

**PacMtn Workforce Development Council**  
Executive Finance Committee Agenda  
Friday June 14, 2019 11:00 am – 12:30 pm  
PacMtn ▪ John Loyle Conference Room, 3rd Floor  
1570 Irving St. ▪ Tumwater, WA 98512  
Zoom Meeting – 888-475-4499  
Meeting ID – 954-975-063



**I. Welcome & Check-In Items**

- A.** Introductions & Establish Quorum
- B.** Review of EFC Committee Agenda & Upcoming June 27<sup>th</sup> Board Meeting Agenda (Attachment 1)
- C. Action Item:** Motion to Approve May 2019 EFC Minutes (Attachment 2)
- D.** Board Chair Comments
- E.** CEO Report

**II. Fiscal Items (Bridget Lockling)**

- A. Action Item:** Motion to Approve Quarterly Financials (Attachment 3)
- B. Action Item:** Motion to approve Policy Changes (Attachment 4)
- C. Action Item:** Motion to Approve PY19 Preliminary Budget (Attachment 5)

**III. Committee & Task Force Updates**

- A.** One Stop Committee
  - One-Stop Certification & WorkSource Recommendation Staff Report (Attachment 6)
- B.** Targeted Populations Committee
- C.** Adult Basic Education & Literacy (ABEL)
- D.** Business and Sector Engagement (BaSE)

**IV. Executive & Administrative Items**

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

### Proposed 2019 Board Meeting Schedule

Date	Location
June 27	SPSCC Lacey Campus
September 26	Lewis WS
November 18	Satsop
December 13	TBD

### Executive Finance Committee

Date	Location
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 College	Lewis	ABEL Committee Lead

### Workforce Development Speak (Commonly Used Acronyms)

<b>ABE</b>	Adult Basic Education	<b>IFA</b>	Infrastructure Funding Agreement
<b>CBO</b>	Community Based Organizations	<b>ITA</b>	Individual Training Account
<b>CJ</b>	Community Jobs	<b>MOU</b>	Memorandum of Understanding
<b>CLEO</b>	Chief Local Elected Official	<b>MyJob</b>	My Journey Out Beyond
<b>CSO</b>	Community Service Offices	<b>OJT</b>	On the Job Training
<b>DOL</b>	Department of Labor	<b>OURR</b>	Opioid Use Reduction & Recovery
<b>DSHS</b>	Department of Social & Health Services	<b>TAA</b>	The Trade Adjustment Assistance
<b>DVR</b>	Division of Vocational Rehabilitation	<b>TANF</b>	Temporary Assistance for Needy Families
<b>ESD</b>	Employment Security Department	<b>WDA</b>	Workforce Development Areas
<b>DW</b>	Dislocated Worker	<b>WEX</b>	Work Experience
<b>ESD 113</b>	Educational Service District – Capital Region	<b>WIOA</b>	Workforce Innovation & Opportunity Act
<b>ETPL</b>	Eligibility Training Provider List	<b>WTECB</b>	Workforce Training & Education Coordinating Board

## **PacMtn Workforce Development Council**

Board Meeting Agenda

Thursday, June 27, 2019 ▪ 1:30 - 4:00 pm

Party for Bridget 4:00-6:00pm

Location ▪ South Puget Sound Community College, Lacey  
Campus, Room 188

Zoom: **888- 475- 4499** \* <https://zoom.us/j/940572423>

Meeting ID: **940 572 423**



### **I. Welcome & Leadership Reports** (Jacquelin Earley)

**A.** Welcome and Self Introductions

**B.** Establish Quorum & Review Today's Agenda

**C.** Board Chair Report

- Motion to Approve New Board Chair, Jacquelin Earley

**D.** CEO Report

**E.** Outgoing Board Member Appreciation

### **II. Action: Consent Agenda**

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

**A.** Action Item: Motion to Approve

- Minutes from March 2019 Meeting
- WIOA Policy Modifications Recommended for Approval from Executive Finance Committee
- Quarterly Financials (Quarter Ending March 31, 2019)

### **III. Action Items & Strategic Discussions**

**A.** Motion to Approve: PY19 Preliminary Final Budget as Recommended at the June 14, 2019 Executive Finance Committee Meeting

**B.** Review: WorkSource One-Stop Certification as Approved by One-Stop and Executive Finance Committees

### **IV. Committee & Task Force Updates** (Task Force Leads)

**A.** Executive Finance Committee

**B.** One Stop Committee

**C.** Targeted Populations

**D.** Business and Sector Engagement (BaSE)

**E.** Adult Basic Education & Literacy (ABEL)

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

### **VI. Adjourn**

**Celebration of Bridget Lockling, Former Director of Finance & Administration**

## Upcoming Meetings

Date	Location
<b>September 26</b>	Centralia College, Tour New WorkSource
<b>November 14</b> PY19 Final Budget Approval	TBD
<b>December 13</b> Year End Celebration	TBD

## 2019-2020 WDC Members

Name	Business/Organization	Representation
1. Duane Evans	Port Blakely U.S. Forestry	Business: Wood Products Manufacturing
2. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations
3. Alissa Shay	Port of Grays Harbor	Business: Logistics Cross Sector
4. Dru Garson	Greater Grays Harbor	Business: Economic Development
5. Derek Epps	Seattle Shellfish	Business: Aquaculture/Food Production
6. Jacquelin Earley	Sierra Pacific	Business: Wood Products Manufacturing
7. Steve Rogers	Pacific County Historical Society & Museum	Business: Tourism & Recreation
8. Jim Sayce	Pacific County EDC	Business: Economic Development
9. Michael Cade	Thurston County EDC	Business: Economic Development
10. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise
11. Scott Haas - Nominee	Employment Security Dept.	Wagner-Peyser Employment Service
12. Kairie Pierce	WA State Labor Council	Labor Organization
13. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations
14. Dr. Jim Minkler	Grays Harbor College	Post-Secondary Higher Education
15. Dr. Dana Anderson - Nominee	Educational School District #113	K-12 Education
16. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor
17. Paul Vertrees	DSHS/DVR	Vocational Rehab
18. Jason Reed	DSHS/Community Services	TANF-DSHS
19. Kelli Bloomstrom - Nominee	Centralia College	ABE: Regional
20. Grant Lehman - Nominee	Jack's Country Store	Business: Private Sector Enterprise
21. Vacant	Thurston County	Business:
22. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business
23. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development
24. Diana Murphy	Intermountain Staffing	Business: Staffing
25. Jennifer Baria	Mason County EDC	Business: Economic Development
26. Christina Riley	Construction Marketing Rep	Labor-Apprenticeship

## PacMtn Workforce Development Council

Executive Finance Committee Minutes

Friday, May 10, 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
10. Kelli Bloomstrom – Nominee	Centralia College	Lewis	Adult Basic Education and Literacy

**Attendees:** Steve Rogers, Dr. Jim Minkler, Kelli Bloomstrom, Jacquelin Earley, Commissioner Lisa Olsen, Cheryl Heywood, David Schaffert, Duane Evans (by phone)

**Staff:** Cheryl Fambles, Bridget Lockling, Jaime Britton, Sean Murphy, Jage Curl, Kelly Cobb

**Excused:** Derek Epps, Kairie Pierce

### I. Welcome & Check In

**A.** The meeting was called to order at 11:04 and quorum was established. Jacquelin Earley chaired the meeting as Duane Evans joined the meeting by phone. The committee reviewed the EFC agenda.

**B.** Motion to Approve March 2019 EFC Minutes – *Steve Rogers motioned to approve the minutes, motion was seconded. Motion Carries.*

**C.** Board Chair Comments – Duane and Cheryl gave an update on the Elected Officials Consortium meeting held in March in Lewis County. It was reported that the focus was on the introduction of the group to Commissioner Sharon Trask from Mason County and Jage Curl, Associate Director of Youth, Equity, and Special Populations.

**D.** Cheryl Fambles welcomed Kelli Bloomstrom, Board Nominee for Adult Basic Education and Literacy. Kelli joins the Board as Dean of Transitional Education at Centralia College. She is from rural Lewis County and is passionate about connecting people in the community to resources for education and finding meaningful work. Cheryl also introduced Jaime Britton, who will be assist while Bridget transitions to her new job.

- E. Budget Workshop Review & Preparation – Cheryl gave a brief overview of the content and schedule for the budget workshop at 1pm.

## II. Task Force Updates

- A. One Stop Committee – Cheryl Heywood reported on the One-Stop Certification process. She stated that professional development was a large part of the discussion at the last One Stop meeting. It is the committee's intention to have a discussion with the partners regarding the improvements the committee requested so that the committee can review and bring forward any recommendations.
- B. Targeted Populations Committee – David Schaffert shared that the committee is in the process of a reboot and are working on streamlining the work from an operational standpoint so that there is good communication between the committee and the Board on strategic matters.
- C. Adult Basic Education & Literacy (ABEL) – Cheryl explained that she and Corinne will work with Kelli to identify both board members and community members to join the committee. Look for this to happen early summer. This will be an opportunity to revisit the charter and reevaluate the parameters of the committee.
- D. Business and Sector Engagement (BaSE) – Sean gave an update on the cluster analysis. An RFP was awarded and May 22<sup>nd</sup> is the scheduled kick-off date with EDC and business leaders from each county. Evaluating the indicators that determine the industries we want to target along with identifying a way to focus on emerging sectors will be a large part of the work.

## III. Fiscal Items

- A. Bridget Lockling gave an update to the quarterly financials, which included an overview of each grant. The Committee reviewed the materials. *Cheryl Heywood motioned to approve the quarterly financials, the motion was seconded. Motion carries.*
- B. Recommendation to approve the PY18 Budget Modification. The materials were reviewed. *Steve Rogers motioned to approve the PY18 Budget Modification, motion was seconded. Motion carries.*
- C. Recommendation to approve Bank Signer – Jage Curl. *Jim Minkler motioned to approve Jage Curl as Bank Signer, motion was seconded. Motion carries.*
- D. Recommendation 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

The Committee reviewed the materials for each grant request. *Jim Minkler motioned to approve the Try a Trade New Market Skills Center Grant, motion*

*was seconded. **Motion Carries.** David Schaffert motioned to approve the Skills USA, Centralia High School grant, motion was seconded. **Motion Carries.** Jim Minkler recused himself from voting for the Greater Grays Harbor, Inc. grant. Commissioner Lisa Olsen motioned to approve the Greater Grays Harbor, Inc. grant, motion was seconded. **Motion carries.***

**V. Good of the Order Items & Announcements –**

As the Board's Librarian committed to sharing knowledge, Cheryl Heywood made a recommendation book. Jacquelin Earley appreciated the acronym list as an important way to help Members learn the work. Bridget Lockling described her new position.

Meeting adjourned at 12:23pm. Submitted by: Kelly Cobb, Senior Administrative Assistant

## PacMtn Workforce Development Council

### Budget Workshop Notes

Friday May 10, 2019 1-4pm

PacMtn – John Loyle Conference Room



**Board Member Attendees:** Peter Lahmann, Christina Riley, Diana Murphy, Jim Sayce, Jacquelin Earley, Kelli Bloomstrom, Mike Hickman, Commissioner Lisa Olsen, Cheryl Heywood, Jason Reed, Dr. Jim Minkler, Steve Rogers, Jonathan Pleger

**Staff:** Cheryl, Jage, Kelly, Corinne, Bridget, Jaime, Sean

Bridget reviewed the memo and the focus areas of the workshop that include to:

- Help members understand the basic flow of dollars through the organization and the responsibilities to meet grant requirements;
- Preview potential WIOA formula funding amounts and the general impact of anticipated levels;
- Understand the mechanisms involved with fund allocations from the State to each WDA;
- Identifying special initiatives and project focus that aligns with strategic plan and leverage resources;
- Financial priorities within PacMtn's budget categories; and
- Consider long-term projects and goals to meet needs on the horizon.

