

PacMtn Workforce Development Council
Executive Finance Committee Agenda
Friday May 10, 2019 ▪ 11:00 am – 12:30 pm
PacMtn ▪ John Loyle Conference Room, 3rd Floor
1570 Irving St. ▪ Tumwater, WA 98512
Zoom Meeting – 669-900-6833
Meeting ID:196 857 979



I. Welcome & Check-In Items

- A.** Introductions & Establish Quorum
- B.** Review of EFC Committee Agenda
- C. Action Item:** Motion to Approve March 2019 EFC Minutes (Attachment 1)
- D.** Board Chair Comments
- E.** CEO Report
 - Bridget Transition
 - Discussion: Budget Workshop Review & Preparation

II. Committee & Task Force Updates

- 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. Action Item:** Motion to Approve Quarterly Financials
- B. Action Item:** Motion to Approve PY18 Budget Modification
- C. Action Item:** Motion to Approve Bank Signer
- D. Action Item:** Motion to Approve Community Outreach Grants
 - Try a Trade – New Market Skills Center
 - Skills USA National Competition – Centralia High School
 - Greater Grays Harbor, Inc – State of Grays Harbor Event

IV. Executive & Administrative Items

V. Good of the Order & Announcements

Proposed 2019 Board Meeting Schedule

Date	Location
June 27	Thurston
September 26	Lewis WS
November 18	Satsop
December 13	TBD

Executive Finance Committee

Date	Location
June 14	PacMtn Offices
September 13	PacMtn Offices
October 11	PacMtn Offices
November 8	PacMtn Offices
December 13	PacMtn Offices

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 Co-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
10. Kelli Bloomstrom, Nominee	Centralia Community College	Lewis	ABEL Committee Lead

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	MyJob	My Journey Out Beyond
CSO	Community Service Offices	OJT	On the Job Training
DOL	Department of Labor	OURR	Opioid Use Reduction & Recovery
DSHS	Department of Social of Health Services	TAA	The Trade Adjustment Assistance
DVR	Division of Vocational Rehabilitation	TANF	Temporary Assistance for Needy Families
ESD	Employment Security Department	WDA	Workforce Development Areas
DW	Dislocated Worker	WEX	Work Experience
ESD 113	Educational Service District – Capital Region	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, March 8, 2019 ▪ 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. Lisa Olsen	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: Dr. Jim Minkler, Steve Rogers, Cheryl Heywood, David Schaffert, Commissioner Lisa Olsen, Kairie Pierce (by phone)

Staff: Cheryl Fambles, Kelly Cobb, Corinne Daffern, Bridget Lockling

Excused: Derek Epps, Duane Evans, Jacquelin Earley

I. Welcome & Check In

- A.** The meeting was called to order at 11:03 am. Kairie Pierce joined by phone and quorum was established. Dr. Jim Minkler chaired the meeting in absence of Duane Evans. The committee reviewed the EFC agenda and eliminated the Executive Session for CEO performance review and the Board Chair comments, as the Board Chair was absent.
- B.** Motion to Approve November 2018 EFC Minutes – *Steve Rogers motioned to approve the minutes, Cheryl Heywood seconded.* **Motion Carries.**
- C.** The committee reviewed the upcoming Board Meeting agenda and made no changes, but had a discussion around rotating locations for the Board meetings. It was affirmed that the importance of having meetings in locations around the five counties was essential to explore the diversity of the regions served by PacMtn.
- D.** Cheryl Fambles gave her CEO report and included the Targeted Populations Task Force update highlighting the hiring of Jage Curl as the new Associate Director of Youth, Equity, & Special Populations at PacMtn. He is an excellent hire who is a

graduate of Elma High School and knows the region very well. She also gave a Task Force update for BaSe stating that BaSE is ready for an RFP for cluster analysis.

II. Task Force Updates

- A. One Stop Committee – Cheryl Heywood reported that the committee is on target to reach timeline goals for the June certification. She also shared an update regarding a pilot program for an open lab for DVR clients at WorkSource Thurston. This program has been successful thus far and is in further discussion to add a second location in Mason County.
- B. Targeted Populations Committee – David Schaffert shared that the Committee has not met but stated that it is important to recognize the critical nature of work plans and that there are challenges with connectivity between staff and the Board. The new Associate Director will provide more connection between the two.

III. Fiscal Items

- A. Bridget Lockling gave an update to the State Audit, which wrapped up in mid-February. She stated that the audit went very well and there were no findings. In giving an update to fiscal staff changes, it was noted the Department of Commerce grant decision was integral to decisions around staffing. PacMtn may need to reconfigure the staff structure after the grant decision is finalized on March 15, 2019. *Commissioner Olsen motioned to approve the quarterly financial statements, David Schaffert seconded. Motion Carries.*
- B. Recommendation to approve the PY17 990 tax statement. The materials were reviewed. *Steve Rogers motioned to approve the PY17 990 tax statement, Cheryl Heywood seconded. Motion carries.*
- C. Recommendation to approve:
 - Opioid Use Reduction and Recovery (OURR) Policy
 - On-Site Representation and Customer Referral Policy

The policy materials were reviewed. *Commissioner Olsen motioned to approve both policies, Cheryl Heywood seconded. Motion carries.*

- D. Community Outreach Funding Proposal for Olympic College Youth Camp – it was noted that the board is committed to helping and inspiring young people to be successful. The materials were reviewed. *Steve Rogers motioned to approve the Community Outreach Funding Proposal, Cheryl Heywood seconded. Motion carries.*

IV. Executive & Administrative Items

- A.** WorkSource Collaborative Report – David Schaffert led a discussion of the state of the Collaborative between PacMtn, ESD, and the Thurston Chamber of Commerce. David and Cheryl are planning to meet with staff from ESD to discuss the spirit and intent of the collaborative and where it is headed in the future.
- B.** WorkSource Certification Process – It was noted that all parties involved in the certification process are on track to meet all deadlines for certification.

V. Good of the Order Items & Announcements –

Cheryl Heywood had several announcements:

- WesCare, non-profit supporting veterans is in partnership with Timberland Regional Library.
- The McCleary branch of TRL has expanded access to library cardholders to visit the library during off hours when the library is not staffed. So far, this has been successful with over 60 people utilizing the expanded access.
- The Elma branch of TRL is currently executing a pilot program to offer curbside service for bringing library holds out to customers in their cars. It is going well.
- Kanopy is a service that offers streaming videos of documentaries for TRL library cardholders.

