



PacMtn WDC Board Meeting & Fall Retreat
September 22, 2022
1:00p – 4:00p
South Puget Sound Community College Lacey Campus – Room 188

Join Online via Microsoft Teams

Meeting ID: 263 631 093 196

Passcode: YmXp4f

Board and Elected Officials Fall Retreat Agenda 1:00p – 3:15p

Facilitated by Doug Mah of Doug Mah and Associates, LLC

- I. Introduction (15 minutes)
- II. What is on the horizon for PacMtn – William Westmoreland (20 minutes)
- III. Where are we starting from as leaders – Doug Mah (30 minutes)
- IV. What do we need to succeed in our roles - Doug Mah (Small group discussions) (30 minutes)

Break (10 minutes)

- V. Small Group Discussion Report Out (25 minutes)
- VI. Next steps and closing (5 minutes)

Board Meeting Agenda 3:15p – 4:00p

- I. Welcome & Leadership Reports
 - a. Introductions
 - b. Establish Quorum & Review Today's Agenda
 - c. Action Item: Motion to Approve 6/23/2022 Meeting Minutes (Attachment #1)
 - d. Board Chair Comments
 - i. Special Announcement
 - ii. Purpose Driven Leader Recognition
 - e. CEO Report
- 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 a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.



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- a. Action Item: Update Columbia Bank Signers (Attachment #2)
- b. Action Item: Motion to Approve PacMtn Policy Updates and Additions (Attachment #3)

III. Fiscal and Administrative Items

- a. Action Item: Motion to Approve PY22 Final Budget as recommended from the Executive Finance Committee and Recommend Do Pass to Consortium (Attachment #4)

IV. Executive Session: Motion to Move to Executive

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. Executive Finance Committee (EFC)
- b. One Stop Committee (One-Stop)
- c. Priority Populations
- d. Business and Sector Engagement (BaSE)
- e. Adult Basic Education & Literacy (ABEL)

VI. Good of the Order & Announcements

2022-2023 WDC Board Members

Name	Employed by/Serving	Represents
1. Alissa Shay <i>Chairperson</i>	Port of Grays Harbor	Business: Logistics Cross Sector Committee Assignment: EFC
2. Michael Cade <i>Vice-Chairperson</i>	Thurston County EDC	Business: Economic Development Committee Assignment: EFC, BaSE
3. Steve Rogers <i>Secretary/Treasurer</i>	Pacific County Historical Society & Museum	Business: Tourism & Recreation Committee Assignment: EFC
<i>Grays Harbor County Representatives</i>		
4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development Committee Assignment: BaSE
5. Julianne Hanner	Hanner Enterprises	Business: Private Enterprise Committee Assignment:
<i>Lewis County Representatives</i>		
6. Richard DeBolt	Lewis County EDC	Business: Economic Development Committee Assignment:
7. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business Committee Assignment: Priority Populations
8. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development Committee Assignment: One-Stop, Priority Populations
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development Committee Assignment: BaSE
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment:
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production Committee Assignment: EFC
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development Committee Assignment: BaSE
13. Grant Lehman	DaVita Kidney Care	Business: Healthcare Committee Assignment:
<i>Thurston County Representatives</i>		
14. Angela White	Olympia Master Builders	Business: Construction Trades Committee Assignment:
15. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise Committee Assignment: EFC, BaSE
<i>Regional Representatives</i>		
16. Lekha Fernandes	WA Employment Security Department	Wagner-Peyser Employment Service Committee Assignment: One-Stop
17. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations Committee Assignment: EFC, Priority Populations
18. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship Committee Assignment: EFC, Priority Populations



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19. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations Committee Assignment: EFC, One-Stop, ABEL
21. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) Committee Assignment: EFC, ABEL
22. Dr. Bob Mohrbacher	Centralia Community College	Post-Secondary Higher Education Committee Assignment:
23. Dr. Dana Anderson	Capital Educational School District #113	K-12 Education Committee Assignment:
24. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor Committee Assignment:
25. Jason Reed	WA DSHS/Community Services	TANF-DSHS Committee Assignment: Priority Populations
26. Paul Vertrees	WA DSHS/DVR	Vocational Rehab Committee Assignment: One-Stop, Priority Populations

2022-2023 Consortium Members

Name	Representing County
Commissioner Sharon Trask <i>Consortium Chair-Chief Local Elected Official</i>	Mason
Commissioner Lisa Olsen	Pacific
Alternate: Commissioner Sean D Swope	Lewis
Commissioner Kevin Pine	Grays Harbor
Commissioner Carolina Mejia	Thurston



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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

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 \(SAO\)](#).



PacMtn WDC Board Meeting

Meeting Minutes

June 23, 2022 | 2:00p

Centralia College – Hanson Boardrooms & Online Via Zoom

Attendees:

Board Members: Alissa Shay, Michael Cade, Steve Rogers, Lynnette Buffington, Bill Sullivan, Jennifer Baria, Derek Epps, Sue Yirku, Lekha Fernandes, Jonathan Pleger, Christina Riley, Cheryl Heywood, Jennifer Barber, Dr. Bob Mohrbacher, Bob Guenther, Jason Reed

Guests: Kat Santana, Megan Fiess, James Helling, Jason Hosenev, Joe Sharp, Brittany Ferry, Dr. Martin Reimer, Kendall King, Dr. Ed Brewster, Teresa McDermott

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Aaron Pentland, Melody Pajaro, Craig Clark, Kelly Fujimoto, Katherine Payne, Korbett Mosesly

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Steve Rogers, Board Treasurer called the meeting to order at 2:05pm
- b. CEO Report - William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at www.pacmtn.org.
- c. Establish Quorum & Review Today's Agenda - Quorum was established and meeting agenda was reviewed. There were no changes to or questions regarding the agenda.

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 a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

- a. Action Item: Motion to Approve 4/28/22 WDC Board Minutes (Attachment #1)
- b. Action Item: Motion to Approve Form 990 and Recommendation of Do Pass for Consortium (Attachment #2)
- c. Action Item: As Recommended by the Executive Finance Committee, Motion to Authorize PacMtn's legal Counsel, Paul J Triesch, with Keating Bucklin & McCormack, Inc., P.S. to move forward in its defense of PacMtn by filing a motion for summary judgement in the matter of Blue vs PacMtn, and to reject any current offers for mediation

Bob Guenther motioned to Approve the 4/28/22 WDC Board Minutes, Approve Form 990 with Do Pass for Consortium, and Approve to Authorize PacMtn's legal Counsel, Paul J Triesch, with Keating Bucklin & McCormack, Inc., P.S. to move forward in its defense of PacMtn by filing a motion for summary judgement in the matter of Blue vs PacMtn, and to reject any current offers for mediation motion for summary judgement in the matter of Blue vs PacMtn, and to reject any current offers for mediation. Christina Riley Seconded. **Motion Carries.**



III. Action Item & Discussion

- a. Action Item: Motion to Approve PY22 Preliminary Budget as recommended from the Executive Finance Committee and Recommend Do Pass to Consortium (Attachment #3)
 - Will Yeager and Melody Pajaro reviewed the PY22 Preliminary Budget and opened for discussion or questions. There were no questions.
 - Christina Riley motioned to Approve PY22 Preliminary Budget and recommend Do Pass to Consortium. Derek Epps seconded. **Motion Carries.**

IV. Strategic Discussion

- a. One Workforce - William Westmoreland and Jason Hosenev

Jason Hosenev reviewed the One Workforce with the Board. He reviewed understating and principles of the system MOU, regional service delivery goals and WorkSource initiatives. Jason also highlighted WIOA core programs, partners, differences between system and locations and its common measures.

Dr. Brewster questioned if common measure bars move as inflation and the economy moves up and down.

William responded that with maintaining solid relationships with employers and being thoughtful on how we bring funds together to support different communities, the common measure bar can be adjusted.

Questions arose on the next steps for One Workforce.

Jason informed the board that the current focus is on building out relationships with the current partners and looking for those willing and able to convene. William added that with the committed involvement of the partners, PacMtn will be opening up its committees and looking for members to join the teams.

- b. One Workforce - Basic Education for Adults and Student Success - Kelli Bloomstrom & Jennifer Barber

Kellie and Jennifer highlighted with the Board the importance of Adult Basic Education programs, what is offered and who the PacMtn ABE programs serve.

- c. ABEL Committee Engagement - Jennifer Barber

Jennifer reached out to the Board to recruit ABEL Committee members. She shared current members, what the committee work involves, its initiatives and current meeting topics.



V. Committee & Task Force Updates - Committee Leads

- a. Executive Finance Committee (EFC) - No update as Committee minutes are available at www.pacmtn.org
- b. One Stop Committee (One-Stop) - Cheryl Heywood reported that the Committee is meeting monthly but there is no update to report until their next meeting.
- c. Priority Populations - Jonathan Pleger reported that in their recent meeting, a guest speaker from Valejo Vocation discussed their efforts in bringing successful practices from Pierce County that focuses on case management and mentorship down to the PacMtn Region.
- d. Business and Sector Engagement (BaSE) - William Westmoreland reported on behalf of the committee chairs.
 - No meeting since February 2022 Board Retreat with a meeting coming up in May
- e. Adult Basic Education & Literacy (ABEL) Jennifer Barber reported in discussion item (IV c) on Committees current work.

VI. Executive Session: Motion to Move to Executive

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NO Session is requested at this time.

VII. Good of the Order & Announcements

- Cheryl Heywood announced that Packwood Library would be the 5th TRL to have expanded access beginning 6/28/22. With expanded access, those 18+ will be able to bring their minor dependent.

