

**Executive Finance Committee Agenda**  
Friday November 8, 2019 11:00 am – 12:30 pm  
PacMtn ▪ John Loyle Conference Room, 3rd Floor  
1570 Irving St. ▪ Tumwater, WA 98512  
<https://zoom.us/j/3534168010>  
Dial 888-475-4499 Meeting ID: 353-416-8010



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

- A. Introductions & Establish Quorum
- B. **Action Item:** Motion to Approve September 2019 EFC Minutes (Attachment 1)
- C. Board Chair Comments
  - Review 2020 Meeting Calendars
- D. CEO Report

**II. Fiscal Items (Wil Yeager)**

- A. **Action Item:** PY19 Final Budget (Attachment 2)
- B. **Action Item:** Motion to Approve Community Outreach Funding Proposals
  - Thurston County Chamber Boss of the Year Event (Attachment 3)
  - Centralia College Career Exploration Project (Attachment 4)

**III. Executive & Administrative Items**

- A. **Action Item:** Motion to Approve Proposed Timeline for Title I Service Providers and Operator Procurement (Attachment 5)
- B. Review of Nancy Payne Award Nominations (Attachment 6)
  - Greater Grays Harbor
  - Thurston EDC

**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)
- E. One-Stop Operator (The Collaborative) Report

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

### Proposed 2019 Board Meeting Schedule

Date	Location
November 21	Cancelled
December 13	TBD
January 23	Board Retreat Centralia College

### Executive Finance Committee

Date	Location
December 13	TBDTBD

### 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)

<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 of 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

## Executive Finance Committee Meeting Minutes

Friday, September 13, 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. 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	Targeted Populations Committee Co-Lead
8. Lisa Olsen	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

**Attendees:** Dr. Jim Minkler, Jacquelin Earley, Cheryl Heywood, Commissioner Lisa Olsen, Jonathan Pleger, Duane Evans (by phone), Kelli Bloomstrom (by phone)

**Staff:** Cheryl Fambles, Sean Murphy, Jaime Britton, Wil Yeager, Corinne Watts, Kelly Cobb

**Guests:** Scott Haas, David Schaffert

**Excused:** Derek Epps, Steve Rogers, Christina Riley

#### **I. Welcome & Check In**

- A.** The meeting was called to order at 11:02 and quorum was established. The committee reviewed the EFC agenda.
  - B.** The Committee reviewed the September 26<sup>th</sup> Board Agenda which will be held at Centralia College followed by the WorkSource Grand Opening.
  - C.** Motion to Approve June 2019 EFC Minutes – *Jim Minkler motioned to approve the minutes, Jonathan Pleger seconded. Motion Carries.*
  - D.** Board Chair Comments – Jacquelin acknowledged Sean Murphy’s departure from PacMtn and congratulated him on his new position at the Walmart Foundation. Jacquelin read a proclamation of appreciation for Sean.
  - E.** Cheryl Fambles introduced Wil Yeager, Director of Finance and Administration to the Committee. He gave some information regarding his background. Cheryl spoke
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about the job announcement for the new Associate Director of Strategic Engagement position that is a slight modification of the old position. She also announced the award from Boeing to that will fund the continuation of the aircraft mechanics program at JBLM, as well as the WorkEx Program, and general support of service members.

## II. Fiscal Items

- A. Wil introduced the quarterly financial report and highlighted that the PacMtn budget is in line with expectations. The Committee reviewed the materials. *Cheryl Heywood motioned to approve the quarterly financials, Lisa Olsen seconded. Motion carries.*
  
- B. Recommendation to approve Community Outreach Grant Funding Proposal: The Pipeline Project Regional Summit. Cheryl Fambles gave a description of the proposal from Board Members Bob Guenther and Bill Sullivan and the Committee reviewed the application materials. *Jim Minkler motioned to approve the Pipeline Project Regional Summit, Cheryl Heywood seconded. Motion carries.*

## III. Policy Updates

- A. Recommendation to approve WIOA Transitional Jobs Program Policy and PacMtn Integrated Service Delivery Policy. Corinne explained how transitional jobs are classified, time limited paid subsidies. The policy would allow PacMtn to offer these longer-term transitional jobs. Corinne also explained the memo for a policy update for Integrated Service Delivery. The Committee reviewed the memos. *Cheryl Heywood motioned to approve WIOA Transitional Jobs Program Policy and the Integrated Service Delivery Policy, Lisa Olsen seconded. Motion Carries*

## IV. Task Force Updates

- A. One Stop Committee – Cheryl Heywood reported on the committee’s work. She stated that Corinne had submitted vocational assessments for people with disabilities throughout the state. She said the report will be available in October for the committee to review.
  - B. Targeted Populations Committee – Jonathan Pleger and Christina Riley are the new co-chairs for this committee. Jonathan stated that David Schaffert has been instrumental in the handoff of the committee to the new co-chairs. After the next meeting, there will be more information forthcoming.
  - C. Adult Basic Education & Literacy (ABEL) – Kelli stated that the next meeting will be in October. Corinne and Kelli met to talk about items for discussion for the next meeting and they are excited to begin the committee’s work.
  - D. Business and Sector Engagement (BaSE) – Cheryl Fambles gave an update regarding
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the industry cluster study. Once the study is complete, which is expected in October, the committee will meet to discuss how to move forward with the data, especially in writing the upcoming strategic plan.

**V. Executive Session**

- A.** Wil declared the Committee would need to enter Executive Session at 12:04 pm for 20 minutes to discuss CEO Evaluation and Compensation. *Cheryl Heywood motioned to enter Executive Session; Jonathan Pleger seconded. Motion carries.* All non-committee members left the room.
- B.** The Committee adjourned the Executive Session at 12:24 pm without taking any action. The Committee stated they needed additional discussion and scheduled another Executive Session meeting for October 2 at 12 pm.

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

- A.** Members of the Committee were invited to the dedication of the Mike Kennedy Conference Room at 1pm.

