



PacMtn WDC Board Meeting

June 22, 2023

2:00p - 4:00p

PacMtn Offices or Virtually via Microsoft Teams

Join via Microsoft Teams

Meeting ID: 232 435 434 845

Passcode: kTymCj

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

- II. Action: Consent Agenda

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

 - a. **Action Item:** Motion to Approve 04/27/2023 Board Minutes (Attachment #2)
 - b. **Action Item:** Motion to Approve update of Umpqua Bank and OBee Credit Union Signers (Attachment 3)
 - c. **Action Item:** Motion to Approve Administrative Policy #3240 Labor Market Information Management (Attachment #4)

- III. Action Item & Discussion
 - a. **Discussion Item:** System MOU PY22 Update Amendment (Attachment #5)
 - b. **Discussion & Action Item:** Board Membership and Officer Vacancy
 - i. **Action Item:** Motion to move nomination of Vice-Chair to the next Board Meeting on July 27, 2023.
 - c. **Discussion & Action Item:** Board Member Approval
 - i. **Action Item:** Motion to Approve and Recommend Confirmation to the Consortium (Attachment #6)
 1. Dr. Lorie Thompson, Capital STEM Alliance, Regional Network Director, 3 year term

- IV. Fiscal Items
 - a. **Discussion & Action Item:** PY2023 Preliminary Budget (Attachment #7)
 - i. **Action Item:** Motion to Approve the PY2023 Preliminary Budget as presented with Recommendation of Do Pass for the Consortium



V. Executive Session: Motion to Move to Executive

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

NO Session is requested at this time.

VI. Committee & Task Force Updates - Committee Leads

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

VII. Good of the Order & Announcements

2022-2023 WDC Board Members

Name	Employed by/Serving	Represents
1. Alissa Shay <i>Chairperson</i>	Port of Grays Harbor	Business: Logistics Cross Sector Committee Assignment: EFC
2. VACANT <i>Vice-Chairperson</i>	Thurston County EDC	Business: Economic Development Committee Assignment: EFC, BaSE
3. Tennille Johnson <i>Secretary/Treasurer</i>	Employment Security Department	Wagner-Peyeser Employment Services Committee Assignment: EFC
<i>Grays Harbor County Representatives</i>		
4. Lynnette Buffington <i>Incoming Chair</i>	Greater Grays Harbor	Business: Economic Development Committee Assignment: BaSE
5. VACANT		
<i>Lewis County Representatives</i>		
6. Richard DeBolt	Lewis County EDC	Business: Economic Development Committee Assignment:
7. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development Committee Assignment: One-Stop, Priority Populations
8. VACANT		
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development Committee Assignment: BaSE
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment:



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11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production Committee Assignment: EFC
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development Committee Assignment: BaSE
13. VACANT		
14. VACANT		
<i>Thurston County Representatives</i>		
15. Angela White	Olympia Master Builders	Business: Construction Trades Committee Assignment:
16. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise Committee Assignment: EFC, BaSE
17. Michael Cade	Thurston County EDC	Business: Economic Development Committee Assignment: EFC, BaSE
<i>Regional Representatives</i>		
18. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations Committee Assignment: EFC, Priority Populations
19. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship Committee Assignment: EFC, Priority Populations
20. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
21. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations Committee Assignment: EFC, One-Stop, ABEL
22. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) Committee Assignment: EFC, ABEL
23. Dr. Bob Mohrbacher	Centralia Community College	Post-Secondary Higher Education Committee Assignment:
24. Dr. Dana Anderson	Capital Educational School District #113	K-12 Education Committee Assignment:
25. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor Committee Assignment:
26. Jason Reed	WA DSHS/Community Services	TANF-DSHS Committee Assignment: Priority Populations
27. VACANT	WA DSHS/DVR	Vocational Rehab Committee Assignment: One-Stop, Priority Populations



Workforce Development Speak (Commonly Used Acronyms)

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

PacMtn Board Member Values

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

Innovate and be creative.
Honor diverse perspectives.

In all things demonstrate: Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect

Duty of Attention = Full participation and Practical inquiry

Duty of Allegiance = Address conflict of interest & confidentiality, care about funding sources & potential opportunities

Duty of Agreement = Abide by Federal, State & Local laws and PacMtn mission, vision, values, services, policies & programs

Board Member Reminders

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

Concern about misuse of public resources: PacMtn Board of Directors takes seriously all matters of fiscal integrity and the ethical and lawful conduct of its business. Any concerns about fraud, abuse or unethical conduct should be reported to a Board Officer, the CEO or the [State Auditor's Office \(SAO\)](#).



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PacMtn WDC Board Meeting & Budget Workshop

Meeting Minutes

April 27, 2023 | 2:00p

PacMtn Offices & Online via Microsoft Teams

Attendees:

Board Members: Alissa Shay, Michael Cade, Tennille Johnson, Richard DeBolt, Peter Lahmann, Jennifer Baria, Jacquelin Earle, Derek Epps, Angela White, David Schaffert, Jonathan Pleger, Christina Riley, Cheryl Heywood, Jennifer Barber, Bob Guenther

Consortium Members: Commissioner, Sharon Trask, Commissioner Scott J Brummer

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

Guests: Yolanda Hewitt, Sara Develle, Cadie Dye, Kim Sogge

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Alissa Shay, Board Chair called the meeting to order at 2:06p
- b. Establish Quorum & Review Today's Agenda - Quorum was established at this time for the Board. Quorum was not met for the Consortium. The meeting agenda was reviewed with no questions or changes.
- c. Board Chair Comments - Alissa welcomed in person attendees and showed appreciation for the Boardroom and its scenic views.
- d. CEO Report - William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at www.pacmtn.org.