Meeting adjourned at 4:01p

Submitted by: Arissa De Lima, WDC Board Secretary

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09/2022

Current Columbia Bank Signers

Acct ending 8396- Restricted Funds

William Westmoreland
Korbett Mosesly

Acct ending 0137- Tumwater

William Westmoreland
Korbett Mosesly

Acct ending 0376 - C2C

William Westmoreland
Korbett Mosesly

Acct ending 0129 - Sweep

William Westmoreland
Korbett Mosesly

Board Action to Add Justin Cariasini to Bank Accounts

Acct ending 8396- Restricted Funds

Justin Cariasini

Acct ending 0137- Tumwater

Justin Cariasini

Acct ending 0129 - Sweep

Justin Cariasini

Board Action to Remove Employee from Bank Account

Acct ending 0137- Tumwater

Kimberly Baker

Board Action to Close Bank Account

CLOSE Acct Ending 0376



Final Bank Accounts after all activity

Acct ending 8396- Restricted Funds

William Westmoreland
Korbett Mosesly
Justin Cariasini

Acct ending 0137- Tumwater

William Westmoreland
Korbett Mosesly
Justin Cariasini

Acct ending 0129 - Sweep

William Westmoreland
Korbett Mosesly
Justin Cariasini

Acct ending 0376 CLOSED



MEMORANDUM

To: PacMtn Executive Finance Committee Members

From: William Westmoreland, CEO

Date: September 8, 2022

Subject: PacMtn WIOA Programs & Administrative Policies Approval Request

PacMtn updates policies or develops new local policies as needed to meet federal or state requirements and 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.

PacMtn Administrative Policy - New:

Compensation Policy # 3175

PacMtn's "new" Compensation Policy, was developed pursuant to federal regulations in effort to ensure all PacMtn staff, Board and Executive Finance Committee Members as well as other applicable parties have the ability to quickly access, understand and comply with the requirements set forth within the federal regulation pertaining to compensation, including personal services and fringe benefits.

Personal Services:

(a) General.

Includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits as out-lined below. Costs of compensation are allowable to the extent that they satisfy the specific requirements within 2 CFR 200.430 and that the total compensation for individual employees. Additional detail included in Policy Guidelines section.

- *2 CFR 200.430*

Fringe Benefits:

(a) General.

Are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in the principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity. Additional detail included in Policy Guidelines section.

- *2 CFR 200.431, including 2 CFR 200.447, 2 CFR 200.447(d)(1) and (2), 2 CFR 200.402 through 2 CFR 200.411*

Additional details for compliance as provided within are in reference to the following:

- 48 CFR 9904.412
- 10 U.S.C. 2324(e)(1)(P)
- 41 U.S.C. 1127 and 4304(a)(16)

29 U.S.C. 1301-1461

Local Program Policy – New:

State EcSA (Economic Security for All) Incentive Policy #9200

The attached policy was established and created in response to PacMtn receiving State EcSA (Economic Security for All) funding and administering program activities to support poverty reduction in the PacMtn region. The policy aligns with State guidance - WorkSource Information Notice-0129 (State Guidance and Instructions for the State Economic Security for All Program), issued statewide June 29, 2022.

The policy articulates the allowances for incentive payments under State EcSA funding and explains that individuals must have a qualifying program enrollment entered into the MIS system in a State EcSA funded program to be eligible for and receive an incentive payment. Incentives can only be provided in the manner outlined in policy.

Local Program Policy – Updated:

WIOA Adult, Dislocated Worker and Youth Incentive Payment Policy # 6200

The attached policy previously established and titled as Alternative Compensation Policy # 6200, has now been renamed WIOA Adult, Dislocated Worker and Youth Incentive Payment Policy # 6200. PacMtn staff reviewed in detail and updated accordingly to fully align with and incorporate all applicable new guidance within State Policy 5621-4 (Incentive Payments), issued statewide June 30, 2022.

The policy as updated clearly articulates the details, expectations, and allowances for incentive payments. To receive an incentive payment, individuals must have a qualifying program enrollment in a WIOA Title I-B Adult, Dislocated Worker, Youth or Statewide Activity funded Program and be entered into the MIS system. Incentives can only be provided in the manner outlined in policy.

Additionally, incentive payments must be connected to the recognition of achievement of milestones in the program, tied to work experience or training as well as the goals of WIOA, and assist the participant in meeting state and/or local program performance targets.

Motion to Approve

Recommend approval as presented,

Attachments:

- PacMtn Administrative Policy – Compensation # 3175
- PacMtn State EcSA Incentive Policy # 9200
- PacMtn WIOA Incentive Payments Policy # 6200

Local Program Policy – Notification (does not require Board approval)

WIOA Adult & Dislocated Worker Program Eligibility #5000

Federal and state WIOA policy defers to LWDBs for designation to define priority of service beyond the first through the third priority. The WIOA Adult & Dislocated Worker Program Eligibility Policy previously defined WIOA Adult 4th Priority of Service for employed workers under the 175% poverty level. In alignment with our service delivery model we have further expanded this definition to include those who are not recipients of public assistance, not low income, and not basic skills deficient and are required to complete a Self-Sufficiency Calculator.

Attachment: WIOA Adult & Dislocated Worker Program Eligibility #5000

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

TITLE: Administrative Policy # 3175 Compensation-Personal Services & Fringe Benefits

Type: Administrative Policy

Date Established: 08/01/2022

Date Last Revised: N/A

Date Posted to Website: N/A

Status: Draft-Pending Board Approval

Supersedes: N/A

Purpose

This policy as established provides PacMtn employees (staff and management) with the federal and state guidance and stipulations pertaining to compensation, including both personal services and fringe benefits.

Policy

Compensation – Personal Services:

- (a) **General.**
Includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits as outlined below. Costs of compensation are allowable to the extent that they satisfy the specific requirements within 2 CFR 200.430 and that the total compensation for individual employees. Additional detail included in Policy Guidelines section.

Compensation – Fringe Benefits:

- (a) **General.**
Are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in the principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity. Additional detail included in Policy Guidelines section.

Policy Guidelines

Personal Services Compensation as allowable is as follows:

1. Is reasonable for the services rendered and conforms to the established written policy of the non-Federal entity consistently applied to both Federal and non-Federal activities;
 2. Follows an appointment made in accordance with a non-Federal entity's laws and/or rules or written policies and meets the requirements of Federal statute, where applicable; and
 3. Is determined and supported as provided in paragraph (i) of the section, when applicable.
- (b) **Reasonableness.**
Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the non-Federal entity. In cases where the kinds of employees required for Federal awards are not found

in the other activities of the non-Federal entity, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the non-Federal entity competes for the kind of employees involved.

- (c) ***Professional activities outside the non-Federal entity.***

Unless an arrangement is specifically authorized by a Federal awarding agency, a non-Federal entity must follow its written non-Federal entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the non-Federal entity for non-organizational compensation. Where such non-Federal entity-wide written policies do not exist or do not adequately define the permissible extent of consulting or other non-organizational activities undertaken for extra outside pay, the Federal Government may require that the effort of professional staff working on Federal awards be allocated between:

1. Non-Federal entity activities, and
2. Non-organizational professional activities. If the Federal awarding agency considers the extent of non-organizational professional effort excessive or inconsistent with the conflicts-of-interest terms and conditions of the Federal award, appropriate arrangements governing compensation will be negotiated on a case-by-case basis.

- (d) ***Unallowable costs.***

1. Costs which are unallowable under other sections of these principles must not be allowable under this section solely on the basis that they constitute personnel compensation.
2. The allowable compensation for certain employees is subject to a ceiling in accordance with statute. For the amount of the ceiling for cost-reimbursement contracts, the covered compensation subject to the ceiling, the covered employees, and other relevant provisions, see 10 U.S.C. 2324(e)(1)(P), and 41 U.S.C. 1127 and 4304(a)(16). For other types of Federal awards, other statutory ceilings may apply.

- (e) ***Special considerations.***

Special considerations in determining allowability of compensation will be given to any change in a non-Federal entity's compensation policy resulting in a substantial increase in its employees' level of compensation (particularly when the change was concurrent with an increase in the ratio of Federal awards to other activities) or any change in the treatment of allowability of specific types of compensation due to changes in Federal policy.

- (f) ***Incentive compensation.***

Incentive compensation to employees based on cost reduction, or efficient performance, suggestion awards, safety awards, etc., is allowable to the extent that the overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between the non-Federal entity and the employees before the services were rendered, or pursuant to an established plan followed by the non-Federal entity so consistently as to imply, in effect, an agreement to make such payment.

- (g) ***Nonprofit organizations.***

For compensation to members of nonprofit organizations, trustees, directors, associates, officers, or the immediate families thereof, determination must be made that such compensation is reasonable for the actual personal services rendered rather than a distribution of earnings in excess of costs. This may include director's and executive committee member's fees, incentive awards, allowances for off-site pay, incentive pay, location allowances, hardship pay, and cost-of-living differentials.

❖ ***2 CFR 200.430 (h) 1 through 8 "Institutions of Higher Education (IHEs)", is not Applicable to PacMtn***

Fringe Benefits Compensation as allowable is as follows:

- (b) ***Leave.***

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

1. They are provided under established written leave policies;
2. The costs are equitably allocated to all related activities, including Federal awards; and,
3. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees.
 - (i) When a non-Federal entity uses the cash basis of accounting, the cost of leave is recognized in the period that the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment.
 - (ii) The accrual basis may be only used for those types of leave for which a liability as defined by GAAP exists when the leave is earned. When a non-Federal entity uses the accrual basis of accounting, allowable leave costs are the lesser of the amount accrued or funded.

- (c) ***Fringe benefits.***

The cost of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in § 200.447); pension plan costs (see paragraph (i) of this section); and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits, must be allocated to Federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such Federal awards and other activities, and charged as direct or indirect costs in accordance with the non-Federal entity's accounting practices.

- (d) ***Cost objectives.***

Fringe benefits may be assigned to cost objectives by identifying specific benefits to specific individual employees or by allocating on the basis of entity-wide salaries and wages of the employees receiving the benefits. When the allocation method is used, separate allocations must be made to selective groupings of employees, unless the non-Federal entity demonstrates that costs in relationship to salaries and wages do not differ significantly for different groups of employees.

- (e) ***Insurance.*** See also 2 CFR 200.447 (d)(1) and (2).

1. Provisions for a reserve under a self-insurance program for unemployment compensation or workers' compensation are allowable to the extent that the provisions represent reasonable estimates of the liabilities for such compensation, and the types of coverage, extent of coverage, and rates and premiums would have been allowable had insurance been purchased to cover the risks. However, provisions for self-insured liabilities which do not become payable for more than one year after the provision is made must not exceed the present value of the liability.
2. Costs of insurance on the lives of trustees, officers, or other employees holding positions of similar responsibility are allowable only to the extent that the insurance represents additional compensation. The costs of such insurance when the non-Federal entity is named as beneficiary are unallowable.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits), are allowable in the year of payment provided that the non-Federal entity follows a consistent costing policy.

