



## PacMtn WDC Board Meeting

November 16, 2023

2:00p - 4:00p

PacMtn Offices or Virtually via Microsoft Teams

*Join via Microsoft Teams*

Meeting ID: 285 226 071 614

Passcode: zw75qm

### 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 9/28/2023 Board Minutes (Attachment #2)

### III. Discussion and Action Items:

- a. **Discussion Item:** Program Policy - Federal and State Economic Security for All #9201 (Attachment #3)
  - i. Action Item: Motion to Approve PacMtn Policy #9201
- b. **Discussion and Action Item:** Connection Site Certification (Attachment #4)
  - i. Action Item: Motion to Approve the Connection Site Application for Timberland Regional Libraries.
- c. **Discussion Item:** Regional Strategic Plan Update (Attachment #5)
  - i. PointNorth Update Presentation
- d. **Discussion Item:** PY2024-2028 One Workforce-PacMtn System Partnership Agreement (Attachment #6)
- e. **Discussion and Action Item:** Nomination and Motion to Approve New WDC Board Vice-Chair
  - i. Action Item: Motion to Approve New WDC Board Vice-Chair

### IV. Fiscal Items:

- a. **Discussion and Action Item:** PY23 Final Budget (Attachment #7)
  - i. Action Item: Motion to Approve the PY23 Final Budget as presented and Recommend Do pass to the Consortium
- b. **Discussion Item:** PY23 Q1 - Quarterly Financial Statement (Attachment #8)



V. Executive Session: Motion to Move to Executive Session to Discuss Personnel Matters

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.

The WDC Board will enter to Executive Session for 30 minutes to discuss personnel matters.

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

**2023-2024 WDC Board Members**

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



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



**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 \(SAO\)](#).

In early October, PacMtn leadership staff and board member Christina Riley met with **Local Labor Leader Meeting** to discuss expanding and strengthening our partnership. The group focused on expanding access to apprenticeship, key initiatives related Economic Security for All (EcSA) and providing input for PacMtn local plan development. The Asset Limited Income Constrained Employed (ALICE population) was discussed at length. Local Workforce Development Boards across the state received state funding to target this group also known as the “working poor” to develop strategies to address the alarming growth in the numbers of households that fall into the category across the state. Despite the fact that these individuals are employed, their household income is not adequate to meet their basic needs, let alone allow them to thrive and build resiliency. Labor Leaders recognize this as a core issue for workers and share support for expanding access to apprenticeship to help move this group into self-sufficiency. Apprenticeship is the gold standard for this type of economic mobility. PacMtn, with continued support from our labor board members will continue the conversation as we develop and build strategies.

PacMtn welcomes **Marco Hernandez** to the team. Marco joins our Quality Assurance team and will focus on supporting our contracted partners with technical assistance, monitoring and policy. He brings a wealth of experience in WIOA related QA work, tribal relations, and contractor support. He is already making an impact and is taking a lead on policy communications and contractor engagement. Welcome Marco!

Building on last year’s success, Thurston County Chamber of Commerce expanded their **Future of Work Summit and Expo** to encompass all 5 counties in the PacMtn region. The summit provides area employers an opportunity to learn about key strategies used to develop a talent pipeline. Highlighted in the breakout sessions were discussions related to developing work experience opportuneness such as internships and apprenticeships, and information on support system with educators and the public workforce system. Students and educators in attendance got an inside view of the region’s businesses who are actively looking for ways to build relationships within their local schools. As the presenting sponsor, PacMtn supported the keynote speaker - Donny Jones of Alabama Works!, who shared insights on their success of connecting disadvantaged talent to opportunities in their communities. Their workforce development model is viewed as a “Best Practice” and has influence PacMtn’s “Good Jobs initiative”.

PacMtn was excited to attend The **“Bioeconomy Conference”** held earlier this month at Centralia College. The conference focused on Lewis County and Washington State’s potential related to a nature resource-based economy and energy generation through biomass. Presented by the Renewables Task Force, an ad-hoc committee supported by the Economic Alliance of Lewis County and co-hosted with the University of Washington, the conference presented the board range of uses of biomass. Defined as “plant materials and animal waste used especially as a source of fuel”, this readily available regional material could prove to be a catalyst for growth in the region. PacMtn will continue to engage the County and regions progress in this sector and will look to impacted communities to inform how best the public workforce system can support their efforts.

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### PacMtn's Community Service and Team Building Day

As part of PacMtn's Benefit Package, employees receive 8 hours of paid Community Service time that is used for volunteering at non-profit organizations, public agencies or union activities. This year, we took a team approach to this and supported our local [Senior Services for South Sound](#). Team members were able to assist with their [Meals on Wheels](#) program and with serving meals through their [Community Dining](#) Program. To end the day, we had a PacMtn Team Building activity. We supported a local business and unleashed our artistic talents at [Painted Plate Olympia](#).





**PacMtn WDC Board Meeting**  
Meeting Minutes  
September 28, 2023 | 3:30p

Little Creek Casino & Resort & Online via Microsoft Teams

**Attendees:**

**Board Members:** Alissa Shay, Tennille Johnson, Lynnette Buffington, Peter Lahmann, Jacquelin Earley, Sue Yirku, David Schaffert, Jonathan Pleger, Christina Riley, Clint Bryson, Cheryl Heywood, Dr. Lorie Thompson, Bob Guenther

**Consortium Members:** Commissioner Sharon Trask, Commissioner Patrick Jerry Doyle, Commissioner Kevin Pine

**PacMtn Staff:** William Westmoreland, Wil Yeager, Arissa De Lima, Megan Fiess, Dan Cooling, Christina Gorman, Aaron Pentland, Melody Pajaro, Lorelei Smith, Naomi Sky, Wes Smith

**Guests:** Christina Chesnut, Jovon Voughn, Kayl Flint, Phyllis Martin, Sean Willey, Joshua – MadCap Marketing

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions – Alissa Shay, Board Chair called the meeting to order at 3:31p
- b. Establish Quorum & Review Today's Agenda – Quorum was established at this time.
- c. Board Chair Comments – Alissa expressed appreciation for the EcSA Legislative Briefing and the PacMtn team being on the leading edge of workforce development. Consortium Chair Comments - Commissioner Trask commented that PacMtn is doing good work and the workshops that have been presented throughout the day provides a pathway in the right direction. She also showed appreciation for Williams leadership of the organization
- d. CEO Report – William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at [www.pacmtn.org](http://www.pacmtn.org).

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- a. **Action Item:** Motion to Approve 6/22/2023 Board Minutes
- b. **Action Item:** Motion to Approve PacMtn Program Policy #9500 as presented
  - i. Peter Lahmann motioned to Approve items in the Consent Agenda as presented. Clint Bryson seconded. Motion Carries.

III. Action Item & Discussion

- a. **Discussion Item:** PacMtn Employee Opinion Survey  
Arissa De Lima led this discussion. She provided the board with an overview of the Employee Opinion Survey results. She also outlined PacMtn's recent efforts to address survey responses and to foster workplace culture.



There were no questions on this discussion.

- b. **Discussion and Action Item:** Local System Plan
  - i. **Action Item:** Motion to Approve the Local System Plan to implement strategies agreed upon in the System MOU as presented

William Westmoreland led this discussion. He highlighted the One Stop Partnership Plan presentation from earlier in the day that was presented by Jason Hosenev, WorkSource PacMtn One-Stop Operator.

There were no questions from the Board.

- ii. *Bob Guenther motioned to Approve the Local System Plan to implement strategies agreed upon in the System MOU as presented. Jacquelin Earley seconded. Motion carries.*

#### IV. Executive Session.

Alissa declared the Board would need to enter Executive Session at 3:44pm for 30 minutes to discuss a personnel matter. *Lynnette Buffington motioned to move into Executive Session. Jacquelin Earley seconded. Motion carries.*

Those who are not Board or Consortium members cleared the room and virtual space.

The Committee returned from Executive Session at 4:15pm. The Board took no action on the discussion.

No further business was identified.

#### V. Committee & Task Force Updates

- a. Alissa announced that a one page handout has been provided that provides explanation on each Committees current work.

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

Bob Guenther announced that on 10/26/23 at Centralia College there will be a briefing on BDO Zone.

Peter Lahmann announced that on 9/30/23 at the Olympic Flight Museum a 100 year old WWII veteran will be receiving a medal for his service.

Lynnette Buffington shared gratitude to PacMtn for engaging with their Showcase Grays Harbor event. She also announced on 11/28/23, GGHI is partnering with Washington State Department of Commerce to host the Global Entrepreneurship Expo.





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Cheryl Heywood announced that the new TRL website is up and running. They are accepting input and feedback. The website is scheduled to go live on 10/23/23.

Dr. Lorie Thompson announced that on 10/16/23 Career Connect Washington/ESD will be opening the Round 12 Program Builder RFP, with a focus on apprenticeship.

Jacquelin Earley shared appreciation for PacMtn and Wes Smith for joining Elma School District in a tour of some manufacturing pathways. During this, students were able to see their peers in action during a pre-apprenticeship. PacMtn highlighted this tour and shared it widespread on social media. She also thanked Christina Chesnut for bringing her team to the Pacific Logging event, where 2,000 school aged children (grades 5-12) had the opportunity to see an active logging site to learn about what goes on in our forests and being able to have their own opinion on the industry.

Sharon Trask shared that next weekend there is an Octoberfest event in Mason County.

Alissa Shay shared that the Satsop Business Park has an Apprentice Water Plant Operator. She is excited to see apprenticeship programs grow throughout the region.

No further Good of the Order or Announcements.

Meeting adjourned at 4:25p

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. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>



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22. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) <b>Committee Assignment: EFC, ABEL</b>
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24. Dr. Lori Thompson (Nominee)	Capital STEM Alliance	K-12 Education Committee Assignment:
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## MEMORANDUM

To: PacMtn WDC Board Members

Date: November 16, 2023

Subject: Program Policy: Federal and State Economic Security for All #9201

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### Purpose

Economic Security for All (EcSA) is a poverty reduction model that coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency.

In Program Year 2023 (Fiscal Year 2024) the Legislature and Governor continued to allocate the \$6.2 million per year for individuals below 200% of the Federal Poverty Line (FPL), while also providing an additional \$1.4 million (Federal EcSA) and \$2.6 million (State EcSA) per year to serve individuals over 200% of the FPL but at who are at risk of falling into poverty. These new resources provide an unprecedented opportunity to further expand the services provided by LWDBs to improve workforce outcomes and reduce poverty across Washington State.

This policy outlines the specific local criteria and state-level requisites for the distribution and administration of funds under both Federal and State Economic Security for All (EcSA) programs.

### Recommendation and/or Recommended Motion

- Recommendation for the WDC Board to approve PacMtn Policy #9201

### Attachments:

- Draft PacMtn Policy Federal and State EcSA #9201; August 1, 2023; Developed by Katherine Payne – Director of Integrity and Compliance. The following attachment provides draft policy language around the requirements and specifics that govern Federal and State Economic Security for All service delivery.



# TITLE: Federal and State EcSA (Economic Security for All) Policy Policy # 9201

Type: Program Policy

Date Established: 08/01/2023

Date Last Revised:

Date Posted to Website:

Status: DRAFT

Supersedes: N/A

## **Purpose**

To ensure PacMtn policy compliance set forth in WorkSource Information Notice (WIN) 0129, Revision 2 for State Economic Security for All (EcSA) and WIN 0135 for Federal EcSA, which allows eligibility for those whose household income is above 200% of the Federal Poverty Level.

## **Background**

In recognition of the work that Washington's workforce development system did to alleviate poverty through the Economic Security for All (EcSA) Initiative, Governor Inslee and the Legislature approved a \$6.2 million appropriation of state general funds for Program Year 2022 (Fiscal Year 2023) to be allocated to Local Workforce Development Boards (LWDBs) to expand on the work previously done by local EcSA programs funded by the Governor's WIOA statewide activities funds. In Program Year 2023 (Fiscal Year 2024) the Legislature and Governor continued to allocate the \$6.2 million per year for individuals below 200% of the Federal Poverty Line (FPL), while also providing an additional \$2.6 million per year to serve individuals over 200% of the FPL but at who are at risk of falling into poverty. Because this new allocation is state funded, these new resources provide an unprecedented opportunity to further expand the services provided by LWDBs to improve workforce outcomes and reduce poverty across Washington State. This document has been prepared to facilitate the allocation of these funds and provide guidance in the planning and implementation process.

*Note: To avoid ambiguity, programs funded by the Governor's WIOA statewide activities funds will be called Federal EcSA, while those funded by state general funds will be called State EcSA.*

## **Policy**

Pacific Mountain service providers have the authority to access Federal and State Economic Security for All (EcSA) funds and programs for the purpose of offering the following services:

### **Federal EcSA:**

Funds allocated and expended under the Federal EcSA program must comply with the regulations governing the use of WIOA Title I-B statewide activities funds, including federal, state, and local policy rules controlling the use of WIOA formula funds.

### State EcSA:

•All services listed in the State EcSA Services Catalog and commonly provided WIOA Title 1 are automatically approved to be provided under State EcSA.

•The following services and activities not capable of being provided by WIOA Title I including:

- Stipends/Participant Cash Support Payments
  - Food Assistance
  - Medical and Mental Health Care including technology (eyeglasses, hearing aids, dental care etc.)
  - Marketing and Outreach
- In addition to the approved services and activities above, LWDBs may request additional allowable uses for local funds by submitting a request to ESD Grants Management Office.

Funding expended for participants above 200% of the FPL may not exceed \$5000 spent on incentives, support services, and training costs combined for any single participant. This does not include the cost of staff support or career services provided to the participant. This limit is exclusively applied to the State EcSA program and does not include any costs paid by other funds such as WIOA or Federal EcSA.

Utilizing State EcSA Participant Cash Support Payments may affect the eligibility for Washington State benefits, while the use of Federal EcSA or WIOA funded incentives will not impact the eligibility of participants for Washington State benefits.

### **Policy Guidelines**

A. Program Requirements: The priority of these funds is to accomplish the following goals:

1. Meet or exceed our local and statewide goals for the number of people moving to self-sufficiency, in order to demonstrate that EcSA is a successful new model for moving people out of poverty with equity.
2. Bundle WIOA and non-WIOA services (Supplemental Nutrition Assistance Program, housing, many others) to stabilize customer's lives, conveniently and with dignity for the customer.
3. Establish and implement customized career plans to reach 100% of participant self-sufficiency, as established by the UW Self-sufficiency Calculator.
4. Provide extensive wrap-around services and continue bundling benefits to maintain stability as customers pursue their customized career plan, continuously until they reach Self- Sufficiency.
5. Include Black, Indigenous, and People of Color communities, rural communities and people experiencing poverty in program design and implementation.

