



PacMtn WDC Board Meeting & Budget Workshop

April 27, 2023

2:00p - 4:00p

PacMtn Offices or Virtually via Microsoft Teams

Join via Microsoft Teams:

Meeting ID: 218 137 677 334

Passcode: hCmBmV

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions
- b. Establish Quorum & Review Today's Agenda
- c. Board Chair Comments
- d. CEO Report (Attachment #1)

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 2/23/2023 Board Minutes (Attachment #2)
- b. **Action Item:** Motion to Approve PacMtn's Participation in the Washington State Department of Retirement Systems, Deferred Compensation Program (Attachment #3)

III. Action Item & Discussion

- a. **Discussion Item:** Strategic Planning with PointNorth
- b. **Discussion and Action Item:** Nomination & Approval of Incoming Chair
 - i. **Action Item:** Motion to Approve Lynnette Buffington as PacMtn WDC Incoming Board Chair
- c. **Discussion and Action Item:** 2023 Amendment of By Laws
 - i. [WDC By Laws \(2017\)](#) (Attachment #4)
 - ii. [WDC By Laws 2023 Amendment](#) (Attachment #5)
 1. **Action Item:** Motion to Approve and Recommend a Do Pass to the Consortium

IV. Fiscal Items:

- a. **Discussion and Action Item:** PY22 Budget Modification (Attachment #6)
 - i. **Action Item:** Motion to Approve and Recommend Do Pass to the Consortium
- b. **Discussion Item:** PY23 Preliminary Budget Discussion (Attachment #7)



V. 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.

VI. Committee & Task Force Updates

VII. 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. Tennille Johnson <i>Secretary/Treasurer</i>	WA Employment Security Department	Wagner-Peyser Employment Service Committee Assignment: EFC, One-Stop
<i>Grays Harbor County Representatives</i>		
4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development Committee Assignment: BaSE
5. VACANT		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 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>		



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12. Sue Yirku	Pacific County EDC	Business: Economic Development Committee Assignment: BaSE
13. Grant Lehman	DaVita Kidney Care	Business: Healthcare Committee Assignment:
14. VACANT		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 Committee Assignment: EFC, BaSE
<i>Regional Representatives</i>		
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
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. VACANT	WA DSHS/DVR	Vocational Rehab Committee Assignment:



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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	OOURR	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 \(SAO\)](#).

March is the season for **The Forum** presented by the **National Association of Workforce Boards**, which is held annually in Washington DC. Tennille Johnson (ESD, PacMtn Board Member and Treasurer/Secretary), Christina Chestnut (Thurston County Chamber), Andrew Garate (JBLM programs/WorkEx), and PacMtn staff Korbett Moseley, Megan Fiess, Naomi Sky, Kendra Moore, and William Westmoreland made up the local team. The Forum is a great opportunity for board members, contractors, and staff to learn firsthand from their peers across the country. It is also an excellent opportunity to network with other LWDB from around state, Federal program staff, and vendors that provide key services and solutions. The group had the opportunity to participate in an evening monument tour on the last night of the Forum. Prior to departing on the final day, the CEOs and business board members from across the state met with Sen. Murray's staff and Sen. Cantwell to discuss key issues that employers are facing with the force shortage.

The **State Budget** has been released, as well as versions from the Senate and House. The Governor's budget includes funding the expansion of the Economic Security for All (EcSA) to include individuals and families that are above the federal poverty level, but below their family's self-sufficiency requirements – AKA “Working Poor” or Asset Limited Income Constrained Employed or ALICE population. This funding will come directly to LWDBs, including PacMtn, and fund locally designed solutions for service strategies that move individuals and families into self-sufficiency. Also included in two of the three budgets is funding for “Business Navigators”. These resources are intended to expand the capacity of the LWDB to service employers. In the PacMtn region, it will sustain the recent added business engagement staff. The funding levels vary by branch and are currently being reconciled. The final budget should be release for vote in late April or early May.

The April 27th, 2023, **Board and Consortium Meeting and Budget Workshop** will include PacMtn's annual budget planning workshop. It is an opportunity to provide input on the PY23 budget. The WIOA Formula funding forecast has not been released, however PacMtn anticipates that funding levels will remain flat based upon early estimates. This is good news as the region has had 2 consecutive years of significant formula funding reductions - which provides 35-50% of the regions base funding. PacMtn was able to secure several new funding resources to backfill and surpass the formula funding cuts for PY22 and continues to identify resource opportunities for the region.

William Westmoreland was invited to participate in a Recompete round table with the **US Assistant Secretary of Commerce**. The US Economic Development Administration (EDA) recently issued a Request for Information (RFI) for the Distressed Area Recompete Pilot Program (Recompete Pilot Program). This roundtable focused on input from rural communities and how EDA could construct the funding opportunity to better position these communities. The convened group included workforce and economic development, county and city officials, and Rep. Kilmer. The feedback largely focused on the capacity to develop grant materials, access to data, and the fiscal limitations of small rural organizations related to managing federal grants. The grant should be released later this year.

Stories of Hope and Impact

From our Partners at Equus Workforce Solutions:

Participant came to TST through Olympia Community Court. Since working with TST participant has renewed their Life Guard Certificate and looked into future career plans in health care. Participant was having difficult time finding current work and expressed how he felt his background affected his ability to be hired. As a result, Julia worked with him on interview skills and participant gained employment in food service, fulfilling his court requirement. Participant is continuing to cultivate solid education goals to support a self-sustaining career.

Participant came to TST right out of PREP. While using PREP skills and TST support to gain I9 documentation, participant found work as a server while continuing to phase up in Drug Court. Participant has continued to use Leon and Julia as a support and has been studying for their GED. TST has helped guide on-going career advancement and participant has goals of getting a welding certification for a self-sustaining career path.



PacMtn WDC Board Meeting
Meeting Minutes
February 23, 2023 | 9:30a

Alderbrook Resort & Online via Microsoft Teams

Attendees:

Board Members: Alissa Shay, Michael Cade, Tennille Johnson, Lynnette Buffington, Peter Lahmann, Jacquelin Earley, David Schaffert, Jonathan Pleger, Christina Riley, Jennifer Barber, Jason Reed, Cheryl Heywood, Bob Guenther

Consortium Members: Commissioner, Sharon Trask, Commissioner Carolina Mejia, Commissioner Scott J Brummer, Commissioner Patrick Doyle, Commissioner Kevin Pine

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Naomi Sky, Erin Ward, Megan Fiess, Emma Seymour

Guests: Jason Hosenev, Christina Chesnut, Andrew Garate, Pamela Ward

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Alissa Shay, Board Chair called the meeting to order at 9:38a
- b. Establish Quorum & Review Today's Agenda - Quorum was not established at this time. The meeting agenda was reviewed with no questions or changes.
- c. Board Chair Comments - Alissa welcomed Tennille Johnson as PacMtn WDC's new Board Secretary/Treasurer.
- d. CEO Report - William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at 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

This item was moved to after III. Action Item & Discussion

III. Action Item & Discussion

- a. **Discussion Item:** PacMtn Staffing Updates
William reviewed updates to PacMtn's current staffing to include new employees and promotions.
 - Emma Seymour - New Communications Manager
 - Naomi Sky - New Business and Sector Engagement Director
 - Megan Fiess - New Chief Development Officer

 - Jeannie House - Promotion to Director of Essential Workforce



- Arissa De Lima - Elevated Chief of Staff role

- b. **Discussion Item:** PacMtn Policy Revision
Wil Yeager reviewed the Policy Revision with the Board. This revision does not require Board action.
There were no questions or comments on this item.

Quorum was established at this time.

- c. **Discussion and Action Item:** Official Kickoff of PY2020-2024 One Workforce PacMtn WorkSource System MOU Negotiations.
William led the discussion. He started with the review of the MOU/IFA process and discussed informational and input session held up until this point. Next, he discussed changes that were made to the MOU language and IFA as outlined in the Memorandum to the Board. Lastly, William reviewed the next steps and timelines for the draft release, feedback sessions and signatures.
The discussion was opened up to questions.

Jacquelin Earley queried on new partners that are utilizing space at the WorkSource Thurston Comprehensive Center (WS Thurston).

William clarified that he, Jason Hosney and Chris Skinner have been collaborating on how to best utilize space at WS Thurston. By reworking the IFA and looking closing at the current space it was apparent that in using the same footprint but reducing the headcount, space was freed up for partners to have a greater presence.

Jonathan Pleger asked for clarification on the current MOU term in relation to the Local Plan.

William explained that the current MOU term aligns with the Local Plan, July 2020-June 2024. This language update to the MOU will carry through the current term and expire in June 2024. A new MOU will be written in conjunction with the Local Plan. The IFA will be reviewed with partners every year.

Action Item: Motion to move PY2020-2024 One Workforce-PacMtn WorkSource System MOU into the 3-week negotiation period.

Jacquelin Earley Motioned to move PY2020-2024 One Workforce-PacMtn WorkSource System MOU into the 3-week negotiation period. Christina Riley seconded the motion. Motion carries.



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Peter Lahmann Motioned to Approve the 1/26/2023 Board Minutes. Lynnette Buffington seconded. Motion carries.

IV. Executive Session.

No Session Requested at this time.

V. Committee & Task Force Updates

Handouts were provided for Committee & Task Force Updates

VI. Good of the Order & Announcements

Pete Lahmann shared the Patriotic Day Celebration at Pioneer School on 3/4/23

Bob Guenther announced that he attended STEM Alliance conference yesterday. The highlight of the conference was the IBEW presented their proposed apprenticeship for cybersecurity. This presentation and proposed apprenticeship developed from the opportunity PacMtn provided to have a seat at the table during Governor Inslee's visit to PacMtn in 2022.

Bob also shared that Lewis County Alliance has applied for a BDO Zone - Bio Economy Opportunity. This will be cover a 75 mile area that will utilize forest waste in a productive manner.

Cheryl Heywood shared that Timberland Regional Library will be applying for \$1.6M from Patty Murray's Congressional Directed Spending for Fiscal Year 2024.

She also announced that TRL is working with Lori Thompson of the Capital STEM Alliance on producing a One-Day summit on various Human Services topics such as mental health and workforce development on or around 5/25/23.

No further Good of the Order or Announcements.

Meeting adjourned at 10:50a

Submitted by: Arissa De Lima, WDC Board Secretary

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4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development <i>Committee Assignment: BaSE</i>



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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:
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24. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor Committee Assignment:



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25. Jason Reed	WA DSHS/Community Services	TANF-DSHS <i>Committee Assignment: Priority Populations</i>
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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 \(SAO\)](#).



MEMORANDUM

To: Executive Finance Committee

Date: 04/13/2023

Subject: Deferred Compensation Program (DCP)

Background

PacMtn currently has a deferred compensation program (DCP) offered through AIG. This has been established for many years. PacMtn would like to extend the offerings of its deferred compensation program to include a DCP that is administered by the Washington State Department of Retirement Systems (DRS).

