Executive Finance Committee Agenda
9/10/2021 • 1:30 – 3:00

Join online: https://pacmtn.org.zoom.us/j/93580645387?pwd=UVY2RGdEa3BVVGZWaVRXTVB5SjNBZz09

Meeting ID: 935 8064 5387
Passcode: 527488

I. Welcome & Check-In Items
   A. Introductions & Establish Quorum
   B. Board Chair Comments
   C. CEO Highlights

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: Motion to Approve these items on the Consent Agenda:
   Minutes from EFC Meeting 8/13/2021 (Attachment #1)

III. Fiscal Items and Administrative Items
   A. Information Only: PY20 WIOA Compliance Monitoring Report (Attachment #2)
   B. Action: Proposal to Change Health Insurance (Wil Yeager, Attachment #3)
      Motion to authorize signing of the proposed Resolution.

IV. Executive Session: Motion to Move to Executive Session
The Board can move to close the meeting for select and appropriately limited conversation on matters best conducted in confidence including meeting with an auditor on sensitive financial issues, handling top-level personnel matters including the CEO’s compensation and performance review, planning for an important transaction like a real estate deal or a merger, matters where “personal or organizational confidentiality is requested or prudent”, dealing in a preliminary way (including investigation) with crisis situations or with allegations of improper conduct by the CEO or a board member – before disclosure to staff or others who ordinarily attend full board meetings. Any specific action requiring a vote will be taken in the public portion of the meeting.

No Session is requested at this time.
V. **Committee & Task Force Updates** (Committee Leads)
   A. One Stop Operations Committee
   B. Targeted Populations Committee
   C. Adult Basic Education & Literacy (ABEL)
   D. Business and Sector Engagement (BaSE)
   E. One-Stop Operator (The Collaborative) Report

**Proposed 2021 Executive Finance Committee Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5, 2021</td>
<td>Hybrid: Zoom and PacMtn Offices</td>
</tr>
</tbody>
</table>

**Executive Finance Committee Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Business</th>
<th>County</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jacquelin Earley</td>
<td>Sierra Pacific Industries</td>
<td>Mason</td>
<td>Chair</td>
</tr>
<tr>
<td>2. Michael Cade</td>
<td>Thurston Economic Development Council</td>
<td>Thurston</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>3. Steve Rogers</td>
<td>Pacific County Historical Society &amp; Museum</td>
<td>Pacific</td>
<td>Treasurer</td>
</tr>
<tr>
<td>4. Alissa Shay</td>
<td>Port of Grays Harbor</td>
<td>Grays Harbor</td>
<td>Incoming Board Chair</td>
</tr>
<tr>
<td>5. Cheryl Heywood</td>
<td>Timberland Regional Library</td>
<td>Regional</td>
<td>One Stop Committee Lead</td>
</tr>
<tr>
<td>6. Jonathan Pleger</td>
<td>Morningside</td>
<td>Regional</td>
<td>Targeted Populations Committee Co-Lead</td>
</tr>
<tr>
<td>7. Christina Riley</td>
<td>National Laborers Employers Cooperation Education Trust</td>
<td>Regional</td>
<td>Targeted Populations Committee Co-Lead</td>
</tr>
<tr>
<td>8. Lisa Olson</td>
<td>Pacific County Commissioner</td>
<td>Pacific</td>
<td>Consortium Chair, Ex Officio</td>
</tr>
<tr>
<td>9. Jennifer Barber</td>
<td>South Puget Sound CC</td>
<td>Thurston</td>
<td>ABEL Committee Lead</td>
</tr>
<tr>
<td>10. Derek Epps</td>
<td>Seattle Shellfish</td>
<td>Mason</td>
<td>Business At-Large</td>
</tr>
<tr>
<td>11. David Schaffert</td>
<td>Thurston County Chamber of Commerce</td>
<td>Thurston</td>
<td>One Stop Committee</td>
</tr>
</tbody>
</table>

**Workforce Development Speak (Commonly Used Acronyms)**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE</td>
<td>Adult Basic Education</td>
</tr>
<tr>
<td>CBO</td>
<td>Community Based Organizations</td>
</tr>
<tr>
<td>CJ</td>
<td>Community Jobs</td>
</tr>
<tr>
<td>CLEO</td>
<td>Chief Local Elected Official</td>
</tr>
<tr>
<td>CSO</td>
<td>Community Service Offices</td>
</tr>
<tr>
<td>DOL</td>
<td>Department of Labor</td>
</tr>
<tr>
<td>DSHS</td>
<td>Department of Social of Health Services</td>
</tr>
<tr>
<td>DVR</td>
<td>Division of Vocational Rehabilitation</td>
</tr>
<tr>
<td>ESD</td>
<td>Employment Security Department</td>
</tr>
<tr>
<td>DW</td>
<td>Dislocated Worker</td>
</tr>
<tr>
<td>ESD 113</td>
<td>Educational Service District – Capital Region</td>
</tr>
<tr>
<td>ETPL</td>
<td>Eligibility Training Provider List</td>
</tr>
<tr>
<td>IFA</td>
<td>Infrastructure Funding Agreement</td>
</tr>
<tr>
<td>ITA</td>
<td>Individual Training Account</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>MyJob</td>
<td>My Journey Out Beyond</td>
</tr>
<tr>
<td>OJT</td>
<td>On the Job Training</td>
</tr>
<tr>
<td>OURR</td>
<td>Opioid Use Reduction &amp; Recovery</td>
</tr>
<tr>
<td>TAA</td>
<td>The Trade Adjustment Assistance</td>
</tr>
<tr>
<td>TANF</td>
<td>Temporary Assistance for Needy Families</td>
</tr>
<tr>
<td>WDA</td>
<td>Workforce Development Areas</td>
</tr>
<tr>
<td>WEX</td>
<td>Work Experience</td>
</tr>
<tr>
<td>WIOA</td>
<td>Workforce Innovation &amp; Opportunity Act</td>
</tr>
<tr>
<td>WTECB</td>
<td>Workforce Training &amp; Education Coordinating Board</td>
</tr>
</tbody>
</table>
PacMtn Board Member Values

Customer needs are priority #1. Ensure all counties are included.
Innovate and be creative. Honor diverse perspectives.
In all things demonstrate: Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect

Duty of Attention = Full participation and Practical inquiry
Duty of Allegiance = Address conflict of interest & confidentiality, care about funding sources & potential opportunities
Duty of Agreement = abide by Federal, State & Local laws and PacMtn mission, vision, values, services, policies & programs

Board Member Reminders

Conflict of Interest: In accordance with the Workforce Innovation and Opportunity Act and the standards of honorable business practice. Workforce Development Council members (WDC), as well as members of WDC Committees and Task Forces, who directly represent, are employed by, or act as consultants to organizations or agencies having business before the Council shall not vote on any matter or issue regarding said organization or agency. Any member having a conflict of interest will declare the conflict prior to any discussion on the matter and must recuse themselves from any formal action related to the conflict.