II. Action: Consent Agenda

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

- a. **Action Item:** Motion to Approve 2/23/2023 Board Minutes
- b. **Action Item:** Motion to Approve PacMtn's Participation in the Washington State Department of Retirement Systems, Deferred Compensation Program
 - i. Christina Riley motioned to Approve items in the Consent Agenda as presented. Michael Cade Seconded. Motion Caries.

III. Action Item & Discussion

- a. **Discussion Item:** Strategic Planning with Point North
Cadie Dye of PointNorth led this discussion. She reviewed the draft timeline for the development of the Local Plan. She covered estimated dates and expectations of activities that included gaps analysis, community engagement, strategic plan



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development, strategic planning meetings with the core team and it's alignment to the scheduled Board Meetings.

- b. **Discussion and Action Item:** Nomination & Approval of Incoming Chair
 - i. **Action Item:** Motion to Approve Lynnette Buffington as PacMtn WDC Incoming Board Chair

William led this discussion. He reviewed Lynnette's current position on the Board. He reviewed that this nomination was brought forward at the last Executive Finance Committee and recommended for approval to the full Board.

There were no questions for this item.

- 1. Commissioner Trask motioned to Approve Lynnette Buffington as PacMtn WDC Incoming Board Chair. Cheryl Heywood seconded. Motion Passes.

- c. **Discussion and Action Item:** 2023 Amendment of By Laws
 - i. **Action Item:** Motion to Approve the 2023 Amendment of By Laws and Recommend a Do Pass to the Consortium

William led this discussion with Arissa verifying ByLaw dates and information. He reviewed the changes to the By Laws and reasoning's for them.

There were no questions for this item.

- 1. Christina Riley motioned to Approve the 2023 Amendment of By Laws and Recommend a Do Pass to the Consortium. David Schaffert seconded. Motion Passes.

IV. Fiscal Items:

- a. **Discussion and Action Item:** PY22 Budget Modification
 - i. **Action Item:** Motion to Approve and Recommend a Do Pass to the Consortium

Wil led this discussion. He reviewed the PY22 MOD Budget Memorandum with the Board.

Bob Guenther queried about the Incumbent Worker Funds and its relation to a cybersecurity apprenticeship.

Megan discussed options for funding opportunities for this apprenticeship.

Derek Epps queried if the funding included aquaculture sector employment.

Megan reviewed that the Quest funding received could be an option.

Yolanda Hewitt queried on how and where does the funding effect WorkSource.

Wil and William reviewed the budget and which funding streams are used to



fund the different programs and WorkSource.

There were no further questions on this item.

1. Commissioner Trask motioned to Approve the PY22 Budget Modification and Recommend a Do Pass to the Consortium. Jonathan Pleger seconded. Motion Passes.

b. **Discussion Item:** PY23 Preliminary Budget Discussion

Wil reviewed the PY23 Preliminary Budget Discussion Overview document with the Board.

*See Q&A Document Attached

Alissa queried when the PY22 Budget will be presented.

Arissa explained that this will be first presented at the June EFC meeting and full board meeting.

There were no further questions on this item.

V. Executive Session.

No Session Requested at this time.

VI. Committee & Task Force Updates

- a. One Stop Committee (One-Stop) - Cheryl Heywood reported on the committee's work.
 - i. WSU Extension speaker - Director for Statewide Equity. He also oversees Broadband Action Team. Digital Equity Plan must be submitted by 6/14/23 for each county for broadband expansion.
 - ii. MOU/IFA are now in place
 - iii. Discussed functional team reports and system dashboard that will be live on PacMtn website on 5/1/23.
- b. Priority Populations - Jonathan Pleger reported on the committees work.
 - i. Discussion on housing needs in last two meetings. Collection of resources for continued efforts.
- c. Adult Basic Education & Literacy (ABEL) - Dan Cooling reported on behalf of the Committee Chair.
 - i. Discussion around connections and referrals between the colleges.
- d. Business and Sector Engagement (BaSE) - Megan Fiess reported on behalf of the Committee Chair.
 - i. Discussion around various funding coming out - Pathways to Infrastructure, Quality Jobs Initiatives, etc.
 - ii. Working on policy around Labor Market Information Management to be presented to the Board.



iii. Quarterly meetings moved to monthly meetings through Sep 2023.

VII. Good of the Order & Announcements

Pete Lahmann shared WA Dept. of Veterans Affairs has a Digital Navigator Grant - Provides laptop and/or iPhone will all fees paid for 2 years to a service member, veteran or their family member if certain criteria is met.

Bob Guenther announced that he attended the East Lewis County Chamber meeting and their efforts align with work of PacMtn and partners.

Cheryl Heywood shared that West Olympia doubled in size with a grand opening in May. Also shared that on May 25 from 9a-12p, Moving Forward Together event in partnership with Capital STEM Alliance.

No further Good of the Order or Announcements.

Meeting adjourned at 4:17p

Submitted by: Arissa De Lima, WDC Board Secretary

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4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development <i>Committee Assignment: BaSE</i>
5. Julianne Hanner	Hanner Enterprises	Business: Private Enterprise Committee Assignment:
<i>Lewis County Representatives</i>		
6. Richard DeBolt	Lewis County EDC	Business: Economic Development Committee Assignment:
7. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business <i>Committee Assignment: Priority Populations</i>
8. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
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12. Sue Yirku	Pacific County EDC	Business: Economic Development Committee Assignment: BaSE
13. Grant Lehman	DaVita Kidney Care	Business: Healthcare Committee Assignment:
14. Vacant		
<i>Thurston County Representatives</i>		
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Board Member Reminders

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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 \(SAO\)](#).