6. Work collaboratively across local, state and federal levels to remove barriers to coordinated delivery of multiple benefits.

**B. Eligibility:**

Federal and State EcSA: Applicants must meet the WIOA Title 1B (Adult, DW, or Youth) eligibility requirements (with the exception of Selective Service Registration for State EcSA). Additionally applicants must fall into one of the two categories:

- a. Below 200% FPL - Be from a household (as defined by Health and Human Services (HHS)) that is below the 200% Federal Poverty Level **OR**
- b. Above 200% FPL - Be from a household that is above the 200% Federal Poverty Level and still below self-sufficiency wage as identified by the UW Self-Sufficiency Calculator.

**C. Co-Enrollment:**

One of the goals of the EcSA program is the promotion of a holistic approach to fighting poverty. For this reason, co-enrollment in any program that will assist clients to that end is encouraged.

- Eligibility for the Federal and State EcSA program does not supplant the eligibility criteria for any other program(s). LWDBs must ensure each participant meets the specific eligibility requirements prior to enrollment in each program.

- Likewise, prior or simultaneous co-enrollment in another program does not relax eligibility and documentation requirements for the Federal and State EcSA program. While actions undertaken to meet the requirements of other programs may be used to satisfy Federal and State EcSA requirements, those elements must also meet Federal EcSA requirements in order to satisfy eligibility policies.

- o This is particularly vital in the creation of the career plan. Individuals who are enrolled in Federal and State EcSA must be administered the UW Self-Sufficiency Calculator, and the results of this must be included in a comprehensive plan to help the participant to attain employment that exceeds their income adequacy goal.

**C. Requirements for Data Tracking and Documentation**

The Federal and State EcSA Procedure #9201P provides detailed eligibility documentation requirements. Service Providers are required to maintain documentation that verifies the following criteria.

- ID
- U.S. Citizenship or otherwise legally entitled to work in the U.S.
- Age
- Household Income status
- Selective Service registration (applicable for Federal EcSA)



Enrollment, eligibility, services, and all other aspects of client progress must be recorded in State MIS (ETO or its successor).

For the purposes of tracking target enrollments in Federal and State EcSA, there are two numbers that will be considered. First, the total number of enrollments. This is a straightforward counting of all individuals who are enrolled into the Federal and State EcSA program separately. The second is the total number of unique individuals enrolled across the State and Federal EcSA programs.

*Example: If an LWDB has a requirement for 30 Federal EcSA participants and 30 State EcSA participants, their requirement for general enrollment in State EcSA is 30, and their requirement for total unique individuals enrolled between the two programs is 60, regardless of whether individuals are co-enrolled in both State and Federal EcSA.*

#### F. Evaluation and Monitoring:

The Federal and State EcSA program(s) will be monitored by PacMtn annually for administrative, fiscal, and programmatic compliance. PacMtn will conduct programmatic evaluations to analyze and measure the effectiveness of the program and implementation.

Additionally, the Federal and State EcSA program will be monitored by the ESD Monitoring Unit for administrative, fiscal, and programmatic compliance.

#### G. MOU and IFA Requirements

Per WorkSource System Policy 1013, Infrastructure Funding Agreements (IFA), entities that provide direct services under the Federal and State EcSA programs, if providing direct services through the one-stop center(s) (AJCs), must sign the MOU, and pay their proportionate share of IFA costs.

#### **Definitions**

Self-Sufficiency: is defined as Attainment of 100% of individualized household Income Adequacy, as established through use of the UW Self-Sufficiency Calculator.

#### **References**

State Bill 5693 page 463

WIN 0129, Revision 2 - State Guidance and Instructions for the State Economic Security for All (EcSA) Program

WIN 0135 – State Guidance and Instructions for the Federal Economic Security for All (EcSA) Program

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**DATE APPROVED: N/A**

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**Direct Inquiries to:**  
**Pacific Mountain Workforce Development**  
**201 5<sup>th</sup> Ave. SW, Suite 401, Olympia, WA 98501**  
**Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto: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 Executive Finance Committee

From: One-Stop Committee

Date: November 9, 2023

Subject: Connection Site Certification

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### Background

Per ESD policy 1016, Revision 1, connection sites must be re-certified every three years and are evaluated by the following standards:

Connection sites are self-service-only entry points designed to enhance and supplement customer access to information. This can be publicly available computer(s) with Internet access, the ability to connect to job search services, unemployment, online learning, skills development, etc.

- Must be accessible to the general public during regularly scheduled, posted days and hours
- Must be physically and programmatically accessible to individuals with disabilities per WIOA Sec. 188 and 29 CFR Part 38.13(a) Page 6 of 10
- Must follow branding expectations consistent with WorkSource Standards and include the AJC tagline
- Must be formally recognized by the LWDB
- Title I and Title III staff may not be permanently home-based at a connection site
- Any services, except self-services, delivered at a connection site must be provided by staff who are permanently assigned to a comprehensive, affiliate, or specialized site

In the instance of connection sites only, evaluations are to be completed by site staff but can be certified by either staff of the LWDB or by a certification team.

We need to set a timeline for completion of connection site certifications and determine whether we want PacMtn staff or the certification team to complete the evaluation.

### Activities and Progress

We have completed the connection site application for review

We have identified the Timberland Regional Library sites as connection sites we would like to certify.



### Next Steps

- Review certification application for connection sites and move the application packet to full WDC Board for Approval.

### Recommendation and/or Recommended Motion

We recommended a motion that:

- Approves the Connection Site Application for Timberland Regional Libraries.
- Directs staff to make final preparations for the Full WDC Board at the November 16, 2023 Board Meeting.

### Attachments

- TRL Connection Site Certification Application
- Attachment C - Memo Accessibility Supporting Information
- ADA Equal Opportunity to Participate Policy
- American's With Disabilities Act - Enforcement and Access Rights Complaint Procedure
- TRL Digital Equity Resources
- TRL Online Small Business Resources

## Attachment A

### ONE-STOP SITE ASSESSMENT AND CERTIFICATION TOOL

<b>Local Workforce Development Board:</b>	Pacific Mountain Local Workforce Development Board
<b>One-stop Site Assessed:</b>	Yes, One Stop Committee Approved
<b>Address:</b>	See Attachment B for Library Locations and Addresses
<b>Days and Hours of Operation:</b>	See Attachment B for Library Days and Hours of Operation
<b>Site Phone Number:</b>	See Attachment B for Phone Numbers
<b>Website:</b>	See Attachment B for Website Addresses for each Library Location
<b>Site Type:</b>	<input type="checkbox"/> <b>Comprehensive</b> <input type="checkbox"/> <b>Affiliate</b> <input type="checkbox"/> <b>Specialized</b> <input checked="" type="checkbox"/> <b>Connection</b> - must follow parameters of 3.a.v.
<b>Date of Prior Certification (“N/A” if new site):</b>	12/2017
<b>Certification Period:</b>	Expired 12/2020
<b>Certification Team Recommendation:</b>	<input checked="" type="checkbox"/> <b>Certification</b> <input type="checkbox"/> <b>Provisional Certification</b> (Technical Assistance Required as described in 3.a.iv.B.) <input type="checkbox"/> <b>Non-Certification</b> (Corrective Action Required as described in 3.a.iv.C.)
<b>Certification Team Members:</b>	Jason Hosenev, Megan Feiss, Kat Santana, Phyllis Martin, Sean Wiley, Kayla Flint, Christina Chesnut
<b>Date(s) of Site Visit:</b>	Virtual discussion during the One-Stop Committee meeting on October 19, 2020
<b>Date certification determination was reported in official LWDB meeting minutes (or SWDB minutes if SWDB is the certifying unit):</b>	Yes

## Overview:

WIOA requires that there must be at least one physical **comprehensive** one-stop site in each local area. Local Workforce Development Boards (LWDBs) may also choose to provide access to workforce system services and may include **affiliate** sites, **specialized** centers serving targeted populations, such as youth or dislocated workers, or industry-specific centers at additional locations in the local area. Additionally, Washington recognizes **connection** sites. All sites must be certified within the one-stop service delivery system in alignment with WIOA Sec. 121(e)(2), Sec. 134, and Sec. 188, TEGL 16-16, 20 CFR 678.800, and 29 CFR 38.

The State Workforce Development Board (SWDB), in consultation with local Chief Elected Officials (CEOs) and LWDBs, establishes and periodically reviews criteria to evaluate and certify one-stop sites, which is represented in this One-Stop Assessment and Certification Tool. Use of this specific tool is not required, but it was developed to communicate SWDB criteria for one-stop assessment and certification and is also being made available for local use as desired. LWDBs may use their own alternate tool, which must have all of the requisite elements indicated in Section 3.a. If using this tool, the assessment must be completed in its entirety. If using this tool for connection site certification, complete only page one and **Section III, IV, and V**.

One-stop assessment and certification tools, whether this one or a local alternative, must be completed (for each site to be certified) by a locally determined cross-program committee or team with experience working and delivering services in said site and may include the one-stop manager/operator, within 60 days of certification expiration. The completed certification tool is then forwarded to the LWDB for next steps, including scheduling of a site visit by the certification team. One-stop staff should be available to answer questions about their one-stop site and how it functions. The certification team must provide a written response to the LWDB, one-stop operator, and one-stop leadership within 30 calendar days.

## Section I: Programmatic Access

The following list identifies required and additional one-stop partner programs in accordance with Training and Employment Guidance Letter (TEGL) 16-16, WorkSource System Policy 1013 (Memorandum of Understanding), and WorkSource System Policy 1024 (Infrastructure Funding Agreement). Please indicate level of access customers can expect in the one-stop by using the Access Definitions A-D as follows:

### **Access Definitions:**

- A. Program staff member(s) have regularly scheduled physical presence in this one-stop site.
- B. Staff member(s) from different partner program are physically present at the one-stop site and are appropriately trained to provide information regarding programs, services, and activities available through partner programs.
- C. Direct and available linkage through technology to program staff that can provided meaningful information or services. This does not include providing phone numbers, website address, pamphlets, or materials (see 20 CFR 678.300(e) for more detail).
- D. Not applicable. This partner program is not offered in the entire local area and/or is not included in the MOU.

1. If requesting certification of a **comprehensive site**, please insert appropriate access codes (A, B, C, or D) in the column marked “Comprehensive Site” for each partner. (See 20 CFR 678.300(e) and 678.305 for details and requirements).
2. If requesting certification for an **affiliate or specialized site**, please indicate access code (A, B, C, or D) in column marked “Affiliate or Specialized Site”. Note: per 20 CFR 678.310, an affiliate/specialized one-stop site makes available to job seeker and employer customers **one or more** of the one-stop partners’ programs, services, and activities. An affiliate or specialized site does not need to provide access to every required one-stop partner program.
3. Add any **Comments** or explanation in the ‘Comments’ box to better assist the certification team in their evaluation efforts.

**Questions:**

Please answer the questions below the checklist. Include detail and examples where appropriate.

REQUIRED PARTNER PROGRAMS	Comprehensive Site	Affiliate or Specialized Site	Comments
Title I WIOA Adult & Dislocated Worker <sup>1</sup>			N/A
Title I WIOA Youth			N/A
Wagner Peyser- Title III <sup>2</sup>			N/A
Older Americans Act/Senior Community Service Employment Program (SCSEP)- Title V			N/A
State Vocational Rehabilitation Program (Including Dept. of Services for the Blind)-Title IV			N/A
Unemployment Compensation (including UI and RESEA)			N/A
Other-Including Dislocated Worker Grants (DWG), Job Corps, YouthBuild, National Farmworker Jobs Programs, Native American Programs, Rapid Response Additional Assistance Grants, and those funded by WIOA Title I statewide activities funds reserved for Governors IF those programs are providing direct services in the one-stop			N/A
TANF			N/A
Trade Adjustment Act (TAA)			N/A
Adult Education and Family Literacy Act (AEFLA)-Title II			N/A
Housing and Urban Development (HUD) Employment & Training			N/A
Career & Technical Education Programs (CTE) (postsecondary) Carl D. Perkins Act of 2006			N/A
Jobs for Veterans State Grant (JVSG)			N/A
Community Service Block Grant (CSBG) Employment and Training			N/A
Reentry Employment Opportunities (REO) under WIOA Sec. 169			N/A
Other			N/A

<sup>1</sup> 20 CFR 678.305(a) - A comprehensive one-stop site must have at least one title I staff person physically present.

<sup>2</sup> 20 CFR 678.315(a) and (b) -stand-alone Wagner-Peyser Act Employment Services offices are not permitted under WIOA per 652.202; If WP services are provided at an affiliate/specialized site there must be at least one or more other partners in the site with a physical presence of combined staff more than 50 percent of the time the site is open, and those partners must be outside of the WP ES, DVOP, LVER, and UI programs.



ADDITIONAL PROGRAMS AVAILABLE IN ONE-STOP	Comprehensive Site	Affiliate or Specialized Site	Comments
Social Security Administration Ticket to Work and Self-Sufficiency Programs			N/A
Small Business Administration			N/A
SNAP Employment and Training/Food and Nutrition (7 USC 2015(o))			N/A
Vocational Rehabilitation Pilot Programs			N/A
AmeriCorps			N/A
Public Libraries			We are a public library
Registered Apprenticeships			N/A
Economic Development Programs			N/A
Local Government (City/County)			N/A
Chamber(s) of Commerce			N/A
Others (please list)			
Other (please list)			

**Questions:**

1. **Comprehensive site only:** At least one WIOA Title I-B staff from each of the formula programs (Youth, Adult, and Dislocated Worker) is physically present during all hours and days of operation in the comprehensive one-stop site.  Yes /  No
2. How is customer access to required programs, services, and activities ensured during business days and hours of operation of the comprehensive one-stop site? N/A
3. Have other service hours been established to accommodate the schedules of individuals (customers) who work or are otherwise not available during regular business hours/days? N/A
4. **Specialized and affiliate sites only:** How does the specialized/affiliate site supplement and enhance access to the services, activities, and programs available in the local comprehensive site? N/A
5. **Specialized and affiliate sites only:** Are partner program(s) besides Wagner-Peyser Employment Services, DVOP, LEVR, and UI staff physically present at specialized or affiliate site at least a combined 50 percent of business operation hours?  Yes /  No

## Section II: Service Provision

Please indicate in the table below if the services are available in the one-stop site. If this service is not available in the one-stop site, please use the comments section to indicate how customers can access. For services where multiple bullets are indicated, if you cannot answer YES to all elements, please indicate which you are currently providing in the comments section.