- (f) ***Automobiles.***

That portion of automobile costs furnished by the non-Federal entity that relates to personal use by employees (including transportation to and from work) is unallowable as fringe benefit or indirect (F&A) costs regardless of whether the cost is reported as taxable income to the employees.

- **(g) *Pension plan costs.***

Pension plan costs which are incurred in accordance with the established policies of the non-Federal entity are allowable, provided that:

1. Such policies meet the test of reasonableness.
2. The methods of cost allocation are not discriminatory
3. Except for State and Local Governments, the cost assigned to each fiscal year should be determined in accordance with GAAP.
4. The costs assigned to a given fiscal year are funded for all plan participants within six months after the end of that year. However, increases to normal and past service pension costs caused by a delay in funding the actuarial liability beyond 30 calendar days after each quarter of the year to which such costs are assignable are unallowable. Non-Federal entity may elect to follow the “Cost Accounting Standard for Composition and Measurement of Pension Costs” (48 CFR 9904.412).
5. Pension plan termination insurance premiums paid pursuant to the Employee Retirement Income Security Act (ERISA) of 1974 (29 U.S.C. 1301-1461) are allowable. Late payment charges on such premiums are unallowable. Excise taxes on accumulated funding deficiencies and other penalties imposed under ERISA are unallowable.
6. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the non-Federal entity.
 - (i) For pension plans financed on a pay-as-you-go method, allowable costs will be limited to those representing actual payments to retirees or their beneficiaries.
 - (ii) Pension costs calculated using an actuarial cost-based method recognized by GAAP are allowable for a given fiscal year if they are funded for that year within six months after the end of that year. Costs funded after the six-month period (or a later period agreed to by the cognizant agency for indirect costs) are allowable in the year funded. The cognizant agency for indirect costs may agree to an extension of the six-month period if an appropriate adjustment is made to compensate for the timing of the charges to the Federal Government and related Federal reimbursement and the non-Federal entity's contribution to the pension fund. Adjustments may be made by cash refund or other equitable procedures to compensate the Federal Government for the time value of Federal reimbursements in excess of contributions to the pension fund.
 - (iii) Amounts funded by the non-Federal entity in excess of the actuarially determined amount for a fiscal year may be used as the non-Federal entity's contribution in future periods.
 - (iv) When a non-Federal entity converts to an acceptable actuarial cost method, as defined by GAAP, and funds pension costs in accordance with this method, the unfunded liability at the time of conversion is allowable if amortized over a period of years in accordance with GAAP.
 - (v) The Federal Government must receive an equitable share of any previously allowed pension costs (including earnings thereon) which revert or inure to the non-Federal entity in the form of a refund, withdrawal, or other credit.

- **(h) *Post-retirement health.***

Post-retirement health plans (PRHP) refers to costs of health insurance or health services not included in a pension plan covered by paragraph (g) of this section for retirees and their spouses, dependents, and survivors. PRHP costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the non-Federal entity.

1. For PRHP financed on a pay-as-you-go method, allowable costs will be limited to those representing actual payments to retirees or their beneficiaries.

2. PRHP costs calculated using an actuarial cost method recognized by GAAP are allowable if they are funded for that year within six months after the end of that year. Costs funded after the six-month period (or a later period agreed to by the cognizant agency) are allowable in the year funded. The Federal cognizant agency for indirect costs may agree to an extension of the six-month period if an appropriate adjustment is made to compensate for the timing of the charges to the Federal Government and related Federal reimbursements and the non-Federal entity's contributions to the PRHP fund. Adjustments may be made by cash refund, reduction in current year's PRHP costs, or other equitable procedures to compensate the Federal Government for the time value of Federal reimbursements in excess of contributions to the PRHP fund.
3. Amounts funded in excess of the actuarially determined amount for a fiscal year may be used as the non-Federal entity contribution in a future period.
4. When a non-Federal entity converts to an acceptable actuarial cost method and funds PRHP costs in accordance with this method, the initial unfunded liability attributable to prior years is allowable if amortized over a period of years in accordance with GAAP, or, if no such GAAP period exists, over a period negotiated with the cognizant agency for indirect costs.
5. To be allowable in the current year, the PRHP costs must be paid either to:
 - (i) An insurer or other benefit provider as current year costs or premiums, or
 - (ii) An insurer or trustee to maintain a trust fund or reserve for the sole purpose of providing post-retirement benefits to retirees and other beneficiaries.
6. The Federal Government must receive an equitable share of any amounts of previously allowed post retirement benefit costs (including earnings thereon) which revert or inure to the non-Federal entity in the form of a refund, withdrawal, or other credit.

- (a) **Severance pay.**

1. Severance pay, also commonly referred to as dismissal wages, is a payment in addition to regular salaries and wages, by non-Federal entities to workers whose employment is being terminated.

Costs of severance pay are allowable only to the extent that in each case, it is required by

 - (i) Law
 - (ii) Employer-employee agreement;
 - (iii) Established policy that constitutes, in effect, an implied agreement on the non-Federal entities part; or
 - (iv) Circumstances of the particular employment.
2. Costs of severance payments are divided into two categories as follows:
 - (i) Actual normal turnover severance payments must be allocated to all activities; or, where the non-Federal entity provides for a reserve for normal severances, such method will be acceptable if the charge to current operations is reasonable in light of payments actually made for normal severances over a representative past period, and if amounts charged are allocated to all activities of the non-Federal entity.
 - (ii) Measurement of costs of abnormal or mass severance pay by means of an accrual will not achieve equity to both parties. Thus, accruals for this purpose are not allowable. However, the Federal Government recognizes its responsibility to participate, to the extent of its fair share, in any specific payment. Prior approval by the Federal awarding agency or cognizant agency for indirect cost, as appropriate, is required.
3. Costs incurred in certain severance pay packages which are in an amount in excess of the normal severance pay paid by the non-Federal entity to an employee upon termination of employment and are paid to the employee contingent upon a change in management control over, or ownership of, the non-Federal entity's assets, are unallowable.
4. Severance payments to foreign nationals employed by the non-Federal entity outside the United States, to the extent that the amount exceeds the customary or prevailing practices for the non-Federal entity

in the United States, are unallowable, unless they are necessary for the performance of Federal programs and approved by the Federal awarding agency.

5. Severance payments to foreign nationals employed by the non-Federal entity outside the United States due to the termination of the foreign national as a result of the closing of, or curtailment of activities by, the non-Federal entity in that country, are unallowable, unless they are necessary for the performance of Federal programs and approved by the Federal awarding agency.

❖ ***2 CFR 200.431 (j) 1 through 3 “For IHEs only “, is not Applicable to PacMtn***

• ***(k) Fringe benefit programs and other benefit costs.***

1. The costs meet the requirements of Basic Considerations in 2 CFR 200.402 through 200.411;
2. The costs are properly supported by approved cost allocation plans in accordance with applicable Federal cost accounting principles; and
3. The costs are not otherwise borne directly or indirectly by the Federal Government.

References

Compensation - Personal Services 2 CFR 200.430

Compensation – Fringe Benefits 2 CFR 200.431, including 2 CFR 200.447, 2 CFR 200.447(d)(1) and (2), 2 CFR 200.402 through 2 CFR 200.411

48 CFR 9904.412

10 U.S.C. 2324(e)(1)(P)

41 U.S.C. 1127 and 4304(a)(16)

29 U.S.C. 1301-1461

DATE APPROVED: *Pending Board Approval – Tentative 9/8/2022*

Direct Inquiries to:

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

TITLE: State EcSA (Economic Security for All) Incentive Policy # 9200

Type: Program Policy

Date Established: 7/1/2022

Date Last Revised: N/A

Date Posted to Website: N/A

Status: Draft – Pending Board Approval

Supersedes: N/A

Purpose

In recognition of the work that Washington’s workforce development system did to alleviate poverty through the original EcSA initiative, The state is making continued investments that are allocated to Local Workforce Development Boards (LWDBs) to expand on the work currently done by local EcSA programs funded by the Governor’s WIOA statewide activities funds. Because this new allocation is state funded, these new resources provide an unprecedented opportunity to further expand the services provided by LWDBs to improve workforce outcomes and reduce poverty across Washington State.

Policy

PacMtn contractors are authorized to provide Participant Cash Supports/Stipends and Participant Incentive Payments to participants enrolled in, and making satisfactory progress in, State Funded Economic Security for All (EcSA) activities and programs.

Policy Guidelines

State-funded EcSA participants are eligible to receive Participant Cash Support Payments and Incentives. These financial supports will be utilized and provided in recognition and achievement of milestones associated with State-funded EcSA program and activities. The cap for state-funded EcSA incentives is set at \$4000 per participant per program year.

This will incentivize completed courses related to Financial Coaching and other WIOA performance achievements such as, this is not intended to be an exhaustive list:

- Completion of an Individual Employment Plan & Self-Sufficiency Calculator
- Completion of Financial Plan & Bridge to Self-Sufficiency
- Achieving a recognized credential
- Completion of a WIOA performance achievements
- Achievement of Client Self-Sufficiency goal at end of quarter
- Attend a Free Financial Education Class
- Monthly Budget Review
- Increasing Credit Score by 50 points or more
- Decreasing non asset related debt by \$1,000 or more
- Completing a WA State Certified Home Ownership Class
- Becoming Employed

- Job Retention
- Completion of an Employment Portfolio
- Attend a hiring event
- Attend a WorkSource Workshop

Definitions

Additionally, Self-Sufficiency for the EcSA program is defined as Attainment of 100% of individualized household Income Adequacy, as established through use of the UW Self-Sufficiency Calculator.

References

State Bill 5693 page 463

WIN 0129 - State Guidance and Instructions for the State Economic Security for All (EcSA) Program

DATE APPROVED: TBD

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TITLE: WIOA Adult, Dislocated Worker, Youth and Statewide Activity Incentive Payment Policy # 6200

Type: Program Policy

Date Established: 07/01/2022

Date Last Revised: 08/10/2022

Date Posted to Website: N/A

Status: Draft – Pending Board Approval

Supersedes: Alternative Compensation Policy

Purpose

This policy provides guidance and direction around Incentive Payments provided to individuals determined eligible and enrolled as participants in a WIOA Title I-B Adult, Dislocated Work, Youth and/or Statewide Activity funded programs as allowable under Title I-B of the Workforce Innovation and Opportunity Act (WIOA).

