

PacMtn Workforce Development Council
Executive Finance Committee Agenda
Friday September 13, 2019 11:00 am – 12:30 pm
PacMtn ▪ John Loyle Conference Room, 3rd Floor
1570 Irving St. ▪ Tumwater, WA 98512
<https://zoom.us/j/821191671>
Dial 888-475-4499 Meeting ID: 821-191-671



I. Welcome & Check-In Items

- A. Introductions & Establish Quorum
- B. Review of September 26th Board Agenda
- C. **Action Item:** Motion to Approve June 2019 EFC Minutes (Attachment 1)
- D. Board Chair Comments
- E. CEO Report
- F. One-Stop Operator (The Collaborative) Report

II. Fiscal Items (Wil Yeager/Jaime Britton)

- A. **Action Item:** Motion to Approve Quarterly Financials (Attachment 2)
- B. **Action Item:** Motion to Approve Community Outreach Funding Proposal – The Pipeline Project Regional Summit (Attachment 3)

III. Policy Updates

- A. **Action Item:** Motion to Approve WIOA Transitional Jobs Program Policy (Attachment 4)
- B. **Action Item:** Motion to Approve PacMtn Integrated Service Delivery (ISD) Policy (Attachment 5)

IV. Committee & Task Force Updates

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

V. Executive Session

- A. CEO Evaluation & Compensation

VI. Good of the Order, Announcements & Adjourn

WDC Board Ceremony: Mike Kennedy Room Ribbon Cutting

12:30 PM Light Refreshments

1:00 PM Dedication

Proposed 2019 Board Meeting Schedule

| Date | Location |
|--------------|----------------------------|
| September 26 | Centralia College-Lewis WS |
| November 18 | Satsop |
| December 13 | Year-end Celebration-TBD |

Executive Finance Committee

| Date | Location |
|--------------|------------------|
| September 13 | PacMtn Offices |
| October 11 | CANCELLED |
| November 8 | PacMtn Offices |
| December 13 | As needed-TBD |

Executive Finance Committee Members

| Name | Business | County | Position |
|-----------------------|---|--------------|--|
| 1. Jacquelin Earley | Sierra Pacific Industries | Mason | Chair |
| 2. Dr. Jim Minkler | Grays Harbor College | Grays Harbor | Vice-Chair |
| 3. Steve Rogers | Pacific County Historical Society & Museum | Pacific | Treasurer |
| 4. Duane Evans | Port Blakely US Forestry | Lewis | Industry Representative |
| 5. Cheryl Heywood | Timberland Regional Library | Regional | One Stop Committee Lead |
| 6. Jonathan Pleger | Morningside | Regional | Targeted Populations Committee Co-Lead |
| 7. Christina Riley | National Laborers Employers Cooperation Education Trust | 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, | Centralia College | Lewis | ABEL Committee Lead |

Workforce Development Speak (Commonly Used Acronyms)

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

PacMtn Workforce Development Council

Executive Finance Committee Minutes

Friday, June 14, 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 | Basic Education Acquisition |

Attendees: Steve Rogers, Jacquelin Earley, Cheryl Heywood, Duane Evans, David Schaffert (by phone)

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

Guest: Scott Haas, SW Coastal Regional Director, Employment Security Department

Excused: Derek Epps, Kairie Pierce, Commissioner Lisa Olsen, Dr. Jim Minkler

I. Welcome & Check In

A. Jacquelin Earley agreed to chair and called the meeting to order at 11:03am. ***David Schaffert joined shortly thereafter by phone and quorum was established.*** Cheryl Fambles introduced Scott Haas, SW Coastal Regional Director, Employment Security Department.

Scott introduced himself as a Marine Corps Veteran with 19 years of private industry experience. His last role offered him the opportunity to work with Camo 2 Commerce program and he also served on the WorkForce Central WDC Board in Pierce County. Scott's role as SW Coastal ESD Regional Director makes him a member of the One-Stop Collaborative. All other members of the Committee introduced themselves.

B. The Committee reviewed the agendas for the EFC Meeting and the upcoming June 27th Board Meeting. There were no changes made. Cheryl Fambles gave a brief overview of the changes in Board members, some of whom will be at the June meeting.

C. Action Item: Motion to Approve May 2019 EFC Minutes – **Cheryl Heywood motioned to approve the May 2019 EFC minutes; Steve Rogers seconded. Motion Carries.**

D. Board Chair Comments – Duane Evans gave an update of his new position at Port Blakely, which will be requiring more of his time and requires extensive international travel. He will continue on the Board, but will be stepping down as chair, with Jacquelin Earley chairing the Board and EFC through December 2021. The Board will formally vote on the new Chair at the June 27th Board Meeting.

E. CEO Report – Cheryl handed out her report and talked about the personnel searches for the Director of Finance position, and the MyJOB Manager position. She also shared success stories of participants in several programs at PacMtn.