She explained Budget 101 showing the sources of revenue and the various expenses that make up PacMtn's fiscal structure.

The following is a list of comments, questions and ideas that were presented by Board and Consortium members regarding the budget information in the order in which they were presented:

Q: Why have the Dislocated Worker dollars decreased?

A: If unemployment numbers reflect a change, that change will show up in budget dollar decrease. Additionally, the State received less money to allocate because of the overall health of the State's economy.

- Members of the Board reflected that there is a huge need for youth entrepreneurship training.

Q: Has enough funding been set aside for the open lab project (Thurston WorkSource) serving those with specialized needs for attention and support?

A: This program is in the beginning stages and we intend to start with limited coverage hours. We will use the same facilities and equipment. We are already offering this service, as part of the Basic-Universal support of the job seeker. These dollars will add additional Adult Basic Education staff who will be there to provide the needed assistance. We will continue to evaluate, but we did get two different budget estimates and think the amount is adequate for this pilot.

- Since getting young people into work-based, career connected learning is so important what is being done with the analysis Timberland Regional Library did to determine the best on-line tool for connecting students to work-based learning opportunities? Are we doing anything with that work?
  - Staff are more fully exploring what it would take to expand the use of the software and technology. We will have something for you to review in the fall-- information about the data, outcomes, challenges, and possible ways to establish a system in the region etc. One of the critical considerations outside the purchase of the subscriptions is how it would be staffed to ensure accuracy, safety and an up-to-date system of opportunities for students and the adult work mentors.
  - The Career Connected Learning grant funding the initial TRL analysis was provided by the Governor from WIOA statewide set-aside funds. There has been discussion that this will happen again for the next program year, but we are not certain about an amount of dollars.

Q: Since PacMtn cancelled the contract with ESD for employment of the WorkSource System Manager prior to year-end, is there money remaining?

A: We are taking the remainder and spreading the work including augmenting some of Agnes' time to assist with One-Stop issues. We do not anticipate much projected carry forward funds into the next program year.

Q: What is the timeline to get the One-Stop Operator staffing issue resolved?

A: June 3 is when the new SW Coastal Regional Director begins work at ESD and we anticipate a recommendation coming from the Collaborative at the July EFC Meeting.

- The future of AmeriCorps Program at PacMtn is unknown if DSHS does not continue to fund their placement. They began funding them in 2013 and PacMtn has made excellent use of the service of these young professionals. However, we believe federal funds cannot be used to pay for AmeriCorps placements so that will severely limit our options.

Q: Is the enhancement of career tech education in the larger community (\$15,000) adequate to do anything meaningful?

A: The proposed amount is the analysis of the possibilities and a plan moving forward. Staff would host conversations with districts and regional superintendents to create a set options for the future. Because WIOA funds restrict the amount of money we can use on *in-school youth* the engagement needs to be on the planning, outreach and stakeholder building side vs. direct services.

Q: Have we set aside enough for staff training budget?

A: We are still developing the goals, policies and protocols for this program. We will emphasize other no cost training and build the discipline of asking the right questions to establish a fair, equitable and ROI rich investment that strengthens the mission of the organization and those we serve.

Q: What is the fiscal note on General Operations A2 related to the increase in staffing for Fiscal Tech, Information Technology-IT (+.5 FTE), Marketing/Communications (+.5 FTE), and 1.0 FTE Senior Contracts Coordinator?

A: Estimated cost at \$2200K with some reduction in the existing IT contract.

Q: Is there a restricted reserve, or a “rainy day fund”?

A: Yes, we do have that fund. It is currently valued at \$778,395. We also have a Certificate of Deposit valued at \$229,000 that will earn approx. \$450-\$500 for May & June. Our policy is that unrestricted funds have a minimum of 3 months of full operating expense. We will review the PY18 expenses from that fund and provide the Board with a projection of the amount to be used in the PY19.

Q: How is our rolling stock (cars) doing?

A: We have six vehicles. Three are old, two are new, and one is new and leased. We are at the end of the lease period. We pay as we go for the cost of the vehicles and do not have a special fund to address the needs of the vehicles. This leads us to conclude it is best to lease the vehicles to direct charge the cost to the grants. Board Member Jonathan agreed to share some research his organization just used to make their rolling stock decisions. During the budget review staff will bring a more thorough analysis with recommendation on leasing, selling and buying the cars needed for the organization.

# CEO HIGHLIGHTS

June 2019

## Board Member Activities and Alerts

**Key personnel searches** are underway at PacMtn....Finding a new *Director of Finance and Administration* is underway. First review will be July 8. We are broadly advertising and planning an extensive process of review with involvement at many levels of the organization. Bridget's competency and capability have set a high bar, but with intense scrutiny on qualifications and experience, we are confident we can find the right fit. *My JOB Program Manager* candidates interview June 14 and we hope for a final job offer by the end of the month.

Thurston Chamber VP of Workforce Development, **Sytease Geib leaves the Chamber** mid-June. Sytease is the primary architect of the Chamber's public workforce support for businesses in our region. Sytease has done a remarkable job serving the business community, leading her team, training WorkSource staff, serving as one of the many military spouse rock-stars that brought acclaim to PacMtn's work at JBLM, advising the larger workforce system on business needs and generally, being PacMtn's steady business services guru. We will miss her and wish her well in the return to Ohio where she will be closer to family. The Chamber has one year remaining on the existing contract and they have identified a satisfactory way to complete the requirements. We have every confidence the good work will continue.

**New Board Member Nominees** will move to Consortium approval end of July. Some of the Nominees may attend the June 27 Board Meeting. Nominees include:

Name	Representing
Dr. Dana Anderson, Superintendent Capital ESD #113	K-12 Schools Programming
Kelly Bloomstrom, Centralia College Dean of Transition Services	Adult Basic Education and Learning
Grant Lehman, Cashier Manager, Jack's Country Store	Pacific County Private Industry
Sherry Barry, Northwest Laborer's Union	Organized Labor
Scott Haas, Employment Security Regional Director	WA Employment Service

**THANK YOU!** June 27 also marks the end of the terms of several Board Members, including Mike Hickman, Kairie Pierce, Bob Hitt, Anne Goranson and Dawn Murphy. We deeply appreciate each of their MANY years of service, support for and work towards making PacMtn a community service organization---dedicated to helping this region be economically stronger through development of a skilled workforce and the quality connections between business and that workforce talent.

## Program News

See the attached Summary for progress information on the **High Impact Grants**.

# CEO HIGHLIGHTS

June 2019

The Center for Labor Markets and Policy has just authored a paper titled ["Skills and the Earnings for College Graduates"](#) for the Educational Testing Service's series "The Impact of Human Capital in the American Labor Markets". This paper explores the challenge many college graduates with a bachelor's degree are currently facing – they aren't making enough money. The authors find that insufficient literacy and numeracy skills along with mal-employment are drastically affecting the earnings of college graduates.

See the attached description of **Building Diversity Day** supported as part of the Board's Community Outreach funding and sponsored by Board Member Christina Riley.

Washington State demonstrates enhanced **support for military spouses and families!** Gov. Jay Inslee signed an [executive order](#) regarding expanding employment services for military spouses. One of Camo2Commerce participants stepped to the podium and said, *"As a military spouse, I am fully aware that in military family life, the mission comes first. Military spouses all over the world work hard to achieve goals one day to turn around and say good-bye the next. We go where the military sends us. Sometimes those moves open doors to even bigger opportunities and other times we become part of the unemployment or under employment statistic. We choose family over passion and purpose. We choose God & country over financial stability. We choose you over us. And we gladly do it over and over again."*

## Changing Lives

**My JOB** brings special attention and messaging for the young women at Echo Glen Children's Center. As reported in in the Business Journal visiting community members came, shared their stories and pledged support to help however they could. <https://southsoundbiz.com/workforce-development-program-helps-prepare-incarcerated-youth-for-new-lives/>

**OURR Alliance Peer Navigator** met Joe, only 4 days after his release from prison. Joe was incarcerated around 3 years, and had an extensive criminal record. Joe had been sent to Lewis County under Department of Corrections (DOC) supervision. He was under a lot of stress, did not know anyone in the area, was living in a temporary sober living house, lacked many basic needs of hygiene, clothing, telephone, and transportation with zero income.

Joe's employment goal was to join the Cement Masonry Apprenticeship as a Concrete Finisher. While in Prison, he earned a "Construction Trades Apprenticeship Certification," with credits showing extensive training in Cement Trades. The Cement Masonry Union he wanted to join only offered the required in-person "Applicant Testing & Apprenticeship Selection Event" once per year, 100 miles away, and would occur five days from the time he met with the Peer Navigator. He had no plan or

# CEO HIGHLIGHTS

June 2019

income - no phone, none of the required work tools and clothing needed for testing, no options for transportation or housing. Joe also needed to get DOC approval to take the test and if he passed, attend the 2-week training to become an apprentice.

The Peer Navigator enrolled Joe into the OURR Alliance program, including identifying and building a plan to support Joe in his journey to employment as a Concrete Finisher. We helped remove several barriers to his employment: a replacement cell phone, hygiene goods, the required tools and clothing to take the in-person test, and referrals to all the local resources to meet any additional needs.

Joe did find transportation to the test, finished among the top testers, and was one of the small percentage of applicants selected to the Apprenticeship. **Joe completed the two-week training and officially became an Apprentice in the Cement Masonry Union just 19 days after enrollment and 23 days after release from prison.** Joe began working full time with an employer just 4 days after becoming an Apprentice. Joe was very excited, relieved, and thankful, and texted his Peer Navigator saying "Thanks for everything again. Couldn't of happened w/out yer help to be completely honest."



Thank you to Kim and Nikki who participated in this year's Women Build! Women Build is a national program with Habitat for Humanity empowering women to get involved by raising awareness about affordable housing while building homes in their communities. Thanks for giving even more than you usually give, for having fun and for representing the soul of PacMtn in this way!

## Pacific Mountain Workforce Development Council

### NOTES TO FINANCIAL STATEMENTS

Program Year July 1, 2018 through June 30, 2019

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#### ***For month ending March 31, 2019***

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 10% of projected expenses through three-quarters 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 \$1,142,158. Net assets have decreased by \$7,252 since last quarter due to losses 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 March 2019</i>	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
<b>REVENUES</b>							
Grant & Contracts	7,542,115.65	9,027,925.85	1,485,810.20	15,023,097.56	7,480,981.91	50%	60%
Other	-	-	-	-	-	0%	0%
<b>Total Revenues</b>	<b>7,542,115.65</b>	<b>9,027,925.85</b>	<b>1,485,810.20</b>	<b>15,023,097.56</b>	<b>7,480,981.91</b>	<b>50%</b>	<b>60%</b>
<b>EXPENSES</b>							
<b>Program Services</b>							
Direct Participant Services	5,338,828.43	6,765,808.58	1,426,980.15	10,787,832.39	5,449,003.96	49%	63%
Business Services & Solutions	458,073.68	500,301.11	42,227.43	600,301.11	142,227.43	76%	83%
Special Impact Projects	128,719.26	167,502.46	38,783.20	279,192.61	150,473.35	46%	60%
Misc Contracts & Projects	10,342.90	43,750.00	33,407.10	95,000.00	84,657.10	11%	46%
Subtotal	5,935,964.27	7,477,362.15	1,541,397.88	11,762,326.11	5,826,361.84	50%	64%
<b>Administrative Services</b>							
Admin Office Operations	1,268,072.48	1,405,694.69	137,622.21	1,879,929.08	611,856.60	67%	75%
Transition Activities	36,955.90	51,119.02	14,163.12	68,158.69	31,202.79	54%	75%
One Stop Operator	72,405.02	93,750.00	21,344.98	125,000.00	52,594.98	58%	75%
	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal	1,377,433.40	1,550,563.70	173,130.30	2,073,087.77	695,654.37	66%	75%
<b>TOTAL EXPENSES</b>	<b>7,313,397.67</b>	<b>9,027,925.85</b>	<b>1,714,528.18</b>	<b>13,835,413.88</b>	<b>6,522,016.21</b>	<b>53%</b>	<b>65%</b>
<b>Change in Net Assets</b>	<b>228,717.98</b>	<b>-</b>	<b>(228,717.98)</b>	<b>1,187,683.68</b>			

