



Executive Finance Committee Agenda

09/14/2023 ▪ 2:30-4:00p

Join online via Microsoft Teams

Meeting ID: 258 764 745 544

Passcode: N82ZHw

I. Welcome & Check-In Items

- A. Introductions & Establish Quorum
- B. Action Item: Motion to Approve June 8, 2023 EFC Minutes (Attachment #1)
- C. Board Chair Comments
- D. [CEO Report](#) (Attachment #2)

II. Discussion and Action Items:

- A. Discussion and Action Item: American Rescue Plan Act (ARPA) On the Job Training (OJT) Policy #9500 (Attachment #3)
 - a. Action Item: Motion to Approve PacMtn Program Policy #9500 as presented with Recommendation to the full WDC Board.
- B. Discussion Item: Local System Plan (Attachment #4)

III. Fiscal Items:

- A. Discussion and Action Item: Transfer of funds from Dislocated Worker Funding (DW) to Adult Funding (Adult) for PY23-PY24 WIOA formula Employment Security Department (ESD) Contract #K7992 ESD Policy 5401, Revision 3 (Attachment #5)
 - i. Action Item: Motion to Approve the Transfer of funds from DW to Adult for PY23-PY24 WIOA formula ESD Contract #K7992 ESD Policy 5401, Revision 3 as presented. (Attachment #5)

IV. Executive Session

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.



V. Committee & Task Force Updates (Committee Leads)

- A.** One Stop Operations Committee
- B.** Priority Populations Committee
- C.** Adult Basic Education & Literacy (ABEL)
- D.** Business and Sector Engagement (BaSE)

VI. Good of the Order & Announcements

Proposed 2023 Executive Finance Committee Meetings

Date	Location
October 12, 2023	Hybrid: MS Teams and PacMtn Offices
November 9, 2023	Hybrid: MS Teams and PacMtn Offices
December 7, 2023	Hybrid: MS Teams and PacMtn Offices

Executive Finance Committee Members

Name	Business	County	Position
1. Alissa Shay	Port of Grays Harbor	Grays Harbor	Board Chair
2. Vacant			Vice Chair
3. Tennille Johnson	WA Employment Security Department	Regional	Treasurer
4. Lynnette Buffington	Greater Grays Harbor	Grays Harbor	Incoming Chair
5. Jacquelin Earley	Sierra Pacific Industries	Mason	Previous Board Chair, Ex Officio
6. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
7. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
8. Christina Riley	Labor and Apprenticeship Representative	Regional	Target Populations Committee Co-Lead
9. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
10. Jennifer Barber	South Puget Sound CC	Thurston	ABEL Committee Lead
11. Derek Epps	Seattle Shellfish	Mason	Business At-Large
12. David Schaffert	Thurston County Chamber of Commerce	Thurston	BaSE Co-Lead
13. Michael Cade	Thurston Economic Development Council	Thurston	Vice Chair



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.
 Innovate and be creative.

Ensure all counties are included.
 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 \(SAO\)](#).



Executive Finance Committee Minutes
06/08/2023 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Alissa Shay, Tennille Johnson, Jacquelin Earley, David Schaffert, Jonathan Pleger, Cheryl Heywood, Derek Epps, Commissioner Sharon Trask
Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Melody Pajaro, Megan Fiess, Emma Seymour, Naomi Sky, Katherine Payne, Christina Gorman

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:34pm. Quorum established and self-introductions were made.

B. Action Item: Motion to Approve May 11, 2023 EFC Minutes

Cheryl Heywood motioned to Approve the May 11, 2023 EFC Minutes as presented. David Schaffert seconded. **Motion carries.**

C. Board Chair Comments

Alissa announced that Michael Cade has resigned as Vice-Chair of the Board. She also showed appreciation for the donation of the log truck from Sierra Pacific for the enhancement of the CDL program at Grays Harbor College. She stated that although PacMtn was not called out for this enhancement, the CDL cohorts that PacMtn participates in plays a vital role in the region.

D. CEO Report

William reviewed highlights of the CEO report. The full report can be found on our website www.pacmtn.org

Action Item: David Schaffert motioned to move item III B to the first Discussion and Action Item. Seconded by Cheryl Heywood. Motion Carries.

III B. Discussion and Action Item: PY2023 Preliminary Budget

Wil Yeager reviewed the PY2023 Preliminary Budget with the Board.

There were no questions from the Committee.

Action Item: Jacquelin Early motioned to Approve the PY2023 Preliminary Budget as Present with Recommendation of Do Pass for the full WDC Board and the Consortium. Sharon Trask seconded. Motion Carries.

II. Discussion and Action Items:

A. Discussion and Action Item: Administrative Policy #3240, Labor Market Information Management

Megan led the discussion on this item. She reviewed the purpose and objective of the policy.

There were no questions from the Committee.