II. Fiscal Items

A. Quarterly Financials – Bridget Lockling gave a review of the quarterly financials and stated that there are no concerns in any areas. She confirmed that the budget materials reflect the final budget and the year-end financial statements will reflect the modified budget. *Motion to approve was tabled as an error was recognized in the spreadsheet. Jaime Britton corrected and reprinted the quarterly financials.* After a reprint of the corrected materials, Jacquelin takes the motion to approve. **Cheryl Heywood motioned to approve quarterly financials; Duane Evans seconded. Motion Carries.**

B. Policy Changes – Bridget gave an overview of the policy changes as presented in the materials. She explained that the policy changes at the State and Federal level require PacMtn to change and/or update certain vocabulary in existing policies. The Committee reviewed the materials and had no concerns. **Steve Rogers motioned to approve policy changes; Cheryl Heywood seconded. Motion Carries.**

C. PY19 Preliminary Budget – Cheryl explained how the budget approval process works, beginning with discussion and recommendation from the Executive Finance Committee, moving to the full Board of Directors for approval, and then to the Elected Officials Consortium for final approval and adoption. Bridget Lockling went over the printed materials including all grants and expected revenues. She stated that the budget reflects an expected revenue dollar amount exceeding \$12 million. Even as the Preliminary Budget was being finalized additional funding arrived. This was often the case and the Final PY19 Budget would likely be higher when it was approved in the late fall. The Preliminary Budget allows operations to continue while fund reconciliations and allocations are not yet confirmed. There was in-depth discussion around expenses. It was noted that direct services to customers are where most expenses are incurred.

Recommendations from the Board at the May Budget Workshop are included in the

proposed preliminary budget. The Committee discussed the proposed administrative budget, including cost of living increases for staff, merit raises, staff professional development and training, updating software, funding of AmeriCorps positions and new vehicle leases. ***Cheryl Heywood motions to approve the PY19 Preliminary Budget; Steve Rogers seconded. Motion Carries.***

III. Committee & Task Force Updates

A. One Stop Committee – Corinne Daffern and Cheryl Heywood gave an overview of the One-Stop Certification and WorkSource Recommendation Staff Report. They both gave a strong recommendation for the motion to approve and noted that this certification will be across all regional locations. The Committee discussed the noted improvement of the customer experience and commended the team that worked on the certification process. ***Steve Rogers motioned to approve the One Stop Certification for the one Comprehensive and four Affiliate Sites; Duane Evans seconded. Motion carries.***

Steve Rogers motioned to approve the Connection Site Certification. Cheryl Heywood recused herself from voting. Duane Evans seconded. Motion Carries.

Meeting adjourned at 12:41pm

Submitted by Kelly Cobb, Senior Administrative Assistant.

Pacific Mountain Workforce Development Council

NOTES TO FINANCIAL STATEMENTS

Program Year July 1, 2018 through June 30, 2019

For month ending June 30, 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 fourth 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 have spent 40% of the budget. These expenditures will continue into PY19.
- d) Career Connect WA contracts are all underway but still behind projected spending. Anticipate a no cost extension through December 2019.
- 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. This program will continue in PY19.
- h) High Impact Community Grants have all been awarded and activity started in February and March and will continue through September.
- i) In the Administration budget the Temp support is over budget for the year due to Fiscal and IT temps needed to cover staff absences.
- j) Licenses fees are over for the year due to the need for three additional Microix (PO system) licenses.
- 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. Overspent due to additional fund utilization for the Veteran Stand Down Event.
- j) Notifications expenditures are over budget due to the increase in recruitments.
- k) Overall administration budget is within 11% of projected expenses for 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 \$1,062,870. Net assets have decreased by \$79,288 since last quarter due to timing of payments on 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 glass wall for the Mike Kennedy conference room 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 June 2019</i> | Current Year Actual | Current Year Budget | Variance | Total Budget | Balance Remaining | % Spent | Target % |
|--------------------------------|------------------------|------------------------|---------------------|----------------------|---------------------|------------|-------------|
| REVENUES | | | | | | | |
| Grant & Contracts | 10,176,080.95 | 14,019,787.35 | 3,843,706.40 | 16,168,157.56 | 5,992,076.61 | 63% | 87% |
| Other | - | - | - | - | - | 0% | 0% |
| Total Revenues | 10,176,080.95 | 14,019,787.35 | 3,843,706.40 | 16,168,157.56 | 5,992,076.61 | 63% | 87% |
| EXPENSES | | | | | | | |
| Program Services | | | | | | | |
| Direct Participant Services | 7,394,497.71 | 10,968,808.36 | 3,574,310.65 | 10,968,808.36 | 3,574,310.65 | 67% | 100% |
| Business Services & Solutions | 600,132.27 | 600,301.11 | 168.84 | 600,301.11 | 168.84 | 100% | 100% |
| Special Impact Projects | 160,739.54 | 283,192.61 | 122,453.07 | 283,192.61 | 122,453.07 | 57% | 100% |
| Misc Contracts & Projects | 19,040.40 | 95,000.00 | 75,959.60 | 95,000.00 | 75,959.60 | 20% | 100% |
| Subtotal | 8,174,409.92 | 11,947,302.08 | 3,772,892.16 | 11,947,302.08 | 3,772,892.16 | 68% | 100% |
| Administrative Services | | | | | | | |
| Admin Office Operations | 1,699,149.34 | 1,879,326.58 | 180,177.24 | 1,879,326.58 | 180,177.24 | 90% | 100% |
| Transition Activities | 62,582.95 | 68,158.69 | 5,575.74 | 68,158.69 | 5,575.74 | 92% | 100% |
| One Stop Operator | 79,732.52 | 125,000.00 | 45,267.48 | 125,000.00 | 45,267.48 | 64% | 100% |
| | - | - | - | - | - | - | - |
| Subtotal | 1,841,464.81 | 2,072,485.27 | 231,020.46 | 2,072,485.27 | 231,020.46 | 89% | 100% |
| TOTAL EXPENSES | 10,015,874.73 | 14,019,787.35 | 4,003,912.62 | 14,019,787.35 | 4,003,912.62 | 71% | 100% |
| Change in Net Assets | 160,206.22 | - | (160,206.22) | 2,148,370.21 | | | |

| | |
|---|------------------|
| <i>Beginning Net Assets</i> | 922,514 |
| <i>Plus current Net Assets</i> | 160,206 |
| <i>Change in special funds</i> | <u>(19,851)</u> |
| <i>Ending Net Assets W/O Donor Restrictions</i> | <u>1,062,869</u> |

