



**Board & Elected Officials Consortium  
Annual Retreat**  
February 23, 2023  
Alderbrook Resort and Spa

- |                 |  |
|-----------------|--|
| 8:30a – 9:15a   | Breakfast & Networking   |
| 9:30a – 10:30a  | Board Meeting: In Person and Virtual Option <ul style="list-style-type: none"><li>• <a href="#">Agenda Attached</a></li></ul>  |
| 10:30a - 10:45a | Retreat Introduction – William Westmoreland  |
| 10:45a – 11:45a | Session 1 – Doug Mah & Associates LLC  |
| 11:45a – 1:15p  | Lunch  |
| 12:00p – 1:15p  | Keynote Speaker During Lunch<br>Jon Tunheim, Thurston County Prosecuting Attorney  |
| 1:30p – 2:30p   | Session 2 – Process in Developing the Regional Strategic Workforce Plan with PointNorth <ul style="list-style-type: none"><li>• Your role as a Board Member</li><li>• Communication &amp; Integration &amp; Accountability</li></ul> |
| 2:30p – 2:45p   | Break  |
| 2:45p – 3:45p   | Session 3 – Continuation of Developing the Regional Strategic Workforce Plan with PointNorth   |
| 4:00p – 4:30p   | Reflection & Closing   |



### 2022-2023 WDC Board Members

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



		<i>Populations</i>
19. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations <b>Committee Assignment: EFC, One-Stop, ABEL</b>
21. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) <b>Committee Assignment: EFC, ABEL</b>
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 <b>Committee Assignment: Priority Populations</b>
26. <b>Vacant</b>		

2022-2023 Consortium Members

Name	Representing County
Commissioner Sharon Trask <i>Consortium Chair-Chief Local Elected Official</i>	Mason
Commissioner Scott J Brummer	Lewis
Commissioner Patrick "Jerry" Doyle	Pacific
Commissioner Kevin Pine	Grays Harbor
Commissioner Carolina Mejia	Thurston



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

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

**PacMtn Board Member Values**

Customer needs are priority #1. Ensure all counties are included.

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**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

February 23, 2023

9:30a - 10:30a

PacMtn Offices or Virtually via Microsoft Teams

Join via Microsoft Teams:

Meeting ID: 293 039 932 310

Passcode: sU9vAe

### I. Welcome & Leadership Reports

- a. Welcome & Self Introductions
- b. Establish Quorum & Review Today's Agenda
- c. Board Vice-Chair Comments
- d. 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.*

- a. **Action Item:** Motion to Approve 1/26/2023 Board Minutes (Attachment #1)

### III. Action Item & Discussion

- a. **Discussion Item:** PacMtn Staffing Updates
- b. **Discussion Item:** PacMtn Policy Revision (Attachment #2)
- c. **Discussion and Action Item:** Official Kickoff of PY2020-2024 One Workforce - PacMtn WorkSource System MOU Negotiations (Memo-Attachment #3)
  - i. The MOU/IFA document can be found on the PacMtn website ([www.pacmtn.org](http://www.pacmtn.org)) under Governance>[Governing Documents](#)
  - ii. **Action Item:** Motion to move PY2020-2024 One Workforce -PacMtn WorkSource System MOU into the 3-week negotiation period.

### 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.**



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V. Committee & Task Force Updates - Handout

VI. Good of the Order & Announcements

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3. Tennille Johnson <i>Secretary/Treasurer</i>	WA Employment Security Department	Wagner-Peyser Employment Service <i>Committee Assignment: EFC, One-Stop</i>
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6. Richard DeBolt	Lewis County EDC	Business: Economic Development Committee Assignment:
7. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business <i>Committee Assignment: Priority Populations</i>
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19. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations <b>Committee Assignment: EFC, One-Stop, ABEL</b>
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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 <b>Committee Assignment: Priority Populations</b>
26. <b>VACANT</b>	WA DSHS/DVR	Vocational Rehab <b>Committee Assignment:</b>

