

Executive Finance Committee Agenda

Friday January 10, 2020 11:00 am – 12:30 pm

PacMtn ▪ Mike Kennedy Conference Room, 3rd Floor 1570

Irving St. ▪ Tumwater, WA 98512

Zoom Meeting 888-475-4499

Meeting ID: 353-416-8010

Join online: <https://zoom.us/j/3534168010>



I. Welcome & Check-In Items

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

II. Fiscal Items (Wil Yeager)

- A. Action Item:** Motion to Approve Quarterly Financials (Attachment 2)
- B. Action Item:** Motion to Approve Community Outreach Funding Proposals
 - Morningside Video Production for Hiring Individuals with Disabilities (Attachment 3)
 - Skills USA Regional Carpentry Competition (Attachment 4)
- C. Action Item:** Approval of Banking Changes (Attachment 5)
 - Adding Abigail Blue, Jacquelin Earley
 - Removing Sean Murphy, Duane Evans

III. Executive & Administrative Items

- A.** Review of January 23 Board Retreat (Abigail Blue)

IV. Committee & Task Force Updates (Committee Leads)

Discussion – Board Engagement – Jacquelin Earley

- 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 2020 Executive Finance Committee Meetings

Date	Location
February 14	PacMtn Offices
March 13	PacMtn Offices
April 10	PacMtn Offices
May 8 Budget Workshop	PacMtn Offices
June 12	PacMtn Offices
September 11 Preliminary 2020 Budget	PacMtn Offices
October 9	PacMtn Offices
November 13	PacMtn Offices
December 11	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

Executive Finance Committee Meeting Minutes
Friday, November 8, 2019 ▪ 11:00 am – 12:30 pm
PacMtn WDC Offices ▪ Mike Kennedy Conference 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
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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: Commissioner Lisa Olsen, Cheryl Heywood, Steve Rogers, Jacquelin Earley, Jonathan Pleger, Kelli Bloomstrom (by phone)

Staff: Cheryl Fambles, Corinne Watts, Wil Yeager, Kelly Cobb

Guests: David Schaffert

Excused: Derek Epps, Christina Riley, Duane Evans, Dr. Jim Minkler

I. Welcome & Check In

- A.** The meeting was called to order at 11:03 and quorum was established. The committee reviewed the EFC agenda.
- B.** Motion to Approve September 2019 EFC Minutes – *Commissioner Olsen motioned to approve the minutes, Jonathan Pleger seconded.* **Motion Carries.**
- C.** Board Chair Comments – Jacquelin discussed the upcoming 2020 EFC meeting calendar and the Committee agreed that it is prudent to maintain the same meeting schedule through the upcoming new year. Jacquelin also discussed the Committee and Board's role in recruitment of a new CEO.
- D.** Cheryl Fambles gave a handout of her CEO report and announced the hire of a new Associate Director of Strategic Engagement, Abigail Blue, who will join PacMtn on November 20th. She also discussed the EDC Regional Expo and gave kudos to staff who were awarded for performance excellence and achievement at the October All

Staff meeting.

II. Fiscal Items

- A. Wil introduced the PY19 Budget and discussed the differences between the preliminary budget and the final budget, which includes additional funds received from Boeing. *Commissioner Olsen motioned to approve the PY19 Final Budget, Cheryl Heywood seconded. Motion carries.*
- B. Recommendation to approve Community Outreach Grant Funding Proposals:
- Thurston County Chamber Boss of the Year Event: David Schaffert gave some background on the event, which recognizes local leadership. The grant would offset the cost of video production for the event.
 - Centralia College Career Exploration Project: Kelli Bloomstrom gave some information about the project, which will serve 8th graders and high school students for career exploration and will assist students in making informed decisions about their career paths.
 - *Kelli Bloomstrom recused from voting. Jonathan Pleger motioned to approve the grant applications. Commissioner Olsen seconded. Motion carries.*

III. Executive & Administrative Items

- A. Corinne Watts introduced the memo for recommendation to approve Proposed Timeline for Title I Service Providers and Operator Procurement. She discussed the process for procurement and gave context on the heavy workload under the previous timeline. The proposed timeline would alleviate that heavy workload. *Cheryl Heywood motioned to approve Proposed Timeline for Title I Service Providers, Lisa Olsen seconded. Motion Carries*
- B. Review of the Nancie Payne Workplace Excellence Award nominees – Cheryl discussed the award and asked for Committee members to have further deliberation. Steve Rogers and Jacquelin Earley will deliberate the award nominations in the next week and will put forward a winner to be announced at the upcoming EDC Regional Expo.

