

PacMtn Board Meeting Agenda

Tuesday, October 08, 2019 ▪ 11:00-12:30PM

Location ▪ Centralia College ▪ Hanson Room

<https://zoom.us/j/586912246>

Dial – 877-853-5257 Meeting ID 586-912-246



I. Welcome & Leadership Reports (Jacquelin Earley)

- A.** Welcome and Self Introductions
- B.** Establish Quorum & Review Today's Agenda
- C.** Board Chair Report
- D.** CEO Report

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 June 2019 Meeting
- Quarterly Financials (Quarter Ending June 30, 2019)

III. 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)
- F.** One-Stop Operator (The Collaborative)

IV. Action Items & Strategic Discussions

- A.** Targeted Industry Cluster Study Progress Report (Jennica Machado)
- B.** WorkSource Operations (The Collaborative)

V. Good of the Order & Announcements

Grand Re-Opening – WorkSource Lewis Ribbon Cutting – 1PM

Upcoming Meetings

Date	Location
November 14 PY19 Final Budget Approval	TBD
December 13 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	Employment Security Dept.	Wagner-Peyser Employment Service
12. Sherry Barry	Twin Harbors 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	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	Centralia College	ABE: Regional
20. Grant Lehman	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

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

WDC Board Meeting Minutes

Thursday, June 27, 2019 ▪ 1:30 – 4:00 pm
South Puget Sound Community College ▪ Lacey
Campus
Online and by Phone



Board Member Attendees: Dr. Jim Minkler, Jason Reed, Bill Sullivan, Bob Guenther, Steve Rogers, Peter Lahman, Alissa Shay, Dru Garson, Michael Cade, Jonathan Pleger, David Schaffert, Scott Haas, Paul Vertrees, Jacquelin Earley, Duane Evans, Diana Murphy

Staff: Cheryl Fambles, Bridget Lockling, Jaime Britton, Jennica Machado, Jessica Mason, Kelly Cobb, Wil Yeager

By Phone: Grant Lehman, Kelli Bloomstrom, Derek Epps, Agnes Balasa

Excused: Jennifer Baria, Jim Sayce, Christina Riley, Cheryl Heywood

I. Welcome & Leadership Reports

- A. Welcome & Self Introductions – Duane Evans called the meeting to order at 1:33pm. Cheryl Fambles introduced Jennica Machado, Strategic Initiative Navigator; Jessica Mason, Communications Specialist; Jaime Britton, Finance & Administrative Services Coordinator; and Wil Yeager, Project Director at ResCare.
- B. Establish Quorum & Review Today's Agenda – Quorum was established, and the agenda was reviewed. There were no changes made to the agenda. Duane gave an update to the Board regarding his new position at Port Blakely. He is stepping down as Board Chair. Jacquelin Earley will be stepping in as Board Chair.
- C. Board Chair Report – **Action Item: Motion to Approve New Board Chair, Jacquelin Earley. Dr. Jim Minkler motioned to approve; motion was seconded. Motion Carries.**
- D. CEO Report – Cheryl handed out her CEO Report and highlighted a letter from ESD regarding data management. She shared stories about the MyJOB graduation and a success story.
- E. Outgoing Board Member Appreciation – Cheryl thanked the outgoing Board Members: Mike Hickman, Kairie Pierce, Bob Hitt, Anne Goranson, Dawn Murphy, and Winfried Danke. She introduced Board nominees and gave a bit of information regarding their background.

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)
- Check Signer (Add Jacquelin Earley, remove Duane Evans from main checking account)

Steve Rogers motioned to approve Consent Agenda; motion was seconded. Motion Carries.

III. Action Items & Strategic Discussions

A. PY19 Preliminary Final Budget as recommended at the June 14, 2109 Executive Finance Committee Meeting – Bridget began the discussion regarding the PY19 budget with information about the different grants, which was provided in the agenda packet. Cheryl Fambles affirmed that the recommendations from the Board at the May 2019 Budget Workshop were included in the Preliminary Budget. Bridget gave a detailed account of the administrative operations budget, including cost of living adjustments, staff development funds, accounting software updates, and FTEs for IT and Contracts.

Jim Minkler motioned to approve the PY19 Preliminary Final Budget; the motion was seconded. Motion carries.

B. Review: WorkSource One-Stop Certification as Approved by One-Stop and Executive Finance Committees – Cheryl Fambles introduced Agnes Balassa, who walked the Board through the memo which provided an overview of the recommendations for certification. Agnes explained that at the core of the certification process was the voice of the customer and that quarterly checkpoints for the next certification in 3 years would be integral to continuously improving and maintaining accessibility. Board members commended the certification crew for a job well done and agreed that the process is a great learning experience and opportunity for continued improvement.

IV. Committee & Task Force Updates

- A.** Executive Finance Committee – Minutes are available on the PacMtn website.
- B.** One-Stop Committee – One-Stop Certification is now complete.
- C.** Business and Sector Engagement (BaSE) – no news currently.
- D.** Targeted Populations – David Schaffert explained that the Targeted Populations Committee is in the strategic plan development phase and a charter reset. It is important to align the committee with Board direction. The Committee is currently

looking for a new Co-Chair and David is happy to talk to any Board members who are interested.