The Deferred Compensation Program (DCP) is a special type of savings program. Unlike traditional savings accounts, DCP is tax deferred. DCP is an IRC Section 457 plan administered by the Washington State Department of Retirement Systems (DRS). DCP is similar to a 403b program. In addition, beginning no later than December 1, 2023, the department must offer employees a Roth option in the deferred compensation plan under 26 U.S.C. Sec. 457.

Next Steps

Participation in the DCP programs is not mandatory, but is open to employee participation. The DCP also allows for employer contributions. The DCP employer match portion is flexible and requires no scripted plan for employer match.

PacMtn staff is not recommending establishment of an employer match but rather setting up the possibility for the future. Additionally, this structure will allow the board and or PacMtn, CEO flexibility for other means of compensation for board staff.

Recommendation and/or Recommended Motion

Motion to recommend the WDC Board Approve PacMtn participation in The Washington State Department of Retirement Systems, Deferred Compensation Program.

Attachments: State of Washington Resolution Form DCP D 362 06/2022



Deferred Compensation Program (DCP) Resolution No. _____

Email completed form to:
Employer Support Services

drs.employersupport@drs.wa.gov

This resolution can be used to:

- Authorize an organization's participation in the Washington State Deferred Compensation Program (DCP)
- Change the automatic enrollment option for organizations currently participating in DCP

Participation Status

_____(legal name of organization),
a political subdivision of Washington state, authorizes and approves this resolution.

- Organization is requesting to participate in the Washington State Deferred Compensation Program.
Or
 Organization already offers DCP and is changing the automatic enrollment option.

Automatic Enrollment Option

[RCW 41.50.770](#) permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in [WAC Chapter 415-501](#).

Does the organization want to participate in automatic enrollment? Yes No

Employer Contributions

Does (or will) the organization contribute dollars to any employee DCP account? Yes No

If yes, and the organization will participate in automatic enrollment and delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.

Authorizing Signature(s)

The organization:

1. Requests to participate in DCP, as allowed by [RCW 41.50.770](#).
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this _____ day of _____, 20_____

Signature

Title

Printed Name

Optional: To include additional resolution signatures, add a separate sheet of paper.





MEMORANDUM

To: PacMtn Board

From: William Westmoreland, CEO

Date: March 23, 2023

Subject: PacMtn Bylaw Amendment

Introduction

Periodically it is necessary to change our bylaws to meet regulatory requirements and to properly align board activity with the law. The changes board staff have drafted for your input and comment are attached. These changes provide better clarification of process for the board around, board activity, and better defines board authority.

"ARTICLE XV Amendment of Bylaws Section 1

These Bylaws may be amended at any regular or special meeting of PacMtn WDC provided that any proposed amendment shall be acted upon in advance by the Executive Committee and shall be submitted in writing to the Directors at least 30 days prior to the regular or special meeting of PacMtn WDC.

Section 2

An amendment to the Bylaws shall take effect immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective, or PacMtn WDC has set such a time by a previously adopted motion."

Suggested Updates:

- Clarification on Board Member participation
- Identification of Chairperson & EFC's duty in relation to employment, supervision and evaluation of the CEO
- Addition of Business and Sector Engagement Committee as a standing committee
 - *Motion to Approve to move forward in updating PacMtn WDC Bylaws to remove the Business and Sector Engagement Committee as an Ad-Hoc committee and add as a standing committee passed during the 10/13/2022 Executive Finance Committee meeting.*

Suggested Timeline:

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

3/24/2023 - Initial Bylaw Amendment sent to Directors

4/06/2023 - [Bylaw Amendment feedback and information session](#)

4/13/2023 - [Executive Finance Committee Meeting](#); Bylaw Amendment presented for Action

4/27/2023 - [PacMtn Board Meeting](#); Bylaw Amendment presented for Action

Attachments

- [PacMtn WDC Bylaws \(2017\)](#)
- [PacMtn Bylaws Amended 2023 Draft](#)



BY LAWS
of the
PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT COUNCIL

Doing Business in the Grays Harbor, Lewis, Mason, Pacific, and Thurston County Workforce Investment region in Washington State.

ARTICLE I

Name

The name of this organization shall be the Pacific Mountain Workforce Development Council, hereinafter referred to as PacMtn WDC.

ARTICLE II

Membership

The Corporation shall have no members.

ARTICLE III

Purpose

It is the responsibility of PacMtn WDC to provide workforce investment activities as authorized by the Workforce Innovation and Opportunity Act of 2014 and any subsequent replacement legislation to:

1. Increase, for individuals in the United States particularly those individuals with barriers to employment, access to and opportunities for employment, education, training, and support services they need to succeed in the labor market.
2. To support the alignment of the workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the Pacific Mountain Workforce Development Area.
3. To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide the Region's workers with skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide the Region's employers with skilled workers the employers need to succeed in the global economy.

4. To promote improvement in the structure of and delivery of services through Pacific Mountain Workforce Development system to better address the employment and skill needs of workers, jobseekers, and employers.
5. To increase the prosperity of workers and employers in the Region, the economic growth of communities, and Counties, and the global competitiveness of the State.

ARTICLE IV
Operations
Section 1

In order to carry out its functions, PacMtn WDC:

Shall in accordance with the Workforce Innovation and Opportunity Act (WIOA):

- a. Prepare and approve a budget.
- b. Develop and adopt its own By-laws that shall have final approval by PacMtn WDC Consortium.
- c. Operate in accordance with written policies and procedures approved by PacMtn WDC and the Consortium.
- d. Operate with a Fiscal Year of July 1 through June 30.
- e. Perform all duties with the highest regard for the public trust and proper management oversight and in all ways avoid actual or perceived “conflict of interest”, based on standards set forth by the Internal Revenue Service.
- f. Perform all functions assigned by the Act and any future replacement of the legislation to the local workforce council grant recipient and fiscal agent; described in Act, including the following:
 1. Maintain accounting systems for grant awards pursuant to the Act and other funds intended to be used for workforce development programs;
 2. Obtain commercial liability insurance and errors and omissions coverage that is acceptable to the Consortium Board;
 3. Deliver programs of Workforce Development activities and obtain bonds for all employees with financial control responsibilities;
 4. Assure that funds and programs are allocated for the highest and best use for regional workforce development pursuant to the law, state policy, and strategic plan requirements and as approved by the Governor of the State of Washington.

5. Negotiate and award contracts in accordance with federal and state contracting requirements to implement workforce development programs and the strategic plans and policies;
6. Develop and manage budgets for administrative and service delivery functions of Workforce Development in the five-County region.
7. Develop service delivery contracts, conduct audits and oversight of service providers.
8. Conduct oversight for workforce development activities; ensure the appropriate use, management and investment of funds to maximize performance outcomes.
9. Conduct an annual, joint meeting of the Consortium and Council for the purpose of reporting, updating, and coordinating regional activities.
10. Develop strategic local and regional plans pursuant to criteria established by the US Department of Labor, Washington State Workforce Training and Education Coordinating Board and the Employment Security Department;
11. Promote the participation of private sector employers and partnership in the statewide workforce system by connecting, brokering, and coaching activities. Convene, broker, leverage system stakeholders and partnerships.
12. Coordinate the workforce activities carried out within the area with economic development strategies and develop other employer linkages. Engage employers to promote economic growth and emerging employment opportunities and education and training partners to align, develop, and implement career pathways.
13. Identify, disseminate, and promote proven and promising strategies and initiatives to meet the needs of regional employer and job seeker customers.
14. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development systems.
15. Negotiate and reach agreement on local performance measures with the Governor of the State of Washington.
16. Establish goals, policies and performance accountability measures for workforce development programs in the Consortium region.
17. Designate or certify one-stop operators, identify eligible providers of youth activities, and identify eligible training providers for adult and dislocated workers for the diverse needs of a region.

18. Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

Section 2

PacMtn WDC shall comply with Workforce Innovation and Opportunity Act, applicable Federal Regulations, applicable State Laws, Rules and Regulations and State of Washington Provisions.

Section 3

PacMtn WDC may pursue additional non-WIOA funds to develop ideas and programs that meet the general purpose of PacMtn WDC.

ARTICLE V

Board of Directors

Section 1

In accordance with the Pacific Mountain Workforce Consortium Agreement, the Consortium shall appoint Directors to the Board from individuals nominated pursuant to the applicable laws and adopted guidelines.

Section 2

PacMtn WDC shall consist of a maximum of 23 directors.

Section 3

Initial appointments to PacMtn WDC shall be staggered proportionally for two, three and four years as determined by the Consortium upon appointment. Subsequent appointments for a maximum of 3 terms will be for three years. Director shall remain seated until a new appointment is made to fill the seat.

Section 4

All regular terms shall begin on the first day of July and shall end on the last day of June.

Section 5

Any vacancies in the membership of PacMtn WDC shall be filled in the same manner as the original appointments and shall serve until the end of the term of the position.

Section 6

PacMtn WDC Directors serve on a voluntary, non-salaried basis. Directors may receive reimbursement for expenses and mileage while conducting PacMtn WDC business.

ARTICLE VI

Officers of the Corporation

Section 1

The officers of PacMtn WDC shall be a Chairperson, Chairperson-Elect, Vice-Chairperson and a Secretary/Treasurer.

Section 2

The Chairperson, Chairperson-elect, Vice-Chairperson, and Secretary/Treasurer shall be elected by the Directors. The Directors shall elect the Chairperson from among those Directors who represent the private sector.

Section 3

Election of officers shall take place at the last meeting of the calendar year.

Section 4

Any vacancy in an election office shall be filled by election at the next regular meeting.

Section 5

Terms of office shall be for two years. Officers may not serve more than two (2) consecutive terms in the same office.

Section 6

The duties and responsibilities of the PacMtn WDC Officers are:

Chairperson:

The responsibilities of Chairperson are to preside over the Board of Directors, convene the Executive-Finance Committee, make appointments to Board committees, and perform other functions generally performed by the President of a private non-profit corporation. The Chairperson may sign deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except when the signing and execution thereof has been expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation, or are required by law to be otherwise signed or executed by some other officer in some other manner. The Chairperson shall be a representative of the private sector and shall be an ex-officio member of all committees.

Chairperson-Elect:

The responsibility of Chairperson-Elect is to act as Chairperson in the absence of the Chairperson. The Chairperson-Elect is a member of the Executive-Finance Committee. The Chairperson-Elect shall be a representative of the private sector.

Vice-Chairperson:

The responsibility of the Vice-Chairperson is to act as Chairperson in the absence of both the Chairperson and Chairperson-Elect. The Vice-Chairperson is a member of the Executive-Finance Committee. The Vice-Chairperson shall be a representative of the public sector.