Concern about misuse of public resources: PacMtn Board of Directors takes seriously all matters of fiscal integrity and the ethical and lawful conduct of its business. Any concerns about fraud, abuse or unethical conduct should be reported to a Board Officer, the CEO or the State Auditor’s Office (SAO).
Executive Finance Committee Minutes
8/13/2021 • 1:30 – 3:00

Join online: https://pacmtn-org.zoom.us/j/81445039517?pwd=R0plam82Q2FGTDZ1W1RjRWVQQ1RJT09
Meeting ID: 814 4503 9517
Passcode: 785356

Attendees: Jacquelin Earley, Michael Cade, Steve Rogers, Cheryl Heywood, Christina Riley, Derek Epps, David Schaffert

Staff: Cheryl Fambles, William Westmoreland, Wil Yeager, Arissa De Lima

I. Welcome & Check-In Items
   A. Introductions & Establish Quorum
      Jacquelin called the meeting to order at 1:32pm. Quorum was established.

   B. Board Chair Comments – Jacquelin Earley
      Operation Next is working closely with Jeanne Bennett Consulting to find candidates as our next CEO. An official press release on Cheryl’s retirement was sent out and the CEO job description was finalized this week, posting today. We will be actively recruiting during August and September, conducting interviews in late October.

   C. CEO Highlights – Cheryl Fambles
      **Governor Vaccination Mandate.** PacMtn is watching implications of mandate as PacMtn is not a state agency but acknowledge that PacMtn has contracts that pass through ESD. PacMtn has state contracts such as MyJOB Journey Out Beyond, Commerce and DVR employees working under those contracts will be required to be fully vaccinated. Nearly 100% of PacMtn employees are already vaccinated or are willing to do so before the deadline.

      Proposed changes to **employee benefits** that came to our attention after the budget was adopted. WA State Long Term Care employee tax will be effective 1/1/2022. PacMtn is looking to consider adding this as a primary benefit for employees. WA County Insurance Fund (medical coverage) has upcoming changes. PacMtn is waiting for formal notice to understand the options and will be reviewing medical plan options.

      **Salute to our AmeriCorps Members** as they are valuable staff in the programs they serve. They will be completing their services soon and one member, Pamela Ward will be returning and continuing serving with MyJOB Journey Out Beyond. We are looking to recruit 3 others. Thank you to Jordan Meyenburg for being our key.
staff member and shaping our AmeriCorps program.

II. Action: Consent Agenda
Action Item: Cheryl has requested the PacMtn Policy Updates & Additions item to be moved and approved as part of the Consent Agenda.

Motion to Approve Minutes from EFC Meeting 6/11/2021 and the Policies noted on the Agenda under Fiscal and Admin Items from Michael Cade. Seconded by Christina Riley. **Motion Carries**

III. Fiscal Items and Administrative Items
A. Action: PacMtn Policy Updates & Additions (Wil Yeager, Attachment #2)
   - Moved to Consent

B. Action: One Stop Operator Procurement (William Westmoreland, Attachment #3)
   Career Teams responded to the published RFP and met or exceeded expectations in all programming areas. William gave a review of Career Teams and their services. Cheryl explained the role of Operator vs. Provider and their responsibilities. Staff recommend approval of Career Teams as new Operator starting 10/1/2021.

   Motion to approve conduct of the procurement process, accept recommendation for PY21-24 One-Stop Operator, initiate the 7 day appeal period and direct staff to begin negotiations with recommended vendor from Michael Cade. Seconded by Steve Rogers. **Motion Carries.**

IV. Committee & Task Force Updates
Committee Leads provided updates on their current areas of focus as they reconvene.

A. One Stop Operations Committee – Cheryl Heywood reported on committee’s work, including review of:
   1. **Infrastructure Funding Agreement**: signed and returned.
   2. **Why Wait?** Campaign – encourages residents to get started with their job readiness and job search. Mentioned Google Ads vs FaceBook ads and using local celebrities or social media influencers
   3. 7 Tribal Nations within the 5 counties – seeking representation on the One Stop Committee
   4. Korbett delivered a PowerPoint on **APEX service delivery model** and how it reflects bundled services and integrated service delivery
   5. Thurston County Chamber **2021-2022 Business Engagement**

B. Targeted Populations Committee – Christina Riley
   Christina discussed a presentation by Vince Kueter about what the PacMtn region population looks like and how the current strategic plan is still useful as the guide for serving our highest priority populations.

C. Adult Basic Education & Literacy (ABEL)
Cheryl Fambles stated that ABEL has not met since last update due to summer schedules and leadership transitions.
Cheryl Heywood mentioned that a tentative meeting date is scheduled for 9/14/2021.

D. Business and Sector Engagement (BaSE)
Michael Cade reviewed their last meeting on 7/28/21. He discussed how the purpose of the meeting was to set the tone and environment for conversation, understanding the business needs of workforce development in different communities and why this committee is needed. They also opened up thoughts on what the members want to receive from the Committee and what the urgent needs are for data, resources, access, dialogue etc...
David Schaffert added that the meeting was a success in rejuvenating business and employer interest from across the PacMtn region.
Michael mentioned that the Innovation Expo is scheduled for December and there is additional discussion on how to get participation and involvement.
Cheryl Fambles discussed committees work in collective impact and building a way for the region to work closely together.

E. One-Stop Operator (The Collaborative) Report
David Schaffert reviewed three items for committee. First, how to insure critical information about how services in PacMtn region get passed to the next One-Stop Operator. Second, evaluating performance for current operations; how we are delivering services during pandemic with specific attention, problem solving and support where needed. Lastly, understanding what WorkSource’s delivery of service look like into the future.

