

PY 21 Budget Workshop
Hosted by: Executive Finance Committee
Agenda

5.14.2021 ▪ 1:30-3:00



Meeting ID: 949 1334 3227

Passcode: 554553

Join online:

<https://pacmtn->

[org.zoom.us/j/94913343227?pwd=d01tOGV3Q0tIR2NTdGhscllub25xZz09](https://pacmtn-org.zoom.us/j/94913343227?pwd=d01tOGV3Q0tIR2NTdGhscllub25xZz09)

I. Welcome & Check-In Items

- A. Introductions & Establish Quorum
- B. Board Chair Comments
 - CEO Succession Planning

II. Action: Consent Agenda

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussions warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

Action Item:

- A. March 2021 Minutes
- B. Policies
- C. Addition of Bank Signer-Korbett Mosesly

III. Fiscal Items (Wil Yeager)

- A. **Discussion:** PY21 Budget

IV. Good of the Order, Announcements & Adjourn

Proposed 2020-2021 Executive Finance Committee Meetings

| Date | Location |
|---------------------------------|----------|
| June 11 th 2021 | |
| September 10 th 2021 | |
| November 5 th 2021 | |

Executive Finance Committee Members

| Name | Business | County | Position |
|---------------------|---|--------------|--|
| 1. Jacquelin Earley | Sierra Pacific Industries | Mason | Chair |
| 2. Michael Cade | Thurston Economic Development Council | Thurston | Vice Chair |
| 3. Steve Rogers | Pacific County Historical Society & Museum | Pacific | Treasurer |
| 4. Alisha Shay | Port of Grays Harbor | Grays Harbor | Incoming Board Chair |
| 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. Kelli Bloomstrom | Centralia College | Lewis | ABEL Committee Lead |
| 10. Derek Epps | Seattle Shellfish | Mason | Business At-Large |

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 Minutes

3.12.2021 ▪ 1:30-3:00

Meeting ID: 953 4345 3510

Passcode: 306748

Join online:

<https://pacmtn->

[org.zoom.us/j/95343453510?pwd=a1NvbTJ5S0JVZ1BrdTJWWkxMSXcyZz09](https://pacmtn-org.zoom.us/j/95343453510?pwd=a1NvbTJ5S0JVZ1BrdTJWWkxMSXcyZz09)



Attendees: Jacquelin Earley, Michael Cade, Steve Rogers, Alisha Shay, Cheryl Heywood, Jonathan Pleger, Christina Riley, Lisa Olson, Derek Epps

Staff: Cheryl Fambles, William Westmoreland, Wil Yeager, Elton James, Kim Baker

Guests: David Schaffert, One-Stop Collaborative

Excused: Kelly Bloomstrom

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

A. Introductions & Establish Quorum

Jacquelin called the meeting to order at 1:32, quorum was established.

B. **Action Item:** June 2020 Minutes

Motion to Approve June 2020 EFC Minutes-Motion to approve from Christina Riley

Motion Carries

Board Chair Comments

- Emergency Declaration Status
 - Memo was presented outlining the items that were approved with consultation for specific administrative actions taken when we were unable to establish quorum.
 - Attached was as list was of those activities for review things like change of bank signers.

- Schedule

Keeping meetings virtual until June. Meeting schedules were established and confirmed for Executive Finance Committee and WDC Board Meetings.

EFC- May 14-Budget Workshop 1:30-3:00, June 11- 1:30-3:00, September 10- 1:30-3:00 and November 5- 1:30-3:00.

WDC Board Meetings- March 25- 2:00-4:00, June 24- 2:00-4:00, September 23- 2:00-4:00, November 18- 2:00-4:00.

- Report on the WA Workforce Association convening of board chairs and chief local elected officials. 9 CEO's and 9 elected officials attend along with 6 board chairs.

C. CEO Report

- Three new Board Members have joined as Nominees and will be confirmed by the Consortium in April.
- Invited those who wanted to attend the conference on March 16th and 17th.

II. Executive & Administrative Items

A. CEO Retirement and Succession Planning

- Cheryl shared and spoke about the succession plan document.
 - Recommendations to find an outside firm to help. Jennie Bennett who has experience in this field was discussed as well as CARIS recruiting firm.
 - Michael Cade discussed CARIS has helped with many recruitments locally.
 - It was recommended that a group be appointed by the EFC to act as a sub committee to oversee the recruitment effort.

B. WIOA Services Procurement Update

William reported out on the recommendation for approval of the Title 1 Service provider. Prior to the report and recommendation David Schaffert (guest representing the Collaborative) was asked to leave the meeting. Michael Cade excused himself from voting as he sits on the chamber's board.