Secretary/Treasurer:

The responsibilities of the Secretary/Treasurer are to review and assure accurate minutes are kept of full Board meetings; see all notices are given in accordance with the provisions of these Bylaws or as required by law; provide for the proper custody and maintenance of any appropriate and designated materials or information; signed by the Chairperson, or other officers authorized by the Chairperson or the Board, deeds, mortgages, bonds, contracts or other instruments; the Secretary/Treasurer assures the faithful discharge of duties in such sum and with such surety or

sureties as the Board determines; proper custody and management for all funds and securities of the corporation; including receipt, deposit and accounting of monies due and payable to the Corporation; report on a quarterly basis, the status of the Corporation's account. The Secretary/Treasurer is a member of the Executive-Finance committee.

ARTICLE VII

Contracts, Loans, Checks, and Deposits

Section 1

Contracts: The Board may authorize any officer or officers, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2

Loans: No loan shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3

Loans to Officers and Directors: No loan shall be made by the corporation to its officers or directors.

Section 4

Checks, Drafts, etc.: All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation shall be signed by such officer or officers of the corporation and in such as is from time to time determined by resolution of the Board.

Section 5

Deposits: All funds of the corporation not otherwise employed shall be deposited as the Board may direct to the credit of the corporation.

ARTICLE VIII

Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of the Board; and shall keep at its principal place of business a record of the Board, including the names and addresses of all directors.

ARTICLE IX

Seal

The seal of the corporation, should one be instituted, shall consist of the name of the corporation, the state of incorporation and year of incorporation.

ARTICLE X

Indemnification

To the full extent permitted by the Washington Nonprofit Corporation Act, the corporation shall indemnify against actually and reasonably incurred expenses (including attorneys' fees),

judgements, fines and settlement amounts paid by any person who was or is a party or is threatened to be made a party to any civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the right of the corporation or otherwise) by reason of the fact that the person is or was a director or officer of the corporation, or is or was serving at the request of the corporation as a director or officer of another corporation; and the corporation may, at any time, approve the indemnification of any other person which the corporation has the power to indemnify under the Washington Non-profit Corporation Act. The indemnification provided by this section shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law of contract.

ARTICLE XI

Meetings

Section 1

PacMtn WDC shall meet on a regular basis as dictated by the press of business and not less than four (4) times a year. All meeting notices, including special meetings shall be posted on the PacMtn WDC website.

Section 2

Special meetings of PacMtn WDC may be called by the Chairperson or shall be called upon the written request of at least one third of the appointed Directors. The purpose of the meetings shall be stated in the call. At least three (3) days notice shall be given, except in emergencies in which 24 hours notice shall be required.

Section 3

A quorum will exist when at least 51 percent of the appointed Directors are present. A majority vote of those voting Directors present will be required for approving motions or adopting resolutions. The Chairperson will vote only to break a tie.

Section 4

Each regular or special meeting of PacMtn WDC shall be publicly announced and be open and accessible to the general public. The general public may be afforded the opportunity to be heard at each meeting, at a time designated by the Chairperson. Regular and special meetings may be conducted by conference call or similar methods of communication that allow comment and response by all Directors at the same time.

Section 5

PacMtn WDC meetings shall be conducted in accordance with the Open Public Meeting Act, Chapter RCW, as amended.

Section 6

Meeting notices, agendas, and background information shall be prepared and distributed to all Directors in advance of each regular and special PacMtn WDC meeting. The agenda for all regular and/or special meetings of PacMtn WDC shall be set by the Executive Committee and shall be transmitted to all Directors not less than five (5) days prior to the date of the meeting. Minutes shall be distributed prior to the next regular meeting of PacMtn WDC and shall be maintained by the Corporation.

Section 7

Action may be taken by email or correspondence in lieu of a vote at a meeting if all Directors sign or email a written consent to the corporate action and a record of such consents is kept and posted to the publicly accessible portion of the Corporations website.

ARTICLE XII

Committees

Section 1

PacMtn WDC shall have the following standing Committees of the Board: an Executive-Finance Committee and Youth and Specialized Populations Committee. Committee members shall be appointed for staggered two-year terms.

Section 2

Executive-Finance Committee: The purpose of the Executive-Finance Committee is to direct and manage the activities, as well as, development of financial policies and budgets of PacMtn WDC. The Immediate Past Chair may serve in an ex-officio capacity for a period of two years. The Consortium Board Chair shall serve and be recognized as a non-voting member of the Executive-Finance Committee. The duties of the Committee are to:

1. Act on appropriate fiscal and/or policy issues on the behalf of PacMtn WDC;
2. Act on behalf of the full council between regularly scheduled Council meetings, as directed by PacMtn WDC;
3. Recruit, select and hire the Chief Executive Officer,
4. Establish accountabilities and conduct an annual evaluation of the Chief Executive Officer,
5. Develop the Agreement between the Pacific Mountain Workforce Consortium and PacMtn WDC for approval by PacMtn WDC; and
6. Recommend policies related to the business practices of PacMtn WDC to the Board.
7. Develop an annual budget for PacMtn WDC; to be approved by the Board.
8. Monitor the cash flow and budget status and propose budget amendments as needed.
9. Oversee the annual financial audit of PacMtn WDC.
10. Propose financial policies to PacMtn WDC.

The members of the Executive Finance Committee shall be officers of the corporation and the Chairperson of Standing Committees and assigned Task Forces. The majority of the Executive-Finance Committee will be representatives of the private sector. The Committee's membership shall be appointed to assure that it includes not only the designated representatives but also at least one member from each county in the PacMtn WDC region.

Section 3

Youth and Specialized Populations Committee: The purpose of the Youth and Specialized Populations Committee is to direct and manage activities that provide and expand services to youth and other individuals with barriers to employment as defined in WIOA in Section 24

which means a member of 1 or more of the following populations: displaced homemakers, low-income individuals, Indians, Alaska Natives and Native Hawaiians, individuals with disabilities, (including youth who are individuals with disabilities), older individuals, ex-offenders, homeless individuals or homeless children and youths, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farm workers, individuals within 2 years of exhausting lifetime eligibility of Social Security, single parents (including single pregnant women), long term unemployed individuals and other such groups as the Governor determines to have barriers to employment. The duties of the Committee are to:

1. Develop the portions of the local plan relating to eligible youth and other specialized populations as defined above.
2. Recommend eligible providers of supportive activities.
3. Coordinate supportive activities that are authorized by WIOA.
4. Other duties as assigned by the PacMtn WDC Board.

The members of the Youth and Specialized Populations Committee shall be chaired by a member of PacMtn WDC. Membership shall include no more than three representatives from each of the following stakeholders:

- Business/Employers who represent in-demand industries and occupations and those who hire youth or are connected to other businesses that hire youth
- Social Service agencies and clubs, including those that represent disabled populations
- Youth development practitioners, including one or more educators
- A delegate from the regional Alliance of Youth
- A Labor Representative

Subject to the wishes of the Youth and Specialized Populations Committee Chair and as logistics allow, two youth representatives shall be encouraged to participate fully in the Committee discussions and cast “advisory” ballots. One youth participant should ideally, but not required, be a WIOA program participant. The Committee’s membership shall be appointed to assure that it includes not only designated representatives but also at least one member from each county in the PacMtn WDC region.

Section 4

Ad-Hoc Task Forces: The purpose of Ad-Hoc Task Forces is to establish a workgroup chaired by a member of the Board and comprised of regional subject matter experts in specified areas of knowledge and practice brought together to accomplish specified objectives. Such external members shall enjoy all the rights and membership on the Ad Hoc Committee, such as voting

and reimbursement of business-related expenses. Task Forces shall be chartered and reviewed on a biannual basis. Task Forces may include:

1. One-Stop and Program Operations Task Force - providing recommendation and guidance of the One-Stop System, and activities related to service delivery and programs.
2. Industry Sector and Employer Services Task Force - providing recommendation and guidance of initiatives specific to industry and employer services. They are also directly sought for matters related to One-Stop, Program and Special Populations.
3. people with disabilities and other populations for which the Board desires specific and focused attention.
4. Other Task Forces as Needed - providing recommendation and guidance for which the Board desires specific and focused attention.

Section 5

A quorum on any committee will exist when at least 51 percent of the committee membership is present. A quorum is not required to complete assignments, but can be cited to support actions and describe intent.

ARTICLE XIV

Conduct of Meetings

Robert's Rule of Order shall govern the conduct of the meetings of PacMtn WDC, but the Council shall strive for full discussion and consensus. The Chair may appoint individuals who can assist with process and the orderly conduct of meetings.

ARTICLE XV

Amendment of Bylaws

Section 1

These Bylaws may be amended at any regular or special meeting of PacMtn WDC provided that any proposed amendment shall be acted upon in advance by the Executive Committee and shall be submitted in writing to the Directors at least 30 days prior to the regular or special meeting of PacMtn WDC.

Section 2

An amendment to the Bylaws shall take effect immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective, or PacMtn WDC has set such a time by a previously adopted motion.

The foregoing Bylaws were adopted by the Directors on this day, the 25th of the month of June, 2015.

Duane Evans

PacMtn WDC Board Chair



BY LAWS
of the
PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT COUNCIL

Doing Business in the Grays Harbor, Lewis, Mason, Pacific, and Thurston County Workforce Investment region in Washington State.

ARTICLE I

Name

The name of this organization shall be the Pacific Mountain Workforce Development Council, hereinafter referred to as PacMtn ~~WDC~~.

ARTICLE II

Membership

The Corporation shall have no members.

ARTICLE III

Purpose

It is the responsibility of PacMtn ~~WDC~~ to provide workforce investment activities as authorized by the Workforce Innovation and Opportunity Act of 2014 and any subsequent replacement legislation to:

1. Increase, for individuals in the United States particularly those individuals with barriers to employment, access to and opportunities for employment, education, training, and support services they need to succeed in the labor market.
2. To support the alignment of the workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the Pacific Mountain Workforce Development Area.
3. To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide the Region's workers with skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide the Region's employers with skilled workers the employers need to succeed in the global economy.

4. To promote improvement in the structure of and delivery of services through Pacific Mountain Workforce Development system to better address the employment and skill needs of workers, jobseekers, and employers.
5. To increase the prosperity of workers and employers in the Region, the economic growth of communities, and Counties, and the global competitiveness of the State.