Beginning Net Assets	927,569
Plus current Net Assets	228,718
Change in special funds	(14,130)
Ending Net Assets W/O Donor Restrictions	1,142,157

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

PY18 Budget to Actual Report

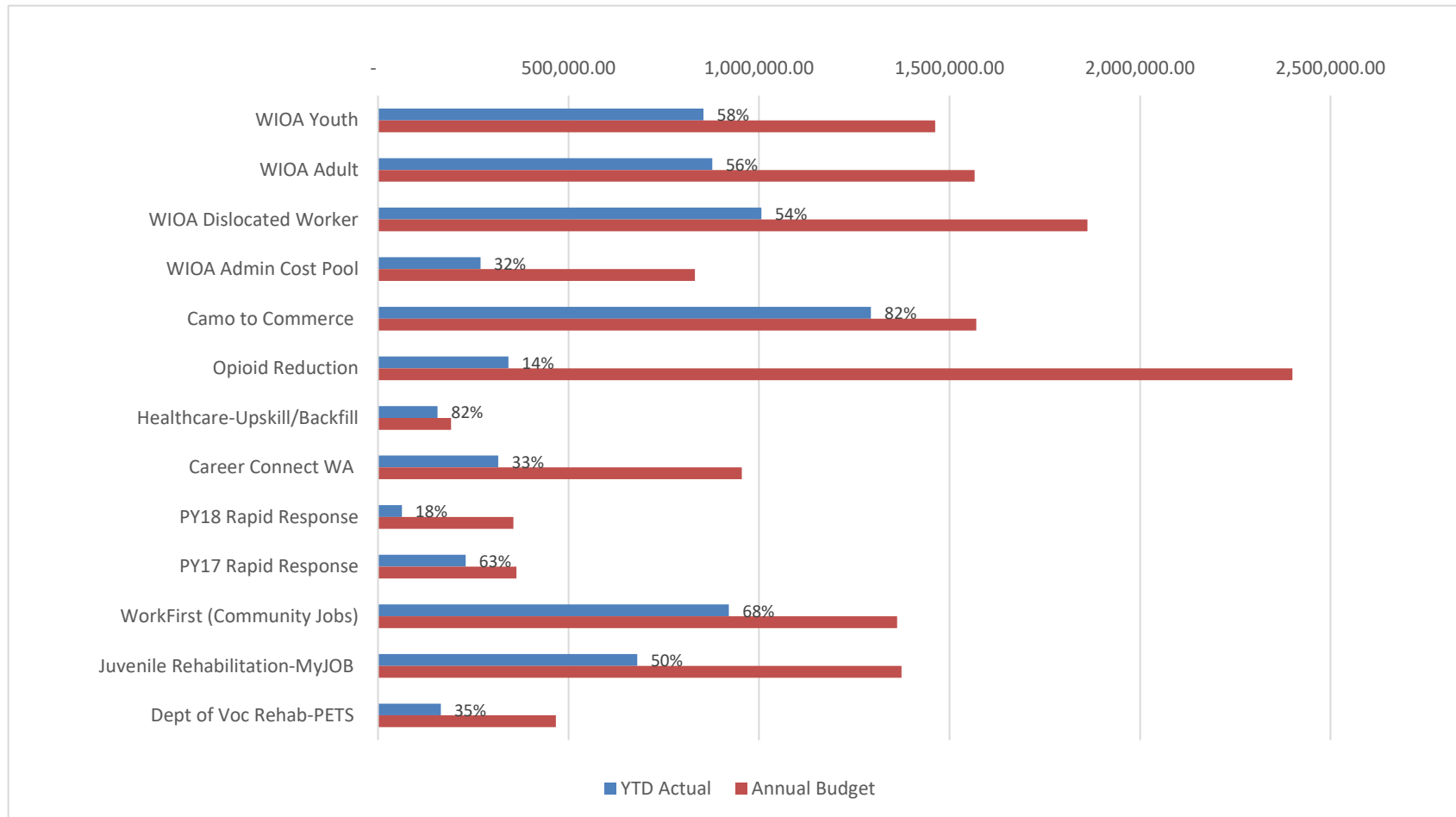
	Current Period Actual	Current Period Budget	Variance	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
<i>For month end March 2019</i>										
<b>REVENUES</b>										
Grant & Contracts	807,086.33	1,067,214.77	260,128.44	7,542,115.65	9,027,925.85	1,485,810.20	15,023,097.56	7,480,981.91	50%	60%
Other	-	-	-	-	-	-	-	-	0%	0%
<b>Total Revenues</b>	<b>807,086.33</b>	<b>1,067,214.77</b>	<b>260,128.44</b>	<b>7,542,115.65</b>	<b>9,027,925.85</b>	<b>1,485,810.20</b>	<b>15,023,097.56</b>	<b>7,480,981.91</b>	<b>50%</b>	<b>60%</b>
<b>EXPENSES</b>										
<b>PROGRAM SERVICES</b>										
<b>Direct Participant Services</b>										
Adult Contracted Programs (Career Path Services-CPS)	57,116.90	69,255.83	12,138.93	537,695.63	623,302.50	85,606.87	831,070.00	293,374.37	65%	75%
Dislocated Worker Contracted Programs (CPS)	75,096.60	82,878.00	7,781.40	658,039.67	745,902.00	87,862.33	994,536.00	336,496.33	66%	75%
Youth Contracted Programs (ResCare)	96,558.84	83,377.03	(13,181.81)	672,528.04	750,393.31	77,865.27	1,000,524.41	327,996.37	67%	75%
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	-	-	-	-	30,000.00	30,000.00	150,000.00	150,000.00	0%	20%
Grays Harbor Foundation (CPS)	479.26	129.72	(349.54)	1,083.28	1,167.44	84.16	1,556.59	473.31	70%	75%
Rapid Response Increased Employment (CPS)	2,440.86	7,136.93	4,696.07	28,629.66	64,232.33	35,602.67	85,643.11	57,013.45	33%	75%
Rapid Response Increased Employment (ResCare)	19,875.72	9,768.08	(10,107.64)	91,487.46	87,912.71	(3,574.75)	117,216.95	25,729.49	78%	75%
TAP-Healthcare (SPSCC, Centralia College, Aberdeen SD)	53,368.47	21,279.12	(32,089.35)	151,505.38	191,512.10	40,006.72	191,512.10	40,006.72	79%	100%
Career Connect WA (CPS, ResCare, ESD113, AJAC)	40,200.18	52,360.00	12,159.82	263,515.75	471,240.00	207,724.25	701,933.36	438,417.61	38%	67%
Workforce Central-C2C	-	30,285.61	30,285.61	181,713.68	181,713.68	-	181,713.68	-	100%	100%
Choice Regional Health	38,570.05	20,000.00	(18,570.05)	109,573.05	125,000.00	15,426.95	1,100,000.00	990,426.95	10%	11%
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	70,256.33	97,427.03	27,170.70	776,650.18	876,843.26	100,193.08	1,169,124.34	392,474.16	66%	75%
PREP	6,448.04	8,792.86	2,344.82	70,706.09	52,757.15	(17,948.94)	52,757.15	(17,948.94)	134%	100%
C2C, JBLM	30,068.41	171,970.24	141,901.83	873,102.85	1,134,521.68	261,418.83	1,643,128.45	770,025.60	53%	69%
OURR	42,311.67	35,000.00	(7,311.67)	148,161.46	237,000.00	88,838.54	988,653.00	840,491.54	15%	24%
JRA-MyJob	61,254.78	91,697.42	30,442.64	483,890.20	825,276.75	341,386.55	1,100,369.00	616,478.80	44%	75%
Career Connect Work Based Learning	4,150.56	5,565.00	1,414.44	21,947.03	50,085.00	28,137.97	83,483.72	61,536.69	26%	60%
Systems Navigation	16,730.77	21,199.62	4,468.85	98,730.99	133,697.71	34,966.72	190,796.57	92,065.58	52%	70%
<b>Subtotal Direct Participant Services</b>	<b>614,927.44</b>	<b>808,122.49</b>	<b>193,195.05</b>	<b>5,338,828.43</b>	<b>6,765,808.58</b>	<b>1,426,980.15</b>	<b>10,787,832.39</b>	<b>5,449,003.96</b>	<b>49%</b>	<b>63%</b>
<b>Business Services</b>										
B2B-(Thurston County Chamber)	40,844.62	33,333.33	(7,511.29)	297,553.70	300,000.00	2,446.30	400,000.00	102,446.30	74%	75%
B2B-C2C (TCC)	-	24,583.68	24,583.68	107,014.09	147,502.10	40,488.01	147,502.10	40,488.01	73%	100%
C2C-(Tacoma Pierce Chamber)	-	8,799.84	8,799.84	53,505.89	52,799.01	(706.88)	52,799.01	(706.88)	101%	100%
<b>Subtotal Business Services</b>	<b>40,844.62</b>	<b>66,716.85</b>	<b>25,872.23</b>	<b>458,073.68</b>	<b>500,301.11</b>	<b>42,227.43</b>	<b>600,301.11</b>	<b>142,227.43</b>	<b>76%</b>	<b>83%</b>
<b>Special Impact Projects</b>										
WBL/Uplift! Coordination	-	8,333.33	8,333.33	56,636.52	75,000.00	18,363.48	100,000.00	43,363.48	57%	75%
AmeriCorps	1,178.32	2,278.05	1,099.73	10,365.71	20,502.46	10,136.75	27,336.61	16,970.90	38%	75%
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	1,010.48	-	(1,010.48)	32,841.84	47,000.00	14,158.16	126,856.00	94,014.16	26%	37%
<b>Subtotal Special Impact Projects</b>	<b>2,188.80</b>	<b>10,611.38</b>	<b>8,422.58</b>	<b>128,719.26</b>	<b>167,502.46</b>	<b>38,783.20</b>	<b>279,192.61</b>	<b>150,473.35</b>	<b>46%</b>	<b>60%</b>
<b>Misc Contracts/Projects</b>										
Outreach & Communications	-	2,500.00	2,500.00	10,342.90	22,500.00	12,157.10	30,000.00	19,657.10	34%	75%
Industry Cluster Study	-	-	-	-	10,000.00	10,000.00	50,000.00	50,000.00	0%	20%
SeaKing-JRA/MyJOB	-	1,250.00	1,250.00	-	11,250.00	11,250.00	15,000.00	15,000.00	0%	75%
<b>Subtotal Misc Contracts/Projects</b>	<b>-</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>10,342.90</b>	<b>43,750.00</b>	<b>33,407.10</b>	<b>95,000.00</b>	<b>84,657.10</b>	<b>11%</b>	<b>46%</b>
<b>SUBTOTAL PROGRAM SERVICES</b>	<b>657,960.86</b>	<b>889,200.72</b>	<b>231,239.86</b>	<b>5,935,964.27</b>	<b>7,477,362.15</b>	<b>1,541,397.88</b>	<b>11,762,326.11</b>	<b>5,826,361.84</b>	<b>50%</b>	<b>64%</b>
<b>ADMINISTRATIVE SERVICES</b>										
<b>Administrative Office Operations</b>										
<b>Salaries &amp; Benefits</b>										
Salaries	77,248.00	83,099.86	5,851.86	711,527.78	752,173.53	40,645.75	1,004,120.13	292,592.35	71%	75%
Benefits	31,535.99	36,728.38	5,192.39	279,404.74	306,852.91	27,448.17	423,277.95	143,873.21	66%	72%
<b>Total Salaries &amp; Benefits</b>	<b>108,783.99</b>	<b>119,828.24</b>	<b>11,044.25</b>	<b>990,932.52</b>	<b>1,059,026.44</b>	<b>68,093.92</b>	<b>1,427,398.08</b>	<b>436,465.56</b>	<b>69%</b>	<b>74%</b>
<b>Travel &amp; Training Expenses</b>										