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

PY18 Budget to Actual Report

| For month end June 2019 | Current Period Actual | Current Period Budget | Variance | Current Year Actual | Current Year Budget | Variance | Total Budget | Balance Remaining | % Spent | Target % |
|--|--------------------------|--------------------------|---------------------|------------------------|------------------------|---------------------|----------------------|---------------------|-------------|-------------|
| REVENUES | | | | | | | | | | |
| Grant & Contracts | 1,028,738.36 | 2,979,969.66 | 1,951,231.30 | 10,176,080.95 | 14,019,787.35 | 3,843,706.40 | 16,168,157.56 | 5,992,076.61 | 63% | 87% |
| Other | - | - | - | - | - | - | - | - | 0% | 0% |
| Total Revenues | 1,028,738.36 | 2,979,969.66 | 1,951,231.30 | 10,176,080.95 | 14,019,787.35 | 3,843,706.40 | 16,168,157.56 | 5,992,076.61 | 63% | 87% |
| EXPENSES | | | | | | | | | | |
| PROGRAM SERVICES | | | | | | | | | | |
| Direct Participant Services | | | | | | | | | | |
| Adult Contracted Programs (Career Path Services-CPS) | 134,383.24 | 86,831.87 | (47,551.37) | 792,645.33 | 848,646.00 | 56,000.67 | 848,646.00 | 56,000.67 | 93% | 100% |
| Dislocated Worker Contracted Programs (CPS) | 135,779.33 | 109,276.00 | (26,503.33) | 916,477.87 | 1,020,934.00 | 104,456.13 | 1,020,934.00 | 104,456.13 | 90% | 100% |
| Youth Contracted Programs (ResCare) | 97,199.27 | 83,377.03 | (13,822.24) | 953,582.53 | 1,000,524.41 | 46,941.88 | 1,000,524.41 | 46,941.88 | 95% | 100% |
| 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 | 28,527.17 | 30,000.00 | 1,472.83 | 59,978.67 | 150,000.00 | 90,021.33 | 150,000.00 | 90,021.33 | 40% | 100% |
| Grays Harbor Foundation (CPS) | 177.37 | 129.72 | (47.65) | 1,512.94 | 1,556.59 | 43.65 | 1,556.59 | 43.65 | 97% | 100% |
| Rapid Response Increased Employment (CPS) | 45,251.37 | 12,136.93 | (33,114.44) | 82,434.63 | 90,643.11 | 8,208.48 | 90,643.11 | 8,208.48 | 91% | 100% |
| Rapid Response Increased Employment (ResCare) | 2,175.13 | 9,768.08 | 7,592.95 | 113,777.78 | 117,216.95 | 3,439.17 | 117,216.95 | 3,439.17 | 97% | 100% |
| TAP-Healthcare (SPSCC, Centralia College, Aberdeen SD) | - | - | - | 151,505.38 | 191,512.10 | 40,006.72 | 191,512.10 | 40,006.72 | 79% | 100% |
| Career Connect WA (CPS, ResCare, ESD113, AJAC) | 70,888.91 | 125,973.36 | 55,084.45 | 446,676.72 | 701,933.36 | 255,256.64 | 701,933.36 | 255,256.64 | 64% | 100% |
| Workforce Central-C2C | - | - | - | 181,713.68 | 181,713.68 | - | 181,713.68 | - | 100% | 100% |
| Choice Regional Health | 44,004.28 | 825,000.00 | 780,995.72 | 282,634.32 | 1,100,000.00 | 817,365.68 | 1,100,000.00 | 817,365.68 | 26% | 100% |
| DVR-Morningside & Arc of Grays Harbor | 39,559.20 | 20,563.00 | (18,996.20) | 197,994.20 | 179,563.00 | (18,431.20) | 179,563.00 | (18,431.20) | 110% | 100% |
| In House Programs | | | | | | | | | | |
| WorkFirst | 71,997.03 | 154,427.03 | 82,430.00 | 999,308.50 | 1,226,124.36 | 226,815.86 | 1,226,124.36 | 226,815.86 | 82% | 100% |
| PREP | 7,147.87 | 9,166.67 | 2,018.80 | 92,334.84 | 107,757.18 | 15,422.34 | 107,757.18 | 15,422.34 | 86% | 100% |
| C2C, JBLM | 69,204.97 | 472,717.84 | 403,512.87 | 993,252.75 | 1,675,706.36 | 682,453.61 | 1,675,706.36 | 682,453.61 | 59% | 100% |