V. Executive Session: Motion to Move to Executive Session
Jacqueline declared the Committee would need to enter Executive Session at 2:32pm for 30 minutes to discuss possible litigation and CEO personnel matter. Michael Cade motioned to enter Executive Session; Derek Epps seconded. Motion Carries.
The Committee returned from Executive Session at 3:05pm.
Motion to extend Executive Session 15 minutes by Steve Rogers at 3:06pm. Seconded by Christina Riley. Motion Carries.
The Committee returned from Executive Session at 3:19pm.
Motion to increase CEO Compensation for PY 2021; 1.5% Cost of Living, 2% Program Year (Year 9 for Cheryl Fambles), 4% Performance and 1x Bonus of $30,000 by Steve Rogers. Seconded by Michael Cade. Motion Carries.

The Board expressed appreciation of Cheryl Fambles’ work and dedication.

VI. Good of the Order Items & Announcements
Steve Rogers announced that Pacific County population has increased 13%.

Meeting adjourned at 3:23pm.
Submitted by: Arissa De Lima, Executive Assistant to the CEO | WDC Board Secretary

**Proposed 2021 Executive Finance Committee Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2021</td>
<td>Hybrid: Zoom and PacMtn Offices</td>
</tr>
<tr>
<td>November 5, 2021</td>
<td>Hybrid: Zoom and PacMtn Offices</td>
</tr>
</tbody>
</table>

**Executive Finance Committee Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Business</th>
<th>County</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacquelin Earley</td>
<td>Sierra Pacific Industries</td>
<td>Mason</td>
<td>Chair</td>
</tr>
<tr>
<td>Michael Cade</td>
<td>Thurston Economic Development Council</td>
<td>Thurston</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>Steve Rogers</td>
<td>Pacific County Historical Society &amp; Museum</td>
<td>Pacific</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Alissa Shay</td>
<td>Port of Grays Harbor</td>
<td>Grays Harbor</td>
<td>Incoming Board Chair</td>
</tr>
<tr>
<td>Cheryl Heywood</td>
<td>Timberland Regional Library</td>
<td>Regional</td>
<td>One Stop Committee Lead</td>
</tr>
<tr>
<td>Jonathan Pleger</td>
<td>Morningside</td>
<td>Regional</td>
<td>Targeted Populations Committee Co-Lead</td>
</tr>
<tr>
<td>Christina Riley</td>
<td>National Laborers Employers Cooperation Education Trust</td>
<td>Regional</td>
<td>Targeted Populations Committee Co-Lead</td>
</tr>
<tr>
<td>Lisa Olson</td>
<td>Pacific County Commissioner</td>
<td>Pacific</td>
<td>Consortium Chair, Ex Officio</td>
</tr>
<tr>
<td>Jennifer Barber</td>
<td>South Puget Sound CC</td>
<td>Thurston</td>
<td>ABEL Committee Lead</td>
</tr>
<tr>
<td>Derek Epps</td>
<td>Seattle Shellfish</td>
<td>Mason</td>
<td>Business At-Large</td>
</tr>
<tr>
<td>David Schaffert</td>
<td>Thurston County</td>
<td>Thurston</td>
<td>One Stop Committee</td>
</tr>
</tbody>
</table>

**Workforce Development Speak (Commonly Used Acronyms)**

<table>
<thead>
<tr>
<th>ABE</th>
<th>Adult Basic Education</th>
<th>IFA</th>
<th>Infrastructure Funding Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBO</td>
<td>Community Based Organizations</td>
<td>ITA</td>
<td>Individual Training Account</td>
</tr>
<tr>
<td>CJ</td>
<td>Community Jobs</td>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>CLEO</td>
<td>Chief Local Elected Official</td>
<td>MyJob</td>
<td>My Journey Out Beyond</td>
</tr>
<tr>
<td>CSO</td>
<td>Community Service Offices</td>
<td>OJT</td>
<td>On the Job Training</td>
</tr>
<tr>
<td>DOL</td>
<td>Department of Labor</td>
<td>OURR</td>
<td>Opioid Use Reduction &amp; Recovery</td>
</tr>
<tr>
<td>DSHS</td>
<td>Department of Social of Health Services</td>
<td>TAA</td>
<td>The Trade Adjustment Assistance</td>
</tr>
<tr>
<td>DVR</td>
<td>Division of Vocational Rehabilitation</td>
<td>TANF</td>
<td>Temporary Assistance for Needy Families</td>
</tr>
<tr>
<td>ESD</td>
<td>Employment Security Department</td>
<td>WDA</td>
<td>Workforce Development Areas</td>
</tr>
<tr>
<td>DW</td>
<td>Dislocated Worker</td>
<td>WEX</td>
<td>Work Experience</td>
</tr>
<tr>
<td>ESD 113</td>
<td>Educational Service District – Capital Region</td>
<td>WIOA</td>
<td>Workforce Innovation &amp; Opportunity Act</td>
</tr>
<tr>
<td>ETPL</td>
<td>Eligibility Training Provider List</td>
<td>WTECB</td>
<td>Workforce Training &amp; Education Coordinating Board</td>
</tr>
</tbody>
</table>

**Board Reminders**

- **Date**: September 10, 2021
  - Location: Hybrid: Zoom and PacMtn Offices
- **Date**: November 5, 2021
  - Location: Hybrid: Zoom and PacMtn Offices
August 19, 2021

Cheryl Fambles, Chief Executive Officer
Pacific Mountain Workforce Development
1570 Irving Street SW
Tumwater, WA 98512

Dear Ms. Fambles:

Employment Security Department’s Workforce Monitoring Unit (ESD’s Monitoring Unit) completed the compliance review of Pacific Mountain Workforce Development Council (PacMtn WDC) and its oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2020 (PY20). The purpose of this letter is to describe the scope of the review and communicate any items to address, questioned or disallowed costs, if applicable, in the administrative/fiscal and programmatic operations of Pacific Mountain Workforce Development Council.

In response to the current State of Emergency in Washington State due to the COVID-19 pandemic, the annual on-site review was modified to a virtual review.

