Lease	215.68	233.33	17.65	649.55	700.00	50.45	2,800.00	2,150.45	23%	25%
Total Equipment/Small Tools	712.53	6,243.33	5,530.80	8,944.75	10,730.00	1,785.25	18,920.00	9,975.25	47%	57%
Depreciation										
Depreciation-Automobile	1,924.45	2,077.50	153.05	1,924.45	2,077.50	153.05	8,310.00	6,385.55	23%	25%
Deprec & amort - other	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Depreciation	1,924.45	2,077.50	153.05	1,924.45	2,077.50	153.05	8,310.00	6,385.55	23%	25%
Other										
Interest-general/Bank Fees	-	400.00	400.00	-	1,200.00	1,200.00	4,800.00	4,800.00	0%	25%
Insurance-Gen Liability	1,486.05	1,666.67	180.62	4,474.19	5,000.00	525.81	20,000.00	15,525.81	22%	25%
Membership Dues	384.70	170.00	(214.70)	12,058.80	13,640.00	1,581.20	15,770.00	3,711.20	76%	86%
Notifications	122.12	166.67	44.55	308.25	500.00	191.75	2,000.00	1,691.75	15%	25%
Other Expenses	13.00	83.33	70.33	2,026.00	2,250.00	224.00	3,000.00	974.00	68%	75%
Community Outreach/Ed	2,500.00	2,500.00	-	8,500.00	7,500.00	(1,000.00)	30,000.00	21,500.00	28%	25%
Contractor Support/In Kind	16.78	-	(16.78)	166.80	-	(166.80)	-	(166.80)	#DIV/0!	#DIV/0!
Transfer to Unrestricted	(1,283.90)	(750.00)	533.90	(1,524.86)	(750.00)	774.86	(3,750.00)	(2,225.14)	41%	20%
Total Other	3,238.75	4,236.67	997.92	26,009.18	29,340.00	3,330.82	71,820.00	45,810.82	36%	41%
Subtotal Admin Office Operating Budget	138,800.82	155,400.55	16,599.73	428,125.92	467,335.06	39,209.14	1,879,929.08	1,451,803.16	23%	25%
Transition & AJC Activities	5,907.81	5,679.89	(227.92)	22,100.60	17,039.67	(5,060.93)	68,158.69	46,058.09	32%	25%
One Stop Operator	8,199.49	10,416.67	2,217.18	22,501.30	31,250.00	8,748.70	125,000.00	102,498.70	18%	25%
	-	-	-	-	-	-	-	-	0%	0%
SUBTOTAL ADMINISTRATIVE SERVICES	152,908.12	171,497.11	18,588.99	472,727.82	515,624.73	42,896.91	2,073,087.77	1,600,359.95	23%	25%
TOTAL EXPENSES	913,126.91	1,066,249.17	153,122.26	2,571,293.26	3,188,379.01	617,085.75	13,835,413.88	11,264,120.62	19%	23%
Change in Net Assets	(10,892.94)	-	10,892.94	39,851.24	-	(39,851.24)	1,187,683.68			
<i>Beginning Net Assets</i>	<i>976,712</i>			<i>927,569</i>						
<i>Plus current Net Assets</i>	<i>(10,893)</i>			<i>39,851</i>						
<i>Change in special funds</i>	<i>1,397</i>			<i>(204)</i>						
<i>Ending Net Assets Without Donor Restrictions</i>	<i>967,216</i>			<i>967,216</i>						

Pacific Mountain Workforce Development Council
Grant Balance by Program
PY18 Budget to Actual Report