| OURR | 45,567.23 | 593,653.00 | 548,085.77 | 281,683.93 | 993,653.00 | 711,969.07 | 993,653.00 | 711,969.07 | 28% | 100% |
| JRA-MyJob | 52,370.53 | 91,697.42 | 39,326.89 | 639,478.02 | 1,100,369.00 | 460,890.98 | 1,100,369.00 | 460,890.98 | 58% | 100% |
| Career Connect Work Based Learning | 9,701.15 | 22,268.72 | 12,567.57 | 51,014.92 | 83,483.72 | 32,468.80 | 83,483.72 | 32,468.80 | 61% | 100% |
| Systems Navigation | 16,260.01 | 8,839.62 | (7,420.39) | 145,057.67 | 173,220.58 | 28,162.91 | 173,220.58 | 28,162.91 | 84% | 100% |
| Subtotal Direct Participant Services | 870,194.06 | 2,655,826.28 | 1,785,632.22 | 7,394,497.71 | 10,968,808.36 | 3,574,310.65 | 10,968,808.36 | 3,574,310.65 | 67% | 100% |
| Business Services | | | | | | | | | | |
| B2B-(Thurston County Chamber) | 56,973.97 | 33,333.33 | (23,640.64) | 399,621.25 | 400,000.00 | 378.75 | 400,000.00 | 378.75 | 100% | 100% |
| B2B-C2C (TCC) | 5,557.07 | - | (5,557.07) | 147,005.13 | 147,502.10 | 496.97 | 147,502.10 | 496.97 | 100% | 100% |
| C2C-(Tacoma Pierce Chamber) | - | - | - | 53,505.89 | 52,799.01 | (706.88) | 52,799.01 | (706.88) | 101% | 100% |
| Subtotal Business Services | 62,531.04 | 33,333.33 | (29,197.71) | 600,132.27 | 600,301.11 | 168.84 | 600,301.11 | 168.84 | 100% | 100% |
| Special Impact Projects | | | | | | | | | | |
| WBL/Uplift! Coordination | (304.25) | 8,333.33 | 8,637.58 | 56,332.27 | 100,000.00 | 43,667.73 | 100,000.00 | 43,667.73 | 56% | 100% |
| AmeriCorps | 2,324.29 | 2,278.05 | (46.24) | 16,064.97 | 27,336.61 | 11,271.64 | 27,336.61 | 11,271.64 | 59% | 100% |
| Pierce County Career Days | - | - | - | 28,875.19 | 29,000.00 | 124.81 | 29,000.00 | 124.81 | 100% | 100% |
| High Impact Community Projects | 4,118.15 | 59,856.00 | 55,737.85 | 59,467.11 | 126,856.00 | 67,388.89 | 126,856.00 | 67,388.89 | 47% | 100% |
| Subtotal Special Impact Projects | 6,138.19 | 70,467.38 | 64,329.19 | 160,739.54 | 283,192.61 | 122,453.07 | 283,192.61 | 122,453.07 | 57% | 100% |
| Misc Contracts/Projects | | | | | | | | | | |
| Outreach & Communications | 1,995.00 | 2,500.00 | 505.00 | 19,040.40 | 30,000.00 | 10,959.60 | 30,000.00 | 10,959.60 | 63% | 100% |
| Industry Cluster Study | - | 20,000.00 | 20,000.00 | - | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 0% | 100% |
| SeaKing-JRA/MyJOB | - | 1,250.00 | 1,250.00 | - | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 0% | 100% |
| Subtotal Misc Contracts/Projects | 1,995.00 | 23,750.00 | 21,755.00 | 19,040.40 | 95,000.00 | 75,959.60 | 95,000.00 | 75,959.60 | 20% | 100% |
| SUBTOTAL PROGRAM SERVICES | 940,858.29 | 2,783,377.00 | 1,842,518.71 | 8,174,409.92 | 11,947,302.08 | 3,772,892.16 | 11,947,302.08 | 3,772,892.16 | 68% | 100% |
| ADMINISTRATIVE SERVICES | | | | | | | | | | |
| Administrative Office Operations | | | | | | | | | | |
| Salaries & Benefits | | | | | | | | | | |
| Salaries | 84,498.48 | 89,441.20 | 4,942.72 | 955,886.42 | 980,969.05 | 25,082.63 | 980,969.05 | 25,082.63 | 97% | 100% |
| Benefits | 30,596.60 | 51,036.49 | 20,439.89 | 368,566.14 | 405,676.53 | 37,110.39 | 405,676.53 | 37,110.39 | 91% | 100% |
| Total Salaries & Benefits | 115,095.08 | 140,477.69 | 25,382.61 | 1,324,452.56 | 1,386,645.58 | 62,193.02 | 1,386,645.58 | 62,193.02 | 96% | 100% |
| Travel & Training Expenses | | | | | | | | | | |