Two questions were raised during the discussion. The first was timing on the presentation. It was not ready prior to the distribution on the EFC pack so it was not included for review prior to the meeting. This was largely due to the timing and impact of covid-19. Future recommendations will have a larger window of consideration.

The second question was related to the "competitiveness" of respondents against an incumbent. William and Wil both offered input, focusing on PacMtn's approach to procurement and that the best we could offer was in terms of a level playing field was same rules, questions, and opportunities for all entities responding. It was up to the respondents to form the appropriate partnerships with employers and local organizations to be more competitive.

After review of the recommendation and discussion regarding (see attached memo) a Motion was made to approve Thurston Chamber of Commerce as the WIOA business services contractor. Alisha Shay motion Cristian Riley second. **Motion Carries.** David Schaffert was invited back to the meeting.

III. Fiscal Items (Wil Yeager)

A. Action Items:

- Review of Quarterly Financial Reports
 - Question was asked regarding COVID spending and reimbursement from government funding and if we could seek that. It was discussed that WIOA covered the costs. No other issues were raised regarding the financials.
Motion to approve Christina Riley second Derek Epps. **Motion Carries.**
- Monitoring and Audit Update
 - Request for members to attend exit conference with SAO on March 30th at 8:30 am and a Zoom meeting would be sent out to the board.

IV. Committee & Task Force Updates (Committee Leads)

No reports taken from the committees.

- 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

- Cheryl Haywood announced the change from Lynda.com to Linked in Learning

Meeting adjourned at 3:07 pm. Submitted by Kim Baker, Administrative Assistant

Proposed 2020-2021 Executive Finance Committee Meetings

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|------|----------|
| | |
| | |
| | |

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MEMORANDUM

To: PacMtn Board Members

From: Cheryl B. Fambles, CEO

Date: March 17, 2021

Subject: PacMtn WIOA Program/Draft Policy Approval Request

Local Policy Addition

The attached draft policy “COVID-19 National Dislocated Worker Grant DRDWG & ERDWG”, was developed in follow up to the Department Of Labor (DOL), awarding funding to WA State and PacMtn to address the major and nationally identified dislocation event (Covid-19). DOL awarded the funding in recognition of the significant impact COVID-19 had on businesses, employers, employees, and job seekers within the State of WA and the PacMtn region.

The event allowed for application and award of funding through two separate DWG grants, Disaster Recovery and Employment Recovery.

DWGs are time-limited funding assistance in response to major economic dislocations or other events that cause significant impact on states and local areas that exceed the capacity of existing formula funds and other relevant resources to address.

The Disaster Recovery Grants provide disaster-relief and humanitarian assistance employment, as well as employment and training services, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations, in disaster-declared areas as defined in 20 CFR 687.110(b).

PacMtn has established the COVID-19 National Dislocated Worker Grant DRDWG & ERDWG Policy to provide direction and guidance for the implementation of all allowable services for qualified program participants and employers of the WorkSource System within the PacMtn WDA.

PacMtn updates policies or develops new local policies as needed to meet federal or state requirements but also to best serve the system, our programs and of course, our customers. PacMtn ensures all policies are current and up to date so that staff, service providers and those we serve are well informed on the requirements of our work.

The addition of the COVID-19 National Dislocated Worker Grant DRDWG & ERDWG Policy will allow our local area WIOA Program and WS System service providers to offer additional option for Work Based Learning (WBL), to both our program enrolled customers and our local employers/businesses. This opportunity expands our ability to connect the participant and employer that other WBL

Motion to Approve

- Recommend approval, as presented, COVID-19 National Dislocated Worker Grant DRDWG & ERDWG Policy

Attachment: WIOA Policy 9700 - COVID-19 National Dislocated Worker Grant DRDWG & ERDWG

All PacMtn WIOA Adult, DW and Youth Program Policies are accessible for viewing on the PacMtn website (www.pacmtn.org) and available upon request.

www.pacmtn.org | (360) 570-704-3568
WorkSource Thurston | 1570 Irving Street Tumwater WA 98512

Type: Program Policy

Date Established: 06/22/2020

Date Last Revised: 1/12/2021

Date Posted to Website: N/A

Status: Draft

Supersedes: N/A

Purpose

Through federal regulations and DWG specific guidance, a major and nationally identified dislocation event (Covid-19), had a significant impact on businesses, employers, employees, and job seekers within the State of WA and the PacMtn region. The event allowed for application and award of funding through two separate DWG grants, Disaster Recovery and Employment Recovery.

DWGs are time-limited funding assistance in response to major economic dislocations or other events that cause significant impact on states and local areas that exceed the capacity of existing formula funds and other relevant resources to address.