The review included the following

**WIOA Title I Formula Program Review**

**WIOA Program Policies**

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 4)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 2)
- Follow-up Services for Adult and Dislocated Workers (ESD Policy 5620)
- Incentive Payments for Youth (ESD Policy 5621, Rev. 2)
- If applicable
  - Customized Training (ESD Policy 5616, Rev. 1)
  - Incumbent Worker (ESD Policy 5607, Rev. 4)
  - Transitional Jobs (TEGL 19-16)
  - Incentive Payments for Adults (ESD Policy 5621, Rev. 2)
  - Integrated Service Delivery Policy and Procedures (ESD Policy 1023, Rev. 1)
- All other policies and/or procedures, memos, technical assistance guides, etc., developed for the implementation of your WIOA formula and/or discretionary grants. Examples included, but were not limited to
  - ETO
  - Self-sufficiency
  - Case Notes
  - Work Experiences
  - On-the-Job Training
  - Youth Objective Assessment and Individual Service Strategies
- Youth Follow-up

**WIOA Adult and Dislocated Worker Program**
- Eligibility
- Supportive Services

**WIOA Youth Program**
- Eligibility
- Objective Assessment
- Individual Service Strategy
- 14 Program Elements
- Program Enrollment
- Outcomes, when applicable
- Program Completion, when applicable
- Follow-up Services, when applicable
- Self-attestation, when applicable
- MIS/ETO
- Case Notes
- Miscellaneous Observations

**WIOA Title I Formula Administrative and Fiscal Review**
- Design and Governance of the LWDB
- MOU/IFA/RSA
- One-Stop Operator
- Policies/Procedures
- Administrative Controls and Monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal Controls
- Cash and Financial Management
- Procurements & Contracts
- Cost Allocation Plan or Rate
- Property & Inventory
- Single Audit
- Personnel
- Grievance and Complaint
- Support Services & Needs Related Payments
- Incumbent Worker, if applicable

**Statewide Discretionary Contracts Compliance Review**

*Increased Employment – Rapid Response; National Health Emergency Dislocated Worker Demonstration Grant (OPIOID); National Health Emergency Grant Worker Demonstration Grant (OPIOID-Phase 2)*

**Administrative and Fiscal**
- Cash and financial management/A19 reimbursements
- Administrative controls (Sub-recipient monitoring)
• Procurements & Contracts
• Personnel Activity Reports and Cost Allocation

If applicable, the monitoring review included any elements from the PY19 monitoring cycle, identified in your PY19 Daily Observation Reports, required to be included in your next round of monitoring.

There were no findings. The disallowed costs, questioned costs and items to address that were identified during the review are listed below with their status.

On behalf of ESD’s Monitoring Unit, I would like to thank you and your staff for the courtesy you showed us during our review.

Please let me know if you have any questions.

Sincerely,

Greg Ferland
Director, Workforce Monitoring

cc: Dan Zeitlin, Director of Employment System Policy & Integrity, Washington State Employment Security Department
WIOA Title I Program Policies Review

WIOA Youth Eligibility & Selection Criteria

Items to Address
Unable to validate the following family size and low-income youth components at the local level:

- The determination of whether or not youth who do not live at home, or youth ages 18-24 who do live at home, will be regarded as individuals rather than dependents, including the parameters for these determinations.
- Additional criteria, if any, to help staff determine family size and income for the WIOA Title I Youth and Adult programs.
- Local parameters and policy for the definition of:
  - Low income based on definition at WIOA Sec. 3(36).
  - LWDBs establish income verification requirements and what is included or excluded as income.

Actions Required
1. PacMtn WDC will update the 7000 Youth Eligibility Policy to address the following components:
   Family size and low-income youth components at the local level:
   a. The determination of whether or not youth who do not live at home, or youth ages 18-24 who do live at home, will be regarded as individuals rather than dependents, including the parameters for these determinations.
   b. Additional criteria, if any, to help staff determine family size and income for the WIOA Title I Youth and Adult programs.
   c. Local parameters and policy for the definition of:
      - Low income based on definition at WIOA Sec. 3(36).
      - LWDBs establish income verification requirements and what is included or excluded as income.
2. PacMtn WDC will provide the ESD Monitoring Unit with a copy of the updated policy/procedure by 3/31/2021.

PacMtn WDC Response
Received Response from PacMtn WDC on 2/8/2021: “In effort to provide the clarification needed, please review the language included in the attached document and let us know if accept and approve.
Policy 7000 Youth Eligibility and Selection Criteria – Draft language updates attached and highlighted in gray.
1. Family Size / Low Income
   • Additional criteria, if any, to help staff determine family size and income for the WIOA Title I Youth and Adult programs.
   • Local parameters and policy for the definition of:
     LWDBs establish income verification requirements and what is included or excluded as income
We are still reviewing and considering to establish the following. Once determined, we will share promptly.
The determination of whether or not youth who do not live at home, or youth ages 18-24 who do live at home, will be regarded as individuals rather than dependents, including the parameters for these determinations."

Received Response from PacMtn WDC on 2/12/2021: “We have also updated the age criteria as appropriate within our 5000P Adult Procedures document. We will have the formal modifications for the policies and procedures as noted necessary fully finalized into PDF, updated to our website and shared with you and our applicable partners by no later than 2/26/2021.”

**Status – Resolved**
PacMtn WDC provided an updated policy/procedure which included the required components. No additional actions required.

**WIOA Dislocated Worker Procedure**

**Items to Address**
Unable to locate local parameters for the definition of:

- "General announcement" of plant closing under WIOA Sec. 3(15)(B)(ii) or (iii).
- "Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters" for determining the eligibility of self-employed individuals, including family members and farm or ranch hands, under WIOA Sec.3(15)(C).

**Actions Required**
1. PacMtn WDC will update the 5000P - DW to address the following components at the local level:
   Local parameters for the definition of:
   a. "General announcement" of plant closing under WIOA Sec. 3(15)(B)(ii) or (iii).
   b. "Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters" for determining the eligibility of self-employed individuals, including family members and farm or ranch hands, under WIOA Sec.3(15)(C).
2. PacMtn WDC will provide the ESD Monitoring Unit with a copy of the updated policy/procedure by 2/8/2021.

**PacMtn WDC Response**
Received Response from PacMtn WDC on 2/8/2011: “We have finalized the updated to the DW Procedure Document 5000P and it is now uploaded into SFTP folder 1.4 in PDF. We are now in the process of getting it uploaded on the PacMtn website to replace the previous version.”