Meeting adjourned at 12:47 pm. Submitted by: Kelly Cobb, Senior Administrative Assistant



MEMORANDUM

To: PacMtn WDC Executive Finance Committee

From: Bridget Lockling, Director of Finance & Administrative Services

Date: May 10, 2019

Subject: Current Fiscal Items for Review and Discussion

2nd Quarter Financial Statements

Financial Statements are provided to reflect activity through December 31, 2018. Second quarter expenditures are in line with projected spending. Each budget category is within budget, with a few individual line items over for the year, such as temp services. That overage will be addressed in the budget modification.

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, as well as from the new Boeing award to support training for transitioning military members.

Recommendation: Motion to approve the PY18 2nd Quarter Financial Statements

PY18 Final Budget – Modification

The Budget Modification provides an update to our revenue by including new grants awarded after the adoption of the Final Budget. The revenue for the Budget Mod has increased by 1,145,060. This is largely in part to award of a new Opioid Humanitarian grant focused on the related homeless population. There was also increases in our PY18 Rapid Response Increased Employment grant, FY19 WorkFirst grant, and the renewal of our PREP program.

These increased and additional WIOA awards will mostly be used for direct participant support and utilized in PY19. The Direct Participant Services budget shows an increase of 1,048,714 and the Program Carry forward increase of 244,913 reflects the continuation of these programs into the next fiscal year. The administration office budget shows a decrease of 7,601 mostly due to staff vacancies and the need for temporary hires to fill those vacancies.

Recommendation: Motion to approve the PY18 Budget Modification

Fiscal Department Staff Changes

In May, I will begin to transition out of the Director of Finance role and train Jaime Britton as the interim filling in for the majority of my fiscal duties. From June through the hire of the new Finance Director position I will be available for consultation, wrapping up of projects, and a variety of side projects to help with the transition and conversion of duties. PacMtn has been a wonderful, supportive organization for me for the last 7 years and I'm committed to providing a smooth transition to make sure the fiscal integrity and service to our staff, customers, and Board is upheld at the highest standards.

Pacific Mountain Workforce Development Council

NOTES TO FINANCIAL STATEMENTS

Program Year July 1, 2018 through June 30, 2019

For month ending December 31, 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 second quarter.
- b) The Incumbent Worker Training for childcare program was restructured but they were not able to spend out their contract budget.
- c) The new Incumbent Worker Training called Employee Development Program is underway and expenditures will show up in 4th quarter.
- d) Career Connect WA contracts are all underway but still behind projected spending. Anticipate being caught up by the end of the grant term in September.
- e) The final C2C expenses came in underspent, mostly due to training expenses being lower than anticipated due to enrollments in those programs. The efforts at JBLM will continue with reduced staffing using other funds.
- f) Business Services spending is on target. The contract for services at JBLM will be extended for the TC Chamber. The Tacoma Pierce Chamber did not overspend their contract, the budget amount reflected is less than actual available.
- g) Pierce County Career Days generated more revenue, thus more expenses, than budgeted, coming in earning \$31,025.
- h) High Impact Community Grants have all been awarded and activity starts in February and March.
- i) In the Administration budget the Temp support is over for the year due to fiscal temp needed to cover a staff absence. The Temp budget will be increased due to staffing changes during the budget mod.
- j) Licenses fees are over for the year due to the CHMURA payment. This is due to timing. Overall we are under budget.
- k) Bank Fees have not been charged by the bank since last May.
- l) Community Outreach funds are being utilized earlier in the year than in the past. Anticipate full utilization this year of funds.
- j) Overall administration budget is within 5% of projected expenses through the first half of the year.

- 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 \$1,149,410. Net assets have increased by \$182,194 since last quarter due to gains in our payment point programs and an award from Boeing that was paid upfront.
- 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 December 2018</i>	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES							
Grant & Contracts	5,370,379.37	6,298,911.12	928,531.75	15,023,097.56	9,652,718.19	36%	42%
Other	-	-	-	-	-	0%	0%
Total Revenues	5,370,379.37	6,298,911.12	928,531.75	15,023,097.56	9,652,718.19	36%	42%
EXPENSES							
Program Services							
Direct Participant Services	3,746,992.37	4,741,887.04	994,894.66	10,787,832.39	7,040,840.02	35%	44%
Business Services & Solutions	337,189.10	400,301.11	63,112.01	600,301.11	263,112.01	56%	67%
Special Impact Projects	109,377.30	115,668.31	6,291.01	279,192.61	169,815.31	39%	41%
Misc Contracts & Projects	367.90	22,500.00	22,132.10	95,000.00	94,632.10	0%	24%
Subtotal	4,193,926.67	5,280,356.45	1,086,429.78	11,762,326.11	7,568,399.44	36%	45%
Administrative Services							
Admin Office Operations	858,782.47	921,975.32	63,192.85	1,879,929.08	1,021,146.61	46%	49%
Transition Activities	30,171.45	34,079.35	3,907.90	68,158.69	37,987.24	44%	50%
One Stop Operator	47,179.78	62,500.00	15,320.22	125,000.00	77,820.22	38%	50%
	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal	936,133.70	1,018,554.67	82,420.97	2,073,087.77	1,136,954.07	45%	49%
TOTAL EXPENSES	5,130,060.37	6,298,911.12	1,168,850.75	13,835,413.88	8,705,353.51	37%	46%
Change in Net Assets	240,319.00	-	(240,319.00)	1,187,683.68			

<i>Beginning Net Assets</i>	927,569
<i>Plus current Net Assets</i>	240,319
<i>Change in special funds</i>	<u>(18,477)</u>
<i>Ending Net Assets W/O Donor Restrictions</i>	<u>1,149,411</u>