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## PacMtn WDC Board Meeting

Meeting Minutes

January 26, 2023 | 2:00p

PacMtn Offices & Online via Microsoft Teams

### Attendees:

**Board Members:** Michael Cade, Lynnette Buffington, Richard DeBolt, Bill Sullivan, Peter Lahmann, Jennifer Baria, Jacquelin Earley, Sue Yirku, Angela White, David Schaffert, Tennille Johnson, Christina Riley, Cheryl Heywood, Dr. Bob Mohrbacher, Bob Guenther, Jason Reed

**PacMtn Staff:** William Westmoreland, Wil Yeager, Korbett Mosesly, Arissa De Lima, Melody Pajaro

**Guests:** Timothy McGann

### I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Michael Cade, Board Vice-Chair called the meeting to order at 2:06p
- b. Establish Quorum & Review Today's Agenda - Quorum was established and meeting agenda was reviewed. Agenda item III c. moved to after Consent Agenda.
- c. Board Chair Comments - Michael Cade thanked all for attending the meeting and showed appreciation for the Board, Executive Finance Committee and all other committees of the Board and the work they do.
- d. CEO Report - William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at [www.pacmtn.org](http://www.pacmtn.org).

### 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 11/17/2022 Board Minutes

Jacquelin Earley Motioned to Approve items in the Consent Agenda as presented. Christina Riley seconded. **Motion Carries.**

### III. Action Item & Discussion

- a. **Discussion and Action Item:** Communication and Advocacy Work
  - i. Doug Mah & Associate LLC, Contract  
William reviewed a new contract scope for Doug Mah & Associates LLC that engages local elected officials. As support is shown for legislative activities, input and discussion is asked of the Board as how making PacMtn's support visible. The focus of support will be on workforce development and looking at agendas in the region and how we can support in an appropriate way. This is an opportunity for PacMtn to share what we learn working with job seekers and advocate for resources for them.



Richard DeBolt, Bob Guenther, Dr. Mohrbacher & Cheryl Heywood offered support, guidance, experiences and learning opportunities on engaging with legislative activities.

David Schaffert responded to process of these activities that the Executive Finance Committee can help with conversations on providing input and where feedback needed with report back out to the Board to hold PacMtn and EFC accountable.

- ii. Christina Riley Consulting, LLC Contract Proposal  
Christina Riley excused herself from the meeting. William provided background to work experience as a tool used by the workforce development system to develop youth and non-traditional talent. Jacquelin Earley shared her experience in Mason County with an apprenticeship program and its successes. William went on to explain that the contract with Christina Riley Consulting would move alongside with the development of the local plan to integrate work experience.

William opened for discussion.

Bob Guenther showed his support by stating that Christina Riley has served in and understands labor and apprenticeships.

William reviewed the process of the contract with the Board.

1. Motion to Approve Christina Riley Consulting LLC Proposal and move to Contract for Work Experiences Education & Integration.

Lynnette Buffington Motioned to Approve Christina Riley Consulting LLC's Proposal and moved to Contract for Work Experiences Education & Integration. Bill Sullivan seconded.  
**Motion Carries.**

Christina Riley abstained from vote.

b. **Discussion Item:** PacMtn Staffing Changes

William Westmoreland updated the Board on PacMtn staffing changes that included resignation of the current Public Directions Director, final interviews of the Director Business and Sector Engagement and recruitment of a Communications Manager. A highlight of the staff changes was a promotion of Jeannie House to the Director of Essential Workforce.



- c. **Discussion Item:** Spring Board Retreat, February 23, 2023  
William reviewed the tentative agenda for the Spring Board Retreat, its theme and expectations with the Board.

- d. **Action Item:** Nomination and Motion to Approve New Board Treasurer/Secretary

Lynnette Buffington nominated and Motioned to Approve Tennille Johnson to serve as the Board Treasurer/Secretary and as a member of the Executive Finance Committee. Cheryl Heywood seconded. **Motion Carries.**

Tennille Johnson abstained from vote.