**Status – Resolved**
PacMtn WDC provided the ESD Monitoring Unit with finalized the updated to the DW Procedure Document 5000P. No additional actions required.
Dislocated Worker Program Review

MIS

Items to Address
ETO ID: 1090292 (Thurston County)
A WIOA GPS Participation Tracker form is uploaded in the supportive service touchpoint that lists other participants names (PII).

**Actions Required**
ETO ID: 1090292 (Thurston County)
Remove form from touchpoint, redact PII for other participants and replace with redacted form.

**Status – Resolved**
PacMtn WDC redacted the PII information on 2/10/2021. No additional actions required.

Supportive Services

**Questioned Costs**
ETO ID: 1090292
A Growing Personal Skills (GPS) training is being provided to this participant but was provided through a supportive service on 6/26/2020, this would not count as an allowable supportive service, but could be an allowable pre-vocational service cost. This class provides 12 different modules including: Financial Literacy, Workplace Communication, Staying on Course, Problem Solving, Relationships, coping with Change, Caring for You, Getting Organized, ME (discussion on self-esteem), Overcoming Obstacles, Self-Advocacy, and Workplace Diversity. Training services must be provided either through an Individual Training Account (ITA) or through a training contract or through an exception listed in 20 CFR 680.320. Per Pac Mtn ITA policy: An ITA is not required for intensive and short-term prevocational services. These are training services lasting thirty-nine (39) hours or less or at a cost of 600 dollars or less.

**Actions Required**
PacMtn WDC will review the file to determine if the support services are allowable to pay for the training costs.

1. If PacMtn WDC determines the supportive service is not allowable, the expense should be disallowed or funded through the correct ledger expense. Determined allowable as a pre-vocational service (Workforce Preparation)
2. PacMtn WDC will report back the results of the review to the ESD Monitoring team.
3. If the supportive service is determined disallowed, the LWDB must provide evidence of repayment from non-federal funds. If the supportive service is determined allowable under another ledger expense, PacMtn WDC must provide the ESD Monitoring Unit with a copy of the general ledger showing the funds transfer by 3/31/2021.
**PacMtn WDC Response**

PacMtn WDC response emailed on 2/11/2021: “After further review and consideration, we too acknowledge the following regarding the training provided to DW participant ETO ID 1090292.

- The use of Support Service funds were not appropriate for this training.
- The training provided should not be recorded as a paid training service through the use of Support Service in ETO.
- The service should be identified and recorded as a qualifying individualized service TP, “WorkForce Preparation” activity.
- The funding to provide for this service will need to be revisited, reallocated and managed through a different line item on the budget.

Although all will be addressed and updated accordingly, we unfortunately will not be able to complete prior to your completion of the PY20 Monitoring Review.”

PacMtn WDC response emailed on 3/11/2021: “In follow up to the Action Required within the PY20 Adult/DW Program DOR I have uploaded into the SFTP site “Program Folder” the supporting documentation to verify the reallocation of funds for all participants engaged in the GPS Class through the addition of a Workforce Preparation line item being added to the Adult and DW program budgets and the GL to substantiate as well.”

**Status – Resolved**

PacMtn WDC determined the support service was allowable as a pre-vocational service (Workforce Preparation) and provided the documentation to demonstrate the expense has been transferred from support services and appropriately charged to pre-vocational services. No additional actions required.

### Youth Program Review

**ISS**

**Item to Address**

ETO ID: 2158036 (ISY, LC)
Unable to locate progress and outcomes of the Tutoring, Study Skills Training, Instruction and Dropout Prevention Services documented on the ISS / in ETO.

ETO ID: 2097647 (ISY, TC)
Unable to locate progress and outcomes of the Education Offered Concurrently with Workforce Preparation service documented on the ISS / in ETO.

ETO ID: 1086349 (OSY, TC)
Unable to locate progress and outcomes of the Education Offered Concurrently with Workforce Preparation service documented on the ISS / in ETO.

ETO ID: 2178918 (OSY, GH)
Unable to locate ongoing progress and outcomes of the Alternative Secondary School Services or Dropout Recovery Services service documented on the ISS / in ETO.
ETO ID: 2196775 (OSY, TC)
Unable to locate progress and outcomes of the Education Offered Concurrently with Workforce Preparation service documented on the ISS / in ETO.

**Actions Required**
1. PacMtn WDC will report to the ESD Monitoring Unit on a quarterly basis the results of a review of 10% of participants who have been enrolled in the previous quarter who are in open durational services to ensure ongoing progress and outcomes have been documented in the ISS/ETO.
2. The durational services results will be sent to the Monitoring Unit by 4/30/2021 to meet the quarterly requirements for Quarter 3 of PY20. The next quarterly report is due to the Monitoring Unit by October 31, 2021, for quarter ending 09/30/21. All subsequent reports are due by the last day of the month following the end of the quarter.

**PacMtn WDC Response**
Response received from PacMtn WDC on 04/01/21: “A total of 11 participant program enrollments were selected for review from the five counties combined:
   2 In School Youth
   9 Out of School Youth
All files were reviewed for:
   Program eligibility, compliance and documentation
   Objective Assessment and ISS compliance and updates
   14 Elements Provision
   Occupational Skills Training documentation and services
   Support service compliance and documentation
   Assessments and credential documentation
   WEX Contracts and Reimbursements
   Follow Up Service Provision
   A general review of electronic file organization, content and case notes

Observations:
   Inconsistent updates and documentation in service delivery
   Inaccurate/missing demographic data entered in MIS at time of enrollment
   MIS service date entries not aligned with validating documentation

Areas of Concern
   Individual Service Strategy and Durational Services updates are inconsistent
   Follow Up Contacts and Services are inconsistent

Recommendations
   Currently utilizing modified processes previously established which encompass ongoing technical assistance supported by frequent analysis on all above items. Equus Operations Supervisor and Quality Assurance Manager will work consistently and in collaboration with the PacMtn Coordinator of Quality Assurance and Senior Compliance Coordinator to ensure the observations, areas of concern, and the recommendations provided are understood, any changes in practice are incorporated as may be needed and the areas of concern are adequately addressed.”

**Status – Ongoing Actions Required**
Durational services results were received by the ESD Monitoring Unit on 4/1/2021 for the quarterly requirements for Quarter 3 of PY20. The next quarterly report is due to the
Monitoring Unit by October 31, 2021, for quarter ending 9/30/2021. All subsequent reports are due by the last day of the month following the end of the quarter.