IV. Task Force Updates

- A. One Stop Committee – No updates as the Committee did not meet.
- B. Targeted Populations Committee – Jonathan Pleger announced the next meeting will be in December but did discuss the Committee's focus on creating a strategic plan.

- C.** Adult Basic Education & Literacy (ABEL) – Kelli talked about creating a charter for the committee and how to ensure better partnership with WorkSource.
- D.** Business and Sector Engagement (BaSE) – Cheryl Fambles gave an update regarding the industry cluster study and affirmed the study would be complete and ready for presentation at the upcoming Board Retreat.
- E.** One-Stop Operator (The Collaborative) Report – David Schaffert passed out the report and went over the written memo. He discussed the master project plan and service integration.

V. Good of the Order Items & Announcements –

- A.** Cheryl Heywood gave some updates on Timberland Regional Library and their partnership with WestCare, which is an organization offering assistance for veterans, their spouses, and children.

Meeting adjourned at 12:40pm. Submitted by: Kelly Cobb, Senior Administrative Assistant

Pacific Mountain Workforce Development Council

NOTES TO FINANCIAL STATEMENTS

Program Year July 1, 2019 through June 30, 2020

For month ending September 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 first quarter.
- b) The new Incumbent Worker Training called Employee Development Program is underway and is on track to spend out by program year end.
- c) Career Connect WA contracts are all underway and are on track for projected spending. We received a no cost extension through December 2019.
- d) The efforts at JBLM will continue with reduced staffing using Rapid Response, Adult, and Boeing funding.
- e) Business Services spending is on target. The contract for services at JBLM has been extended for the TC Chamber.
- f) Pierce County Career Days is continuing through PY19. Revenues are on target.
- g) High Impact Community Grants have all been awarded and activity started in February and March and continued through September.
- h) In the Administration budget the Temp support is over budget for the year due to Fiscal and IT temps needed to cover staff absences.
- i) Subscription dues are over for the year due to the need for additional subscriptions for Data Analysis. We will increase the budget on the Final budget.
- j) Bank Fees have not been charged by the bank since last May. The bank reinitiated the fees in October 2019.
- k) 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.
- l) Notifications expenditures are over budget due to the increase in recruitments.
- m) Transition/AJC Activities overspent due to additional funds added to contract for the Worksource Certification.
- n) Expenditures for the One Stop Operator contract will begin October 2019.

- 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 \$903,051. Net assets have decreased by \$159,819 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
PY19 Budget to Actual Report

For month end September 2019	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES							
Grant & Contracts	2,492,540.41	3,169,686.08	677,145.67	11,929,760.63	9,437,220.22	21%	27%
Other	-	-	-	-	-	0%	0%
Total Revenues	2,492,540.41	3,169,686.08	677,145.67	11,929,760.63	9,437,220.22	21%	27%
EXPENSES							
Program Services							
Direct Participant Services	1,920,505.35	2,324,184.03	403,678.68	8,393,022.01	6,472,516.66	23%	28%
Business Services & Solutions	109,704.59	118,179.09	8,474.50	472,716.44	363,011.85	23%	25%
Special Impact Projects	72,352.07	102,866.25	30,514.18	369,465.00	297,112.93	20%	28%
Misc Contracts & Projects	28,211.36	30,302.01	2,090.65	76,208.02	47,996.66	37%	40%
Subtotal	2,130,773.37	2,575,531.38	444,758.01	9,311,411.47	7,180,638.10	23%	28%
Administrative Services							
Admin Office Operations	393,858.48	536,538.94	142,680.46	2,150,463.98	1,756,605.50	18%	25%
Transition Activities	38,210.83	25,500.76	(12,710.07)	25,500.76	(12,710.07)	150%	100%
One Stop Operator	-	32,115.00	32,115.00	128,459.98	128,459.98	0%	25%
	-	-	-	-	-	-	-
Subtotal	432,069.31	594,154.70	162,085.39	2,304,424.72	1,872,355.41	19%	26%
TOTAL EXPENSES	2,562,842.68	3,169,686.08	606,843.40	11,615,836.19	9,052,993.51	22%	27%
Change in Net Assets	(70,302.27)	-	70,302.27	313,924.44			