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

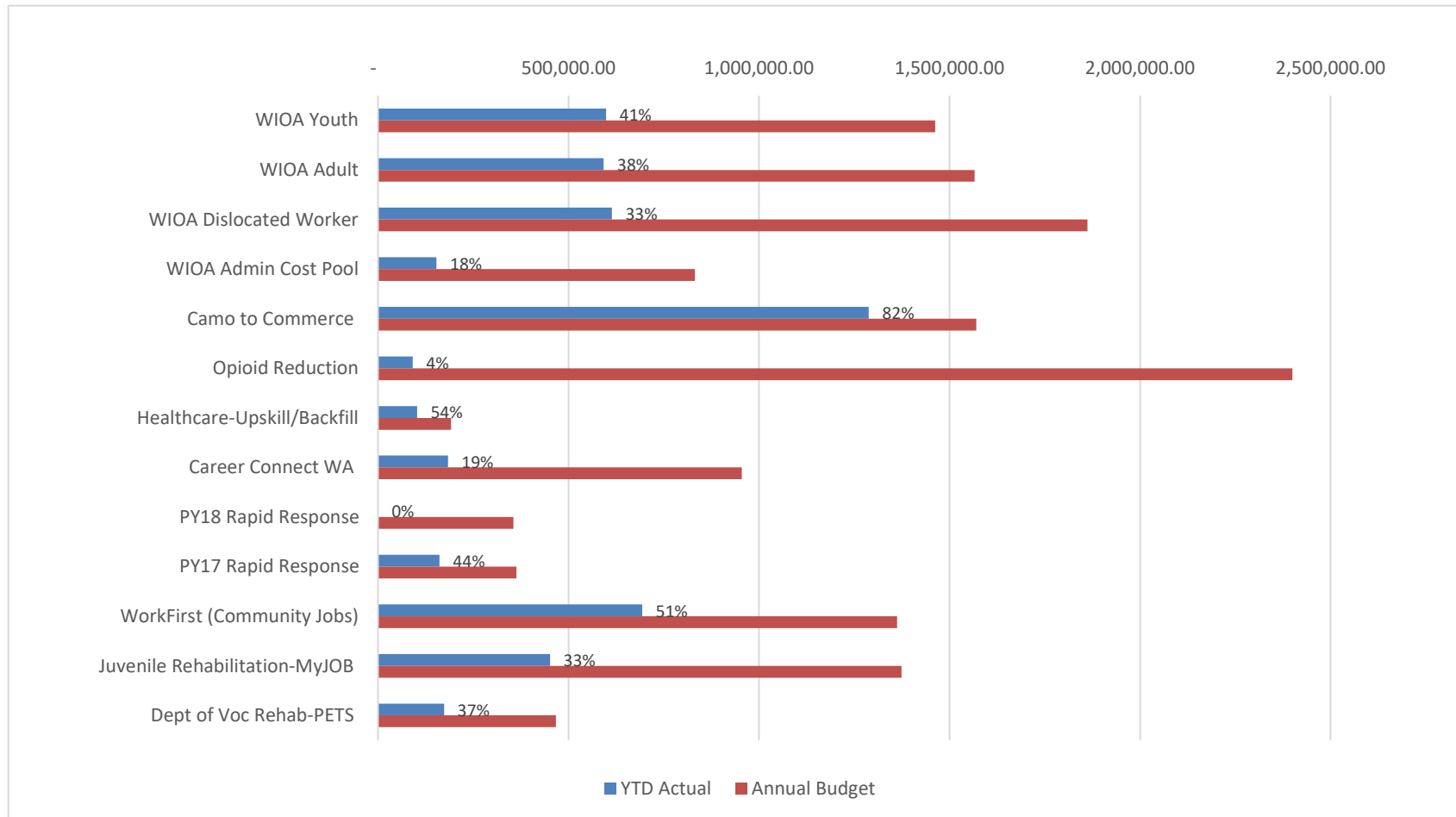
PY18 Budget to Actual Report

<i>For month end December 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	1,022,293.97	1,067,214.77	44,920.80	5,370,379.37	6,298,911.12	928,531.75	15,023,097.56	9,652,718.19	36%	42%
Other	-	-	-	-	-	-	-	-	0%	0%
Total Revenues	1,022,293.97	1,067,214.77	44,920.80	5,370,379.37	6,298,911.12	928,531.75	15,023,097.56	9,652,718.19	36%	42%
EXPENSES										
PROGRAM SERVICES										
Direct Participant Services										
Adult Contracted Programs (Career Path Services-CPS)	60,066.18	69,255.83	9,189.65	375,975.98	415,535.00	39,559.02	831,070.00	455,094.02	45%	50%
Dislocated Worker Contracted Programs (CPS)	85,980.31	82,878.00	(3,102.31)	429,354.37	497,268.00	67,913.63	994,536.00	565,181.63	43%	50%
Youth Contracted Programs (ResCare)	82,075.30	83,377.03	1,301.73	455,854.44	500,262.21	44,407.77	1,000,524.41	544,669.97	46%	50%
Incumbent Worker Training (CCAC)	-	-	-	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)	-	129.72	129.72	418.70	778.30	359.60	1,556.59	1,137.89	27%	50%
Rapid Response Increased Employment (CPS)	3,457.18	7,136.93	3,679.75	21,584.76	42,821.56	21,236.80	85,643.11	64,058.35	25%	50%
Rapid Response Increased Employment (ResCare)	11,387.27	9,768.08	(1,619.19)	61,973.11	58,608.48	(3,364.64)	117,216.95	55,243.84	53%	50%
TAP-Healthcare (SPSCC, Centralia College)	40,320.66	21,279.12	(19,041.54)	97,784.57	127,674.73	29,890.16	191,512.10	93,727.53	51%	67%
Career Connect WA (CPS, ResCare, ESD113, AJAC)	38,806.46	52,360.00	13,553.54	155,723.39	314,160.00	158,436.61	701,933.36	546,209.97	22%	45%
Workforce Central-C2C	43,221.47	30,285.61	(12,935.86)	181,713.68	181,713.68	-	181,713.68	-	100%	100%
Choice Regional Health	16,722.10	20,000.00	3,277.90	16,722.10	20,000.00	3,277.90	1,100,000.00	1,083,277.90	2%	2%
DVR-Morningside & Arc of Grays Harbor	-	-	-	158,435.00	159,000.00	565.00	179,563.00	21,128.00	88%	89%
In House Programs										
WorkFirst	81,846.71	97,427.03	15,580.32	548,065.12	584,562.17	36,497.05	1,169,124.34	621,059.22	47%	50%
PREP	7,506.08	8,792.86	1,286.78	49,598.87	52,757.15	3,158.28	52,757.15	3,158.28	94%	100%
C2C, JBLM	193,989.26	171,970.24	(22,019.02)	777,211.90	1,031,821.46	254,609.56	1,643,128.45	865,916.55	47%	63%
OURR	19,439.33	35,000.00	15,560.67	31,043.38	77,000.00	45,956.62	988,653.00	957,609.62	3%	8%
JRA-MyJob	48,745.49	91,697.42	42,951.93	311,569.23	550,184.50	238,615.27	1,100,369.00	788,799.77	28%	50%