ARE THE FOLLOWING SERVICES PROVIDED? (See WIOA 134(c)(2) and 20 CFR 678.430 for further detail)			DESCRIPTION/COMMENTS
<b>BASIC CAREER SERVICES</b>			
Eligibility determination to receive assistance from the adult, dislocated worker, or youth programs	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Outreach, intake, and orientation to information and services available through the one-stop delivery system	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Initial assessment of skill levels ( <i>including literacy, numeracy, and English language proficiency</i> ), aptitudes, abilities ( <i>including skills gaps</i> ), and supportive service needs	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Labor exchange services, including job search and placement assistance, career counseling, provision of information on in-demand industry sectors and occupations, provision of information on non-traditional employment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Appropriate recruitment and business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A

<p>Provision of workforce and labor market information including accurate information relating to:</p> <ul style="list-style-type: none"> <li>• job vacancy listings in labor market areas,</li> <li>• information on job skills necessary to obtain the vacant jobs listed</li> <li>• information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement</li> </ul>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>N/A</p>
<p>Provision of information (in usable and understandable languages and formats) regarding how the State and local area are performing on the performance accountability measures</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>N/A</p>
<p>Provision of information on:</p> <ul style="list-style-type: none"> <li>• Performance and cost information on eligible providers of training by the program</li> <li>• Eligible providers of Youth workforce investment activities</li> <li>• Providers of adult education</li> <li>• Providers of career and technical education activities available to school dropouts</li> <li>• Providers of career and technical education activities available to school dropouts</li> <li>• Providers of vocational rehabilitation services</li> </ul>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>N/A</p>
<p>Provision of information (in usable and understandable formats and languages) relating to the availability of assistance and supportive services, and appropriate referrals to those programs, services and assistance including:</p> <ul style="list-style-type: none"> <li>• Childcare</li> <li>• Child support</li> <li>• Medical or child health assistance through states' Medicaid and Children's Health Insurance program</li> <li>• SNAP benefits</li> <li>• Assistance through earned income tax credit</li> <li>• TANF assistance, including other supportive services and transportation provided by that program</li> </ul>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>N/A</p>
<p>Provision of meaningful assistance to individuals seeking assistance in filing a claim for unemployment</p>	<p>YES</p>	<p>NO</p>	<p>N/A</p>

<p>insurance compensation including:</p> <ul style="list-style-type: none"> <li>• Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and rights and responsibilities of claimants; or</li> <li>• Providing assistance by phone or via other technology, as long as the assistance is provided by trained staff within a reasonable time</li> </ul>	<p><input type="checkbox"/></p> <p>YES</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p>NO</p> <p><input type="checkbox"/></p>	
<p>Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not funded under WIOA</p>	<p>YES</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>N/A</p>

<b>INDIVIDUALIZED CAREER SERVICES</b>			
Comprehensive and specialized assessment of skills levels and service needs of adults and dislocated workers including: <ul style="list-style-type: none"> <li>• Diagnostic testing and use of other assessment tools</li> <li>• In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals</li> </ul>	YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/>	N/A
Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including list of, and information about eligible training providers	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Group counseling	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Individual counseling	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Career planning (e.g., case management)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Internship and work experience (including transitional jobs) that are linked to careers	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Workforce preparation activities (as described in 34 CFR 463.34)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Financial literacy services available through WIOA Title I youth program, including: <ul style="list-style-type: none"> <li>• Supporting ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals</li> <li>• Supporting the ability to manage spending, credit, debt, including credit card debt, effectively</li> </ul>	YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/>	N/A



Out of Area job search assistance and relocation assistance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
English language acquisition programs and integrated education and training programs	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
<b>FOLLOW UP CAREER SERVICES</b> per 20 CFR 678.430(c)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A
Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment			N/A
<b>BUSINESS SERVICES</b> per 20 CFR 678.435	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A

**Question:**

- In addition to the labor exchange activities and labor market information described in **Basic Career Services** section above, please name any additional services one-stop staff provide to business customers. (Please refer to 20 CFR 678.435(b) and (c) for examples of some customized business services). N/A

### Section III: Physical and Programmatic Accessibility

One-Stop sites (including connection sites) must be assessed for compliance with requirements under WIOA Sec. 188 and 29 CFR 38.13 for physical and programmatic accessibility. The following indicators are considered for all one-stop site certification. More than one indicator may be selected.

INDICATOR	DESCRIPTION/COMMENTS
<b>Physical Accessibility</b>	
<p>Center has completed a Comprehensive ADA Assessment within the last 3 years and resulted in satisfactory compliance with all requirements.</p> <p>A copy of the physical accessibility assessment is included.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>ADA Checklist for Existing Facilities 20 Existing Facilities W</p>	<p>Yes, see Attachment C and supporting documents</p>
<p>Physical assessment conducted within the last 3 years resulted in unsatisfactory results - technical assistance/corrective actions have been documented.</p> <p>A copy of the technical assistance/corrective action report is included.</p>	<p>No</p>
<b>Programmatic Accessibility</b>	
<p>Center provides reasonable accommodations for individuals with disabilities, including making reasonable modifications to policies, practices, and procedures.</p>	<p>Yes</p>
<p>Center administers programs in the most integrated setting appropriate to ensure individuals with disabilities receive equitable and inclusive services.</p>	<p>Yes</p>
<p>Center ensures communications with persons with disabilities are as effective as communications with others, including providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.</p>	<p>Yes</p>

See also [ADA Accessibility Standards \(enhanced single file version\) \(access-board.gov\)](https://www.access-board.gov/ada-standards/)

**Questions:**

7. Please explain how the one-stop site ensures equal access for individuals with disabilities and individuals with limited English proficiency to participate in or benefit from one-stop center services. We have taken steps to ensure that accessibility is not a one-time project, but is an ongoing process of improvement. Our Product team includes accessibility and usability criteria for any new feature or improvements to existing features. The User Experience team approaches new designs and improvements through the lens of the Guidelines and usability practices. As our development teams write new code for those designs, they are refining consistent practices for accessibility according to the Guidelines and usability insights, and applying those systematically to the application. Our Quality Assurance team tests each new feature using a variety of assistive technology such as screen readers and high contrast displays. We have put in place automated tests to ensure that new changes do not violate the basic structures recommended in the Guidelines. In addition, we have developed internal processes to ensure new and current employees have the tools they need to make the right choices for accessibility and usability.
  
8. Describe, in detail, how staff ensure the full range of services in the one-stop are available to all one-stop customers and ensures nondiscrimination in the delivery of services? As part of our design and development process, we have worked with third-party experts to review our products, identify accessibility goals based on the Guidelines and have created a plan to meet these goals as we update and improve our websites overall. Our team has been trained in how to implement the Guidelines in the design, development, and testing of the websites and has made a number of significant changes to the services over the last five years. They are working steadily to align all of the services with the Guidelines, and the regulations that use the Guidelines as their measure. More information can be found on the library website at <https://timberland.bibliocommons.com/info/accessibility/>

**Section IV: Common Identifier**

WIOA Section 121(e)(4) and WIN 0025 require the one-stop delivery system to use a common identifier on all products, programs, activities, services, electronic resources, facilities, and related property and materials. In Washington, the common identifier is “WorkSource” as the unifying name and brand. In addition, the one-stop delivery system must also use the tag line “a proud partner of the American Job Center network” in accordance with TEGl 16-16 (see the [AJC style guide](#)).

As part of the site visit, certification team will review a sampling of posters, handouts, facility signage, and electronic resources for compliance.

BRANDING AND COMMON IDENTIFIER			DESCRIPTION/COMMENTS
Staff have been trained on WorkSource branding expectations and know where to access WorkSource branding materials.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	



Center ensures the EO tagline is included in all marketing materials for WorkSource and WIOA programs.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Staff have been trained on the EO tagline and WA Relay 711 and know where to access the tagline for marketing materials and when to use the EO tagline and WA Relay 711. YES	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

Recruitment brochures and other materials, including pamphlets, flyers, and other publications distributed or communicated in written or oral form, electronically or on paper, for customers, staff or the general public that describe programs financially assisted under Title I of WIOA or the requirements for participation by recipients and participants will include the following EO Tagline:

**English**

“(name of recipient) is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

**Spanish**

“(name of recipient) es un empleador/programa con oportunidades equitativas. Previa solicitud equipos auxiliares y servicios están disponibles para los individuos con discapacidades.”

**Plural tagline (used when listing more than one organization)**

“(name of recipient and name of recipient) are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.”

Program information that is broadcast in the news media and electronically such as on television and radio or on a large screen monitor must also include the tagline.

If a phone number is included, the Washington Relay Service number must also be provided, either next to the phone number or at the end of the tagline:

**English**

Washington Relay Service 711

**Spanish**

Servicio de Retransmisión Washington 711

**Section V: Compliance with 29 CFR Part 38-Implementation of the Nondiscrimination and EO Provisions of WIOA**

Implementation of WIOA Nondiscrimination & EO Provisions			DESCRIPTION/COMMENTS
Center does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
The LWDB Equal Opportunity Officer annually reviews the Center's policies, procedures, services, and facility for accessibility and equal opportunity and then provides recommendations and staff training, where needed.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
The LWDB Equal Opportunity Officer trains Center staff on the nondiscrimination and equal opportunity provisions of WIOA. Center staff are required to take the training at least every two years.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Center provides meaningful access for individuals that do not speak English as their primary language and those who have limited ability to read, speak, write, or understand English, including free interpretation and translation services.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Center displays the Equal Opportunity is the Law poster, in English and Spanish, in reasonable numbers and places where customer's receive services, and in staff break rooms.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Center follows discrimination complaint procedures developed by the LWDB.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

**Section VI: System Requirements**

**Questions:**

9. Please explain how this one-stop site captures and responds to both job seeker and business customer feedback. Both job seeker and business customer feedback is evaluated regularly and discussed in staff meetings to improve services. Serious complaints are addressed through the libraries formal compliant procedure.
10. How is customer satisfaction measured in this one-stop site? The Timberland Regional Library conducts it's own customer satisfaction feedback through email and in-person feedback forms.
11. Please explain how the one-stop site uses the state-mandated MIS for tracking customers and services. The connection site does not use the MIS system for tracking; however, customers are encouraged to register on WorkSourceWA

**Section VII: Organization and Management**

**Questions:**

12. Please explain how this one-stop site strives for continuous improvement. N/A
13. Please explain how customer feedback informs and guides local workforce service delivery. N/A
14. Does the one-stop site facilitate integrated partnerships?  Yes /  No If so, please explain how. N/A
15. Please explain how services are organized in the one-stop. For instance, are services organized by function, program, or other means? N/A
16. Please explain the activities and processes in place for ensuring all staff, regardless of specific program, are kept informed of policies and procedures and professional development opportunities. N/A
17. Please explain the procedures in place to assure coordination of and avoid duplication among one-stop delivery system partner programs. N/A
18. Memorandum of Understanding (MOU) is in place describing (at a minimum)  Yes /  No
  - the services to be provided in the local one-stop system and this one-stop site, and
  - agreement on funding the costs of services and operation cost of the system.
19. One-stop operator was competitively procured.  Yes /  No Date: N/A



Timberland Regional  
**LIBRARY**

To: One-Stop Committee

From: Cheryl Heywood, Executive Director of the Timberland Regional Library system

Date: 10/6/2023

Please find attached the requested policy and accompanying docs.

Here's information about the new website, going live October 23, available now for preview:

New website + catalog - [Accessibility Statement from BiblioCommons](#) is in the footer:  
"An important part of our commitment to those using assistive technology includes the implementation of Web Content Accessibility Guidelines (WCAG) 2.1 level AA, which we'll just call the "Guidelines" for the rest of this document. Beyond these Guidelines, we have also set the goal of meeting the more broadly defined usability needs of users of assistive technology."

Coming next year:

Creating new promotional mediums such as Podcasts, video with closed captioning, and social media campaigns in languages other than English.

**This year - Facilities:**

- ADA audits for all TRL owned buildings completed.
- Library visits to include ADA review
- Operations Coordinator adding ADA section to Facilities Maintenance Plan
- Implementation of ADA improvements in all building refresh and remodel projects; review furniture, staff work areas, restrooms, and patron areas.
- Also, new photos of all libraries (inside and out), under each library location on new website, so you can see the layouts, furniture, etc.

Please let me know if you need additional information,  
Cheryl

*All Timberland Regional Library incoming/outgoing email messages are subject to public disclosure requirements per Washington State's Public Record Act, chapter 42.56 RCW. Senders and receivers of Library email should presume that this email and any attachments are subject to release upon request, and to state record retention requirements.*



## Digital Equity at TRL

### Overview

Founded in 1968, Timberland Regional Library (TRL) is a public library system that provides library services to the residents of five counties in Southwest Washington State: Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties including members of multiple indigenous tribal communities. Under Washington State law, TRL is an Intercounty Rural Library District and is funded primarily by property taxes in the 5-county area. TRL provides information, reading, and lifelong learning services at 29 libraries, offering over 1 million items to over 550,000 people.

**TRL's Strategic Direction** for 2020-2024 highlights a specific focus on Equity, Diversity and Inclusion including a goal to improve service to members of our community with disabilities and other access barriers. Toward this goal, TRL works to promote digital equity by providing free access to computers, technology, the internet and related services to all community members in our service area.

### Library Cards

Available to residents of our 5-county service area and beyond.

- Internet, Basic and Regular Library cards provide access to print, digital and online resources at different levels depending on identification and address verification.
- Business and Institutional Cards provide organizations access to library materials for professional use.
- Reciprocal and cooperative agreements with public libraries throughout the state expand the availability of TRL library cards beyond our 5-county region.

### Wi-Fi and Computer Access

- Wi-Fi available daily 6 am – midnight (*except at Hawks Prairie 6 am – 9 pm.*)
- Cardholders receive a \$44 per month printing credit to use for printing and copying in black and white (\$0.10/page) and color (\$0.25/page).
- Mobile Printing available – upload documents from home or from a device and release at library print station to bypass public internet computers.
- Unlimited document scanning and faxing services.
- Chromebooks available for checkout.
- iPads available for in-library use checkout.
- General download speed for all branches: 100MBS Administrative Service Center: 1GBS

Note: Data sets available on the library's Open Data Portal provide additional technology information such as the number of computers available, internet and Wi-Fi sessions used, and similar data.