PY23 Preliminary Budget Discussions

Understanding through Q&A

April 27, 2023

Budget Overview

Q: What is the budget planning schedule?

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

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

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

Feedback/Comments/Questions:

There were no questions for this item.

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

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

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

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

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

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

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

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

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

<p>A: The State, like the Feds, prepares allotments of formula funds based on unemployment and economic data provided by the Department of Labor. Three factors are used in the calculation: Adult & Youth calculations:</p> <ul style="list-style-type: none"> • Relative share of total unemployed in Areas of Substantial Unemployment (Youth & Adult) • Relative share of excess unemployed (unemployment in excess of 4.5%) • Relative share of economically disadvantaged (Youth and Adult only) <p><i>Criteria weighted evenly for each factor.</i></p> <p>Dislocated Worker calculations:</p> <ul style="list-style-type: none"> • Relative share of total unemployed • Relative share of excess unemployed (unemployment in excess of 4.5%) • Relative share of long term unemployed-unemployed 15 weeks or more <p><i>Excess unemployed weighted more heavily than the other factors, 1.5 versus 1</i></p> <p>Hold Harmless-A local area may not receive less than 90% of the average allocation percentage for the 2 preceding fiscal years. Stop Gain-A local area may not receive more than 130% of the allotment given in the preceding 2 years as well.</p> <p>PacMtn is accountable for regional service delivery. WIOA legislation strongly encourages and emphasizes regional planning, braiding, and leveraging partnership resources and a sector-based allocation of resources most likely to yield economic benefits for both individuals and the businesses that drive the local economy. Most grants PacMtn submits reflects activities and commitment to our 5-county <i>regional</i> economy vs. other geographic boundaries.</p>
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Feedback/Comments/Questions:
There were no questions for this item.

Staff Recommended New or Special Initiatives

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

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

<ul style="list-style-type: none"> • Contracting PointNorth (\$20K) to continue to lead the project • Customer Feedback gathering (\$20K)

Feedback/Comments/Questions:
There were no questions for this item.

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

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

Feedback/Comments/Questions:
There were no questions for this item.

Regional Workforce System Development

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

	<p>A-1. PacMtn One-Stop Operations</p> <p>The PY2023 Infrastructure Funding Agreement included \$60k to reduce PacMtn’s financial support for the OSO. These resources will be redirected to support the regions affiliate sites. The OSO and the One-Stop Committee will focus on the following items in the upcoming program year:</p> <ul style="list-style-type: none"> • Developing the 2024-2027 local plan – the budget includes resources to continue the work started at the Winter retreat. PointNorth will lead the community input sessions and help surface the key goals for the plan. • Planning for the Comprehensive site lease renewal and consideration of downsizing/relocating to reduce operational expenses to better align to need. • Dashboard development and communications strategy to support reporting on local plan. • Professional development - \$20k will remain available for system-wide professional development. • Customer Satisfaction - \$20K will be available to develop and implement a customer satisfaction process for input in the impact of the service strategy.
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	<p>A-3 Launchpad Renew and Expanded Function – \$50k</p> <p>PacMtn will continue its investment in the CRM Launchpad. The system will allow job ready candidates to connect to the Business Services team for placement into opportunities under the job order model. It will also service as PacMtn’s CRM for communications and partner engagement.</p>
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	<p><i>Feedback/Comments/Questions:</i></p> <p>J. Earley – Response to A1; To be proactive, suggested a campaign for community understanding if affiliate sites will close.</p>
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Unique Programming and Partnerships

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

	<p><i>Feedback/Comments/Questions:</i> There were no questions for this item.</p>
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General Operations

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

	<p>A-1: Accounting/HR – Last year we reorganized our operation and reassigned HR responsibilities to or Chief of Staff and eliminated a full time HR staff position, saving initially 90K, after full restructuring and investment in staff the final savings is 60K. This move provided promotional and growth opportunities for the remaining staff. Our Chief of Staff has become Sherm Certified and our Accounting Fiscal Specialist has been promoted to a manager position and taken on Monitoring responsibilities for all our subrecipient contracts.</p>
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	<p><i>Feedback/Comments/Questions:</i> There were no questions for this item.</p>
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	<p>A-2: Staff Compensation: PY22 brought significant changes to PacMtn’s compensation approach. The process splits the annual compensation evaluations into wage increases and performance bonuses. PY22 included budget for bonuses and PY23 includes both (bonuses paid in current program year, raises would be in effect in the upcoming program year).</p> <ul style="list-style-type: none"> • We’re on track for a PY22 bonus • PY23 includes a raise, and room for yearend bonuses as well
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	<p><i>Feedback/Comments/Questions:</i> There were no questions for this item.</p>
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	<p>A-3: Continued focus on employee safety, morale, Recommending funding additions to:</p> <ul style="list-style-type: none"> • Continue with the Performance Excellence and Achievement Awards that could result in an additional NTE \$2500 impact. • Provide appropriate job-related trainings NTE \$15000.
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	<p><i>Feedback/Comments/Questions:</i> There were no questions for this item.</p>
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	<p>A-4: Cafeteria plan for PacMtn staff: Looking to keep competitive, PacMtn has been researching cafeteria plans that will give the organization more flexibility in attracting and keeping talent. The plans under review offer some exciting options for staff:</p> <ul style="list-style-type: none"> • Tuition and/or student loan reimbursement • Daycare/eldercare assistance • Nutrition, health savings accounts, etc. for health and wellbeing
--	--

	<p><i>Feedback/Comments/Questions:</i> There were no questions for this item.</p>
<p>Q: Are there any changes to the Unrestricted Funds budget?</p>	
	<p>PacMtn requests \$2,500 to continue the special Employee Team Productivity Fund for activities that promote a healthy, productive team environment, essential to achievement of outcomes.</p>
	<p><i>Feedback/Comments/Questions:</i> There were no questions for this item.</p>

Specific Board Query and Strategic Directions

Other Feedback/Comments/Questions:

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."