Action Item: Jacquelin Earley motioned to Approve Administrative Policy #3240 Labor market Information Management as presented with Recommendation of Do Pass for the full WDC Board. Derek Epps seconded. Motion carries.

III A. Discussion and Action Item: Update OBee Credit Union Signers

Wil reviewed the update of the OBee Credit Union Signers.

There were no question from the Committee.

Action Item: Jacquelin Earley motioned to Approve the Update of the OBee Credit Union Signers as presented with Recommendation of Do Pass for the full WDC Board. Jonathan Pleger seconded. Motion carries.

III. Executive Session

There is NO Executive Session requested at this time.

IV. Committee & Task Force Updates (Committee Leads)

- A.** One Stop Operations Committee - Cheryl Heywood reported that the committee has been meeting on the Quality Jobs Initiatives and the LMI Policy #3240 that was reviewed in today's meeting.
- B.** Priority Populations Committee - Jonathan Pleger reported on the Committees work. They have been in discussion on the housing initiatives and will be joining a combined subcommittee meeting next month.
- C.** Adult Basic Education & Literacy (ABEL) - Megan Fiess reported that the Committee has been on a pause. Megan and William are working on next steps for ABEL and the committee will join the combined subcommittee meeting next month.
- D.** Business and Sector Engagement (BaSE) - Megan shared that the Committee had a guest speaker from West Alabama Workforce Board. He will be presenting during the combined committee meeting. David Schaffert added that this will provide us the opportunity to expand our mindset and engage in partnerships.

Good of the Order and Announcements

Cheryl Heywood announced that the Anywhere Library will kick off on 6/21/23 in Rainier. There are 6 solidified partners. TRL is working on 16-32 sites a month, 160 sites in the region by the 1st quarter of 2024.

Meeting adjourned at 3:38p.

Submitted by: Arissa De Lima, Chief of Staff | WDC Board Secretary

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MEMORANDUM

To: Executive Finance Committee

Date: September 7, 2023

Subject: Program Policy: ARPA OJT #9500

Purpose

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) facilitated by the American Rescue Plan Act of 2021 provides state, local, and Tribal governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery.

Specifically, ARPA provides that SLFRF funds may be used to respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

This policy provides guidance and allowances on activities and services under the American Rescue Plan Act to include employer wage disbursements locally referred to as On the Job Training Services.

PacMtn is allowing the use of employer wage disbursements, also known as On the Job Training services. On the Job Training is defined as a training provided by an employer to a paid participant while engaged in productive work in a job that improves knowledge or skills essential to the full and adequate performance of the job.

On the Job Trainings provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training.

Recommendation and/or Recommended Motion

- Motion to recommend to the WDC Board to approve PacMtn Program Policy #9500.

Attachments

•**Draft** American Rescue Plan Act : OJT Policy; August 23, 2023; Developed by : Katherine Payne – Director of Integrity and Compliance. The following attachment provides draft policy language with specific criteria and detail relating to ARPA funding and allowable services such as employer disbursements/On the Job Training services.

Type: Program Policy

Date Established: 08/23/2023

Date Last Revised: N/A

Date Posted to Website: N/A

Status: Draft

Supersedes: N/A

Purpose

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) facilitated by the American Rescue Plan Act of 2021 provides state, local, and Tribal governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery.

This policy provides guidance and allowances on activities and services under the American Rescue Plan Act. Specifically, ARPA provides that SLFRF funds may be used to respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

Policy

PacMtn allows the use of employer wage disbursements, also known as On the Job Training services to support households and small businesses to recover from negative economic impacts caused by the pandemic.

This policy provides guidance regarding the limitations and eligibility of individuals to participate in On-the-Job Training (OJT) opportunities. OJT opportunities provide structured training for participants to gain the knowledge and skills to be competent in the job for which they are hired and lead to stable employment.

On the Job Training is defined as a training provided by an employer to a paid participant while engaged in productive work in a job that improves knowledge or skills essential to the full and adequate performance of the job. On the Job Trainings provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training.

On the Job Trainings are limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience, and the service strategy of the participants, as appropriate.

Congress specified two types of ineligible uses of funds: funds may not be used for deposit into any pension fund or, for states and territories only, to directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation.

Policy Guidelines

Participant Eligibility

Individuals must meet both criteria below:

- OJT employees must have individually or been apart of a household that experienced unemployment, experienced food or housing insecurity, or is low or moderate – income experienced negative economic impacts resulting from the pandemic.
- OJT may be provided for participants who are either unemployed or underemployed individuals to include individuals who want and are available for work, including those who have looked for work sometime in the past 12 months or who are employed part time but who want and are available for full-time work.