05.2023



### Computers by Library

LIBRARY	INTERNET STATIONS	PUBLIC PRINT/COPY	CATALOG STATIONS
Aberdeen	17	3	5
Amanda Park	3	1	1
Centralia	16	2	2
Chehalis	14	2	1
Elma	8	1	2
Hawks Prairie	4	1	1
Hoquiam	7	2	4
Hoodsport	4	1	0
Ilwaco	6	1	1
Lacey	30	3	8
McCleary	3	1	1
Montesano	4	1	2
Mountain View (Randle)	4	1	1
Naselle	2	1	1
North Mason (Belfair)	9	2	1
Oakville	3	1	1
Ocean Park	7	1	1
Olympia	23	3	4
Packwood	4	1	1
Raymond	7	2	1
Salkum	4	1	1
Shelton	11	3	2
South Bend	4	1	0
Tenino	6	1	0
Tumwater	22	2	4
Westport	5	1	1
Winlock	5	1	1
West Olympia	6	1	0
Yelm	11	3	3

### Internet, Catalog and Public Printing Stations

All public internet stations have Windows 10 installed with access to Microsoft Office products including Word, PowerPoint and Excel.

Internet stations are available on a drop-in basis or may be reserved up to one week in advance.

Public printing stations include copying, scanning and faxing capabilities. Staff are here to help!

Catalog stations do not require a library card and provide access to the library catalog as well as online resources provided by TRL.

### Digital Literacy Online Resources

[DigitalLearn.org](https://www.digitallearn.org/) (English/Spanish)

A collection of self-directed tutorials, modules are video-based with narration, typically 6 to 22 minutes long.

[LinkedIn Learning Library](#) (available in 11 languages)

Provided by the Washington State Library. Focuses on software, technology, business, creative skills. [See tutorial video](#) on YouTube for tips on accessing for free with a TRL library card.

[Niche Academy E-tutorials](#)

[Northstar Digital Literacy](#)

Provided by the Washington State Library. Tests computer skills; build skills in key areas, can earn certificates/badges.

[Universal Class](#)

Instructor-lead courses on a variety of topics, including software and technology.

### Early Learning Resources

[ABCmouse](#) (English/Spanish)

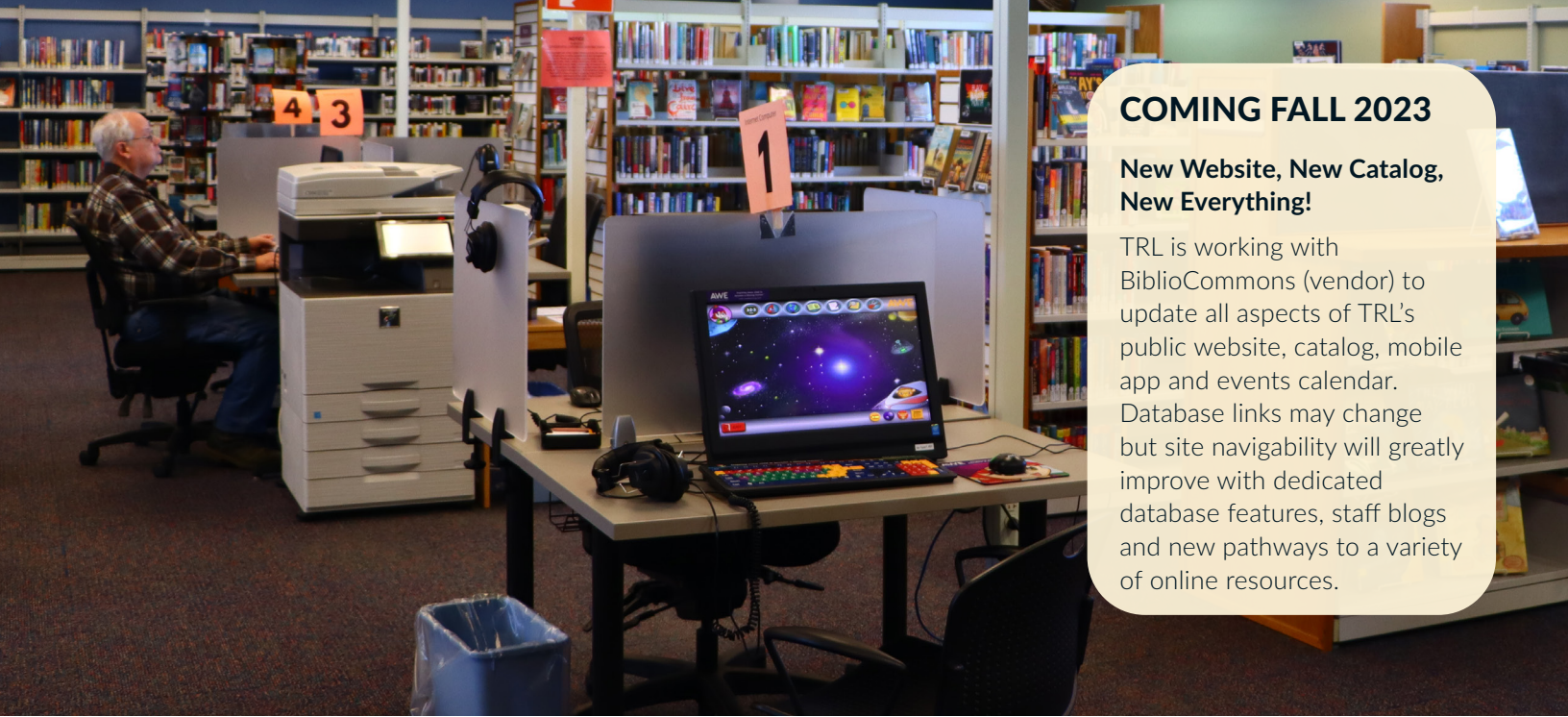
[TumbleBookLibrary](#) (English/Spanish)

[Scholastic Teachables](#)

[Kanopy for Kids](#)

### A-Z List of All Online Resources

- A to Z Maps Online
- A to Z the USA
- A to Z World Food
- ABCmouse.com
- Aberdeen Daily World (NewsBank)
- America's News (NewsBank)
- Ancestry Library Edition Library Use Only
- Animal Life Encyclopedia - Grzimek
- AR BookFinder
- Biographical Dictionary of Popular Musicians
- Britannica Escolar (Español)
- Britannica Library
- Britannica Moderna (Español)
- Business Plans Handbook (Gale eBooks)
- Cambridge Dictionary
- Career Connect Washington
- Career Cruising
- Career Preparation (LearningExpress Library)
- CareerOneStop
- Centralia Chronicle (NewsBank)
- Chilton Online Auto Repair Manuals
- Chinook Observer (NewsBank)
- Code.org
- College Admissions Test Preparation (LearningExpress Library)
- Consumer Reports
- Contemporary Musicians
- CultureGrams
- Cyndi's List
- DigitalLearn.org
- Ethnic Groups of the Americas
- Family Search
- Find a Grave
- FirstSearch (OCLC)
- Fish & Amphibians
- Gale Academic OneFile
- Gale Business Insights
- Gale Business: Entrepreneurship
- Gale Business: Entrepreneurship - Business Plans
- Gale Directory Library
- Gale eBooks (formerly Gale Virtual Reference Library)
- Gale General OneFile
- Gale Health & Wellness
- Gale in Context - High School
- Gale in Context - Middle School
- Gale in Context - Opposing Viewpoints
- Gale in Context - Science (formerly Science in Context)
- Gale in Context: Elementary
- Gale Legal Forms - WA State
- Gale Medical eBooks
- Gale OneFile: Informe Academico
- Global Road Warrior
- Got Resume Builder
- GrantSelect
- Grzimek's Animal Life Encyclopedia
- HeritageQuest Online
- Hobbies & Crafts Reference Center
- Home Improvement Reference Center
- Kanopy and Kanopy Kids
- LearningExpress Library
- Legacy Washington
- Legal Information Reference Center
- LinkedIn Learning for Library
- Literature eBooks from Gale
- Mammals
- Morningstar Investment Research Center
- New York Times via ProQuest (1980-present)
- NewsBank
- Newspaper Archive
- Newspapers at the Washington State Library
- Northstar Digital Literacy
- Northwest Digital Heritage
- Northwest Digital Heritage - Digital Public Library of America
- NoveList K-8 Plus
- NoveList Plus
- Olympian (NewsBank)
- OverDrive Digital Magazines
- OverDrive Download Collection
- PressReader
- ProCitizen: Prepare for the U.S. Citizenship Test
- Pronunciator Language Learning
- Reference Solutions by Data Axle (formerly Reference USA)
- Roots Web
- Sanborn Maps 1867-1970
- Scholastic Teachables
- Seattle Times Collection (NewsBank)
- Small Business Reference Center
- Small Engine Repair Reference Center
- TumbleBooks
- Universal Class
- US Gen Web
- US Newsstream
- Value Line On-line Investment Research
- Vidette (NewsBank)
- Washington Rural Heritage - Timberland Digital Collection
- Washington Rural Heritage Project
- Washington State Newspaper Collection via NewsBank
- Wayfinder WorldCat (OCLC) Washington Libraries
- WSL Biblioboard Ebook Collection



## COMING FALL 2023

### New Website, New Catalog, New Everything!

TRL is working with BiblioCommons (vendor) to update all aspects of TRL's public website, catalog, mobile app and events calendar. Database links may change but site navigability will greatly improve with dedicated database features, staff blogs and new pathways to a variety of online resources.

### Mobile Apps [TRL.org/apps](https://www.trl.org/apps)

Apps are preloaded on TRL iPads for in-library use checkout. Available for Android and iOS.



TRL App



ABCMouse.com



Beanstack



Kanopy



Libby App



LinkedIn Learning



Pressreader



Pronunciator Language



Bluebird



Data Axle Reference Solutions



Tumblebooks

### Social Media



Timberland Regional Library Facebook and Instagram pages for the library district and individual community libraries. TRL shares library news as well as information from local and state government and community-based organizations on a wide variety of initiatives.

### We're here to help!

Library staff are available to provide drop-in technology assistance. Bring your own device or use a library computer. For in-depth assistance, call ahead and staff can schedule a time to provide dedicated one-on-one technology assistance.



Chat with us online

Monday – Saturday 9 am – 5 pm



Email: [asklib@trl.org](mailto:asklib@trl.org)



### TOOLS IN THE LIBRARY

Visit any of our 29 locations in Lewis, Pacific, Mason, Grays Harbor and Thurston Counties.



Wi-Fi



Computer use



Print/Scan/Fax

Remote Printing



iPads for in Library use

The Staff!



## Innovative Collections & Services

### Digital Collections – eBooks, eAudiobooks and Magazines

Large and growing collection of digital content available online via our [Overdrive collection](#): eBooks, eAudiobooks and eMagazines for all ages in multiple languages.



**VOX Books** are audio books that live in print books. The permanently attached VOX Reader transforms an ordinary print book into an all-in-one read-along.

Available in both English and Spanish.

### Library of Things Collections

provide unique borrowing opportunities to our community. Includes Math Backpacks, Plankton Kits, Stargazing Backpacks, Check Out Washington, Environmental Educations Backpacks, Explore your Forest Backpacks, Birding Backpacks, Fishing Kits, Light Therapy Lamps, and Musical Instruments.



**Playaways** are self-contained audiobooks for kids, teens and adults. Book and player all-in-one. No CDs and nothing to download. Just plug in headphones and press play.

**Launchpads** are tablets loaded with a world of learning with apps, videos, storybooks, games just for kids. 100% secure. No internet needed. Available in both English and Spanish.



**Assistive Devices** are available to check out in partnership with the Washington Assistive Technology Act Program (WATAP). Devices are organized into categories of Dressing, Kitchen, Household, Reading and Writing, Leisure,

Communication, and Computer Access.





## Innovative Collections & Services

**Common Access Card (CAC) Readers** for military personnel available for in-library use at any TRL branch.



**Expanded Access Hours (EAH)** provides library services, spaces and resources to our communities before and after normal staffed hours, expanding the reach of the library and giving community members more flexibility to visit when it works for them.



**MyTRL** is a partnership between TRL and the schools and learning communities in our 5-county service area. Students and educators

can take advantage of a wide range and depth of educational tools to facilitate all stages of lifelong learning.



### Access to Meeting Rooms & Study Rooms

Many TRL locations provide access to one or more spaces that individuals or groups may reserve for meetings, study, events and more. Reservations may be made by calling a branch or using our [online reservation system](#). Some locations offer meeting room access outside of staffed library hours.



### iPads

Available at all locations for check out to use during your visit. Read, view, and explore our digital TRL collections. TRL apps are available and ready to use.



## Online Small Business Resources



### Gale Business Insights

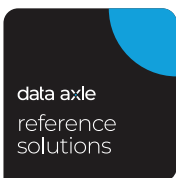
Compare global economies, countries, and industries with in-depth analysis on over 400,000 companies.

### Gale Business: Entrepreneurship

Learn how to start, finance, or manage your small business. Includes sample business plans, how-to guides, articles, and more.

### Gale Legal Forms

Washington State legal forms including real estate contracts, wills, bankruptcy, divorce, landlord tenant & many others.



### Data Axle Reference Solutions

Premiere source of business and residential information to locate people & businesses, conduct consumer research, create marketing plans, and search for jobs. Download up to 250 records at a time.



### GrantSelect

Searchable database containing the detailed requirements of over 20,000 funding sources for grants provided by over 5,000 organizations and foundations.

### Legal Information Reference Center

### Legal Information Reference Center

Understanding business & corporations, patents, copyright, trademarks, and financial planning.



### Small Business Center

Small businesses, common business types, and creating business plans. Get exclusive full text for many of the top consumer small business reference books.

## NATIVE BUSINESS CENTER

### Washington State Native Business Directory

This directory is an ever-growing resource that lets you search for Native-owned small businesses from a variety of industries throughout Washington State. These businesses have been categorized by industry.



## Online Small Business Resources



### PressReader

Access more than 7,000 of the world's top newspapers and magazines. Content from over 120 countries in 60 different languages. Catalog: Business & Current Affairs



### Newsbank

Newspapers from across the US, WA (Seattle Times, News Tribune, etc.) and our local area (Chinook Observer, Chronicle, Daily World, Olympian & Vidette).

### Community Resources for Small Business

- Washingtonworkforceportal.org
- Careeronestop Business Center
- Enterprise for Equity
- Evergreen BizLink
- Washington State Microenterprise Association
- Business.WA.gov
- Employment Security Department (ESD)
- Department of Revenue Washington State (DOR)
- U.S. Small Business Administration (SBA)
- Better Business Bureau© (BBB)
- Worksourcepacmtn.org
- WorkSource Business Resources
- Sign up for WorkSource Business Account
- PacMtn Business Solutions



### LinkedIn Learning for Library

Learn software, technology, creative, and business skills with over 16,000 courses and expanded language options. Classes in business, creative, technology and earn certificates.