Career Connect Work Based Learning	3,274.98	5,565.00	2,290.02	11,236.47	33,390.00	22,153.53	83,483.72	72,247.25	13%	40%
Systems Navigation	15,658.88	21,199.62	5,540.74	51,294.27	70,098.86	18,804.59	190,796.57	139,502.30	27%	37%
Subtotal Direct Participant Services	752,497.66	808,122.49	55,624.83	3,746,992.37	4,741,887.04	994,894.66	10,787,832.39	7,040,840.02	35%	44%
Business Services										
B2B-(Thurston County Chamber)	26,020.58	33,333.33	7,312.75	176,669.12	200,000.00	23,330.88	400,000.00	223,330.88	44%	50%
B2B-C2C (TCC)	17,489.58	24,583.68	7,094.10	107,014.09	147,502.10	40,488.01	147,502.10	40,488.01	73%	100%
C2C-(Tacoma Pierce Chamber)	6,523.30	8,799.84	2,276.54	53,505.89	52,799.01	(706.88)	52,799.01	(706.88)	101%	100%
Subtotal Business Services	50,033.46	66,716.85	16,683.39	337,189.10	400,301.11	63,112.01	600,301.11	263,112.01	56%	67%
Special Impact Projects										
WBL/Uplift! Coordination	16,311.96	8,333.33	(7,978.63)	56,636.52	50,000.00	(6,636.52)	100,000.00	43,363.48	57%	50%
AmeriCorps	1,099.92	2,278.05	1,178.13	6,498.02	13,668.31	7,170.29	27,336.61	20,838.59	24%	50%
Pierce County Career Days	-	-	-	28,875.19	25,000.00	(3,875.19)	25,000.00	(3,875.19)	116%	100%
High Impact Community Projects	-	-	-	17,367.57	27,000.00	9,632.43	126,856.00	109,488.43	14%	21%
	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal Special Impact Projects	17,411.88	10,611.38	(6,800.50)	109,377.30	115,668.31	6,291.01	279,192.61	169,815.31	39%	41%
Misc Contracts/Projects										
Outreach & Communications	-	2,500.00	2,500.00	367.90	15,000.00	14,632.10	30,000.00	29,632.10	1%	50%
Industry Cluster Study	-	-	-	-	-	-	50,000.00	50,000.00	0%	0%
SeaKing-JRA/MyJOB	-	1,250.00	1,250.00	-	7,500.00	7,500.00	15,000.00	15,000.00	0%	50%
Subtotal Misc Contracts/Projects	-	3,750.00	3,750.00	367.90	22,500.00	22,132.10	95,000.00	94,632.10	0%	24%
SUBTOTAL PROGRAM SERVICES	819,943.00	889,200.72	69,257.72	4,193,926.67	5,280,356.45	1,086,429.78	11,762,326.11	7,568,399.44	36%	45%
ADMINISTRATIVE SERVICES										
Administrative Office Operations										
Salaries & Benefits										
Salaries	80,078.08	83,099.86	3,021.78	488,139.13	498,991.60	10,852.47	1,004,120.13	515,981.00	49%	50%
Benefits	30,186.01	36,728.38	6,542.37	179,053.73	203,111.55	24,057.82	423,277.95	244,224.22	42%	48%
Total Salaries & Benefits	110,264.09	119,828.24	9,564.15	667,192.86	702,103.15	34,910.29	1,427,398.08	760,205.22	47%	49%
Travel & Training Expenses										