MEMORANDUM

To: PacMtn Board Members

From: William Westmoreland, CEO
Wil Yeager, CFO

Date: June 22, 2023

Subject: Update to Umpqua Bank Signers – Formally Columbia Bank and OBee Credit Union Signers

At times, PacMtn will need to update bank signers due to staff changes, etc. PacMtn is requesting an update to the authorized bank signers at Umpqua Bank, formally Columbia Bank and OBee Credit Union. We will be removing PacMtn employees no longer with the organization and previous Board Officers. To ensure there are adequate bank signers on these accounts, we are requesting approval to add additional PacMtn staff and board members to the accounts indicated on the attached summary.

Recommending Motion to Approve

We recommend a motion to Approve the Update to the Umpqua Bank and OBee Credit Union Signers as presented.



05/2023

Current Umpqua Bank, formally Columbia Bank Signers

Acct ending 8396- Restricted Funds

William Westmoreland

Korbett Mosesly

Acct ending 0137- Tumwater

William Westmoreland

Korbett Mosesly

Acct ending 0129 - Sweep

William Westmoreland

Korbett Mosesly

Board Action to Add Signers to Bank Accounts

Acct ending 8396- Restricted Funds

Megan Fiess

Arisa De Lima

Acct ending 0137- Tumwater

Megan Fiess

Arisa De Lima

Acct ending 0129 - Sweep

Megan Fiess

Arisa De Lima

Board Action to Remove Employee from Bank Account

Acct ending 0137- Tumwater

Korbett Mosesly

Acct ending 0129 - Sweep

Korbett Mosesly



Final Bank Accounts after all activity

Acct ending 8396- Restricted Funds

William Westmoreland
Megan Fiess
Arisa De Lima

Acct ending 0137- Tumwater

William Westmoreland
Megan Fiess
Arisa De Lima

Acct ending 0129 - Sweep

William Westmoreland
Megan Fiess
Arisa De Lima



06/2023

Current OBee Credit Union Signers

Acct ending 57485- OBee Credit Union

Cheryl Fambles
Jacquelin Earley
Michael Cade
Alissa Shay
Wilford Yeager
Melody Pajaro Arriola

Board Action to Add Signers to Bank Accounts

Acct ending 57485- OBee Credit Union

William Westmoreland
Arisa De Lima
Lynnette Buffington

Board Action to Remove Employee from Bank Account

Acct ending 57485- OBee Credit Union

Cheryl Fambles
Jacquelin Earley
Michael Cade

Final Bank Accounts after all activity

Acct ending 57485- OBee Credit Union

Alissa Shay
Wilford Yeager
Melody Pajaro Arriola
William Westmoreland
Arisa De Lima
Lynnette Buffington

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201 5th Ave Suite 401, Olympia, WA 98501 | www.pacmtn.org



MEMORANDUM

To: PacMtn Executive Finance Committee Members

From: Megan Fiess, Chief Development Officer
Business and Sector Engagement Committee

Date: June 8, 2023

Subject: Administrative Policy # 3240
Labor Market Information Management, PacMtn WDA 2

Purpose:

The policy intends to establish a structured approach for collecting, analyzing, and disseminating Labor Market Information (LMI) across the PacMtn WDA Region 2. The primary objective is to develop a reliable and comprehensive understanding of our local employment conditions, economic situation, job markets, workforce, and labor market trends. It applies to all stakeholders, including PacMtn/WS System staff, partners, sub recipients, local workforce development boards, employers, training providers, community-based organizations, and economic development entities.

Recommending Motion to Approve

The implementation of this policy will strengthen our labor market intelligence, support our workforce development initiatives, and ultimately contribute to the economic prosperity of our region. It will provide us with the data and insights needed to shape our strategies and ensure that we are meeting the evolving needs of our local workforce and economy.

We recommend a motion that:

- Approves the Administrative Policy # 3240 Labor Market Information Management, as presented or revised by the Executive Finance Committee.
- Directs staff to make final preparation for vote at the next full Board Meeting June 22, 2023.



TITLE: Administrative Policy # 3240 Labor Market Information Management, PacMtn WDA 2

Date Established: May 1, 2023

Date Last Revised: N/A

Date posted to Website: TBD

Status: Draft

Supersedes: N/A

Purpose

PacMtn has established the following policy for collecting, analyzing, and sharing Labor Market Information (LMI) in alignment with the Workforce Innovation and Opportunity Act (WIOA) guidelines and as applicable to Training and Employment Guidance Letter (TEGL) No. 1-22, referenced below.

Policy

PacMtn will adhere to the following systematic approach developed for collecting, analyzing, and sharing Labor Market Information (LMI) for the PacMtn WDA Region 2, (Grays Harbor, Lewis, Mason, Pacific and Thurston County). LMI includes data related to employment conditions, the local economy, job markets, workforce, and labor market trends.

This policy is applicable to all workforce development stakeholders across the five counties, including PacMtn/WS System staff, partners, subrecipients, local workforce development boards, employers, training providers, community-based organizations, and economic development entities.