Beginning Net Assets	1,056,893
Plus current Net Assets	(70,302)
Change in special funds	(83,540)
Ending Net Assets W/O Donor Restrictions	903,051

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

PY19 Budget to Actual Report

	For month end September 2019	Current Period Actual	Current Period Budget	Variance	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES											
Grant & Contracts		849,911.58	1,056,579.08	206,667.50	2,492,540.41	3,169,686.08	677,145.67	11,929,760.63	9,437,220.22	21%	27%
Other		-	-	-	-	-	-	-	-	0%	0%
Total Revenues		849,911.58	1,056,579.08	206,667.50	2,492,540.41	3,169,686.08	677,145.67	11,929,760.63	9,437,220.22	21%	27%
EXPENSES											
PROGRAM SERVICES											
Direct Participant Services											
Adult Contracted Programs (Career Path Services-CPS)		73,849.03	72,498.04	(1,350.99)	203,043.31	217,494.12	14,450.81	869,976.48	666,933.17	23%	25%
Dislocated Worker Contracted Programs (CPS)		77,100.23	71,126.25	(5,973.98)	184,937.31	213,378.75	28,441.44	853,515.00	668,577.69	22%	25%
Youth Contracted Programs (ResCare)		79,778.42	76,490.28	(3,288.14)	225,633.08	229,470.84	3,837.76	917,883.30	692,250.22	25%	25%
Incumbent Worker Training Business Grants		-	12,500.00	12,500.00	3,389.20	37,500.00	34,110.80	150,000.00	146,610.80	2%	25%
Grays Harbor Foundation (CPS)		-	-	-	-	110.00	110.00	110.00	110.00	0%	100%
Rapid Response Increased Employment (CPS)		11,997.89	9,000.00	(2,997.89)	23,521.86	27,000.00	3,478.14	45,000.00	21,478.14	52%	60%
Career Connect WA (CPS, ResCare, ESD113, AJAC)		68,415.13	26,995.42	(41,419.71)	141,988.04	80,986.26	(61,001.78)	323,945.00	181,956.96	44%	25%
Choice Regional Health		74,116.95	70,214.78	(3,902.17)	210,609.83	210,644.34	34.51	842,577.36	631,967.53	25%	25%
DVR-Morningside & Arc of Grays Harbor		(915.00)	86,709.34	87,624.34	210,322.50	260,128.00	49,805.50	260,128.00	49,805.50	81%	100%
In House Programs											
WorkFirst		71,899.01	90,842.00	18,942.99	238,216.44	272,526.00	34,309.56	1,090,104.00	851,887.56	22%	25%
PREP		6,674.63	10,000.00	3,325.37	20,099.49	30,000.00	9,900.51	60,000.00	39,900.51	33%	50%
JBLM		23,862.68	41,764.77	17,902.09	71,651.46	125,294.31	53,642.85	501,177.24	429,525.78	14%	25%
OURR		71,048.05	120,472.39	49,424.34	182,046.94	361,417.17	179,370.23	1,445,668.63	1,263,621.69	13%	25%
JRA-MyJob		54,968.96	81,250.00	26,281.04	149,561.88	243,750.00	94,188.12	975,000.00	825,438.12	15%	25%
Systems Navigation		15,644.35	4,828.08	(10,816.27)	55,484.01	14,484.24	(40,999.77)	57,937.00	2,452.99	96%	25%