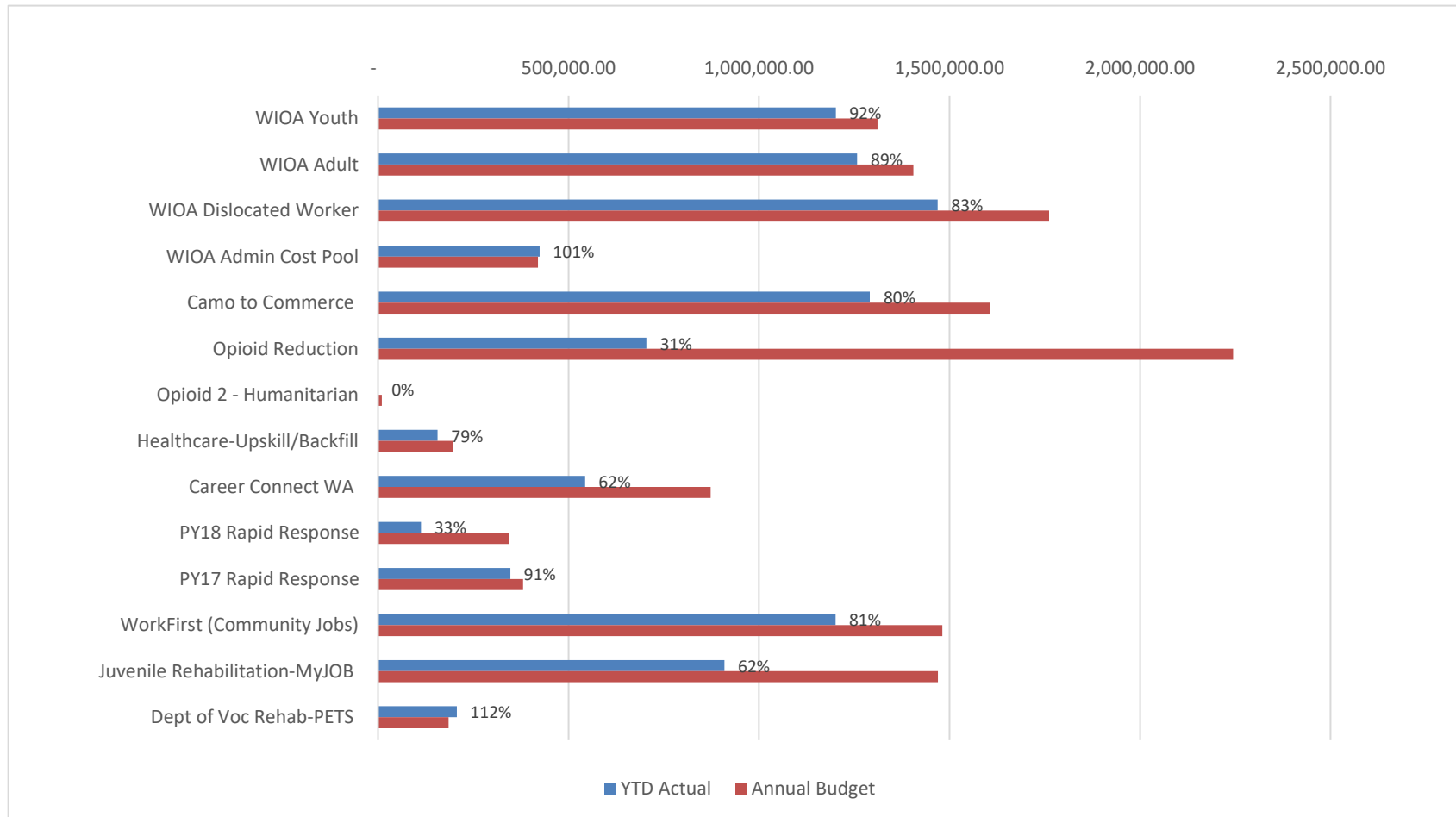
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|---|---------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|---------------------|------------|-------------|
| Mileage | 99.11 | 500.00 | 400.89 | 3,087.45 | 6,000.00 | 2,912.55 | 6,000.00 | 2,912.55 | 51% | 100% |
| Travel | 33.77 | 1,250.00 | 1,216.23 | 5,732.54 | 15,000.00 | 9,267.46 | 15,000.00 | 9,267.46 | 38% | 100% |
| Conf/Conv/Mtgs/Reg | 37.70 | 550.00 | 512.30 | 3,728.67 | 11,100.00 | 7,371.33 | 11,100.00 | 7,371.33 | 34% | 100% |
| Gasoline for PMWDC Vehicles | 52.62 | 66.67 | 14.05 | 654.64 | 800.00 | 145.36 | 800.00 | 145.36 | 82% | 100% |
| Board Travel | - | 41.67 | 41.67 | 5,156.06 | 10,800.00 | 5,643.94 | 10,800.00 | 5,643.94 | 48% | 100% |
| Board Supplies & Support | 461.13 | 75.00 | (386.13) | 5,503.27 | 10,400.00 | 4,896.73 | 10,400.00 | 4,896.73 | 53% | 100% |
| Staff develop/Training | - | 750.00 | 750.00 | 189.00 | 9,000.00 | 8,811.00 | 9,000.00 | 8,811.00 | 2% | 100% |
| Total Staff Expenses | 684.33 | 3,233.33 | 2,549.00 | 24,051.63 | 63,100.00 | 39,048.37 | 63,100.00 | 39,048.37 | 38% | 100% |
| Professional Services | | | | | | | | | | |
| Accounting & Auditing | - | 5,000.00 | 5,000.00 | 28,117.15 | 45,000.00 | 16,882.85 | 45,000.00 | 16,882.85 | 62% | 100% |
| Legal Fees | - | 300.00 | 300.00 | 405.00 | 3,600.00 | 3,195.00 | 3,600.00 | 3,195.00 | 11% | 100% |
| Professional Services/Consult | 3,614.43 | 7,383.33 | 3,768.90 | 58,088.24 | 88,600.00 | 30,511.76 | 88,600.00 | 30,511.76 | 66% | 100% |
| Temp & Interim Contracts | 10,208.78 | 3,333.33 | (6,875.45) | 62,350.63 | 40,000.00 | (22,350.63) | 40,000.00 | (22,350.63) | 156% | 100% |
| Licenses | 849.26 | 2,233.33 | 1,384.07 | 27,707.44 | 26,800.00 | (907.44) | 26,800.00 | (907.44) | 103% | 100% |
| Total Professional Services | 14,672.47 | 18,250.00 | 3,577.53 | 176,668.46 | 204,000.00 | 27,331.54 | 204,000.00 | 27,331.54 | 87% | 100% |
| Facilities | | | | | | | | | | |
| Rent | 5,609.82 | 7,440.08 | 1,830.26 | 66,000.95 | 89,281.00 | 23,280.05 | 89,281.00 | 23,280.05 | 74% | 100% |
| Utilities | - | - | - | - | - | - | - | - | #DIV/0! | #DIV/0! |
| Total Facilities | 5,609.82 | 7,440.08 | 1,830.26 | 66,000.95 | 89,281.00 | 23,280.05 | 89,281.00 | 23,280.05 | 74% | 100% |
| Supplies & Communications | | | | | | | | | | |
| Supplies | 1,313.84 | 1,250.00 | (63.84) | 10,748.36 | 15,000.00 | 4,251.64 | 15,000.00 | 4,251.64 | 72% | 100% |
| Telephone & telecomm | 513.33 | 1,229.17 | 715.84 | 7,086.44 | 14,750.00 | 7,663.56 | 14,750.00 | 7,663.56 | 48% | 100% |
| Postage & Shipping | - | 62.50 | 62.50 | 439.85 | 750.00 | 310.15 | 750.00 | 310.15 | 59% | 100% |
| Mailing Services | - | 45.83 | 45.83 | 458.29 | 550.00 | 91.71 | 550.00 | 91.71 | 83% | 100% |
| Printing & copying | - | 375.00 | 375.00 | 4,056.65 | 4,500.00 | 443.35 | 4,500.00 | 443.35 | 90% | 100% |
| Books/Subscriptions/Ref | 180.26 | 75.00 | (105.26) | 1,726.95 | 1,700.00 | (26.95) | 1,700.00 | (26.95) | 102% | 100% |
| Total Communications | 2,007.43 | 3,037.50 | 1,030.07 | 24,516.54 | 37,250.00 | 12,733.46 | 37,250.00 | 12,733.46 | 66% | 100% |
| Equipment/Maintenance/Software/Rental | | | | | | | | | | |