Guidelines

1. The LWDB will form an LMI subcommittee dedicated to coordinating LMI initiatives across the five counties.
 2. The LMI subcommittee will collaborate with state-level agencies, such as the State Workforce Board and WA State Employment Security Department to ensure data accuracy and completeness.
 3. The LMI subcommittee will forge partnerships with local employers, training providers, and community-based organizations to obtain real-time LMI.
 4. The LMI subcommittee will work with economic development entities to identify emerging industries and occupations.
 5. The LMI subcommittee will ensure that LMI is accessible and easily understandable for all workforce development stakeholders and others noted above.
-

Procedures

Data Collection

- The LMI subcommittee will collect data from various sources, including state and federal agencies, local employers, training providers, and community-based organizations.
- The LMI subcommittee will employ data collection tools such as surveys, focus groups, and interviews to gather real-time LMI.

Data Analysis

- The LMI subcommittee will analyze the data to identify trends, gaps, and opportunities in the local labor market.
- The LMI subcommittee will cooperate with economic development entities to assess the local economy's strengths and weaknesses.

Data Analysis

- The LMI subcommittee will create an LMI portal that is user-friendly and accessible to all workforce development stakeholders.
- The LMI subcommittee will generate LMI reports, dashboards, and visualizations to present data clearly and concisely.
- The LMI subcommittee will provide regular updates on the local labor market's status and trends to the LWDB and other stakeholders.

Capacity Building

- The LMI subcommittee will offer training and technical support to stakeholders on using LMI for decision-making processes.
- The LMI subcommittee will promote the exchange of best practices and resources among stakeholders.

Monitoring and Evaluation

- The LWDB will monitor the LMI subcommittee's performance through progress reports and outcome reviews.
- The LWDB will assess the LMI subcommittee's effectiveness in enhancing workforce development programs and services using LMI data.

Review

- This policy, the guidelines and procedures within will undergo periodic reviews and updates to ensure the information within remains relevant and effective in addressing the local labor market's needs.

References

- Workforce Innovation Opportunity Act (WIOA) of 2014
- Training and Employment Guidance Letter (TEGL) NO. 1-22 - Program Year 2022 Workforce and Labor Market Information Grants to States: Program Guidance and Deliverables

DATE APPROVED: TBD

Direct Inquiries to:
Pacific Mountain Workforce Development
201 5th Ave Ste 401
Olympia WA 98502
Telephone: (360) 704-3568
Email: info@pacmtn.org

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



MEMORANDUM

To: PacMtn Board
Date: June 22, 2023
Subject: Post-execution MOU/IFA Updates (PY2024)

Background

On May 9, 2023, communication around the PY2020-2024 System MOU/IFA PY22 Update was released. Since then, PacMtn has been in negotiation with Employment Security Department for an amendment. After discussion and in agreement, below modifications were committed to:

Update to the *Partner Allocation Summary B5* tab of the IFA.

- 1) The *Wagner-Peyser Performance* section of the *Partners Commitments*, will be updated with the following changes (Page 22):

Wagner-Peyser Performance

Only Wagner-Peyser Participants are counted in the Wagner-Peyser Performance Measures. ~~In accordance with the WIOA definition of a participant, jobseekers who desire to become a participant and receive staff assisted services that trigger participation must complete a formal assessment by a staff member and jointly develop an individual employment plan to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals.~~ After satisfying all applicable programmatic requirements for the provision of services, including eligibility determination,

One Workforce Wagner-Peyser participants will be measured by the following performance outcomes:

- *Employment (Second Quarter after Exit);*
- *Employment (Fourth Quarter after Exit); and*
- *Median Earnings (Second Quarter after Exit)*

- 2) The Reemployment Services and Eligibility Assessment (RESEA) Program section of the *Partners Commitments*, will be updated with the following changes (Page 24):

Beyond serving as entry point to the One Workforce system, the RESEA program can also directly support WIOA activities by contributing to infrastructure costs. ~~and providing reimbursement for various reemployment services conducted during or directly resulting from a claimant's participation in RESEA.~~

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- 3) PacMtn will increase its current contributions to \$21,667 for each of the Affiliate sites - Grays Harbor, Mason & Lewis. The **Partner Allocation Summary B5** will be updated to reflect those increases, with ESD's contributions lowering proportionally:

Agency Name	Comprehensive Site				Affiliate Sites			Total by Agency
	Career & Shared Resources Comprehensive	Leased Space Cost Comprehensive	WorkSource Common Comprehensive	Comprehensive Total	Grays Harbor Affiliate	Lewis Affiliate	Mason Affiliate	
AARP (below minimum counts)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Centralia College(Title II and Carl Perkins)	\$ 6,066	\$ -	\$ -	\$ 6,066	\$ -	\$ -	\$ -	\$ 6,066
Coastal Community Action (CSBG)	\$ 1,119	\$ -	\$ -	\$ 1,119	\$ -	\$ -	\$ -	\$ 1,119
Department of Services for the Blind (Title IV)	\$ 1,119	\$ -	\$ -	\$ 1,119	\$ -	\$ -	\$ -	\$ 1,119
Division of Vocational Rehabilitation (Title IV)	\$ 4,477	\$ 7,702	\$ 2,680	\$ 14,859	\$ -	\$ 33,685	\$ -	\$ 48,544
ESD (Title III, VETS, Trade Act, UI, WorkFirst, MFSW)	\$ 73,438	\$ 57,652	\$ 31,655	\$ 162,745	\$ 127,209	\$ 110,947	\$ 91,557	\$ 492,458
Goodwill (Title V - SCSEP)	\$ 1,119	\$ -	\$ -	\$ 1,119	\$ -	\$ -	\$ -	\$ 1,119
Grays Harbor College(Title II and Carl Perkins)	\$ 6,066	\$ -	\$ -	\$ 6,066	\$ 7,746	\$ -	\$ -	\$ 13,812
L & I	\$ 4,477	\$ 7,702	\$ 2,680	\$ 14,859	\$ -	\$ -	\$ -	\$ 14,859
Olympic College (Title II and Carl Perkins)	\$ 2,865	\$ -	\$ -	\$ 2,865	\$ -	\$ -	\$ -	\$ 2,865
Equus (Title 1 Adult, DW, Youth & Community Jobs)	\$ 115,539	\$ 148,414	\$ 46,405	\$ 310,358	\$ 21,667	\$ 21,667	\$ 21,666	\$ 375,358
Sound Learning (Title II covered by colleges)	\$ 1,477	\$ -	\$ -	\$ 1,477	\$ -	\$ -	\$ -	\$ 1,477
South Puget Sound CC(Title II and Carl Perkins)	\$ 6,066	\$ -	\$ -	\$ 6,066	\$ -	\$ -	\$ -	\$ 6,066
	\$ 223,828	\$ 221,470	\$ 83,420	\$ 528,718	\$ 156,622	\$ 166,299	\$ 113,223	\$ 964,862