Subtotal Direct Participant Services		628,440.33	774,691.35	146,251.02	1,920,505.35	2,324,184.03	403,678.68	8,393,022.01	6,472,516.66	23%	28%
Business Services											
B2B-(Thurston County Chamber)		31,306.18	34,934.58	3,628.40	88,924.19	104,803.74	15,879.55	419,215.00	330,290.81	21%	25%
B2B-C2C (TCC)		6,879.01	4,458.45	(2,420.56)	20,780.40	13,375.35	(7,405.05)	53,501.44	32,721.04	39%	25%
Subtotal Business Services		38,185.19	39,393.03	1,207.84	109,704.59	118,179.09	8,474.50	472,716.44	363,011.85	23%	25%
Special Impact Projects											
WBL/Uplift! Coordination		27,500.27	14,705.42	(12,794.85)	53,215.83	44,116.26	(9,099.57)	176,465.00	123,249.17	30%	25%
AmeriCorps		4,676.86	3,583.33	(1,093.53)	6,115.88	10,749.99	4,634.11	43,000.00	36,884.12	14%	25%
Pierce County Career Days		-	6,000.00	6,000.00	-	18,000.00	18,000.00	30,000.00	30,000.00	0%	60%
High Impact Community Projects		9,652.24	7,083.33	(2,568.91)	13,020.36	21,249.99	8,229.63	85,000.00	71,979.64	15%	25%
Enhanced CTE Connections		-	1,250.00	1,250.00	-	3,750.00	3,750.00	15,000.00	15,000.00	0%	25%
Open Lab		-	1,666.67	1,666.67	-	5,000.01	5,000.01	20,000.00	20,000.00	0%	25%
Subtotal Special Impact Projects		41,829.37	34,288.75	(7,540.62)	72,352.07	102,866.25	30,514.18	369,465.00	297,112.93	20%	28%
Misc Contracts/Projects											
Outreach & Communications		-	1,350.67	1,350.67	124.60	4,052.01	3,927.41	16,208.02	16,083.42	1%	25%
Industry Cluster Study		6,357.50	7,500.00	1,142.50	25,086.76	22,500.00	(2,586.76)	45,000.00	19,913.24	56%	50%
EDC Support		3,000.00	1,250.00	(1,750.00)	3,000.00	3,750.00	750.00	15,000.00	12,000.00	20%	25%
Subtotal Misc Contracts/Projects		9,357.50	10,100.67	743.17	28,211.36	30,302.01	2,090.65	76,208.02	47,996.66	37%	40%
SUBTOTAL PROGRAM SERVICES		717,812.39	858,473.80	140,661.41	2,130,773.37	2,575,531.38	444,758.01	9,311,411.47	7,180,638.10	23%	28%
ADMINISTRATIVE SERVICES											
Administrative Office Operations											
Salaries & Benefits											
Salaries		75,643.71	99,528.82	23,885.11	226,786.41	299,300.45	72,514.04	1,195,059.82	968,273.41	19%	25%
Benefits		29,445.57	39,831.12	10,385.55	87,378.87	119,733.24	32,354.37	501,704.16	414,325.29	17%	24%
Total Salaries & Benefits		105,089.28	139,359.94	34,270.66	314,165.28	419,033.69	104,868.41	1,696,763.98	1,382,598.70	19%	25%
Travel & Training Expenses											
Mileage		212.28	500.00	287.72	628.25	1,500.00	871.75	6,000.00	5,371.75	10%	25%
Travel		713.68	1,250.00	536.32	1,499.63	3,750.00	2,250.37	15,000.00	13,500.37	10%	25%
Conf/Conv/Mtgs/Reg		3,169.60	2,550.00	(619.60)	4,416.90	3,650.00	(766.90)	11,100.00	6,683.10	40%	33%