| IT Supplies/Minor Equipment/Tech Equip | 367.25 | 458.33 | 91.08 | 11,501.95 | 12,500.00 | 998.05 | 12,500.00 | 998.05 | 92% | 100% |
| Equipment Rental & maint | - | 135.00 | 135.00 | 1,155.78 | 1,620.00 | 464.22 | 1,620.00 | 464.22 | 71% | 100% |
| Auto Repair & Maintenance | - | 166.67 | 166.67 | 544.35 | 2,000.00 | 1,455.65 | 2,000.00 | 1,455.65 | 27% | 100% |
| Auto Lease | 176.06 | 233.33 | 57.27 | 2,047.55 | 2,800.00 | 752.45 | 2,800.00 | 752.45 | 73% | 100% |
| Total Equipment/Small Tools | 543.31 | 993.33 | 450.02 | 15,249.63 | 18,920.00 | 3,670.37 | 18,920.00 | 3,670.37 | 81% | 100% |
| Depreciation | | | | | | | | | | |
| Depreciation-Automobile | 1,565.30 | 2,077.50 | 512.20 | 6,159.48 | 8,310.00 | 2,150.52 | 8,310.00 | 2,150.52 | 74% | 100% |
| Deprec & amort - other | - | - | - | - | - | - | - | - | - | - |
| Total Depreciation | 1,565.30 | 2,077.50 | 512.20 | 6,159.48 | 8,310.00 | 2,150.52 | 8,310.00 | 2,150.52 | 74% | 100% |
| Other | | | | | | | | | | |
| Interest-general/Bank Fees | - | 400.00 | 400.00 | - | 4,800.00 | 4,800.00 | 4,800.00 | 4,800.00 | 0% | 100% |
| Insurance-Gen Liability | 1,603.08 | 1,666.67 | 63.59 | 16,334.64 | 20,000.00 | 3,665.36 | 20,000.00 | 3,665.36 | 82% | 100% |
| Membership Dues | - | 170.00 | 170.00 | 13,732.26 | 15,770.00 | 2,037.74 | 15,770.00 | 2,037.74 | 87% | 100% |
| Notifications | 387.10 | 166.67 | (220.43) | 2,480.60 | 2,000.00 | (480.60) | 2,000.00 | (480.60) | 124% | 100% |
| Other Expenses | - | 83.33 | 83.33 | 2,091.54 | 3,000.00 | 908.46 | 3,000.00 | 908.46 | 70% | 100% |
| Community Outreach/Ed | 2,500.00 | 2,500.00 | - | 31,842.29 | 30,000.00 | (1,842.29) | 30,000.00 | (1,842.29) | 106% | 100% |
| Contractor Support/In Kind | - | - | - | 441.55 | - | (441.55) | - | (441.55) | - | - |
| Transfer to Unrestricted | - | - | - | (4,872.79) | (3,750.00) | 1,122.79 | (3,750.00) | 1,122.79 | 130% | 100% |
| Total Other | 4,490.18 | 4,986.67 | 496.49 | 62,050.09 | 71,820.00 | 9,769.91 | 71,820.00 | 9,769.91 | 86% | 100% |
| Subtotal Admin Office Operating Budget | 144,667.92 | 180,496.11 | 35,828.19 | 1,699,149.34 | 1,879,326.58 | 180,177.24 | 1,879,326.58 | 180,177.24 | 90% | 100% |
| Transition & AJC Activities | 9,276.87 | 5,679.89 | (3,596.98) | 62,582.95 | 68,158.69 | 5,575.74 | 68,158.69 | 5,575.74 | 92% | 100% |
| One Stop Operator | 2,442.50 | 10,416.67 | 7,974.17 | 79,732.52 | 125,000.00 | 45,267.48 | 125,000.00 | 45,267.48 | 64% | 100% |
| SUBTOTAL ADMINISTRATIVE SERVICES | 156,387.29 | 196,592.67 | 40,205.38 | 1,841,464.81 | 2,072,485.27 | 231,020.46 | 2,072,485.27 | 231,020.46 | 89% | 100% |
| TOTAL EXPENSES | 1,097,245.58 | 2,979,969.66 | 1,882,724.08 | 10,015,874.73 | 14,019,787.35 | 4,003,912.62 | 14,019,787.35 | 4,003,912.62 | 71% | 100% |
| Change in Net Assets | (68,507.22) | - | 68,507.22 | 160,206.22 | - | (160,206.22) | 2,148,370.21 | | | |
| <i>Beginning Net Assets</i> | <i>1,136,177</i> | | | <i>922,514</i> | | | | | | |
| <i>Plus current Net Assets</i> | <i>(68,507)</i> | | | <i>160,206</i> | | | | | | |
| <i>Change in special funds</i> | <i>(4,802)</i> | | | <i>(19,851)</i> | | | | | | |
| <i>Ending Net Assets Without Donor Restrictions</i> | <i>1,062,868</i> | | | <i>1,062,869</i> | | | | | | |