Meeting adjourned at 12:36pm. Submitted by: Kelly Cobb, Senior Administrative Assistant



# PY 19 Revenues - \$13,827,995



**WIOA Formula Grants**  
\$5,391,324

Admin Cost Pool  
\$875,296

Adult \$1,545,871

Dislocated Worker  
\$1,541,971

Youth \$1,428,186

39.0%

**WIOA Competitive Grants**  
\$3,893,194

Opioid Reduction  
\$1,783,293

Opioid Humanitarian  
\$715,500

Career Connect WA  
\$461,991

PY18 RR Increased  
Emp \$462,005

PY19 RR Increased  
Emp \$470,405

28.2%

**Dept of Commerce Grants**  
1,342,849

WorkFirst  
\$1,342,849

9.7%

**DSHS Grants**  
\$2,518,290

DVR #2 \$293,180

DVR #3 \$925,110

JRA \$1,300,000

18.2%

**Other, State, Local Funding**  
\$682,338

Thurston Co. Jail  
\$69,370

Pierce County CD  
\$32,000

Dawkins Trust  
\$67,000

Grays Harbor Foundation  
\$110

Boeing \$499,920

Saltchuk \$3,938

Healthcare Authority  
\$10,000

4.9%

# PY 19 Expenses - \$12,468,232

**Direct Participant Services**

- Adult/DW (Career Path)
- Youth (ResCare)
- In-house Programs

**\$8,977,487**

- MyJOB
- Summer Internships
- OURR

72.0%

**Business Services & Solutions**

- Thurston Co. Chamber

**\$472,716**

3.8%

**Special Impact Projects**

- WorkBased Learning, Uplift!, AmeriCorps
- High Impact Projects

**\$607,402**

- Incumbent Worker
- WBL—Uplift!

4.9%

**Misc Contracts**

- EDC Support
- Industry Cluster Study

**\$76,208**

- Communication Strategies & Outreach Materials

0.6%

**Administrative Services**

- Admin Office Operations
- One Stop Operator

**\$2,334,419**

- System support & Development
- AJC Support

18.7%

## Workforce Innovation and Opportunity Act (WIOA) “Formula” Grants

### PY19 Youth - Department of Labor WIOA Funds

<b>Project Term:</b>	04/01/2019 – 06/30/2021	<b>Participants:</b>	440
<b>Carry In Funds:</b>	\$ 63,034.54	<b>Total PY19 Funds:</b>	\$1,428,185.54
<b>PY19 Funds:</b>	\$ 1,365,151.00		
<b>FY19 Funds:</b>	N/A		

**Project Summary:** To enhance youth education, encourage school completion through alternative educational programs, and provide exposure to the world of work through apprenticeship and career exploration.

**Major Partners:** Res Care Services

**Target Participants:** Young people who are ages 14 through 24, who are low income, and who may need help to complete an educational program or find and hold employment. To be low income, one must be receiving welfare or food stamps, homeless, a foster child, or have a family income that meets specific income guidelines.

### PY19 Adult- Department of Labor WIOA Funds

<b>Project Term:</b>	07/01/2019 – 06/30/2021	<b>Participants:</b>	315
<b>Carry In Funds:</b>	\$ 343,687.31	<b>Total PY19 Funds:</b>	\$ 1,545,871.31
<b>PY19 Funds:</b>	\$ 153,084.00		
<b>FY20 Funds:</b>	\$ 1,049,100.00		

**Project Summary:** The program goal is to increase employment and employment retention for participants and to provide employers with a skilled workforce and qualified applicants.

**Major Partners:** Career Path Services, Employment Security Department, Training providers

**Target Participant:** People who are 18 years and older, are legally entitled to work in the United States and have met selective service registration requirements.

### PY19 Dislocated Worker - Department of Labor WIOA Funds

<b>Project Term:</b>	07/01/2018 – 06/30/2020	<b>Participants:</b>	328
<b>Carry In Funds:</b>	\$ 430,577.01	<b>Total PY19 Funds:</b>	\$ 1,541,971.01
<b>PY19 Funds:</b>	\$ 175,625.00		
<b>FY20 Funds:</b>	\$ 935,769.00		

**Project Summary:** The program goal is to increase employment and employment retention for its participants and to provide employers with a skilled workforce and qualified applicants.

**Major Partners:** Career Path Services, Employment Security Department, Training Providers

**Target Participants:** Workers who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, it must be unlikely that these dislocated workers will return to their previous employment, and they must be eligible for (or have exhausted) unemployment compensation. Other conditions can lead to eligibility, such as being self-employed (but not working as a result of general economic conditions), or being a displaced homemaker.

<b>PY19 Admin Cost Pool – Department of Labor WIOA Funds</b>			
<b>Project Term:</b>	07/01/2019 – 06/30/2021	<b>Participants:</b>	N/A
<b>Carry In Funds</b>	\$ 483,216.35	<b>Total PY19 Funds:</b>	\$ 875,296.35
<b>PY19 Funds:</b>	\$ 171,539.00		
<b>FY20 Funds:</b>	\$ 205,541.00		
<b>Project Summary:</b> Admin costs to support administrative functions of WIOA formula funds.			

## Competitive Grants

<b>Opioid 2 - Homeless</b>			
<b>Project Term:</b>	01/01/2019 – 12/31/2020 (Total Grant Award \$715,500)	<b>Participants:</b>	80
		<b>Total PY19 Funds:</b>	\$715,500.00
<b>Project Summary:</b> Provide disaster-relief employment to alleviate the issues caused by opioid crisis in affected communities. Additionally, serve eligible individuals by connecting them to career, training and supportive needed to gain long-term employment.			
<b>Major Partners:</b>			
<b>Target Participants:</b> Dislocated workers and others affected by the opioid crisis			
<b>OURR-Opioid Use Reduction &amp; Recovery</b>			
<b>Project Term:</b>	08/01/2018 – 06/30/2020 (Total Grant Award \$2,400,000)	<b>Participants:</b>	300
		<b>Total PY19 Funds:</b>	\$ 1,783,293.16
<b>Project Summary:</b> Demonstration project to address the economic and workforce impacts associated with opioid misuse. Provides training and support to job seekers and incumbent workers while building a cadre of skilled workers who can impact the causes and treatment of the opioid crisis.			
<b>Major Partners:</b> Choice Regional Health, Family Education & Support Services, DSHS, Juvenile Rehabilitation, County Health Departments, Behavior Health Resources, City of Olympia, WA Hospitality			
<b>Target Participants:</b> Dislocated workers and others affected by the opioid crisis			
<b>Rapid Response Increased Employment PY18</b>			
<b>Project Term:</b>	07/01/2018 - 06/30/2020	<b>Participants:</b>	84
		<b>Total PY19 Funds:</b>	\$462,004.66
<b>Project Summary:</b> Provide staffing and direct service and support to continue impact at JBLM to serve returning military and spouses.			
<b>Major Partners:</b>			
<b>Target Participants:</b> Transitioning military and spouses			
<b>Rapid Response Increased Employment PY19</b>			
<b>Project Term:</b>	09/06/2019 - 06/30/2021	<b>Participants:</b>	114
		<b>Total PY19 Funds:</b>	\$470,405.00
<b>Project Summary:</b> Provide staffing and direct service and support to continue impact at JBLM to serve returning military and spouses.			