Mileage	298.40	500.00	201.60	2,513.14	4,500.00	1,986.86	6,000.00	3,486.86	42%	75%
Travel	1,118.52	1,250.00	131.48	5,240.90	11,250.00	6,009.10	15,000.00	9,759.10	35%	75%
Conf/Conv/Mtgs/Reg	50.95	550.00	499.05	3,550.75	9,450.00	5,899.25	11,100.00	7,549.25	32%	85%
Gasoline for PMWDC Vehicles	49.91	66.67	16.76	505.29	600.00	94.71	800.00	294.71	63%	75%
Board Travel	2,217.33	3,041.67	824.34	5,156.06	10,675.00	5,518.94	10,800.00	5,643.94	48%	99%
Board Supplies & Support	58.67	2,075.00	2,016.33	5,102.19	10,175.00	5,072.81	10,400.00	5,297.81	49%	98%
Staff develop/Training	-	750.00	750.00	189.00	6,750.00	6,561.00	9,000.00	8,811.00	2%	75%
<b>Total Staff Expenses</b>	<b>3,793.78</b>	<b>8,233.33</b>	<b>4,439.55</b>	<b>22,257.33</b>	<b>53,400.00</b>	<b>31,142.67</b>	<b>63,100.00</b>	<b>40,842.67</b>	<b>35%</b>	<b>85%</b>
<b>Professional Services</b>										
Accounting & Auditing	540.00	6,666.67	6,126.67	28,117.15	30,000.00	1,882.85	45,000.00	16,882.85	62%	67%
Legal Fees	-	300.00	300.00	405.00	2,700.00	2,295.00	3,600.00	3,195.00	11%	75%
Professional Services/Consult	4,114.16	7,383.33	3,269.17	43,866.83	66,450.00	22,583.17	88,600.00	44,733.17	50%	75%
Temp & Interim Contracts	14,003.21	208.33	(13,794.88)	26,906.05	1,875.00	(25,031.05)	2,500.00	(24,406.05)	1076%	75%
Licenses	872.15	2,233.33	1,361.18	22,996.77	20,100.00	(2,896.77)	26,800.00	3,803.23	86%	75%
<b>Total Professional Services</b>	<b>19,529.52</b>	<b>16,791.67</b>	<b>(2,737.85)</b>	<b>122,291.80</b>	<b>121,125.00</b>	<b>(1,166.80)</b>	<b>166,500.00</b>	<b>44,208.20</b>	<b>73%</b>	<b>73%</b>
<b>Facilities</b>										
Rent	4,456.60	7,440.08	2,983.48	50,309.83	66,960.75	16,650.92	89,281.00	38,971.17	56%	75%
Utilities	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
<b>Total Facilities</b>	<b>4,456.60</b>	<b>7,440.08</b>	<b>2,983.48</b>	<b>50,309.83</b>	<b>66,960.75</b>	<b>16,650.92</b>	<b>89,281.00</b>	<b>38,971.17</b>	<b>56%</b>	<b>75%</b>
<b>Supplies &amp; Communications</b>										
Supplies	961.89	1,041.67	79.78	8,253.13	9,375.00	1,121.87	12,500.00	4,246.87	66%	75%
Telephone & telecomm	320.05	1,229.17	909.12	5,578.95	11,062.50	5,483.55	14,750.00	9,171.05	38%	75%
Postage & Shipping	-	62.50	62.50	350.00	562.50	212.50	750.00	400.00	47%	75%
Mailing Services	-	33.33	33.33	458.29	300.00	(158.29)	400.00	(58.29)	115%	75%
Printing & copying	-	375.00	375.00	2,254.88	3,375.00	1,120.12	4,500.00	2,245.12	50%	75%
Books/Subscriptions/Ref	123.68	75.00	(48.68)	1,164.47	1,475.00	310.53	1,700.00	535.53	68%	87%
<b>Total Communications</b>	<b>1,405.62</b>	<b>2,816.67</b>	<b>1,411.05</b>	<b>18,059.72</b>	<b>26,150.00</b>	<b>8,090.28</b>	<b>34,600.00</b>	<b>16,540.28</b>	<b>52%</b>	<b>76%</b>
<b>Equipment/Maintenance/Software/Rental</b>										
IT Supplies/Minor Equipment/Tech Equip	1,021.17	208.33	(812.84)	11,134.70	11,125.00	(9.70)	12,500.00	1,365.30	89%	89%
Equipment Rental & maint	-	135.00	135.00	911.63	1,215.00	303.37	1,620.00	708.37	56%	75%
Auto Repair & Maintenance	-	166.67	166.67	182.97	1,500.00	1,317.03	2,000.00	1,817.03	9%	75%
Auto Lease	278.74	233.33	(45.41)	1,555.10	2,100.00	544.90	2,800.00	1,244.90	56%	75%
<b>Total Equipment/Small Tools</b>	<b>1,299.91</b>	<b>743.33</b>	<b>(556.58)</b>	<b>13,784.40</b>	<b>15,940.00</b>	<b>2,155.60</b>	<b>18,920.00</b>	<b>5,135.60</b>	<b>73%</b>	<b>84%</b>
<b>Depreciation</b>										
Depreciation-Automobile	1,243.52	2,077.50	833.98	4,594.18	6,232.50	1,638.32	8,310.00	3,715.82	55%	75%
Deprec & amort - other	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
<b>Total Depreciation</b>	<b>1,243.52</b>	<b>2,077.50</b>	<b>833.98</b>	<b>4,594.18</b>	<b>6,232.50</b>	<b>1,638.32</b>	<b>8,310.00</b>	<b>3,715.82</b>	<b>55%</b>	<b>75%</b>
<b>Other</b>										
Interest-general/Bank Fees	-	400.00	400.00	-	3,600.00	3,600.00	4,800.00	4,800.00	0%	75%
Insurance-Gen Liability	1,603.08	1,666.67	63.59	12,143.28	15,000.00	2,856.72	20,000.00	7,856.72	61%	75%
Membership Dues	325.36	170.00	(155.36)	13,104.01	15,260.00	2,155.99	15,770.00	2,665.99	83%	97%
Notifications	345.48	166.67	(178.81)	1,592.82	1,500.00	(92.82)	2,000.00	407.18	80%	75%
Other Expenses	15.57	83.33	67.76	2,091.54	2,750.00	658.46	3,000.00	908.46	70%	92%
Community Outreach/Ed	-	2,500.00	2,500.00	21,342.29	22,500.00	1,157.71	30,000.00	8,657.71	71%	75%
Contractor Support/In Kind	-	-	-	441.55	-	(441.55)	-	(441.55)	#DIV/0!	#DIV/0!
Transfer to Unrestricted	-	(1,000.00)	(1,000.00)	(4,872.79)	(3,750.00)	1,122.79	(3,750.00)	1,122.79	130%	100%
<b>Total Other</b>	<b>2,289.49</b>	<b>3,986.67</b>	<b>1,697.18</b>	<b>45,842.70</b>	<b>56,860.00</b>	<b>11,017.30</b>	<b>71,820.00</b>	<b>25,977.30</b>	<b>64%</b>	<b>79%</b>
<b>Subtotal Admin Office Operating Budget</b>	<b>142,802.43</b>	<b>161,917.49</b>	<b>19,115.06</b>	<b>1,268,072.48</b>	<b>1,405,694.69</b>	<b>137,622.21</b>	<b>1,879,929.08</b>	<b>611,856.60</b>	<b>67%</b>	<b>75%</b>
<b>Transition &amp; AJC Activities</b>										
One Stop Operator	3,337.50	5,679.89	2,342.39	36,955.90	51,119.02	14,163.12	68,158.69	31,202.79	54%	75%
	8,578.84	10,416.67	1,837.83	72,405.02	93,750.00	21,344.98	125,000.00	52,594.98	58%	75%
	-	-	-	-	-	-	-	-	0%	0%
<b>SUBTOTAL ADMINISTRATIVE SERVICES</b>	<b>154,718.77</b>	<b>178,014.05</b>	<b>23,295.28</b>	<b>1,377,433.40</b>	<b>1,550,563.70</b>	<b>173,130.30</b>	<b>2,073,087.77</b>	<b>695,654.37</b>	<b>66%</b>	<b>75%</b>
<b>TOTAL EXPENSES</b>	<b>812,679.63</b>	<b>1,067,214.77</b>	<b>254,535.14</b>	<b>7,313,397.67</b>	<b>9,027,925.85</b>	<b>1,714,528.18</b>	<b>13,835,413.88</b>	<b>6,522,016.21</b>	<b>53%</b>	<b>65%</b>
<b>Change in Net Assets</b>	<b>(5,593.30)</b>	<b>-</b>	<b>5,593.30</b>	<b>228,717.98</b>	<b>-</b>	<b>(228,717.98)</b>	<b>1,187,683.68</b>			
Beginning Net Assets	1,148,348			927,569						
Plus current Net Assets	(5,593)			228,718						
Change in special funds	(597)			(14,130)						
Ending Net Assets Without Donor Restrictions	1,142,157			1,142,157						

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

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**Through March 31, 2019**



**Pacific Mountain Workforce Development Council**

**STATEMENT OF FINANCIAL POSITION**

(Balance Sheet)

March 31, 2019

	<b>Beginning Year Balance</b>	<b>Current Period Balance</b>	<i>Current Year Change</i>	<b>Beginning Period Balance</b>	<i>Current Period Change</i>
<b>Assets</b>					
Cash & Cash Equivalents	291,256	564,333	273,077	632,664	(68,331)
Accounts Receivable	1,912,240	1,346,028	(566,212)	1,171,400	174,628
Due from Related Parties	0	0	0	0	0
Notes Receivable	0	75	75	75	0
Pre-Paid Expenses	32,402	37,128	4,726	39,494	(2,366)
Investments - CD's	226,655	228,705	2,050	228,472	233
Long-Term Assets	<u>31,133</u>	<u>39,794</u>	<u>8,661</u>	<u>42,695</u>	<u>(2,901)</u>
Total Assets	<u>2,493,686</u>	<u>2,216,063</u>	<u>(277,623)</u>	<u>2,114,800</u>	<u>101,263</u>
<b>Liabilities</b>					
Contracts & Vendors Payable	1,179,643	672,235	(507,408)	577,805	94,430
Payroll, Taxes, & Benefits Payable	266,673	284,607	17,934	272,772	11,835
Paid Leave Payable	104,401	100,426	(3,975)	102,927	(2,501)
Deferred Revenues	6,457	5,075	(1,382)	5,075	0
Other Short-Term Payables	<u>8,943</u>	<u>11,562</u>	<u>2,619</u>	<u>7,873</u>	<u>3,689</u>
Total Liabilities	<u>1,566,117</u>	<u>1,073,905</u>	<u>(492,212)</u>	<u>966,452</u>	<u>107,453</u>
Net Assets without donor restrictions	<u>927,569</u>	<u>1,142,158</u>	<u>214,589</u>	<u>1,148,348</u>	<u>(6,190)</u>
<b>Total Net Assets</b>	<b><u>927,569</u></b>	<b><u>1,142,158</u></b>	<b><u>214,589</u></b>	<b><u>1,148,348</u></b>	<b><u>(6,190)</u></b>
Total Liabilities and Net Assets	<u>2,493,686</u>	<u>2,216,063</u>	<u>(277,623)</u>	<u>2,114,800</u>	<u>101,263</u>

**Pacific Mountain Workforce Development Council**  
**STATEMENT OF CASH FLOWS**

*March 31, 2019*

	<u>Current Period</u>	<u>Current Year</u>
<b>Cash Flows from Operating Activities</b>		
Receipts from Grants	628,642.32	8,037,826.86
Receipts from Contributors/Events	3,816.47	74,627.63
Depreciation (Net)	0.00	0.00
Payments to Suppliers	40,812.53	(1,038,583.05)
Payments to Employees	(297,113.61)	(2,737,363.96)
Payments to Program/Participant Activities	(444,489.06)	(4,046,067.09)
Total Cash Flows from Operating Activities	(68,331.35)	<u>290,440.39</u>
<b>Cash Flows from Investing Activities</b>		
Purchases of Equipment/Assets	0.00	(17,363.83)
Proceeds from Sale of Current Assets	0.00	0.00
Interest and Dividends	232.85	2,049.96
Purchases or Redemptions of Investments	(232.85)	(2,049.96)
Total Cash Flows from Investing Activities	<u>0.00</u>	(17,363.83)
<b>Beginning Cash &amp; Cash Equivalents</b>	<u>632,664.05</u>	<u>291,256.14</u>
<b>Ending Cash &amp; Cash Equivalents</b>	<u>564,332.70</u>	<u>564,332.70</u>

## MEMORANDUM

To: PacMtn Board Members  
From: Cheryl B. Fambles, CEO  
Date: June 7, 2019  
Subject: WIOA Program Policy Changes

The attached WIOA Policy Change Summary reflects updates processed for numerous PacMtn Program Policies. The updates varied dependent upon the nature of the need.