### Universal Class

Online learning courses for people interested in the lifelong pursuit of knowledge. 500 courses without waiting for sessions to start or end. Topics include Accounting, Business, Entrepreneurship, Finance, Web Development, and more.



### TOOLS IN THE LIBRARY



Visit any of our 29 locations in Lewis, Pacific, Mason, Grays Harbor and Thurston Counties.



Wi-Fi

Computer use



Print/Scan/Fax

Remote Printing

iPads for in Library use

The Staff!



## Digital Literacy Resources



### DigitalLearn.org

DigitalLearn.org is a collection of self-directed tutorials to improve digital literacy. Courses cover basic skills, such as using a mouse & computer, navigating a web site, creating an email address and more specific topics like applying for jobs online, using Microsoft Word, searching for quality health information and staying safe online.



### Universal Class

Universal Class online learning courses for people interested in the lifelong pursuit of knowledge. There are over 500 courses that you can take at any time without waiting for sessions to start or end. Once enrolled in

a course, watch engaging videos, complete assignments, and receive feedback from instructors. For many courses a Continuing Education Unit (CEU) certificate is offered at successful completion.



### LinkedIn Learning for Library

Learn software, technology, creative, and business skills. Watch our YouTube Video to learn how to get logged in. For mobile access, see the apps page. The library ID is trl.



### Northstar Digital Literacy

Northstar Digital Literacy tests your computer skills. You can build skills in key areas, and demonstrate your knowledge by earning certificates and badges.



In the Olympia area? Visit the Teen Tech Tutors at the Olympia Timberland Library every first and third Friday from 4:30-5:45 PM. Get help with your computer, smartphone, or other device by working one-on-one with the library's great teen volunteers on a first-come, first-served basis. More information at [events.trl.org](https://events.trl.org)



### Books, ebooks and more!

Find books on topics like cybersecurity, software and smartphones on the shelf or in the catalog. These and many related topics are located at the beginning of the nonfiction section. Look for call numbers 004 and 005 or ask a staff member for help!

In our digital collection browse the "Computer Technology" topic to find a variety of downloadable ebooks and audiobooks.



### We're here to help!

Library staff are available to provide drop-in technology assistance. Bring your own device or use a library computer. For in-depth assistance, call ahead and staff can schedule a time to provide dedicated one-on-one technology assistance.



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Wi-Fi



Computer use



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The Staff!



# Americans with Disabilities Act (ADA) Title II Request for Accommodation

<b>REQUESTOR NAME:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>DAY PHONE:</b>	<b>EVENING PHONE:</b>	<b>E-MAIL ADDRESS:</b>

**Branch in which you request accommodation:**

<input type="checkbox"/>	Aberdeen	<input type="checkbox"/>	Ilwaco	<input type="checkbox"/>	Oakville	<input type="checkbox"/>	South Bend
<input type="checkbox"/>	Amanda Park	<input type="checkbox"/>	Lacey	<input type="checkbox"/>	Olympia	<input type="checkbox"/>	Shelton
<input type="checkbox"/>	Centralia	<input type="checkbox"/>	McCleary	<input type="checkbox"/>	Ocean Park	<input type="checkbox"/>	Tenino
<input type="checkbox"/>	Chehalis	<input type="checkbox"/>	Montesano	<input type="checkbox"/>	Packwood	<input type="checkbox"/>	Tumwater
<input type="checkbox"/>	Elma	<input type="checkbox"/>	Mt. View	<input type="checkbox"/>	Raymond	<input type="checkbox"/>	Westport
<input type="checkbox"/>	Hoquiam	<input type="checkbox"/>	Naselle	<input type="checkbox"/>	Salkum	<input type="checkbox"/>	Winlock
<input type="checkbox"/>	Hoodsport	<input type="checkbox"/>	North Mason	<input type="checkbox"/>	Service Center	<input type="checkbox"/>	Yelm

**Please describe your accommodation request:**

**Requestor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return completed form to:

Timberland Regional Library  
Administrative Services  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

**FOR TRL USE ONLY:**

<b>Date/Time Received:</b>	<b>Received by:</b>



# Americans with Disabilities Act – Enforcement of State and Federal Employment and Access Rights Complaint Procedure

Procedure Number: 013  
Supersedes Procedure #013 – 6/1/2019

Approved: 8/10/2020  
Authorized by: Executive Director

Effective: 8/1/2020 - 6/30/2025  
Review Date: 4/30/2025

1) **Purpose:**

To address requests for and complaints about Americans with Disability Act (ADA) accommodation while utilizing Timberland Regional Library (TRL) facilities, programs, services and activities.

2) **Scope:**

This procedure applies to all TRL patrons, employees, volunteers, and the general public.

3) **Background:**

Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities. This procedure outlines the provisions of Title II of the ADA, and the rights and obligations of individuals and TRL under federal and state law.

4) **Definitions:**

A. Qualified Individual: An individual with a disability who meets essential eligibility requirements for receipt of services or participation in programs, activities or services with or without:

1. Reasonable modification to a public entity's rules, policies or practices;
2. Removal of architectural communication or transportation barriers; or
3. Provision of auxiliary aids and services.

5) **Procedure:**

A. ADA – If anyone utilizing TRL facilities, programs, services or activities believes they have been discriminated against on the basis of a disability in connection with access to TRL facilities, programs, services or activities, they have the right to file a complaint.

1. The Library Manager or Deputy Director will provide the ADA Complaint Form upon request or direct the complainant to the form's location on the TRL website.
2. The completed ADA Complaint Form must be filed with the Deputy Director's office.
3. Individuals who require assistance in completing the ADA Complaint Form should contact the Deputy Director for assistance. The office of the Deputy

Director can be reached via telephone at 360-704-4554 or by email at [kjones@trl.org](mailto:kjones@trl.org).


- B. Equal Opportunity Employment – If employees and/or applicants believe they have been denied the rights afforded to them under state and federal employment law (see Equal Employment Opportunity Policy), they will be provided access to the complaint process listed below. The Deputy Director will act as compliance officer regarding such matters.
1. A complaint should be filed in writing, containing the contact information of the person filing it and a brief description of the alleged violation.
  2. A complaint should be filed as soon as possible, but preferably within 60 calendar days of alleged incident.
  3. An investigation of the complaint shall commence within 15 calendar days of receipt. At this time, the complainant and their representative (if appointed), may submit evidence relevant to the complaint to the Deputy Director.
  4. The Deputy Director or their designee shall issue a written response to the complainant and a description of the resolution, if any, within 15 calendar days of receipt.
  5. The Deputy Director maintains the files and records of all complaints.
  6. The complainant may request a reconsideration of the case in the event they are dissatisfied with the resolution provided. This request for consideration must be made to the Executive Director within 15 calendar days. Following receipt, the Executive Director must meet with the complainant within 15 calendar days to discuss the complaint and possible resolutions for it.
  7. The right of an individual to a prompt and equitable resolution of the complaint filed with TRL shall not be impaired by the individual's pursuit of other remedies as provided by law.

6) **References:**

- A. Equal Employment Opportunities Policy.
- B. Equal Opportunity to Participate Policy.

7) **Citations:**

- A Title II – Americans with Disabilities Act.

 8/10/2020

Cheryl Heywood, Executive Director

*By the enactment of this procedure the Executive Director of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this procedure.*

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# Americans with Disabilities Act - Equal Opportunity to Participate Policy

Policy Number: 013

Supersedes Policy #023 - 6/01/2019

Approved: 7/22/2020

Authorized by: Board of Trustees

Effective 8/1/2020 - 6/30/2025

Review Date: 4/30/2025

## 1) Purpose:

Timberland Regional Library (TRL) is committed to ensuring that all individuals have the equal opportunity to participate in and receive the benefits of TRL services, programs and activities.

## 2) Scope:

This policy applies to all TRL patrons, employees, volunteers, and the general public.

## 3) Background:

Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities. This policy outlines the provisions of Title II of the ADA, and the rights and obligations of individuals and TRL under federal and state law.

## 4) Definitions:

A. Qualified Individual: An individual with a disability who meets essential eligibility requirements for receipt of services or participation in programs, activities or services with or without:

1. Reasonable modification to a public entity's rules, policies or practices;
2. Removal of architectural communication or transportation barriers; or
3. Provision of auxiliary aids and services.

## 5) Policy:

A. This policy includes the opportunity to participate in all library programs, services, and activities, equivalent to that of individuals who are not disabled; and that individuals with disabilities shall not, on the basis of said disability, be screened out of a service, program or activity. Nor, shall any individual be excluded from participation in or denied the benefits of these services, programs or activities because of their disability.

B. TRL shall ensure that all programs and activities are accessible, but will not necessarily make each and every facility accessible, as long as all programs are accessible. There are several means by which TRL can make its programs readily accessible and usable by individuals with disabilities, including:

1. Redesigning equipment;
2. Assigning services or programs to alternative, accessible buildings;
3. Providing auxiliary aids;

4. Providing outreach services; or
5. Altering existing facilities or building new facilities.

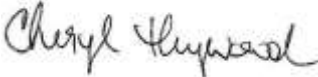
c. TRL shall reasonably modify its policies, practices or procedures to avoid discrimination. However, modifications will not occur where a particular modification would fundamentally alter the nature of the service, program or activity.

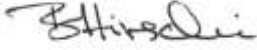
**6) References:**

- A. Americans with Disabilities Act/Enforcement of State and Federal.
- B. Employment and Access Rights Procedure.
- C. Americans with Disabilities Act Complaint Procedure Form.
- D. Americans with Disabilities Act Request for Accommodation Form.

**7) Citations:**

- A. Title II - American with Disabilities Act.

 7/22/2020  
Cheryl Heywood, Executive Director

 7/22/2020  
Brenda Hirschi, President

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*





**To:** PacMtn Board

**Date:** November 16, 2023

**Subject:** Regional Strategic Plan

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**Background:**

In 2023, PacMtn will develop a Regional Strategic Workforce Plan for the next four years. This local plan will serve as a blueprint for shaping a successful future for the region's workforce. The planning process is designed to assess the current landscape across the PacMtn region, identify opportunities, and set a clear direction for collective efforts. Our goal is to build a regional workforce development system that serves employers and job-seekers and strives to grow our economy by training workers for the jobs of tomorrow.

The local plan will serve as a guiding document that outlines priorities, objectives, and strategies for PacMtn over the next four years. It will provide a framework for decision-making, resource allocation, and collaboration across all of PacMtn's partners. By developing this plan we can maximize the impact of our work and create sustainable pathways to prosperity for job-seekers and businesses alike.

**What to expect:**

PacMtn believes that inclusive community engagement is vital to building a local plan that represents our region. Throughout this process, PacMtn will actively seek input from job-seekers, employers, and partners in the Regional Workforce System to understand current challenges and opportunities in our region and potential strategies or solutions to address those challenges.

**Update:**

To date, there has been 422 meaningful engagements, 214 surveys completed and numerous partner meetings and events have been completed to ensure inclusive and thorough feedback. Community engagement will continue through November, 2023. PacMtn has established a writing team that is leading the writing efforts for the Local Plan. The team has been meeting weekly, completing initial outlines, draft and workshopping the organizations Mission, Vision, Values and Priorities.

**Timeline:**



July 2023	Planning process kick-off
July - November 2023	Community Engagement Phase
September - November 2023	Local Plan development
November 2023	Draft Local Plan complete
January 2024	Public Comment Period
February 2024	PacMtn Board + Consortium approves 2024-2028 Local Plan + MOU



## MEMORANDUM

To: PacMtn Board

Date: November 16, 2023

Subject: PY2024-2028 One Workforce-PacMtn System Partnership Agreement

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### Background

Annually, PacMtn convenes partners to create and establish a system budget for the WorkSource Thurston County Comprehensive Site; known as the Infrastructure Funding Agreement (IFA), which is in our System Memorandum of Understanding (MOU). Typically, only the IFA is modified during the agreement period, however, this past year we did make some language changes to the MOU to align with Washington State policies that required signature approval.

Since the state plan, currently named the [Talent and Prosperity Plan](#) (TAP Plan), and our local plan, known as [PacMtn Strategic Plan](#), are due to be updated this year, we need to update our MOU again this year to get back on schedule. Once we obtain signatures this year, the MOU will not have to be negotiated again for 4 years and we will return to only negotiating the IFA annually.

### Next Steps

As per the requirements of the current system MOU/IFA, the following is a timeline to reach consensus and achieve a fully executed MOU/IFA for PY2024 - PY2028:

1. Notify partners that it is necessary to renew and execute the MOU/IFA - November 2023.
2. Partner Meetings - December 2023 through January 2024. This time will be used to gather input on the funding model and negotiate MOU updated language.
3. Anticipated MOU/IFA Draft release:
  - a. Release of the draft for final negotiations: **2/22/2024**
  - b. Direct contact with all singers (email/calls): **2/23/2024**
  - c. Weekly feedback and information sessions: **2/26/2024 - 3/15/2024**
  - d. Final input and closing negotiations: **3/15/2024**
  - e. Signature required to meet state deadline: **3/29/2024**

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

201 5<sup>th</sup> Ave SW Suite 401, Olympia, WA 98501 | [www.pacmtn.org](http://www.pacmtn.org)



## MEMORANDUM

**To:** PacMtn Executive Finance Committee Members

**From:** William Westmoreland, CEO  
Wil Yeager, CFO

**Date:** November 9, 2023

**Subject:** PY23 Final Budget

The Final Budget updates PacMtn's revenue by including new and revised grants and actual final carry-in amounts from grants that cross multiple years. The expense side is similarly adjusted. The attached budget documents offer a summary of the budget expected to provide needed services for the upcoming year. This version of the budget refines the PY23 Preliminary Budget with the actual grant award amounts, final determinations of carry-in funding and anticipated expenses from those grants.

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 \$14,583,512** This is **\$4.66M higher** than the estimate in the Preliminary Budget and **\$3M higher** than PY22 budget. It is also **\$400K** above the **PY22 End of Year Budget** (final budget mod). All excellent news given the 15% reduction in formula and there are still additional funding opportunities available before the end of the program year.

There are 3 main reasons for the increase in funds: **1)** even though there were smaller federal allotments of WIOA formula funding to Washington State (-15% for PacMtn), the Governor released the discretionary dollars and sent them out to the Local Work Force Boards (LWDB) which kept PacMtn on par with last year. **2)** The Governor's focus on poverty reduction through Economic Security for All (EcSA) has increased the allotment of non-federal state dollars to the LWDB. The legislator has approved \$200M as a state appropriation to be used through the community reinvestment account. **3)** PacMtn has continued to aggressively pursue additional funding to support the needs in our communities.