The Disaster Recovery Grants provide disaster-relief and humanitarian assistance employment, as well as employment and training services, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations, in disaster-declared areas as defined in 20 CFR 687.110(b).

Disaster Relief Employment (DRE) funding provides for the creation of disaster-relief employment, which is temporary employment of eligible individuals for the purposes described in WIOA Section 170(b)(1)(B) and (d), as well as 20 CFR 687.180(b) and (c). DRE services

Employment Recovery (ER) funding provides resources to states and other eligible applicants to respond to events that cause significant job losses. Qualifying events include major economic dislocations, such as plant closures, mass layoffs. This also could include closures and realignments of military installations. Employment Recovery DWGs provide employment and training assistance to dislocated workers and other eligible participants as described below.

Policy

This policy provides guidance to LWDB's and WIOA program staff for the delivery of services as allowable through the Disaster Relief Employment and Employment Recovery Grants.

DWG funded projects must be aligned with existing state and local strategic priorities, resources, and programs and not operated as stand-alone projects. To include operating in alignment with other state and local programs, including Rapid Response, layoff aversion, and the formula Dislocated Worker program and focused on addressing employment and training needs in states and local areas.

This also could include closures and realignments of military installations. Employment Recovery DWGs provide employment and training assistance to dislocated workers and other eligible participants as described below.

WIOA program managers and staff shall adhere to this local policy, the supporting procedures and all additional guidance provided for all aspects of program eligibility determinations, program enrollments, training service funding, support service provisions, etc.

Guidelines

Disaster Recovery DWG Qualifying Events:

1. Emergencies and major disasters, as defined under Section 102 of the Stafford Act (42 U.S.C. 5122(6)), declared by FEMA as eligible for Public Assistance under any category (A through G).
2. Emergencies or disaster situations of national significance, natural or man-made, that could result in a potentially large loss of employment, as declared or otherwise recognized and issued in writing by the chief official of a Federal agency with jurisdiction over the Federal response to the disaster or emergency.
3. Relocation of a substantial number of individuals from a state, tribal area, or outlying area affected by a disaster or emergency to other states, tribal areas, or outlying areas outside the disaster or emergency area.

Not all participants in a Disaster Recovery DWG project must participate in disaster-relief employment. LWDB's may provide employment and training activities to participants not in disaster-relief employment. In summary, LWDB's may enroll Disaster Recovery DWG participants in:

- Disaster-relief employment only;
- Employment and training activities only; or
- Both disaster-relief employment and employment and training activities

Eligible Participants

An individual eligible to receive services through a Disaster Recovery DWG must be one of the following, per 20 CFR 687.170(b):

1. temporarily or permanently laid off as a consequence of the disaster;
2. a dislocated worker as defined at 29 U.S.C. 3102(3)(15);
3. a long-term unemployed worker (unemployed for 27 or more consecutive weeks); or
4. a self-employed individual who became unemployed or significantly underemployed as a result of the disaster or emergency.

Disaster Relief Employment

Disaster-relief employment created under a Disaster Recovery DWG aligns with the following categories:

1. Clean-up and recovery efforts including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in offshore areas related to the emergency or disaster; or,
2. Employment related to the delivery of appropriate humanitarian assistance in the immediate aftermath of the disaster or emergency; more information on humanitarian assistance is provided below.

These activities may occur concurrently, or one may occur prior to the other. Individual participant may be enrolled in disaster-relief employment, employment and training services, or both, when the manner of doing so will most likely result in a successful outcome.

Participants in disaster-relief positions may be employed for a maximum of 12 months or 2,080 hours, whichever is longer. A request for an extension must follow the guidance provided within TEGl 12-19.

Participants in disaster-relief positions may be employed for a maximum of 12 months or 2,080 hours, whichever is longer.

A modification request may be submitted to extend the period of employment for existing participants for up to an additional 12 months. The modification request must justify the reason for extending participants'

disaster-relief employment, as required by 20 C.F.R. 687.180(b)(1)

If there remains humanitarian or clean-up needs after participants reach the limits on employment duration, the state should attempt to employ new eligible individuals to continue the work at hand rather than continue the employment or re-employment of participants that have reached 12 months or 2,080 hours of disaster-relief employment.

Participant Wages:

The worksite employer that provides participants temporary disaster-relief employment under a Disaster Recovery DWG is required to pay the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer. In accordance with WIOA Section 181(a)(1)(A), generally, participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills.

Additionally, such rates must be in accordance with applicable law but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable state or local minimum wage law. Where applicable, fringe benefits should be paid in accordance with the policies of the worksite employer.