Tennille Johnson shared her appreciation for the opportunity to serve on the Board and in this officer position.

William Westmoreland reviewed current Board seat vacancies.

#### IV. Executive Session: Motion to Move to Executive

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**NO Session is requested at this time.**

#### V. Committee & Task Force Updates - Committee Leads

- a. One Stop Committee (One-Stop) - Cheryl Heywood reported on the committee's work.
  - i. OneWorkforce Vision and Strategy inclusive of all partners - Functional teams shared out metrics:
    - 1. Business Solutions Team:
      - a. OneWorkforce is in the "pull" system reflecting that this is the first time in 9 years that we have been closest to the "pull" system
    - 2. Community Based Organization Team:
      - a. New WorkSource model demonstrates and utilizes system partners.
      - b. Findings - Those at CBO's have not accessed WorkSource in



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the past.

- c. Trends - Started with CBOs who have need and are now establishing quality partnerships and reviewing new applications
3. Customer Engagement Team:
  - a. Thurston Comprehensive center served 329 individuals; Numbers from 11/2022
  - b. Affiliate sites served 849 individuals; Numbers from 11/2022
- b. Priority Populations - Christina Riley reported on behalf of the committee chairs.
  - i. Reviewed their charter, strategy and intentions with action plans attached to them.
  - ii. Backfilling members and offering a seat at the table.
- c. Adult Basic Education & Literacy (ABEL) - Committee Chair and Senior Staff was not in attendance and will update the Board on Committees work at the next meeting.
- d. Business and Sector Engagement (BaSE) - Michael Cade reported on Committee's work.
  - i. The last meeting was focused on the Quest funding grant.
  - ii. Received updates on short term training cohorts of administrative services, construction pre-apprenticeships, CDL, machine operators, OneWorkforce demand driven partnerships and career connective learning.

#### VI. Good of the Order & Announcements

- Bob Guenther shared that an apprenticeship program for the utility industry will be presented in April to the state apprenticeship committee.
- Cheryl Heywood announced the following:
  - TRL purchased 1 acre of property in east Lewis County.
  - McCleary TRL opens 2/1/23
  - West Olympia TRL in Capital Mall doubles in size, 2500 sq ft.
  - Dolly Parton Imagination Library - 3 affiliates
- Jacquelin Early shared her experience at WWA's first Hill Climb with William Westmoreland and the opportunity it has presented to connect with other workforce boards in the state.

Meeting adjourned at 3:42p

Submitted by: Arissa De Lima, WDC Board Secretary



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5. Julianne Hanner	Hanner Enterprises	Business: Private Enterprise Committee Assignment:
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## MEMORANDUM

To: PacMtn Board Members

From: William Westmoreland, CEO

Date: February 23, 2023

Subject: PacMtn WorkSource System Policy - Updated Guidance

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.

### **Local Program Policy – Notification (Does not require Board approval)**

- PacMtn Policy – Individual Training Accounts #5100, Revision 4

The policy guidelines have been updated to provide additions of types of training related expenses that can be funded through an ITA along with tuition and fees. Additionally, the guidelines were updated to note that trainings previously started and funded through Pell and other funding are allowed under an ITA in order to progress and complete their credential or degree program. These additions and clarifications support the integrated vision and partnership between WorkSource and the community colleges and other eligible training providers.

This policy and the guidance within applies to WIOA Title 1B Adult and Dislocated Worker Programs.

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



## TITLE: WIOA Adult & Dislocated Worker Individual Training Accounts (ITAs) Policy # 5015, Revision 4

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**Type:** Program Policy

**Date Established:** 07/01/2016

**Date Last Revised:** 02/16/2023

**Date Posted to Website:** 02/20/2023

**Status:** Final

**Supersedes:** ITA Policy # 5015, Revision 3

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### **Purpose**

This policy provides guidance on Individual Training Accounts (ITAs) for training services. Customer choice is a guiding principle of WIOA. Participants are expected to make a self-informed choice about their own employment future and the training services needed.