Although there is specific reference in the WIOA final rules regarding incentive payments to youth at 20 CFR 681.640, there is no similar reference to incentive payments or stipends to adults and dislocated workers. Further, although the WIOA final rules and WIOA operating guidance state that guidance in this area is forthcoming, the one-stop system is still awaiting such guidance. Therefore, to provide needed clarification to Washington’s WorkSource (One-Stop) system, PacMtn WDC has updated this policy to eliminate confusion and support comprehensive service delivery. If and when federal guidance is issued, ESD will review the state policy and make necessary and appropriate revisions and the WDC will update this policy.

Policy

PacMtn contractors are authorized to provide incentive payments to individuals enrolled in WIOA Adult, Dislocated Worker, Youth and/or Statewide Activity funded program when participating in training, work experience, and/or education programs tied to the goals of WIOA and assist them in meeting state and/or local program performance targets.

Incentive payments will be subject to availability of funding and in accordance with allowable cost principles.

Incentive payments are participant support costs as defined at 2 CFR 200.75 and 2 CFR 200.456. Both 2 CFR 200.456 and 2 CFR 200.407(t) direct that participant support costs require prior written approval of the Federal awarding agency

Policy Guidelines

Incentive payments:

To be eligible to earn and incentive payments, individuals must:

- Have a program enrollment entered into the MIS system in a WIOA Title I-B Adult, Dislocated Worker, Youth, and/or Statewide Activity funded Program and provided incentives in the manner outlined in this policy.

- Be actively engaged in services offered through a WIOA Adult, Dislocated Worker, Youth or Statewide Activity funded program, in accordance with their individual participation plan and or Individual Service Strategy.

All incentives must be in compliance with 2 CFR part 200 (e.g., federal funds must not be spent on entertainment costs, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment).

Providers must also internally maintain appropriate and identifiable expenditure records of incentive payments for the purposes of local, state, and federal monitoring/audits.

Provider agencies must safeguard cash and other similar items (e.g., gift cards) with internal controls.

The total amount of incentive payments in a program year (July 1 through June 30) for WIOA Title I-B Adult, Dislocated Worker, and Youth participants will be stipulated in the PacMtn Incentive Payment Procedure #6200P.

However, as stated in State Policy 5621-4 Incentive Payments, the allowance for and limits on incentive payments to WIOA Title I youth participants in projects funded by WIOA Title I statewide activities discretionary funds will be set by PacMtn as outlined by the State in the contracts' special terms and conditions. Program contractors will be notified accordingly.

A. WIOA Youth

1. Incentive payments to WIOA Title 1 youth participants are permitted for recognition and achievement of milestones tied to work experience, education, and/or training. To that end, the allowable WIOA Title 1 youth program elements to which incentives may be tied can be found in **Attachment A**.
2. Incentive payments not supported through the WIOA Youth Individual Service Strategy (ISS) are not allowable.
3. Incentive payments are allowed to additionally include incentive payments for attainment of unsubsidized employment and /or employment retention resulting from participation in one or more program elements (outlined in Attachment A) for which incentive payments are allowed.
4. Incentive structures and policies, which detail incentives tied to non-performance related activity or achievement, are not allowable.
5. Incentive payment outlines as designed, determined allowable and implemented during any program period (PY), are applicable to each individual PY specifically and must be applied equally for all eligible participants who have earned the incentive, per policy.
6. Changes to the nature and incentives to be awarded during each individual PY must remain in effect throughout the PY and are not subject to change without PacMtn approval.
7. Contractors can issue incentive payments only when in accordance and fully compliant with PacMtn's Incentive Policy # 6200 and Incentive Payments Procedure # 6200P.

The following is the exclusive list of allowable incentive achievements allowed for Youth:

- Progress tied to the allowable Youth Program Elements as outlined in **Attachment A**.
- WEX, Employment, and Training Progress based upon achievements and milestones in the program tied to education, work experience, or training marked by credential attainment or other successful outcomes related to a training service.
- Progress or completion of work experience or training services including obtainment of job skills as specified in the training plan, or specific training, or WEX attendance or task completion as documented on ISS or WEX contracts.
- Successful Measurable Skills Gain or Credential Attainment
- Unsubsidized Employment Attainment during active participation in alignment with youth program elements outlined in **Attachment A**.

Prior state approval is not required for incentive payments to WIOA Title I youth participants so long as the criteria outlined in this policy and the guidance within is adhered.

Documentation requirements are detailed in the Incentive Payments Procedure #6200P

B. WIOA Adult/DW

1. Incentive payments to WIOA Title I adult and dislocated worker participants are limited to achievement milestones directly tied to work experiences and the following WIOA-recognized training services – occupational skills training, registered apprenticeship, on-the-job training, increased capacity training, customized training, and entrepreneurial training.
2. Unlike Title I youth, this excludes incentive payments for attainment and retention of unsubsidized employment for adults and dislocated workers who complete work experience or training services.

The following is the exclusive list of allowable incentive achievements allowed for Adult & Dislocated Workers:

- Progress or completion of work experience including obtainment of job skills as specified in the training plan, or WEX attendance or task completion as documented on IPP or WEX contracts.
- Successful Measurable Skills Gain or Credential Attainment directly tied to the following WIOA recognized training services – occupational skill training, registered apprenticeship, on-the-job training, increased capacity training, customized training, and entrepreneurial training.

PacMtn must request and receive approval from the state annually prior to expending any new WIOA Title I-B formula grants or statewide activities funds on incentives to WIOA Title I-B Adult, Dislocated Worker, or Statewide Activity funded program participants.

- Refer to Incentive Payments Procedure #6200P to access Exhibit 3-700A WIOA Title 1-B Adult and Dislocated Worker Incentive Approval forms as required to request approval to pay WIOA Title 1-B Incentives to Adults and Dislocated Workers.

- Once approved, the state approvals are good for the life of those particular funds.

Documentation requirements are detailed in the Incentive Payments Procedure #6200P

C. Statewide Activities

Incentive Payments are allowable in accordance with the applicable grant guidelines for statewide activities under WIOA Title 1B. Incentive payments will be subject to availability of funding and in accordance with allowable cost principles under the applicable grant.

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

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

OMB Uniform Guidance, 2 CFR 200.456 – Participant Support Costs

OMB Uniform Guidance, 2 CFR 200.75 – Participant Support Costs

OMB Uniform Guidance, 2 CFR 200.407(t) – Prior Written Approval

Training and Employment Guidance Letter's (TEGL 19-16 & 21-16)

WorkSource System Policy 1019, Revision 6, Attachment A- Eligibility Handbook Training

WorkSource System Policy 5602 R3 - Supportive Services and Need Related Payments

WorkSource System Policy 5621 R4 - Incentive Payments to WIOA Title I Participants

PacMtn Incentive Payment Procedures #6200P

Compliance with the state's eligibility policy will be based on the version of the handbook or state policy in effect at the time of the action or activity that may be at issue.

DATE APPROVED: TBD

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Attachment A

Youth Program Elements for which incentive payments are or are not allowed

No.	Program Element	Allowable
1	Tutoring, study skills training, instruction, and dropout prevention	Yes
2	Alternative secondary school services or dropout recovery services	Yes
3	Paid and unpaid work experience	Yes
4	Occupational skills training	Yes
5	Education offered concurrently with workforce preparation and training for a specific occupation	Yes
6	Leadership development opportunities	No
7	Supportive services	No
8	Adult mentoring	No
9	Follow-up services	No
10	Comprehensive guidance and counseling	No
11	Financial literacy education	Yes
12	Entrepreneurial skills training	Yes
13	Services that provide labor market information	No
14	Post-secondary preparation and transition activities	Yes

Note: Youth incentive payments are also allowed for attainment of unsubsidized employment and/or employment retention resulting from participation in one or more program elements for which incentive payments qualify.

TITLE: WIOA Adult & Dislocated Worker Program Eligibility Policy # 5000

Type: Program Policy

Date Established: 07/01/2016

Date Last Revised: 08/23/2022

Date Posted to Website: 07/07/2016

Status: Final

Supersedes: WIA Policies # 500, 501, 510,
515, 590,

Purpose

WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven.

This policy provides guidance for determining the eligibility of individuals to be enrolled and provided services through the WIOA Adult and Dislocated Worker Programs. The WIOA Adult and Dislocated Worker formula programs are one pivotal piece of the WorkSource delivery system, which is the foundation of the workforce system.

Policy

WIOA Program Staff are to ensure that all individuals interested in and eligible to receive services through the WIOA Adult and Dislocated Worker funded programs are determined eligible through the guidance provided within the WorkSource System Policy 1019 Revision 6 Eligibility Handbook - Attachment A.

Policy Guidelines

Enrollment into a WIOA funded program occurs at the point where there is significant staff involvement. Significant staff involvement includes staff's assessment of a participant's skills, education, or career objectives to assist the participant in making a decision or accessing information, compared to staff providing a participant with readily available information that does not require an assessment.

WIOA requires that local workforce councils set the criteria for determining whether employed applicants who are not earning a self-sufficient wage are allowed enrollment in to a WIOA Title 1 funded adult or dislocated worker program to receive services necessary to obtain or retain employment which will lead to self-sufficiency.

The following information outlines the general requirements which must be met by WIOA Adult and Dislocated Worker program applicants for consideration of enrollment by WIOA program Staff into the applicable Adult and or Dislocated Worker program.

Adult Program Eligibility Requirements

Individuals must meet the following eligibility criteria for the adult program:

- U.S. citizen or otherwise legally entitled to work in the U.S.;

- Age 18 or older; and
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960), unless an exception is justified (see Section 5.2 for guidance on Selective Service registration).

Priority for Services under the Adult Program

Priority selection is established for and local areas must target certain populations in accordance with WIOA Section 134(c)(3)(E) and proposed 20 CFR 680.600 and 20 CFR 680.640. These targeted populations must first meet the eligibility requirements for the adult program.