### **New Grants: Revenue Changes**

**WIOA Formula Funding** – PacMtn was slated to see a **\$680K decrease** in funding but due to the Governor’s release of discretionary funding the final allotment was par with PY22 funding.

PacMtn also learned of an additional funding available from the prior year (P22/FY23) WIOA formula dollars that other LWDB were unable to spend. PacMtn requested a share of the funding and received **\$125K**. These additional funds increased the preliminary budget by **\$938,512**.

**Military Transition – Community Project Grant** – PacMtn received award confirmation from Senator Murray for the **\$1.5M** appropriation to support military transition efforts through the PacMtn WorkEx Program. While included in the revenue forecast for PY23, this funding will be delayed due to ongoing congressional budget situation. The delay may prevent access to the funding in the current program year. As a result, we have not planned any spending against the funding this program year and show the funding as carryforward dollars.



**Boeing** - funding was received in the amount of **(\$100,000)**, This is a **\$10K** increase over what was asked. These **are** private sector funds and are designed to support WorkEx (internships for transitioning service members)

**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.

PacMtn has been awarded **\$790K** to expand EcSA poverty work and **\$1.25M** in funding to support business services from the reinvestment fund.

### **Continuing Specialty Grants Fund Work**

**QUEST DWG** – Adjusted funds carried forward from PY22 in the amount of **(\$979,478)**. This is a **decrease** of **\$28K** from the preliminary budget.

These 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.

**Opioid Disaster NDWG** – Adjusted funds carried forward from PY22 in the amount of **(\$711,603)**. **Down \$7K** below estimate.

This is a continuation of a grant that was issued in two increments. The second increment was slow in coming but has been approved. Part of getting the second increment of funds required PacMtn to release of **\$20K** in funding to ESD to continue to support the grant during our extension until the end of PY23.

**Ag Labor** – Adjusted funds carried forward from PY22 in the amount of **(\$493,196)**. **Up \$30K overestimate**. 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)** – Adjusted funds carried forward from PY22 in the amount of **(\$1,260,190)** this is a **decrease \$50K** from the preliminary budget.

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** – Adjusted funds carried forward from PY22 in the amount of **(\$336,084)** is an **increase of \$100K**. The increase is primarily due to local organizations not timely invoicing in prior program year. We have worked with our partners to help them invoice and get caught up. This grant is scheduled to **end 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** – Adjusted funds carried forward from PY22 in the amount of **(\$134,934)** is a **decrease of \$42K** this grant 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)** – Adjusted funds carried forward from PY22 in the amount of **(\$99,098)** is an increase of **\$20K** over the estimate. This grant is 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** – Adjusted funds in the amount of **(\$196,778)** is an **increase of \$72,945** due to a change in accounting. Actual increase is **3% over prior funding**.

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.

**Lightweight Innovations for Tomorrow (LIFT) secured by (Thurston Chamber)** – Adjusted funds in the amount of **(\$54,460)** This is a **decrease of \$95K** due to the funder running out of funding and recalling the grant.

LIFT funding was to be used to pay for training related to WorkEx. 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	36.8%
Competitive Grants DOL Grants	33.0%
State EcSA	5.4%
Department of Commerce (Including poverty reduction funding)	15.2%
Other Misc. Grants	9.7%

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 33.8% of total planned expenditures. Even though we had an increase in staff costs and large expenditure in costs associated with the creation of a 4-year plan we have kept the same percentage of costs.

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

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

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

1. Increase in Staffing by 1 resulting in an increase in pay and benefits for this PY budget of **\$80K**. Additionally, there were several pay adjustments based on HR pay review.
2. The costs of other miscellaneous activities increase **\$86K** around the plan, media efforts and configuration of LaunchPad.

**Critical Investments: New or Continuing**

- **PacMtn One-Stop Operator and Operations-- \$145K.** PacMtn’s One Stop Operator cost **\$135K** and there is **\$10K** 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 Final Budget, as presented or revised by the Executive Finance Committee.
- Directs staff to make final preparations for the full Board Discussion November 16, 2023 and the Elected Official Consortium review and vote November 30, 2023.



# PY 23 Revenues - \$14,583,512

## WIOA Formula Grants \$5,366,528

Admin Cost Pool  
\$542,907

Adult \$1,434,696

Dislocated Worker  
\$1,696,797

Youth \$1,692,127

36.8%

## WIOA Competitive Grants \$4,806,218

Opioid Disaster  
\$711,603

Pathways Home  
\$1,260,191

Quest DWG  
\$979,479

Economic Security for All  
Fed \$354,945

Military Transition - Com-  
munity Project 1,500,000

33.0%

## State EcSA \$781,150

Economic Security for All  
\$472,267 Below 200%

Economic Security for All  
\$200,550 Above 200%

Economic Security for All  
\$108,333 Business Nav.

5.4%

## Dept of Commerce Grants \$2,215,064

CDBG - 164,778

EcSA- Participant  
790,547

EcSA - Business Ser-  
vices 1,259,739

15.2%

## Other, State, Local Funding \$1,414,553

Thurston Job Cham-  
pions - \$336,085

City of Olympia -  
\$134,934

Thurston County  
Jail - \$196,779

Treatment Sales  
Tax (TST) - \$99,098

Boeing - \$100,000

LIFT - \$54,460

Ag Labor -  
\$493,196

9.7%

# PY 23 Expenses - \$9,354,040

## Direct Participant Services

- Adult/DW/Youth
- J2J, TST
- In-House Programs

**\$4,979,000**

- Opioid, Pathways
- Thurston Job Champ

53.2%

## Business Solutions

- Business Services
- Military Transition

**\$872,539**

- Quest
- Opioid

9.3%

## Special Impact Projects

- ISD Partner Convening
- One Stop Professional Development

**\$310,000**

- Quest Contracts

3.3%

## Misc. Contracts

- Apprenticeships
- LMI

**\$23,914**

- ESD Marketing

.3%

## Administrative Services

- Admin Office Operations
- One Stop Operator

**\$3,168,587**

- Mad Cap
- LMI

33.9%



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)	-	-	-	-	542,906.97	542,906.97
WIOA Adult	575,000.00	65,000.00	-	4,731.33	789,965.44	1,434,696.77
WIOA Dislocated Worker	535,000.00	340,000.00	-	4,731.33	817,065.98	1,696,797.31
WIOA Youth	855,000.00	40,000.00	-	4,731.34	792,395.84	1,692,127.18
<i>Subtotal</i>	1,965,000.00	445,000.00	-	14,194.00	2,942,334.23	5,366,528.23

**Competitive DOL/WIOA Grants**

Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	567,796.48	-	-	-	143,806.98	711,603.46
Pathway Home (07/01/22-12/31/2025)	869,548.83	-	-	-	390,641.75	1,260,190.58
Quest DWG (10/01/22-09/30/24)	422,835.00	-	200,000.00	-	356,643.53	979,478.53
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	255,000.00	-	-	-	99,945.00	354,945.00
Military Transition - Community Project Grant	-	954,000.00	-	-	546,000.00	1,500,000.00
<i>Subtotal</i>	2,115,180.31	954,000.00	200,000.00	-	1,537,037.26	4,806,217.57

**State EcSA**

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
<i>Subtotal</i>	520,550.00	-	-	-	260,600.00	781,150.00

**Department of Commerce Grants**

Community Development Block Grant (CDBG)	150,179.40	-	-	-	14,598.46	164,777.86
Commerce EcSA - Participant Services	731,601.00	-	-	-	58,946.00	790,547.00
Commerce EcSA - Business Services	-	1,171,320.00	-	-	88,419.00	1,259,739.00
<i>Subtotal</i>	881,780.40	1,171,320.00	-	-	161,963.46	2,215,063.86

**Other Grants**

Thurston Job Champions Network (Ends 10/31/23)	277,523.73	-	-	-	58,560.80	336,084.53
City of Olympia Journey to Jobs (Ends 12/31/23)	110,414.38	-	-	-	24,520.05	134,934.43
Thurston County Jail Program	101,194.78	-	-	-	95,584.04	196,778.82
Boeing	-	-	-	-	100,000.00	100,000.00
TST Community Grant	76,565.78	-	-	-	22,532.58	99,098.36
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	47,538.67	-	-	-	6,921.42	54,460.09
Ag Labor (02/14/2023-12/31/2024)	493,196.48	-	-	-	-	493,196.48
<i>Subtotal</i>	1,106,433.82	-	-	-	308,118.89	1,414,552.71

<b>Total Revenue</b>	<b>6,588,944.53</b>	<b>2,570,320.00</b>	<b>200,000.00</b>	<b>14,194.00</b>	<b>5,210,053.84</b>	<b>14,583,512.37</b>
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Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
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**Budgeted Expenditures:**

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
<b>WIOA Formula</b>						
<i>Contracted Programs: Adult</i>	575,000.00	-	-	-	-	575,000.00
<i>Dislocated Worker</i>	425,000.00	-	-	-	-	425,000.00
<i>Youth</i>	825,000.00	-	-	-	-	825,000.00
<i>Youth Training and internships</i>	-	30,000.00	-	-	-	30,000.00
<i>Incumbent Worker Training</i>	-	100,000.00	-	-	-	100,000.00
<i>Business Services</i>	-	400,000.00	-	-	-	400,000.00
<i>Military Transition</i>	-	45,000.00	-	-	-	45,000.00
<i>Apprentice Connections</i>	-	-	-	10,000.00	-	10,000.00
<i>ESD System Outreach match</i>	-	-	-	4,194.00	-	4,194.00
<i>One Stop Professional Development</i>	-	-	10,000.00	-	-	10,000.00
<i>Subtotal</i>	1,825,000.00	575,000.00	10,000.00	14,194.00	-	2,424,194.00
<b>Competitive DOL/WIOA Grants</b>						
<i>Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half</i>	497,796.48	70,000.00	-	-	-	567,796.48
<i>Pathway Home (07/01/22-12/31/2025)</i>	638,732.00	-	-	-	-	638,732.00
<i>Quest DWG (10/01/22-09/30/24)</i>	133,115.00	180,000.00	300,000.00	9,720.00	-	622,835.00
<i>Economic Security for All (EcSA) (02/01/22-03/31/25) Federal</i>	255,000.00	-	-	-	-	255,000.00
<i>Military Transition - Community Project Grant</i>	-	-	-	-	-	-
<i>Subtotal</i>	1,524,643.48	250,000.00	300,000.00	9,720.00	-	2,084,363.48
<b>State EcSA</b>						
<i>Economic Security for All (EcSA) (07/01/23-06/30/24) State Below 200%</i>	320,000.00	-	-	-	-	320,000.00
<i>Economic Security for All (EcSA) (07/01/23-06/30/24) State Above 200%</i>	200,550.00	-	-	-	-	200,550.00
<i>Economic Security for All (EcSA) (07/01/23-06/30/24) State Business Nav</i>	-	-	-	-	-	-
<i>Subtotal</i>	520,550.00	-	-	-	-	520,550.00
<b>Department of Commerce Grants</b>						
<i>Community Development Block Grant (CDBG)</i>	150,179.40	-	-	-	-	150,179.40
<i>Commerce EcSA - Participant Services</i>	-	-	-	-	-	-
<i>Commerce EcSA - Business Services</i>	-	-	-	-	-	-
<i>Subtotal</i>	150,179.40	-	-	-	-	150,179.40
<b>Other Grants</b>						
<i>Thurston Job Champions Network (Ends 10/31/23)</i>	277,523.73	-	-	-	-	277,523.73
<i>City of Olympia Journey to Jobs (Ends 12/31/23)</i>	110,414.38	-	-	-	-	110,414.38
<i>Thurston County Jail Program</i>	53,694.78	-	-	-	-	53,694.78
<i>Boeing</i>	-	-	-	-	-	-
<i>TST Community Grant</i>	76,565.78	-	-	-	-	76,565.78
<i>Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)</i>	-	47,538.67	-	-	-	47,538.67
<i>Ag Labor (02/14/2023-12/31/2024)</i>	440,428.94	-	-	-	-	440,428.94
<i>Subtotal</i>	958,627.61	47,538.67	-	-	-	1,006,166.28
<b>Program Expense Total</b>	<b>4,979,000.49</b>	<b>872,538.67</b>	<b>310,000.00</b>	<b>23,914.00</b>	<b>-</b>	<b>6,185,453.16</b>

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total
<b>Administrative Services</b>						
<u>Administrative Office Operations</u>						
Salaries					1,499,438.45	1,499,438.45
Benefits					661,452.06	661,452.06
Travel & Training					132,761.71	132,761.71
Professional Services					179,166.51	179,166.51
Facilities					198,633.14	198,633.14
Supplies & Communications					42,842.98	42,842.98
Equip/Maintenance/Rentals					9,120.00	9,120.00
Depreciation					-	-
Insurance					11,161.99	11,161.99
Memberships					18,230.00	18,230.00
Misc.					51,360.00	51,360.00
Admin Office Subtotal					2,804,166.83	2,804,166.83
<u>Other Activities</u>						
Sector Strategies and LMI					25,000.00	25,000.00
Point North Local Plan					90,000.00	90,000.00
Media					70,500.00	70,500.00
HR Consulting (Employee Retention)					23,920.00	23,920.00
Launch Pad Scope					20,000.00	20,000.00
Other Subtotal					229,420.00	229,420.00
One Stop Operator					135,000.00	135,000.00
One Stop Operator Subtotal					135,000.00	135,000.00
<b>Administrative Expense Total</b>					<b>3,168,586.83</b>	<b>3,168,586.83</b>
<b>Total Expenditures</b>	<b>4,979,000.49</b>	<b>872,538.67</b>	<b>310,000.00</b>	<b>23,914.00</b>	<b>3,168,586.83</b>	<b>9,354,039.99</b>

<i>Admin Office Formula Carry Forward to PY24</i>						<b>999,953</b>
<i>Admin Office Carry Forward Ongoing Grants to PY24</i>						<b>967,914</b>
<i>Program Carry Forward Ongoing Grants to PY24</i>						<b>3,087,738</b>
<b>Total Carry Forward to PY24</b>						<b>5,055,605</b>