ARTICLE IV
Operations
Section 1

In order to carry out its functions, PacMtn ~~WDC~~:

Shall in accordance with the Workforce Innovation and Opportunity Act (WIOA):

- a. Prepare and approve a budget.
- b. Develop and adopt its own By-laws that shall have final approval by PacMtn ~~WDC~~ Consortium.
- c. Operate in accordance with written policies and procedures approved by PacMtn ~~WDC~~ and the Consortium.
- d. Operate with a Fiscal Year of July 1 through June 30.
- e. Perform all duties with the highest regard for the public trust and proper management oversight and in all ways avoid actual or perceived "conflict of interest", based on standards set forth by the Internal Revenue Service.
- f. Perform all functions assigned by the Act and any future replacement of the legislation to the local workforce council grant recipient and fiscal agent; described in Act, including the following:
 1. Maintain accounting systems for grant awards pursuant to the Act and other funds intended to be used for workforce development programs;
 2. Obtain commercial liability insurance and errors and omissions coverage that is acceptable to the Consortium Board;
 3. Deliver programs of Workforce Development activities and obtain bonds for all employees with financial control responsibilities;
 4. Assure that funds and programs are allocated for the highest and best use for regional workforce development pursuant to the law, state policy, and

strategic plan requirements and as approved by the Governor of the State of Washington.

5. Negotiate and award contracts in accordance with federal and state contracting requirements to implement workforce development programs and the strategic plans and policies;
6. Develop and manage budgets for administrative and service delivery functions of Workforce Development in the five-County region.
7. Develop service delivery contracts, conduct audits and oversight of service providers.
8. Conduct oversight for workforce development activities; ensure the appropriate use, management and investment of funds to maximize performance outcomes.
9. Conduct an annual, joint meeting of the Consortium and Council for the purpose of reporting, updating, and coordinating regional activities.
10. Develop strategic local and regional plans pursuant to criteria established by the US Department of Labor, Washington State Workforce Training and Education Coordinating Board and the Employment Security Department;
11. Promote the participation of private sector employers and partnership in the statewide workforce system by connecting, brokering, and coaching activities. Convene, broker, leverage system stakeholders and partnerships.
12. Coordinate the workforce activities carried out within the area with economic development strategies and develop other employer linkages. Engage employers to promote economic growth and emerging employment opportunities and education and training partners to align, develop, and implement career pathways.
13. Identify, disseminate, and promote proven and promising strategies and initiatives to meet the needs of regional employer and job seeker customers.
14. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development systems.
15. Negotiate and reach agreement on local performance measures with the Governor of the State of Washington.

16. Establish goals, policies and performance accountability measures for workforce development programs in the Consortium region.
17. Designate or certify one-stop operators, identify eligible providers of youth activities, and identify eligible training providers for adult and dislocated workers for the diverse needs of a region.
18. Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

Section 2

PacMtn-~~WDC~~ shall comply with Workforce Innovation and Opportunity Act, applicable Federal Regulations, applicable State Laws, Rules and Regulations and State of Washington Provisions.

Section 3

PacMtn-~~WDC~~ may pursue additional non-WIOA funds to develop ideas and programs that meet the general purpose of PacMtn-~~WDC~~.

ARTICLE V

Board of Directors

Section 1

In accordance with the Pacific Mountain Workforce Consortium Agreement, the Consortium shall appoint Directors to the Board from individuals nominated pursuant to the applicable laws and adopted guidelines.

Section 2

PacMtn-~~WDC~~ shall consist of a maximum of 23 directors.

Section 3

Initial appointments to PacMtn-~~WDC~~ shall be staggered proportionally for two, three and four years as determined by the Consortium upon appointment. Subsequent appointments for a maximum of 3 terms will be for three years. ~~Director shall remain seated until a new appointment is made to fill the seat.~~

Section 4

All regular terms shall begin on the first day of July and shall end on the last day of June.

Section 5

Any vacancies in the membership of PacMtn-~~WDC~~ shall be filled in the same manner as the original appointments and shall serve until the end of the term of the position.

Section 6

a. It is recognized that Directors may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances.

1. PacMtn Directors shall notify the Board's Recording Secretary of his/her impending absence. This shall be recorded as excused.

~~—A PacMtn Director may request an extended absence for a specified period of time, by submitting a written request to the Chair or any other Officer of the Corporation. These are excused absences.~~

2. When a PacMtn Director neither contacts the Board's Recording Secretary nor attends a meeting of the Board, the absence will be considered unexcused.

~~1. A PacMtn Director may request an extended absence for a specified period of time, by submitting a written request to the Chair or any other Officer of the Corporation.~~

3. After three (3) unexcused absences by a PacMtn Director in a year, a courtesy letter signed by the Chair shall be sent to that Director providing notice that another unexcused absence may result in termination from the Board.

4. After a courtesy letter has been sent and the Director's fourth (4th) unexcused absences in a year, the Executive Finance Committee will review the directors participation and make a recommendation to the Board as to what action should be taken on the Director's appointment to the Board.

5. A PacMtn Director may be removed by a majority vote of the Board of Directors or by a majority vote of the PacMtn Consortium.

b. PacMtn Directors may resign by submitting a written notice of resignation to the Chair or any other Officer of the Corporation. A Director may also resign by giving oral notice to the Board at a meeting of the Board.

Section ~~7~~6

PacMtn ~~WDC~~ Directors serve on a voluntary, non-salaried basis. Directors may receive reimbursement for expenses and mileage while conducting PacMtn ~~WDC~~ business.

ARTICLE VI

Officers of the Corporation

Section 1

The officers of PacMtn ~~WDC~~ shall be a Chairperson, Chairperson-Elect, Vice-Chairperson and a Secretary/Treasurer.

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Section 2

The Chairperson, Chairperson-Elect, Vice-Chairperson, and Secretary/Treasurer shall be elected by the Directors. The Directors shall elect the Chairperson from among those Directors who represent the private sector.

Section 3

Election of officers shall take place at the last meeting of the calendar year.

Section 4

Any vacancy in an election office shall be filled by election at the next regular meeting.

Section 5

Terms of office shall be for two years. Officers may not serve more than two (2) consecutive terms in the same office.

Section 6

The duties and responsibilities of the PacMtn ~~WDC~~ Officers are:

Chairperson:

The responsibilities of Chairperson are to preside over the Board of Directors, convene the Executive-Finance Committee, make appointments to Board committees, oversee and supervise the Chief Executive Officer and perform other functions generally performed by the President of a private non-profit corporation. The Chairperson may sign deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except when the signing and execution thereof has been expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation, or are required by law to be otherwise signed or executed by some other officer on in some other manner. The Chairperson shall be a representative of the private sector and shall be an ex-officio member of all committees.

Chairperson-Elect:

The responsibility of Chairperson-Elect is to act as Chairperson in the absence of the Chairperson. The Chairperson-Elect is a member of the Executive-Finance Committee. The Chairperson-Elect shall be a representative of the private sector.

Vice-Chairperson:

The responsibility of the Vice-Chairperson is to act as Chairperson in the absence of both the Chairperson and Chairperson-Elect. The Vice-Chairperson is a member of the Executive-Finance Committee. The Vice-Chairperson shall be a representative of the public sector.

Secretary/Treasurer:

The responsibilities of the Secretary/Treasurer are to review and assure accurate minutes are kept of full Board meetings; see all notices are given in accordance with the provisions of these Bylaws or as required by law; provide for the proper custody and maintenance of any appropriate and designated materials or information; signed by the Chairperson, or other officers authorized by the Chairperson or the Board, deeds, mortgages, bonds, contracts or other instruments; the Secretary/Treasurer assures the faithful discharge of duties in such sum and with such surety or sureties as the Board determines; proper custody and management for all funds and securities of the corporation; including receipt, deposit and accounting of monies due and payable to the Corporation; report on a quarterly basis, the status of the Corporation's account. The Secretary/Treasurer is a member of the Executive-Finance committee.

ARTICLE VII

Contracts, Loans, Checks, and Deposits

Section 1

Contracts: The Board may authorize any officer or officers, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2

Loans: No loan shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3

Loans to Officers and Directors: No loan shall be made by the corporation to its officers or directors.

Section 4

Checks, Drafts, etc.: All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation shall be signed by such officer or officers of the corporation and in such as is from time to time determined by resolution of the Board.

Section 5

Deposits: All funds of the corporation not otherwise employed shall be deposited as the Board may direct to the credit of the corporation.

ARTICLE VIII

Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of the Board; and shall keep at its principal place of business a record of the Board, including the names and addresses of all directors.

ARTICLE IX

Seal

The seal of the corporation, should one be instituted, shall consist of the name of the corporation, the state of incorporation and year of incorporation.

ARTICLE X

Indemnification

To the full extent permitted by the Washington Nonprofit Corporation Act, the corporation shall indemnify against actually and reasonably incurred expenses (including attorneys' fees), judgements, fines and settlement amounts paid by any person who was or is a party or is threatened to be made a party to any civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the right of the corporation or otherwise) by reason of the fact that the person is or was a director or officer of the corporation, or is or was serving at the request of the corporation as a director or officer of another corporation; and the corporation may, at any time, approve the indemnification of any other person which the corporation has the power to indemnify under the Washington Non-profit Corporation Act. The indemnification provided by this section shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law of contract.

ARTICLE XI

Meetings

Section 1

PacMtn-~~WDC~~ shall meet on a regular basis as dictated by the press of business and not less than four (4) times a year. All meeting notices, including special meetings shall be posted on the PacMtn-~~WDC~~ website.

Section 2

Special meetings of PacMtn-~~WDC~~ may be called by the Chairperson or shall be called upon the written request of at least one third of the appointed Directors. The purpose of the meetings shall be stated in the call. At least three (3) days notice shall be given, except in emergencies in which 24 hours notice shall be required.

Section 3

A quorum will exist when at least 51 percent of the appointed Directors are present. A majority vote of those voting Directors present will be required for approving motions or adopting resolutions. The Chairperson will vote only to break a tie.

Section 4

Each regular or special meeting of PacMtn-~~WDC~~ shall be publicly announced and be open and accessible to the general public. The general public may be afforded the opportunity to be heard at each meeting, at a time designated by the Chairperson. Regular and special meetings may be conducted by conference call or similar

methods of communication that allow comment and response by all Directors at the same time.

Section 5

PacMtn-~~WDC~~ meetings shall be conducted in accordance with the Open Public Meeting Act, Chapter RCW, as amended.

Section 6

Meeting notices, agendas, and background information shall be prepared and distributed to all Directors in advance of each regular and special PacMtn-~~WDC~~ meeting. The agenda for all regular and/or special meetings of PacMtn-~~WDC~~ shall be set by the Executive Committee and shall be transmitted to all Directors not less than five (5) days prior to the date of the meeting. Minutes shall be distributed prior to the next regular meeting of PacMtn-~~WDC~~ and shall be maintained by the Corporation.

Section 7

Action may be taken by email or correspondence in lieu of a vote at a meeting if all Directors sign or email a written consent to the corporate action and a record of such consents is kept and posted to the publicly accessible portion of the Corporations website.