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### **Policy**

Training services, when determined appropriate, can be provided through an Individual Training Account (ITA). ITA funds are available to purchase training services from eligible training providers for Adults and Dislocated Workers. Individuals are expected to utilize information that is provided (e.g., skills assessment, labor market conditions/trends and training vendor performance) to take an active role in managing their employment future through the use of ITAs.

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### **Policy Guidelines**

#### **Need for Training**

The award of an ITA is not an entitlement, therefore, even though an Adult or Dislocated Worker may be eligible (and meet priority of service) for enrollment into a WIOA Title 1 funded program, the provision of training must be needed for the participant to obtain employment that leads to economic self-sufficiency.

#### **Use of Previous Assessments**

If program staff determines it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted for another education or training program, then a new assessment is not required.

#### **Time Limits**

An ITA is limited to six (6) quarters of school. A waiver may be submitted to request additional time to complete the program of training.

If a participant has already started training and is funded through Pell and or other funding the participant can access ITA funds to progress and complete a credential or degree program.

If a participant already has an associate degree, they may use an ITA to complete a bachelor degree if their occupational goal requires a bachelor degree or will make them more employable. Participants who need to prepare for college level classes by taking reading, writing, math or prerequisite classes are not to be considered as having started their ITA until they begin to take college level classes toward their degree. However, an ITA award could fund prerequisite training to a vocational training program if it is required by the educational institution.

## **Funding Limits**

WIOA Title 1 ITA funding for tuition and fees, is limited to a maximum of \$7,000 for up to six quarters of training. The amount and duration of an ITA award shall be determined on an individual basis. Funding amounts will take into account any other financial assistance available to the participant and also the federal funding available to the Adult or Dislocated Worker program operator. Other costs associated with training such as academic fees, background checks, books, certification and license fees, driving abstracts, inoculations, parking fees and passes, school supplies, uniforms, and other training related expenses may be considered a training cost and would not be included in the \$7,000 maximum for tuition and fees.

## **Participants Must Apply for Financial Aid**

Participants need to apply for financial aid each year and a copy of the award or denial notification must be placed in the file. If the participant will be using financial aid for their living expenses, the participant's personal budget must include the financial aid funds that will be used for living expenses.

Individuals may select training that costs more than the maximum amount available for ITA's when other sources of funds (e.g., Pell Grants, scholarships, severance pay, etc.) are available to supplement the ITA

## **How ITAs are Authorized**

Before any WIOA Title 1 training funds are expended, an ITA request must be approved by WIOA program staff. The ITA request (form and process) includes career exploration activities designed for a participant to gather the information he or she needs to make an informed decision about the occupation and training provider they choose.

## **Demand Occupation Requirement**

The ITA program of training must be for a demand occupation as designated on the Washington State Demand/Decline List. A waiver may be submitted to provide training in an occupation showing as "Balanced, or In-Demand" on the demand list. The training may be approved if it is on a demand list for another WA Workforce Development Area and the participant is able and willing to commute or relocate.

## **Eligible Training Provider List (ETPL) Requirement**

The ITA program of training *and* training provider must be on the Washington State ETPL for the local WDA or another WA State WDA (if the participant is able and willing to commute or relocate), or it may be on another state's list at the time of the ITA approval.

## **Training Programs Removed from an ETPL**

When a program of training is removed from the Eligible Training Provider list, a participant may continue and complete their program of training, as originally approved; however, the ITA may not be modified or extended.

## **Time Limit to Enroll**

A participant must be enrolled in school within 90 days of the approval of their ITA. (See - Approval of an ITA request). It is recommended for participants who need to attend basic skills or prerequisite classes that their ITA is not finalized for approval until they are ready to begin college level classes.