<b>Major Partners:</b>			
<b>Target Participants:</b> Transitioning military and spouses			
<b>Career Connect WA</b>			
<b>Project Term:</b>	01/01/2018 – 09/30/2019	<b>Participants:</b>	50
		<b>Total PY19 Funds:</b>	\$ 461,990.69
<b>Project Summary:</b> Increase youth participation in high-impact, comprehensive Career Connected Learning Experiences and support the expansion of registered apprenticeships for you and/or adults.			
<b>Major Partners:</b> AJAC, Career Path Services, ResCare, ESD 113, Timberland Library, PEI,			
<b>Target Participants:</b> Adults and Youth			

## WorkFirst Grants

<b>Department of Commerce – Work First PY18</b>			
<b>Project Term:</b>	07/01/2019 - 06/30/2020	<b>Participants:</b>	900
		<b>Total PY19 Funds:</b>	\$ 1,342,849.00
<b>Project Summary:</b> A multi county WorkFirst Program which provides opportunities for participants to learn and develop marketable employment skills, gain work experience as well as confidence.			
<b>Major Partners:</b> DSHS, Employment Security Department, and Community Colleges in Thurston, Mason and Lewis counties.			
<b>Target Participants:</b> WorkFirst parents are those receiving temporary aid to needy families and referral from DSHS in Thurston, Mason and Lewis counties.			

## Other Grants

<b>Thurston County Jail Pre-Employment Skills</b>			
<b>Project Term:</b>	01/01/2019 - 12/31/2019	<b>Participants:</b>	100
		<b>Total PY19 Funds:</b>	\$ 69,370.00
<b>Funding Note:</b> 2018 funding of \$119,343			
<b>Project Summary:</b> Pre-employment skills training workshops for the Drug Court population and job search services for Work Release inmates referred to Thurston County WorkSource.			
<b>Major Partners:</b> Thurston County Sheriff's Office and Employment Securities Department			
<b>Target Participants:</b> Offenders who are preparing for release or who are in work release and housed in Thurston County Jail.			
<b>MyJOB Juvenile Rehabilitation (JRA) Employment Pathway Program</b>			
<b>Project Term:</b>	07/01/2019 – 06/30/2021 (Total Grant Award \$ 2,600,00.00)	<b>Participants:</b>	1350
		<b>Total PY19 Funds:</b>	\$ 1,300,000.00
<b>Project Summary:</b> To better prepare youth, ranging from ages 13 to 21, for a pathway to employment in RA's juvenile institutions and community facilities.			
<b>Major Partners:</b> DSHS, DVR, Green Hill School, Naselle Youth Camp, Echo Glen Children's Center			
<b>Target Participants:</b> Youth within juvenile institutions and community facilities			

<b>DVR Pre-Employment Skills Training</b>			
<b>Project Term:</b>	03/16/2018 – 03/15/2020 (Total Grant Award \$ 496,000.50)	<b>Participants:</b>	90
		<b>Total PY19 Funds:</b>	\$ 293,180.00
<b>Project Summary:</b> Pre-employment transition services to students with disabilities ranging from 16 to 21, who have Individualized Educational Programs (IEPs) or 504 Plans, or disabilities that qualify students for special education under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act of 1973, as amended.			
<b>Major Partners:</b> DSHS; Morningside, ARC of Grays Harbor, and Grays Harbor Youth Works			
<b>Target Participants:</b> Students with disabilities ranging from 16 to 21 with IEP or 504 plans.			
<b>DVR Pre-Employment Skills Training</b>			
<b>Project Term:</b>	11/1/2019 – 10/31/2021 (Total Grant Award \$ 925,110.00)	<b>Participants:</b>	150
		<b>Total PY19 Funds:</b>	\$ 925,110.00
<b>Project Summary:</b> Pre-employment transition services to students with disabilities ranging from 16 to 21, who have Individualized Educational Programs (IEPs) or 504 Plans, or disabilities that qualify students for special education under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act of 1973, as amended.			
<b>Major Partners:</b> DSHS; Morningside, ARC of Grays Harbor, and Grays Harbor Youth Works			
<b>Target Participants:</b> Students with disabilities ranging from 16 to 21 with IEP or 504 plans.			
<b>Saltchuk</b>			
<b>Project Term:</b>	No End Date (Total contribution of \$27,500)	<b>Participants:</b>	N/A
		<b>Total PY19 Funds:</b>	\$ 3,937.51
<b>Project Summary:</b> Support for networking and hiring events and scholarship fund			
<b>Major Partners:</b> Interstate, Saltchuk			
<b>Target Participants:</b> Transitioning service members			
<b>Grays Harbor Foundation Grant*</b>			
<b>Project Term:</b>	No End Date (Total Grant Award \$ 76,500)	<b>Participants:</b>	N/A
		<b>Total PY19 Funds:</b>	\$ 110.00
<b>Project Summary:</b> Provide support services for dislocated workers in Grays Harbor.			
<b>Major Partners:</b> Dr. Mandich Foundation			
<b>Target Participants:</b> Dislocated Workers in Grays Harbor.			
<b>Boeing</b>			
<b>Project Term:</b>	No end date (Total Grant Award \$500,000)	<b>Participants</b>	N/A
		<b>Total PY19 Funds:</b>	\$ 499,920.40
<b>Project Summary:</b> Provide training for transitioning military at JBLM			
<b>Major Partners:</b>			
<b>Target Participants:</b> Transitioning military members			