Mileage	270.75	500.00	229.25	1,967.56	3,000.00	1,032.44	6,000.00	4,032.44	33%	50%
Travel	68.84	1,250.00	1,181.16	3,676.77	7,500.00	3,823.23	15,000.00	11,323.23	25%	50%
Conf/Conv/Mtgs/Reg	17.16	550.00	532.84	3,007.28	7,800.00	4,792.72	11,100.00	8,092.72	27%	70%
Gasoline for PMWDC Vehicles	7.90	66.67	58.77	403.14	400.00	(3.14)	800.00	396.86	50%	50%
Board Travel	-	3,041.67	3,041.67	1,829.98	6,050.00	4,220.02	10,800.00	8,970.02	17%	56%
Board Supplies & Support	8.22	2,075.00	2,066.78	4,506.25	2,450.00	(2,056.25)	10,400.00	5,893.75	43%	24%
Staff develop/Training	189.00	750.00	561.00	189.00	4,500.00	4,311.00	9,000.00	8,811.00	2%	50%
Total Staff Expenses	561.87	8,233.33	7,671.46	15,579.98	31,700.00	16,120.02	63,100.00	47,520.02	25%	50%
Professional Services										
Accounting & Auditing	12,933.60	6,666.67	(6,266.93)	12,933.60	6,666.67	(6,266.93)	45,000.00	32,066.40	29%	15%
Legal Fees	-	300.00	300.00	-	1,800.00	1,800.00	3,600.00	3,600.00	0%	50%
Professional Services/Consult	2,944.64	7,383.33	4,438.69	32,900.67	44,300.00	11,399.33	88,600.00	55,699.33	37%	50%
Temp & Interim Contracts	3,623.23	208.33	(3,414.90)	4,073.69	1,250.00	(2,823.69)	2,500.00	(1,573.69)	163%	50%
Licenses	3,066.72	2,233.33	(833.39)	20,326.32	13,400.00	(6,926.32)	26,800.00	6,473.68	76%	50%
Total Professional Services	22,568.19	16,791.67	(5,776.52)	70,234.28	67,416.67	(2,817.61)	166,500.00	96,265.72	42%	40%
Facilities										
Rent	5,096.46	7,440.08	2,343.62	37,021.85	44,640.50	7,618.65	89,281.00	52,259.15	41%	50%
Utilities	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Facilities	5,096.46	7,440.08	2,343.62	37,021.85	44,640.50	7,618.65	89,281.00	52,259.15	41%	50%
Supplies & Communications										
Supplies	451.99	1,041.67	589.68	6,196.90	6,250.00	53.10	12,500.00	6,303.10	50%	50%
Telephone & telecomm	384.83	1,229.17	844.34	4,255.08	7,375.00	3,119.92	14,750.00	10,494.92	29%	50%
Postage & Shipping	-	62.50	62.50	200.00	375.00	175.00	750.00	550.00	27%	50%
Mailing Services	378.32	33.33	(344.99)	390.12	200.00	(190.12)	400.00	9.88	98%	50%
Printing & copying	206.95	375.00	168.05	1,530.37	2,250.00	719.63	4,500.00	2,969.63	34%	50%
Books/Subscriptions/Ref	28.18	75.00	46.82	1,003.40	1,250.00	246.60	1,700.00	696.60	59%	74%
Total Communications	1,450.27	2,816.67	1,366.40	13,575.87	17,700.00	4,124.13	34,600.00	21,024.13	39%	51%
Equipment/Maintenance/Software/Rental										
IT Supplies/Minor Equipment/Tech Equip	699.73	208.33	(491.40)	9,710.15	9,750.00	39.85	12,500.00	2,789.85	78%	78%
Equipment Rental & maint	92.08	135.00	42.92	671.23	810.00	138.77	1,620.00	948.77	41%	50%
Auto Repair & Maintenance	-	166.67	166.67	130.48	1,000.00	869.52	2,000.00	1,869.52	7%	50%
Auto Lease	-	233.33	233.33	998.55	1,400.00	401.45	2,800.00	1,801.45	36%	50%
Total Equipment/Small Tools	791.81	743.33	(48.48)	11,510.41	12,960.00	1,449.59	18,920.00	7,409.59	61%	68%
Depreciation										
Depreciation-Automobile	1,426.21	2,077.50	651.29	3,350.66	4,155.00	804.34	8,310.00	4,959.34	40%	50%
Deprec & amort - other	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Depreciation	1,426.21	2,077.50	651.29	3,350.66	4,155.00	804.34	8,310.00	4,959.34	40%	50%
Other										
Interest-general/Bank Fees	-	400.00	400.00	-	2,400.00	2,400.00	4,800.00	4,800.00	0%	50%
Insurance-Gen Liability	1,101.31	1,666.67	565.36	7,980.11	10,000.00	2,019.89	20,000.00	12,019.89	40%	50%
Membership Dues	-	170.00	170.00	12,629.40	14,150.00	1,520.60	15,770.00	3,140.60	80%	90%
Notifications	126.76	166.67	39.91	738.10	1,000.00	261.90	2,000.00	1,261.90	37%	50%
Other Expenses	-	83.33	83.33	2,068.30	2,500.00	431.70	3,000.00	931.70	69%	83%
Community Outreach/Ed	2,500.00	2,500.00	-	21,342.29	15,000.00	(6,342.29)	30,000.00	8,657.71	71%	50%
Contractor Support/In Kind	66.84	-	(66.84)	431.15	-	(431.15)	-	(431.15)	#DIV/0!	#DIV/0!
Transfer to Unrestricted	(1,549.77)	(1,000.00)	549.77	(4,872.79)	(3,750.00)	1,122.79	(3,750.00)	1,122.79	130%	100%
Total Other	2,245.14	3,986.67	1,741.53	40,316.56	41,300.00	983.44	71,820.00	31,503.44	56%	58%
Subtotal Admin Office Operating Budget	144,404.04	161,917.49	17,513.45	858,782.47	921,975.32	63,192.85	1,879,929.08	1,021,146.61	46%	49%
Transition & AJC Activities	750.00	5,679.89	4,929.89	30,171.45	34,079.35	3,907.90	68,158.69	37,987.24	44%	50%
One Stop Operator	8,275.56	10,416.67	2,141.11	47,179.78	62,500.00	15,320.22	125,000.00	77,820.22	38%	50%
	-	-	-	-	-	-	-	-	0%	0%
SUBTOTAL ADMINISTRATIVE SERVICES	153,429.60	178,014.05	24,584.45	936,133.70	1,018,554.67	82,420.97	2,073,087.77	1,136,954.07	45%	49%
TOTAL EXPENSES	973,372.60	1,067,214.77	93,842.17	5,130,060.37	6,298,911.12	1,168,850.75	13,835,413.88	8,705,353.51	37%	46%
Change in Net Assets	48,921.37	-	(48,921.37)	240,319.00	-	(240,319.00)	1,187,683.68			
<i>Beginning Net Assets</i>	<i>1,107,847</i>			<i>927,569</i>						
<i>Plus current Net Assets</i>	<i>48,921</i>			<i>240,319</i>						
<i>Change in special funds</i>	<i>(7,357)</i>			<i>(18,477)</i>						
Ending Net Assets Without Donor Restrictions	1,149,411			1,149,411						

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

Through December 31, 2018



Pacific Mountain Workforce Development Council

STATEMENT OF FINANCIAL POSITION

(Balance Sheet)

December 31, 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	501,307	210,051	614,546	(113,239)
Accounts Receivable	1,912,240	1,679,874	(232,366)	1,336,247	343,627
Due from Related Parties	0	0	0	0	0
Notes Receivable	0	0	0	0	0
Pre-Paid Expenses	32,402	44,225	11,823	48,753	(4,528)
Investments - CD's	226,655	228,029	1,374	227,797	232
Long-Term Assets	<u>31,133</u>	<u>25,331</u>	(5,802)	<u>28,232</u>	(2,901)
Total Assets	<u>2,493,686</u>	<u>2,478,766</u>	(14,920)	<u>2,255,575</u>	<u>223,191</u>
Liabilities					
Contracts & Vendors Payable	1,179,643	947,556	(232,087)	758,338	189,218
Payroll, Taxes, & Benefits Payable	266,673	271,540	4,867	255,057	16,483
Paid Leave Payable	104,401	92,815	(11,586)	92,612	203
Deferred Revenues	6,457	5,075	(1,382)	5,389	(314)
Other Short-Term Payables	<u>8,943</u>	<u>12,370</u>	<u>3,427</u>	<u>36,332</u>	(23,962)
Total Liabilities	<u>1,566,117</u>	<u>1,329,356</u>	(236,761)	<u>1,147,728</u>	<u>181,628</u>
Net Assets without donor restrictions	<u>927,569</u>	<u>1,149,410</u>	<u>221,841</u>	<u>1,107,847</u>	<u>41,563</u>
Total Net Assets	<u>927,569</u>	<u>1,149,410</u>	<u>221,841</u>	<u>1,107,847</u>	<u>41,563</u>
Total Liabilities and Net Assets	<u>2,493,686</u>	<u>2,478,766</u>	(14,920)	<u>2,255,575</u>	<u>223,191</u>