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



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY23 Final	Total-PY23 Prelim	Difference	Comments
<b>Budgeted Revenues:</b>									
<b><i>Workforce Innovation and Opportunity Act (WIOA) Formula Grants</i></b>									
WIOA Admin Cost Pool (ACP)	-	-	-	-	542,906.97	542,906.97	426,086.00	116,820.97	Governors Discretionary Dollars Released
WIOA Adult	575,000.00	65,000.00	-	4,731.33	789,965.44	1,434,696.77	1,159,111.00	275,585.77	Governors Discretionary Dollars Released
WIOA Dislocated Worker	535,000.00	340,000.00	-	4,731.33	817,065.98	1,696,797.31	1,331,971.00	364,826.31	Governors Discretionary Dollars Released
WIOA Youth	855,000.00	40,000.00	-	4,731.34	792,395.84	1,692,127.18	1,510,848.00	181,279.18	Governors Discretionary Dollars Released
<i>Subtotal</i>	1,965,000.00	445,000.00	-	14,194.00	2,942,334.23	5,366,528.23	4,428,016.00	938,512.23	
<b><i>Competitive DOL/WIOA Grants</i></b>									
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	567,796.48	-	-	-	143,806.98	711,603.46	718,956.00	(7,352.54)	Higher Expenditure in Prior Year
Pathway Home (07/01/22-12/31/2025)	869,548.83	-	-	-	390,641.75	1,260,190.58	1,311,000.00	(50,809.42)	Higher Expenditure in Prior Year
Quest DWG (10/01/22-09/30/24)	422,835.00	-	200,000.00	-	356,643.53	979,478.53	1,007,127.00	(27,648.47)	Higher Expenditure in Prior Year
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	255,000.00	-	-	-	99,945.00	354,945.00	354,945.00	-	
Military Transition - Community Project Grant	-	954,000.00	-	-	546,000.00	1,500,000.00	-	1,500,000.00	New Award/ funds available late 2024
<i>Subtotal</i>	2,115,180.31	954,000.00	200,000.00	-	1,537,037.26	4,806,217.57	3,392,028.00	1,414,189.57	
<b><i>State EcSA</i></b>									
Economic Security for All (EcSA) (07/01/23-06/30/24) State Below 200%	320,000.00	-	-	-	152,267.00	472,267.00	472,267.00	-	
Economic Security for All (EcSA) (07/01/23-06/30/24) State Above 200%	200,550.00	-	-	-	-	200,550.00	200,550.00	-	
Economic Security for All (EcSA) (07/01/23-06/30/24) State Business Nav	-	-	-	-	108,333.00	108,333.00	108,333.00	-	
	-	-	-	-	-	-	-	-	
<i>Subtotal</i>	520,550.00	-	-	-	260,600.00	781,150.00	781,150.00	-	
<b><i>Department of Commerce Grants</i></b>									
Community Development Block Grant (CDBG)	150,179.40	-	-	-	14,598.46	164,777.86	-	164,777.86	New funding 100K and carryforward 64K
Commerce EcSA - Participant Services	731,601.00	-	-	-	58,946.00	790,547.00	-	790,547.00	New funding Estimate
Commerce EcSA - Business Services	-	1,171,320.00	-	-	88,419.00	1,259,739.00	-	1,259,739.00	New funding Estimate
<i>Subtotal</i>	881,780.40	1,171,320.00	-	-	161,963.46	2,215,063.86	-	2,215,063.86	
<b><i>Other Grants</i></b>									
Thurston Job Champions Network (Ends 10/31/23)	277,523.73	-	-	-	58,560.80	336,084.53	235,000.00	101,084.53	Adjusted to actual Spending from prior year
City of Olympia Journey to Jobs (Ends 12/31/23)	110,414.38	-	-	-	24,520.05	134,934.43	177,000.00	(42,065.57)	Adjusted to actual Spending from prior year
Thurston County Jail Program	101,194.78	-	-	-	95,584.04	196,778.82	123,833.00	72,945.82	Renewal of Funding for another 5 year FY cycle
Boeing	-	-	-	-	100,000.00	100,000.00	90,000.00	10,000.00	Additional Funding
TST Community Grant	76,565.78	-	-	-	22,532.58	99,098.36	80,000.00	19,098.36	Less spending in Prior Year
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	47,538.67	-	-	-	6,921.42	54,460.09	150,000.00	(95,539.91)	Contract cancelled early
Ag Labor (02/14/2023-12/31/2024)	493,196.48	-	-	-	-	493,196.48	462,367.00	30,829.48	Less spending in Prior Year
<i>Subtotal</i>	1,106,433.82	-	-	-	308,118.89	1,414,552.71	1,318,200.00	96,352.71	
<b>Total Revenue</b>	<b>6,588,944.53</b>	<b>2,570,320.00</b>	<b>200,000.00</b>	<b>14,194.00</b>	<b>5,210,053.84</b>	<b>14,583,512.37</b>	<b>9,919,394.00</b>	<b>4,664,118.37</b>	



	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY23 Final	Total-PY23 Prelim	Difference	Comments
<b>Budgeted Expenditures:</b>									
<b>Program Services</b>	<b>Direct Participant Services</b>	<b>Business Services &amp; Solutions</b>	<b>Special Impact Projects</b>	<b>Misc. Contracts &amp; Projects</b>	<b>Administrative Services</b>	<b>Total-PY23 Final</b>	<b>Total-PY23 Prelim</b>	<b>Difference</b>	
<b>WIOA Formula</b>									
Contracted Programs: Adult	575,000.00	-	-	-	-	575,000.00	475,000.00	100,000.00	Increased funding to support additional staff
Dislocated Worker	425,000.00	-	-	-	-	425,000.00	425,000.00	-	
Youth	825,000.00	-	-	-	-	825,000.00	825,000.00	-	
Youth Training and internships	-	30,000.00	-	-	-	30,000.00	30,000.00	-	
Incumbent Worker Training	-	100,000.00	-	-	-	100,000.00	-	100,000.00	Increase investment in IWT
Business Services	-	400,000.00	-	-	-	400,000.00	330,000.00	70,000.00	
Military Transition	-	45,000.00	-	-	-	45,000.00	40,000.00	5,000.00	
Apprentice Connections	-	-	-	10,000.00	-	10,000.00	10,000.00	-	
ESD System Outreach match	-	-	-	4,194.00	-	4,194.00	-	4,194.00	
One Stop Professional Development	-	-	10,000.00	-	-	10,000.00	10,000.00	-	
Subtotal	1,825,000.00	575,000.00	10,000.00	14,194.00	-	2,424,194.00	2,145,000.00	279,194.00	
<b>Competitive DOL/WIOA Grants</b>									
Opioid Disaster NDWG (03/01/2022-09/30/23) 2nd Half	497,796.48	70,000.00	-	-	-	567,796.48	588,018.00	(20,221.52)	ESD took additional Admin to extend grant
Pathway Home (07/01/22-12/31/2025)	638,732.00	-	-	-	-	638,732.00	430,000.00	208,732.00	
Quest DWG (10/01/22-09/30/24)	133,115.00	180,000.00	300,000.00	9,720.00	-	622,835.00	633,115.00	(10,280.00)	
Economic Security for All (EcSA) (02/01/22-03/31/25) Federal	255,000.00	-	-	-	-	255,000.00	255,000.00	-	
Military Transition - Community Project Grant	-	-	-	-	-	-	-	-	
Subtotal	1,524,643.48	250,000.00	300,000.00	9,720.00	-	2,084,363.48	1,906,133.00	178,230.48	
<b>State EcSA</b>									
Economic Security for All (EcSA) (07/01/23-06/30/24) State Below 200%	320,000.00	-	-	-	-	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	200,550.00	-	
Economic Security for All (EcSA) (07/01/23-06/30/24) State Business Nav	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
Subtotal	520,550.00	-	-	-	-	520,550.00	520,550.00	-	
Department of Commerce Grants									
Community Development Block Grant (CDBG)	150,179.40	-	-	-	-	150,179.40	-	150,179.40	Received Additional Funding
Commerce EcSA - Participant Services	-	-	-	-	-	-	-	-	
Commerce EcSA - Business Services	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
Subtotal	150,179.40	-	-	-	-	150,179.40	-	150,179.40	
<b>Other Grants</b>									
Thurston Job Champions Network (Ends 10/31/23)	277,523.73	-	-	-	-	277,523.73	200,000.00	77,523.73	Unused funds from prior quarter
City of Olympia Journey to Jobs (Ends 12/31/23)	110,414.38	-	-	-	-	110,414.38	152,000.00	(41,585.62)	Spent more than budgeted in prior period
Thurston County Jail Program	53,694.78	-	-	-	-	53,694.78	123,560.97	(69,866.19)	Budget moved to PY Expenditure
	-	-	-	-	-	-	-	-	
Boeing	-	-	-	-	-	-	-	-	
TST Community Grant	76,565.78	-	-	-	-	76,565.78	50,000.00	26,565.78	
	-	-	-	-	-	-	-	-	
Lift (Lightweight Innovations for Tomorrow) (05/01/2022 - 09/30/2023)	-	47,538.67	-	-	-	47,538.67	135,000.00	(87,461.33)	Contract cancelled early
Ag Labor (02/14/2023-12/31/2024)	440,428.94	-	-	-	-	440,428.94	410,000.00	30,428.94	
Subtotal	958,627.61	47,538.67	-	-	-	1,006,166.28	1,070,560.97	(64,394.69)	
<b>Program Expense Total</b>	<b>4,979,000.49</b>	<b>872,538.67</b>	<b>310,000.00</b>	<b>23,914.00</b>	<b>-</b>	<b>6,185,453.16</b>	<b>5,642,243.97</b>	<b>543,209.19</b>	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc. Contracts & Projects	Administrative Services	Total-PY23 Final	Total-PY23 Prelim	Difference	Comments
<b>Administrative Services</b>									
Administrative Office Operations									
Salaries					1,499,438.45	1,499,438.45	1,353,730.84	145,707.61	Increase one staff/Wage Adjustment
Benefits					661,452.06	661,452.06	628,825.69	32,626.37	
Travel & Training					132,761.71	132,761.71	106,668.74	26,092.97	
Professional Services					179,166.51	179,166.51	186,596.91	(7,430.40)	
Facilities					198,633.14	198,633.14	195,806.97	2,826.17	
Supplies & Communications					42,842.98	42,842.98	43,923.40	(1,080.43)	
Equip/Maintenance/Rentals					9,120.00	9,120.00	9,120.00	-	
Depreciation					-	-	0.00	-	
Insurance					11,161.99	11,161.99	14,500.00	(3,338.01)	
Memberships					18,230.00	18,230.00	51,265.00	(33,035.00)	Reclassified Expenditure
Misc.					51,360.00	51,360.00	15,000.00	36,360.00	Reclassified Expenditure
Admin Office Subtotal					2,804,166.83	2,804,166.83	2,605,437.55	198,729.28	
Other Activities									
Sector Strategies and LMI					25,000.00	25,000.00	25,000.00	-	
Point North Local Plan					90,000.00	90,000.00	65,000.00	25,000.00	Increased 4 Year Plan
Media					70,500.00	70,500.00	48,000.00	22,500.00	
HR Consulting (Employee Retention)					23,920.00	23,920.00	-	23,920.00	
Launch Pad Scope					20,000.00	20,000.00	-	20,000.00	Funds to stand up Launchpad
Other Subtotal					229,420.00	229,420.00	138,000.00	91,420.00	
One Stop Operator					135,000.00	135,000.00	135,000.00	-	
One Stop Operator Subtotal					135,000.00	135,000.00	135,000.00	-	
<b>Administrative Expense Total</b>					<b>3,168,586.83</b>	<b>3,168,586.83</b>	<b>2,878,437.55</b>	<b>290,149.28</b>	
<b>Total Expenditures</b>	<b>4,979,000.49</b>	<b>872,538.67</b>	<b>310,000.00</b>	<b>23,914.00</b>	<b>3,168,586.83</b>	<b>9,354,039.99</b>	<b>8,520,681.52</b>	<b>833,358.47</b>	
<i>Admin Office Formula Carry Forward to PY24</i>						<i>999,953</i>	<i>556,930</i>		
<i>Admin Office Carry Forward Ongoing Grants to PY24</i>						<i>967,914</i>	<i>281,524</i>		
<i>Program Carry Forward Ongoing Grants to PY24</i>						<i>3,087,738</i>	<i>470,000</i>		
<b>Total Carry Forward to PY24</b>						<b>5,055,605</b>	<b>1,308,454</b>		

**Pacific Mountain Workforce Development Council**  
**NOTES TO FINANCIAL STATEMENTS**  
**Program Year July 1, 2023 through June 30, 2024**

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***For quarter ending September 30, 2023***

These notes pertain to the Statement of Activities, Statement of Financial Position and Statement of Cash Flows attached.

1) The Statement of Activities provides a summary of expenses compared to revenue earned for the period, reported on an accrual basis (pgs 2-5). This is then compared with current period budgets and year to date budgets. More emphasis will be placed on year to date spending rather than on a monthly basis because timing may be off slightly from month to month from last year. The budgeted numbers reflect

- AREAS OF NOTE:
- a) Direct Participant Spending Title1b contractor is behind in spending associated with participant enrollment and service.
  - b) Thurston Job Champion Network is one month away from closing and will have spent the majority of its funding.
  - c) Community Development Block Grant received an additional 100K and have put the funding out to be spent by December.
  - d) For The Ag project we have started our first spending associated with the OJT training component.
  - e) Business Services spending is on target.
  - f) Special Impact Projects for Quest have been issued. We have not received billings for any activity and did not anticipate any of the first quarter but will need to see activity to spend the funding by the end of June 2024. Additionally our One Stop Operator is planning on training activities for second quarter of this PY.
  - g) For Misc Contracts, the budget will align next quarter. The Other category represents Work Experience paid by MyJOB for DCYF that will run through December. We are reimbursed wage costs plus 20% to cover administration and taxes. This was done as a favor to help with the transition.
  - h) Administration Expenses are in line with budget. Specifically Wages, benefits are less than anticipated as we have not instituted some additional cafeteria plans as we are still struggling to find a reasonably priced administrator.
  - i) Travel and training is under budget, as we straight lined the budget and need to do a better job to align with seasonality of expenditures. We will adjust it in the next quarter.
  - j) Professional services is over budget, because this includes building maintenance contractors. We will reallocate these costs to the Utilities budget.

2) Page 6 represents the summary of spending levels by grant compared to total budgeted amounts available. Grant expenditures will be monitored to make sure they are meeting expected spending goals and requirements.

3) Page 7 is the Statement of Financial Position, which represents the organizations net assets, comparing current assets and liabilities. We currently have net assets of \$900,644. Net assets have increased by \$124,686 due largely to the 100k Boeing Funds we received.

4) Page 8 is the Statement of Cash Flows, which represents the cash received and used during the time period. This reflects we have sufficient cash on hand to handle our daily operating transactions. Our cash balances are higher due to better timing of drawdowns and shorter delays on reimbursements from some grants. There is a 2 day turnaround time for cash requests to the State for our WIOA Formula fund reimbursements, while some of our smaller grants are only reimbursed on a monthly basis. We keep enough unrestricted funds available to cushion gaps in reimbursement times.