The wages paid to temporary disaster-relief workers must be consistent with the wages of the supervising entity's other employees—permanent or temporary—performing the same or similar work.

Worksite Selection:

Disaster-relief worksites must be located in the geographic disaster area covered by the qualifying declaration for the Disaster Recovery DWG (a disaster or emergency declaration under the Stafford Act or other Federal agency's declaration of a disaster or emergency of national significance).

Humanitarian Assistance:

Generally includes actions designed to save lives, alleviate suffering, and maintain human dignity in the immediate aftermath of disasters. This assistance includes activities such as the provision of food, clothing, and shelter. The humanitarian assistance provided by disaster-relief workers must relate directly to immediate response to the disaster situation named in the DWG application and the Federal declaration.

For specific guidance relating to the details associated with the participant's wages, worksite selection and humanitarian assistance for PacMtn programs, refer to WorkSource Information Notice (WIN) 0114 Change 2 - 1/5/2021

Employment Recovery

Employment Recovery DWGs provide resources to respond to major economic dislocations, such as large, unexpected layoff events that cause significant job losses and provide employment and training assistance to workers affected by those major economic dislocations, such as plant closures and mass layoffs.

Employer Recovery Qualifying Layoff Events:

The following dislocation scenarios could qualify for Employment Recovery DWGs under 20 CFR 687.110(a).

Mass Layoff or Plant Closure

Layoffs or plant closures affecting 50 or more workers from one employer within the service area of the applicant may qualify for Mass Layoff or Plant Closure Employment Recovery DWGs. An applicant may include smaller layoffs at other companies in the area if the primary layoff caused or contributed to the smaller layoffs.

Industry-Wide Layoffs

Layoff events from multiple companies in the same industry, as determined by the two-digit code level in the North American Industrial Classification System (NAICS), may qualify for Industry-Wide Employment Recovery DWGs. Additional layoffs affecting fewer than 50 workers may be included in an industry-wide DWG application when there is at least one company with a layoff affecting 50 or more workers included in the application, and the additional companies are in the same NAICS two-digit code level.

Community Impact

Multiple small dislocations occurring over a period of up to 12 months that have significantly increased the number of unemployed individuals in a regional or local workforce area may qualify for a Community Impact Employment Recovery DWG. Community impact grants typically serve rural areas where the employer base is predominantly smaller companies with fewer than 50 employees each, and where layoffs may not meet the definition of “mass layoffs” noted above.

Eligible Participants:

For most Employment Recovery DWGs, the following individuals are eligible to receive employment and training assistance:

1. a dislocated worker as defined in WIOA Section 3(15);
2. a civilian employee of the Department of Defense or the Department of Energy employed at a military installation that is being closed, or that will undergo realignment, within the next 24 months after the date of the determination of eligibility;
3. an individual who is employed in a non-managerial position with a Department of Defense contractor, who is determined by the Secretary of Defense to be at risk of termination from employment as a result of reductions in defense expenditures, and whose employer is converting operations from defense to nondefense applications in order to prevent worker layoffs; or
4. a member of the Armed Forces who:
 - a. was on active duty or full-time National Guard duty;
 - b. is involuntarily separated (as defined in section 1141 of title 10, United States Code) from active duty or full-time National Guard duty; or is separated from active duty or full-time National Guard duty pursuant to a special separation benefits program under 10 U.S.C. 1174a, or the voluntary separation incentive program under section 1175 of that title;
 - c. is not entitled to retired or retained pay incident to the separation described in Subclause b above; and
 - d. applies for employment and training assistance within 180 days of that separation.

Allowable Activities:

Employment and Training Assistance

For Employment Recovery DWGs, the term “employment and training assistance” includes career services, training services, and supportive services, as described below.

Career Services:

Career services are described in WIOA Section 134(c)(2); 20 CFR Part 680; and TEGL 16-16 Section C.

Training Services:

As described in WIOA Section 134(c)(3)(D), training services are allowable under Economic Recovery DWGs and may include: occupational training, on-the-job training (including apprenticeships), entrepreneurial training, and customized training.

DWG funds may be used to reimburse up to 50 percent of the wage rate for on-the-job training or up to the reimbursement percentage the Governor or local board has approved for on-the-job training for WIOA formula programs according to the criteria outlined in WIOA Section 134(c)(3)(H) and 20 CFR 680.730.

The use of DWG funds for training is subject to the limitations or requirements as applicable to the WIOA Dislocated Worker formula program delineated in 20 CFR part 680 and TEGL 19-16,

Guidance on Services Provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner Peysner Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.