The matrix below describes the order and rationale for prioritization based on the requirements in WIOA Section 134(c)(3)(E), proposed 20 CFR 680.600, proposed 20 CFR 680.640, and TEGl 10-09. For purposes of this section, the term “covered person(s)” refers to veterans and eligible spouses per priority of service for veterans.

Priority requirements for the WIOA Title I adult program are as follows:

Priority	Mandatory Priority Group	Explanation
First	Covered persons (veterans and eligible spouses) who are low income, recipients of public assistance, or basic skills deficient.	Guidelines for serving covered persons - WorkSource System Policy 1009 Revision 3 – Priority of Service apply within the mandatory priority criteria of low-income / public assistance recipient.
Second	Individuals (non-covered persons) who are low-income (may include unemployed individuals), recipients of public assistance, or basic skills deficient.	The mandatory priority criteria (low-income / public assistance recipients / basic skills deficient) have preference over covered persons (veterans and eligible spouses) who do not meet the mandatory priority criteria.
Third	Covered persons (veterans and eligible spouses) who are not low-income and not basic skills deficient.	Guidelines for serving covered persons - WorkSource System Policy 1009 Rev. 3 – Priority of Service apply in the third category (individuals who are not low-income / public assistance recipients / basic skills deficient).
Fourth (optional)	LWDBs may establish additional priority groups for priority for services beyond minimum adult eligibility - WorkSource Policy 1019, Revision 6 - Section 3.C, III –Adult Program.	Guidelines and procedures for serving additional priority groups as set forth in PacMtn’s Adult Program Eligibility & Enrollment Procedure #5000P-A.

NOTE: An adult with a disability can be considered a family of one for low-income determinations (refer to Section 5.6.2) of WorkSource System Policy 1019, Revision 6 supplemental Eligibility Handbook.

Unemployed individuals do not automatically meet local parameters regarding low-income. The intent is to prioritize services to individuals based on family income (low-income or on public assistance).

According to proposed 20 CFR 680.120, 680.130, and 680.210, the above priority requirements do not necessarily mean that only the recipients of public assistance and other low-income individuals can receive WIOA adult funded career and training services.

With respect to funds allocated to a local area for adult employment and training activities, WIOA section 133(b)(2)(A) and (3)(A), states that priority shall be given to recipients of public assistance and other low-income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services.

In the PacMtn region, WIOA staff may also serve other eligible individuals who are not recipients of public assistance, not low-income, and not basic skills deficient after first serving eligible individuals who meet the established priority selection criteria.

Additionally, these individuals are required to complete a Self-Sufficiency Calculator.

NOTE: Up to twenty percent (20%) of the total number of participants enrolled in any program year may be enrolled using these criteria.

NOTE: Washington's Marriage Equality Act (RCW 26.60) expands the definition of a "married couple" beyond that of a male and female couple. The US Department of Justice will no longer defend the federal "Defense of Marriage Act" as a number of courts have held it is unconstitutional, including the 1st and 2nd Circuit Court of Appeals. Accordingly, in relation to this policy, the state is expanding its definition of a married couple beyond that of a male and a female.

Priority Selection for Career Services and Training Services Funded with WIOA Statewide (10%) Discretionary Grants/Contracts

For purposes of WIOA statewide (15%) discretionary funds, the Governor has determined that these funds will be prioritized as follows:

- Eligible veterans and spouses;
- Unemployed individuals;
- Low-income individuals;
- Other Washington job seekers.

As indicated by the first priority, recipients of WIOA 10% discretionary grants and contracts will continue to provide priority selection of veterans for career and training service in alignment with WorkSource System Policy 1009 Revision 3. In applying this policy to 10% funded projects, veterans who are unemployed and/or low-income, have priority over all other individuals served under these projects.

For complete WIOA Adult eligibility criteria and documentation requirements see Section 3 and Section 6 of the Eligibility Handbook

Dislocated Worker Program

Individuals must meet the following eligibility guidelines for the Dislocated Worker Program:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960), unless an exception is justified (see Section 5.2 for guidance on Selective Service registration); and
- One of the Dislocated Worker categories listed within the Dislocated Worker Eligibility Criteria Matrix, page 13 of the Eligibility Handbook.

The matrix which follows is meant to provide clarity on the requirements within each Dislocated Worker category. Military Service Members (Category 5) and Spouses of Dislocated Military Service Members (Category 6) have been included as individual categories to allow for specificity, though it is commonly understood that these categories fall under the General Dislocation category (1). Refer to Section 5.7 of the Eligibility Handbook for guidance related to the impact of Washington's Marriage Equality Act.

Dislocated Worker Eligibility Criteria	
Category	Criteria
1. General Dislocation	<input type="checkbox"/> 1.1 An individual who was terminated, laid off, or received a notice of termination or layoff. AND
	<input type="checkbox"/> 1.2 Is determined unlikely to return to previous industry or occupation (defined by LW DBs); AND
	<input type="checkbox"/> 1.3.1 Is eligible for or has exhausted entitlement to unemployment compensation; OR <input type="checkbox"/> 1.3.2 Is not eligible for unemployment compensation but can show attachment to the workforce of sufficient duration.
2. Dislocation from Facility Closure / Substantial Layoff	<input type="checkbox"/> 2.1 An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: Permanent closure; or Substantial layoff; OR
	<input type="checkbox"/> 2.2 An individual employed at a facility at which the employer has made a general announcement that the facility will close within 180 days.
3. Self-employed Dislocation	<input type="checkbox"/> Was self-employed (including employment as a farmer, rancher or a fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
4. Displaced Homemaker * <small>* Per TEGL 26-13, individuals cannot cite long-term partners to whom they were not married as family members. Individuals can cite adult children upon whom they were financially dependent as family members so long as it is appropriately documented.</small>	<input type="checkbox"/> 4.1 An individual who was dependent on the income of another family member and is no longer supported by the income of that family member; OR Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service connected death or disability of the member AND
	<input type="checkbox"/> 4.2 Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
5. Dislocated/ Separating Military Service Members	<input type="checkbox"/> 5.1 A non-retiree military service member who was discharged or released from service under <u>other than dishonorable</u> , or has received a notice of military separation (defined by LWDB (see Section 4.2.1)). Per proposed 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance. Note: Dislocated military service members, veterans and other covered persons are eligible for Priority of Service (POS) as described in POS Policy 1009, Revision 2.
6. Spouses of Military Service Members	<input type="checkbox"/> 6.1 The spouse of a member of the armed forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; OR
	<input type="checkbox"/> 6.2 The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Note: a military spouse may also qualify as a displaced homemaker (Category 4).

For complete WIOA Dislocated Worker eligibility criteria and documentation requirements; to include each of the following, please refer to Sections 4, 5 and 6 of the Eligibility Handbook.

- Serving Non-Retiree Military Service Members and their Spouses
- Non-Retiree Military Service Members (Dislocated Worker – Category 5)
- Spouses of Military Service Members (Dislocated Worker - Category 6)
- Eligibility for Employed Individuals
- Stop Gap Employment

For additional program guidance for each of the following, please refer to Sections 5 and 6 of the Eligibility Handbook.

- U.S. Citizenship or Legal Right to Work in the U.S.
- Selective Service Requirements
- Priority of Service for Veterans and Eligible Spouses
- Assisting Victims of Human Trafficking
- WIA001 Report and Disallowed Use of UI GUIDE Screen Prints
- Income Verification and Family Size for the Low-Income Criteria
 - Income Verification
 - Determining Family Size
 - Defining Dependent
 - Washington’s Marriage Equality Act

For Adult and Dislocated Worker Eligibility Documentation Requirements, please refer to Adult and Dislocated Worker Eligibility Procedures # 5000P

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

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
WIOA Section 134(c)(3)(E)
Training and Employment Guidance Letters (TEGL) 3-15, 10-09, 15-10, 22-04 Change 1
WorkSource System Policy 1009 Revision 3 – Priority of Service
WorkSource System Policy 1003 Revision 2 – Data Element Validation
WorkSource System Policy 1019 Revision 6 & Attachment A - Eligibility Policy Handbook

PacMtn Procedures #5000P Adult Eligibility
PacMtn Procedures # 5000P Dislocated Worker Eligibility
PacMtn Self-Sufficiency Policy #5020
PacMtn Self-Sufficiency Procedures #5020P
PacMtn 2022 WIOA Income Guidelines

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

DATE APPROVED: June 4, 2016, June 13, 2019, August 26, 2022

**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.



MEMORANDUM

To: PacMtn Executive Finance Committee Members

From: William Westmoreland, CEO
Wil Yeager, Director Fiscal and Administrative Services

Date: September 8th, 2022

Subject: PY22 Final Budget

The Final Budget updates PacMtn's revenue by including new and revised grants and actual final carry-in amounts from grants that cross multiple years. The expense side is similarly adjusted. The attached budget documents offer a summary of the budget expected to provide needed services for the upcoming year. This version of the budget refines the PY22 Preliminary Budget with the actual grant award amounts, final determinations of carry-in funding and anticipated expenses from those grants.

The attached summary offers a good breakdown of both revenues and expenses in the categories the Board is familiar with seeing.

Revenue Projections

Our revenue forecast for **PY22 is \$11,517,854**. This is **\$598K More** over the estimate in the Preliminary Budget but an overall **decrease** over PY21 of **1.5M**. There are two reasons for the decrease 1) smaller federal and consequent decrease in state WIOA formula allocations and 2) fewer new competitive grants than expiring competitive grants.

Generally, with **competitive grants** we have done well on the **number awarded**, but the total **value is lower** than those that expired.

New Grants: Revenue Changes

Economic Security for All funds (EcSA) STATE funding in the amount of **(\$562,444+)**, these funds are not WIOA and have lower restrictions on use. Much of this funding will flow directly to participant investments.

We Removed from the budget Economic Security for All funds (EcSA) FEDERAL. ESD has the funds but has not issued them and we are unsure if they will this program year.



Pathway Home (3) for 1,499,000 is a new grant we were just awarded. It is a 3.5-year grant from the Department of Labor. The program dollars focused on the reintegration of ex-offenders. This grant represents an opportunity for future year over year funding as we demonstrate success.