Through September 30, 2018



Pacific Mountain Workforce Development Council
STATEMENT OF FINANCIAL POSITION *(Balance Sheet)*
September 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	291,256	315,725	24,469	247,907	67,818
Accounts Receivable	1,912,240	1,648,236	(264,004)	1,636,273	11,963
Due from Related Parties	0	0	0	0	0
Notes Receivable	0	0	0	0	0
Pre-Paid Expenses	32,402	44,300	11,898	27,734	16,566
Investments - CD's	226,655	227,341	686	227,117	224
Long-Term Assets	<u>31,133</u>	<u>28,232</u>	(2,901)	<u>31,133</u>	(2,901)
Total Assets	<u>2,493,686</u>	<u>2,263,834</u>	(229,852)	<u>2,170,164</u>	<u>93,670</u>
Liabilities					
Contracts & Vendors Payable	1,179,643	900,577	(279,066)	795,449	105,128
Payroll, Taxes, & Benefits Payable	266,673	276,544	9,871	278,078	(1,534)
Paid Leave Payable	104,401	102,853	(1,548)	101,430	1,423
Deferred Revenues	6,457	6,457	0	6,457	0
Other Short-Term Payables	<u>8,943</u>	<u>10,187</u>	<u>1,244</u>	<u>12,038</u>	(1,851)
Total Liabilities	<u>1,566,117</u>	<u>1,296,618</u>	(269,499)	<u>1,193,452</u>	<u>103,166</u>
Net Assets without donor restrictions	<u>927,569</u>	<u>967,216</u>	<u>39,647</u>	<u>976,712</u>	(9,496)
Total Net Assets	<u>927,569</u>	<u>967,216</u>	<u>39,647</u>	<u>976,712</u>	<u>(9,496)</u>
Total Liabilities and Net Assets	<u>2,493,686</u>	<u>2,263,834</u>	(229,852)	<u>2,170,164</u>	<u>93,670</u>

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS

September 30, 2018

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Grants	890,270.80	2,875,148.62
Receipts from Contributors/Events	3,500.00	3,810.14
Depreciation (Net)	0.00	0.00
Payments to Suppliers	47,000.11	(428,973.39)
Payments to Employees	(309,393.72)	(910,259.08)
Payments to Program/Participant Activities	(563,558.93)	(1,515,257.57)
Total Cash Flows from Operating Activities	<u>67,818.26</u>	<u>24,468.72</u>
Cash Flows from Investing Activities		
Purchases of Equipment/Assets	0.00	0.00
Proceeds from Sale of Current Assets	0.00	0.00
Interest and Dividends	224.01	686.25
Purchases or Redemptions of Investments	(224.01)	(686.25)
Total Cash Flows from Investing Activities	<u>0.00</u>	<u>0.00</u>
Beginning Cash & Cash Equivalents	<u>247,906.60</u>	<u>291,256.14</u>
Ending Cash & Cash Equivalents	<u>315,724.86</u>	<u>315,724.86</u>

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application 2 / 4 / 2019

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: Girls in Construction Course - Building

Diversity

Project Summary: 40 High School girls will visit two construction sites, hear from women in the trades, and learn about construction and apprenticeship opportunities.

Project Date(s): 3/12/2019

Project Location: New Market & Job Sites

Amount Requested: \$2,000

Date Funds Needed by: 2/20/19

Legal Name of Organization Using Proposed Funds: New Market Foundation

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Christina Riley

Contact Person for this Project: Adam Shell Title: Instructor

Mailing Address: 7299 New Market St SW, Tumwater, WA 98501

Email Address: Adam Shell <Adam.Shell@tumwater.k12.wa.us>

Telephone: 360-570-4500

Application Instructions

Please complete the Application Cover Sheet and attached questions. Send completed application to contracts@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; and benefit or align with the needs or outcomes of our programs.*
- 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 programs 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 Fiscal@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, programming, and priorities of PacMtn?

This event will help with the branding of PacMtn in that fact that it encouraging young students to expand their knowledge in new career arenas, and how PacMtn/worksource can be a partner in that.

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

PacMtn's logo will be displayed on the event T-shirt, the follow up letter, and a thank you on Twitter.

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

Funds would be used to cover travel and food for the 40 high school girls that will attend the event. Travel is needed to get them to a construction site and Lakeside Asphalt plant. This is a day long event so lunch will be provided.