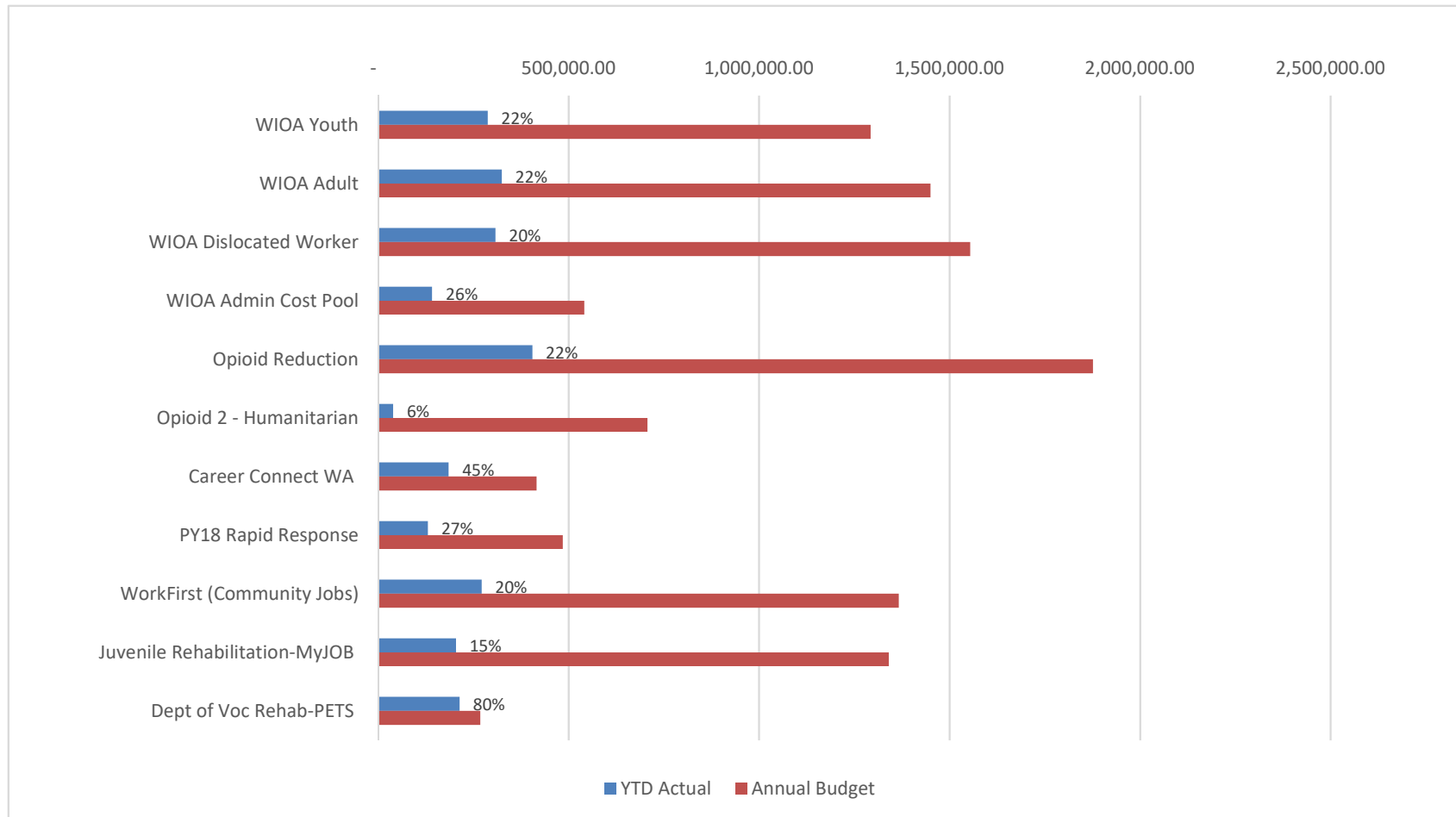
Gasoline for PMWDC Vehicles	21.04	83.33	62.29	50.02	250.00	199.98	1,000.00	949.98	5%	25%
Board Travel	268.77	1,591.67	1,322.90	345.84	1,675.00	1,329.16	11,500.00	11,154.16	3%	15%
Board Supplies & Support	567.84	75.00	(492.84)	605.78	225.00	(380.78)	10,400.00	9,794.22	6%	2%
Staff develop/Training	(1,929.69)	750.00	2,679.69	245.57	2,250.00	2,004.43	9,000.00	8,754.43	3%	25%
Total Staff Expenses	3,023.52	6,800.00	3,776.48	7,791.99	13,300.00	5,508.01	64,000.00	56,208.01	12%	21%
Professional Services										
Accounting & Auditing	-	-	-	-	-	-	45,000.00	45,000.00	0%	0%
Legal Fees	-	300.00	300.00	-	900.00	900.00	3,600.00	3,600.00	0%	25%
Professional Services/Consult	2,906.36	4,550.00	1,643.64	8,757.16	13,650.00	4,892.84	54,600.00	45,842.84	16%	25%
Temp & Interim Contracts	-	833.33	833.33	7,243.65	2,500.00	(4,743.65)	10,000.00	2,756.35	72%	25%
Licenses	866.60	2,221.67	1,355.07	2,594.49	6,665.00	4,070.51	26,660.00	24,065.51	10%	25%
Total Professional Services	3,772.96	7,905.00	4,132.04	18,595.30	23,715.00	5,119.70	139,860.00	121,264.70	13%	17%
Facilities										
Rent	4,039.97	7,440.08	3,400.11	12,023.18	22,320.25	10,297.07	89,281.00	77,257.82	13%	25%
Utilities	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Facilities	4,039.97	7,440.08	3,400.11	12,023.18	22,320.25	10,297.07	89,281.00	77,257.82	13%	25%
Supplies & Communications										
Supplies	845.28	3,125.00	2,279.72	3,330.17	9,375.00	6,044.83	37,500.00	34,169.83	9%	25%
Telephone & telecomm	508.09	1,258.33	750.24	2,758.19	3,775.00	1,016.81	15,100.00	12,341.81	18%	25%
Postage & Shipping	-	62.50	62.50	150.00	187.50	37.50	750.00	600.00	20%	25%
Mailing Services	-	41.67	41.67	-	125.00	125.00	500.00	500.00	0%	25%
Printing & copying	209.64	375.00	165.36	737.09	1,125.00	387.91	4,500.00	3,762.91	16%	25%
Books/Subscriptions/Ref	1,047.20	141.67	(905.53)	1,785.89	1,025.00	(760.89)	1,700.00	(85.89)	105%	60%
Total Communications	2,610.21	5,004.17	2,393.96	8,761.34	15,612.50	6,851.16	60,050.00	51,288.66	15%	26%
Equipment/Maintenance/Software/Rental										
IT Supplies/Minor Equipment/Tech Equip	2,015.30	5,708.33	3,693.03	5,893.21	9,125.00	3,231.79	12,500.00	6,606.79	47%	73%
Equipment Rental & maint	73.41	135.00	61.59	223.20	405.00	181.80	1,620.00	1,396.80	14%	25%