Most of the changes were minor in nature but deemed necessary to maintain compliance with WIOA regulations. Overall, the majority of the WIOA Program Policies required simplistic reference/guidance updates with a few needing specific policy language and directive updates. Each of the policy language or directive changes are in detail within the supplemental WIOA Policy Change Document.

PacMtn ensures local policies are current and up to date so that staff, service providers and those we serve are well informed on the requirements of our work.

### **Changes**

While we suspect the system will continue to change as WIOA regulations are further scrutinized and critiqued which will most assuredly result in state guidance that will evolve shortly thereafter, we have developed the foundation of policy management that will quickly adapt with, respond to and thoroughly disseminate such changes.

All policy changes identified adhere to current federal and state policies and guidance.

### **Motion to Approve**

Recommend approval, as presented, of the 22 (13 Adult/DW & 9 Youth) local WIOA Program Policies.

**Attachment:** WIOA Policy Background and Change Summary

***All PacMtn WIOA Adult, DW and Youth Program Policies are accessible for viewing on the PacMtn website ([www.pacmtn.org](http://www.pacmtn.org)) and available upon request.***

## **WIOA Program Policy Update/Change Summary**

As a Local Workforce Development Board, PacMtn WDC is responsible for ensuring that our program policies provide the information and guidance necessary for staff and our partner service providers to carry out the delivery of services (directly or indirectly) to customers in our region. PacMtn must also ensure local policies are in alignment with WIOA Regulations and all applicable operational guidance provided by both the Department of Labor (DOL), and that of the Employment Security Department.

In follow up to recent changes with federal guidance and state policies, PacMtn staff has completed the process of updating local WIOA program policies (Adult, Dislocated Worker and Youth), to accurately refer to and align with those changes.

Many of the changes were insignificant requiring nothing more than simple updates to the identification of the external resources or specific guidance referenced. Some of the changes were more extensive requiring policy language or directive updates as noted below.

The following chart provides a brief summary of the policy updates completed.

***Current PacMtn Policies are available upon request and accessible for viewing at [pacmtn.org](http://pacmtn.org). The website will be updated following Board approval.***

## PacMtn - WIOA Program Policy - Updates

### ADULT & DISLOCATED WORKER

#### Specific Policy: WIOA Adult & Dislocated Worker Formula Programs Assessments Policy #5010

##### Change 1:

- **Updated the policy to include the language below to reflect the current Employment Security Department (ESD) Policy 1011, Rev. 4 CASAS for Basic Skills Deficiency**

In alignment with the State Policy, PacMtn has approved the CASAS tests as the only standard tools to determine Basic Skills Deficiency (BSD) used for program enrollment of:

- i. WIOA Out-of-School-Youth (OSY) who have a high school diploma or its equivalent, are low income and Basic Skills Deficient or an English Language Learner
- ii. WIOA In-School Youth (ISY) who are Basic Skills Deficient
- iii. WIOA Adult Priority of Service categories 1 & 2 (*priority must be implemented regardless of the amount of funds available to provide services in the local area*):
  1. Covered persons (veterans and eligible spouses) who are low income, recipients of public assistance, or basic skills deficient
  2. Individuals (non-covered persons) who are low-income, recipients of public assistance, or basic skills deficient

##### Change 2:

###### Assessments Permitted

- i. The following CASAS assessments may be used in Washington through June 30, 2019. The National Reporting System (NRS) determines tests suitable for use and the period for which that use is approved.
  1. Life and Work Reading (forms 81-188)
  2. Life and Work Listening (forms 981-986)
  3. Life Skills Math (forms 31-38)
- ii. These assessments meet the NRS requirements and:
  1. Are appropriate for measuring literacy and language development of adult students/job seekers,
  2. Have standardized administration and scoring procedures,
  3. Have alternate, equivalent forms for pre- and post-testing, and
  4. Have evidence linking them to the NRS Educational Functioning Levels.

#### Specific Policy: All WIOA Adult and Dislocated Worker Formula Program Policies (as applicable)

##### Change 1:

- **Removed the following language no longer applicable, or of benefit to local policy**

**NOTE:** The Eligibility Policy Handbook is based on the best information available at this time per WIOA law, proposed rules, and DOL/ETA guidance. The handbook will be revised and reissued after the WIOA final rules are issued and as relevant DOL/ETA guidance is received.

Effective January 8, 2016.

Additionally, all other data requirements previously entered into and managed in SKIES, as necessary per Policy 1020 - Data Integrity and Performance Reporting Requirements and Handbook, are still applicable for entry within the WIT System

##### Change 2:

- **Updated the paragraph below adding the following language** (*Follow-up, however, can only be provided after exit*).

There are three types of career services: basic, individualized, and follow-up. There is no sequence requirement for basic and individualized which can be provided in any order to provide flexibility in targeting services to the needs of the customer. Follow-up, however, can only be provided after exit.

## ADULT & DISLOCATED WORKER CONTINUED

### Specific Policy: All WIOA Adult and Dislocated Worker Formula Program Policies (as applicable)

#### Change 3:

- **Updated the paragraph below adding the following language** *(Not required for Displaced Homemakers)*

Data Validation Note: (Not required for Displaced Homemakers)

The date of dislocation entered must be documented in the file with:

- Verification from employer
- Rapid Response list
- Notice of Layoff
- Public announcement with UI cross-match
- Self-attestation for transitioning military by the Army Career Alumni Program (ACAP)
- Self-certification from military applicant

#### Change 4:

- **Removed the following language no longer applicable or of benefit to local policy**

Significant Staff Involvement

Enrollment into a WIOA funded program occurs at the point where there is significant staff involvement. Significant staff involvement includes staff's assessment of a participant's skills, education or career objectives to assist the participant in making a decision or accessing information, compared to staff providing a participant with readily available information that does not require an assessment.

#### Change 5:

- **Removed the following paragraph**

TEGL 22-04 says: A basic requirement to qualify as a dislocated worker is that the worker be terminated or laid-off.

- **Replaced it with the following**

TEGL 22-04 and Section (3)(15)(A)(i), state that a basic requirement to qualify as a dislocated worker is that the worker be terminated or laid-off, or received a notice of termination or layoff.

#### Change 6:

- **Removed the following paragraph**

Employed adults are eligible for career services and additionally eligible for training services if they are determined to be in need of such services to obtain or retain self-sufficient employment (WIOA Section 134(c)(3)(I)).

- **Replaced it with the following**

Employed eligible adults may receive career services and in addition may be eligible for training services if they are determined to be in need of such services to obtain or retain self-sufficient employment (WIOA Section 134(c)(3)(I))

#### Change 7:

- **Removed the following paragraph**

Basic career services are available to Adults or Dislocated Workers through the WorkSource delivery system after a determination has been made of whether the individuals are eligible to receive assistance.

- **Replaced it with the following**

Basic career services are available to individuals determined eligible for and enrolled in an Adult or Dislocated Worker program.

## Specific Policy: WIOA Adult & Dislocated Worker Formula Programs Incumbent Worker Policy #5300

### Change 1:

- **Removed the following paragraph**

Incumbent Worker

Incumbent Worker is a term reserved for individuals served with special set aside funding. Sometimes individuals who are employed but enrolled in a formula funded dislocated worker program are referred to as incumbent workers but it is important to understand the difference in funding and eligibility.

- **Replaced it with the following**

Incumbent Worker

An individual who is employed, meets the Fair Labor Standards Act requirements for an employer-employee relationship, and has an established employment history with the employer for 6 months or more.

Incumbent workers need not meet the WIOA Title I eligibility requirements for adults or dislocated workers to receive career and training services unless they are also co-enrolled as participants in the WIOA Title I Adult or Dislocated Worker programs.

## YOUTH

## Specific Policy: WIOA Youth Formula Program Policy # 7010

- **Updated the policy to include the language below to reflect the current Employment Security Department (ESD) Policy 1011, Rev. 4 CASAS for Basic Skills Deficiency**

### Change 1:

In alignment with the State Policy, PacMtn has approved the CASAS tests as the only standard tools to determine Basic Skills Deficiency (BSD) used for program enrollment of:

- WIOA Out-of-School-Youth (OSY) who have a high school diploma or its equivalent, are low income and Basic Skills Deficient or an English Language Learner
- WIOA In-School Youth (ISY) who are Basic Skills Deficient
- WIOA Adult Priority of Service categories 1 & 2 (*priority must be implemented regardless of the amount of funds available to provide services in the local area*):
  - Covered persons (veterans and eligible spouses) who are low income, recipients of public assistance, or basic skills deficient
  - Individuals (non-covered persons) who are low-income, recipients of public assistance, or basic skills deficient

### Change 2:

Assessments Permitted

- The following CASAS assessments may be used in Washington through June 30, 2019. The National Reporting System (NRS) determines tests suitable for use and the period for which that use is approved.
  - Life and Work Reading (forms 81-188)
  - Life and Work Listening (forms 981-986)
  - Life Skills Math (forms 31-38)
- These assessments meet the NRS requirements and:
  - Are appropriate for measuring literacy and language development of adult students/job seekers,
  - Have standardized administration and scoring procedures,
  - Have alternate, equivalent forms for pre- and post-testing, and
  - Have evidence linking them to the NRS Educational Functioning Levels.

## YOUTH CONTINUED

### Specific Policy: WIOA Youth Formula Program Policy # 7010

#### Change 3:

##### Appraisal Test

- i. The appraisal test must be given first (prior to the pre-test) to determine the appropriate level and form of the pre-test to be used.
- ii. The CASAS appraisal test cannot be used in lieu of the CASAS pre-test to determine BSD.

All test forms and assessment tools must comply with federal guidelines and standards and must be approved through PacMtn Youth Services staff. Staff must not upload into the case management system or retain in hard files any CASAS document(s) that contain test questions or other sensitive testing information. (See the CASAS test security policy at <https://www.casas.org/about-casas/privacy-and-copyright-policy>)

For further details on the usage and procedures for utilizing CASAS for determining and documenting Basic Skills Deficiency, all contractors of youth programs will follow PacMtn Procedures # 7010P - CASAS For Basic Skills Deficiency.