ARTICLE XII

Committees

Section 1

PacMtn-~~WDC~~ shall have the following standing Committees of the Board: an Executive-Finance Committee ~~and, Youth and Specialized-Priority~~ Populations Committee, ~~and Business and Sector Engagement Committee. Committee members shall be appointed for staggered two year terms. Each PacMtn Director is expected to participate in at least one Committee.~~

Section 2

Executive-Finance Committee: The purpose of the Executive-Finance Committee is to direct and manage the activities, as well as, development of financial policies and budgets of PacMtn-~~WDC~~. The Immediate Past Chair may serve in an ex-officio capacity for a period of two years. The Consortium Board Chair shall serve and be recognized as a non-voting member of the Executive-Finance Committee. The duties of the Committee are to:

1. Act on appropriate fiscal and/or policy issues on the behalf of PacMtn-~~WDC~~;
2. Act on behalf of the full council between regularly scheduled Council meetings, as directed by PacMtn-~~WDC~~;
3. Recruit, select and recommend hire of the Chief Executive Officer to the PacMtn Board of Directors,
4. Establish accountabilities and conduct an annual evaluation of the Chief Executive Officer in relation to the Chief Executive Officer's Employment Agreement,

5. Develop the Agreement between the Pacific Mountain Workforce Consortium and PacMtn ~~WDC~~ for approval by PacMtn ~~WDC~~; and
6. Recommend policies related to the business practices of PacMtn ~~WDC~~ to the Board.
7. Develop an annual budget for PacMtn ~~WDC~~; to be approved by the Board.
8. Monitor the cash flow and budget status and propose budget amendments as needed.
9. Oversee the annual financial audit of PacMtn ~~WDC~~.
10. Propose financial policies to PacMtn ~~WDC~~.

The members of the Executive Finance Committee shall be officers of the corporation and the Chairperson of Standing Committees and assigned Task Forces. The majority of the Executive-Finance Committee will be representatives of the private sector. The Committee's membership shall be appointed to assure that it includes not only the designated representatives but also at least one member from each county in the PacMtn ~~WDC~~ region.

Section 3

~~Youth and Specialized~~ Priority Populations Committee: The purpose of the ~~Youth and Specialized~~ Priority Populations Committee is to direct and manage activities that provide and expand services to youth and other individuals with barriers to employment as defined in WIOA in Section 24 which means a member of 1 or more of the following populations: displaced homemakers, low-income individuals, Indians, Alaska Natives and Native Hawaiians, individuals with disabilities, (including youth who are individuals with disabilities), older individuals, ex-offenders, homeless individuals or homeless children and youths, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farm workers, individuals within 2 years of exhausting lifetime eligibility of Social Security, single parents (including single pregnant women), long term unemployed individuals and other such groups as the Governor determines to have barriers to employment. The duties of the Committee are to:

1. Develop the portions of the local plan relating to eligible youth and other specialized populations as defined above.
2. Recommend eligible providers of supportive activities.
3. Coordinate supportive activities that are authorized by WIOA.
4. Other duties as assigned by the PacMtn ~~WDC~~ Board.

The members of the ~~Youth and Specialized Priority~~ Populations Committee shall be chaired ~~be by a member-Director of the PacMtn Board-WDC~~. Membership shall include no more than three representatives from each of the following stakeholders:

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~~Business/Employers who represent in-demand industries and occupations and those who hire youth or are connected to other businesses that hire youth~~

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~~• Social Service agencies and clubs, including those that represent disabled populations~~

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~~• Youth development practitioners, including one or more educators~~

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~~• A delegate from the regional Alliance of Youth~~

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~~• A Labor Representative~~

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~~Subject to the wishes of the Youth and Specialized Populations Committee Chair and as logistics allow, two youth representatives shall be encouraged to participate fully in the Committee discussions and cast "advisory" ballots. One youth participant should ideally, but not required, be a WIOA program participant. The Committee's membership shall be appointed to assure that it includes not only designated representatives but also at least one member from each county in the PacMtn-WDC region.~~

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Section 4

Business and Sector Engagement Committee: The purpose of the Business and Sector Engagement Committee is to convene leaders across the region to organize and drive economic and workforce development. The duties of the Committee are to:

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1. Analyze data that outlines in-demand, balance and not-in-demand occupations within the PacMtn recognized sectors.
2. Use data to develop an investment strategy for PacMtn's WIOA Title 1b training and work experience resources.
3. Analyze implemented programming and provide industry-specific feedback that the Committee will recommend to the Board for utilization in future program planning and adjustments.
4. Other duties as assigned by the PacMtn Board.

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The members of the Priority Populations Committee shall be chaired by a Director of the PacMtn Board. The Committee's membership shall be appointed to assure that it includes not only designated representatives but also at least one member from each county in the PacMtn region.

Section 54

Ad-Hoc Task Forces: The purpose of Ad-Hoc Task Forces is to establish a workgroup chaired by a member of the Board and comprised of regional subject matter experts in specified areas of knowledge and practice brought together to accomplish specified objectives. Such external members shall enjoy all the rights and membership on the Ad Hoc Committee, such as voting and reimbursement of business-related expenses. Task Forces shall be chartered and reviewed on a biannual basis. Task Forces may include:

1. One-Stop and Program Operations Task Force - providing recommendation and guidance of the One-Stop System, and activities related to service delivery and programs.
- ~~2. Industry Sector and Employer Services Task Force providing recommendation and guidance of initiatives specific to industry and employer services. They are also directly sought for matters related to One-Stop, Program and Special Populations.~~
- ~~3.2. p~~ People with disabilities and other populations for which the Board desires specific and focused attention.
- 4.3. Other Task Forces as Needed - providing recommendation and guidance for which the Board desires specific and focused attention.

Section ~~65~~

A quorum on any committee will exist when at least 51 percent of the committee membership is present. A quorum is not required to complete assignments, but can be cited to support actions and describe intent.

ARTICLE XIV

Conduct of Meetings

Robert's Rule of Order shall govern the conduct of the meetings of PacMtn ~~WDC~~, but the Council shall strive for full discussion and consensus. The Chair may appoint individuals who can assist with process and the orderly conduct of meetings.

ARTICLE XV

Amendment of Bylaws

Section 1

These Bylaws may be amended at any regular or special meeting of PacMtn ~~WDC~~ provided that any proposed amendment shall be acted upon in advance by the Executive Committee and shall be submitted in writing to the Directors at least 30 days prior to the regular or special meeting of PacMtn ~~WDC~~.

Section 2

An amendment to the Bylaws shall take effect immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective, or PacMtn ~~WDC~~ has set such a time by a previously adopted motion.

The foregoing Bylaws were adopted by the Directors on this day, the ~~25th~~ of the month of ~~June~~~~April~~, ~~2023~~~~15~~.

Alissa Shay
PacMtn WDC Board Chair



MEMORANDUM

To: PacMtn Executive Finance Committee Members

From: William Westmoreland, CEO
Wil Yeager, CFO

Date: April 13th, 2023

Subject: PY22 MOD Budget

The MOD Budget updates PacMtn's revenue by including final funding allocations, new grants and other grant revisions. The expense side is similarly adjusted. The attached budget documents offer a summary of the budget expected to provide needed services for the program year 2022.

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 \$14,174,799**. This is a **\$2,656,945 increase** to the final budget and is an overall **increase** over PY21 of **1.1M**. Despite the decrease in WIOA formula allocation of **\$722,341**. PacMtn has worked to bring in additional funding to cover this shortfall in revenue.

New Grants: Revenue Changes

Economic Security for All funds (EcSA) STATE we had a **decrease of (\$40,000-)**, due to underspending in the first quarter of the grant. These funds are not WIOA and have lower restrictions on use.

Economic Security for All funds (EcSA) FEDERAL funding in the amount of **(354,945+)** has been sent out by Employment Security Department. The funds received in this program year are budgeted to be spent beginning **PY23** and part of **PY24**.

Community Development Block Grant (CDBG) we had and **increase (\$500k+)** these were unspent funds by the Commerce Department. 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.

QUEST DWG funding in the amount of **(1,095,127+)** **Coordinate outreach** to recruit eligible participants with a focus on those whose employment has been negatively impacted by COVID-19, including to BIPOC



communities, rural communities, people with disabilities, underserved communities. **Engage with local and regional businesses** to help find the workers they seek and implement new and/or **strengthen local and regional sector partnerships** to inform local, tailored sector strategies to provide opportunities for participants to train for, or translate their existing skills into, high-quality jobs.

COVID-19 Disaster Recovery funding in the amount of **(259,413+)**. These funds expire in June and were unspent funds from ESD. PacMtn is using the funds to supplement the work envisioned with Quest funding.

Ag Labor funding in the amount of **(500,000+)**. These are American Rescue Plan Act (ARPA) funds from Thurston County. The purpose of these funds is to work with Washington State University Extension (WSU) to administer the Agriculture Sector Recovery Program.

Continuing Specialty Grants Fund Work

LIFT (Lightweight Innovations for Tomorrow). Additional funding in the amount of **(35,000+)**. These funds continue to support the work we are doing on JBLM.

MyJOB partnership will end June of 2023. PacMtn has not been able to cover related expenses with sufficient program income. The PY22 budget included a breakeven income target of 240K. The program fell short by 50% of the income required to cover its expenses.

In addition to providing critical services, **competitive grants** play an important role in sustaining PacMtn's operation. Distributing staff time, overhead and administration costs across multiple funding streams helps lessen the WIOA Formula burden.

Our **WIOA Formula grants reflect 34.5%** of the overall budget, a **6.6% reduction** in our reliance on this funding stream over our final budget. The addition of Pathway Home, Quest, EcSA Federal, and the other misc. funds have pushed us close to lowest reliance on formula funding we have seen and reflects PacMtn's focus on diversifying our revenue portfolio.

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 percentage of total expenditure to **27.9%, down 2%** over PY21. A real reduction in administration dollars of **\$171k**. 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 represent a large portion of our administrative costs. Budgeted costs have decreased 20K, for PY22. For PY23 we will enjoy the full effect of the reduction in costs as we only had them for 6 months of the program year.

We did incur onetime additional costs associated with moving the office approximately 50K: disposal/move of furniture, Cad6 wring, network/computer set up, cubicle set up, and painting.

We are saving 3,300 monthly and have better meeting space and atmosphere for the staff.

4. We have had an increase in wages due to staff bonuses budgeted to be paid based on performance.

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

	(FTE) Total	Direct Services	Administrative
PY22	19	1	18
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:

Critical Investments: New or Continuing

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



neutral facilitator to convene partners and discuss the system design. This work began with our Board Retreat and will continue to drive our MOU and system design.

- **PacMtn One-Stop Operator and Operations-- \$155k.** PacMtn's One Stop Operator costs **135K** and there is **20k** slated to support system development to continue the integrated service delivery of this region. We decreased the original amount budgeted down 20K.
- **Incumbent Worker Revolving Fund - \$30k:** This funding supports local employers in identified sectors providing training to upskill employees.