Auto Repair & Maintenance	-	166.67	166.67	62.72	500.00	437.28	2,000.00	1,937.28	3%	25%
Auto Lease	280.83	233.33	(47.50)	530.47	700.00	169.53	2,800.00	2,269.53	19%	25%
Total Equipment/Small Tools	2,369.54	6,243.33	3,873.79	6,709.60	10,730.00	4,020.40	18,920.00	12,210.40	35%	57%
Depreciation										
Depreciation-Automobile	1,113.69	2,077.50	963.81	1,113.69	2,077.50	963.81	8,310.00	7,196.31	13%	25%
Deprec & amort - other	-	-	-	-	-	-	-	-	-	-
Total Depreciation	1,113.69	2,077.50	963.81	1,113.69	2,077.50	963.81	8,310.00	7,196.31	13%	25%
Other										
Interest-general/Bank Fees	-	400.00	400.00	-	1,200.00	1,200.00	4,800.00	4,800.00	0%	25%
Insurance-Gen Liability	870.47	1,666.67	796.20	2,590.57	5,000.00	2,409.43	20,000.00	17,409.43	13%	25%
Membership Dues	-	170.00	170.00	10,709.65	14,050.00	3,340.35	16,479.00	5,769.35	65%	85%
Notifications	73.16	166.67	93.51	685.91	500.00	(185.91)	2,000.00	1,314.09	34%	25%
Other Expenses	-	166.67	166.67	2,019.74	2,500.00	480.26	4,000.00	1,980.26	50%	63%
Community Outreach/Ed	9,000.00	2,500.00	(6,500.00)	9,000.00	7,500.00	(1,500.00)	30,000.00	21,000.00	30%	25%
Contractor Support/In Kind	-	-	-	-	-	-	-	-	-	-
Transfer to Unrestricted	(307.77)	(1,000.00)	(692.23)	(307.77)	(1,000.00)	(692.23)	(4,000.00)	(3,692.23)	8%	25%
Total Other	9,635.86	4,070.00	(5,565.86)	24,698.10	29,750.00	5,051.90	73,279.00	48,580.90	34%	41%
Subtotal Admin Office Operating Budget	131,655.03	178,900.02	47,244.99	393,858.48	536,538.94	142,680.46	2,150,463.98	1,756,605.50	18%	25%
Transition & AJC Activities	14,743.52	8,500.26	(6,243.26)	38,210.83	25,500.76	(12,710.07)	25,500.76	(12,710.07)	150%	100%
One Stop Operator	-	10,705.00	10,705.00	-	32,115.00	32,115.00	128,459.98	128,459.98	0%	25%
SUBTOTAL ADMINISTRATIVE SERVICES	146,398.55	198,105.28	51,706.73	432,069.31	594,154.70	162,085.39	2,304,424.72	1,872,355.41	19%	26%
TOTAL EXPENSES	864,210.94	1,056,579.08	192,368.14	2,562,842.68	3,169,686.08	606,843.40	11,615,836.19	9,052,993.51	22%	27%
Change in Net Assets	(14,299.36)	-	14,299.36	(70,302.27)	-	70,302.27	313,924.44			
Beginning Net Assets	980,279			1,056,893						
Plus current Net Assets	(14,299)			(70,302)						
Change in special funds	(62,929)			(83,540)						
Ending Net Assets Without Donor Restrictions	903,051			903,051						