## **Modifying an ITA**

WIOA program staff may approve a change of the participant's occupational goal to a related occupational goal when a participant decides after attending one quarter of school (maximum of fifteen (15) quarter credits) the occupation chosen is not suitable for the participant.

WIOA program operator may choose to write an internal policy that specifies if there is a specific amount of time that must pass before the program will accept a request for additional training through an ITA.

### **Using Purchase Orders**

After a participant has approval for an ITA, WIOA program staff may write a purchase order to the training institution for tuition. WIOA program staff must follow its own organization's procedure for obligating and de-obligating funds.

### **Coordination of WIOA Training Funds and other Federal Assistance**

WIOA program operators are to consider other sources of funding for training (excluding loans) to pay for training costs so that WIOA funds are used to supplement but not supplant other sources.

An exception to this is educational funding for Veterans. According to TEGL 10-09, the GI Bill and other education and training benefits administered by the Department of Veterans Affairs are not required to be coordinated with WIOA training (i.e., veterans and eligible spouses cannot be required to exhaust their VA benefits prior to gaining access to WIOA Training).

### **Training and Satisfactory Progress**

Participants are required to demonstrate satisfactory progress in training, except for good cause, to access payments through their ITAs.

“Good cause” failure to make satisfactory progress in training includes specific factors that would cause a reasonably prudent person in similar circumstances to fail to make satisfactory progress. Those factors may include but are not limited to:

- Illness, injury or disability of the participant or a member of the participant's immediate family;
- Severe weather conditions or natural disaster precluding safe travel;
- Destruction of the participant's school records due to a natural disaster or other catastrophe not caused by the participant;
- Acting on advice received from an authority, such as the training provider, instructor, or case manager;
- Training is delayed or cancelled;
- Accepting stop-gap employment with hours or other work conditions that conflict with the training; or
- Accepting goal-related employment prior to completion of training.

**ITA Exceptions:** In situations covered by the following exceptions, a contract for services may be used to provide for training.

- On-the-job training When PacMtn's local policy administrators determine there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs.

- When PacMtn’s local policy administrators determine a community-based organization (CBO) or other private organization can provide effective training services to individuals with barriers to employment. The criterion for determining effectiveness includes:
  - Financial stability of the organization;
  - Demonstrated performance measures appropriate to the program, including program completion rate; attainment of the skills, certificates or degrees the program is designed to provide; placement after training in unsubsidized employment and retention in employment; and
  - How the specific program relates to the workforce investment needs identified in the local plan.
- Providing training for multiple individuals for in-demand industry sectors or occupations, (as long as the contract does not limit the individual’s consumer choice.)
- Circumstances in which a pay-for-performance contract is appropriate, consistent with 683.510.

An ITA is not required for intensive and short-term prevocational services. Intensive services may include literacy, internship, work experience and other training activities that may not provide formal occupational skills training or be appropriate for an ITA. Similarly, short-term prevocational services are designed to prepare a participant for work, but do not provide formal occupational skills training. As such, they generally are not appropriate for an ITA.

*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.*

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## **References**

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Workforce Innovation and Opportunity Act of 2014  
 WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016  
 WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

Training and Employment Guidance Letter (TEGL) 10-09  
 WorkSource System Policy 1019 R6 & Attachment A - Eligibility Handbook,

State Policy 5611 Rev 2 - Governor's Procedures for Determining Training Provider Eligibility  
 State Policy 5601 Rev 2 - Individual Training Accounts

PacMtn Procedures Document # 5100P – Individual Training Accounts (ITA)  
 PacMtn Policy # 5130 – On-the-Job Training

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, 6/7/2019, 3/03/2022, 2/16/2023**

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## MEMORANDUM

To: PacMtn Board

Date: February 23, 2023

Subject: PY2020-2024 One Workforce-PacMtn System Partnership Agreement

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### Background

Annually, PacMtn convenes partners to create and establish a system budget for the WorkSource Thurston County Comprehensive Site. Known as the Infrastructure Funding Agreement (IFA), it is included in our system MOU. The system MOU duration is 4 years and ties to our local plan, known as [PacMtn Strategic Plan](#), which is in response to the state's [Talent and Prosperity Plan](#) (TAP Plan).