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS

December 31, 2018

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Grants	653,353.91	5,545,338.85
Receipts from Contributors/Events	25,000.00	64,211.16
Depreciation (Net)	0.00	0.00
Payments to Suppliers	108,556.86	(595,800.55)
Payments to Employees	(288,330.24)	(1,832,230.41)
Payments to Program/Participant Activities	(611,819.08)	(2,971,468.15)
Total Cash Flows from Operating Activities	<u>(113,238.55)</u>	<u>210,050.90</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	232.17	1,374.58
Purchases or Redemptions of Investments	(232.17)	(1,374.58)
Total Cash Flows from Investing Activities	<u>0.00</u>	<u>0.00</u>
Beginning Cash & Cash Equivalents	<u>614,545.59</u>	<u>291,256.14</u>
Ending Cash & Cash Equivalents	<u>501,307.04</u>	<u>501,307.04</u>

Pacific Mountain Workforce Development Council
Program Year 2018
July 1, 2018 - June 30, 2019
Mod 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	30,461.18	335,502.86	1,566,258.61
WIOA Dislocated Worker	1,333,825.00	160,000.00	-	36,405.82	332,040.26	1,862,271.08
WIOA Youth	1,000,524.41	-	138,428.00	13,133.01	310,452.47	1,462,537.89
Subtotal	3,256,215.98	400,000.00	176,856.00	80,000.01	1,809,734.40	5,722,806.39

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)	528,383.35	-	-	-	42,072.65	570,456.00
Rapid Response Increased Employment (7/1/17-6/30/19)	327,111.02	-	-	-	36,066.58	363,177.60
Opioid Homeless	657,000.00	-	-	-	58,500.00	715,500.00
Subtotal	5,789,161.24	200,301.11	50,000.00	-	726,887.19	6,766,349.54

Department of Commerce Grants

WorkFirst (Community Jobs) (7/1/17-6/30/18)	1,226,124.34	-	6,000.00	-	187,338.66	1,419,463.00
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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 (1/1/18 - 12/31/18)	151,916.15	-	-	-	26,766.86	178,683.01
Pierce County Career Day	-	-	29,000.00	-	2,025.00	31,025.00
Dawkins Trust	-	-	42,336.61	-	-	42,336.61
GH Foundation	1,556.59	-	-	-	-	1,556.59
Healthcare Authority	10,000.00	-	-	-	-	10,000.00
Boeing	141,052.08	-	-	-	8,947.92	150,000.00
Saltchuk	4,900.89	-	-	-	-	4,900.89
Subtotal	309,425.71	-	71,336.61	-	37,739.78	418,502.10

Total Revenue	12,099,859.27	600,301.11	308,192.61	95,000.01	3,064,804.57	16,168,157.57
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Budgeted Expenditures:

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
WIOA Formula						
Adult Contracted Programs (Career Path Services)	848,646.00	-	-	-	-	848,646.00
Dislocated Worker Contracted Programs (Career Path Services)	1,020,934.00	-	-	-	-	1,020,934.00
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
Cluster Study, Outreach, Misc	-	-	-	80,000.00	-	80,000.00
High Impact Grants-Youth & Young Adult	-	-	76,856.00	-	-	76,856.00
Subtotal	3,020,104.41	400,000.00	176,856.00	80,000.00	-	3,676,960.41
WIOA Competitive						
Opioid Use & Reduction Response In-house	993,653.00	-	-	-	-	993,653.00
Opioid Use & Reduction Response Contracted (Choice)	1,100,000.00	-	-	-	-	1,100,000.00
Camo2Commerce/JBLM In-house Program	1,192,262.01	-	-	-	-	1,192,262.01
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
Systems Navigation In-house Program	332,111.02	-	-	-	-	332,111.02
TAP-Healthcare Contracted (SPSCC, Centralia College)	73,220.57	-	-	-	-	73,220.57
TAP-Healthcare Contracted (SPSCC, Centralia College)	191,512.10	-	-	-	-	191,512.10
Subtotal	5,187,380.81	200,301.11	50,000.00	-	-	5,437,681.92

	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.	1,226,124.34		6,000.00			1,232,124.34
Thurston County PREP Jail In house Program	107,757.15					107,757.15
Pierce County Career Days			29,000.00			29,000.00
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	2,761,323.05	-	56,336.61	15,000.00	-	2,832,659.66
Program Expense Total	10,968,808.27	600,301.11	283,192.61	95,000.00	-	11,947,301.99
Administrative Services						
Administrative Office Operations						
Salaries					980,969.05	980,969.05
Benefits					398,677.64	398,677.64
Travel & Training					63,100.00	63,100.00
Professional Services					204,000.00	204,000.00
Facilities					89,281.00	89,281.00
Supplies & Communications					37,250.00	37,250.00
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					1,872,327.69	1,872,327.69
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					2,065,486.38	2,065,486.38
Total Expenditures	10,968,808.27	600,301.11	283,192.61	95,000.00	2,065,486.38	14,012,788.37

Admin Office Formula Carry Forward to PY19	809,409
Admin Office Carry Forward Ongoing Grants to PY19	339,537
Program Carry Forward Ongoing Grants to PY19	239,000
Total Carry Forward to PY19	1,387,947