- E. Adult Basic Education & Literacy (ABEL) - Kelli Bloomstrom will be the new chair of the ABEL Committee.

IV. Good of the Order & Announcements:

- A. Bob Guenther spoke about several projects underway in Lewis County.
- B. Michael Cade thanked the Board for setting the pace for Agricultural innovation in the PacMtn region.
- C. Cheryl Fambles announced the dedication of a conference room at the PacMtn offices to Mike Kennedy.

Meeting adjourned at 3:29 pm

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

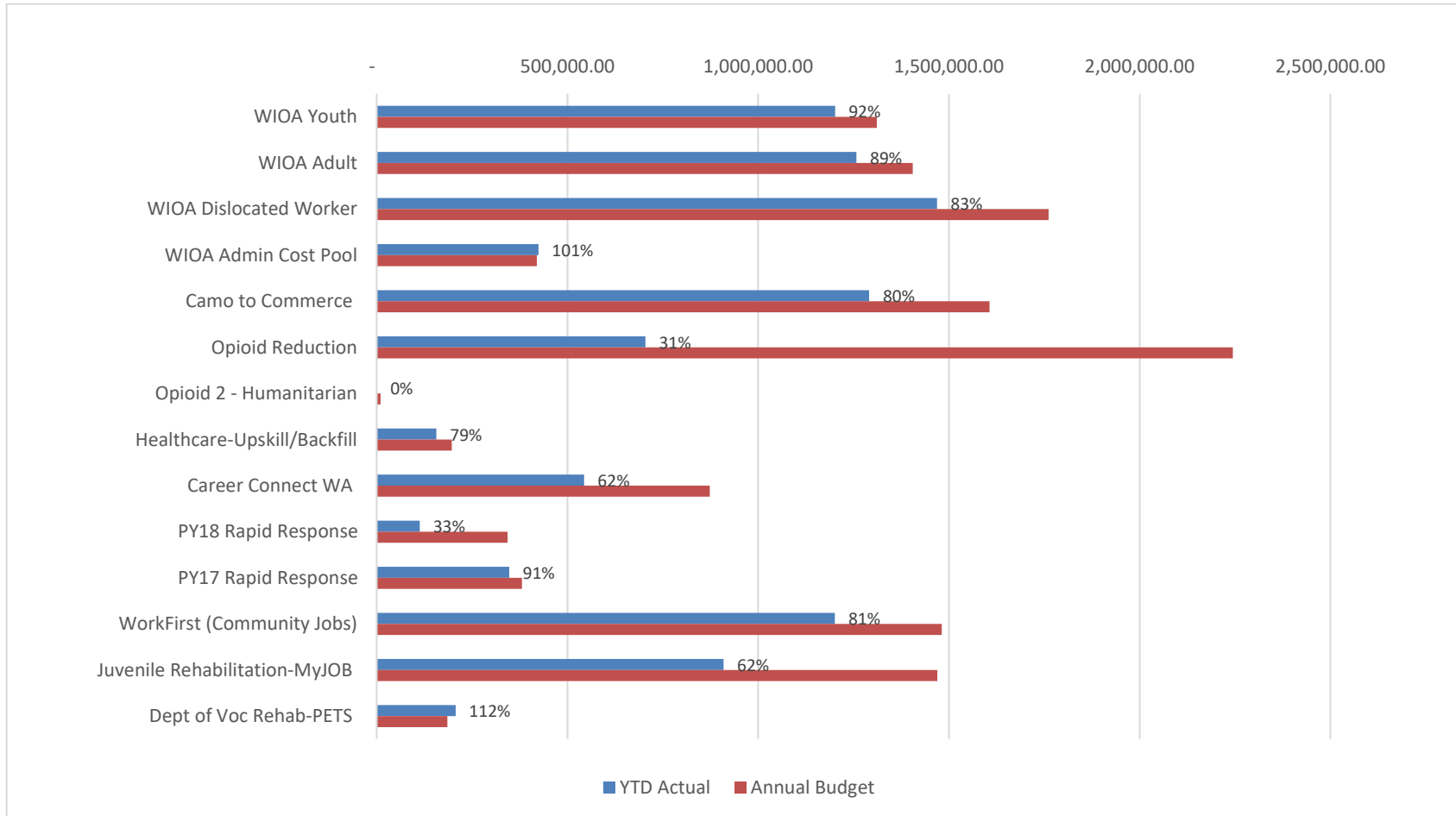
PY18 Budget to Actual Report

<i>For month end June 2019</i>	Current Period Actual	Current Period Budget	Variance	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES										
Grant & Contracts	1,028,738.36	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%
OURL	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										

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			
Beginning Net Assets	1,136,177			922,514						
Plus current Net Assets	(68,507)			160,206						
Change in special funds	(4,802)			(19,851)						
Ending Net Assets Without Donor Restrictions	1,062,868			1,062,869						

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	<u>(33,430.23)</u>	<u>179,563.78</u>
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	<u>0.00</u>	<u>(17,363.83)</u>
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>