Pierce County Career Days			
<b>Project Term:</b>	No end date	<b>Participants</b>	N/A
		<b>Total PY19 Funds:</b> \$ 32,000.00	
<b>Project Summary:</b> Supports construction career exploration for youth in regions school districts			
<b>Major Partners:</b> Rescare, Workforce Central, local construction companies and unions			
<b>Target Participants:</b> In School Youth			
Dawkins Trust			
<b>Project Term:</b>	No End Date (Total Grant Award \$ 79,000)	<b>Participants:</b>	N/A
		<b>Total PY19 Funds:</b> \$ 67,000.00	
<b>Project Summary:</b> Provide funds for Youth Uplift! support and supplies			
<b>Major Partners:</b>			
<b>Target Participants:</b> Youth			
Healthcare Authority			
<b>Project Term:</b>	04/12/2019 - 09/30/2019 (Total Grant Award \$ 10,000)	<b>Participants:</b>	N/A
		<b>Total PY19 Funds:</b> \$ 10,000.00	
<b>Project Summary:</b> To increase the availability of services linked to Evidence-Based Practice Supported Employment (EBP SE) for adults identified as the target population through collaborative efforts and implementation of new resources as it relates to behavioral health programs.			
<b>Major Partners:</b>			
<b>Target Participants:</b> Adults			

	Funding	Participants
<b>Total PY19 Funds and Participants Served</b>	<b>\$ 13,827,994.63</b>	<b>4,301</b>

**Pacific Mountain Workforce Development Council**  
**Program Year 2019**  
**July 1, 2019 - June 30, 2020**  
**Final Budget by Budget Category**



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
<b>Budgeted Revenues:</b>						
<b>Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants</b>						
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	345,061.07	1,428,185.54
<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>1,781,819.39</b>	<b>5,391,324.21</b>
<b>'Competitive WIOA' Grants</b>						
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
PY19 Rapid Response Increased Emp (9/6/19-6/30/21)	397,997.00	-	-	-	72,408.00	470,405.00
<b>Subtotal</b>	<b>3,339,176.28</b>	<b>53,501.44</b>	<b>93,102.00</b>	<b>-</b>	<b>407,413.79</b>	<b>3,893,193.51</b>
<b>Department of Commerce Grants</b>						
WorkFirst (Community Jobs) (7/1/19-6/30/20)	1,068,279.20	-	6,000.00	-	268,569.80	1,342,849.00
<b>Department of Social &amp; Health Services Grants</b>						
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
Dept of Voc Rehabilitation-Preemployment Skills (11/1/19-10/31/21)	832,599.00	-	-	-	92,511.00	925,110.00
<b>Subtotal</b>	<b>2,067,727.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450,563.00</b>	<b>2,518,290.00</b>
<b>Other Grants</b>						
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	-	-	67,000.00	-	-	67,000.00
GH Foundation	110.00	-	-	-	-	110.00
Healthcare Authority	10,000.00	-	-	-	-	10,000.00
Boeing	474,344.38	-	-	-	25,576.02	499,920.40
Saltchuk	3,937.51	-	-	-	-	3,937.51
<b>Subtotal</b>	<b>548,391.89</b>	<b>-</b>	<b>97,000.00</b>	<b>-</b>	<b>36,946.02</b>	<b>682,337.91</b>
<b>Total Revenue</b>	<b>9,726,356.17</b>	<b>472,716.44</b>	<b>607,402.00</b>	<b>76,208.02</b>	<b>2,945,312.00</b>	<b>13,827,994.63</b>

**Budgeted Expenditures:**

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
<b>Program Services</b>						
<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 (Opioid 2 & PY19 RRIE)	803,338.58	-	-	-	-	803,338.58
JBLM In-house Program (PY18 RRIE & PY19 RRIE)	545,646.73	-	-	-	-	545,646.73
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>3,339,176.28</b>	<b>53,501.44</b>	<b>93,102.00</b>	<b>-</b>	<b>-</b>	<b>3,485,779.72</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.	1,068,279.20	-	6,000.00	-	-	1,074,279.20
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	-	-	67,000.00	-	-	67,000.00
DVR - Contracted	676,358.00	-	-	-	-	676,358.00
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	2,935,529.09	-	103,000.00	-	-	3,038,529.09
<b>Program Expense Total</b>	<b>8,977,487.17</b>	<b>472,716.44</b>	<b>607,402.00</b>	<b>76,208.02</b>	<b>-</b>	<b>10,133,813.63</b>
<b>Administrative Services</b>						
<b>Administrative Office Operations</b>						
Salaries					1,187,824.70	1,187,824.70
Benefits					500,323.38	500,323.38
Travel & Training					73,450.00	73,450.00
Professional Services					150,760.00	150,760.00
Facilities					89,281.00	89,281.00
Supplies & Communications					70,450.00	70,450.00
Equip/Maintenance/Rentals					29,290.00	29,290.00
Depreciation					4,100.00	4,100.00
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					13,000.00	13,000.00
Transfer to Unrestricted					(4,500.00)	(4,500.00)
Admin Office Subtotal					2,180,458.08	2,180,458.08
<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>2,334,418.82</b>	<b>2,334,418.82</b>
<b>Total Expenditures</b>	<b>8,977,487.17</b>	<b>472,716.44</b>	<b>607,402.00</b>	<b>76,208.02</b>	<b>2,334,418.82</b>	<b>12,468,232.45</b>

<i>Admin Office Formula Carry Forward to PY19</i>	<i>562,423</i>
<i>Admin Office Carry Forward Ongoing Grants to PY19</i>	<i>(8,116)</i>
<i>Program Carry Forward Ongoing Grants to PY19</i>	<i>-</i>
<b><i>Total Carry Forward to PY19</i></b>	<b><i>554,308</i></b>