ESD to provide updated sub-lease agreements for each of the affiliate sites, reflecting the change in lease costs, for the PY24 program year. PacMtn commits to this level support for the remainder of the **current leases**, but not beyond. These increases are subject Title 1b funding remaining at or above their current levels and may be included in negotiations each program year (based upon renegotiation triggers).

Next Steps

We bring this before the Board for review and transparency as the Amendment will be submitted to all partners for signature.

Attachments:

6.2023 Post-Execution MOU/IFA Update PY2024 - Sent to ESD on 4/26/2023

2020-2024 System MOU/IFA PY22 Update Addendum 1 - To be sent to all partners for signature



To: Tennille Johnson
Employment Security Department

From: William Westmoreland
Pacific Mountain Workforce Development

Date: 4/26/2023

Sub: Post-execution MOU/IFA Updates (PY2024)

The purpose of this memo is to provide a commitment to follow the execution of the *PY22 Update to the 2021-2024 System MOU & IFA*, dated 03/23/2023 with two language modifications and an update to the *Partner Allocation Summary B5* tab of the IFA.

- 1) The *Wagner-Peyser Performance* section of the *Partners Commitments*, will be updated with the following changes (Page 22):

Wagner-Peyser Performance

Only Wagner-Peyser Participants are counted in the Wagner-Peyser Performance Measures. ~~In accordance with the WIOA definition of a participant, jobseekers who desire to become a participant and receive staff assisted services that trigger participation must complete a formal assessment by a staff member and jointly develop an individual employment plan to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals.~~ After satisfying all applicable programmatic requirements for the provision of services, including eligibility determination,

One Workforce Wagner-Peyser participants will be measured by the following performance outcomes:

- Employment (Second Quarter after Exit);
- Employment (Fourth Quarter after Exit); and
- Median Earnings (Second Quarter after Exit)

- 2) The Reemployment Services and Eligibility Assessment (RESEA) Program section of the *Partners Commitments*, will be updated with the following changes (Page 24):

Beyond serving as entry point to the One Workforce system, the RESEA program can also directly support WIOA activities by contributing to infrastructure costs. and providing reimbursement for various reemployment services conducted during or directly resulting from a claimant's participation in RESEA.

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3) PacMtn will increase its current contributions to \$21,667 for each of the Affiliate sites – Grays Harbor, Mason & Lewis. The **Partner Allocation Summary B5** will be updated to reflect those increases, with ESD’s contributions lowering proportionally:

Agency Name	Comprehensive Site				Affiliate Sites			Total by Agency
	Career & Shared Resources Comprehensive	Leased Space Cost Comprehensive	WorkSource Common Comprehensive	Comprehensive Total	Grays Harbor Affiliate	Lewis Affiliate	Mason Affiliate	
AARP (below minimum counts)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Centralia College (Title II and Carl Perkins)	\$ 6,066	\$ -	\$ -	\$ 6,066	\$ -	\$ -	\$ -	\$ 6,066
Coastal Community Action (CSBG)	\$ 1,119	\$ -	\$ -	\$ 1,119	\$ -	\$ -	\$ -	\$ 1,119
Department of Services for the Blind (Title IV)	\$ 1,119	\$ -	\$ -	\$ 1,119	\$ -	\$ -	\$ -	\$ 1,119
Division of Vocational Rehabilitation (Title IV)	\$ 4,477	\$ 7,702	\$ 2,680	\$ 14,859	\$ -	\$ 33,685	\$ -	\$ 48,544
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Goodwill (Title V - SCSEP)	\$ 1,119	\$ -	\$ -	\$ 1,119	\$ -	\$ -	\$ -	\$ 1,119
Grays Harbor College (Title II and Carl Perkins)	\$ 6,066	\$ -	\$ -	\$ 6,066	\$ 7,746	\$ -	\$ -	\$ 13,812
L & I	\$ 4,477	\$ 7,702	\$ 2,680	\$ 14,859	\$ -	\$ -	\$ -	\$ 14,859
Olympic College (Title II and Carl Perkins)	\$ 2,865	\$ -	\$ -	\$ 2,865	\$ -	\$ -	\$ -	\$ 2,865
Equus (Title 1 Adult, DW, Youth & Community Jobs)	\$ 115,539	\$ 148,414	\$ 46,405	\$ 310,358	\$ 21,667	\$ 21,667	\$ 21,666	\$ 375,358
Sound Learning (Title II covered by colleges)	\$ 1,477	\$ -	\$ -	\$ 1,477	\$ -	\$ -	\$ -	\$ 1,477
South Puget Sound CC (Title II and Carl Perkins)	\$ 6,066	\$ -	\$ -	\$ 6,066	\$ -	\$ -	\$ -	\$ 6,066
	\$ 223,828	\$ 221,470	\$ 83,420	\$ 528,718	\$ 156,622	\$ 166,299	\$ 113,223	\$ 964,862