Employer Eligibility

- The OJT employer must be located in Thurston County within the agricultural sector in the any of the following areas: crop production, livestock production, shellfish, or animal slaughter and processing.
 - The OJT employer must have been in operation prior to the COVID-19 pandemic.
 - The OJT employer must be registered with the Internal Revenue Service (IRS) and have an account with the Washington State Employment Security Department for Unemployment Insurance and carry Workman’s Compensation Insurance.
 - The employer must be financially solvent and have an adequate payroll record keeping systems that tracks hours worked, gross pay, deductions and net pay.
 - An OJT agreement will not displace any currently employed worker or alter current workers’ promotional opportunities. Nor will an OJT agreement be made with an employer who has terminated any regular employee or otherwise reduced the workforce in order to hire OJT employees.
 - The employer must not have workers currently in a layoff status or be involved in a labor dispute.
 - The OJT agreement must not impair existing contracts for services or collective bargaining agreements. When an OJT agreement would be inconsistent with a collective bargain, the appropriate labor organization, and OJT employer must provide written concurrence before the OJT can begin.
- Additionally, the OJT agreement may not assist, promote nor deter union organizing.
- The prospective OJT employer must meet the existing “pattern of failure” requirements.
 - The Employer must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age.

The OJT Contract

Every OJT opportunity will include a contract (agreement) with the OJT employer and a Training Plan for the employee. The contract must include the requirements of ARPA rules and regulations; the occupation, skills and competencies to be learned; and the length of time the training will be provided.

Cost Per Participant

- OJT Contracts may not exceed a total reimbursement of 50% designated in the OJT contract with approval by the respective PacMtn Representative.
- OJT Contracts may not exceed a total wage rate designated in the OJT contract with approval by respective PacMtn Representative.
- The OJT will last up to 12 months or the expending of OJT funds (whichever comes first).
- Participant working hours may not exceed 40 hours a week. Overtime wage reimbursement is not permitted.

Definitions

On the Job Training: Training provided by an employer to a paid participant while engaged in productive work in a job that improves knowledge or skills essential to the full and adequate performance of the job; provides a percentage of wage reimbursement to the employer.

References

American Rescue Plan Act of 2021. (2021) Public Law No 117-2, 135 Stat. 4. Retrieved from <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

DATE APPROVED: TBD

Direct Inquiries to:
Pacific Mountain Workforce Development Council
201 5th AVE. Ste. 401 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: Executive Finance Committee
Date: September 14, 2023
Subject: Local System Plan

Background

In response to the 2023-2024 Memorandum of Understanding (MOU), the Partner Coordination Team has developed a Local System Plan to implement the strategies agreed upon in the MOU.

Activities and Progress

The local system plan will be presented in full during the 2023 Fall Board Retreat. The local plan features our approach to integrate local workforce activities including:

- Documentation of customer participant status and activity
- Recruitment
- Enrollment
- Training
- Support
- Connection to employment
- Follow-Up

Next Steps

This is an information item. We will be asking for Board approval at the Fall Retreat.

***** Page Numbers will populate starting on the second page***



To: PacMtn Executive Finance Committee Members

From: Wil Yeager, CFO
PacMtn Board Staff

Date: September 14, 2023

Subject: Transfer funds from Dislocated Worker Funding (DW) to Adult Funding (Adult) for PY23-FY24 WIOA formula
Employment Security Department (ESD) Contract #K7992
ESD Policy 5401, Revision 3

Purpose:

WIOA allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to 100 percent of formula funds between the adult and dislocated worker programs. The State Workforce Development Board (SWDB) adopted a motion at its May 28, 2015 meeting to table action on a 100 percent fund transfer policy in order to gather further stakeholder input on the proposed policy. Until such time that a 100 percent fund transfer policy is adopted, the SWDB directed that criteria for the WIA Title I-B policy governing fund transfers of up to 30 percent between the Adult and Dislocated Worker programs be applied under WIOA.

PacMtn board staff is requesting the Board approve a modification to our budget to transfer from DW to Adult, **\$120,906.00** dollars. This represents 10% of program year base allocation of DW funding.

The transfer creates less restrictive funding that can be used to support program goals.

Notably, transferring funds from the dislocated worker program prevents a LWDB from accessing state Rapid Response Additional Assistance funds for six months following fund transfers. ESD may waive this condition based on extreme or unforeseen local circumstances.

Though not state policy, DOL has indicated that one consideration in assessing LWDB applications for National Dislocated Worker Grants (NDWG) (WIOA Section 170, Part 687) may be dislocated worker formula fund transfers during that program year. As a general rule, organizations that transfer up to 10 percent of their dislocated worker formula funds during any one program year can still be considered for NDWG funds, but those that transfer more than 10 percent may have difficulty securing approval. Therefore, PacMtn is electing to stay at the 10 percent transfer level.

Recommending Motion to Approve:

All participants eligible for the Dislocated Worker program will be enrolled in the Dislocated Worker program, and no eligible participant will be denied services, including training services, due to transfer of funds.

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



We recommend a motion that:

- Approves the transfer of \$120,906.00 from DW funding to adult funding.
- Directs staff to work with ESD to transfer funding.

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