Typically, only the IFA is modified during the agreement period, as changes to the MOU could impact alignment to our local plan. A few items are driving the need to update the language in the MOU. Below are the details that led to the required update and the process for coming to consensus for execution of the agreement.

### Changes Required to MOU Language

Washington state has updated several policies that govern the System MOU and IFA. These updates require the MOU language be modified and are included in this draft version. These include:

- **One-Stop Memorandum of Understanding [1013 Revision 4](#)**, dated June 28, 2022: This policy update includes clearer language around MOU requirements, including partner requirements, career and training services, infrastructure costs, and the One-Stop Operator role.
- **Infrastructure Funding Agreement and State Funding Mechanism [1024 Revision 2](#)**, dated June 29, 2022: This policy update similarly includes language updates, specifically updates to the State Funding Mechanism, the process to develop the IFA, cost allocation methodology, and strong connection to the local plan.
- **One-Stop Assessment and Certification 1016 Revision 1**, formerly 5612, pending final release later this month: This update brought the biggest changes to the system MOU language, with a particular focus on the certification requirements of the Comprehensive, Affiliated and Specialized sites, and further clarity on Connection sites.

We also took the opportunity to update information related to partner roles and responsibilities, functional teams, demand driven, and co-enrollment. These language changes are connected to the recently adopted One-Workforce model and are intended to bring clarity to how the program supports our integrated service delivery model and its connection to the local plan.

PacMtn's mission is to lead dynamic regional workforce development that enhances economic success

## Changes to IFA

PacMtn established the regions first IFA in 2017 as a replacement to the Resource Sharing Agreements (RSA). At that time, the team of partners involved in the development of the funding plan centered the distribution of shared expense around the number of participants served by the core or required programs. This methodology established the share of expenses as a percentage of the total by program area with counts being the factor.

While this model has served the region well, there are issues with it (*see Mythology on page 51 for a full explanation*):

- The model is difficult to reconcile – ESD monitoring suggested an update: we’re moving to a static percentage of the Career and Shared expenses, with the initial percentage based upon historical contributions. This rate is a consideration for the partners during negotiations. Reconciliation is monthly to actual costs (the budget attached is only an estimate), with the opportunity to renegotiate annually beginning in the second quarter of the program year.
- Partners desire a static rate
- The pandemic highlighted the extreme variability of participant levels

## Next Steps

As per the requirements of the current system MOU/IFA, the following is a timeline to reach consensus and achieve a fully executed MOU/IFA for PY2023 (*see Steps to reach consensus on page 44*):

1. Notify partners that it is necessary to renew and execute the MOU/IFA – this occurred in early November 2022.
2. Partner Meetings- these were scheduled November – January. This time was used to gather input on the funding model and adoption of updated language. Those meetings resulted in the attached [MOU/IFA draft](#).
3. Negotiations – now that the draft is available, with action from the board, today will mark the opening the required “3-week negotiation period”.
4. Draft release:
  - a. Release of the draft for final negotiations: **2/23/2023**
  - b. Direct contact with all singers (email/calls): **2/24/2023**
  - c. Weekly feedback and information sessions ([event calendar for dates](#)): **2/23/2023 – 3/16/2023**



- d. Final input and closing negotiations: 3/16/2023
- e. Signature required to meet state deadline: 3/31/2023

**Recommendation and/or Recommended Motion**

*"Motion to recommend the WDC Board approve the opening of the PY2020-2024 renegotiation period for the PY23 MOU/IFA update, that will begin today, 2/23/2023 and close on 3/16/2023, with signatures due no later than 3/31/2023.*

**Attachments:** [One Workforce-PacMtn \(file name: PY2020-2024 One Workforce-PacMtn WorkSource System MOU Draft](#)