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



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Mod	Total-PY18 Final	Difference	Comments
Budgeted Revenues:									
<u>Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants</u>									
WIOA Admin Cost Pool (ACP)	-	-	-	-	831,738.82	831,738.82	831,738.82	-	
WIOA Adult	921,866.57	240,000.00	38,428.00	30,461.18	335,502.86	1,566,258.61	1,566,258.60	0.00	
WIOA Dislocated Worker	1,333,825.00	160,000.00	-	36,405.82	332,040.26	1,862,271.08	1,862,271.08	-	
WIOA Youth	1,000,524.41	-	138,428.00	13,133.01	310,452.47	1,462,537.89	1,462,537.89	(0.00)	
<i>Subtotal</i>	3,256,215.98	400,000.00	176,856.00	80,000.01	1,809,734.40	5,722,806.39	5,722,806.39	0.00	
<u>Competitive WIOA' Grants</u>									
Camo2Commerce (1/1/14 - 12/31/18)	1,211,084.69	200,301.11	-	-	159,152.36	1,570,538.16	1,570,538.16	-	
Opioid Reduction	2,088,653.00	-	-	-	311,347.00	2,400,000.00	2,400,000.00	-	
Career Connect WA (1/1/18-9/30/19)	785,417.08	-	50,000.00	-	119,669.53	955,086.61	955,086.61	-	
PY18 Rapid Response Increased Employment	528,383.35	-	-	-	42,072.65	570,456.00	355,564.00	214,892.00	Additional funds
Rapid Response Increased Employment (7/1/17-6/30/19)	327,111.02	-	-	-	36,066.58	363,177.60	363,177.60	-	
Opioid Homeless	657,000.00	-	-	-	58,500.00	715,500.00	-	715,500.00	New grant
TAP-Upskill/Backfill-Healthcare (6/28/17 - 3/31/19)	191,512.10	-	-	-	79.07	191,591.17	191,591.17	-	
<i>Subtotal</i>	5,789,161.24	200,301.11	50,000.00	-	726,887.19	6,766,349.54	5,835,957.54	930,392.00	
<u>Department of Commerce Grants</u>									
WorkFirst (Community Jobs) (7/1/18-6/30/19)	1,226,124.34	-	6,000.00	-	187,338.66	1,419,463.00	1,362,463.00	57,000.00	Slightly larger award than anticipated
<u>Department of Social & Health Services Grants</u>									
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	466,667.53	-	
<i>Subtotal</i>	1,518,932.00	-	4,000.00	15,000.00	303,104.53	1,841,036.53	1,841,036.53	-	
<u>Other' Grants</u>									
Thurston County Jail Program (1/1/18 - 12/31/18)	151,916.15	-	-	-	26,766.86	178,683.01	59,540.01	119,143.00	Renewed grant
Pierce County Career Day	-	-	29,000.00	-	2,025.00	31,025.00	27,500.00	3,525.00	Additional award
Dawkins Trust	-	-	42,336.61	-	-	42,336.61	17,336.61	25,000.00	Additional award
GH Foundation	1,556.59	-	-	-	-	1,556.59	1,556.59	-	
Healthcare Authority	10,000.00	-	-	-	-	10,000.00	-	10,000.00	New award
Boeing	141,052.08	-	-	-	8,947.92	150,000.00	150,000.00	-	
Saltchuk	4,900.89	-	-	-	-	4,900.89	4,900.89	-	
<i>Subtotal</i>	309,425.71	-	71,336.61	-	37,739.78	418,502.10	260,834.10	157,668.00	
Total Revenue	12,099,859.27	600,301.11	308,192.61	95,000.01	3,064,804.57	16,168,157.57	15,023,097.56	1,145,060.01	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Mod	Total-PY18 Final	Difference	Comments
Budgeted Expenditures:									
Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Mod	Total-PY18 Final	Difference	
WIOA Formula									
Adult Contracted Programs (Career Path Services)	848,646.00	-	-	-	-	848,646.00	921,866.57	(73,220.57)	Less carry in than expected
Dislocated Worker Contracted Programs (Career Path Services)	1,020,934.00	-	-	-	-	1,020,934.00	1,124,849.12	(103,915.12)	Less carry in than expected
Youth Contracted Programs (ResCare)	1,000,524.41	-	-	-	-	1,000,524.41	1,000,524.41	-	
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	400,000.00	-	
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	76,856.00	-	
Subtotal	3,020,104.41	400,000.00	176,856.00	80,000.00	-	3,676,960.41	3,854,096.10	(177,135.69)	
WIOA Competitive									
Opioid Use & Reduction Response In-house	993,653.00	-	-	-	-	993,653.00	988,653.00	5,000.00	New
Opioid Use & Reduction Response Contracted (Choice)	1,100,000.00	-	-	-	-	1,100,000.00	1,100,000.00	-	
Camo2Commerce In-house Program	1,192,262.01	-	-	-	-	1,192,262.01	1,029,371.01	162,891.00	More carry in than expected
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WFC)	181,713.68	200,301.11	-	-	-	382,014.79	382,014.79	-	
Career Connect In-house Program	83,483.72	-	-	-	-	83,483.72	83,483.72	-	
Career Connect WA (CPS, ResCare, AJAC, ESD113)	701,933.36	-	50,000.00	-	-	751,933.36	751,933.36	-	
PY18 Rapid Response Increased Employment In house	337,491.35	-	-	-	-	337,491.35	337,491.35	-	
Rapid Response Increased Employment (CPS, ResCare, CCAC)	332,111.02	-	-	-	-	332,111.02	327,111.02	5,000.00	More program carry in than expected
TAP-Healthcare Contracted (SPSCC, Centralia College, Aberdeen SD)	191,512.10	-	-	-	-	191,512.10	191,512.10	-	
Subtotal	5,114,160.24	200,301.11	50,000.00	-	-	5,364,461.35	5,191,570.35	172,891.00	
WorkFirst & Other									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,226,124.34	-	6,000.00	-	-	1,232,124.34	1,175,124.34	57,000.00	More carry in than expected
Thurston County PREP Jail In house Program	107,757.15	-	-	-	-	107,757.15	52,757.15	55,000.00	Renewed contract
Pierce County Career Day	-	-	29,000.00	-	-	29,000.00	25,000.00	4,000.00	Additional award
Dawkins Trust	-	-	17,336.61	-	-	17,336.61	17,336.61	-	
DVR - Contracted	179,563.00	-	-	-	-	179,563.00	179,563.00	-	
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	1,556.59	-	
Boeing	141,052.08	-	-	-	-	141,052.08	141,052.08	-	
Saltchuk	4,900.89	-	-	-	-	4,900.89	4,900.89	-	
Subtotal	2,761,323.05	-	56,336.61	15,000.00	-	2,832,659.66	2,716,659.66	116,000.00	
Program Expense Total	10,895,587.70	600,301.11	283,192.61	95,000.00	-	11,874,081.42	11,762,326.11	111,755.31	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Mod	Total-PY18 Final	Difference	Comments
Administrative Services									
Administrative Office Operations									
Salaries					980,969.05	980,969.05	1,004,120.13	(23,151.08)	Reflects open positions
Benefits					398,677.64	398,677.64	423,277.95	(24,600.31)	Reflects open positions
Travel & Training					63,100.00	63,100.00	63,100.00	-	
Professional Services					204,000.00	204,000.00	166,500.00	37,500.00	Higher accounting software implementation costs from IT and consulting needs
Facilities					89,281.00	89,281.00	89,281.00	-	
Supplies & Communications					37,250.00	37,250.00	34,600.00	2,650.00	Increased supply needs
Equip/Maintenance/Rentals					18,920.00	18,920.00	18,920.00	-	
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					1,872,327.69	1,872,327.69	1,879,929.08	(7,601.39)	
Transition & AJC Activities									
Staffing					-	-	-	-	
Subcontracts					68,158.69	68,158.69	68,158.69	-	
Transition Subtotal					68,158.69	68,158.69	68,158.69	-	
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					2,065,486.38	2,065,486.38	2,073,087.77	(7,601.39)	
Total Expenditures	10,895,587.70	600,301.11	283,192.61	95,000.00	2,065,486.38	13,939,567.80	13,835,413.88	104,153.92	