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



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY19 Final	Total-PY19 Preliminary	Difference	Comments
<b>Budgeted Revenues:</b>									
<b>Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants</b>									
WIOA Admin Cost Pool (ACP)	-	-	-	15,000.00	860,296.35	875,296.35	875,296.35	-	
WIOA Adult	869,976.50	211,529.00	112,937.00	19,792.08	331,636.73	1,545,871.31	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	1,541,971.01	-	
WIOA Youth	917,883.30	-	148,363.00	16,878.17	345,061.07	1,428,185.54	1,278,185.54	150,000.00	Higher grant award, less contractor carry in
<i>Subtotal</i>	2,702,781.80	419,215.00	411,300.00	76,208.02	1,781,819.39	5,391,324.21	5,241,324.21	150,000.00	
<b>Competitive WIOA' Grants</b>									
Opioid Reduction (8/1/18-6/30/20)	1,621,245.97	-	-	-	162,047.19	1,783,293.16	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	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	462,004.66	-	
Opioid Homeless (01/01/19-06/30/20)	-	-	-	-	-	715,500.00	715,500.00	-	
PY19 Rapid Response Increased Emp (9/6/19-6/30/21)	397,997.00	-	-	-	72,408.00	470,405.00	-	470,405.00	New grant
<i>Subtotal</i>	2,682,176.28	53,501.44	93,102.00	-	348,913.79	3,893,193.51	3,422,788.51	470,405.00	
<b>Department of Commerce Grants</b>									
WorkFirst (Community Jobs) (7/1/19-6/30/20)	1,068,279.20	-	6,000.00	-	268,569.80	1,342,849.00	1,370,130.00	(27,281.00)	Received less than expected
<b>Department of Social &amp; Health Services Grants</b>									
Dept of Voc Rehabilitation -PreEmployment Skills (3/16/18-3/15/20)	260,128.00	-	-	-	33,052.00	293,180.00	293,180.00	-	Remaining funds of two year grant
Juvenile Rehabilitation - My JOB (7/1/19-6/30/21)	975,000.00	-	-	-	325,000.00	1,300,000.00	1,300,000.00	-	Renewed grant award with smaller yearly amount
Dept of Voc Rehabilitation-PreEmployment Skills (11/1/19-10/31/21)	832,599.00	-	-	-	92,511.00	925,110.00	-	925,110.00	New grant
<i>Subtotal</i>	2,067,727.00	-	-	-	450,563.00	2,518,290.00	1,593,180.00	925,110.00	
<b>Other Grants</b>									
Thurston County Jail Program (1/1/19 - 12/31/19)	60,000.00	-	-	-	9,370.00	69,370.00	69,370.00	-	Remaining funds, renewal in January
Pierce County Career Day	-	-	30,000.00	-	2,000.00	32,000.00	32,000.00	-	Pass through funds, revenue from sponsorships w/
Dawkins Trust	-	-	67,000.00	-	-	67,000.00	37,000.00	30,000.00	Awarded add'l \$30K
GH Foundation	110.00	-	-	-	-	110.00	110.00	-	Remaining funds
Healthcare Authority	10,000.00	-	-	-	-	10,000.00	10,000.00	-	Award to be utilized in PY19
Boeing	474,344.38	-	-	-	25,576.02	499,920.40	149,920.40	350,000.00	Awarded add'l \$350K
Saltchuk	3,937.51	-	-	-	-	3,937.51	3,937.51	-	Remaining funds
<i>Subtotal</i>	548,391.89	-	97,000.00	-	36,946.02	682,337.91	302,337.91	380,000.00	
<b>Total Revenue</b>	<b>9,069,356.17</b>	<b>472,716.44</b>	<b>607,402.00</b>	<b>76,208.02</b>	<b>2,886,812.00</b>	<b>13,827,994.63</b>	<b>11,929,760.63</b>	<b>1,898,234.00</b>	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY19 Final	Total-PY19 Preliminary	Difference	Comments
<b>Budgeted Expenditures:</b>									
<b>Program Services</b>	<b>Direct Participant Services</b>	<b>Business Services &amp; Solutions</b>	<b>Special Impact Projects</b>	<b>Misc Contracts &amp; Projects</b>	<b>Administrative Services</b>	<b>Total-PY19 Final</b>	<b>Total-PY19 Preliminary</b>	<b>Difference</b>	
<u>WIOA Formula</u>									
Adult Contracted Programs (Career Path Services)	869,976.50	-	-	-	-	869,976.50	869,976.50	-	Larger contract because of increased grant amount
Dislocated Worker Contracted Programs (Career Path Services)	853,515.00	-	-	-	-	853,515.00	853,515.00	-	Less carry in and decreased grant amount
Youth Contracted Programs (ResCare)	917,883.30	-	-	-	-	917,883.30	917,883.30	-	Less carry in
Incumbent Worker Training (TBD)	-	-	150,000.00	-	-	150,000.00	150,000.00	-	Utilize carry over with new funding
JBLM In-house Program	61,407.00	-	-	-	-	61,407.00	61,407.00	-	Carry over from partial funding of JBLM support
Business Services (Thurston Co. Chamber)	-	419,215.00	-	-	-	419,215.00	419,215.00	-	Includes carry in
System Navigators-Triage, Outreach, UI support	-	-	57,937.00	-	-	57,937.00	57,937.00	-	Less carry in
Work-Based Learning/Career Connections/AmeriCorps support	-	-	98,363.00	-	-	98,363.00	98,363.00	-	
High Impact Grants-Youth & Young Adult	-	-	70,000.00	-	-	70,000.00	70,000.00	-	
Enhanced CTE Connections	-	-	15,000.00	-	-	15,000.00	15,000.00	-	New project
Open Lab	-	-	20,000.00	-	-	20,000.00	20,000.00	-	New project
Industry Cluster Study	-	-	-	45,000.00	-	45,000.00	45,000.00	-	Remaining carry in from work started in PY18
Outreach	-	-	-	16,208.02	-	16,208.02	16,208.02	-	Remaining carry in from work started in PY18
EDC Support	-	-	-	15,000.00	-	15,000.00	15,000.00	-	Increased support designated as special impact
Subtotal	2,702,781.80	419,215.00	411,300.00	76,208.02	-	3,609,504.82	3,609,504.82	-	
<u>WIOA Competitive</u>									
Opioid Use & Reduction Response In-house	778,668.63	-	-	-	-	778,668.63	778,668.63	-	
Opioid Use & Reduction Response Contracted (Choice)	842,577.34	-	-	-	-	842,577.34	842,577.34	-	
Opioid 2 Homeless In-house (Opioid 2 & PY19 RRIE)	803,338.58	-	-	-	-	803,338.58	657,000.00	146,338.58	Awarded PY19 RRIE funds
JBLM In-house Program (PY18 RRIE & PY19 RRIE)	545,646.73	-	-	-	-	545,646.73	293,988.31	251,658.42	Awarded PY19 RRIE funds
C2C Contracted	-	-	-	-	-	-	-	-	
Career Connect In-house Program	-	-	78,102.00	-	-	78,102.00	78,102.00	-	
Career Connect WA (CPS, ResCare, AJAC, ESD113)	323,945.00	-	-	-	-	323,945.00	323,945.00	-	
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	98,501.44	-	
Subtotal	3,339,176.28	53,501.44	93,102.00	-	-	3,485,779.72	3,087,782.72	397,997.00	
<u>WorkFirst &amp; Other</u>									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,068,279.20	-	6,000.00	-	-	1,074,279.20	1,096,104.00	(21,824.80)	Received less than expected
Thurston County PREP Jail In house Program	60,000.00	-	-	-	-	60,000.00	60,000.00	-	
Pierce County Career Days	-	-	30,000.00	-	-	30,000.00	30,000.00	-	
Dawkins Trust	-	-	67,000.00	-	-	67,000.00	37,000.00	30,000.00	Awarded add'l \$30K
DVR - Contracted	676,358.00	-	-	-	-	676,358.00	260,128.00	416,230.00	New grant
JRA In-house Program	975,000.00	-	-	-	-	975,000.00	975,000.00	-	
JRA Contracted	-	-	-	-	-	-	-	-	
Grays Harbor Foundation	110.00	-	-	-	-	110.00	110.00	-	
Boeing	141,844.38	-	-	-	-	141,844.38	141,844.38	-	
Healthcare Authority	10,000.00	-	-	-	-	10,000.00	10,000.00	-	
Saltchuk	3,937.51	-	-	-	-	3,937.51	3,937.51	-	
Subtotal	2,935,529.09	-	103,000.00	-	-	3,038,529.09	2,614,123.89	424,405.20	
<b>Program Expense Total</b>	<b>8,977,487.17</b>	<b>472,716.44</b>	<b>607,402.00</b>	<b>76,208.02</b>	<b>-</b>	<b>10,133,813.63</b>	<b>9,311,411.43</b>	<b>822,402.20</b>	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY19 Final	Total-PY19 Preliminary	Difference	Comments
<b>Administrative Services</b>									
<b>Administrative Office Operations</b>									
Salaries					1,187,824.70	1,187,824.70	1,195,059.82	(7,235.12)	Due to vacancies
Benefits					500,323.38	500,323.38	501,704.16	(1,380.79)	Due to vacancies
Travel & Training					73,450.00	73,450.00	64,000.00	9,450.00	Add'l training
Professional Services					150,760.00	150,760.00	139,860.00	10,900.00	Software upgrades
Facilities					89,281.00	89,281.00	89,281.00	-	
Supplies & Communications					70,450.00	70,450.00	60,050.00	10,400.00	
Equip/Maintenance/Rentals					29,290.00	29,290.00	18,920.00	10,370.00	Upgrading IT equipment
Depreciation					4,100.00	4,100.00	8,310.00	(4,210.00)	
Insurance					20,000.00	20,000.00	20,000.00	-	
Memberships					16,479.00	16,479.00	16,479.00	-	
Board Community Outreach					20,000.00	20,000.00	20,000.00	-	
Community Outreach					10,000.00	10,000.00	10,000.00	-	
Misc					13,000.00	13,000.00	10,800.00	2,200.00	Recruitment notifications
Transfer to Unrestricted					(4,500.00)	(4,500.00)	(4,000.00)	(500.00)	
Admin Office Subtotal					2,180,458.08	2,180,458.08	2,150,463.98	29,994.09	
<b>Transition &amp; AJC Activities</b>									
Staffing					-	-	-	-	
Subcontracts					25,500.76	25,500.76	25,500.76	-	
Transition Subtotal					25,500.76	25,500.76	25,500.76	-	
<b>One Stop Operator</b>									
Staffing					-	-	-	-	
Subcontracts					128,459.98	128,459.98	128,459.98	-	
<b>Administrative Expense Total</b>					<b>2,334,418.82</b>	<b>2,334,418.82</b>	<b>2,304,424.72</b>	<b>29,994.09</b>	
<b>Total Expenditures</b>	<b>8,977,487.17</b>	<b>472,716.44</b>	<b>607,402.00</b>	<b>76,208.02</b>	<b>2,334,418.82</b>	<b>12,468,232.45</b>	<b>11,615,836.15</b>	<b>852,396.29</b>	