Supportive Services:

Supportive services are allowable when they are needed to enable individuals to participate in disaster-relief employment and employment and training services and when supportive services cannot be obtained

through other programs. Supportive service policies for a disaster project must align with the state or local area supportive service policy; any supportive services provided must be consistent with WIOA.

Co-Enrollment with Trade Adjustment Assistance

Trade-affected workers may be served under Employment Recovery DWGs as applicable. Co-enrolling participants with appropriate programs for eligible individuals, including those who are trade-affected is strongly encouraged.

Employment Recovery DWGs may provide DWG participants who are trade-affected with allowable services not otherwise provided by the TAA Program. Generally, the TAA Program provides employment and case management services, training, income support, and job search and relocation allowances for eligible adversely affected workers and employment and case management services and training for eligible adversely affected incumbent workers.

References

Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

Training and Employment Guidance Letter (TEGL) 12-19 – 3.18.2020

WorkSource Information Notice (WIN) 0114 Change 2 – 1.5.2021 - (Attachments A, B, C & D).

WorkSource Information Notice (WIN) 0115 Change 2 – 1.5.2021 - (Attachments A & B).

WorkSource System Policy 1019 R4 & Attachment A - Eligibility Handbook

PacMtn Policy # 5000P – Dislocated Worker

PacMtn Policy # 5200 - Support Service

PacMtn Procedure # 5200P - Support Service

PacMtn Policy # 5100 Adult/DW Individual Training Accounts (ITA's)

DATE APPROVED: TBD

Direct Inquiries to:

Pacific Mountain Workforce Development Council 1570

Irving Street SW Tumwater, WA 98512

Telephone: (360) 704-3568

Email: info@pacmtn.org

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711

PY21 Preliminary Budget Discussions

Understanding through Q&A

May 14, 2021

Budget Overview

Q: What is the budget planning schedule?

A: An annual Budget Workshop is held to give Board members opportunity to discuss upcoming budget. This year the **budget workshop is May 14th**. We will not focus on budget numbers, but on critical considerations and financial priorities for the PacMtn budget. Preparation of the budget will require the Board to weigh in on and discuss potential funding priorities and desired outcomes for the region.

Conversations about the budget will help us develop the Preliminary Final budget which will be reviewed by the **Executive-Finance Committee on June 11th**. Many of these conversations are recommendations made over the course of the prior year and in this year, how we continue to manage the COVID-19 crisis and come through recovery into reinvestment. The Board will review and approve the **Preliminary Budget on June 24th**. The Elected Official Consortium will see it at their **July meeting**.

The **Final PY21 budget will be adopted in November** once all revenues and final carry-in numbers are reconciled.

Feedback/Comments/Questions:

Q: How do our projected revenues compare to last year?

A-1: We do not have **final** determinations for the **federal formula allocations** for each WDA, but we can estimate from USDOL numbers for State WIOA allocations. There is a **9.5% decrease** in Youth, Adult, and DW DOL funds coming to the state. The decrease to the state is approximately 2.3 million each. The allocation for Washington State for each formula is:

| | PY21 State Allocation | PY21 Estimate PacMtn | PY20 PacMtn Amount |
|-------------------|------------------------------|-----------------------------|---------------------------|
| Youth | 22,996,776 | 1,476,430 | 1,640,477 |
| Adult | 23,947,398 | 1,485,347 | 1,650,386 |
| Dislocated Worker | 26,957,248 | 1,560,750 | 1,734,166 |

With these statewide allocations PacMtn anticipates our Youth, Adult, and DW local portions to decrease over the prior year by approximately the same percentage. That represents an estimated **\$500K decrease in federal formula funds**.

A-2: Additionally, starting in April of this year we have added **Basic Food Employment Training/ Supplemental Nutrition Assistance Program** to our program mix in conjunction with our Workfirst/TANF program to provide a well-rounded approach to working with people in poverty. The initial contract for Thurston County services is for an estimated **\$80K** to run through September as we evaluate and work to grow and expand the program. We anticipate a new **Workfirst /TANF** grant for approximately the same funding as last program year **\$735K**.

A-3: Economic Security for All-EcSA/APEX will provide 478,170 aligning services for those in poverty. These are part of the Governor’s **Statewide WIOA Discretionary Fund**.

A-4: MyJOB will begin under a new agreement beginning July with a new pay point structure, we anticipate the contract to be approximately **\$1.3 million**.

A-5: We have 2 WIOA competitive grants active at the beginning of the program year: **Disaster Recovery Employment and COVID Employment Recovery** scheduled to run through March of 2022; each will have approximately **\$300K each** left to spend.

A-6: Dept. Voc. Rehab (DVR) Pre-Employment Transition Services (PreETS) PacMtn is in discussion with DVR regarding the \$750K contract.