ESD to provided updated sub-lease agreements for each of the affiliate sites, reflecting the change in lease costs, for the PY24 program year. PacMtn commits to this level support for the remainder of the **current leases**, but not beyond. These increases are subject Title 1b funding remaining at or above their current levels and may be included in negotiations each program year (based upon renegotiation triggers).

PacMtn would like to express its sincerest thanks and gratitude for the work of the Employment Connections team and local staff. We hope to continue to build upon this partnership as we build a better system for the constituents of the PacMtn region.

Best regards,

William Westmoreland
 CEO
 Pacific Mountain Workforce Development

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ADDENDA NO. 1
to the
MEMORANDUM OF UNDERSTANDING
between Employment Security Department and
Pacific Mountain Workforce Development Council

- I. In April 2023, Pacific Mountain Workforce Development Council (hereinafter referred to as PacMtn) and Employment Security Department (hereinafter referred to as ESD) entered into a Memorandum of Understanding ("MOU") for the purpose of establishing a cooperative, mutually beneficial partnership among PacMtn, the Chief Locally Elected Official (CLEO), the core and required federal workforce programs (WorkSource Partners), the One-Stop Operator (Operator), and the additional local partners that compromise the local One-Stop System (WorkSource System), in Grays Harbor, Pacific, Lewis, Mason and Thurston Counties.

- II. The parties now mutually desire and agree to amend the referenced MOU as follows.
 - A. The removal of the WP IEP (Individual Employment Plan) language from the MOU.
 - i. Page 22,
 - a. Wagner-Peyser Performance
 1. *Only Wagner-Peyser Participants are counted in the Wagner-Peyser Performance Measures. ~~In accordance with the WIOA definition of a participant, jobseekers who desire to become a participant and receive staff assisted services that trigger participation must complete a formal assessment by a staff member and jointly develop an individual employment plan to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals.~~ After satisfying all applicable programmatic requirements for the provision of services, including eligibility determination, One Workforce Wagner-Peyser participants will be measured by the following performance outcomes:*
 - Employment (Second Quarter after Exit);
 - Employment (Fourth Quarter after Exit); and
 - Median Earnings (Second Quarter after Exit)

- B. A commitment to include the \$65,000 Pac Mountain LWDB has agreed to provide to support the Mason County, Grays Harbor County, and Lewis County WorkSource sites in the updated MOU/IFA.
- C. The IFA budget will be updated to more closely reflect the actual vs. expected cost of the affiliate sites. (See table below for updates to the projected amounts.)

	Career & Shared Resources Comprehensive	Leased Space Cost	WorkSource Common Comprehensive	Comprehensive Total	Grays Harbor & Pacific Sites	Lewis Affiliate	Mason Affiliate	Total by agency
ESD Costs in current MOU/IFA	\$73,438.00	\$57,652.00	\$31,655.00	\$162,745.00	\$136,535.00	\$187,628.00	\$133,665.00	\$620,573.00
Updated with Projected ESD Costs for Affiliates	\$73,438.00	\$57,652.00	\$31,655.00	\$162,745.00	\$127,209.00	\$110,947.00	\$91,557.00	\$492,458.00
Pac Mountain Proposed contributions to affiliate sites					\$21,667.00	\$21,667.00	\$21,666.00	\$65,000.00
Proposed Updates to ESD Costs in Addendum*	\$73,438.00	\$57,652.00	\$31,655.00	\$162,745.00	\$105,542.00	\$89,280.00	\$69,891.00	\$427,458.00

All terms and provisions from the original MOU also apply to this Addendum.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the 1st day of June, 2023.

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.

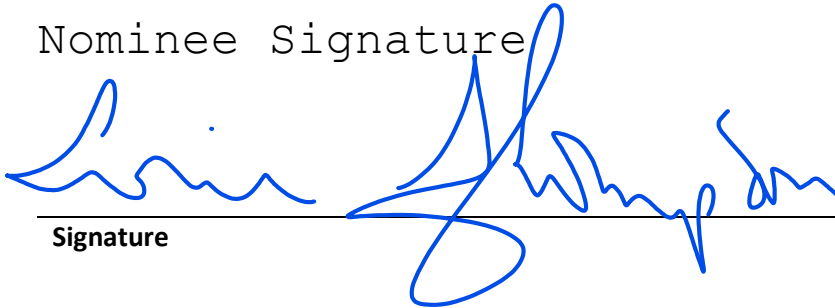
2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

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: 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.