<i>Admin Office Formula Carry Forward to PY19</i>	<i>562,423</i>	<i>401,938</i>
<i>Admin Office Carry Forward Ongoing Grants to PY19</i>	<i>(8,116)</i>	<i>(22,657)</i>
<i>Program Carry Forward Ongoing Grants to PY19</i>	<i>-</i>	<i>-</i>
<b>Total Carry Forward to PY19</b>	<b>554,308</b>	<b>379,281</b>



# COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application \_\_\_/\_\_\_/\_\_\_\_\_

## APPLICATION COVER SHEET

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Date(s): \_\_\_\_\_ Project Location: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Funds Needed by: \_\_\_\_\_

Legal Name of Organization Using Proposed Funds: \_\_\_\_\_

### CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: \_\_\_\_\_

Contact Person for this Project: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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### *Application Instructions*

Please complete the Application Cover Sheet and attached questions. Send completed application to [Vanessa@pacmtn.org](mailto:Vanessa@pacmtn.org). Applications are funded on a first come, first served basis within the applicable program year. To accommodate more projects, maximum award will not exceed \$2,500. Projects may be partially funded to allow a wider distribution of funds. Please submit applications at least one month prior to project. Applications will not be accepted after the event has occurred. **Applications will be reviewed and approved by the Executive Finance Committee monthly.**

### *Proposal Guidelines*

- All funding must follow, enhance, or promote the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*
- 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.

### *Approved Proposals*

Invoices for approved projects must be submitted to PacMtn at least 2 weeks in advance of date needed by. Please reference on invoice "Community Outreach Project" followed by project name. Send invoices to [Jaime@pacmtn.org](mailto:Jaime@pacmtn.org).