Opioid Disaster increased budget by 211k. This increase was not an increase in funding but unspent budgeted funds from the prior PY. The budgeted revenue has been split in the budget to reflect how the funds are awarded verses a lump sum. There are **785,681 dollars** that are not available for use until we hit 70% spending of the first allotment of funding. As of the start of the program year we had only spent 5%.

Community Development Block Grant (CDBG) \$316k+ funds carried forward from PY21 a decrease of our original estimate carryforward in the amount of **20k**. We receive some late billings from community partners. But are on track to spend funding by the end of the grant.

This funding offers staffing assistance for local Food Banks and Senior Food programs. This program braids PacMtn's mission with organizations that provide food programs during the pandemic by addressing critical shortfalls in staffing for these agencies.

We did apply for the use of unspent CDBG funding by other organizations and should know by early September if we get an additional **722K**. If awarded would be a huge boost to local food banks and food programs.

Community Transitions Assistance Program or (CTAP) \$220k. PacMtn's application for our 2nd round of funding and was awarded. These funds are used to support our work with incarcerated individuals transitioning back into the community.

Thurston Strong Job Champion Network funds carried forward from PY21 \$1,178,756 an increase of **29K** over the preliminary budget. We have allocated out to the community over a million in contracts for the next program year. This model similar to the (CDBG funds). These dollars come from Thurston County's American Rescue Plan Act funding afforded to Thurston Strong. The money facilitates employment for Thurston County residents and enhances staffing and service delivery for community-based organizations significantly impacted by the pandemic.

Continuing Specialty Grants Fund Work

Under contract to the Thurston County Jail PacMtn will continue provision of services for County residents in work release and in County supervision. The **PREP Program** is well received by individuals and Jail Command who recognize it as helpful to the economic, health and welfare recovery of individuals. This program is a cornerstone activity for PacMtn's Re-Entry Services body of work that builds upon and expands services provided through the opioid reduction grants.



Treatment Sales Tax (TST) is a local funding stream that works alongside federal and state funding such as Medicaid to meet mental health and substance use needs in Thurston County. Programs funded with TST aim to reduce justice involvement, emergency room use, health care costs, and public assistance.

TST is a 1/10 of 1% sales tax collected in Thurston County since 2009. In 2020, this tax generated \$6.9 million in revenue. Funds are used on a variety of services including treatment courts such as Drug Court, services at the Thurston County Correctional Facility, community programs, and programs serving youth and families. **PacMtn has received a grant of 205k** to fund an 18-month position to support incarcerated individuals transitioning out of facilities with the intention to connect them the WorkSource system.

Boeing has significantly reduced funding for AMP training at JBLM. We will use remaining carry-in and add the awarded \$80K and contract for provision of those services to maximize money available for training and placement of individuals in an aerospace career pathway.

PY22 brings two new funding sources available for use in the work at JBLM. First, is funding from Aerospace Joint Apprenticeship Committee (AJAC) to pay for the Airplane Mechanic Training (A&P) in the amount of **75k** half of which is budgeted in PY22. Second, our **Business Services contractor (Thurston Chamber)** has secured **112k** in funding from Lightweight Innovations for Tomorrow (LIFT) to be used to help pay for training at JBLM. This training is for occupations in the machining sector.

PY22 is 7th year of the **MyJOB partnership** with Juvenile Rehabilitation and Division Vocab Rehab. We are continuing our contract from PY21 and have available \$1.3 mil but expect to spend approximately **240K** of the funding as we start the new contract model.

In addition to the providing critical services these **competitive grants** play an important role in picking up portions of staff time, overhead and administration that helps share the burden with our WIOA Formula base grants.

Our **WIOA Formula grants reflect 41.1%** of the overall budget, an **8% reduction** in our reliance on this funding stream over our Preliminary budget. The addition of Pathway Home was a big help. As we exit work with Community Jobs other competitive grants are critical to our diversification strategy.

Expenses

Pursuant to the intentions of WIOA and State policy, the majority of our revenues are contracted back out to procured vendors to deliver services that adhere to the objectives of the award. In the Budget Summary these services are identified as either Direct Participant Services, Business



Services & Solutions, Special Impact Projects, Misc. Contracts & Projects or Administrative Services. Our emphasis is on providing services that reach and add value for our customers-both job seekers and employers.

As noted in the Summary Chart Administrative Services decreased in this budget in total dollars. This year we have reduced our costs as a percent of total expenditures **to 26.9% down 3%** over PY21. A real reduction in administration dollars of **\$288k**. Reasons for this include:

1. **Shift in service delivery design** previously allowed the same staff costs to be dedicated to program/direct services vs. administration. In years past, some WIOA programs were allowed to continue direct services. That is no longer permitted and PacMtn now contracts for those services and those funds are sent out of the organization. All funds now retained by PacMtn are coded under an administrative line item.
2. **Decrease in staffing**, elimination of an accounting position and an LMI position in house. LMI is going out to contract and the additional work in accounting has been distributed to other employees who needed additional work. We have compensated those that have taken on additional responsibilities.
3. **Facility costs** as budgeted represents a large portion of our administrative costs. We are in the middle of working on solution which will result in a substantial reduction in costs. The budget does not reflect any decrease at this time, but we have given notice to move our location.

Full Time Equivalency (FTE) changes in number and nature are reflected in the chart below.

	(FTE) Total	Direct Services	Administrative
PY22	18	1	17
PY21	31	8	23
PY20	35	19	16

The rest of the Administrative Budget is in steady state. Please note these additional administrative proposed budget changes:

1. Note: Removal of a budgeted transfer to Unrestricted Funding of **\$82k**. The fiscal sponsorship work we were doing has ended.

Critical Investments: New or Continuing

- **Integrated Service Delivery-\$60k:** As the service delivery model evolves, partner input play's a crucial in gain trust in the WorkSource system. This funding will be used to



contract a neutral facilitator to convene partners and discuss the system design. Additionally, a funding model will be designed to support the One-Stop system (IFA).

- **PacMtn One-Stop Operator and Operations-- \$175k.** PacMtn's One Stop Operator cost **135K** and there is **40k** slated to support system development to continue the integrated service delivery of this region. Most of this funding is to drive system performance through communications, problem solving, project oversight and system training for the operation of the system. We additionally include funds for training and related supports.
- **Incumbent Worker Revolving Fund - \$30k:** This funding supports local employers in identified sectors providing training to upskill employees.

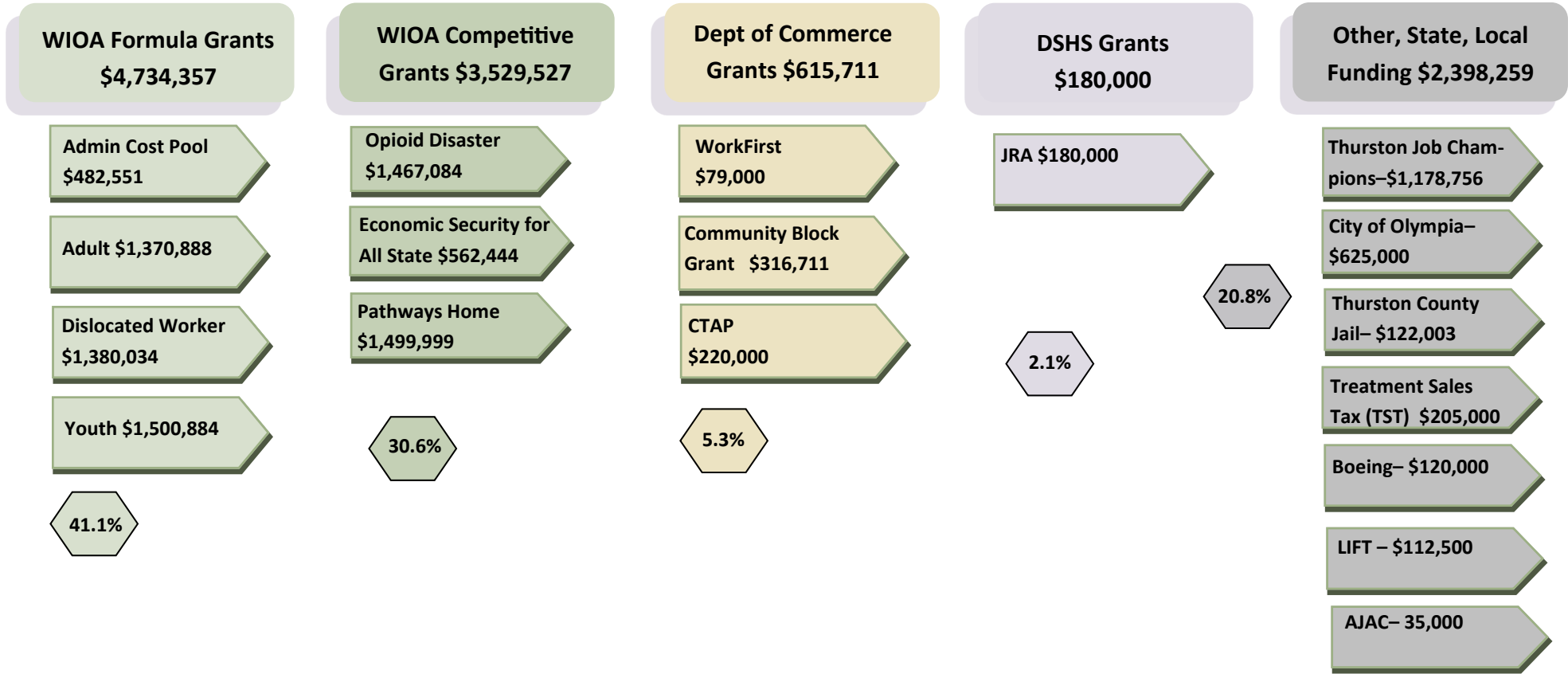
Recommending Motion to Approve

This budget reflects a progressive and thoughtful way to continue fulfilling our requirements and delivering quality workforce services in the region. We recommend a motion that:

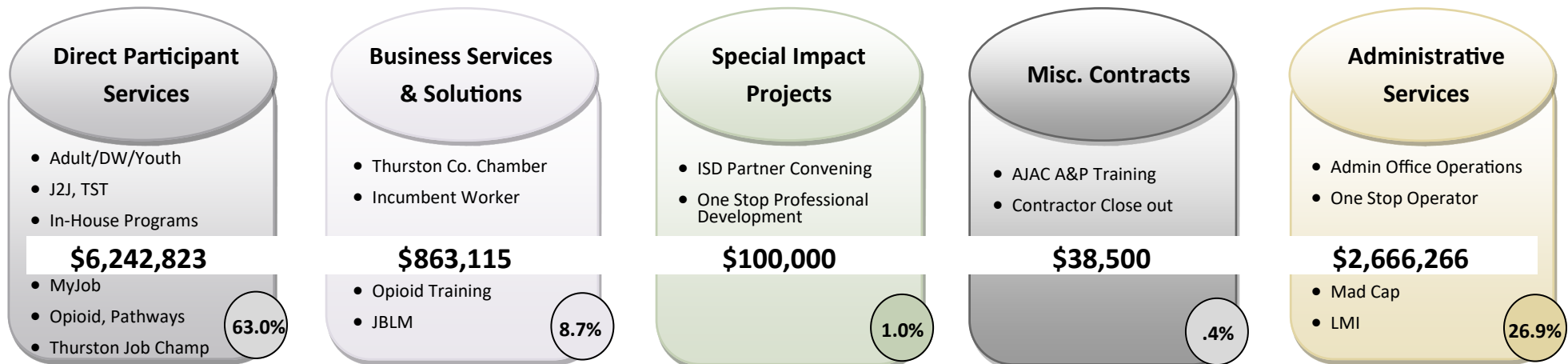
- Approves the PY22 Final Budget, as presented or revised by the Executive Finance Committee.
- Directs staff to make final preparation for the full Board Discussion November 17, 2022 and the Elected Official review and vote December 2, 2022.



PY 22 Revenues - \$11,517,854



PY 22 Expenses - \$9,910,704



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
Budgeted Revenues:						
Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants						
WIOA Admin Cost Pool (ACP)	-	-	-	-	482,551.13	482,551.13
WIOA Adult	746,766.70	175,000.00	33,333.33	1,750.00	414,037.72	1,370,887.75
WIOA Dislocated Worker	689,667.93	255,000.00	33,333.33	1,750.00	400,282.37	1,380,033.63
WIOA Youth	1,039,830.60	-	33,333.33	-	427,720.51	1,500,884.44
<i>Subtotal</i>	2,476,265.22	430,000.00	100,000.00	3,500.00	1,724,591.73	4,734,356.95
Competitive WIOA Grants						
Opioid Disaster NDWG (03/01/2022-09/30/23)	440,961.00	111,831.00	-	-	128,611.21	681,403.21
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	487,734.00	120,284.00	-	-	177,663.00	785,681.00
Economic Security for All (EcSA) (07/01/22-06/30/23) State	410,000.00	-	-	-	152,444.00	562,444.00
Economic Security for All (EcSA) (07/01/22-06/30/23) Federal	-	-	-	-	-	-
Pathway Home (07/01/22-12/31/2025)	945,630.00	-	-	-	554,369.00	1,499,999.00
<i>Subtotal</i>	2,284,325.00	232,115.00	-	-	1,013,087.21	3,529,527.21
Department of Commerce Grants						
WorkFirst (Community Jobs)	24,000.00	-	-	-	55,000.00	79,000.00
Community Development Block Grant (CDBG)	260,749.14	-	-	-	55,961.42	316,710.56
Community Transition Assistance Program (CTAP)	150,000.00	-	-	-	70,000.00	220,000.00
<i>Subtotal</i>	434,749.14	-	-	-	180,961.42	615,710.56
Department of Social & Health Services Grants						
Juvenile Rehabilitation - My JOB	180,000.00	-	-	-	60,000.00	240,000.00
<i>Subtotal</i>	180,000.00	-	-	-	60,000.00	240,000.00
Other Grants						
Thurston Job Champions Network	1,047,479.60	-	-	-	131,276.62	1,178,756.22
City of Olympia Journey to Jobs	526,982.00	-	-	-	98,018.00	625,000.00
Thurston County Jail Program (1/1/22 - 6/30/23)	84,664.84	-	-	-	37,338.16	122,003.00
Boeing	-	100,000.00	-	-	20,000.00	120,000.00
TST Community Grant	152,000.00	-	-	-	53,000.00	205,000.00
Lift (Lightweight Innovations for Tomorrow)	-	101,000.00	-	-	11,500.00	112,500.00
AJAC A&P	-	-	-	35,000.00	-	35,000.00
<i>Subtotal</i>	1,811,126.44	201,000.00	-	35,000.00	351,132.78	2,398,259.22
Total Revenue	7,186,465.80	863,115.00	100,000.00	38,500.00	3,329,773.14	11,517,853.94

Budgeted Expenditures:						
Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
WIOA Formula						
Adult Contracted Programs	650,000.00	-	-	-	-	650,000.00
Dislocated Worker Contracted Programs	575,000.00	-	-	-	-	575,000.00
Youth Contracted Programs	925,000.00	-	-	-	-	925,000.00
Incumbent Worker Training	-	30,000.00	-	-	-	30,000.00
Business Services (Thurston Co. Chamber)	-	400,000.00	-	-	-	400,000.00
Title 1b closeout	-	-	-	3,500.00	-	3,500.00
One Stop Professional Development	-	-	40,000.00	-	-	40,000.00
ISD Partner Convening	-	-	60,000.00	-	-	60,000.00
<i>Subtotal</i>	2,150,000.00	430,000.00	100,000.00	3,500.00	-	2,683,500.00
WIOA Competitive						
Opioid Disaster NDWG (03/01/2022-09/30/23)	440,961.00	111,831.00	-	-	-	552,792.00
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	487,734.00	120,284.00	-	-	-	608,018.00
Economic Security for All (EcSA) (07/01/22-06/30/23) State	410,000.00	-	-	-	-	410,000.00
Economic Security for All (EcSA) (07/01/22-06/30/23) Federal	-	-	-	-	-	-
Pathway Home (07/01/22-12/31/2025)	378,252.00	-	-	-	-	378,252.00
<i>Subtotal</i>	1,716,947.00	232,115.00	-	-	-	1,949,062.00

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
Department of Commerce Grants						
<i>WorkFirst In-house Program Thurston, Mason, Lewis Co.</i>	24,000.00	-	-	-	-	24,000.00
<i>Community Development Block Grant (CDBG)</i>	260,749.14	-	-	-	-	260,749.14
<i>Community Transition Assistance Program (CTAP)</i>	150,000.00	-	-	-	-	150,000.00
<i>Subtotal</i>	434,749.14	-	-	-	-	434,749.14
Department of Social & Health Services Grants						
<i>Juvenile Rehabilitation - My JOB (7/1/21-6/30/22)</i>	180,000.00	-	-	-	-	180,000.00
<i>Subtotal</i>	180,000.00	-	-	-	-	180,000.00
Other Grants						
<i>Thurston Job Champions Network</i>	1,047,479.60	-	-	-	-	1,047,479.60
<i>City of Olympia Journey to Jobs</i>	526,982.00	-	-	-	-	526,982.00
<i>Thurston County Jail Program (1/1/22 - 6/30/23)</i>	84,664.84	-	-	-	-	84,664.84
<i>Boeing</i>	-	100,000.00	-	-	-	100,000.00
<i>TST Community Grant</i>	102,000.00	-	-	-	-	102,000.00
<i>Lift (Lightweight Innovations for Tomorrow)</i>	-	101,000.00	-	-	-	101,000.00
<i>AJAC A&P</i>	-	-	-	35,000.00	-	35,000.00
<i>Subtotal</i>	1,761,126.44	201,000.00	-	35,000.00	-	1,997,126.44
Program Expense Total	6,242,822.58	863,115.00	100,000.00	38,500.00	-	7,244,437.58
Administrative Services						
Administrative Office Operations						
Salaries					1,270,138.73	1,270,138.73
Benefits					601,517.77	601,517.77
Travel & Training					66,480.00	66,480.00
Professional Services					163,225.00	163,225.00
Facilities					237,689.00	237,689.00
Supplies & Communications					50,570.00	50,570.00
Equip/Maintenance/Rentals					10,620.00	10,620.00
Depreciation					12,182.00	12,182.00
Insurance					14,500.00	14,500.00
Memberships					18,344.00	18,344.00
Misc.					13,000.00	13,000.00
AmeriCorps					-	-
Transfer to Unrestricted					-	-
Admin Office Subtotal					2,458,266.49	2,458,266.49
Other Activities						
CEO Recruitment					-	-
LMI					25,000.00	25,000.00
Mad Cap (media)					48,000.00	48,000.00
Other Subtotal					73,000.00	73,000.00
One Stop Operator						
One Stop Operator Subtotal					135,000.00	135,000.00
Administrative Expense Total					2,666,266.49	2,666,266.49
Total Expenditures	6,242,822.58	863,115.00	100,000.00	38,500.00	2,666,266.49	9,910,704.07

<i>Admin Office Formula Carry Forward to PY23</i>	89,591
<i>Admin Office Carry Forward Ongoing Grants to PY23</i>	509,991
<i>Program Carry Forward Ongoing Grants to PY23</i>	943,643
Total Carry Forward to PY23	1,543,225

Pacific Mountain Workforce Development Council
Program Year 2022
July 1, 2022 - June 30, 2023
Final Comparison



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 Final	Total-PY22 Prelim	Difference	Comments
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Budgeted Revenues:

Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants

WIOA Admin Cost Pool (ACP)	-	-	-	-	482,551.13	482,551.13	528,865.00	(46,313.87)	Statewide Decrease in Funding/Final with Carry In
WIOA Adult	746,766.70	175,000.00	33,333.33	1,750.00	414,037.72	1,370,887.75	1,405,405.00	(34,517.25)	Statewide Decrease in Funding/Final with Carry In
WIOA Dislocated Worker	689,667.93	255,000.00	33,333.33	1,750.00	400,282.37	1,380,033.63	1,483,818.00	(103,784.37)	Statewide Decrease in Funding/Final with Carry In
WIOA Youth	1,039,830.60	-	33,333.33	-	427,720.51	1,500,884.44	1,521,897.00	(21,012.56)	Statewide Decrease in Funding/Final with Carry In
<i>Subtotal</i>	2,476,265.22	430,000.00	100,000.00	3,500.00	1,724,591.73	4,734,356.95	4,939,985.00	(205,628.05)	