A-7: PacMtn has applied and awaits next steps on several grants for this next program year:
Community Development Block Grant Food Security – \$745K awarded end of May.
Boeing – \$75K award notice in June
National Institute Occupational Safety and Health – \$15K training grant
Humanitarian Opioid grant \$1.5 mil to continue services, to be known by end of June.
Thurston Strong Champion Corps \$ unknown to facilitate staffing supports for community-based organizations significantly impacted by the pandemic.

A-8: Additional Allocation of **Rapid Response Funds** are being added directly into our Dislocated Worker funding. This funding comes from unused set aside for major business dislocations. Similar to last year these Rapid Response funds will be deployed out to workforce regions as a proportional share in the first quarter of the Program Year. PacMtn’s share should be approximately **\$400K**.

On balance, even with formula funding decrease, if all proposed revenues are received PacMtn coffers should be NET POSITIVE \$1.7-2 mil.

Feedback/Comments/Questions:

Q: How does the State allocate formula funds to each Workforce Development Area (WDA)?

A: The State, like the Feds, prepares the **allotments of formula funds** based on unemployment and economic data provided by the Department of Labor. Three factors are used in the calculation:

Adult & Youth calculations:

- Relative share of total unemployed in Areas of Substantial Unemployment (Youth & Adult)
- Relative share of excess unemployed (unemployment in excess of 4.5%)
- Relative share of economically disadvantaged (Youth and Adult only)

Criteria weighted evenly for each factor.

Dislocated Worker calculations:

- Relative share of total unemployed
- Relative share of excess unemployed (unemployment in excess of 4.5%)
- Relative share of long term unemployed-unemployed 15 weeks or more

Excess unemployed weighted more heavily than the other factors, 1.5 versus 1

Hold Harmless-A local area may not receive less than 90% of the average allocation percentage for the 2 preceding fiscal years. Stop Gain-A local area may not receive more than 130% of the allotment given in the preceding 2 years as well.

PacMtn is accountable for **regional service delivery**. WIOA legislation strongly encourages and emphasizes regional planning, braiding, and leveraging partnership resources and a sector-based allocation of resources most likely to yield economic benefits for both individuals and the businesses that drive the local economy. Most grants PacMtn submits reflects activities and commitment to our 5-county *regional* economy vs. other geographic boundaries. Managing money in this way allows us to maximize opportunities across the region.

Feedback/Comments/Questions:

Q: What is a good mix (federal/state/local/philanthropy) in funding for a Workforce Council and how do you decide what funding to seek?

A-1: A precise number is not as important as the goal to diversify the funding portfolio. That diversity affords and reflect partnerships as well as the priority focal areas in a region i.e. serving transitioning military with Camo2Commerce and those impacted by the opioid epidemic.

Feedback/Comments/Questions:

Staff Recommended New or Special Initiatives

Q: Are there specific actions, activities, or projects that are necessary to more strongly carry out PacMtn’s Strategic Plan and or respond to current activities and conditions?

A-1: Enhanced Services for the Region

- **Tech Learning and Open Lab 4 PacMtn WorkSource --\$120K:** Provides additional hands-on learning hours and options for individuals who need greater assistance with computer literacy, on-line applications, on-line learning for adult basic education preparations, including GED, job search and employment preparations. It could also provide critical access to hardware and broadband.

Feedback/Comments/Questions:

A-2: Support for Business, Industry, and the Economy

- **Incumbent Worker Revolving Fund - \$100k:** These funds could be used to help bring back furloughed workers that need additional training to better prepare and operate in a post-COVID-19 crisis. Local school districts and our community college partners might want to take advantage of such training to leverage available funding.
- **EDC Partnership to Support Business Disaster Recovery - \$75k:** The EDCs have made contract modifications to fulfill contract obligations in PY21.