**\*\*A final summary must be provided detailing what happened and reporting measurable or noteworthy outcomes within 30 days of event completion.\*\***

## APPLICATION QUESTIONS

1. Why and how does this project benefit the “brand”, mission, and priorities of PacMtn?
2. How will the PacMtn brand/logo be displayed or represented in this Community Outreach effort?
3. How would the funds be used? Please be specific.
4. Do the funds align with and support one or more of the six industry clusters? If so, explain.  
 IT/Telecom    Tourism & Recreation    Food Production    Life Sciences  
 Chemical Products & Plastics Manufacturing    Wood Products & Paper Manufacturing

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# COMMUNITY OUTREACH FUNDING PROPOSAL

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Date of Application 11/06/2019

## APPLICATION COVER SHEET

### PROJECT INFORMATION

Project Name: Junior High, High School, and HS+ Career Exploration Project

Project Date(s): TBD between January – June 2020      Project Location: Centralia College

Amount Requested: \$2500.00      Date Funds Needed by: TBD

Legal Name of Organization Using Proposed Funds: Centralia College

### CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Kelli Bloomstrom

Contact Person for this Project: Kelli Bloomstrom      Title: Dean of Instruction

Mailing Address: 600 Centralia College Blvd, Centralia, WA 98531

Email Address: [kelli.bloomstrom@centralia.edu](mailto:kelli.bloomstrom@centralia.edu)      Telephone: 360-623-8178

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### *Application Instructions*

Please complete the Application Cover Sheet and attached questions. Send completed application to [kelly@pacmtn.org](mailto:kelly@pacmtn.org). Applications are funded on a first come, first served basis within the applicable program year. To accommodate more projects, maximum award will not exceed \$2,500. Projects may be partially funded to allow a wider distribution of funds. Please submit applications at least one month prior to project. Applications will be reviewed and approved by the Executive Finance Committee monthly.

### *Proposal Guidelines*

- All funding must follow, enhance, or promote the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*
- 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.

### *Approved Proposals*

Invoices for approved projects must be submitted to PacMtn at least 2 weeks in advance of date needed by. Please reference on invoice "Community Outreach Project" followed by project name. Send invoices to [fiscal@pacmtn.org](mailto:fiscal@pacmtn.org).

A final summary must be provided detailing what happened and reporting measurable or noteworthy outcomes within 30 days of event completion.

## APPLICATION QUESTIONS

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

This project will provide transportation, lunch, and swag (e.g. pencils, tees, keychains, etc.), should funding allow, for junior high, high school, and adult learners in rural, eastern Lewis County to explore Career and Technical Education (CTE) Programs at Centralia College. Exposure to various programs and careers will help students make informed decisions about their futures and also help students create meaningful high school and beyond plans. Should time and collaboration allow students will also have the opportunity to visit Lewis County WorkSource (WS) to learn about WS and WS career tools. This project directly aligns with PacMtn’s focus to create a pipeline of skilled and talented workers prepared to meet the needs of local employers and industries of tomorrow.

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

If budget allows for swag, PacMtn’s logo will be included with the Centralia College logo. Should the budget not allow for the purchase of swag Centralia College will ensure PacMtn will be acknowledge and recognized as the sponsor of the field trip.

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

### **Project 1**

Centralia College will:

- 1) reimburse participating school districts for transportation costs to Centralia College;
- 2) purchase and provide lunch for participating students and adult learners;
- 3) purchase swag with PacMtn and Centralia College logos to give students.

### **Project 2**

If funding allows, Centralia College will take adult learners in Basic Education for Adults (BEa) Programs to the Western Washington Sheet Metal JATC, DuPont Training Center to learn about apprenticeship opportunities and tour the training center. Funds would be used for transportation and lunch for students participating in this field trip.

Transportation and lunch cost will determine the number of participants, if swag can be purchased, and if project 2 can be funded.



## MEMORANDUM

To: PacMtn EFC Members

From: Corinne Daffern, Director of Workforce Services

Date: October 30, 2019

Subject: Recommendation for Procurement Timeline and Effective Dates for Contracts

### **History of Procurement of WIOA Formula Funds and One Stop Operator**

Pursuant to federal law and following state policy, on January 28, 2016, PacMtn released the Request for Proposal (RFP) for Title I Services for 4 service program areas: WIOA Adult/ DW, WIOA Youth and Young Adults and Business Services. The RFP solicitation asked for agencies and organizations to act as the administrative/fiscal agent for workforce development programs. These program areas are established in federal law and required to meet certain standards of performance and eligibility, making them very complex.

On January 31, 2017 PacMtn released the Request for Proposal for the America's Job Center Network One-Stop Operator. Pacific Mountain Workforce Development Area (PacMtn), solicited qualified organizations or a qualified consortium of partners, with demonstrated expertise and capacity in providing transformative, innovative business practices that reinforces our mission, vision, and values to serve as the One-Stop Operator for the PacMtn America's Job Center Network (AJC).

The most responsive bidders were selected and contracts for all services were executed. While contracts are awarded to Title 1 Service Providers for 3 years, the Board approved an extension based on the timing for certification. Running a procurement during a period required for all partners to be working most closely would not have been productive.

Federal law and state policy requires One-Stop Operator procurement to be done once every 4 years. There are not timeframes for Service Provider procurement. Local areas should determine timeframes that ensure Councils are periodically reviewing market conditions and needs quality contractors continue to stay responsive.

Discussions and decisions regarding *procuring contractors* lays the foundation for *contract management*, but the two actions, while related are different. PacMtn has ongoing discussion with contractors and each year contracts are evaluated, and modifications made to performance requirements and budgets.

### **Changes to the RFP Process**

All Title I Contractors have shown dedication to a revitalized workforce system. Continuing the evolution of these shared commitments and their performance requires a dedication of time for



each of the program areas. In order to establish a more thoughtful RFP process, PacMtn intends dividing up the program areas and rotating the cycle for future procurement. RFPs are complex and take considerable time to perform necessary steps: assessing the services and objectives, researching potential service delivery models, establishing a vendor pool broad and diverse, writing the proposal, and choosing the vendor best aligned with PacMtn Board goals and budget. Such a divided rotation allows a staggered procurement for the five major services. Transitioning new contractors is labor intensive and demands oversight so that customer needs are not neglected. This staggering also provides stability and overlap in experience needed for effective WorkSource operations.

The proposed procurement cycle will begin with WIOA Adult and WIOA Dislocated Worker RFPs releasing January of 2020 in two separate procurements. The choice to release Adult and Dislocated Worker Services in January 2020 was based on proposed changes to service delivery. Since the last RFP in January of 2016 significant service delivery changes include:

- Priority populations established by the Board to include those: not housed/homeless, justice involved/re-entry and individuals with disabilities.
- Functional Leadership and shared responsibility for decision-making and oversight in WorkSource is a confirmed Title I responsibility.
- WorkSource processes that affirm business as a primary customer and basic business services is everyone’s job. Business Services are integrated into the system and information about business needs drives program design and job seeker services.
- 27 new connections sites added to expand reach to customers in the rural areas of the region.
- Co-enrollment between Title I WIOA services and Title III Wagner Peyser happen across the region. Staff work together to leverage resource and services to improve customer satisfaction.
- Specific targets for adult include Adult Basic Services as well as Adult Individualized Services.