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY18 Budget to Actual Report

Through June 30, 2019



Pacific Mountain Workforce Development Council

STATEMENT OF FINANCIAL POSITION

(Balance Sheet)

June 30, 2019

| | Beginning Year Balance | Current Period Balance | <i>Current Year Change</i> | Beginning Period Balance | <i>Current Period Change</i> |
|---------------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-------------------------------------|----------------------------------|
| Assets | | | | | |
| Cash & Cash Equivalents | 291,256 | 453,456 | 162,200 | 486,886 | (33,430) |
| Accounts Receivable | 1,907,185 | 1,876,270 | (30,915) | 1,330,228 | 546,042 |
| Due from Related Parties | 0 | 0 | 0 | 0 | 0 |
| Notes Receivable | 0 | 75 | 75 | 75 | 0 |
| Pre-Paid Expenses | 32,402 | 29,830 | (2,572) | 32,105 | (2,275) |
| Investments - CD's | 226,655 | 229,390 | 2,735 | 229,164 | 226 |
| Long-Term Assets | <u>31,133</u> | <u>35,848</u> | <u>4,715</u> | <u>39,794</u> | <u>(3,946)</u> |
| Total Assets | <u>2,488,631</u> | <u>2,624,869</u> | <u>136,238</u> | <u>2,118,252</u> | <u>506,617</u> |
| Liabilities | | | | | |
| Contracts & Vendors Payable | 1,179,643 | 1,160,782 | (18,861) | 593,559 | 567,223 |
| Payroll, Taxes, & Benefits Payable | 266,673 | 275,002 | 8,329 | 270,254 | 4,748 |
| Paid Leave Payable | 104,401 | 105,968 | 1,567 | 102,217 | 3,751 |
| Deferred Revenues | 6,457 | 5,075 | (1,382) | 5,075 | 0 |
| Other Short-Term Payables | <u>8,943</u> | <u>15,172</u> | <u>6,229</u> | <u>10,968</u> | <u>4,204</u> |
| Total Liabilities | <u>1,566,117</u> | <u>1,561,999</u> | <u>(4,118)</u> | <u>982,073</u> | <u>579,926</u> |
| Net Assets without donor restrictions | <u>922,514</u> | <u>1,062,870</u> | <u>140,356</u> | <u>1,136,177</u> | <u>(73,307)</u> |
| Total Net Assets | <u>922,514</u> | <u>1,062,870</u> | <u>140,356</u> | <u>1,136,177</u> | <u>(73,307)</u> |
| Total Liabilities and Net Assets | <u>2,488,631</u> | <u>2,624,869</u> | <u>136,238</u> | <u>2,118,250</u> | <u>506,619</u> |

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS

June 30, 2019

| | <u>Current Period</u> | <u>Current Year</u> |
|--|-----------------------|---------------------|
| Cash Flows from Operating Activities | | |
| Receipts from Grants | 482,695.89 | 10,136,494.85 |
| Receipts from Contributors/Events | 0.00 | 74,627.63 |
| Depreciation (Net) | 0.00 | 0.00 |
| Payments to Suppliers | 523,532.11 | (708,684.55) |
| Payments to Employees | (294,156.54) | (3,633,507.86) |
| Payments to Program/Participant Activities | (745,501.69) | (5,689,366.29) |
| Total Cash Flows from Operating Activities | (33,430.23) | 179,563.78 |
| Cash Flows from Investing Activities | | |
| Purchases of Equipment/Assets | 0.00 | (17,363.83) |
| Proceeds from Sale of Current Assets | 0.00 | 0.00 |
| Interest and Dividends | 226.02 | 2,734.87 |
| Purchases or Redemptions of Investments | (226.02) | (2,734.87) |
| Total Cash Flows from Investing Activities | 0.00 | (17,363.83) |
| Beginning Cash & Cash Equivalents | <u>486,886.32</u> | <u>291,256.14</u> |
| Ending Cash & Cash Equivalents | <u>453,456.09</u> | <u>453,456.09</u> |



PACIFIC MOUNTAIN
WORKFORCE
DEVELOPMENT

building community prosperity

COMMUNITY OUTREACH FUNDING PROPOSAL

Date of Application: ____/____/____

APPLICATION COVER SHEET

WDC Board Member(s) Making This Request:

Legal Name of Organization Using the Proposed Funds:

DBA (if different than Legal Name): _____

Name of Contact Person for This Project: _____

Title _____

Mailing Address: _____

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

Is the recipient organization an IRS 501(c)(3)?

Yes

No

If no, please list type of organization: _____

Amount requested: _____

Project Name: _____

COMMUNITY OUTREACH FUNDING PROPOSAL

APPLICATION INSTRUCTIONS

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

- All funding must follow, enhance, or promote the PacMtn Mission- *To lead dynamic regional workforce development that enhances economic success.*
- Funding availability is made on a first come, first served basis within a specific period of application.
- Projects may be partially funded to allow for a wider distribution of funds.
- A maximum of \$10,000 is available in the Program Year 2016 budget (PY 2016- July 1st, 2016 to June 30th, 2016).
- To accommodate more projects and activities, no award will exceed \$2,500.
- Proposals must adhere to allowable cost guidance per state and federal regulations.
- Funds are **not**:
 - **direct service** funds for clients,
 - funds to **benefit individual Board Members** who want to participate in training or conferences *unless* they are specifically presenting and can **uniquely represent** PacMtn on high profile activities, or
 - included within other PacMtn budget commitments.