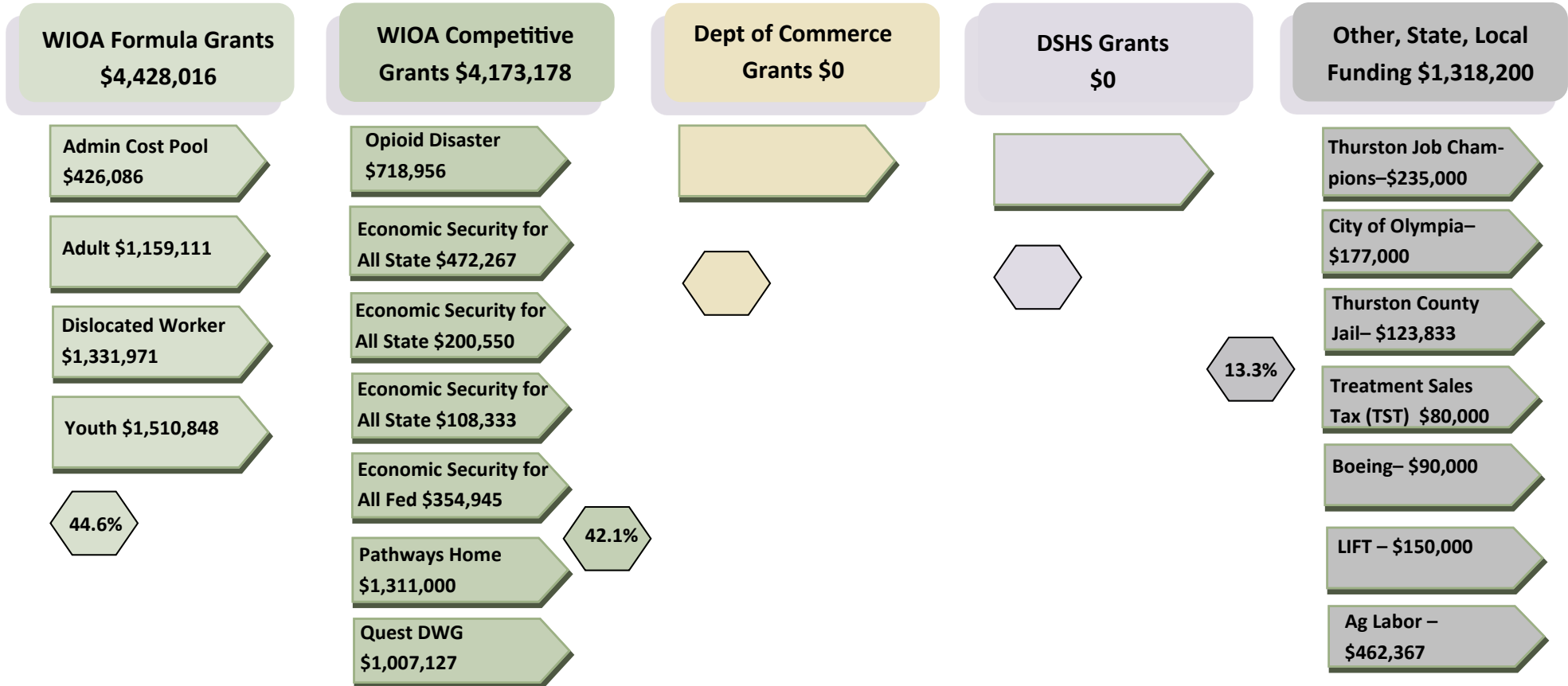
Recommending Motion to Approve

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:

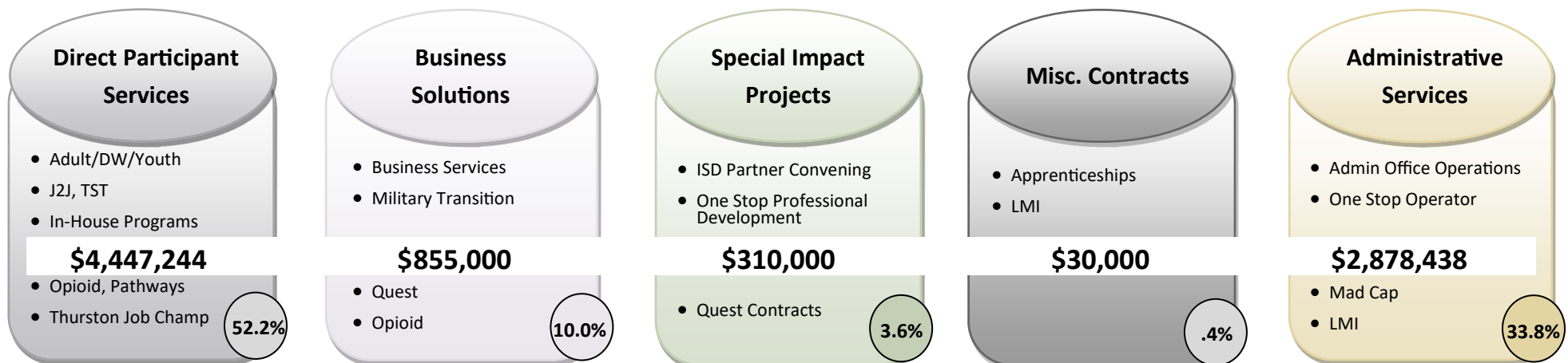
- Approves the PY23 Preliminary Final Budget, as presented or revised by the Executive Finance Committee.
- Directs staff to make final preparations for the full Board Discussion June 22, 2023 and the Elected Official review and vote June 29, 2023.



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:

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
Subtotal	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)	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
Subtotal	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	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-

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
Subtotal	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
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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	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	-	-	-	-	-	-
Subtotal	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)	-	-	-	-	-	-
-	-	-	-	-	-	-
Subtotal	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	-	
									TCEDC Membership and Expo sponsorship, Youth Future of
Memberships					51,265.00	51,265.00	18,765.00	32,500.00	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	-	
									Moved expenditure from general WIOA to Admin system
Integrated Service Delivery					65,000.00	65,000.00	-	65,000.00	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	
<u>One Stop Operator</u>					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>