Admin Office Formula Carry Forward to PY19	809,409	651,388
Admin Office Carry Forward Ongoing Grants to PY19	339,537	252,646
Program Carry Forward Ongoing Grants to PY19	239,000	239,000
Total Carry Forward to PY19	1,387,947	1,143,034



May 08, 2019

Due to personnel changes, Columbia Bank signature cards for Acct ending 8396 & 0137 requires updating. Jage Curl, Associate Director YESP, needs to be added to both accounts. Stacey Anderson has retired and needs to be taken off the Acct ending in 0137.

Current Columbia Bank signers

Acct ending 8396- Restricted Funds

Cheryl Fambles
Duane Evans
Corinne Daffern
Sean Murphy

Add to Acct ending 8396

Jage Curl

Acct ending 0137- Tumwater

Cheryl Fambles
Corinne Daffern
Kimberly Baker
Marc Hannon
Stacey Anderson

Add to Acct ending 0137

Jage Curl

Delete to Acct ending 0137

Stacey Anderson

After May 10, 2019 Executive Finance Committee Meeting

Acct ending 8396- Restricted Funds

Cheryl Fambles
Duane Evans
Corinne Daffern
Sean Murphy
Jage Curl

Acct ending 0137- Tumwater

Cheryl Fambles
Corinne Daffern
Kimberly Baker
Marc Hannon
Jage Curl

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application 4 / 15 / 2019

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: Try A Trade

Project Date(s): 5/2/2019 Project Location: Tumwater, WA

Amount Requested: \$2,500 Date Funds Needed by: 5/2/2019

Legal Name of Organization Using Proposed Funds: New Market Skills
Center

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Kairie Pierce

Contact Person for this Project: Adam Schell Title: Construction Trades
Instructor

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

Email Address: adam.shell@newmarketskills.org Telephone: 360-570-4457

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?

Try a Trade aligns with Pac Mt WDC's desire to offer career exploration for youth. This opportunity gives our young people an opportunity to explore careers in the construction (often apprenticeship) occupations.

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

Not sure, but we could find out what opportunities are available.

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

Materials for students and sponsors

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

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application march / 29 / 2019

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: Centralia High School, Skills USA Teamworks Team, to National Skills USA Conference in Louisville, KY

Project Date(s): June 22 Project Location: June 29

Amount Requested: \$2500.00 Date Funds Needed by: May 5, 2019

Legal Name of Organization Using Proposed Funds: Centralia Construction Booster Club

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Peter Lahmann

Contact Person for this Project: Mitchell Smith Title: CTE Instructor
 CHS

Mailing Address: PO box 267, Oakville WA
 98568

Email Address: mitchellmsmith@comcast.net Telephone: 360-789-7145

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?

Supporting the efforts of these students goes to PacMtn's core value of promoting workforce through educational opportunities. The chance to compete in a National competition, with PacMtn's help, will reinforce to the students, what hard work and dedication means to them now and into the future.

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

The Skills USA National Team will have custom made shirts with the logos of major sponsors displayed on them. We will need to get a electronic print ready logo to them for this purpose. If the logo and a statement giving permission to use the logo on a shirt for advertising purposes is sent to Mitchell Smith at mitchellsmith@comcst.net, that would be good. The Skills USA National Team will take a picture at the National Skills USA Conference, frame it and give it to PacMtn thanking them for their support.

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

The funds will go to air travel, lodging and normal expenses associated with this type of competition.

This is the answer to question 4 below.

The funds align with the Wood Products & Paper Manufacturing cluster. The students on the National Skills USA Team are in the Woods, Construction Program at Centralia High School. Mitch Smith the instructor of this program works closely with businesses, industry, contractors and unions to teach skills that prepare

students for entry level jobs in the Wood Products & Paper Manufacturing industry cluster. Students are placed directly in jobs as a result of this.

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

COMMUNITY OUTREACH FUNDING PROPOSAL

Date of Application: ____/____/____

APPLICATION COVER SHEET

WDC Board Member(s) Making This Request:

Legal Name of Organization Using the Proposed Funds:

DBA (if different than Legal Name): _____

Name of Contact Person for This Project: _____

Title _____

Mailing Address: _____

Telephone Number: (____) _____ - _____ ext. _____

Is the recipient organization an IRS 501(c)(3)? Yes No

If no, please list type of organization: _____

Amount requested: _____

Project Name: _____

COMMUNITY OUTREACH FUNDING PROPOSAL

APPLICATION INSTRUCTIONS

Thank you for your interest in applying for Community Outreach Funding from PacMtn. Please take note of the following proposal guidelines which have been established by the PacMtn Board:

- All funding must follow, enhance, or promote the PacMtn Mission- *To lead dynamic regional workforce development that enhances economic success.*
- Funding availability is made on a first come, first served basis within a specific period of application.
- Projects may be partially funded to allow for a wider distribution of funds.
- A maximum of \$10,000 is available in the Program Year 2016 budget (PY 2016- July 1st, 2016 to June 30th, 2016).
- To accommodate more projects and activities, no award will exceed \$2,500.
- 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.

Additionally, please note that if your project is funded:

- A final summary must be provided detailing what happened and reporting measurable or noteworthy outcomes within 30 days after completion of event.
- All outstanding financial documents must be submitted within 30 days after completion of event.

COMMUNITY OUTREACH FUNDING PROPOSAL

APPLICATION QUESTIONS

The following questions are mandatory for all applications. Please provide as much detail as possible. If you need more room, you may type and attach your answers to this application. **All proposals must include a budget outlining details of the proposed expenses.**

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

2. When are funds needed?

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