**Proposed Timelines for Procurement**

Program	Initial Procurement	Effective Date
WIOA Adult	January 2020	July 2020-2024
WIOA Dislocated Worker	January 2020	July 2020-2025
WIOA Youth	January 2021	July 2021-2026
Business Solutions	January 2021	July 2021-2026
Operator	June 2021	Dec 31, 2021-2025



According to federal law, PacMtn must procure for Operator services every 4 years. Through this action all other WIOA Formula Contracts four or five years moving forward.

Once the EFC takes this action, we will extend the appropriate contracts to accommodate the schedule.

**Recommended Motion:**

Motion to approve the proposed timeline for Title I Service Providers and Operator procurement. This request will establish a rotating cycle for the future. WIOA Adult and Dislocated Worker RFPs will release in January of 2020. WIOA Youth and Business Solutions RFP will release January of 2021 and the One Stop Operator will release June of 2021.

**Nomination Form:** (Nominating EDC to complete submission)

1. Nomination Made By (Name & EDC):	Dru Garson, Greater Grays Harbor
2. Organization Name of Nominee:	SERVPRO of Grays Harbor/Pacific Counties
3. Lead (Name & Title):	Dean Winkle
4. Phone:	360.533.8667
5. Email:	servpro9762@reachone.com
6. Address:	303 S I St.
7. City/County/State/Zip:	Aberdeen/Grays Harbor/WA/98520
8. Type of Organization:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private <input type="checkbox"/> Non-Profit
9. Number of Employees:	23
10. Year Organization was Founded:	
11. Brief Description of Organization and why they should be considered for the grand prize award:  Nomination should take into consideration: <i>Diversity of workplace, positivity of workplace for staff and managers, overall reputation of the organization, how employees are compensated for a job well done, etc.</i>	<p>SERVPRO of Grays Harbor &amp; Pacific Counties specializes in the cleanup and restoration of fire/smoke and water damages for both residential and commercial properties as well as mold remediation, storm damage and crime/trauma scene cleanup. They pride themselves in hiring people from all different backgrounds and believe in second chances. Their people are happy and enjoy the working environment, which shows in their low employee turnover numbers.</p> <p>SERVPRO of Grays Harbor &amp; Pacific Counties takes great pride in being a part of the communities they serve. They understand the importance of being involved in the community and do more than their part to help create a safer, more welcoming environment. A few examples of some of the organizations and causes they support are:</p> <ul style="list-style-type: none"> <li>• PAWS of Grays Harbor</li> <li>• Greater Grays Harbor, Inc.</li> <li>• Push Rods of Hoquiam Annual Auction</li> <li>• Beyond Survival Auction</li> <li>• Humptulips Grange Dinner Auction/Fundraiser</li> <li>• Grays Harbor Youth Livestock Auction (@ the County Fair)</li> <li>• Highland Golf Course ALS Tournament Sponsorship</li> <li>• Grays Harbor Raceway Car Sponsorship</li> <li>• Aberdeen High School</li> <li>• Hoquiam Elks Grand Parade during Loggers Playday</li> <li>• Aberdeen Downtown Trick-or-Treat</li> <li>• Aberdeen Parks &amp; Rec. &amp; Aberdeen Beautification Project</li> </ul>



Along with the examples listed above, they also take great pride in their partnership with the Coastal Community Action Program's (CCAP) Supported Employment Services (for more info, see: <http://coastalcap.org/supported-employment-services/>). During their partnership with CCAP they have been given the opportunity to employ "three amazing individuals, that put a smile on their faces each and every day" who come in regularly with their job coaches to perform various tasks in and around the office. This is a program that SERVPRO does an excellent job of leading the charge for and informing other businesses of.

Nominations are to be send to [Kelly@pacmtn.org](mailto:Kelly@pacmtn.org) or mailed directly to the PacMtn office:

*Pacific Mountain WDC  
Attention: Kelly Cobb  
1570 Irving St SW  
Tumwater, WA 98512*

**Thank you for your application!**

**Nomination Form:** (Nominating EDC to complete submission)

1. Nomination Made By (Name & EDC):	The team of the Thurston Economic Development Council / Thurston EDC
2. Organization Name of Nominee:	SCJ Alliance
3. Lead (Name & Title):	Jean Carr, Senior Principal; Perry Shea, Senior Principal; Bob Jewell, Senior Principal
4. Phone:	360-352-1465
5. Email:	<a href="mailto:info@scjalliance.com">info@scjalliance.com</a> (or <a href="mailto:jean.carr@scjalliance.com">jean.carr@scjalliance.com</a> / <a href="mailto:perry.shea@scjalliance.com">perry.shea@scjalliance.com</a> )
6. Address:	Lacey (main office): 8730 Tallon Lane NE, Suite 200, Lacey, WA 98516 Centralia: 212 N. Tower Ave, Centralia, WA 98531
7. City/County/State/Zip:	see above – Thurston County, Lewis County
8. Type of Organization:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private <input type="checkbox"/> Non-Profit
9. Number of Employees:	
10. Year Organization was Founded:	2008
11. Brief Description of Organization and why they should be considered for the grand prize award:  Nomination should take into consideration: <i>Diversity of workplace, positivity of workplace for staff and managers, overall reputation of the organization, how employees are compensated for a job well done, etc.</i>	<p>This organization exudes employee support and growth – they are the embodiment of a culture that empowers employees towards excellence. The culture that they have created ensures that each employee understands that they are valued – and that they know that their individual success directly impacts the success of the rest of their team. From their website:</p> <p><i>At SCJ we strive to create an environment <u>where coworkers become friends</u>, sharing hopes and dreams, struggles and challenges. There is trust amongst us and confidence that team members are pulling for each other, no matter how different our backgrounds or interests. We take time to play together, celebrate together and cheer each other on. Our staff meetings are team-building experiences and a chance to share our successes. We encourage social gatherings and the firm sponsors summer picnics, holiday parties and other opportunities to spend time together outside the pressures and responsibilities of the office.</i></p> <p>SCJ’s adherence to a teamwork supportive culture, empowerment through collaborative success, has ensured that SCJ Alliance is enabled to successfully become one of the premier design, engineering and planning firms not just in the Puget Sound region, but in the State and quite possibly the nation.</p>