**Follow-up Services**

**Items to Address**
ETO ID: 1087173 (OSY, TC)  
Cannot locate follow-up service activities in case notes or in ETO, youth exited 9/4/2020.

ETO ID: 2022792 (OSY, GH)  
Youth was exited in 6/24/2020 and there is no evidence of follow-up services.

ETO ID: 2022792 (OSY, PC)  
A follow up touchpoint was entered for the delivery of an incentive payment for attaining employment at exit. Incentives do not count as a service, and no other case notes or services provided were recorded for the provision of follow up services.

**Actions Required**
1. PacMtn WDC will provide the ESD Monitoring Unit with agenda and roster upon completion of the training and review of local policies and procedures of Follow Up Services to include definitions, the intention of them, and the allowances within by 3/31/2021.
2. PacMtn WDC will complete the development and begin use of the Follow Up Caseload Tracker by 3/31/2021.
3. PacMtn WDC will provide a completed copy of the Follow Up Caseload Tracker to the ESD Monitoring Unit. The Follow Up Caseload Tracker is due quarterly to the ESD Monitoring Unit, starting the month following the completion of a quarter of follow-up services after implementation.
4. PacMtn WDC will provide the ESD Monitoring Unit with a copy of the completed procedure of properly documenting in ETO how Follow Up Services will be offered, planned, documented, and provided by 3/31/2021.

**PacMtn WDC Response**
1. PacMtn WDC provided agenda and roster upon completion of the training and review of local policies and procedures of Follow Up Services to include definitions, the intention of them, and the allowances on 03/05/21.
3. PacMtn WDC provided a copy of the completed procedure of properly documenting in ETO how Follow Up Services will be offered, planned, documented on 3/5/2021.

**Status – Ongoing Actions Required**
PacMtn WDC will provide a completed copy of the Follow Up Caseload Tracker to the ESD Monitoring Unit. The Follow Up Caseload Tracker is due quarterly to the ESD Monitoring Unit, beginning October 31, 2021. All subsequent reports are due by the last day of the month following the end of the quarter.
WIOA Title I Formula Administrative and Fiscal

1.2 MOU/RSA/IFA

Items to Address
PacMtn WDC’s IFA identifies costs by MOU partner and includes the costs attributed to each required program partner with the exception of programs administered by the Employment Security Department.

Actions Required
PacMtn WDC was required to ensure that all required WIOA program partners are contributing to the infrastructure costs of the comprehensive WorkSource as agreed to in their MOU.
1. PacMtn WDC was required to notify the ESD Monitoring Unit when they request the WIOA required program breakouts for operational costs from ESD.
2. PacMtn WDC was required to notify the ESD Monitoring Unit when they receive the WIOA required program breakouts from ESD.

Status – Unresolved/Additional Actions Required
1. PacMtn WDC provided ESD Monitoring Unit with a copy of the request for the WIOA program breakout for the allocation of the costs under the IFA for all programs, made to ESD on 8/11/2021. No additional action required.
2. PacMtn WDC will provide the ESD Monitoring Unit with notifications when they receive the WIOA required program breakouts from ESD. Ongoing.

1.3 One-Stop Operator

Items to Address
PacMtn WDC Executive Finance Committee decided in October 2019 to delay the procurement for the one-stop operator. To comply with federal requirements that a one-stop operator be procured once every four years, PacMtn WDC would have had to procure for a one-stop operator with the contract to begin July 1, 2021. The Executive Finance Committee adopted staff recommendations that service provider procurements be completed first and that the one-stop operator procurement be delayed - to begin in June 2021, with acknowledgement that this action would ensure PacMtn WDC was out of compliance with federal requirements. In February 2021, when this was discussed with PacMtn WDC staff and they were asked to move up the one-stop operator procurement they said that they were unable to do so due to staff workload, the strain of the pandemic and staff turnover.

Actions Required
PacMtn WDC is required to provide the ESD Workforce Monitoring Unit with a quarterly update on its procurement for a one-stop operator. The procurement is scheduled to be completed December 31, 2021, and the quarterly updates will cease once the contract for the one-stop operator is executed and work for the one-stop operator begins. It is anticipated that the final quarterly update will be submitted March 31, 2022, notifying ESD Monitoring Unit that the one-stop operator began work in January 2022.

Status – Unresolved/Additional Action Required
PacMtn is required to provide ESD Monitoring Unit a quarterly update regarding the procurement for a one-stop operator for quarter ending 9/30/2021 by October 31, 2021. All subsequent reports are due by the last day of the month following the end of the quarter.

1.6 Internal Controls

Items to Address
PacMtn WDC had not reconciled bank statements since the period ending June 30, 2020. PacMtn's Administrative Policy Cash Management #3100 states "Bank reconciliations are performed monthly to ensure the accuracy of the cash records."

Actions Required
PacMtn WDC must provide ESD Monitoring Unit with a plan how it will ensure that bank reconciliations are done consistent with their Administrative Policy Cash Management #3100. The plan is due to the ESD Monitoring Unit by June 30, 2021.

PacMtn WDC Response
PacMtn WDC response received on 7/21/2021, “PacMtn has hired and trained additional staff to cover A/R and A/P functions and to cover the bank account reconciliation. Reconciliations are done at the end of each month and have been kept up to date since the position has been hired and in place. Senior Accountant will act as backup to complete when A/R, A/P clerk is not available to complete.”

Status – Resolved
PacMtn WDC provided the ESD Monitoring Unit with a plan on 7/21/2021. No additional actions required.

Items to Address
PacMtn WDC is out of compliance with PacMtn WDC's Administrative Policy Internal Controls #3105, states:

- Processes and procedures are developed to include multiple reviews or approvals whenever possible to achieve maximum security.
- Financial duties and responsibilities must be separated so that no one employee has sole control over critical elements of cash management.

ESD Monitoring Unit identified deficiencies in the internal control system regarding check stock, check signing, and purchase approvals, specifically for JBL and Tumwater cash accounts

Actions Required
PacMtn WDC must provide a plan that ensures they follow their Administrative Policy Internal Controls #3105 and their separation of duties procedures. The plan is due to the ESD Monitoring Unit by June 30, 2021.