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| | <i>Feedback/Comments/Questions:</i> |
| | <p>A-3: Update Industry and Occupation Study and Initiate Sector Work- \$35k</p> <ul style="list-style-type: none"> • Pandemic Impact on the region’s economy: with the dramatic change in the economy over the past 14 months, it is necessary to revisit the 2019 Industry Cluster and Emerging Sector study to gain insight on our region’s economy. • 2021 Strategic Plan Update: The state has requested the WDCs to update their Local Plans (aka: PacMtn’s Strategic Plan) to align to the state’s 2020 TAP Plan. An updated Industry and Occupations Study is necessary for the development of our plan. |
| | <i>Feedback/Comments/Questions:</i> |
| Regional Workforce System Development | |
| Q: How can we support the One-Stop system activities required by WIOA? These are costs that should be recouped by the Infrastructure Funding Agreement. Negotiations for those costs will begin in early summer. | |
| | <p>A-1. PacMtn One-Stop Operator - \$100k. Pursuant to law we will procure for this work. The WorkSource Collaborative has previously performed the work of the Operator with the hire of a Project Director and admin support. These funds:</p> <ul style="list-style-type: none"> • Allow for a full-time role overseeing the WorkSource System. • Fund the related travel and communication expenses. • Ensure ongoing support of Integrated Service Delivery and coordination of our partners. <p>A-2 PacMtn One Stop Operations-\$20k The Operator plays a key role in identifying and coordinating the professional development of our regional partners and contractors. PacMtn requests funds for:</p> <ul style="list-style-type: none"> • Professional Development and Training for the System • Facilities enhancements for meeting, training and customer supports. <p>A-3 Customer Relationship Software (CRM) Licensing – \$25k PacMtn and our contractors need a common platform for data and relationship management. As ETO continues to falter and no business service solution has been developed by the state, our regional needs a tool immediately to enable data to play a larger role in our decision making:</p> <ul style="list-style-type: none"> • Procurement & Contract management process management • CRM Functions and data management for Business Services and the WDC • A system-wide data management tool that collects business engagement activities, analytical data from 3rd party sources (i.e.: Dun & Bradstreet), and a process and workflow tool for the system. • Central point of report for system performance |
| | <i>Feedback/Comments/Questions:</i> |

| Unique Programming and Partnerships | |
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| Q: What new activity, leadership or relationship could facilitate better, stronger services for our dual customers (business and job seeker/career builders) | |
| | <p>A1: Localized Sector Based training – 120K.</p> <p>With the success of the ANEW Construction Training Cohort, PacMtn seeks to expand the impact of this training model to other Sectors and counties in our region. Designating funding allows us to overcome the significant hurdles under our current contract structure. Objectives:</p> <ul style="list-style-type: none"> • Develop a funding model for Cohort based training, leveraging Adult/DW/Youth Funding that does not rely on pooling ITA funds. • Develop Infrastructure and process to coordinate Title 1b partner efforts, including business engagement and work-based opportunities. |
| | <i>Feedback/Comments/Questions:</i> |
| | <p>A2: Client Advisory Commission \$25K</p> <p>In an effort to continue to provide and improve exceptional services within the PacMtn region and to help inform a customer centered workforce development system, PacMtn will bring together community experts (clients with experience in accessing services) along with content experts to engage in meaningful conversations about services provided. The Client Advisory Council (CAC) will begin with the customers served in the bundled services program called APEX. It can expand as it is evaluated and modified. In addition to receiving valuable system feedback, PacMtn will support the Client Advisory Council with training, information, and resources to build agency for individuals and help guide our broader work lifting families out of poverty.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Receive leadership training and overview of services. • Review local data and assessments publicly available. • Use a Human Centered Design approach for client engagement. • Design a systemic and sustained approach for a client advisory council. • Assess feasibility and capacity to implement strategy. • Invest/Implement approved recommendations for systemic and sustained client engagement. |
| | <i>Feedback/Comments/Questions:</i> |
| General Operations | |
| Q: Are there new impacts or circumstances that impact the way we must now do the work that will affect funding or business operations? | |
| | <p>A-1: Direct service and programmatic delivery vs. administrative oversight changes the allocation of costs. Whereas, direct costs can be billed to programs admin oversight is part of the overhead. These are reimbursable costs and there are adequate funds, but <i>where</i> those costs show-up are different. As an example, in a model where a program manager overseeing service delivery can be billed as direct; a position overseeing compliance is administrative overhead. These are two</p> |