'Competitive WIOA' Grants

Opioid Disaster NDWG (03/01/2022-09/30/23)	440,961.00	111,831.00	-	-	128,611.21	681,403.21	469,897.75	211,505.46	Final Carryforward dollars
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	487,734.00	120,284.00	-	-	177,663.00	785,681.00	785,681.00	-	
Economic Security for All (EcSA) (07/01/22-06/30/23) State	410,000.00	-	-	-	152,444.00	562,444.00	562,444.00	-	
Economic Security for All (EcSA) (07/01/22-06/30/23) Federal	-	-	-	-	-	-	300,000.00	(300,000.00)	State is delaying issuance of funding
Pathway Home (07/01/22-12/31/2025)	945,630.00	-	-	-	554,369.00	1,499,999.00	-	1,499,999.00	Received new funding
<i>Subtotal</i>	2,284,325.00	232,115.00	-	-	1,013,087.21	3,529,527.21	2,118,022.75	1,411,504.46	

Department of Commerce Grants

WorkFirst (Community Jobs)	24,000.00	-	-	-	55,000.00	79,000.00	54,000.00	25,000.00	Additional cost reimbursement contract for 15K and extended time to close contract
Community Development Block Grant (CDBG)	260,749.14	-	-	-	55,961.42	316,710.56	337,612.95	(20,902.39)	Final Carryforward dollars. More Participant Dollars spent in PY21 Than anticipated but less admin
Community Transition Assistance Program (CTAP)	150,000.00	-	-	-	70,000.00	220,000.00	-	220,000.00	Received new funding
<i>Subtotal</i>	434,749.14	-	-	-	180,961.42	615,710.56	391,612.95	224,097.61	

Department of Social & Health Services Grants

Juvenile Rehabilitation - My JOB	180,000.00	-	-	-	60,000.00	240,000.00	240,000.00	-	
<i>Subtotal</i>	180,000.00	-	-	-	60,000.00	240,000.00	240,000.00	-	

Other Grants

Thurston Job Champions Network	1,047,479.60	-	-	-	131,276.62	1,178,756.22	1,149,000.00	29,756.22	Adjustment to actual carryover
City of Olympia Journey to Jobs	526,982.00	-	-	-	98,018.00	625,000.00	625,000.00	-	
Thurston County Jail Program (1/1/22 - 6/30/23)	84,664.84	-	-	-	37,338.16	122,003.00	122,003.00	-	Steady Funding
Boeing	-	100,000.00	-	-	20,000.00	120,000.00	125,000.00	(5,000.00)	Carryover adjustment
TST Community Grant	152,000.00	-	-	-	53,000.00	205,000.00	135,000.00	70,000.00	Correction in budget
Lift (Lightweight Innovations for Tomorrow)	-	101,000.00	-	-	11,500.00	112,500.00	112,000.00	500.00	Correction in budget
AJAC A&P	-	-	-	35,000.00	-	35,000.00	35,000.00	-	New Funding
<i>Subtotal</i>	1,811,126.44	201,000.00	-	35,000.00	351,132.78	2,398,259.22	2,381,503.00	16,756.22	Fiscal Sponsorship ended

Total Revenue	7,186,465.80	863,115.00	100,000.00	38,500.00	3,329,773.14	11,517,853.94	10,071,123.70	1,446,730.24	Increase In Revenue
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	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 Final	Total-PY22 Prelim	Difference	Comments
Budgeted Expenditures:									
Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 Final	Total-PY22 Prelim	Difference	
<u>WIOA Formula</u>									
Adult Contracted Programs	650,000.00	-	-	-	-	650,000.00	650,000.00	-	
Dislocated Worker Contracted Programs	575,000.00	-	-	-	-	575,000.00	575,000.00	-	
Youth Contracted Programs	925,000.00	-	-	-	-	925,000.00	925,000.00	-	
Incumbent Worker Training	-	30,000.00	-	-	-	30,000.00	30,000.00	-	
Business Services (Thurston Co. Chamber)	-	400,000.00	-	-	-	400,000.00	400,000.00	-	
Title 1b closeout	-	-	-	3,500.00	-	3,500.00	12,000.00	(8,500.00)	Contract to conclude work less than anticipated
One Stop Professional Development	-	-	40,000.00	-	-	40,000.00	38,000.00	2,000.00	Increased budget slightly
ISD Partner Convening	-	-	60,000.00	-	-	60,000.00	60,000.00	-	
Subtotal	2,150,000.00	430,000.00	100,000.00	3,500.00	-	2,683,500.00	2,690,000.00	(6,500.00)	
<u>WIOA Competitive</u>									
Opioid Disaster NDWG (03/01/2022-09/30/23)	440,961.00	111,831.00	-	-	-	552,792.00	552,792.00	-	
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	487,734.00	120,284.00	-	-	-	608,018.00	458,013.50	150,004.50	These dollars can be spent in PY22 but may carryover
Economic Security for All (EcSA) (07/01/22-06/30/23) State	410,000.00	-	-	-	-	410,000.00	410,000.00	-	
Economic Security for All (EcSA) (07/01/22-06/30/23) Federal	-	-	-	-	-	-	260,000.00	(260,000.00)	State has not issued funding removed from budget
Pathway Home (07/01/22-12/31/2025)	378,252.00	-	-	-	-	378,252.00	-	378,252.00	New grant anticipated spending in PY
Subtotal	1,716,947.00	232,115.00	-	-	-	1,949,062.00	1,680,805.50	268,256.50	
<u>Department of Commerce Grants</u>									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	24,000.00	-	-	-	-	24,000.00	24,000.00	-	More dollars were spent on program in PY21 than anticipated. Lower allocation to this PY. On track to spend
Community Development Block Grant (CDBG)	260,749.14	-	-	-	-	260,749.14	296,612.95	(35,863.81)	funding
Community Transition Assistance Program (CTAP)	150,000.00	-	-	-	-	150,000.00	-	150,000.00	New program
Subtotal	434,749.14	-	-	-	-	434,749.14	320,612.95	114,136.19	
<u>Department of Social & Health Services Grants</u>									
Juvenile Rehabilitation - My JOB (7/1/21-6/30/22)	180,000.00	-	-	-	-	180,000.00	-	180,000.00	Running on a subcontract, estimated payout
	-	-	-	-	-	-	-	-	
Subtotal	180,000.00	-	-	-	-	180,000.00	-	180,000.00	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 Final	Total-PY22 Prelim	Difference	Comments
<i>Other Grants</i>									
Thurston Job Champions Network	1,047,479.60	-	-	-	-	1,047,479.60	1,008,789.00	38,690.60	Final carryforward spending
City of Olympia Journey to Jobs	526,982.00	-	-	-	-	526,982.00	526,982.00	-	
Thurston County Jail Program (1/1/22 - 6/30/23)	84,664.84	-	-	-	-	84,664.84	9,000.00	75,664.84	Reclassified Salaries from Admin to project
Boeing	-	100,000.00	-	-	-	100,000.00	105,000.00	(5,000.00)	Changed to Calendar year budget
TST Community Grant	102,000.00	-	-	-	-	102,000.00	102,000.00	-	
Lift (Lightweight Innovations for Tomorrow)	-	101,000.00	-	-	-	101,000.00	100,500.00	500.00	Correction to budget
AJAC A&P	-	-	-	35,000.00	-	35,000.00	35,000.00	-	
	-	-	-	-	-	-	67,500.00	(67,500.00)	No longer doing Fiscal Sponsorship
<i>Subtotal</i>	1,761,126.44	201,000.00	-	35,000.00	-	1,997,126.44	1,954,771.00	42,355.44	
Program Expense Total	6,242,822.58	863,115.00	100,000.00	38,500.00	-	7,244,437.58	6,646,189.45	598,248.13	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 Final	Total-PY22 Prelim	Difference	Comments
Administrative Services									
<u>Administrative Office Operations</u>									
Salaries					1,270,138.73	1,270,138.73	1,297,493.88	(27,355.15)	Reduction in staffing
Benefits					601,517.77	601,517.77	592,092.68	9,425.09	Anticipated increase in Pension and Medical
Travel & Training					66,480.00	66,480.00	66,480.00	(0.00)	
Professional Services					163,225.00	163,225.00	155,300.00	7,925.00	
Facilities					237,689.00	237,689.00	237,689.00	-	
Supplies & Communications					50,570.00	50,570.00	54,570.00	(4,000.00)	
Equip/Maintenance/Rentals					10,620.00	10,620.00	10,620.00	-	
Depreciation					12,182.00	12,182.00	12,182.00	-	
Insurance					14,500.00	14,500.00	14,500.00	-	
Memberships					18,344.00	18,344.00	18,344.00	-	
Misc.					13,000.00	13,000.00	13,000.00	-	
AmeriCorps					-	-	0.00	-	
Transfer to Unrestricted					-	-	82,500.00	(82,500.00)	No longer doing fiscal sponsorship
Admin Office Subtotal					2,458,266.49	2,458,266.49	2,554,771.56	(96,505.07)	
<u>Other Activities</u>									
CEO Recruitment					-	-	-	-	
LMI					25,000.00	25,000.00	35,000.00	(10,000.00)	
Mad Cap (media)					48,000.00	48,000.00	48,000.00	-	
Transition Subtotal					73,000.00	73,000.00	83,000.00	(10,000.00)	
<u>One Stop Operator</u>									
One Stop Operator Subtotal					135,000.00	135,000.00	135,000.00	-	
Administrative Expense Total					2,666,266.49	2,666,266.49	2,772,771.56	(106,505.07)	
Total Expenditures	6,242,822.58	863,115.00	100,000.00	38,500.00	2,666,266.49	9,910,704.07	9,418,961.01	491,743.06	
<i>Admin Office Formula Carry Forward to PY23</i>						<i>89,591</i>	<i>99,235</i>		
<i>Admin Office Carry Forward Ongoing Grants to PY23</i>						<i>509,991</i>	<i>79,019</i>		
<i>Program Carry Forward Ongoing Grants to PY23</i>						<i>943,643</i>	<i>284,298</i>		
<i>Total Carry Forward to PY23</i>						<i>1,543,225</i>	<i>462,552</i>		