PacMtn WDC Response
Received response from Craig Clark on 7/21/2021, “The program was winding down on JBLM and has concluded. During the wind down the manager over the project on site had access to approve and write checks. Due to having only one employee on site and In order make sure expenditures were not outside of program spending all checks were not allowed to
clear the bank without a positive pay review, from fiscal and a ELT member in house. This is not typically how control would run, rather a Jr person would generate the request the manager would approve and accounting would cut the checks. This is the process for all other activities and will continue to be going forward. We are also expanding our electronic PO system that will allow for process flow management and better oversite. This will be fully implemented by year end 12/31/2021.”

**Status – Resolved**
PacMtn WDC provided the ESD Monitoring Unit with a plan on 7/21/2021. No additional actions required.

**Items to Address**
ESD Monitoring Unit identified deficiencies in PacMtn WDC’s internal control system regarding approval of purchases. In review of the expenditures, purchase orders were provided as supporting documentation, however, many purchase orders were not approved and, in some cases, PacMtn WDC was not able to provide supporting documentation to clearly show internal control procedures were followed.

**Actions Required**
PacMtn WDC must provide the ESD Monitoring Unit with a plan for how they will ensure that purchases are approved consistent with the separation of duties procedures and that approvals of expenditures are documented. The plan must include training to staff who are responsible for approving purchases and fiscal staff. The plan is due to the ESD monitoring unit by June 30, 2021.

**PacMtn WDC Response**
Received response from Craig Clark on 7/21/2021, “The program was winding down on JBLM and has concluded. During the wind down the manager over the project on site had access to approve and write checks. Due to having only one employee on site and In order make sure expenditures were not outside of program spending all checks were not allowed to clear the bank without a positive pay review, from fiscal and a ELT member in house. This is not typically how control would run, rather a Jr person would generate the request the manager would approve and accounting would cut the checks. This is the process for all other activities and will continue to be going forward. We are also expanding our electronic PO system that will allow for process flow management and better oversite. This will be fully implemented by year end 12/31/2021.”

**Status – Resolved**
PacMtn WDC provided the ESD Monitoring Unit with a plan on 7/21/2021. No additional actions required.

### 1.8 Procurements & Contracts
**Items to Address**
The contract between PacMtn WDC and one of its Contractors is vague in the deliverables and it is unclear in reviewing the contract deliverables or the invoice associated with a payment if the activities paid for are allowable rapid response activities.

**Actions Required**
WWA Contract - PacMtn is required to develop a plan to ensure that funds that are expended for DW-RR COVID-19 activities for the WWA contract are allowable uses of rapid response funds. The plan is due to the ESD Monitoring unit by June 30, 2021.

**PacMtn WDC Response**
After conversations between PacMtn WDC and the ESD Monitoring Unit, the following plan was received from Craig Clark on 8/19/21: “PacMtn will ensure that for all applicable future contracts and all services provide as deliverables of the contract, that the services as provided are in alignment with the contract SOW, properly and adequately documented and are consistent with what is allowable through the specific fund source. All applicable invoices processed for payment will go through a duel review process by two members of the PacMtn Fiscal and Administrative department prior to approval of and the processing of payment(s).”

**Status – Resolved**
PacMtn WDC provided the ESD Monitoring Unit with a plan on 8/19/2021. No additional actions required.

**1.9 Cost Allocation Plan or Rate**

**Disallowed Costs**
ESD Monitoring Unit observed flowers were purchased for an employee and charged to the indirect pool account, then allocated. The flowers were purchased on 3/19/2021 in the amount of $113.63.

**Actions Required**
PacMtn WDC is required to report back to ESD Monitoring Unit when all WIOA funds have been paid back to the grant from non-Federal funds to cover the costs of the disallowed costs.

**PacMtn WDC Response**
Received response from Craig Clark on 4/26/2021: “Please note, you will see that there is one expense for 113 dollars that got coded incorrectly. The expense should have gone to unrestricted. Wil is currently processing an entry to correct. For now he has the detail and has indicated that it is in error.”

Email received on 06/15/21 provided supporting documentation demonstrating the disallowed expenses are covered by unrestricted funds.
Status - Resolved
PacMtn WDC provided the ESD Monitoring Unit with supporting documentation on 6/15/2021 to support the disallowed cost was now paid for by non-federal funds. No additional actions required.

1.14 Support Services & Needs Related Payments

Questioned Costs
ESD Monitoring Unit identified miscategorized support services, which should have been categorized as Prevocational Training. The Monitoring Unit advised PacMtn WDC that LWDBs should have 3 line items for direct participant services:
- Support Services
- Individualized Training Accounts
- Pre-vocational Training/Workforce Preparations (Individualized Career Service)

The registration for ELL would fall under Pre-Vocational Training/Workforce Preparations do not support services or ITA.

PacMtn WDC’s WIOA Adults & Dislocated Worker Supportive Services Procedures # 5200P policy does not include training or registration fees as an allowable support service.

Actions Required
PacMtn WDC must provide the ESD Monitoring Unit with a copy of the general ledger showing the funds transfer by 6/30/2021.

PacMtn WDC Response
Received PacMtn WDC response on 6/15/2021: “There were a total of 13 participants enrolled and the fund transfers were processed for each participant (4 items were attached).”

Status – Resolved
PacMtn WDC provided supporting documentation demonstrating questioned costs have been adjusted to the appropriate category. No additional actions required.

1.15 Incumbent Worker

Item to Address
ESD Monitoring Unit identified a weakness of program management oversight. Effective oversight and internal control is of fundamental importance in assuring the proper and effective use of federal funds to achieve program goals and outcomes.

PacMtn WDC delegates IWT program responsibilities to Chamber of Commerce with limited involvement and lack of effective oversight. To ensure that grant funds are used for intended purposes, PacMtn WDC needs effective processes for:
- effective control and monitoring the project
- ensuring results through performance monitoring

Actions Required
PacMtn WDC must develop a monitoring plan of its IWT project and provide ESD with the status of each project on a quarterly basis. The plan must detail steps to ensure the IWT contractor is providing effective oversight. The Plan and status report is due to ESD by June 30, 2021.

**PacMtn WDC Response**

Received response from PacMtn WDC 6/15/2021: “Although a status update has not yet been provided separately, we will provide this update within this email. PacMtn does not currently have any IWT’s active and/or in progress. As we do engage in new IWT relationships, we will review and update our IWT tracking spreadsheet and report to ESD, on a quarterly basis, as required, the new relationships and associated activities. Although in previous years we initiated and managed all IWT’s in house solely, future funding for ITW services and contracts be managed and provided through contract with our business service provider. They will fully provide, execute and manage all IWT contracts support, outreach etc.”