Additionally, please note that if your project is funded:

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

COMMUNITY OUTREACH FUNDING PROPOSAL

APPLICATION QUESTIONS

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

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

2. When are funds needed?

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



MEMORANDUM

To: PacMtn Board Members

From: Cheryl B. Fambles, CEO

Date: Sept 3, 2019

Subject: PacMtn Program/WS Policy Updates/Additions

The attached WIOA Policy Update/Policy Addition Summary reflects a recent PacMtn WIOA Program Policy update and the addition of two new local WIOA Program Policies. The update and the additions of the new policies were needed to align with new state or federal guidance and/or to better serve the customers and projects within our local WS System.

PacMtn updates policies or develops new local policies as needed to meet federal or state requirements but also to best serve the system, our programs and of course, our customers. PacMtn ensures all 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.

Policy Change

- The changes made within the Alternative Compensation Policy were minor in nature but deemed necessary to ensure compliance with WIOA regulations. The changes incorporated provide service contractors and staff with the detailed expectations for the issuance and recording of all Alternative Compensation awards.

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

Policy Additions

- Under WIOA, Transitional Jobs are a type of work-experience local workforce development boards can offer as an individualized career service. Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent.

PacMtn has established a local Transitional Jobs Policy to provide direction and guidance for the implementation of Transitional Jobs to serve qualified program participants and employers of the WorkSource System within the PacMtn WDA.

The addition of the Transitional Jobs Policy will allow our local area WIOA Program and WS System service providers to offer another option for Work Based Learning (WBL), to both our program enrolled customers and our local employers/businesses. This opportunity expands our ability to connect the participant and employer that other WBL relationships do not.

- The addition of the Integrated Service Delivery Policy (ISD) was deemed a must to communicate the expectation that Integrated Service Delivery be used by the PacMtn WorkSource System to deliver services to job seekers and businesses.

Motion to Approve

- Recommend approval, as presented, Alternative Compensation Policy with changes and addition of the local WIOA Transitional Jobs Program Policy and the PacMtn-WorkSource System ISD Policy.

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) and available upon request.

www.pacmtn.org | (360) 570-704-3568
WorkSource Thurston | 1570 Irving Street Tumwater WA 98512

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 have updated a single WIOA Program Policy and created a new WIOA Program Work Based Learning (WBL) Policy and a new PacMtn WS System Policy.

The changes were minor which included providing clarity in the directives and intent of policy to contractors and staff service providers.

The policy additions outline the specific direction at the local area which service providers must follow to deliver the new services and/or resources available as stipulated by the federal and state guidance referenced.

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. The website will be updated following Board approval.

PacMtn – Policy Updates and Additions

WIOA Alternative Compensation Policy Update

Specific Policy: WIOA Alternative Compensation Policy 6200

Update:

- **Updated the policy to include the guidance below to reflect the current state policy**

In alignment with State Policy 5621 Rev. 1, (Incentive Payments to WIOA Title I Participants) PacMtn has added or modified the following language to provide the contractors and staff with the detailed expectations and responsibilities for the issuance and recording of all Alternative Compensation awards.

- PacMtn does allow for Stipends and Incentive Payments. Contractors must issue these payments in accordance with both their organizational and PacMtn's local policy.
- Each as requested must be tied to activities directly related to meeting contractual performance metrics.
- Incentive structures and policies which detail incentives tied to non-performance related activity or achievement are not allowable.

WIOA Transitional Jobs Policy Addition

Specific Policy: WIOA Transitional Jobs Policy 9000

Established/Added:

- **PacMtn established and added the WIOA Transitional Jobs Policy as allowable per the following WIOA Federal guidance**

As allowable by and in alignment with the federally issued Training and Employment Guidance Letters (TEGL's) 19-16 10-16 Change 1

- As a Local WDB using transitional jobs as part of our service delivery strategy, we must adopt policies and identify appropriate employers (public, private, or nonprofit).
- If Local WDBs choose to use transitional jobs as a strategy, they must develop policies for defining and identifying individuals who are "chronically unemployed" or "have an inconsistent work history".
- To provide direction and guidance for the implementation of Transitional Jobs to serve qualified program participants and employers of the WorkSource System within the PacMtn WDA.

PacMtn –WorkSource System ISD Policy Addition

Specific Policy: PacMtn –WorkSource System Integrated Service Delivery (ISD) Policy

Established/Added:

- **To affirm the requirements of the federal Workforce Innovation and Opportunity Act (WIOA) and communicate the expectation that Integrated Service Delivery (ISD) be used by the PacMtn WorkSource System to deliver services to job seekers and businesses**

In alignment with State Policy 1023, (Co-enrolled Integrated Service Delivery), PacMtn has issued policy language to provide contractors and staff with the detailed expectations and responsibilities to deliver Integrated Services.

- Integrated Service Delivery (ISD) will be used to the greatest extent possible to serve business and job seeker customers in the PacMtn WDA-2 region.
- ISD is the delivery of WorkSource services in a manner that aligns/braids the resources of WorkSource partners to seamlessly address the training and employment needs of our job seeker and business customers.
- ISD will be used to support the PacMtn goals that more people get jobs, keep jobs and increase wages, while businesses are able to thrive in the region because of their access to appropriately skilled workers.