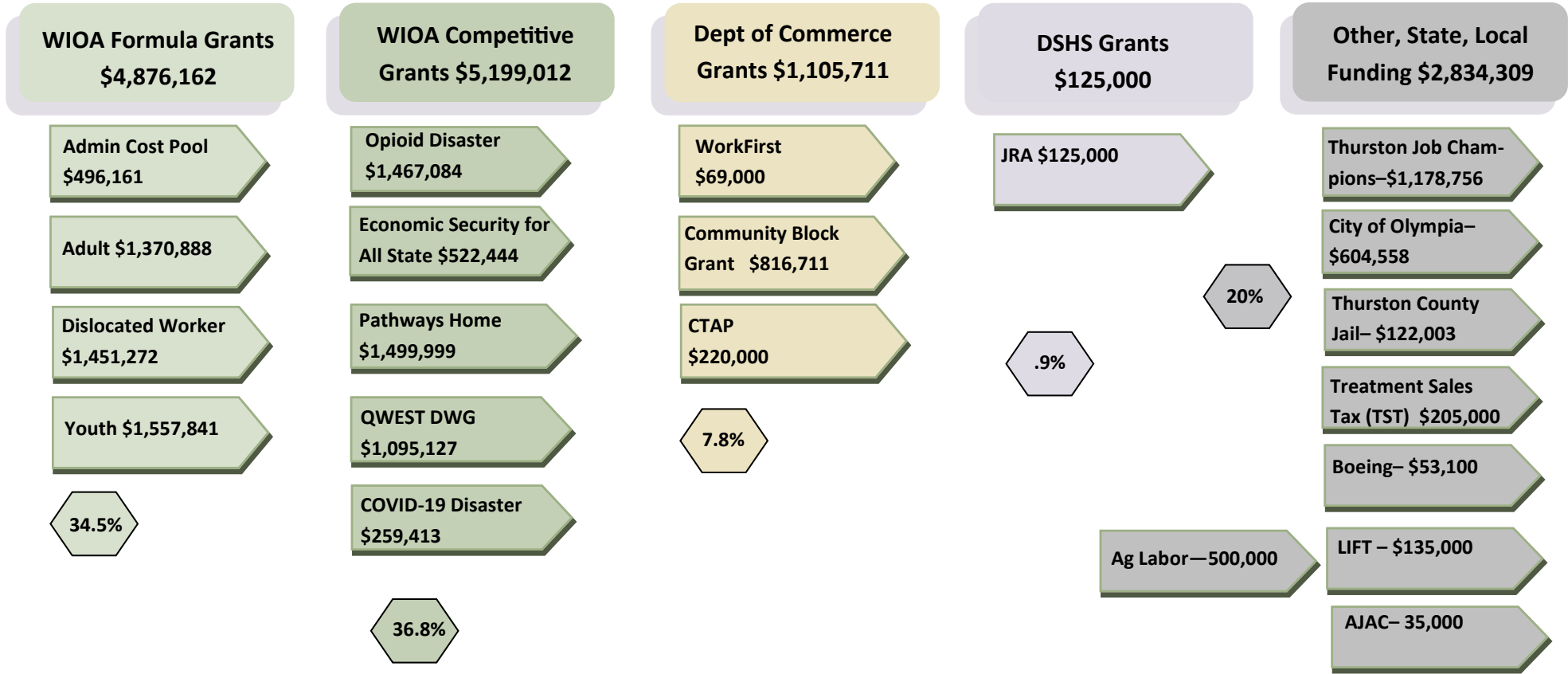
Recommending Motion to Approve

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:

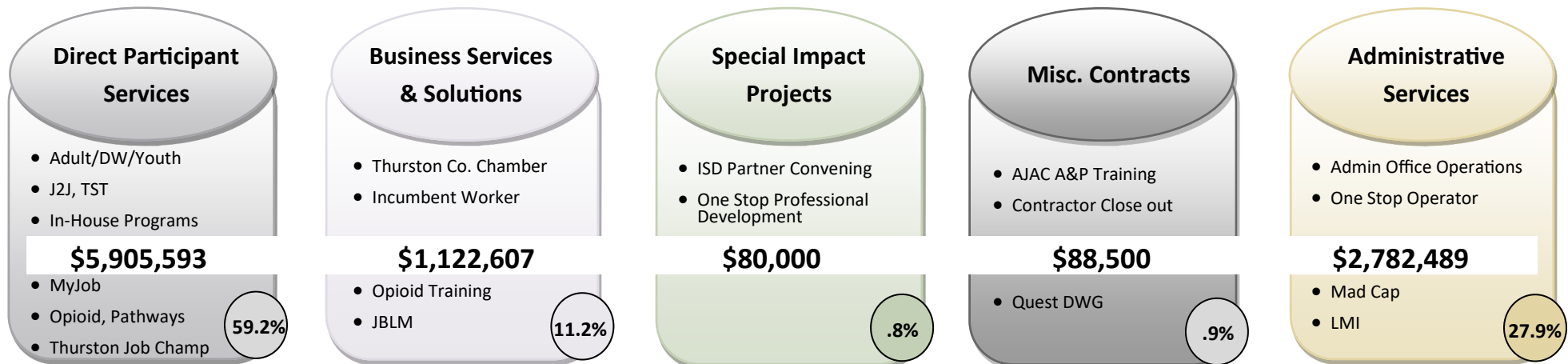
- Approves the PY22 MOD Budget, as presented or revised by the Executive Finance Committee.
- Directs staff to make final preparation for the full Board Discussion April 27, 2023 and the Elected Official review and vote June 29, 2023.



PY 22 Revenues - \$14,140,194



PY 22 Expenses - \$9,979,188





Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
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Budgeted Revenues:

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

WIOA Admin Cost Pool (ACP)	-	-	-	-	496,161.13	496,161.13
WIOA Adult	651,750.00	212,500.00	26,666.67	-	479,971.08	1,370,887.75
WIOA Dislocated Worker	575,000.00	292,500.00	26,666.67	1,750.00	555,354.96	1,451,271.63
WIOA Youth	923,250.00	-	26,666.66	1,750.00	606,174.78	1,557,841.44
Subtotal	2,150,000.00	505,000.00	80,000.00	3,500.00	2,137,661.95	4,876,161.95

'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	275,000.00	95,000.00	-	-	152,444.00	522,444.00
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	255,000.00	-	-	-	99,945.00	354,945.00
Pathway Home (07/01/22-12/31/2025)	945,630.00	-	-	-	554,369.00	1,499,999.00
Quest DWG (10/01/22-09/30/24)	163,115.00	180,000.00	-	300,000.00	452,012.00	1,095,127.00
Covid-19 Disaster Recovery (01/03/23-06/30/23)	50,000.00	64,000.00	-	-	145,413.00	259,413.00
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
Subtotal	2,617,440.00	571,115.00	-	300,000.00	1,710,457.21	5,199,012.21

Department of Commerce Grants

WorkFirst (Community Jobs)	24,000.00	-	-	-	45,000.00	69,000.00
Community Development Block Grant (CDBG)	635,749.14	-	-	-	180,961.42	816,710.56
Community Transition Assistance Program (CTAP)	150,000.00	-	-	-	70,000.00	220,000.00
Subtotal	809,749.14	-	-	-	295,961.42	1,105,710.56

Department of Social & Health Services Grants

Juvenile Rehabilitation - My JOB	100,000.00	-	-	-	25,000.00	125,000.00
-	-	-	-	-	-	-
Subtotal	100,000.00	-	-	-	25,000.00	125,000.00

Other Grants

Thurston Job Champions Network (Ends 10/31/23)	1,047,479.60	-	-	-	131,276.62	1,178,756.22
City of Olympia Journey to Jobs (Ends 12/31/23)	514,119.15	-	-	-	90,438.86	604,558.01
Thurston County Jail Program	84,664.84	-	-	-	37,338.16	122,003.00
Boeing	-	53,991.91	-	-	-	53,991.91
TST Community Grant	152,000.00	-	-	-	53,000.00	205,000.00
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	-	122,500.00	-	-	12,500.00	135,000.00
AJAC A&P	-	-	-	35,000.00	-	35,000.00
Ag Labor (02/14/2023-12/31/2024)	447,633.00	-	-	-	52,367.00	500,000.00
Subtotal	2,245,896.59	176,491.91	-	35,000.00	376,920.64	2,834,309.14

Total Revenue	7,923,085.73	1,252,606.91	80,000.00	338,500.00	4,546,001.22	14,140,193.86
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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
Joint Base Lewis McCord (Thurston Co. Chamber)	-	75,000.00	-	-	-	75,000.00
Title 1b closeout	-	-	-	3,500.00	-	3,500.00
One Stop Professional Development	-	-	20,000.00	-	-	20,000.00
ISD Partner Convening	-	-	60,000.00	-	-	60,000.00
Subtotal	2,150,000.00	505,000.00	80,000.00	3,500.00	-	2,738,500.00
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	275,000.00	95,000.00	-	-	-	370,000.00
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	-	-	-	-	-	-
Pathway Home (07/01/22-12/31/2025)	158,252.00	-	-	-	-	158,252.00
Quest DWG (10/01/22-09/30/24)	-	50,000.00	-	50,000.00	-	100,000.00
Covid-19 Disaster Recovery (01/03/23-06/30/23)	50,000.00	64,000.00	-	-	-	114,000.00
-	-	-	-	-	-	-
Subtotal	1,411,947.00	441,115.00	-	50,000.00	-	1,903,062.00

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
Department of Commerce Grants						
WorkFirst In-house Program Thurston, Mason, Lewis Co.	24,000.00	-	-	-	-	24,000.00
Community Development Block Grant (CDBG)	635,749.14	-	-	-	-	635,749.14
Community Transition Assistance Program (CTAP)	150,000.00	-	-	-	-	150,000.00
Subtotal	809,749.14	-	-	-	-	809,749.14
Department of Social & Health Services Grants						
Juvenile Rehabilitation - My JOB (7/1/21-6/30/22)	100,000.00	-	-	-	-	100,000.00
Subtotal	100,000.00	-	-	-	-	100,000.00
Other Grants						
Thurston Job Champions Network (Ends 10/31/23)	847,479.60	-	-	-	-	847,479.60
City of Olympia Journey to Jobs (Ends 12/31/23)	362,119.15	-	-	-	-	362,119.15
Thurston County Jail Program	84,664.84	-	-	-	-	84,664.84
Boeing	-	53,991.91	-	-	-	53,991.91
TST Community Grant	102,000.00	-	-	-	-	102,000.00
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	-	122,500.00	-	-	-	122,500.00
AJAC A&P	-	-	-	35,000.00	-	35,000.00
Ag Labor (02/14/2023-12/31/2024)	37,633.00	-	-	-	-	37,633.00
Subtotal	1,433,896.59	176,491.91	-	35,000.00	-	1,645,388.50
Program Expense Total	5,905,592.73	1,122,606.91	80,000.00	88,500.00	-	7,196,699.64
Administrative Services						
Administrative Office Operations						
Salaries					1,277,222.87	1,277,222.87
Benefits					637,586.80	637,586.80
Travel & Training					105,116.15	105,116.15
Professional Services					230,476.91	230,476.91
Facilities					207,095.58	207,095.58
Supplies & Communications					44,423.40	44,423.40
Equip/Maintenance/Rentals					11,620.00	11,620.00
Depreciation					12,182.00	12,182.00
Insurance					14,500.00	14,500.00
Memberships					18,765.00	18,765.00
Misc.					15,500.00	15,500.00
AmeriCorps					-	-
Transfer to Unrestricted					-	-
Admin Office Subtotal					2,574,488.71	2,574,488.71
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					135,000.00	135,000.00
One Stop Operator Subtotal					135,000.00	135,000.00
Administrative Expense Total					2,782,488.71	2,782,488.71
Total Expenditures	5,905,592.73	1,122,606.91	80,000.00	88,500.00	2,782,488.71	9,979,188.35

