

**PacMtn Workforce Development Council**  
Budget Workshop Notes  
Friday May 10, 2019 1-4pm  
PacMtn – John Loyle Conference Room



**Board Member Attendees:** Peter Lahmann, Christina Riley, Diana Murphy, Jim Sayce, Jacquelin Earley, Kelli Bloomstrom, Mike Hickman, Commissioner Lisa Olsen, Cheryl Heywood, Jason Reed, Dr. Jim Minkler, Steve Rogers, Jonathan Pleger  
**Staff:** Cheryl, Jage, Kelly, Corinne, Bridget, Jaime, Sean

Bridget reviewed the memo and the focus areas of the workshop that include to:

- Help members understand the basic flow of dollars through the organization and the responsibilities to meet grant requirements;
- Preview potential WIOA formula funding amounts and the general impact of anticipated levels;
- Understand the mechanisms involved with fund allocations from the State to each WDA;
- Identifying special initiatives and project focus that aligns with strategic plan and leverage resources;
- Financial priorities within PacMtn’s budget categories; and
- Consider long-term projects and goals to meet needs on the horizon.

She explained Budget 101 showing the sources of revenue and the various expenses that make up PacMtn’s fiscal structure.

The following is a list of comments, questions and ideas that were presented by Board and Consortium members regarding the budget information in the order in which they were presented:

Q: Why have the Dislocated Worker dollars decreased?

A: If unemployment numbers reflect a change, that change will show up in budget dollar decrease. Additionally, the State received less money to allocate because of the overall health of the State’s economy.

- Members of the Board reflected that there is a huge need for youth entrepreneurship training.

Q: Has enough funding been set aside for the open lab project (Thurston WorkSource) serving those with specialized needs for attention and support?

A: This program is in the beginning stages and we intend to start with limited coverage hours. We will use the same facilities and equipment. We are already offering this service, as part of the Basic-Universal support of the job seeker. These dollars will add additional Adult Basic Education staff who will be there to provide the needed assistance. We will continue to evaluate, but we did get two different budget estimates and think the amount is adequate for this pilot.

- Since getting young people into work-based, career connected learning is so important what is being done with the analysis Timberland Regional Library did to determine the best on-line tool for connecting students to work-based learning opportunities? Are we doing anything with that work?
  - Staff are more fully exploring what it would take to expand the use of the software and technology. We will have something for you to review in the fall-- information about the data, outcomes, challenges, and possible ways to establish a system in the region etc. One of the critical considerations outside the purchase of the subscriptions is how it would be staffed to ensure accuracy, safety and an up-to-date system of opportunities for students and the adult work mentors.
  - The Career Connected Learning grant funding the initial TRL analysis was provided by the Governor from WIOA statewide set-aside funds. There has been discussion that this will happen again for the next program year, but we are not certain about an amount of dollars.

Q: Since PacMtn cancelled the contract with ESD for employment of the WorkSource System Manager prior to year-end, is there money remaining?

A: We are taking the remainder and spreading the work including augmenting some of Agnes' time to assist with One-Stop issues. We do not anticipate much projected carry forward funds into the next program year.

Q: What is the timeline to get the One-Stop Operator staffing issue resolved?

A: June 3 is when the new SW Coastal Regional Director begins work at ESD and we anticipate a recommendation coming from the Collaborative at the July EFC Meeting.

- The future of AmeriCorps Program at PacMtn is unknown if DSHS does not continue to fund their placement. They began funding them in 2013 and PacMtn has made excellent use of the service of these young professionals. However, we believe federal funds cannot be used to pay for AmeriCorps placements so that will severely limit our options.

Q: Is the enhancement of career tech education in the larger community (\$15,000) adequate to do anything meaningful?

A: The proposed amount is the analysis of the possibilities and a plan moving forward. Staff would host conversations with districts and regional superintendents to create a set options for the future. Because WIOA funds restrict the amount of money we can use on *in-school youth* the engagement needs to be on the planning, outreach and stakeholder building side vs. direct services.

Q: Have we set aside enough for staff training budget?

A: We are still developing the goals, policies and protocols for this program. We will emphasize other no cost training and build the discipline of asking the right questions to establish a fair, equitable and ROI rich investment that strengthens the mission of the organization and those we serve.

Q: What is the fiscal note on General Operations A2 related to the increase in staffing for Fiscal Tech, Information Technology-IT (+.5 FTE), Marketing/Communications (+.5 FTE), and 1.0 FTE Senior Contracts Coordinator?

A: Estimated cost at \$2200K with some reduction in the existing IT contract.

Q: Is there a restricted reserve, or a “rainy day fund”?

A: Yes, we do have that fund. It is currently valued at \$778,395. We also have a Certificate of Deposit valued at \$229,000 that will earn approx. \$450-\$500 for May & June. Our policy is that unrestricted funds have a minimum of 3 months of full operating expense. We will review the PY18 expenses from that fund and provide the Board with a projection of the amount to be used in the PY19.

Q: How is our rolling stock (cars) doing?

A: We have six vehicles. Three are old, two are new, and one is new and leased. We are at the end of the lease period. We pay as we go for the cost of the vehicles and do not have a special fund to address the needs of the vehicles. This leads us to conclude it is best to lease the vehicles to direct charge the cost to the grants. Board Member Jonathan agreed to share some research his organization just used to make their rolling stock decisions. During the budget review staff will bring a more thorough analysis with recommendation on leasing, selling and buying the cars needed for the organization.