### Specific Policy: WIOA Youth Formula Program Policy # 7100

#### Change 1:

- **Updated the paragraph below adding the following language to clarify only OSY ages 16-24 are eligible** (*out of school, ages 16-24*)

Training services, when determined appropriate, must be provided through an Individual Training Account (ITA). ITA funds are available to purchase training services from eligible training providers for out-of-school Youth ages 16-24. Eligible training providers are selected by the participant through consultation with program staff and or employment counselors. Individuals are expected to utilize information that is provided (e.g., skills assessment, labor market conditions/trends and training vendor performance) to take an active role in managing their employment future through the use of ITAs.



## MEMORANDUM

To: PacMtn EFC Members

From: Cheryl B. Fambles, CEO  
Bridget Lockling, Finance & Administrative Services Advisor  
Jaime Britton, Fiscal & Administrative Services Coordinator

Date: June 27, 2019

Subject: PY19 Preliminary Final Budget

**PY19 Preliminary Final Budget:** The attached budget documents reflect the proposed budget for our 2019 Program Year beginning July 1, 2019. These documents are provided to give you a summary of the budget and detail changes expected for the upcoming year.

As a reminder this version of the budget provides us a starting point for an operational budget to begin our new program year. We do not have actual grant award amounts or final determinations of carry-in funding so revenue and expenses are based on estimates and assumptions. Some new projects are not yet fully determined or structured so funding is ear marked with details to be developed. The Final version of the budget provided in the Fall will be corrected to show actual awards, carry-in funds, contract and project expenses.

### **Revenue Projections**

Our revenue forecast for PY19 is 11,929,761. The WIOA Formula awards for PY19 are fairly solid projections provided by ESD. We anticipate our WIOA Formula dollars to slightly increase in our Youth and Adult WIOA formula program, and decrease in DW. Our anticipated WIOA Formula carry-in dollars for PY19 is larger for our Adult, DW, and Youth grants, both from administration office carry in and contractor carry in.

Our compliment of competitive awards has changed with more new grants than expiring competitive WIOA grants. There will be four WIOA competitive grants active at the beginning of the program year, dealing with the opioid use crisis and impacts in this region, Career Connected Learning and Rapid Response.

PY19 begins a new two year cycle for the MyJOB partnership with Juvenile Rehabilitation and Division Vocab Rehab. Commerce Community Jobs Program serving TANF 2 customers will continue through PY19. We are still unsure of the allocations in WorkFirst/TANF funds for next year but anticipate starting with a similar amount of funds.

TANF/Community Jobs and My JOB use pay points earned as the basis for payment. Earning revenue to cover costs promotes a focus on outputs deemed critical to successful outcomes and helps the funder to see value in the service. While it is possible to earn revenue in excess of expense, it also carries significant risk. The model must allow for the correct amount of staff to



perform necessary tasks that make the revenue to support the entire cost of the program. PacMtn has no ability to subsidize these operations should pay points not be made.

All these competitive grants play an important role in picking up portions of staff time, overhead and admin that help shift the burden from our Formula grants. Our WIOA Formula grants now reflect 43.9% of the overall budget, higher than the last couple of years. While our competitive grants reflect less than what we've experienced the last couple of years.

### **Expense Projections and Board Guidance**

Pursuant to the intentions of WIOA and State policy, the majority of our revenues are contracted back out to procured vendors to deliver services that adhere to the objectives of the award. These services are identified as either Direct Participant Services, Business Services & Solutions, Special Impact Projects or Misc. Contracts & Projects. Our emphasis is on providing services that reach and add value for our customers-both job seekers and employers.

From our Budget Workshop, Budget Q&A, January Board Retreat and discussions over the course of the year we continued projects that you identified as important and have set-a-side funds to explore new opportunities that respond to your suggestions and guidance. Cited amounts are only the NEW allocations and do not represent any carry-forward funds previously dedicated to this use. The budget line item will likely show the entire amount both new funds and carry-forward.

- **High Impact Community Grants--\$50k**, supporting grants for community-based organizations whose youth, work-based learning focus aligns with PacMtn's work.
- **Open Lab at WorkSource Thurston--\$20K**: Provides additional hands-on learning for individuals who need greater assistance with adult basic education preparations, including GED, job search and employment preparations.
- **Board Directed Community Outreach grants--\$20K** will respond to specific community-based programming that allows for positive return on the specific workforce funds we invest.
- **Support for EDC Vitality Indexing--\$15K** will provide the EDC with funds that augment their efforts to develop information and inform their community on the health of their communities.
- **Enhanced Career Tech Education Connections in the Community--\$15K** In partnership with and alignment with ESD 113 and school district CTE directors we would identify ways to help promote CTE in communities, with students, teachers and parents.
- **PacMtn One-Stop Operator-- \$100k**. PacMtn procured One Stop Operator is the WorkSource Operations Regional Collaborative (Collaborative) composed of Employment Security Department, Thurston County Chamber and PacMtn Workforce Development Council leaders. These funds provide the actual consulting and system training services necessary for the operation of the system.
- **Targeted Industry Cluster Study - \$45k**: The last in-depth report was completed in Sept of 2012. These funds would provide resources to update the report based on current data, as aligned with our strategic plan. This is a carry-forward of funds allocated in PY19, but due to staff vacancies we were unable to award the RFP. Work has begun with

completion in early fall. It is possible the updated data could be incorporated into a region wide Comprehensive Economic Development Strategy, which would support the possible develop of a region wide Economic Development District. The EDCs would lead any such effort of that kind. This Update will also form the basis of PacMtn's Strategic Plan Update due to the Governor in late 2020.

- **Incumbent Worker Revolving Fund** - \$50k: PY17 was the first year we dedicated funds for this WIOA permitted activity. We want to continue with this funding opportunity to help support local employers and their employees in our identified sectors. This allows more employers to apply for funding that could support employees training requirements that spur financial growth and/or avert layoffs. There exists significant amount of carry-forward from PY18 allocations.
- **Administrative Operations Budget**  
Administration office budget shows a few changes, although minor in dollars compared to our total budget. Percent of administrative overhead has historically run 15%. This year's total administrative office cost to sustain the organization is \$2,150,464 or 18.5% of the entire budget. The Administrative office budget is part of a larger Administrative Services budget that also includes WIOA Transition activities, AJC support and the One Stop Operator contract. The total budget for all administrative service categories are \$2,304,425 or 19.8% of the total budget.

In the Admin Office budget the following additional resources will allow us to continue effectively managing the workload and expectations.

1. Cost of living adjustment (COLA), 2% for all employees = \$20K.
  2. New performance review process to recognize service years and merit increases will impact the budget approximately \$30K.
  3. An additional \$7500 provides performance incentives for employees who demonstrated exceptional performance in PY18.
  4. A new Staff Development Fund at \$10,000 ensures we are responsive to staff professional development and maintain the changes happening in the industry.
  5. Accounting Services budget will increase to accommodate additional software, system development and training. \$20K
  6. Proposing two new positions and increasing two existing .5 FTE positions to improve support for programs approximate value \$220K:
    - i. Financial Services Specialist will respond to the workload volume in the number of contracts, invoices and fiscal inquiries
    - ii. Senior Contracts Coordinator will support Workforce Services in oversight and support of the multiple contracts and contractor needs.
    - iii. Add FTE to create a full time IT and Marketing/Communications positions
- **Unrestricted Funds Budget**
    1. *\$10,000--Employee Team Productivity Fund* for activities that promote a healthy, productive team environment, essential to achievement of outcomes, but are not

supported by federal funds. This funding will leverage small amount of Wellness Funds we receive from the Health benefits provider.

2. **\$56,800 Support for AmeriCorps** (14,200/per = \$9000 placement fee and \$5200 for impact of minimum wage changes)-- In late May we received notice DSHS would no longer fund the AmeriCorps placement fee and increased minimum wage costs. Since 2013 PacMtn has used the service of AmeriCorps to create quality learning experiences for new workforce professionals. AmeriCorps service enabled deeper service level connections for youth served in our region. The AmeriCorps of this region are the primary deliverers of UPLIFT! our career readiness 40 hr. curriculum. We have previously used AmeriCorps in support of DVR Summer Internship Program, MyJOB, supporting youth connections to ResCare services and at Camo2Commerce. This request funds 4 AmeriCorps Members provides minimum coverage of our efforts. This is not intended as an ongoing commitment, but will give us the year to revise our delivery system and determine what other sources of funding are available. We have requested and if we receive special permission to use our federal funds for AmeriCorps we will reduce some of the ask from the Unrestricted Fund.
3. **\$14,366—Buy-out current lease of 2016 Camry.** Based on conversations at the Budget Workshop Staff completed an analysis of the PacMtn Car Fleet.

<u>Vehicle</u>	<u>Own/Lease</u>	<u>Current Fleet</u>	<u>Action</u>	<u>Budget Impact</u>
OLD Nissans	Own	3	SELL	\$3000 Reduces Add'l Lease Costs
2014 Camry	Own	2	HOLD	0
2016 Camry	Lease	1	BUY-OUT LEASE	\$14,366
2019 Camry	Lease	0	ENTER NEW LEASE FOR 2 VEHICLES	\$550/mo.

### **Motion to Approve**

This budget reflects a progressive and thoughtful way to continue fulfilling our requirements and delivering quality workforce services in the region. We recommend a motion to approve the PY19 Preliminary Final Budget, as presented or revised by the Executive Finance Committee.

**Pacific Mountain Workforce Development Council**  
**Program Year 2019**  
**July 1, 2019 - June 30, 2020**  
**Prelim 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)	-	-	-	15,000.00	860,296.35	875,296.35
WIOA Adult	869,976.50	211,529.00	112,937.00	19,792.08	331,636.73	1,545,871.31
WIOA Dislocated Worker	914,922.00	207,686.00	150,000.00	24,537.77	244,825.24	1,541,971.01
WIOA Youth	917,883.30	-	148,363.00	16,878.17	195,061.07	1,278,185.54
<b>Subtotal</b>	<b>2,702,781.80</b>	<b>419,215.00</b>	<b>411,300.00</b>	<b>76,208.02</b>	<b>1,631,819.39</b>	<b>5,241,324.21</b>

**Competitive WIOA' Grants**

Opioid Reduction (8/1/18-6/30/20)	1,621,245.97	-	-	-	162,047.19	1,783,293.16
Career Connect WA (1/1/18-9/30/19)	323,945.00	-	62,210.00	-	75,835.69	461,990.69
PY18 Rapid Response Increased Emp (7/1/18-6/30/20)	338,988.31	53,501.44	30,892.00	-	38,622.91	462,004.66
Opioid Homeless (01/01/19-06/30/20)	657,000.00	-	-	-	58,500.00	715,500.00
<b>Subtotal</b>	<b>2,941,179.28</b>	<b>53,501.44</b>	<b>93,102.00</b>	<b>-</b>	<b>335,005.79</b>	<b>3,422,788.51</b>

**Department of Commerce Grants**

WorkFirst (Community Jobs) (7/1/19-6/30/20)	1,090,104.00	-	6,000.00	-	274,026.00	1,370,130.00
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**Department of Social & Health Services Grants**

Dept of Voc Rehabilitation -PreEmployment Skills (3/16/18-3/15/20)	260,128.00	-	-	-	33,052.00	293,180.00
Juvenile Rehabilitation - My JOB (7/1/19-6/30/21)	975,000.00	-	-	-	325,000.00	1,300,000.00
<b>Subtotal</b>	<b>1,235,128.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>358,052.00</b>	<b>1,593,180.00</b>

**Other Grants**

Thurston County Jail Program (1/1/19 - 12/31/19)	60,000.00	-	-	-	9,370.00	69,370.00
Pierce County Career Day	-	-	30,000.00	-	2,000.00	32,000.00
Dawkins Trust	-	-	37,000.00	-	-	37,000.00
GH Foundation	110.00	-	-	-	-	110.00
Healthcare Authority	10,000.00	-	-	-	-	10,000.00
Boeing	141,844.38	-	-	-	8,076.02	149,920.40
Saltchuk	3,937.51	-	-	-	-	3,937.51
<b>Subtotal</b>	<b>215,891.89</b>	<b>-</b>	<b>67,000.00</b>	<b>-</b>	<b>19,446.02</b>	<b>302,337.91</b>