Admin Office Formula Carry Forward to PY23	612,050
Admin Office Carry Forward Ongoing Grants to PY23	1,130,212
Program Carry Forward Ongoing Grants to PY23	2,397,493
Total Carry Forward to PY23	4,139,755

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



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 MOD	Total-PY22 Final	Difference	Comments
Budgeted Revenues:									
<i>Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants</i>									
WIOA Admin Cost Pool (ACP)	-	-	-	-	496,161.13	496,161.13	482,551.13	13,610.00	Received Additional Funds - Not spent by the State
WIOA Adult	651,750.00	212,500.00	26,666.67	-	479,971.08	1,370,887.75	1,370,887.75	-	
WIOA Dislocated Worker	575,000.00	292,500.00	26,666.67	1,750.00	555,354.96	1,451,271.63	1,380,033.63	71,238.00	Received Additional Funds - Not spent by the State
WIOA Youth	923,250.00	-	26,666.66	1,750.00	606,174.78	1,557,841.44	1,500,884.44	56,957.00	Received Additional Funds - Not spent by the State
<i>Subtotal</i>	2,150,000.00	505,000.00	80,000.00	3,500.00	2,137,661.95	4,876,161.95	4,734,356.95	141,805.00	
<i>'Competitive WIOA' Grants</i>									
Opioid Disaster NDWG (03/01/2022-09/30/23)	440,961.00	111,831.00	-	-	128,611.21	681,403.21	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	785,681.00	-	
Economic Security for All (EcSA) (07/01/22-06/30/23) State	275,000.00	95,000.00	-	-	152,444.00	522,444.00	562,444.00	(40,000.00)	Had To return 40K due to underspending
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	255,000.00	-	-	-	99,945.00	354,945.00	-	354,945.00	New Funding will not start spending until PY23
Pathway Home (07/01/22-12/31/2025)	945,630.00	-	-	-	554,369.00	1,499,999.00	1,499,999.00	-	
Quest DWG (10/01/22-09/30/24)	163,115.00	180,000.00	-	300,000.00	452,012.00	1,095,127.00	-	1,095,127.00	New Funding
Covid-19 Disaster Recovery (01/03/23-06/30/23)	50,000.00	64,000.00	-	-	145,413.00	259,413.00	-	259,413.00	Unspent funds from the State
<i>Subtotal</i>	2,617,440.00	571,115.00	-	300,000.00	1,710,457.21	5,199,012.21	3,529,527.21	1,669,485.00	
<i>Department of Commerce Grants</i>									
WorkFirst (Community Jobs)	24,000.00	-	-	-	45,000.00	69,000.00	79,000.00	(10,000.00)	Did less Business than expected
Community Development Block Grant (CDBG)	635,749.14	-	-	-	180,961.42	816,710.56	316,710.56	500,000.00	New Funding
Community Transition Assistance Program (CTAP)	150,000.00	-	-	-	70,000.00	220,000.00	220,000.00	-	
<i>Subtotal</i>	809,749.14	-	-	-	295,961.42	1,105,710.56	615,710.56	490,000.00	
<i>Department of Social & Health Services Grants</i>									
Juvenile Rehabilitation - My JOB	100,000.00	-	-	-	25,000.00	125,000.00	240,000.00	(115,000.00)	Not producing contract not renewing
<i>Subtotal</i>	100,000.00	-	-	-	25,000.00	125,000.00	240,000.00	(115,000.00)	
<i>Other Grants</i>									
Thurston Job Champions Network (Ends 10/31/23)	1,047,479.60	-	-	-	131,276.62	1,178,756.22	1,178,756.22	-	
City of Olympia Journey to Jobs (Ends 12/31/23)	514,119.15	-	-	-	90,438.86	604,558.01	625,000.00	(20,441.99)	Trued up spending for spending in PY21
Thurston County Jail Program	84,664.84	-	-	-	37,338.16	122,003.00	122,003.00	-	
Boeing	-	53,991.91	-	-	-	53,991.91	120,000.00	(66,008.09)	Did not Receive Boeing Funding
TST Community Grant	152,000.00	-	-	-	53,000.00	205,000.00	205,000.00	-	
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	-	122,500.00	-	-	12,500.00	135,000.00	112,500.00	22,500.00	Received Additional Funding
AJAC A&P	-	-	-	35,000.00	-	35,000.00	35,000.00	-	
Ag Labor (02/14/2023-12/31/2024)	447,633.00	-	-	-	52,367.00	500,000.00	-	500,000.00	New Grant
<i>Subtotal</i>	2,245,896.59	176,491.91	-	35,000.00	376,920.64	2,834,309.14	2,398,259.22	436,049.92	
Total Revenue	7,923,085.73	1,252,606.91	80,000.00	338,500.00	4,546,001.22	14,140,193.86	11,517,853.94	2,622,339.92	Increase In Revenue

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 MOD	Total-PY22 Final	Difference	Comments
Budgeted Expenditures:									
Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 MOD	Total-PY22 Final	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	-	
Joint Base Lewis McCord (Thurston Co. Chamber)	-	75,000.00	-	-	-	75,000.00	-	75,000.00	Used WIOA Funds To Support activity
Title 1b closeout	-	-	-	3,500.00	-	3,500.00	3,500.00	-	
One Stop Professional Development	-	-	20,000.00	-	-	20,000.00	40,000.00	(20,000.00)	Not Being Used Lowered anticipated expenditure
ISD Partner Convening	-	-	60,000.00	-	-	60,000.00	60,000.00	-	
Subtotal	2,150,000.00	505,000.00	80,000.00	3,500.00	-	2,738,500.00	2,683,500.00	55,000.00	
<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	608,018.00	-	
Economic Security for All (EcSA) (07/01/22-06/30/23) State	275,000.00	95,000.00	-	-	-	370,000.00	410,000.00	(40,000.00)	Returned Funding due to under expenditure
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	-	-	-	-	-	-	-	-	No expenditures budgeted until PY23
Pathway Home (07/01/22-12/31/2025)	158,252.00	-	-	-	-	158,252.00	378,252.00	(220,000.00)	Lowered anticipated period spending by contractor
Quest DWG (10/01/22-09/30/24)	-	50,000.00	-	50,000.00	-	100,000.00	-	100,000.00	Chamber and other contractor spending in PY22
Covid-19 Disaster Recovery (01/03/23-06/30/23)	50,000.00	64,000.00	-	-	-	114,000.00	-	114,000.00	Additional Funding
Subtotal	1,411,947.00	441,115.00	-	50,000.00	-	1,903,062.00	1,949,062.00	(46,000.00)	
<u>Department of Commerce Grants</u>									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	24,000.00	-	-	-	-	24,000.00	24,000.00	-	
Community Development Block Grant (CDBG)	635,749.14	-	-	-	-	635,749.14	260,749.14	375,000.00	Additional Funding
Community Transition Assistance Program (CTAP)	150,000.00	-	-	-	-	150,000.00	150,000.00	-	
Subtotal	809,749.14	-	-	-	-	809,749.14	434,749.14	375,000.00	
<u>Department of Social & Health Services Grants</u>									
Juvenile Rehabilitation - My JOB (7/1/21-6/30/22)	100,000.00	-	-	-	-	100,000.00	180,000.00	(80,000.00)	Lowered to anticipated expenditure
Subtotal	100,000.00	-	-	-	-	100,000.00	180,000.00	(80,000.00)	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 MOD	Total-PY22 Final	Difference	Comments
<i>Other Grants</i>									
<i>Thurston Job Champions Network (Ends 10/31/23)</i>	847,479.60	-	-	-	-	847,479.60	1,047,479.60	(200,000.00)	Funds Carried over to PY23
<i>City of Olympia Journey to Jobs (Ends 12/31/23)</i>	362,119.15	-	-	-	-	362,119.15	526,982.00	(164,862.85)	Funds Carried over to PY23
<i>Thurston County Jail Program</i>	84,664.84	-	-	-	-	84,664.84	84,664.84	-	Reclassified Salaries from Admin to project
<i>Boeing</i>	-	53,991.91	-	-	-	53,991.91	100,000.00	(46,008.09)	Boeing did not fund activity see WIOA
<i>TST Community Grant</i>	102,000.00	-	-	-	-	102,000.00	102,000.00	-	
<i>Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)</i>	-	122,500.00	-	-	-	122,500.00	101,000.00	21,500.00	Correction to budget
<i>AJAC A&P</i>	-	-	-	35,000.00	-	35,000.00	35,000.00	-	
<i>Ag Labor (02/14/2023-12/31/2024)</i>	37,633.00	-	-	-	-	37,633.00	-	37,633.00	New Funding from the County
<i>Subtotal</i>	1,433,896.59	176,491.91	-	35,000.00	-	1,645,388.50	1,997,126.44	(351,737.94)	
Program Expense Total	5,905,592.73	1,122,606.91	80,000.00	88,500.00	-	7,196,699.64	7,244,437.58	(47,737.94)	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY22 MOD	Total-PY22 Final	Difference	Comments
Administrative Services									
<u>Administrative Office Operations</u>									
Salaries					1,277,222.87	1,277,222.87	1,270,138.73	7,084.14	Staff Salary Adjustments
Benefits					637,586.80	637,586.80	601,517.77	36,069.03	Costs associated benefit and tax costs increases
Travel & Training					105,116.15	105,116.15	66,480.00	38,636.15	Increase in travel and training investments in staff
Professional Services					230,476.91	230,476.91	163,225.00	67,251.91	Move Costs/System Software purchase
Facilities					207,095.58	207,095.58	237,689.00	(30,593.42)	Rent Cost Reduction
Supplies & Communications					44,423.40	44,423.40	50,570.00	(6,146.60)	
Equip/Maintenance/Rentals					11,620.00	11,620.00	10,620.00	1,000.00	
Depreciation					12,182.00	12,182.00	12,182.00	-	
Insurance					14,500.00	14,500.00	14,500.00	-	
Memberships					18,765.00	18,765.00	18,344.00	421.00	
Misc.					15,500.00	15,500.00	13,000.00	2,500.00	Boss of the Year unrestricted funding
AmeriCorps					-	-	-	-	
Transfer to Unrestricted					-	-	-	-	
Admin Office Subtotal					2,574,488.71	2,574,488.71	2,458,266.49	116,222.22	
<u>Other Activities</u>									
CEO Recruitment					-	-	-	-	
LMI					25,000.00	25,000.00	25,000.00	-	
Mad Cap (media)					48,000.00	48,000.00	48,000.00	-	
Transition Subtotal					73,000.00	73,000.00	73,000.00	-	
One Stop Operator					135,000.00	135,000.00	135,000.00	-	
One Stop Operator Subtotal					135,000.00	135,000.00	135,000.00	-	
Administrative Expense Total					2,782,488.71	2,782,488.71	2,666,266.49	116,222.22	
Total Expenditures	5,905,592.73	1,122,606.91	80,000.00	88,500.00	2,782,488.71	9,979,188.35	9,910,704.07	68,484.28	