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| | <p>different skill sets and therefore shapes the nature and type of positions required. Increases in facilities sq. ft. costs as well as PacMtn assuming more space to house adequate conference and training facilities in the Tumwater building will show themselves in administration vs. program. Additionally, increased accountabilities with monitoring, auditing and tracking are adding to the administrative oversight cost. See Proposed NEW position.</p> |
| | <p><i>Feedback/Comments/Questions:</i></p> |
| <p>Q: What changes are being proposed in the Administrative Operations budget?</p> | |
| | <p>A-1: \$75K adds NEW Position for Quality Assurance to assist with increased volume of compliance accountabilities and activities in monitoring, auditing, and policy review. The shift away from direct services necessitates attention to contractors’ ability to meet the government contract performance standards that are connected to very complicated rules, policies, and participant documentation activities.</p> |
| | <p><i>Feedback/Comments/Questions:</i></p> |
| | <p>A-2: Operation Next: CEO Recruitment and Transition Costs--\$45K</p> <ul style="list-style-type: none"> • \$30k for an Executive Talent Advisor will be selected not to exceed \$24K and additional funds may be needed for candidate travel and related hosting events or materials. • \$15k estimated full month’s salary/benefit overlap incoming and outgoing CEO. |
| | <p><i>Feedback/Comments/Questions:</i></p> |
| | <p>A-3: Accounting Services will increase \$15K to accommodate additional software purchase training and support for new personnel. This was part of prior year’s budget but did not happen due to change in personnel. With the new staffing now in place we can expand use of the purchase order system to the entire company. This enhances on-line, telework possibilities for the organization, and adds a new reporting module to allow for better reporting and real time indicators of performance.</p> |
| | <p><i>Feedback/Comments/Questions:</i></p> |
| | <p>A-4: Staff COLA, Time & Service, and Performance Acknowledgement Increases \$72K est.: Due to the severity of the economic crisis caused by the pandemic PacMtn afforded no increases in the PY 20 budget. In PY 21 we recommend:</p> <ul style="list-style-type: none"> • Cost of Living Adjustment 1.5% (COLA) for all employees, aligned with current consumer price index calculations - \$30K. • Service & Time awards pursuant to the Personnel Handbook -\$27K • One-time acknowledgment and appreciation “Surviving and Serving during the Pandemic”. Employees would complete a personal reflection sheet and their PY21 development goals to get the service acknowledgement \$50/month-not to exceed \$600. -\$ 15K |

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| | <i>Feedback/Comments/Questions:</i> |
| | <p>A-5: Continued focus on employee safety, morale, and ability to manage in the COVID-19 crisis and recovery. Recommending funding additions to:</p> <ul style="list-style-type: none"> • continue with the Performance Excellence and Achievement Awards that could result in an additional NTE \$2500 impact. • provide appropriate job-related group training NTE \$5000. |
| | <i>Feedback/Comments/Questions:</i> |
| <p>Q: Are there any changes to the Unrestricted Funds budget?</p> | |
| | <p>The Unrestricted Funds budget has very specific utilization called out by PacMtn policy. The CEO is afforded some annual use and the Board approves use of those one-time reserve funds either through adoption of the budget or through special approved action. The Fund also provides an important cash flow buffer when invoiced payments are delayed. We account for the dollars annually. Unlike most of the grant funds, Unrestricted Funds enable flexible spending not typically permissioned by government funds.</p> <p>PacMtn requests \$5,000 to continue the special Employee Team Productivity Fund for activities that promote a healthy, productive team environment, essential to achievement of outcomes. These funds leverage \$2000 Wellness activity funds received from the Health benefits provider.</p> |
| | <i>Feedback/Comments/Questions:</i> |
| <p>Specific Board Query and Strategic Directions:</p> <ul style="list-style-type: none"> • What possibilities do you envision for PY21? • What thoughts do you have about programs, activities, partnerships? • What Other Feedback/Comments/Questions do you have? | |



WDC Board of Directors

Chief Executive Officer
Cheryl Fambles

Executive Administrative Assistant

Hospitality Assistant

Temp/Wex Intern

Senior Associate Director, Business Engagement and Community Affairs

One Stop Operator Contract Oversight

Director of Finance & Administrative Services

Senior Associate Director Workforce Services

Senior Associate Director Equity and Priority Populations

Community Relations Analyst

Program Manager

Research & Data Specialist III

IT Specialist III

MadCap Marketing and Communications

Contract Business Solutions (B2B)

Senior Finance & Administrative Services Coordinator

Finance Specialist II HR

Finance Specialist II A/P,A/R

Sr. Policy & Compliance Coordinator – EO Officer

Quality Assurance Coordinator

Quality Assurance Program Assistant III

Program Assistant III

Sr. Coordinator Contracts

Program Manager Poverty Reduction Programs

Senior Program Specialist - APEX BFET/TANIF

Workforce Development Specialist III/Lead

Workforce Development Specialist II

Program Coordinator NDWG/CDBG

Senior Program Specialist Rapid Response

AmeriCorps

WIOA Title I Contractors DW/Adult

Re-Entry Services Coordinator

PREP WFD Specialist III

Priority Populations & WIOA Youth Contractors

MyJob Program Manager

MyJob Workforce Development Specialist

MyJob Program Assistant III

AmeriCorps

CEO

ELT/Executives

Senior Program Managers

Senior Coordinators

Program Manager

Planners/Coordinators/Developers/Navigators/Analyst

Specialists I,II,III (Sr. Analyst), Senior Specialists, Supervisors

Office, Program Assistants I, II, III, Senior Assistants

Work Based Learning Assignments

Major Contract Supervision

Pending Board Approval