<b>Total Revenue</b>	<b>8,185,084.97</b>	<b>472,716.44</b>	<b>577,402.00</b>	<b>76,208.02</b>	<b>2,618,349.20</b>	<b>11,929,760.63</b>
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**Budgeted Expenditures:**

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
<b>WIOA Formula</b>						
Adult Contracted Programs (Career Path Services)	869,976.50	-	-	-	-	869,976.50
Dislocated Worker Contracted Programs (Career Path Services)	853,515.00	-	-	-	-	853,515.00
Youth Contracted Programs (ResCare)	917,883.30	-	-	-	-	917,883.30
Incumbent Worker Training (TBD)	-	-	150,000.00	-	-	150,000.00
JBLM In-house Program	61,407.00	-	-	-	-	61,407.00
Business Services (Thurston Co. Chamber)	-	419,215.00	-	-	-	419,215.00
System Navigators-Triage, Outreach, UI support	-	-	57,937.00	-	-	57,937.00
Work-Based Learning/Career Connections/AmeriCorps support	-	-	98,363.00	-	-	98,363.00
High Impact Grants-Youth & Young Adult	-	-	70,000.00	-	-	70,000.00
Enhanced CTE Connections	-	-	15,000.00	-	-	15,000.00
Open Lab	-	-	20,000.00	-	-	20,000.00
Industry Cluster Study	-	-	-	45,000.00	-	45,000.00
Outreach	-	-	-	16,208.02	-	16,208.02
EDC Support	-	-	-	15,000.00	-	15,000.00
<b>Subtotal</b>	<b>2,702,781.80</b>	<b>419,215.00</b>	<b>411,300.00</b>	<b>76,208.02</b>	<b>-</b>	<b>3,609,504.82</b>
<b>WIOA Competitive</b>						
Opioid Use & Reduction Response In-house	778,668.63	-	-	-	-	778,668.63
Opioid Use & Reduction Response Contracted (Choice)	842,577.34	-	-	-	-	842,577.34
Opioid 2 Homeless In-house	657,000.00	-	-	-	-	657,000.00
JBLM In-house Program (PY18 RRIE)	293,988.31	-	-	-	-	293,988.31
Career Connect In-house Program	-	-	78,102.00	-	-	78,102.00
Career Connect WA (CPS, ResCare, AJAC, ESD113)	323,945.00	-	-	-	-	323,945.00
High Impact Grants-CCL	-	-	15,000.00	-	-	15,000.00
Rapid Response Increased Employment Contracted (CPS, TCC)	45,000.00	53,501.44	-	-	-	98,501.44
<b>Subtotal</b>	<b>2,941,179.28</b>	<b>53,501.44</b>	<b>93,102.00</b>	<b>-</b>	<b>-</b>	<b>3,087,782.72</b>

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
<b>WorkFirst &amp; Other</b>						
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,090,104.00	-	6,000.00	-	-	1,096,104.00
Thurston County PREP Jail In house Program	60,000.00	-	-	-	-	60,000.00
Pierce County Career Days	-	-	30,000.00	-	-	30,000.00
Dawkins Trust	-	-	37,000.00	-	-	37,000.00
DVR - Contracted	260,128.00	-	-	-	-	260,128.00
JRA In-house Program	975,000.00	-	-	-	-	975,000.00
Grays Harbor Foundation	110.00	-	-	-	-	110.00
Boeing	141,844.38	-	-	-	-	141,844.38
Healthcare Authority	10,000.00	-	-	-	-	10,000.00
Saltchuk	3,937.51	-	-	-	-	3,937.51
Subtotal	2,541,123.89	-	73,000.00	-	-	2,614,123.89
<b>Program Expense Total</b>	<b>8,185,084.97</b>	<b>472,716.44</b>	<b>577,402.00</b>	<b>76,208.02</b>	<b>-</b>	<b>9,311,411.43</b>

#### **Administrative Services**

<b>Administrative Office Operations</b>		
Salaries	1,195,059.82	1,195,059.82
Benefits	501,704.16	501,704.16
Travel & Training	64,000.00	64,000.00
Professional Services	139,860.00	139,860.00
Facilities	89,281.00	89,281.00
Supplies & Communications	60,050.00	60,050.00
Equip/Maintenance/Rentals	18,920.00	18,920.00
Depreciation	8,310.00	8,310.00
Insurance	20,000.00	20,000.00
Memberships	16,479.00	16,479.00
Board Community Outreach	20,000.00	20,000.00
Community Outreach	10,000.00	10,000.00
Misc	10,800.00	10,800.00
Transfer to Unrestricted	(4,000.00)	(4,000.00)
Admin Office Subtotal	2,150,463.98	2,150,463.98
<b>Transition &amp; AJC Activities</b>		
Staffing	-	-
Subcontracts	25,500.76	25,500.76
Transition Subtotal	25,500.76	25,500.76
<b>One Stop Operator</b>		
Staffing	-	-
Subcontracts	128,459.98	128,459.98
One Stop Operator Subtotal	128,459.98	128,459.98
<b>Administrative Expense Total</b>	<b>2,304,424.72</b>	<b>2,304,424.72</b>

<b>Total Expenditures</b>	<b>8,185,084.97</b>	<b>472,716.44</b>	<b>577,402.00</b>	<b>76,208.02</b>	<b>2,304,424.72</b>	<b>11,615,836.15</b>
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<b>Admin Office Formula Carry Forward to PY19</b>	<b>399,342</b>
<b>Admin Office Carry Forward Ongoing Grants to PY19</b>	<b>(26,138)</b>
<b>Program Carry Forward Ongoing Grants to PY19</b>	<b>-</b>
<b>Total Carry Forward to PY19</b>	<b>373,205</b>

Pacific Mountain Workforce Development Council  
Program Year 2019  
July 1, 2019 - June 30, 2020  
Preliminary Budget Comparison



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY19 Prelim	Total-PY18 Final Mod	Difference	Comments
<b>Budgeted Revenues:</b>									
<b><u>Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants</u></b>									
WIOA Admin Cost Pool (ACP)	-	-	-	15,000.00	860,296.35	875,296.35	831,738.82	43,557.53	
WIOA Adult	869,976.50	211,529.00	112,937.00	19,792.08	331,636.73	1,545,871.31	1,566,258.60	(20,387.29)	
WIOA Dislocated Worker	914,922.00	207,686.00	150,000.00	24,537.77	244,825.24	1,541,971.01	1,862,271.08	(320,300.07)	
WIOA Youth	917,883.30	-	148,363.00	16,878.17	195,061.07	1,278,185.54	1,462,537.89	(184,352.35)	
<i>Subtotal</i>	2,702,781.80	419,215.00	411,300.00	76,208.02	1,631,819.39	5,241,324.21	5,722,806.39	(481,482.18)	
<b><u>Competitive WIOA' Grants</u></b>									
Opioid Reduction (8/1/18-6/30/20)	1,621,245.97	-	-	-	162,047.19	1,783,293.16	2,400,000.00	(616,706.84)	
Career Connect WA (1/1/18-9/30/19)	323,945.00	-	62,210.00	-	75,835.69	461,990.69	955,086.61	(493,095.92)	
PY18 Rapid Response Increased Emp (7/1/18-6/30/20)	338,988.31	53,501.44	30,892.00	-	38,622.91	462,004.66	570,456.00	(108,451.34)	
Opioid Homeless (01/01/19-06/30/20)	-	-	-	-	-	715,500.00	715,500.00	-	
Camo2Commerce	-	-	-	-	-	-	1,570,538.16	(1,570,538.16)	
TAP-Healthcare	-	-	-	-	-	-	191,591.17	(191,591.17)	
PY17 Rapid Response	-	-	-	-	-	-	363,177.60	(363,177.60)	
<i>Subtotal</i>	2,284,179.28	53,501.44	93,102.00	-	276,505.79	3,422,788.51	6,766,349.54	(3,343,561.03)	
<b><u>Department of Commerce Grants</u></b>									
WorkFirst (Community Jobs) (7/1/18-6/30/19)	1,090,104.00	-	6,000.00	-	274,026.00	1,370,130.00	1,419,463.00	(49,333.00)	
<b><u>Department of Social &amp; Health Services Grants</u></b>									
Dept of Voc Rehabilitation -PreEmployment Skills (3/16/18-3/15/20)	260,128.00	-	-	-	33,052.00	293,180.00	466,667.53	(173,487.53)	
Juvenile Rehabilitation - My JOB (7/1/19-6/30/21)	975,000.00	-	-	-	325,000.00	1,300,000.00	1,374,369.00	(74,369.00)	
<i>Subtotal</i>	1,235,128.00	-	-	-	358,052.00	1,593,180.00	1,841,036.53	(247,856.53)	
<b><u>Other Grants</u></b>									
Thurston County Jail Program (1/1/19 - 12/31/19)	60,000.00	-	-	-	9,370.00	69,370.00	178,683.01	(109,313.01)	
Pierce County Career Day	-	-	30,000.00	-	2,000.00	32,000.00	31,025.00	975.00	
Dawkins Trust	-	-	37,000.00	-	-	37,000.00	42,336.61	(5,336.61)	
GH Foundation	110.00	-	-	-	-	110.00	1,556.59	(1,446.59)	
Healthcare Authority	10,000.00	-	-	-	-	10,000.00	10,000.00	-	
Boeing	141,844.38	-	-	-	8,076.02	149,920.40	150,000.00	(79.60)	
Saltchuk	3,937.51	-	-	-	-	3,937.51	4,900.89	(963.38)	
<i>Subtotal</i>	215,891.89	-	67,000.00	-	19,446.02	302,337.91	418,502.10	(116,164.19)	
<b>Total Revenue</b>	<b>7,528,084.97</b>	<b>472,716.44</b>	<b>577,402.00</b>	<b>76,208.02</b>	<b>2,559,849.20</b>	<b>11,929,760.63</b>	<b>16,168,157.56</b>	<b>(4,238,396.93)</b>	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY19 Prelim	Total-PY18 Final Mod	Difference	Comments
<b>Budgeted Expenditures:</b>									