<i>Admin Office Formula Carry Forward to PY23</i>	<i>612,050</i>	<i>89,591</i>
<i>Admin Office Carry Forward Ongoing Grants to PY23</i>	<i>1,130,212</i>	<i>509,991</i>
<i>Program Carry Forward Ongoing Grants to PY23</i>	<i>2,397,493</i>	<i>943,643</i>
<i>Total Carry Forward to PY23</i>	<i>4,139,755</i>	<i>1,543,225</i>

PY23 Preliminary Budget Discussions

Understanding through Q&A

April 27, 2023

Budget Overview

Q: What is the budget planning schedule?

A: An annual Budget Workshop is held to give Board members opportunity to discuss upcoming budget. This year the **budget workshop is April 27th**. We will not focus on budget numbers, but on critical considerations and financial priorities for the PacMtn budget. Preparation of the budget will require the Board to weigh in on and discuss potential funding priorities and desired outcomes for the region.

Conversations about the budget will help us develop the Preliminary Final budget which will be reviewed by the **Executive-Finance Committee on June 8th**. Many of these conversations are recommendations made over the course of the prior year and in this year. The Board will review and approve the **Preliminary Budget on June 22rd**. The Elected Official Consortium will see it at their **June 29th meeting**.

The **Final PY23 budget will be adopted in December** once all revenues and final carry-in numbers are reconciled.

Feedback/Comments/Questions:

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

A-1: We do not have final **federal formula allocations** for the state of Washington, but we have numbers for planning purposes. Below are the anticipated planning numbers for the state and PacMtn's portion for planning. Year to year a 167K increase for our region:

	PY23 State Allocation	PY23 Estimate PacMtn	PY22 PacMtn Amount
Youth	20,928,382	1,419,977	1,290,622
Adult	19,695,933	1,431,744	1,294,894
Dislocated Worker	22,254,509	1,239,063	1,337,576

With these statewide allocations PacMtn anticipates our Youth, Adult, and DW local portions to allocated slightly higher than before

A-2: Thurston County Jail - Funding will continue, we will be asking for an increase in funding per section 5a to allow for up to a 3% increase.

A-3: Pathways Home 3 – Funding activity continues in PY23 and PY24. We anticipated spending of approximately 610K in PY23 leaving a balance of 700K for PY24.

A-4: Opioid Disaster NDWG – Has approximately 525K that will carry into the PY23 program year.

A-5: EcSA State and EcSA Federal – PacMtn will receive 562,444 in State non-federal funding and has already received Federal funding in PY22 of 354,945 that was scheduled to be spent in PY23 and PY24. State funding will continue to be used to provide incentives to participants for hitting goals/training/employment. The federal funds will be used to support a position

	with our contractor to address poverty reduction efforts.
	<p>A-6: We have 2 America Rescue Plan Act (ARPA) grants that will have limited spending for the first half of PY23 from unspent funds in PY22. City of Olympia for 177K and Thurston County, for 235K. City of Olympia Journey to Jobs (J2J) will conclude by December and Thurston County Job Champion Network (TCJCN) will conclude October.</p> <p>A-7: Ag Labor – From Thurston County ARPA funds. Awarded in PY22 for 500K PacMtn expects to have 460K carry into PY23 for support of this program.</p> <p>A-8: Quest – Received PY22 1.1M of which we expect 925K to carry into PY23. Approximately \$250k will be awarded for community projects in the region, and will fund expanding capacity for the Business Services team to engage the Hospitality, Food Production and Specialty Manufacturing Sectors.</p> <p>A-9: PacMtn is in the process for applying or has applied and awaits next steps on several grants for this next program year:</p> <p>Senator Patty Murry – \$1.3M to support WorkEx Military Transition work.</p> <p>State funded Business Navigators – the state budget will include LWDB support to expand their ability to service employers. PacMtn will likely secure approximately \$200K.</p> <p>Expanding EcSA – also included in the state’s budget is an expansion to the governor’s Economic Security for All program that services individuals in poverty. The current threshold is 200% of poverty. The expansion allows local boards to increase that percentage to focus on the ALICE populations – aka the “working poor”. PacMtn will likely secure approximately \$400K.</p> <p>Infrastructure Jobs Gant – PacMtn will participate in a state funding application that will focus securing resources to support “Assessable Clean Energy”. The application is still forming, however it looks to focus on Broadband, Hydro Fuel, Battery Manufacturing, and Construction. The application will focus on largely rural areas.</p>
	<p><i>Feedback/Comments/Questions:</i></p> <p>Q1</p> <p>A1</p>
	Q: How does the State allocate formula funds to each Workforce Development Area (WDA)?

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

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

Criteria weighted evenly for each factor.

Dislocated Worker calculations:

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

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

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

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

Feedback/Comments/Questions:

Q1-

A1-

Staff Recommended New or Special Initiatives

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

A- Local Plan Development: continued work related to the spring retreat launch of the project to develop our local plan.

- Contracting PointNorth (\$20K) to continue to lead the project
- Customer Feedback gathering (\$20K)

Feedback/Comments/Questions:

Q1 –

A1 –

A-2: System wide Professional Development: Continuing to make available funding to support the development capacity of the system to serve.

- Driving the work through the OSO
- Seek input from all committees in terms of defining the need
- Funding available to all system partners

	<i>Feedback/Comments/Questions:</i>
	A-3: •
	<i>Feedback/Comments/Questions:</i>
	A-4:
	<i>Feedback/Comments/Questions:</i>

Regional Workforce System Development

Q: How can we support the One-Stop system activities required by WIOA?

	<p>A-1. PacMtn One-Stop Operations</p> <p>The PY2023 Infrastructure Funding Agreement included \$60k to reduce PacMtn’s financial support for the OSO. These resources will be redirected to support the regions affiliate sites. The OSO and the One-Stop Committee will focus on the following items in the upcoming program year:</p> <ul style="list-style-type: none"> • Developing the 2024-2027 local plan – the budget includes resources to continue the work started at the Winter retreat. PointNorth will lead the community input sessions and help surface the key goals for the plan. • Planning for the Comprehensive site lease renewal and consideration of downsizing/relocating to reduce operational expenses to better align to need. • Dashboard development and communications strategy to support reporting on local plan. • Professional development - \$20k will remain available for system-wide professional development. • Customer Satisfaction - \$20K will be available to develop and implement a customer satisfaction process for input in the impact of the service strategy.
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	<p>A-3 Launchpad Renew and Expanded Function – \$50k</p> <p>PacMtn will continue its investment in the CRM Launchpad. The system will allow job ready candidates to connect to the Business Services team for placement into opportunities under the job order model. It will also service as PacMtn’s CRM for communications and partner engagement.</p>
	<i>Feedback/Comments/Questions:</i>

Unique Programming and Partnerships

Q:	
	<p>A1: Localized Sector Based training – \$180K + With the continued success of the Cohort Training Model, PacMtn seeks to expand the impact of this training model to other Sectors and counties in our region.</p> <ul style="list-style-type: none"> • Quest brings PacMtn \$180K in funding for cohort based training in hospitality, food production and specialty manufacturing • The Talent Recruitment model will create additional opportunities across all 6 sectors, plus construction and admin/frontline supervisor occupations, for cohort focused training.

	<i>Feedback/Comments/Questions:</i>
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General Operations

Q: What changes are being proposed in the Administrative Operations budget?

	<p>A-1: Accounting/HR – Last year we reorganized our operation and reassigned HR responsibilities to or Chief of Staff and eliminated a full time HR staff position, saving initially 90K, after full restructuring and investment in staff the final savings is 60K. This move provided promotional and growth opportunities for the remaining staff. Our Chief of Staff has become Sherm Certified and our Accounting Fiscal Specialist has been promoted to a manager position and taken on Monitoring responsibilities for all our subrecipient contracts.</p>
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	<i>Feedback/Comments/Questions:</i>
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	<p>A-2: Staff Compensation: PY22 brought significant changes to PacMtn’s compensation approach. The process splits the annual compensation evaluations into wage increases and performance bonuses. PY22 included budget for bonuses and PY23 includes both (bonuses paid in current program year, raises would be in effect in the upcoming program year).</p> <ul style="list-style-type: none"> • We’re on track for a PY22 bonus • PY23 includes a raise, and room for yearend bonuses as well
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	<i>Feedback/Comments/Questions:</i>
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	<p>A-3: Continued focus on employee safety, morale, Recommending funding additions to:</p> <ul style="list-style-type: none"> • Continue with the Performance Excellence and Achievement Awards that could result in an additional NTE \$2500 impact. • Provide appropriate job-related trainings NTE \$15000.
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	<i>Feedback/Comments/Questions:</i>
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	<p>A-4: Cafeteria plan for PacMtn staff: Looking to keep competitive, PacMtn has been researching cafeteria plans that will give the organization more flexibility in attracting and keeping talent. The plans under review offer some exciting options for staff:</p> <ul style="list-style-type: none"> • Tuition and/or student loan reimbursement • Daycare/eldercare assistance • Nutrition, health savings accounts, etc. for health and wellbeing
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	<i>Feedback/Comments/Questions:</i>
Q: Are there any changes to the Unrestricted Funds budget?	
	PacMtn requests \$2,500 to continue the special Employee Team Productivity Fund for activities that promote a healthy, productive team environment, essential to achievement of outcomes.
	<i>Feedback/Comments/Questions:</i>

Specific Board Query and Strategic Directions

Other Feedback/Comments/Questions: