



PacMtn WDC Consortium Meeting

6/29/2023

1:00p - 3:00p

PacMtn Offices or Virtually via Microsoft Teams

Join via Microsoft Teams

Meeting ID: 235 996 502 014

Passcode: 5KTiGX

I. Convene: Welcome - Consortium Chair

- 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 12/02/2022 Consortium Meeting Minutes (Attachment #2)

III. Action Item & Discussion

a. Discussion and Action Item: 2023 Amendment of By Laws

- i. [WDC By Laws \(2017\)](#) (Attachment #3)
- ii. [WDC By Laws 2023 Amendment](#) (Attachment #4)

1. **Action Item:** Motion to Approve the 2023 Amendment of By Laws as presented

- a. Executive Finance and WDC Board reviewed all materials and recommends to the Consortium a DO PASS and offers a Motion to Approve

b. Discussion & Action Item: Board Member Approval

- i. **Action Item:** Motion to Approve and Confirm Nominee to the WDC Board (Attachment #5)

1. Dr. Lorie Thompson, Capital STEM Alliance, Regional Network Director, 3 year term

- a. Executive Finance and WDC Board reviewed all materials and recommends to the Consortium a DO PASS and offers a Motion to Approve

IV. Fiscal Items



building community prosperity

- a. **Discussion and Action Item:** PY22 Budget Modification (Attachment #6)
 - i. **Action Item:** Motion to Approve PY22 Budget Modification as presented
 - 1. Executive Finance and WDC Board reviewed all materials and recommends to the Consortium a DO PASS and offers a Motion to Approve
- b. **Discussion and Action Item:** PY2023 Preliminary Budget (Attachment #7)
 - i. **Action Item:** Motion to Approve PY22 Budget Modification as presented
 - 1. Executive Finance and WDC Board reviewed all materials and recommends to the Consortium a DO PASS and offers a Motion to Approve

V. Discussion & Deliberation: Good of the Order & Public Comment

2023-2024 Consortium Members

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

Upcoming Meetings	Agenda Topic
Thursday, August, 24, 2023	General Meeting
Thursday, September 28, 2023	<i>Fall Retreat</i>
Thursday, November 30, 2023	PY23 Final Budget Approval
Thursday, December 7, 2023	Year End Review and Celebration



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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	OOUR	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 \(SAO\)](#).

Initial estimates for **PY23 Federal Formula Funding** indicated that the PacMtn award would remain flat; however, the forecast came in 17% lower than the current year. The result is a \$680,000 cut across the Adult and Dislocated Worker programs with the Youth fund received a small increase. PacMtn Board staff budget and program efforts in the WorkSource system will see reductions in funding, including reductions in staff. The full PY23 budget will be presented at the June Board meeting.

PacMtn staff, Chief Business Development Officer Megan Fiess and Chief Executive Officer William Westmoreland, attended the **National Skills Coalition Conference** in Washington DC in early May. The conference focused on legislative efforts that influence the public workforce system, specifically the Bipartisan Infrastructure Law, CHIPS Act and Inflation Reduction Act. Additionally, the conference education opportunities related the Good Jobs Initiatives (GJI) and effective implementation practices. The conference was a great opportunity to hear from peers across the country that have launched GJI efforts. Information learned and gathered will be shared with the BaSE committee to inform our local GJI effort.

While in DC, the local team met with **Senator Murray** and staff to discuss key issues and challenges local workforce boards are experiencing the state. Topics included the stalled WIOA reauthorization, childcare, housing, and resources challenges with the current formula funding model. The Senator provided an update on the appropriation process and indicated that PacMtn's request to support transitioning military members (WorkEx program @ JBLM) had moved forward in the process. The Senator was keen to learn more about job seeker and employer experiences. An invite was extended for the Senator to visit the region after the session.

PacMtn participated in the **Washington Technical Education Coordination Board Retreat** in early May. This allowed local workforce boards and other key partner an opportunity to impact the strategic direction of the state's workforce board. The event served as an important activity related the development of the State's Workforce Plan, a requirement of the WIOA funding, which is due to Department of Labor in late winter. Once the plan is put forward, local workforce boards including PacMtn, will be required to respond with a local version of the plan the supports and drives the State's plan.

In early May, Mayor Selby was invited to share her experiences as a female leader with staff and key system partners. Part of **PacMtn's Leadership Development Series**, Mayor Selby shared her story and afforded participants an opportunity to ask questions and engage the mayor who is in her final year of her term. A link to the presentation can be found [here](#).

After a bit of a delay, PacMtn awarded three proposals submitted in response to the **QUEST Funding RFP** release in early spring. The PacMtn's QUEST program is a Department of Labor, sector focused competitive award secured by through a statewide collaboration of local workforce boards and the Employment Security Department. The local design of the program included funding projects across the region that supported the recovery of the Hospitality, Food Production and Specialty Manufacturing sectors. The awards were for Thurston Economic Development Council (\$110,000), Greater Grays Harbor-Grays Harbor College (\$100,000), and Experience Olympia & Beyond - \$100,000. The full details can be found on PacMtn's website [here](#).

Stories of Hope and Impact

Shared from our partners at Equus:

"Participant is co-enrolled into Opioid and WIOA. Participant came to us interested in serving seniors. They completed a Peer Navigation Training to gain skills relevant to coaching and working with senior citizens. They were placed in a work experience at Senior Service for South Sound and have been doing excellent. Recently the employer and participant reached out to see if they could increase her work experience hours to learn more skills. They are feeling very happy with their placement and believe that she would make an excellent senior benefits specialist."

"Participant came to the program after being out of work and moving to our area. They are a single parent and was struggling to pay their rent and make ends meet. They were drawn to an opportunity to serve others, which has been their dream for a long time. They were placed in a Transitional Job through the Opioid Grant. During their time, they completed a Peer Navigation training and worked with Peers in both the Opioid program and Youth program. They recently accepted a position as a peer navigator with a community organization and will continue to build their skills as they assist others with foundational community supports."

Elected Official Consortium Meeting Minutes

Friday, December 2, 2022

1:00p – 3:00p

PacMtn WDC – Online via Microsoft Teams



Elected Officials Attendees: Commissioner Lisa Olsen, Commissioner Sharon Trask, Commissioner Kevin Pine, Commissioner Scott Brummer

Board Members: Alissa Shay

Guests: Jason Hosenev

Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Korbett Mosesly

I. Convene: Welcome

- A.** Self-introductions & Establish Quorum – Commissioner Trask called the meeting to order at 1:05p. Quorum was established.
- B.** Review of Today’s Agenda – Agenda was reviewed with no questions.

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 August 1, 2022 Consortium Minutes
 - Commissioner Pine motioned to approve. Seconded by Commissioner Olsen. Motion Carries

III. Action or Discussion Items

- A.** Action: Motion to Approve and Confirm Nominee to the Full Board
 - William Westmoreland reviewed Nominee, Tennille Johnson’s application. There were no questions.
 - Commissioner Olsen motioned to approve and confirm Tennille Johnson to the full Board. Seconded by Commissioner Pine. Motion Carries.
- B.** Action Item: Motion to Approve PY22 Final Budget
 - Wil Yeager reviewed PY22 Final Budget with the Consortium. After review, Wil opened up for questions.
 - Commissioner Olsen asked if there were WorkSource sites in Pacific County
 - William explained that there are no certified sites in Pacific County but there are locations such as Timberland Regional Libraries that one could access services at.
 - Commissioner Olsen motioned to approve PY22 Final Budget. Seconded by Commissioner Pine. Motion Carries
- C.** Discussion Item: IFA Funding Model
 - William and Jason Hosenev reviewed the IFA Funding Model with the Board. After the

review, William opened up for questions.

- Commissioner Trask queried on how long the process will take to get this completed.
 - William shared that we are in the efforts of finalizing all areas and continue to have open meetings. All feedback is to be sent back by end of January 2023 with all signatures and execution by end of March 2023.

IV. Discussion & Deliberation: Good of the Order & Public Comment

- Commissioner Pine showed appreciation for the budget and how it was prepared and presented.

Meeting adjourned at 2:33p

Submitted by: Arissa De Lima, WDC Board Secretary

2022-2023 Consortium Members

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

Workforce Development Speak (Commonly Used Acronyms)

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



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:

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

Board Member Application



Contact information

First Name:	Lorie	Last Name:	Thompson		
Address:					
City:	Olympia	County:	Thurston	Zip:	98516
Email:	lthompson@esd113.org		Phone:	818-970-4581	
Employer:	ESD113		Position Title:	Director, Capital STEM Alliance	

Representation

<input type="checkbox"/>	Business/Private Industry:				
<input type="checkbox"/>	County:		Sector:		Number of Employees:
<input type="checkbox"/>	Organized Labor:				
<input type="checkbox"/>	Apprenticeship:				
<input type="checkbox"/>	State Employment Services:				
<input type="checkbox"/>	Disability-Based Employment/Training:				
<input type="checkbox"/>	Adult Education and Literacy:				
<input type="checkbox"/>	Post-Secondary Higher Education:				
<input checked="" type="checkbox"/>	K-12 Education:				
<input type="checkbox"/>	DSHS-Economic Services Administration:				
<input type="checkbox"/>	Community Based Organization:				
<input type="checkbox"/>	Tribal Entity:				

Questions

1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?

Closing skills gaps; connecting with K-12 education; providing wraparound services & supports to barriered job seekers.

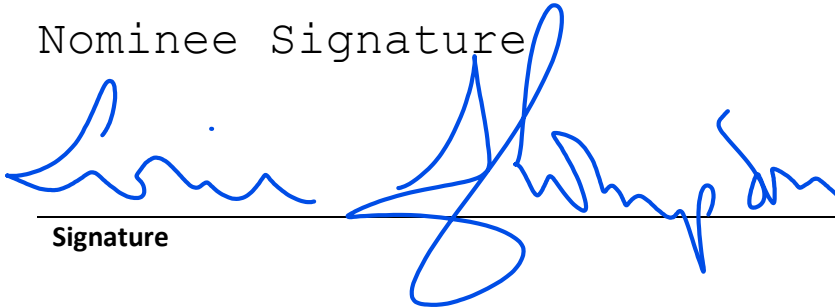
2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

Pac Mtn is uniquely positioned to connect regional employers to youth and young adults as it sits at the nexus between K12 education and career pathways. Aligning the needs of employers, and Industry recognized credentials to the K12 system (and particularly to CTE programs) interests me since my work focuses on building career explore, prep and launch programs with these partners as well as with community-based organizations for underserved and barriered populations.

3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

CCL Regional Network Director; Capital STEM Alliance Director (WA STEM), LASER Alliance Director. Former elementary principal and Special Education Assistant Principal. Regional convener, career pathway program builder. Justice, Equity, Diversity, Inclusion champion.

Nominee Signature



6-17-2023

Signature

Date

Thank you!

For your interest in serving on the Pacific Mountain Workforce Development Council



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.

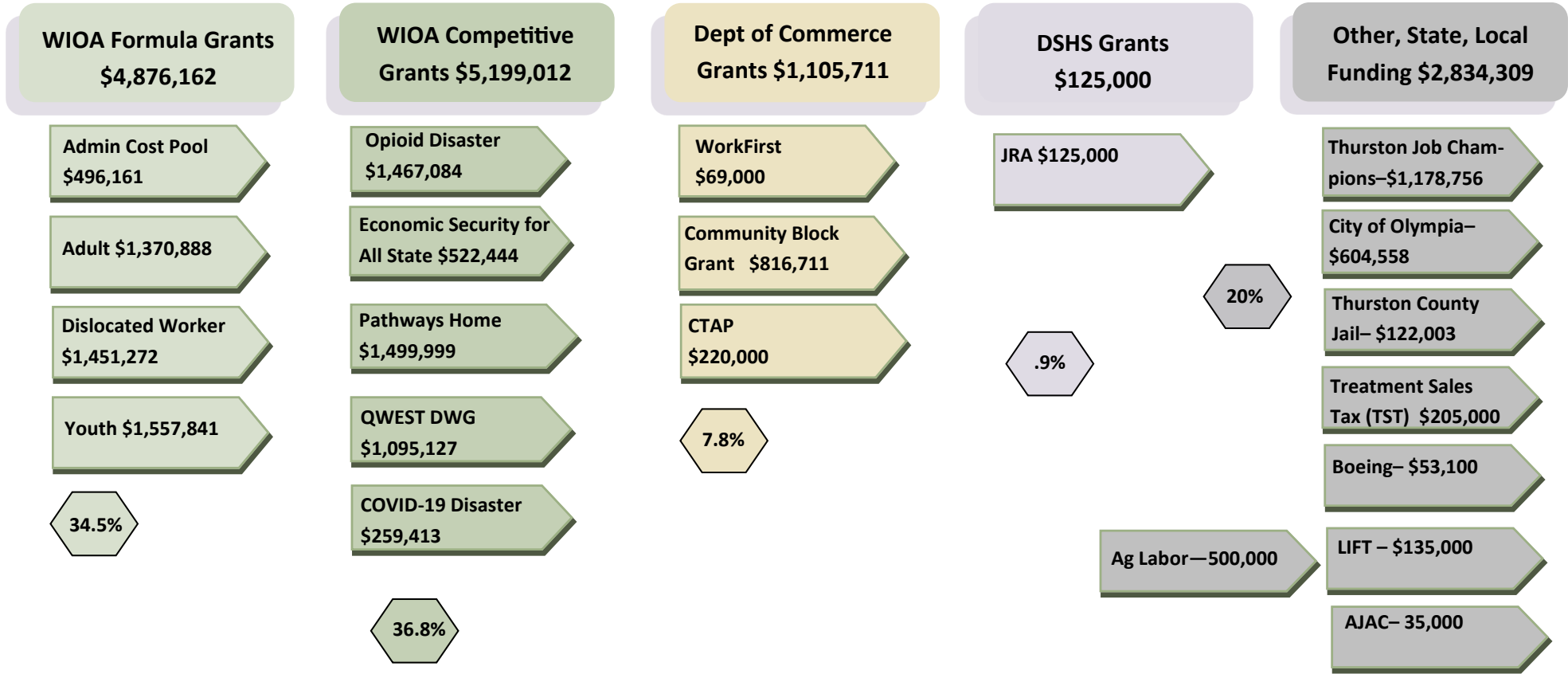
Recommending Motion to Approve

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:

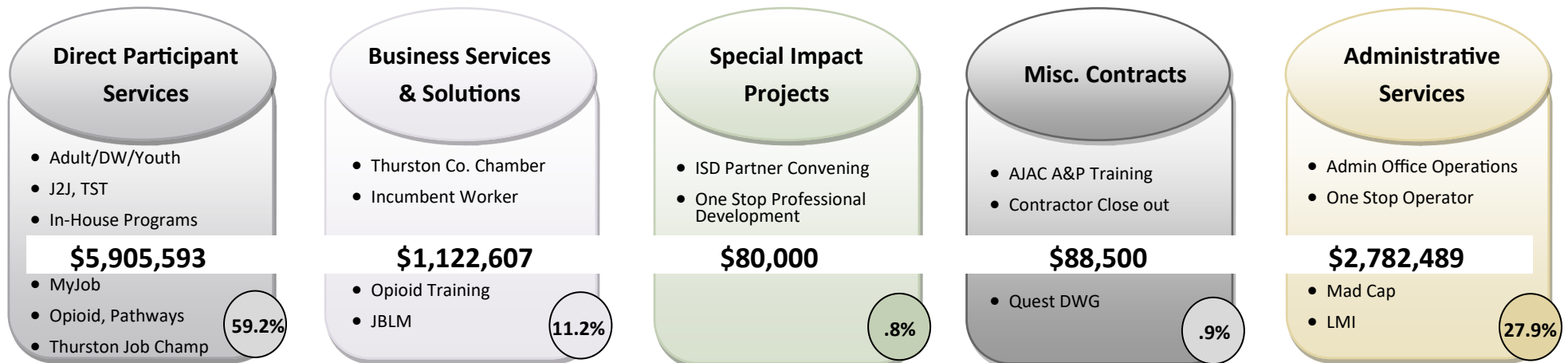
- Approves the PY22 MOD Budget, as presented or revised by the Executive Finance Committee.
- Directs staff to make final preparation for the full Board Discussion April 27, 2023 and the Elected Official review and vote June 29, 2023.



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>



MEMORANDUM

To: PacMtn Executive Finance Committee Members

From: William Westmoreland, CEO
Wil Yeager, CFO

Date: June 8, 2023

Subject: PY23 Preliminary Budget

PY23 Preliminary Final Budget begins services for the **Program Year (PY) beginning July 1, 2023, through June 30, 2024**. The attached budget documents offer a summary of the budget expected to provide needed services for the upcoming year. This version of the budget provides us with a starting point for an operational budget to begin the new program year. We do not have actual grant award amounts or final determinations of carry-in funding so revenue and expenses are based on estimates and assumptions. Some new projects are not yet fully determined or structured so funding is earmarked with details to be developed at a later date. The Final PY23 version of the budget prepared in the fall will be amended to show actual awards, carry-in funds, contract and project expenses.

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

Revenue Projections

Our revenue forecast for **PY23 is \$9,919,394**. This is **\$4.2 mil less** in total revenue than last year. There are two reasons for the decrease 1) smaller federal and consequent decrease in state WIOA formula allocations and 2) fewer new competitive grants than expiring competitive grants.

The WIOA Formula awards for PY23 are known as of this budget. They represent a decrease of **\$680K caused by 8.42% lower federal funding allocations and lower in-state allocations to PacMtn of 17.3%**.

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

Additionally, this year we have eliminated all contract revenue from MyJob and Workfirst. Last year was our transition year for both programs. WorkFirst ended in August and was successfully transferred to a partner. MyJob will end June 2023. While these grants contributed gross revenue to the organization they operated at a loss and did not contribute to the overall health of the organization.



New Grants and Possible Funding

Economic Security for All funds (EcSA) STATE below 200% - in the amount of **(\$472,267+)**, these funds are not WIOA and have lower restrictions on use. Much of this funding will flow directly to participant investments. These funds are designed to serve participants that are under 200% of the Federal Poverty Level (FPL), to obtain self-sufficiency. Self Sufficiency is defined as attainment of 100% of their Income Adequacy Goal as established through use of the UW Self-Sufficiency Calculator.

Economic Security for All funds (EcSA) STATE above 200% - in the amount of **(\$200,550+)**, these funds are not WIOA and have lower restrictions on use. Much of this funding will flow directly to participant investments. These funds are designed to serve participants above 200% of the FPL, to obtain self-sufficiency. Self Sufficiency is defined as attainment of 100% of their Income Adequacy Goal as established through use of the UW Self-Sufficiency Calculator.

Economic Security for All funds (EcSA) STATE Business Navigators - in the amount of **(\$108,333)**, these funds are not WIOA and have lower restrictions on use. These funds are used to add business navigators to support industry recovery and growth. To engage employers help them adapt to hiring new populations, develop work experiences, on the job training (OJT), and connect participants to the Workforce System.

Economic Security for All funds (EcSA) FEDERAL funding in the amount of **(\$354,945+)**, these funds **ARE** WIOA formula funds, and are designed to serve participants below 200% of the FPL and eligibility and fund use must follow WIOA rules.

Boeing - Anticipated funding in the amount of **(\$90,000+)**, these funds **ARE** private donated funds and are designed to support WorkEx (internships for transitioning service members)



Additionally, we have applied through appropriations request for an additional 1.5M in funding that is currently not reflected in the budget.

Community reinvestment funding – The community reinvestment account—state appropriation is provided solely for the department (Department of Commerce) to distribute grants for economic development, civil and criminal legal assistance, community-based violence intervention and prevention services, and reentry services programs. Grants must be distributed in accordance with the recommendations of the community reinvestment plan developed pursuant to section 128(134), chapter 297, Laws of 2022 (ESSB 5693).The legislator has approved 200M as a state appropriation.



From this funding PacMtn expects to receive **\$700K** for EcSA poverty work and **\$1M** in funding to support business services.

Continuing Specialty Grants Fund Work

QUEST DWG - funds carried forward from PY22 in the amount of **(\$1,007,127+)**. Funds are used to **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, and 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.

PacMtn has awarded 3 applications for use of the funds.

Ag Labor - funds carried forward from PY22 in the amount of **(\$462,367+)**. 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

Pathway Home (3) - funds carried forward from PY22 in the amount of **(\$1,311,000+)** we are in the second year of a 3.5-year grant from the Department of Labor that began July 1, 2022. The program dollars focused on the reintegration of ex-offenders. This grant represents an opportunity for future year-over-year funding as we demonstrate success.

Thurston Strong Job Champion Network - funds carried forward from PY22 in the amount of **(\$235,000+)** **scheduled to conclude October 2023**. These dollars come from Thurston County's American Rescue Plan Act funding afforded to Thurston Strong. The money facilitates employment for Thurston County residents and enhances staffing and service delivery for community-based organizations significantly impacted by the pandemic.

City of Olympia Journey2Jobs - funds carried forward from PY22 in the amount of **(\$177,000+)** **scheduled to conclude December 2023** is part of the Thurston Strong initiative. The program provides job-readiness services for the city's unhoused population. The program is designed to support the city's three primary services providers that are case managing this extremely complex group. The program invests wages and incentives for participants that range in readiness for employment, including those furthest from stability.

Treatment Sales Tax (TST) - funds carried forward from PY22 in the amount of **(\$80,000+)** **scheduled to conclude December 2023**. This is a local funding stream that works alongside federal and state funding;



such as Medicaid; to meet mental health and substance use needs in Thurston County. Programs funded with TST aim to reduce justice involvement, emergency room use, health care costs, and public assistance.

TST is a 1/10 of 1% sales tax collected in Thurston County since 2009. In 2020, this tax generated \$6.9 million in revenue. Funds are used on a variety of services including treatment courts such as Drug Court, services at the Thurston County Correctional Facility, community programs, and programs serving youth and families.

Prep Program – in the amount of **(\$123,561+)**. Under contract to the Thurston County Jail PacMtn will continue provision of services for County residents in work release and in County supervision. The **PREP Program** is well received by individuals and Jail Command who recognize it as helpful to the economic, health and welfare recovery of individuals. This program is a cornerstone activity for PacMtn’s Re-Entry Services body of work that builds upon and expands services provided through the opioid reduction grants.

Business Services contractor (Thurston Chamber) - has secured **(\$150,000+)** additional funding from Lightweight Innovations for Tomorrow (LIFT) to be used to help pay for training at JBLM. This training is for occupations in the machining sector.

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

Our current blend of funding:

WIOA Formula Grants Reflects 44.6%

Competitive Grants 42.1%

Other Misc. Grants 13.3%

PacMtn continues to diversify our funding streams and pursue additional funding.

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 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 stand at around 33.7% of total planned expenditures. This is increased, compared to the prior year's budget but is a result of having lower funding to start the program year. As a percentage, we expect it to drop as more anticipated funding comes in during the year. In real dollars, administrative costs are up 95K, due to a reclassification of charges in costs to support integrated service delivery and investment through regional events that convene business, education, and career builders, Future of Work Summit and Business Expo summit.

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

	(FTE) Total	Direct Services	Administrative
PY23	18	1	17
PY22	19	1	18
PY21	31	8	23
PY20	35	19	16

For the most part the rest of the Administrative Budget is steady state. Please note these additional administrative proposed budget changes:

1. Increase in staffing charges to reflect potential performance bonuses paid at end of program year in the amount of 47K and current salary increases effective July 1 of 35K representing a 2.84% average increase in salary commitment.
2. There is a decrease in benefit charges due to a change in number of staff and a decrease in the cost of our Pension expense by 1%,
 - a. We are proposing the following:

Increasing our benefits to include a cafeteria plan. Most costs are carried by the individual employee not the company. We would like to consider supplemental dollars available to employees who do not use the company allotted medical coverage to its full offering. The estimated cost to run for the PY23 would be 29K.

3. Increasing our investment in the business expo and sponsorship and the youth future of work summit.

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. Additionally, a funding model will be designed to support the One-Stop system (IFA).

- **PacMtn One-Stop Operator and Operations-- \$155k.** PacMtn's One Stop Operator cost **135k** and there is **20k** slated to support system development to continue the integrated service delivery of this region. Most of this funding is to drive system performance through communications, problem solving, project oversight and system training for the operation of the system. We additionally include funds for training and related support.

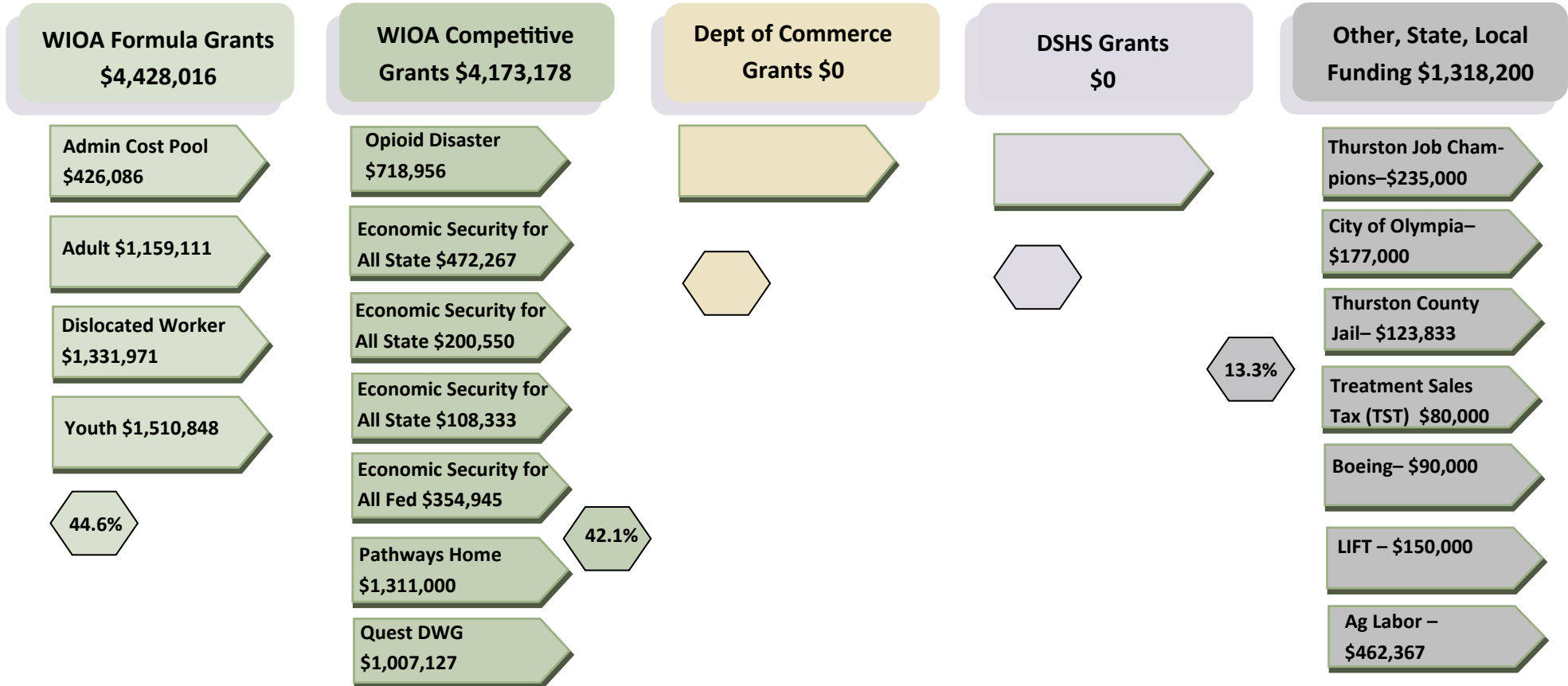
Recommending Motion to Approve

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:

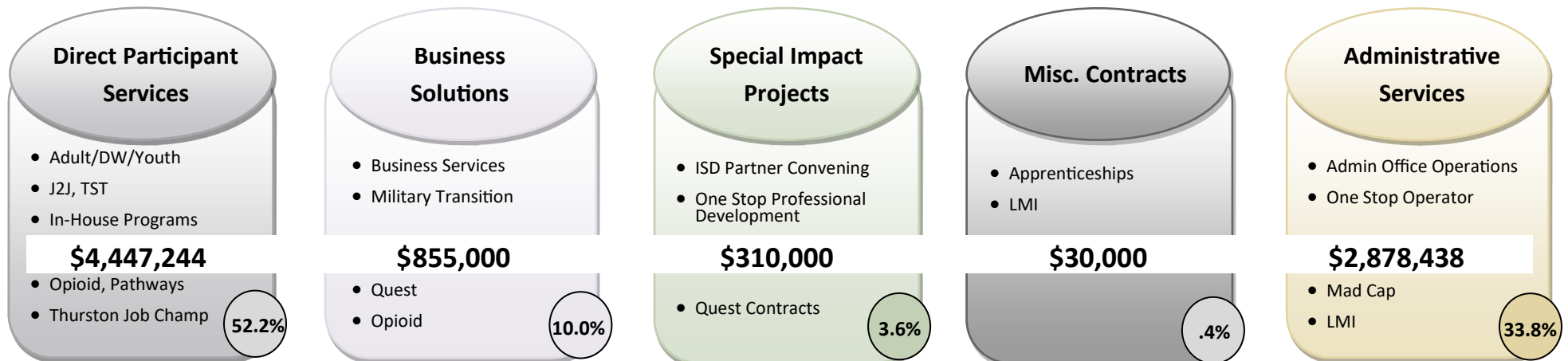
- Approves the PY23 Preliminary Final Budget, as presented or revised by the Executive Finance Committee.
- Directs staff to make final preparations for the full Board Discussion June 22, 2023 and the Elected Official review and vote June 29, 2023.



PY 23 Revenues - \$9,919,394



PY 23 Expenses - \$8,850,682





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

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
Workforce Innovation and Opportunity Act (WIOA) Formula Grants						
WIOA Admin Cost Pool (ACP)	-	-	-	-	426,086.00	426,086.00
WIOA Adult	475,000.00	90,000.00	-	3,333.33	590,777.67	1,159,111.00
WIOA Dislocated Worker	425,000.00	280,000.00	10,000.00	3,333.33	613,637.67	1,331,971.00
WIOA Youth	825,000.00	30,000.00	-	3,333.34	652,514.66	1,510,848.00
<i>Subtotal</i>	1,725,000.00	400,000.00	10,000.00	10,000.00	2,283,016.00	4,428,016.00
Competitive WIOA Grants						
Opioid Disaster NDWG (03/01/2022-09/30/23)	-	-	-	-	-	-
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	518,018.00	70,000.00	-	-	130,938.00	718,956.00
Economic Security for All (EcSA) (07/01/23-06/30/24) State Below 200%	320,000.00	-	-	-	152,267.00	472,267.00
Economic Security for All (EcSA) (07/01/23-06/30/24) State Above 200%	200,550.00	-	-	-	-	200,550.00
Economic Security for All (EcSA) (07/01/23-06/30/24) State Business Nav	-	-	-	-	108,333.00	108,333.00
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)	830,000.00	70,000.00	-	-	411,000.00	1,311,000.00
Quest DWG (10/01/22-09/30/24)	133,115.00	180,000.00	300,000.00	20,000.00	374,012.00	1,007,127.00
Covid-19 Disaster Recovery (01/03/23-06/30/23)	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<i>Subtotal</i>	2,256,683.00	320,000.00	300,000.00	20,000.00	1,276,495.00	4,173,178.00
Department of Commerce Grants						
WorkFirst (Community Jobs)	-	-	-	-	-	-
Community Development Block Grant (CDBG)	-	-	-	-	-	-
Community Transition Assistance Program (CTAP)	-	-	-	-	-	-
-	-	-	-	-	-	-
Department of Social & Health Services Grants						
Juvenile Rehabilitation - My JOB	-	-	-	-	-	-
-	-	-	-	-	-	-
<i>Subtotal</i>	-	-	-	-	-	-
Other Grants						
Thurston Job Champions Network (Ends 10/31/23)	200,000.00	-	-	-	35,000.00	235,000.00
City of Olympia Journey to Jobs (Ends 12/31/23)	152,000.00	-	-	-	25,000.00	177,000.00
Thurston County Jail Program	123,833.00	-	-	-	-	123,833.00
Boeing	70,000.00	-	-	-	20,000.00	90,000.00
TST Community Grant	50,000.00	-	-	-	30,000.00	80,000.00
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	-	135,000.00	-	-	15,000.00	150,000.00
AJAC A&P	-	-	-	-	-	-
Ag Labor (02/14/2023-12/31/2024)	410,000.00	-	-	-	52,367.00	462,367.00
<i>Subtotal</i>	1,005,833.00	135,000.00	-	-	177,367.00	1,318,200.00
Total Revenue	4,987,516.00	855,000.00	310,000.00	30,000.00	3,736,878.00	9,919,394.00

Budgeted Expenditures:

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
WIOA Formula						
Adult Contracted Programs	475,000.00	-	-	-	-	475,000.00
Dislocated Worker Contracted Programs	425,000.00	-	-	-	-	425,000.00
Youth Contracted Programs	825,000.00	-	-	-	-	825,000.00
Youth Training and Internships	-	30,000.00	-	-	-	30,000.00
Incumbent Worker Training	-	-	-	-	-	-
Business Services	-	330,000.00	-	-	-	330,000.00
Military Transition	-	40,000.00	-	-	-	40,000.00
Title 1b closeout	-	-	-	-	-	-
Apprentice Connections	-	-	-	10,000.00	-	10,000.00
One Stop Professional Development	-	-	10,000.00	-	-	10,000.00
ISD Partner Convening	-	-	-	-	-	-
<i>Subtotal</i>	1,725,000.00	400,000.00	10,000.00	10,000.00	-	2,145,000.00
WIOA Competitive						
Opioid Disaster NDWG (03/01/2022-09/30/23)	-	-	-	-	-	-
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	518,018.00	70,000.00	-	-	-	588,018.00
Economic Security for All (EcSA) (07/01/23-06/30/24) State Below 200%	320,000.00	-	-	-	-	320,000.00
Economic Security for All (EcSA) (07/01/23-06/30/24) State Above 200%	200,550.00	-	-	-	-	200,550.00
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	255,000.00	-	-	-	-	255,000.00
Pathway Home (07/01/22-12/31/2025)	360,000.00	70,000.00	-	-	-	430,000.00
Quest DWG (10/01/22-09/30/24)	133,115.00	180,000.00	300,000.00	20,000.00	-	633,115.00
Covid-19 Disaster Recovery (01/03/23-06/30/23)	-	-	-	-	-	-
-	-	-	-	-	-	-
<i>Subtotal</i>	1,786,683.00	320,000.00	300,000.00	20,000.00	-	2,426,683.00

	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.	-	-	-	-	-	-
Community Development Block Grant (CDBG)	-	-	-	-	-	-
Community Transition Assistance Program (CTAP)	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Department of Social & Health Services Grants						
Juvenile Rehabilitation - My JOB (7/1/21-6/30/22)	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Other Grants						
Thurston Job Champions Network (Ends 10/31/23)	200,000.00	-	-	-	-	200,000.00
City of Olympia Journey to Jobs (Ends 12/31/23)	152,000.00	-	-	-	-	152,000.00
Thurston County Jail Program	123,560.97	-	-	-	-	123,560.97
Boeing	-	-	-	-	-	-
TST Community Grant	50,000.00	-	-	-	-	50,000.00
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	-	135,000.00	-	-	-	135,000.00
AJAC A&P	-	-	-	-	-	-
Ag Labor (02/14/2023-12/31/2024)	410,000.00	-	-	-	-	410,000.00
Subtotal	935,560.97	135,000.00	-	-	-	1,070,560.97
Program Expense Total	4,447,243.97	855,000.00	310,000.00	30,000.00	-	5,642,243.97
Administrative Services						
Administrative Office Operations						
Salaries					1,353,730.84	1,353,730.84
Benefits					628,825.69	628,825.69
Travel & Training					106,668.74	106,668.74
Professional Services					186,596.91	186,596.91
Facilities					195,806.97	195,806.97
Supplies & Communications					43,923.40	43,923.40
Equip/Maintenance/Rentals					9,120.00	9,120.00
Depreciation					-	-
Insurance					14,500.00	14,500.00
Memberships					51,265.00	51,265.00
Misc.					15,000.00	15,000.00
Admin Office Subtotal					2,605,437.54	2,605,437.54
Other Activities						
LMI					25,000.00	25,000.00
Integrated Service Delivery					65,000.00	65,000.00
Mad Cap (media)					48,000.00	48,000.00
Other Subtotal					138,000.00	138,000.00
One Stop Operator					135,000.00	135,000.00
One Stop Operator Subtotal					135,000.00	135,000.00
Administrative Expense Total					2,878,437.54	2,878,437.54
Total Expenditures	4,447,243.97	855,000.00	310,000.00	30,000.00	2,878,437.54	8,520,681.51

Admin Office Formula Carry Forward to PY24	556,930
Admin Office Carry Forward Ongoing Grants to PY24	281,524
Program Carry Forward Ongoing Grants to PY24	470,000
Total Carry Forward to PY24	1,308,454

Pacific Mountain Workforce Development Council
Program Year 2023
July 1, 2023 - June 30, 2024
Preliminary Comparison