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY19 Prelim	Total-PY18 Final Mod	Difference
<u>WIOA Formula</u>								
Adult Contracted Programs (Career Path Services)	869,976.50	-	-	-	-	869,976.50	848,646.00	21,330.50
Dislocated Worker Contracted Programs (Career Path Services)	853,515.00	-	-	-	-	853,515.00	1,020,934.00	(167,419.00)
Youth Contracted Programs (ResCare)	917,883.30	-	-	-	-	917,883.30	1,000,524.41	(82,641.11)
Incumbent Worker Training (TBD)	-	-	150,000.00	-	-	150,000.00	150,000.00	-
JBLM In-house Program	61,407.00	-	-	-	-	61,407.00	-	61,407.00
Business Services (Thurston Co. Chamber)	-	419,215.00	-	-	-	419,215.00	400,000.00	19,215.00
System Navigators-Triage, Outreach, UI support	-	-	57,937.00	-	-	57,937.00	73,220.57	(15,283.57)
Work-Based Learning/Career Connections/AmeriCorps support	-	-	98,363.00	-	-	98,363.00	100,000.00	(1,637.00)
High Impact Grants-Youth & Young Adult	-	-	70,000.00	-	-	70,000.00	76,856.00	(6,856.00)
Enhanced CTE Connections	-	-	15,000.00	-	-	15,000.00	-	15,000.00
Open Lab	-	-	20,000.00	-	-	20,000.00	-	20,000.00
Industry Cluster Study	-	-	-	45,000.00	-	45,000.00	50,000.00	(5,000.00)
Outreach	-	-	-	16,208.02	-	16,208.02	30,000.00	(13,791.98)
EDC Support	-	-	-	15,000.00	-	15,000.00	-	15,000.00
Subtotal	2,702,781.80	419,215.00	411,300.00	76,208.02	-	3,609,504.82	3,750,180.98	(140,676.16)
<u>WIOA Competitive</u>								
Opioid Use & Reduction Response In-house	778,668.63	-	-	-	-	778,668.63	993,653.00	(214,984.37)
Opioid Use & Reduction Response Contracted (Choice)	842,577.34	-	-	-	-	842,577.34	1,100,000.00	(257,422.66)
Opioid 2 Homeless In-house	657,000.00	-	-	-	-	657,000.00	-	657,000.00
JBLM In-house Program (PY18 RRIE)	293,988.31	-	-	-	-	293,988.31	1,529,753.36	(1,235,765.05)
C2C Contracted	-	-	-	-	-	-	382,014.79	(382,014.79)
Career Connect In-house Program	-	-	78,102.00	-	-	78,102.00	83,483.72	(5,381.72)
Career Connect WA (CPS, ResCare, AJAC, ESD113)	323,945.00	-	-	-	-	323,945.00	751,933.36	(427,988.36)
High Impact Grants-CCL	-	-	15,000.00	-	-	15,000.00	-	15,000.00
Rapid Response Increased Employment Contracted (CPS, TCC)	45,000.00	53,501.44	-	-	-	98,501.44	332,111.02	(233,609.58)
TAP Healthcare Contracted	-	-	-	-	-	-	191,512.10	(191,512.10)
Subtotal	2,941,179.28	53,501.44	93,102.00	-	-	3,087,782.72	5,364,461.35	(2,276,678.63)
<u>WorkFirst &amp; Other</u>								
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,090,104.00	-	6,000.00	-	-	1,096,104.00	1,232,124.34	(136,020.34)
Thurston County PREP Jail In house Program	60,000.00	-	-	-	-	60,000.00	107,757.15	(47,757.15)
Pierce County Career Days	-	-	30,000.00	-	-	30,000.00	29,000.00	1,000.00
Dawkins Trust	-	-	37,000.00	-	-	37,000.00	17,336.61	19,663.39
DVR - Contracted	260,128.00	-	-	-	-	260,128.00	179,563.00	80,565.00
JRA In-house Program	975,000.00	-	-	-	-	975,000.00	1,104,369.00	(129,369.00)
JRA Contracted	-	-	-	-	-	-	15,000.00	(15,000.00)
Grays Harbor Foundation	110.00	-	-	-	-	110.00	1,556.59	(1,446.59)
Boeing	141,844.38	-	-	-	-	141,844.38	141,052.08	792.30
Healthcare Authority	10,000.00	-	-	-	-	10,000.00	-	10,000.00
Saltchuk	3,937.51	-	-	-	-	3,937.51	4,900.89	(963.38)
Subtotal	2,541,123.89	-	73,000.00	-	-	2,614,123.89	2,832,659.66	(218,535.77)
<b>Program Expense Total</b>	<b>8,185,084.97</b>	<b>472,716.44</b>	<b>577,402.00</b>	<b>76,208.02</b>	<b>-</b>	<b>9,311,411.43</b>	<b>11,947,301.99</b>	<b>(2,635,890.56)</b>

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY19 Prelim	Total-PY18 Final Mod	Difference	Comments
<b>Administrative Services</b>									
<b>Administrative Office Operations</b>									
Salaries					1,195,059.82	1,195,059.82	980,969.05	214,090.77	
Benefits					501,704.16	501,704.16	398,677.64	103,026.52	
Travel & Training					64,000.00	64,000.00	63,100.00	900.00	
Professional Services					139,860.00	139,860.00	204,000.00	(64,140.00)	
Facilities					89,281.00	89,281.00	89,281.00	-	
Supplies & Communications					60,050.00	60,050.00	37,250.00	22,800.00	
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					16,479.00	16,479.00	15,770.00	709.00	
Board Community Outreach					20,000.00	20,000.00	20,000.00	-	
Community Outreach					10,000.00	10,000.00	10,000.00	-	
Misc					10,800.00	10,800.00	9,800.00	1,000.00	
Transfer to Unrestricted					(4,000.00)	(4,000.00)	(3,750.00)	(250.00)	
Admin Office Subtotal					2,150,463.98	2,150,463.98	1,872,327.69	278,136.29	
<b>Transition &amp; AJC Activities</b>									
Staffing					-	-	-	-	
Subcontracts					25,500.76	25,500.76	68,158.69	(42,657.93)	
Transition Subtotal					25,500.76	25,500.76	68,158.69	(42,657.93)	
<b>One Stop Operator</b>									
Staffing					-	-	-	-	
Subcontracts					128,459.98	128,459.98	125,000.00	3,459.98	
<b>Administrative Expense Total</b>									
					2,304,424.72	2,304,424.72	2,065,486.38	238,938.34	
<b>Total Expenditures</b>	<b>8,185,084.97</b>	<b>472,716.44</b>	<b>577,402.00</b>	<b>76,208.02</b>	<b>2,304,424.72</b>	<b>11,615,836.15</b>	<b>14,012,788.37</b>	<b>(2,396,952.22)</b>	

Admin Office Formula Carry Forward to PY19	399,342	809,409
Admin Office Carry Forward Ongoing Grants to PY19	(26,138)	339,537
Program Carry Forward Ongoing Grants to PY19	-	239,000
Total Carry Forward to PY19	373,205	1,387,947

## MEMORANDUM

TO: PacMtn Executive & Finance Committee

FROM: Corinne Daffern, Associate Director of Workforce Services

SUBJECT: PacMtn WorkSource Site Certification—Recommendation from One-Stop Review Committee

DATE: June 7, 2019

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### **Background**

Title I of WIOA requires the State Workforce Development Board (SWDB), in consultation with local Chief Elected Officials and Local Workforce Development Boards (LWDBs), to establish criteria and procedures to be used to evaluate and certify one-stop sites for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. LWDBs must certify one-stop sites in order to receive one-stop infrastructure funds. In Washington, LWDBs certify three types of One-Stop sites: comprehensive sites, affiliated sites and connection sites. Application and review are required for each type. Connection Sites follow a different, more negotiated process based on the site itself, i.e. Timberland Regional Libraries

WorkSource sites are the portals to the national American Job Center network and its broad array of career services and resources. These services and resources are designed to help individuals acquire the skills necessary to gain meaningful employment and businesses access the talent pipeline that meets their human capital needs and fuels economic growth. Under WIOA, workforce partners share common performance goals and collaborate in developing and implementing a WorkSource delivery system where services are designed with the customer in the center, resources are leveraged for maximum efficiency, and continuous improvement is the hallmark. The One-Stop sites vary in services available, in accordance to the type and allowance for the specific needs of the region and the customers served.

This year's certification required thoughtful review and participation by partners who wanted to part of the PacMtn's local service delivery system. In spring 2019, a team reviewed materials and visited sites using a new certification tool designed to better integrate site certification with continuous improvement efforts. This is an intensive, time-consuming process and the reviewers each indicated they learned a lot about the system. This report, observations and recommendations are specific to the Comprehensive and Affiliate Centers. Because Connection Sites are not held to the same certification requirements as the others, we felt it best to hold off

and do updates at a later time. The process was a lot for the reviewers without adding those in as well. We will bring those back later in the summer.

Supported by Corinne Daffern, the review team members included: <b>Scoring Reviewers</b>	<b>Additional Reviewers</b>
Pam Grindstaff	Kelli Bloomstrom
Pete Lehmann	Bill Sullivan
Jacklyn Velasco	Diana Murphy
Agnes Balassa	Lee Childs

Through the certification process, the reviewers found that sites had progressed significantly in their efforts to increase integration and work as teams. Efforts to clarify who is responsible for what have resulted in increased collaboration across leadership from the various programs. Several promising new initiatives were recently launch, including a common business services model and training, a system wide effort to align and codify the work of welcoming, triaging, serving and connecting customer to employment, and the development of a common data dashboard. Co-enrollments, a key step in service integration, have increased and some new workshops have been developed based on customer needs. The system has added two navigators to help staff better connect services and to bring in additional resources and strategies for serving customers. System leadership has begun working in cross-site and cross-functional teams, learning how to work as a system, rather than a collection of agencies.

The reviewers identified several themes from the certification materials and visits:

- Staff were generally enthusiastic about getting started with continuous improvement plans, and stated that they appreciated being part of the certification process. Despite confusion during the process and difficulty understanding some of the questions, staff appreciated being engaged and stated that they could now see the linkage between certification and continuous improvement efforts.
- Sites generally scored themselves low regarding their efforts to engage the voice of the customer to drive system improvements. Therefore, the review team recommends making next year the year of the customer. All initiatives should be driven by the needs of our customers and developed and evaluated with active customer input. The business services model and training that currently rolling out throughout the system is one example of how the customer voice can inform changes to operations. Grays Harbor's new job seeker

workshop and the Tapping into Hidden Talent workshop piloted by WorkSource Mason are two additional strong examples of using customer voice to guide how services are delivered.

- Communication was universally identified as a challenge. Somehow, key information and messaging doesn't always make it to front line staff, leaving them wondering why they are being asked to make changes. Additionally, staff recommendations for changes seem to get lost somewhere along the chain, making it hard for them to believe they really do have the power to recommend improvements. The result is a lack of trust, a feeling of helplessness, and less of a willingness to step up and take on challenges. Efforts to address this issue are underway with assistance from ESD's Customer First project manager.
- Service integration has improved considerably and staff from various partners are spending more time working together on common issues and challenges. The review team recommends continued work on this front to fully integrate as many services and functions as possible. The Welcome, Triage, Connect initiative will help by building a common system-wide understanding of expectations for these functions so that any staff could assist.
- As a key component of service integration, sites are encouraged to expand their implementation of direct linkage referrals to be more than warm hand offs. WIOA requires that customers be connected to services not just referred. The system has clearly developed good relationships with partners and mechanism to make referrals more personal, which is a good start, but does not fully meet the intent of direct linkage referrals. Again, this issue could be addressed within the scope of the Welcome, Triage, Connect project.
- As another component of service integration, sites are encouraged to continue efforts to fully integrate the business services model into all sites. Training is the first step. When all staff understand the key linkage between business and job seeker services and implement steps to make that match more effective and serve both customers, the system will be better able to deliver on its promises.
- Move beyond basic EEO compliance (i.e. physical accessibility and a closet or catalog of assistive devices) to greater use of software, apps, etc. and more staff trained to interact with customers with a variety of barriers to make sites welcoming to all those with barriers to employment. This includes expanding the focus of PacMtn ADA/accessibility audits and EEO staff training.

### **Proposed Action**

The Certification Team proposes that all WorkSource Center, Affiliate and Connection sites be fully certified with the expectation that each site continue to work on continuous improvement plans specifically for voice of the customer, and at least one other initiative for the next year. The

One Stop Operations Committee has approved the Certification Team’s proposed action on 6/6/19.

**Next Steps and Recommended Motion**

Move to approve the One Stop Committee’s Recommendations to fully certify the following WorkSource Sites:

WorkSource Center—Thurston County

WorkSource Affiliate—Lewis County

WorkSource Affiliate—Mason County

WorkSource Affiliate—Grays Harbor County

All PacMtn WorkSource sites commit to work on continuous improvement as recommended by the Certification Review Team. Site leadership, at the direction of the WorkSource Operations Regional Collaborative, will identify actions and timelines to meet the request of the review committee. All Certification documents, including site scores, and reviewers comments can be reviewed by the Executive Finance Committee and PacMtn Board, as requested. Please contact Corinne Daffern for additional details on the scoring process.