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY19 Budget to Actual Report

Through September 30, 2019



Pacific Mountain Workforce Development Council
STATEMENT OF FINANCIAL POSITION *(Balance Sheet)*
September 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	453,456	62,540	(390,916)	192,282	(129,742)
Accounts Receivable	1,887,795	1,635,254	(252,541)	1,601,851	33,403
Due from Related Parties	0	0	0	0	0
Notes Receivable	0	0	0	0	0
Pre-Paid Expenses	29,830	21,671	(8,159)	25,098	(3,427)
Investments - CD's	229,390	230,084	694	229,858	226
Long-Term Assets	<u>35,848</u>	<u>47,428</u>	<u>11,580</u>	<u>35,848</u>	<u>11,580</u>
Total Assets	<u>2,636,319</u>	<u>1,996,977</u>	<u>(639,342)</u>	<u>2,084,937</u>	<u>(87,960)</u>
Liabilities					
Contracts & Vendors Payable	1,179,302	647,715	(531,587)	691,161	(43,446)
Payroll, Taxes, & Benefits Payable	275,002	302,015	27,013	286,433	15,582
Paid Leave Payable	105,968	107,657	1,689	105,740	1,917
Deferred Revenues	3,981	3,981	0	3,981	0
Other Short-Term Payables	<u>15,172</u>	<u>32,558</u>	<u>17,386</u>	<u>17,344</u>	<u>15,214</u>
Total Liabilities	<u>1,579,425</u>	<u>1,093,926</u>	<u>(485,499)</u>	<u>1,104,659</u>	<u>(10,733)</u>
Net Assets without donor restrictions	<u>1,056,893</u>	<u>903,051</u>	<u>(153,842)</u>	<u>980,279</u>	<u>(77,228)</u>
Total Net Assets	<u>1,056,893</u>	<u>903,051</u>	<u>(153,842)</u>	<u>980,279</u>	<u>(77,228)</u>
Total Liabilities and Net Assets	<u>2,636,318</u>	<u>1,996,977</u>	<u>(639,341)</u>	<u>2,084,938</u>	<u>(87,961)</u>