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY23 Prelim	Total-PY22 MOD	Difference	Comments
Budgeted Revenues:									
<i>Workforce Innovation and Opportunity Act (WIOA) Formula Grants</i>									
WIOA Admin Cost Pool (ACP)	-	-	-	-	426,086.00	426,086.00	496,161.13	(70,075.13)	
WIOA Adult	475,000.00	90,000.00	-	3,333.33	590,777.67	1,159,111.00	1,370,887.75	(211,776.75)	
WIOA Dislocated Worker	425,000.00	280,000.00	10,000.00	3,333.33	613,637.67	1,331,971.00	1,451,271.63	(119,300.63)	
WIOA Youth	825,000.00	30,000.00	-	3,333.34	652,514.66	1,510,848.00	1,557,841.44	(46,993.44)	
Subtotal	1,725,000.00	400,000.00	10,000.00	10,000.00	2,283,016.00	4,428,016.00	4,876,161.95	(448,145.95)	Lower funding due to cut in Formula 690K, some offset from carryforward of unused PY22 Formula funding
<i>Competitive WIOA Grants</i>									
Opioid Disaster NDWG (03/01/2022-09/30/23)	-	-	-	-	-	-	681,403.21	(681,403.21)	Spent PY22
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	518,018.00	70,000.00	-	-	130,938.00	718,956.00	785,681.00	(66,725.00)	Lower due to use in PY22
Economic Security for All (EcSA) (07/01/23-06/30/24) State Below 200%	320,000.00	-	-	-	152,267.00	472,267.00	522,444.00	(50,177.00)	Increase in EcSA State funding over PY22
Economic Security for All (EcSA) (07/01/23-06/30/24) State Above 200%	200,550.00	-	-	-	-	200,550.00	-	-	
Economic Security for All (EcSA) (07/01/23-06/30/24) State Business Nav	-	-	-	-	108,333.00	108,333.00	-	-	
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	255,000.00	-	-	-	99,945.00	354,945.00	354,945.00	-	Revenue available in PY22 not used until PY23
Pathway Home (07/01/22-12/31/2025)	830,000.00	70,000.00	-	-	411,000.00	1,311,000.00	1,499,999.00	(188,999.00)	Lower due to use in PY22
Quest DWG (10/01/22-09/30/24)	133,115.00	180,000.00	300,000.00	20,000.00	374,012.00	1,007,127.00	1,095,127.00	(88,000.00)	Lower due to use in PY22
Covid-19 Disaster Recovery (01/03/23-06/30/23)	-	-	-	-	-	-	259,413.00	(259,413.00)	Grant ended
Subtotal	2,256,683.00	320,000.00	300,000.00	20,000.00	1,276,495.00	4,173,178.00	5,199,012.21	(1,334,717.21)	
<i>Department of Commerce Grants</i>									
WorkFirst (Community Jobs)	-	-	-	-	-	-	69,000.00	(69,000.00)	Program ended PY22
Community Development Block Grant (CDBG)	-	-	-	-	-	-	816,710.56	(816,710.56)	Program ended PY22
Community Transition Assistance Program (CTAP)	-	-	-	-	-	-	220,000.00	(220,000.00)	Program ended PY22
Subtotal	-	-	-	-	-	-	1,105,710.56	(1,105,710.56)	
<i>Department of Social & Health Services Grants</i>									
Juvenile Rehabilitation - My JOB	-	-	-	-	-	-	125,000.00	(125,000.00)	Program ended PY22
Subtotal	-	-	-	-	-	-	125,000.00	(125,000.00)	
<i>Other Grants</i>									
Thurston Job Champions Network (Ends 10/31/23)	200,000.00	-	-	-	35,000.00	235,000.00	1,178,756.22	(943,756.22)	Funding used in PY22
City of Olympia Journey to Jobs (Ends 12/31/23)	152,000.00	-	-	-	25,000.00	177,000.00	604,558.01	(427,558.01)	Funding used in PY22
Thurston County Jail Program	123,833.00	-	-	-	-	123,833.00	122,003.00	1,830.00	Asked for 3% increase in grant funding year over year
Boeing	70,000.00	-	-	-	20,000.00	90,000.00	53,991.91	36,008.09	New funding applied for but not awarded
TST Community Grant	50,000.00	-	-	-	30,000.00	80,000.00	205,000.00	(125,000.00)	End of grant
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	-	135,000.00	-	-	15,000.00	150,000.00	135,000.00	15,000.00	New funding
AJAC A&P	-	-	-	-	-	-	35,000.00	(35,000.00)	End of grant
Ag Labor (02/14/2023-12/31/2024)	410,000.00	-	-	-	52,367.00	462,367.00	500,000.00	(37,633.00)	less expenditure in PY22
Subtotal	1,005,833.00	135,000.00	-	-	177,367.00	1,318,200.00	2,834,309.14	(1,516,109.14)	
Total Revenue	4,987,516.00	855,000.00	310,000.00	30,000.00	3,736,878.00	9,919,394.00	14,140,193.86	(4,529,682.86)	

Budgeted Expenditures:

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY23 Prelim	Total-PY22 MOD	Difference	
WIOA Formula									
<i>Adult Contracted Programs</i>	475,000.00	-	-	-	-	475,000.00	650,000.00	(175,000.00)	Lost federal funding lowered contracts
<i>Dislocated Worker Contracted Programs</i>	425,000.00	-	-	-	-	425,000.00	575,000.00	(150,000.00)	Lost federal funding lowered contracts
<i>Youth Contracted Programs</i>	825,000.00	-	-	-	-	825,000.00	925,000.00	(100,000.00)	Lost federal funding lowered contracts
<i>Youth Training and internships</i>	-	30,000.00	-	-	-	30,000.00	-	30,000.00	Funds set aside for Pacific County youth activity
<i>Incumbent Worker Training</i>	-	-	-	-	-	-	30,000.00	(30,000.00)	No funds set aside for activity
<i>Business Services</i>	-	330,000.00	-	-	-	330,000.00	400,000.00	(70,000.00)	Lost federal funding lowered contracts
<i>Military Transition</i>	-	40,000.00	-	-	-	40,000.00	75,000.00	(35,000.00)	Fund increase from LIFT contract
<i>Title 1b closeout</i>	-	-	-	-	-	-	3,500.00	(3,500.00)	Contractor ended last PY
<i>Apprentice Connections</i>	-	-	-	10,000.00	-	10,000.00	-	10,000.00	Funds set aside for On-the-Job training plans for business
<i>One Stop Professional Development</i>	-	-	10,000.00	-	-	10,000.00	20,000.00	(10,000.00)	Lowered budget
<i>ISD Partner Convening</i>	-	-	-	-	-	-	60,000.00	(60,000.00)	Moved to Admin section of finances
<i>Subtotal</i>	1,725,000.00	400,000.00	10,000.00	10,000.00	-	2,145,000.00	2,738,500.00	(593,500.00)	
WIOA Competitive									
<i>Opioid Disaster NDWG (03/01/2022-09/30/23)</i>	-	-	-	-	-	-	552,792.00	(552,792.00)	Spent in PY22
<i>Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half</i>	518,018.00	70,000.00	-	-	-	588,018.00	608,018.00	(20,000.00)	Funding reduced by Grantor
<i>Economic Security for All (EcSA) (07/01/23-06/30/24) State Below 200%</i>	320,000.00	-	-	-	-	320,000.00	370,000.00	(50,000.00)	New Allotment of State funding
<i>Economic Security for All (EcSA) (07/01/23-06/30/24) State Above 200%</i>	200,550.00	-	-	-	-	200,550.00	-	255,000.00	Funding received in PY22 but scheduled for use in PY23
<i>Economic Security for All (EcSA) (02/01/22-03/31/25) Federal</i>	255,000.00	-	-	-	-	255,000.00	-	255,000.00	Funding received in PY22 but scheduled for use in PY23
<i>Pathway Home (07/01/22-12/31/2025)</i>	360,000.00	70,000.00	-	-	-	430,000.00	158,252.00	271,748.00	Anticipated spending in the program year
<i>Quest DWG (10/01/22-09/30/24)</i>	133,115.00	180,000.00	300,000.00	20,000.00	-	633,115.00	100,000.00	533,115.00	Anticipated spending in the program year
<i>Covid-19 Disaster Recovery (01/03/23-06/30/23)</i>	-	-	-	-	-	-	114,000.00	(114,000.00)	Was only a 6 month program PY22 funding ended
<i>Subtotal</i>	1,786,683.00	320,000.00	300,000.00	20,000.00	-	2,426,683.00	1,903,062.00	323,071.00	
Department of Commerce Grants									
<i>WorkFirst In-house Program Thurston, Mason, Lewis Co.</i>	-	-	-	-	-	-	24,000.00	(24,000.00)	Closed Funding
<i>Community Development Block Grant (CDBG)</i>	-	-	-	-	-	-	635,749.14	(635,749.14)	Closed Funding
<i>Community Transition Assistance Program (CTAP)</i>	-	-	-	-	-	-	150,000.00	(150,000.00)	Closed Funding
<i>Subtotal</i>	-	-	-	-	-	-	809,749.14	(809,749.14)	
Department of Social & Health Services Grants									
<i>Juvenile Rehabilitation - My JOB (7/1/21-6/30/22)</i>	-	-	-	-	-	-	100,000.00	(100,000.00)	Closed Funding
<i>Subtotal</i>	-	-	-	-	-	-	100,000.00	(100,000.00)	
Other Grants									
<i>Thurston Job Champions Network (Ends 10/31/23)</i>	200,000.00	-	-	-	-	200,000.00	847,479.60	(647,479.60)	Funding ending 10/31
<i>City of Olympia Journey to Jobs (Ends 12/31/23)</i>	152,000.00	-	-	-	-	152,000.00	362,119.15	(210,119.15)	Funding ending 12/31
<i>Thurston County Jail Program</i>	123,560.97	-	-	-	-	123,560.97	84,664.84	38,896.13	Expect an award but have not budgeted expenditure of funds at this time
<i>Boeing</i>	-	-	-	-	-	-	53,991.91	(53,991.91)	Funding ending 12/31
<i>TST Community Grant</i>	50,000.00	-	-	-	-	50,000.00	102,000.00	(52,000.00)	Received an Additional 135K in funding to continue into program year
<i>Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)</i>	-	135,000.00	-	-	-	135,000.00	122,500.00	12,500.00	Funding concluded
<i>AJAC A&P</i>	-	-	-	-	-	-	35,000.00	(35,000.00)	Bulk of spending anticipated in this program year
<i>Ag Labor (02/14/2023-12/31/2024)</i>	410,000.00	-	-	-	-	410,000.00	37,633.00	372,367.00	
<i>Subtotal</i>	935,560.97	135,000.00	-	-	-	1,070,560.97	1,645,388.50	(574,827.53)	
Program Expense Total	4,447,243.97	855,000.00	310,000.00	30,000.00	-	5,642,243.97	7,196,699.64	(1,755,005.67)	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY23 Prelim	Total-PY22 MOD	Difference	Comments
Administrative Services									
<u>Administrative Office Operations</u>									
Salaries					1,353,730.84	1,353,730.84	1,277,222.87	76,507.97	Increase wages and forecasted bonuses
Benefits					628,825.69	628,825.69	637,586.80	(8,761.11)	
Travel & Training					106,668.74	106,668.74	105,116.15	1,552.59	
Professional Services					186,596.91	186,596.91	230,476.91	(43,880.00)	Decrease in Legal and reserve for moving
Facilities					195,806.97	195,806.97	207,095.58	(11,288.61)	Lower Lease costs for new office
Supplies & Communications					43,923.40	43,923.40	44,423.40	(500.00)	
Equip/Maintenance/Rentals					9,120.00	9,120.00	11,620.00	(2,500.00)	No cost for Auto repairs
Depreciation					-	-	12,182.00	(12,182.00)	Elimination of Vehicles and Capital Improvements
Insurance					14,500.00	14,500.00	14,500.00	-	
Memberships					51,265.00	51,265.00	18,765.00	32,500.00	TCEDC Membership and Expo sponsorship, Youth Future of work summit and boss of the year sponsorship
Misc.					15,000.00	15,000.00	15,500.00	(500.00)	
Admin Office Subtotal					2,605,437.54	2,605,437.54	2,574,488.71	30,948.83	
<u>Other Activities</u>									
LMI					25,000.00	25,000.00	25,000.00	-	
Integrated Service Delivery					65,000.00	65,000.00	-	65,000.00	Moved expenditure from general WIOA to Admin system expense
Mad Cap (media)					48,000.00	48,000.00	48,000.00	-	
Transition Subtotal					138,000.00	138,000.00	73,000.00	65,000.00	
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					2,878,437.54	2,878,437.54	2,782,488.71	95,948.83	
Total Expenditures	4,447,243.97	855,000.00	310,000.00	30,000.00	2,878,437.54	8,520,681.51	9,979,188.35	(1,659,056.84)	

<i>Admin Office Formula Carry Forward to PY24</i>	<i>556,930</i>	<i>621,655</i>
<i>Admin Office Carry Forward Ongoing Grants to PY24</i>	<i>281,524</i>	<i>1,120,169</i>
<i>Program Carry Forward Ongoing Grants to PY24</i>	<i>470,000</i>	<i>2,397,493</i>
<i>Total Carry Forward to PY24</i>	<i>1,308,454</i>	<i>4,139,316</i>