

## **Executive Finance Committee Agenda**

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

Mike Kennedy Conference Room 1570 Irving St SW •

Tumwater, WA 98512

Zoom Meeting 888-475-4499

Meeting ID: 441 447 443

Join online: <https://zoom.us/j/441447443>



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

**A.** Introductions & Establish Quorum

**B. Action Item:** Motion to Approve February 2020 EFC Minutes (Attachment 1)

**C.** Board Chair Comments

- Welcome: Shelley Buresh
- Well Wishes for Steve Rogers
- Governing in the Era of Covid 19
- Cancellation & April 23 Directors Meeting
- Board Vacancies

**D.** CEO Report

- Corona Virus Update

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

**A. Discussion:** Senior Accounting Team Vacancy

**B. Information Only:** Submission of 990 Tax Return (Attachment 2)

**C.** Update Status of Community Jobs Program

**D. Action Item:** PY19 Proposed Budget Modifications

### **III. Executive & Administrative Items**

**A. Action Item:** Review of Process and Authorization to Proceed to Contract Adult and Dislocated Worker Service Providers (Attachment 3)

**B. Information only:** Withdrawal of Special Population, RFP (Attachment 3)

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

**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
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. Michael Cade	Thurston Economic Development Council	Thurston	Economic Development
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, January 10, 2020 ▪ 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
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8. Lisa Olsen	Pacific County Commissioner	Pacific	Consortium Chair, Ex Officio
9. Michael Cade	Thurston EDC	Thurston	Economic Development
10. Kelli Bloomstrom	Centralia College	Lewis	ABEL Committee Lead

**Attendees:** Jacquelin Earley, Christina Riley, Michael Cade, Lisa Olsen, Cheryl Heywood, Duane Evans (by phone), Jonathan Pleger

**Staff:** Cheryl Fambles, Abigail Blue, Jage Curl, Corinne Watts, Wil Yeager, Kelly Fujimoto

**Guests:** David Schaffert

**Excused:** Steve Rogers, Jim Minkler, Kelli Bloomstrom

**I. Welcome & Check In**

**A.** Introductions & Establish Quorum: Jacquelin called the meeting to order at 11:04am, quorum was established.

**B.** Motion to Approve November 2019 and January 2020 EFC meeting minutes - *Cheryl Heywood motioned to approve the minutes; Christina Riley seconded. Motion carries.*

**C.** Board Chair Comments – Jacquelin welcomed Michael Cade to the EFC. She gave a brief overview of the about the layoffs at Seattle Shellfish in Mason County and announced that Thurston Chamber of Commerce staff member Megan Feiss was sworn in to the Shelton City Council.

**D.** CEO Report - Cheryl introduced Immanuel Garraway, Workforce Development Lead

for the MyJOB program, and thanked him for his service to PacMtn. She referenced her CEO memo gave some more in-depth information regarding the closing of TransAlta and Seattle Shellfish and discussed PacMtn's response to these layoffs. She recognized the service of the AmeriCorps members on MLK Day.

## II. Fiscal Items

- A.** Wil discussed the exit conference from the State Audit and announced that there were no findings. This is the second year in a row that the audit had no findings which means that PacMtn will receive a discount on the costs for the next audit. Reports have been published and a link with the information will be made available to the Board, including financial statements.

Wil introduced the quarterly financial statements. He talked about the budget modification and grants coming in. PacMtn is at expected levels for the quarter. New incumbent worker training is also underway.

PacMtn is in a strong financial position. *Commissioner Olsen motioned to approve the quarterly financials; Michael Cade seconded.* **Motion carries.**

- B.** Wil introduced the document to make banking changes to the PacMtn account by adding Abigail Blue and Jacquelin Earley and removing Sean Murphy and Duane Evans. *Cheryl Heywood motions to approve banking changes; Michael Cade seconded.* **Motion carries.**

- C.** Wil introduced the 3 policies to be approved by the EFC and referenced the materials in the agenda packet with discussion from the Committee. Those policies are:

- Administrative Policy: Records Retention & Public Access
- Expense Reimbursement Policy
- Data Security Policy

*Jonathan Pleger motions to approve all three policies; Cheryl Heywood seconded.* **Motion Carries.**

## III. Executive & Administrative Items

- A.** Community Jobs Program Analysis – Wil introduced the memo regarding the Community Jobs program. He explained how the programs work and the funding sources of the 2 programs under the Department of Commerce. Federal law changed and eliminated requirements of participation in the program for people on TANF. Exemptions exist for people with children under 3 creating drastic changes in eligibility of program participants. Because of this, the program received less referrals from DSHS.

Jage Curl has been able to reach out to people at DSHS and the Community Jobs program has already seen an increase in billings. Commerce staff will also be BFET

providers. The Community Jobs programs does not have to rely on referrals for the BFET program. Staff training e.g. positive psychology, intensive case management are being implemented.

- B.** Jage introduced the Strategic Plan for the Priority Populations Committee – the name has changed from Targeted Populations Committee. The Committee incorporated the updated sector data into their plan and it was noted that the most recent version of the plan will have the changed title. *Jonathan Pleger motions to approve the plan with noted changes of title and include an amended attachment; Cheryl Heywood seconded. Motion carries.*
  
- C.** CEO Succession Planning – Cheryl Fambles introduced her succession plan memo. There is a need for a thoughtful plan for her succession. Cheryl’s goal is that the next CEO steps in confident to move the organization. Cheryl’s recommendations for recruitment include assigning ELT members focal responsibility for reminding and prompting the larger organization as needed. There is a need for EFC to form a comprehensive process to understand the candidate that is the best fit. Cheryl is recommending that the Committee allocates some money for a talent acquisition advisor and that the Board will form a smaller committee consisting of four Board officers, the Chair of the Elected Officials Consortium, and two other positions determined by the Chair of the Board.

#### **IV. Task Force Updates**

- A.** One Stop Committee – Cheryl Heywood gave the update of the One Stop Committee. They met with the Priority Populations committee and would like to combine the Committees in the future. There would be a need to meet separately in the first hour and then join together in the second hour. Members like to see more continuity and overlap with both committees. The Chairs of the Committees will discuss the combination of the two and will revisit the idea.
- B.** Targeted Populations Committee – Jonathan would love to combine the committees.
- C.** Adult Basic Education & Literacy (ABEL) – next meeting is April 1<sup>st</sup>.
- D.** Business and Sector Engagement (BaSE) EDC Directors drive this committee. There is a desire to get the sector data in the community.
- E.** One-Stop Operator (The Collaborative) Report – David reminded everyone that the Collaborative is made up of representatives from three agencies and that the group is under contract. Agnes Balassa is the Project Manager. This group is accountable to the board. He talked about Tables Ready which is a software / tracking database – it has now been implemented. The software will provide more robust data and can identify gaps. Expectation of connection sites is on the agenda for the next meeting.

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

- Michael – Cheryl was panelist and did a wonderful job.
- Cheryl Heywood – TRL will be assisting with the U.S. Census. This is the

first time TRL has participated in the Census. Upcoming presentations have been sent to staff. 29 % of the state budget is reliant on the head count. Dedicating computers in the library to be used for the census.

Meeting adjourned at 12:50pm. Submitted by: Kelly Fujimoto, Senior Administrative Assistant

# Return of Organization Exempt From Income Tax

**2018**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

<sup>a</sup> Do not enter social security numbers on this form as it may be made public.

<sup>a</sup> Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A** For the 2018 calendar year, or tax year beginning July 1, 2018, and ending June 30, 2019

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization **Pacific Mountain Workforce Development Council**  
 Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**1570 Irving Street SW**  
 City or town, state or province, country, and ZIP or foreign postal code  
**Tumwater, WA 98512**

**D** Employer identification number  
**91-2165746**

**E** Telephone number  
**360-570-6985**

**G** Gross receipts \$ **10,191,888**

**F** Name and address of principal officer: **Cheryl Fambles**  
**1570 Irving Street SW, Tumwater, WA 98512**

**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list. (see instructions)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: <sup>a</sup> **www.pacmntn.org**

**K** Form of organization:  Corporation  Trust  Association  Other<sup>a</sup>

**L** Year of formation: **2000**

**M** State of legal domicile: **WA**


**Part I Summary**

Activities & Governance	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>PacMtn develops and implements the activities set forth in the Workforce Innovation and Opportunity Act, maintains other workforce related programs to enhance the regions profitability and productivity by skilling up customers and connecting businesses with qualified applicants.</b>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>25</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>25</b>
	<b>5</b>	Total number of individuals employed in calendar year 2018 (Part V, line 2a)	<b>5</b>	<b>266</b>
	<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	<b>0</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0</b>
	<b>b</b> Net unrelated business taxable income from Form 990-T, line 38	<b>7b</b>	<b>0</b>	
Revenue	<b>8</b>	Contributions and grants (Part VIII, line 1h)	Prior Year <b>9,597,863</b>	Current Year <b>10,189,153</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g)	<b>0</b>	<b>0</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>2,120</b>	<b>2,735</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>0</b>	<b>0</b>
	<b>12</b>	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>9,599,983</b>	<b>10,191,888</b>
	Expenses	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	<b>6,151,802</b>
<b>14</b>		Benefits paid to or for members (Part IX, column (A), line 4)	<b>0</b>	<b>0</b>
<b>15</b>		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	<b>2,900,573</b>	<b>3,109,031</b>
<b>16a</b>		Professional fundraising fees (Part IX, column (A), line 11e)	<b>0</b>	<b>0</b>
<b>b</b>		Total fundraising expenses (Part IX, column (D), line 25) <sup>a</sup>	<b>0</b>	<b>0</b>
<b>17</b>		Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	<b>645,704</b>	<b>714,481</b>
<b>18</b>	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	<b>9,698,079</b>	<b>10,062,564</b>	
<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	<b>(98,095)</b>	<b>129,325</b>	
Net Assets or Fund Balances	<b>20</b>	Total assets (Part X, line 16)	Beginning of Current Year <b>2,493,686</b>	End of Year <b>2,620,000</b>
	<b>21</b>	Total liabilities (Part X, line 26)	<b>1,566,118</b>	<b>1,579,425</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20	<b>927,568</b>	<b>1,040,574</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

  
 Signature of officer \_\_\_\_\_ Date 3/30/2020  
 Cheryl B Fambles, CEO  
 Type or print name and title

**Paid Preparer Use Only**

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name <sup>a</sup>	Firm's EIN <sup>a</sup>			
Firm's address <sup>a</sup>	Phone no.			

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No





## STAFF MEMORANDUM

To: PacMtn EFC Members

From: Corinne Watts, Director of Workforce Services

Date: April 1, 2020

Subject: Part I: Recommendation for Approval of the Title I Service Provider for WIOA Adult Services/Dislocated Worker Services for the WorkSource System  
Part II: Update on the RFP for WIOA Adult Service Serving Priority Populations

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### **Part I: Approval of Title I Service Provider for WIOA Adult Services/Dislocated Worker Services for the WorkSource System**

#### **Background**

On January 13, 2020, PacMtn released the Request for Proposal for Title I Services for WIOA Adult/Dislocated Worker Services for the WorkSource System. PacMtn solicited for service providers who could deliver workforce services to the following:

- **Adult and Dislocated Workers** who are unemployed, under-employed, or in need of training and career services;

PacMtn received proposals for Adult/DW services in the WorkSource System from three providers: Career Path Services, ResCare and Career Team. All three proposals were reviewed and evaluated by members of the staff and WDC Board. The proposals were graded on the following sections:

- Technical Proposal,
- Financial Accountabilities,
- Organizational Capacity

The Technical Proposal was the bulk of the review with scoring based on demonstrated expertise in particular areas of service and experience providing equal or similar services. Review criteria included:

1. quality, completeness, clarity, creativity and comprehensiveness of program design;
2. services that are customer focused;
3. ability to track and report data required for performance measures;
4. integration and collaboration with WorkSource and other partners;
5. experience in providing the services being requested or similar services;
6. experience in collaboration and integration of services;
7. expansion opportunities for employment in demand occupations and aligning the program design with the needs of business.





After a thorough review of proposals, reviewers agreed all three technical proposals were close in terms of quality of service and cost. Other factors staff/board considered in the recommendation to Executive Finance Committee also included:

- **An understanding of the local context.** It takes time for an entity to understand how we operate in the PacMtn region. While there's value to having a new perspective, it also slows progress on the already heavy list of initiatives currently underway. Career Path Services and ResCare both have an advantage when it comes to understanding how we operate in the region - it's taken a while to get there, and would likely take a while for a new entity.
- **Lack of an on-boarding process.** Because we do not have a highly effective on-boarding process, it will take some additional work and time to get a new contractor fully up to speed. Even if that new contractor is familiar with the region, an on-boarding process will be necessary to hit the ground running with the Adult and DW programs.

In addition, from previous experience when the Adult/DW provider changed hands, the stress and time lapse between the time the new contractor is identified, when the hiring process is complete, and the requirement to onboard staff to a new organization, all result in lags in service delivery. This region has identified a number of complex projects necessary to fundamentally change service delivery. We are likely to lose momentum with changes in contractors.

### **Analysis and Considerations for Executive Finance Committee**

Since July of 2016, our Title I Adult and DW Contractor, Career Path Services has shown the dedication to a revitalized workforce system that we requested of them in our contracts. They have focused attention on the hallmarks of excellence and providing integrated customer service to jobseekers and employers across the region.

Importantly, Career Path Services has been actively engaged as partners in the WorkSource system, working in tandem with partners on a variety of improvement initiatives, which are the basis of quality service delivery for all customers in the PacMtn region. Through this they have provided quality, accessible Adult and Dislocated services for the residents of this region while exceeding all performance targets.

It is because of this dedication to the PacMtn Workforce System, staff recommend to begin contract negotiations with Career Path Services.

### **Executive Finance Committee Motion**

Move to authorize staff to begin contract negotiations with Career Path Services. Career Path Services will be awarded one or more, one-year contracts. The beginning date for the initial contract will be July 1, 2020, with mutually agreed upon option for annual extension to June 30, 2024, contingent upon successful performance, funding levels, and the discretion of the WDC.



## **Part II: Update on WIOA Adult Services Serving Priority Populations**

On February 24, 2020, PacMtn released a Request for Proposal soliciting for service providers to deliver WIOA Adult program services for: Designated Priority Populations that are unemployed, under-employed, or in need of training and career services. Identified Priority Populations included: Individuals with disabilities, Recipients of Public Assistance, Homeless Individuals, and Adult and youth ex-offenders (Justice-involved/Re-entry). PacMtn determined the highest and best use of funds would be awarded to those serving at least one of the priority populations below: Homeless Individual, Individuals with disabilities, and adult and youth ex-offenders (Justice-involved/re-entry). Intentions for the designated funds was to provide an opportunity for the organizations that prioritize priority populations to leverage the worksource system in order to reduce poverty and to provide access to those individuals and groups dramatically impacted by poverty. The RFP for WIOA Adult Service Serving Priority Populations was scheduled to close on April 6, 2020.

In the midst of the COVID19 national crisis, we believe this region is best served by the cancellation of the WIOA Adult Services Serving Priority Populations released on February 24, 2020.

PacMtn remains committed to increasing service levels for priority populations in our region and our goal of reducing poverty across the region. We are reviewing how to best utilize these funds to serve the populations deeply impacted by the virus.



**DECLARATION: 4.10.20 Public Health  
Emergency-COVID-19 Pandemic**

**WHEREAS**, in December, 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Washington; and

**WHEREAS**, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, and on March 23, 2020 the Governor of the State of Washington issued an Executive Order directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors; and

**WHEREAS**, determined that it is necessary to make all possible resources and means available to the State in order to protect the health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19.


**NOW THEREFORE BE IT RESOLVED** that pursuant to the Governor's Proclamation the Executive Finance Committee finds and declares that an emergency exists within the State by reason of an imminent threat of disaster impairing medical care, health, and other critical systems of the State due to the spread of COVID-19; and

**BE IT FURTHER RESOLVED** that PacMtn also deems it necessary to establish a period of emergency and the Board Chairperson, has consulted with Members of the Executive Finance Committee and sought confirmation for the need to declare the Emergency to allow, as permitted by State and Federal law to modify and create exception to select local WIOA Policy and Procedures, approve necessary contracts and budgets, close service and specific lines of business, approve motions, adopt resolutions and institute other operational changes as deemed necessary and appropriate to support the continued delivery and efficiency of PacMtn programs and services; and

**BE IT FURTHER RESOLVED** that, no action taken or contemplated shall supersede state or federal law or policy; and

**BE IT FURTHER RESOLVED** that, based upon the information available to the Executive Finance Committee and the ongoing threat posed by the spread of COVID-19, the period of emergency shall continue for ninety (90) days from the effective date of this Resolution unless sooner terminated or extended by further resolution of the Board.

**BE IT FURTHER RESOLVED** that all actions heretofore taken by the Board Chairperson and Executive Finance Committee with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

Signature:  Date: 4/10/2020  
Board Chairperson

Signature:  Date: 4/13/2020  
Witness: Board Member