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS
September 30, 2019

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Grants	814,508.86	2,733,081.31
Receipts from Contributors/Events	2,000.00	12,000.00
Depreciation (Net)	0.00	0.00
Payments to Suppliers	(149,357.89)	(738,520.23)
Payments to Employees	(313,061.89)	(938,902.54)
Payments to Program/Participant Activities	(468,747.83)	(1,443,491.32)
Total Cash Flows from Operating Activities	(114,658.75)	(375,832.78)
Cash Flows from Investing Activities		
Purchases of Equipment/Assets	(15,083.15)	(15,083.15)
Proceeds from Sale of Current Assets	0.00	0.00
Interest and Dividends	226.71	694.53
Purchases or Redemptions of Investments	(226.71)	(694.53)
Total Cash Flows from Investing Activities	(15,083.15)	(15,083.15)
Beginning Cash & Cash Equivalents	<u>192,282.06</u>	<u>453,456.09</u>
Ending Cash & Cash Equivalents	<u>62,540.16</u>	<u>62,540.16</u>

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: _____

Application Instructions

Please complete the Application Cover Sheet and attached questions. Send completed application to 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.

****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

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application 2/13/19

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: SkillsUSA Regional Carpentry Competition
Project Date(s): January 25, 2020 Project Location: New Market Skills Center, Tumwater
Amount Requested: \$2500 Date Funds Needed by: January 10, 2020
Legal Name of Organization Using Proposed Funds: New Market Foundation

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Christina Riley
Contact Person for this Project: Kip VanAulen Title: Carpenters Representative
Mailing Address: 1230 Carpenter Rd SE, Suite C-3 Lacey WA 98503
Email Address: kvanaulen@nwcarpenters.org Telephone: 360-338-5293

Application Instructions

Please complete the Application Cover Sheet and attached questions. Send completed application to 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.

****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 event has enjoyed PacMTN's support in years past.

The participants in this competition are high school students that are enrolled in CTE programs in the Olympic Region.

These students are interested in pursuing careers in skilled trades that are facing worker shortages. This event gives these students some practical, hands on experience in the setting of a friendly competition. It also gives representatives like myself an opportunity to educate them on apprenticeships as a career pathway.

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

We have a banner that recognizes all of our generous sponsors. This will be on display during the event.

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

The funds will be used for items necessary for the event to happen. Building material and food for participants. Also, this is a regional competition. The top 3 finishers advance to the State competition with the possibility of moving on to Nationals. The funds will also be used as a scholarship for anyone moving on to the state competition.

4. Do the funds align with and support one or more of the six industry clusters? If so, explain. To cover related expenses.

☐ IT/Telecom ☐ Tourism & Recreation ☐ Food Production ☐ Life Sciences
☐ Chemical Products & Plastics Manufacturing ☐ Wood Products & Paper Manufacturing



January 2, 2020

Due to personnel changes, Columbia Bank signature cards for Acct ending 8396, 0137 & 0376 requires updating. Abigail Blue our new Senior Associate Director needs to be added to both accounts. Jacquelin Earley, new Board Chair had been approved with the June 27, 2019 board meeting and will be added to account ending 8396. Duane Evans and Sean Murphy will be removed from all PacMtn checking accounts.

Current Columbia Bank signers

Acct ending 8396- Restricted Funds

Cheryl Fambles

Duane Evans

Corinne Daffern

Sean Murphy

Jage Curl

Add to Acct ending 8396

Abigail Blue

Jacquelin Earley

Delete to Acct ending 8396

Sean Murphy

Duane Evans

Acct ending 0137- Tumwater

Cheryl Fambles

Corinne Daffern

Kimberly Baker

Marc Hannon

Jage Curl

Add to Acct ending 0137

Abigail Blue

Delete to Acct ending 0137

Marc Hannon - moved to a different facility

Acct ending 0376 - C2C

Cheryl Fambles

Corinne Daffern

Marc Hannon

Sean Murphy

Delete to Acct ending 0137

Sean Murphy

After January 10, 2020 Executive Finance Committee Meeting

Acct ending 8396- Restricted Funds

Cheryl Fambles

Corinne Daffern

Jage Curl

Abigail Blue

Jacquelin Earley

Acct ending 0137- Tumwater

Cheryl Fambles

Corinne Daffern

Kimberly Baker

Abigail Blue

Jage Curl

Acct ending 0376 - C2C

Cheryl Fambles

Corinne Daffern

Marc Hannon