**Status – Resolved**

PacMtn WDC provided the ESD Monitoring Unit with a plan on 6/15/2021. No additional actions required.

---

**Administrative and Fiscal – Increased Employment Rapid Response**

**1.3 Procurements & Contracts**

See item 1.8 Procurements & Contracts above regarding Item to Address.

**1.4 Personnel Activity Reports & Cost Allocation**

See item 1.9 Cost Allocation Plan or Rate above regarding Disallowed Costs.

---

**Administrative and Fiscal – National Health Emergency Dislocated Worker Demonstration Grant (OPIOID)**

**1.4 Personnel Activity Reports & Cost Allocation**

See item 1.9 Cost Allocation Plan or Rate above regarding Disallowed Costs.

---

**Administrative and Fiscal – National Health Emergency Dislocated Worker Demonstration Grant (OPIOID-Phase 2)**

**1.4 Personnel Activity Reports & Cost Allocation**

See item 1.9 Cost Allocation Plan or Rate above regarding Disallowed Costs.
MEMORANDUM

To: PacMtn Executive/Finance Committee Members
From: Wil Yeager, Director of Finance & Administrative Services
Date: September 10th, 2021
Subject: RCW and WAC covering Washington Health Care Authority

Review of State Insurance Plans

In order to authorize our participation, there is a resolution that requires the EFC to have reviewed the following RCW’s and WAC’s. The attached is for your review.

Chapter 41.05 RCW – is an outline of how the State Health Care Authority is organized and works

41.04.205 Outlines how PacMtn can qualify to participate in the program. See below

Participation of county, municipal, and other political subdivision employees in state employees’ insurance or self-insurance and health care program—Transfer procedure.

(1) Notwithstanding the provisions of RCW 41.04.180, the employees, with their dependents, of any county, municipality, or other political subdivision of this state shall be eligible to participate in any insurance or self-insurance program for employees administered under chapter 41.05 RCW if the legislative authority of any such county, municipality, or other political subdivisions of this state determines, subject to collective bargaining under applicable statutes, a transfer to an insurance or self-insurance program administered under chapter 41.05 RCW should be made. In the event of a special district employee transfer pursuant to this section, members of the governing authority shall be eligible to be included in such transfer if such members are authorized by law as of June 25, 1976 to participate in the insurance program being transferred from and subject to payment by such members of all costs of insurance for members.

(2) When the legislative authority of a county, municipality, or other political subdivision determines to so transfer, the state health care authority shall:

(a) Establish the conditions for participation; and

(b) Have the sole right to reject the application, except a group application from a county or other political subdivision of the state with fewer than five thousand employees must be approved.

Approval of the application by the state health care authority shall effect a transfer of the employees involved to the insurance, self-insurance, or health care program applied for.

(3) Any application of this section to members of the law enforcement officers' and firefighters' retirement system under chapter 41.26 RCW is subject to chapter 41.56 RCW.
(4) Until December 31, 2019, school districts may voluntarily transfer to the public employees' benefits board, except that all eligible employees in a bargaining unit of a school district may transfer only as a unit and all non-represented employees in a district may transfer only as a unit.

Chapters 182-08 WAC  “The general purpose of this chapter is to establish a set of rules to administer the health care authority’s (HCA) public employees benefits board (PEBB) employee and retiree eligibility and PEBB benefits. Outlines the procedures for how access, enrolment.”

Chapters 182-12 WAC  “The purpose of this chapter is to establish eligibility criteria for and effective date of enrollment in the public employees benefits board (PEBB) approved benefits.”
MEMORANDUM

To: PacMtn Executive/Finance Committee Members
From: Wil Yeager, Director of Finance & Administrative Services
Date: September 10th, 2021
Subject: Change of Medical Insurance Provider

Review of Medical Insurance:

The current provider of medical insurance for PacMtn staff has announced an increase in the cost of our coverage by roughly 54.5%. This change would become effective January of 2022. The change would create an increase in our medical costs by roughly 180,000 dollars annually. This change would not be sustainable.

Upon notice of the proposed change PacMtn fiscal has reached out to three different carriers for coverage options. Two of the groups would require much higher rates again then we have previously enjoyed. The Third the Public Employees Benefits Board (PEBB) through the Washington State Health Care Authority has come back with coverage most in line with the coverage options package PacMtn employees previously enjoyed.

PacMtn employees previously had two high deductible insurance plans Primera or Kaiser with an HRA to help offset the high deductible costs. PEBB offers a mixture of 9 different plans for Kaiser and Uniform Medical underwritten by Blue Cross. PEBB plan costs are higher than what we paid in the past with the exception that with the PEBB we would not offer the PacMtn staff an HRA. After doing an analysis of maximum and average potential costs for the possible mixture of plans offered to employees, we believe we will be at a cost slightly less then we paid with our previous group. This will happen because we will shift away from an HRA.

Recommendation: Motion to approve the joining PEBB.

Attached is a resolution that the EFC must approve for our application. Total budgetary changes will be part of the final budget to be submitted to the EFC in November.
A RESOLUTION OF THE

Executive Finance Committee OF Pacific Mountain Workforce Development Council

REQUESTING REVIEW

BY THE HEALTH CARE AUTHORITY

TO PARTICIPATE IN THE WASHINGTON STATE INSURANCE PLANS

WHEREAS, the Health Care Authority administers the medical, dental, life, and long term disability insurance coverage for the employees of the state of Washington, as set forth in chapter 41.05 RCW; and,

WHEREAS, the Executive Finance Committee representing the Pacific Mountain Workforce Development Council has reviewed the state insurance plans, chapter 41.05 RCW, RCW 41.04.205, chapter 182-08 WAC, and chapter 182-12 WAC; and,

WHEREAS, we deem the state insurance plans as providing desirable insurance coverage for the employees; and,

WHEREAS, we certify that all employees enrolled are eligible to participate in the state insurance plans;

BE IT RESOLVED, that Pacific Mountain Workforce Development Council requests approval by the Health Care Authority to participate in the state insurance plans for the employees of the Pacific Mountain Workforce Development Council, subject to the requirement of RCW 41.04.205 and the rules adopted thereunder.

DATED this 10th day of September, 2021.

Jacquelin Earley, Board Chair