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

IT/Telecom Tourism & Recreation Food Production Life Sciences
 Chemical Products & Plastics Manufacturing Wood Products & Paper Manufacturing
 Construction and apprenticeship crosses through and supports all industry clusters.

MEMORANDUM

TO: PacMtn Executive & Finance Committee

FROM: Corinne Daffern, Associate Director of Workforce Services

SUBJECT: PacMtn WorkSource Site Certification—Recommendation from Review Committee

DATE: February 1, 2019

The process for certifying the American Job Centers, Affiliates and Connection Sites in the PacMtn Region's WorkSource System must be completed by June 30, 2019. To date, the One-Stop Committee has reviewed and provided input into the criteria for site certification and definition of what it means for services to be available on-site. These materials form the foundation for the certification process. This memo describes the certification process and the roles and responsibilities of the certification team.

Site Certification Process Components

- **Certification Team** – The 4 to 8-member team will consist of 1) individuals who are familiar with WorkSource, but not directly responsible for the provision of WorkSource Services, 2) the WorkSource System Manager and 3) the PacMtn Associate Director for Workforce Services. The team will be facilitated by ABSLLC. The team is responsible for:
 - Determining how responses to the certification criteria will be scored,
 - Reviewing center, affiliate and connection site responses to the certification criteria,
 - Determining whether the responses adequately meet the criteria, or whether additional information will be needed,
 - Conducting center and affiliate site visits in order to gather any additional information and/or provide feedback,
 - Determining whether any connection sites should receive site visits,
 - Making a final recommendation regarding certification of sites in the PacMtn WorkSource System.
- **Certification Criteria** – The Center and Affiliate criteria are the basis on which the certification team will decide whether to recommend that the centers and affiliates be certified. A separate process less comprehensive process is being developed for the Connection Sites.
- **Scoring Guide** – The tool used by the certification team to rate the responses of the sites to the certification criteria.

- **Site certification kick-off** – A video conference was held on 1/30/19 @ 8:00 a.m. to orient all staff to the new certification process, clarify expectations for the participating in the process and discuss how the results of the process will be used.

Certification Process and Timeline

Date	Activity
1/17/19	Supervisors/leads meet to discuss certification process – application, timelines, scoring, talking points, staff engagement.
1/30/19	Kick-off video conference. Final memo, application guide and FAQs
1/31/19 – 4/19/19	Sites complete certification application (11 weeks)
2/1/19 – 2/8/19	Supervisors convene offices 2x to solicit questions/pain pts, forward these to WSM.
2/7/19	Update to WDC One-stop Committee
2/11/19	Manager team meets with offices to provide TA
3/7/19	Update to WDC One-stop Committee
4/4/19	Update to WDC One-stop Committee
4/19/19	Certification Application due to ABSLLC @ 5:00 p.m
4/22/19	Applications forwarded to Certification Team
4/22/19 – 4/25/19	Certification Team individually review and score applications
4/26/19 from 1-5	Certification Team meets to score applications, determine what additional info is needed from sites
4/29/19	Results of Certification Team meeting shared with sites.
4/30/19 -5/17/19	Sites respond to questions, prepare for visits.

	Site visits scheduled.
5/2/19	Update to WDC One-stop Committee
5/10/19	Update to WDC ELT (Executive Leadership Team)
5/17/19	Site responses Certification Team question due to ABSLLC
5/20/19	Certification Team meeting to prep for Site Visits
5/29/19 – 5/31/19	Site visits (NOTE: Memorial Day is 5/27) – Shelton, Grays Harbor, Lewis, Thurston
6/3/19	Certification Team meets to finalize recommendations
6/4/19	Certification Team recommendations to WDC One-stop Committee
6/6/19	WDC One-stop Committee recommendation to WDC ELT
6/14/19	WDC ELT recommendation forwarded to WDC Board
6/27/19	WDC Board approval