**Pacific Mountain Workforce Development Council**

**STATEMENT OF ACTIVITIES**

Summary

PY23 Actual to Budget Report

For Qtr. end September 30, 2023	Current Year Actual	Current Year Budget	Variance
<b>REVENUES</b>			
Grant & Contracts	1,656,116.17	1,656,116.17	-
Other	103,037.83	100,000.00	(3,037.83)
<b>Total Revenues</b>	<b>1,759,154.00</b>	<b>1,756,116.17</b>	<b>(3,037.83)</b>
<b>EXPENSES</b>			
<b>Program Services</b>			
Direct Participants Services	716,747.58	1,326,080.86	609,333.28
Business Services	204,258.31	220,265.67	16,007.36
Special Impact Projects	-	-	-
Misc Contracts & Projects	9,408.22	-	(9,408.22)
<b>Total Program Services</b>	<b>930,414.11</b>	<b>1,546,346.53</b>	<b>615,932.42</b>
<b>Administrative Services</b>			
Administrative Office Operations	594,280.40	636,295.69	42,015.29
Other Contracted Services	109,773.06	119,427.00	9,653.94
<b>Total Administrative Services</b>	<b>704,053.46</b>	<b>755,722.69</b>	<b>51,669.23</b>
<b>TOTAL EXPENSES</b>	<b>1,634,467.57</b>	<b>2,302,069.22</b>	<b>667,601.65</b>

Balance			
Total Budget	Remaining	Spent %	Target %
14,483,512.37	12,827,396.20	11%	11%
100,000.00	(3,037.83)	103%	103%
<b>14,583,512.37</b>	<b>12,824,358.37</b>	<b>12%</b>	<b>12%</b>
4,979,000.49	4,262,252.91	14%	27%
872,538.67	668,280.36	23%	25%
310,000.00	310,000.00	0%	0%
23,914.00	14,505.78	39%	0%
<b>6,185,453.16</b>	<b>5,255,039.05</b>	<b>15%</b>	<b>25%</b>
2,804,166.84	2,209,886.44	21%	23%
364,420.00	254,646.94	30%	33%
<b>3,168,586.84</b>	<b>2,464,533.38</b>	<b>22%</b>	<b>24%</b>
<b>9,354,040.00</b>	<b>7,719,572.43</b>	<b>17%</b>	<b>25%</b>

Change in Net Assets 124,686.43

Beginning Net Assets 775,957.00  
 Plus current Net Assets 124,686.43  
 Ending Net Assets W/O Donor Restrictions 900,643.43

5,229,472.37

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Detail

PY23 Actual to Budget Report

For Qtr. end September 30, 2023	Current Period			Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
	Actual	Budget	Variance							
<b>REVENUES</b>										
Grant & Contracts	1,656,116.17	1,656,116.17	-	1,656,116.17	1,656,116.17	-	14,483,512.37	12,827,396.20	11%	11%
Other	103,037.83	100,000.00	(3,037.83)	103,037.83	100,000.00	(3,037.83)	100,000.00	(3,037.83)	103%	103%
<b>Total Revenues</b>	<b>1,759,154.00</b>	<b>1,756,116.17</b>	<b>(3,037.83)</b>	<b>1,759,154.00</b>	<b>1,756,116.17</b>	<b>(3,037.83)</b>	<b>14,583,512.37</b>	<b>12,824,358.37</b>	<b>12%</b>	<b>12%</b>
<b>EXPENSES</b>										
<b>PROGRAM SERVICES</b>										
<b>Direct Participant Services</b>										
Title 1b Contractor - WIOA Adult	77,250.15	143,750.00	66,499.85	77,250.15	143,750.00	66,499.85	575,000.00	497,749.85	13%	25%
Title 1b Contractor - WIOA DW	65,743.09	106,250.00	40,506.91	65,743.09	106,250.00	40,506.91	425,000.00	359,256.91	15%	25%
Title 1b Contractor - WIOA Youth	144,813.84	206,250.00	61,436.16	144,813.84	206,250.00	61,436.16	825,000.00	680,186.16	18%	25%
Title 1b Contractor - Opioid	54,582.01	124,449.00	69,866.99	54,582.01	124,449.00	69,866.99	497,796.48	443,214.47	11%	25%
Title 1b Contractor - Quest	16,535.77	33,278.00	16,742.23	16,535.77	33,278.00	16,742.23	133,115.00	116,579.23	12%	25%
Title 1b Contractor - EcSA State Above 200%	11,510.27	50,137.00	38,626.73	11,510.27	50,137.00	38,626.73	200,550.00	189,039.73	6%	25%
Title 1b Contractor - EcSA State Below 200%	29,586.71	80,000.00	50,413.29	29,586.71	80,000.00	50,413.29	320,000.00	290,413.29	9%	25%
Title 1b Contractor - EcSA Federal	46,144.57	63,750.00	17,605.43	46,144.57	63,750.00	17,605.43	255,000.00	208,855.43	18%	25%
Title 1b Contractor - TST	25,441.60	38,283.00	12,841.40	25,441.60	38,283.00	12,841.40	76,565.78	51,124.18	33%	50%
Title 1b Contractor - Pathway	59,897.78	118,750.00	58,852.22	59,897.78	118,750.00	58,852.22	638,732.00	578,834.22	9%	19%
Thurston Job Champions Network	90,040.55	208,142.00	118,101.45	90,040.55	208,142.00	118,101.45	277,523.73	187,483.18	32%	75%
Journey2Jobs	48,302.30	55,207.00	6,904.70	48,302.30	55,207.00	6,904.70	110,414.38	62,112.08	44%	50%
Ag Project - WSU	13,743.09	12,647.47	(1,095.62)	13,743.09	12,647.47	(1,095.62)	25,294.94	11,551.85	54%	50%
Ag Project - EDC Advertising	-	2,000.00	2,000.00	-	2,000.00	2,000.00	10,000.00	10,000.00	0%	20%
Ag Project - OJT	1,455.00	5,000.00	3,545.00	1,455.00	5,000.00	3,545.00	405,134.00	403,679.00	0%	1%
Community Development Block Grant	31,453.54	75,090.00	43,636.46	31,453.54	75,090.00	43,636.46	150,179.40	118,725.86	21%	50%
Thurston County Jail	-	-	-	-	-	-	47,500.00	47,500.00	0%	0%
In House	-	-	-	-	-	-	-	-	-	-
Thurston County Jail	247.31	3,097.39	2,850.08	247.31	3,097.39	2,850.08	6,194.78	5,947.47	4%	50%
<b>Total Direct Participant Services</b>	<b>716,747.58</b>	<b>1,326,080.86</b>	<b>609,333.28</b>	<b>716,747.58</b>	<b>1,326,080.86</b>	<b>609,333.28</b>	<b>4,979,000.49</b>	<b>4,262,252.91</b>	<b>14%</b>	<b>27%</b>
<b>Business Services</b>										
Title 1b Contractor - Adult,DW,Youth	99,046.43	100,000.00	953.57	99,046.43	100,000.00	953.57	400,000.00	300,953.57	25%	25%
Title 1b Contractor - Quest	38,294.35	32,727.00	(5,567.35)	38,294.35	32,727.00	(5,567.35)	180,000.00	141,705.65	21%	18%
Opioid Training	19,378.86	17,500.00	(1,878.86)	19,378.86	17,500.00	(1,878.86)	70,000.00	50,621.14	28%	25%
Military Transition	47,538.67	62,538.67	15,000.00	47,538.67	62,538.67	15,000.00	92,538.67	45,000.00	51%	68%
Youth Training and Internships	-	7,500.00	7,500.00	-	7,500.00	7,500.00	30,000.00	30,000.00	0%	25%
IWT/Cohort Activity	-	-	-	-	-	-	100,000.00	100,000.00	0%	0%
<b>Total Business Services</b>	<b>204,258.31</b>	<b>220,265.67</b>	<b>16,007.36</b>	<b>204,258.31</b>	<b>220,265.67</b>	<b>16,007.36</b>	<b>872,538.67</b>	<b>668,280.36</b>	<b>23%</b>	<b>25%</b>
<b>Special Impact Projects</b>										
Greater Grays Harbor	-	-	-	-	-	-	100,000.00	100,000.00	0%	0%
Experience Olympia and Beyond	-	-	-	-	-	-	100,000.00	100,000.00	0%	0%
Thurston Economic Development Council	-	-	-	-	-	-	100,000.00	100,000.00	0%	0%
System Training	-	-	-	-	-	-	10,000.00	10,000.00	0%	0%
<b>Total Special Impact Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>310,000.00</b>	<b>310,000.00</b>	<b>0%</b>	<b>0%</b>
<b>Misc. Contracts &amp; Projects</b>										
Christina Riley	7,000.00	-	(7,000.00)	7,000.00	-	(7,000.00)	19,720.00	12,720.00	35%	0%
EDS Funds Match	-	-	-	-	-	-	4,194.00	4,194.00	0%	0%
Other	2,408.22	-	(2,408.22)	2,408.22	-	(2,408.22)	-	(2,408.22)	0%	0%

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Detail

PY23 Actual to Budget Report

For Qtr. end September 30, 2023	Current Period			Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
	Actual	Budget	Variance							
<b>Total Misc. Contracts &amp; Projects</b>	<b>9,408.22</b>	<b>-</b>	<b>(9,408.22)</b>	<b>9,408.22</b>	<b>-</b>	<b>(9,408.22)</b>	<b>23,914.00</b>	<b>14,505.78</b>	<b>39%</b>	<b>0%</b>
<b>Total Program Services</b>	<b>930,414.11</b>	<b>1,546,346.53</b>	<b>615,932.42</b>	<b>930,414.11</b>	<b>1,546,346.53</b>	<b>615,932.42</b>	<b>6,185,453.16</b>	<b>5,255,039.05</b>	<b>15%</b>	<b>25%</b>
<b>ADMINISTRATIVE SERVICES</b>										
<b>Administrative Office Operations</b>										
<b>Salaries &amp; Benefits</b>										
Salaries	329,036.27	327,884.15	(1,152.12)	329,036.27	327,884.15	(1,152.12)	1,439,427.80	1,110,391.53	23%	23%
Benefits	137,198.19	151,517.77	14,319.58	137,198.19	151,517.77	14,319.58	721,462.71	584,264.52	19%	21%
<b>Total Salaries &amp; Benefits</b>	<b>466,234.46</b>	<b>479,401.92</b>	<b>13,167.46</b>	<b>466,234.46</b>	<b>479,401.92</b>	<b>13,167.46</b>	<b>2,160,890.51</b>	<b>1,694,656.05</b>	<b>22%</b>	<b>22%</b>
<b>Travel &amp; Training</b>										
Mileage	171.21	1,275.00	1,103.79	171.21	1,275.00	1,103.79	5,100.00	4,928.79	3%	25%
Travel	1,464.02	11,511.03	10,047.01	1,464.02	11,511.03	10,047.01	46,044.11	44,580.09	3%	25%
Conf/Conv/Mtgs/Reg	1,877.54	6,344.00	4,466.46	1,877.54	6,344.00	4,466.46	25,376.00	23,498.46	7%	25%
Board	74.02	5,540.00	5,465.98	74.02	5,540.00	5,465.98	26,991.60	26,917.58	0%	21%
Staff develop/Training	4,084.00	7,312.50	3,228.50	4,084.00	7,312.50	3,228.50	29,250.00	25,166.00	14%	25%
<b>Total Travel &amp; Training</b>	<b>7,670.79</b>	<b>31,982.53</b>	<b>24,311.74</b>	<b>7,670.79</b>	<b>31,982.53</b>	<b>24,311.74</b>	<b>132,761.71</b>	<b>125,090.92</b>	<b>6%</b>	<b>24%</b>
<b>Professional Services</b>										
Accounting & Auditing	65.13	-	(65.13)	65.13	-	(65.13)	40,000.00	39,934.87	0%	0%
Legal Fees	-	875.00	875.00	-	875.00	875.00	3,500.00	3,500.00	0%	25%
Professional Services/Consulting	13,358.87	7,462.50	(5,896.37)	13,358.87	7,462.50	(5,896.37)	29,850.00	16,491.13	45%	25%
Temp & Interim Contracts	-	2,500.00	2,500.00	-	2,500.00	2,500.00	10,000.00	10,000.00	0%	25%
Licenses	19,262.13	23,954.13	4,692.00	19,262.13	23,954.13	4,692.00	95,816.51	76,554.38	20%	25%
<b>Total Professional Services</b>	<b>32,686.13</b>	<b>34,791.63</b>	<b>2,105.50</b>	<b>32,686.13</b>	<b>34,791.63</b>	<b>2,105.50</b>	<b>179,166.51</b>	<b>146,480.38</b>	<b>18%</b>	<b>19%</b>
<b>Facilities</b>										
Rent	43,581.12	46,235.63	2,654.51	43,581.12	46,235.63	2,654.51	183,093.14	139,512.02	24%	25%
Utilities	7.18	3,927.74	3,920.56	7.18	3,927.74	3,920.56	15,540.00	15,532.82	0%	25%
<b>Total Facilities</b>	<b>43,588.30</b>	<b>50,163.37</b>	<b>6,575.07</b>	<b>43,588.30</b>	<b>50,163.37</b>	<b>6,575.07</b>	<b>198,633.14</b>	<b>155,044.84</b>	<b>22%</b>	<b>25%</b>
<b>Office &amp; Communications</b>										
Supplies	2,489.65	6,250.00	3,760.35	2,489.65	6,250.00	3,760.35	25,000.00	22,510.35	10%	25%
Telephone & Internet	4,213.39	1,738.24	(2,475.15)	4,213.39	1,738.24	(2,475.15)	6,952.98	2,739.59	61%	25%
Postage & Shipping	-	225.00	225.00	-	225.00	225.00	900.00	900.00	0%	25%
Mailing Services	-	150.00	150.00	-	150.00	150.00	600.00	600.00	0%	25%
Printing & Copying	206.82	1,125.00	918.18	206.82	1,125.00	918.18	4,500.00	4,293.18	5%	25%
Dues & Subscriptions	9,474.08	1,822.50	(7,651.58)	9,474.08	1,822.50	(7,651.58)	4,890.00	(4,584.08)	194%	37%
<b>Total Office &amp; Communications</b>	<b>16,383.94</b>	<b>11,310.74</b>	<b>(5,073.20)</b>	<b>16,383.94</b>	<b>11,310.74</b>	<b>(5,073.20)</b>	<b>42,842.98</b>	<b>26,459.04</b>	<b>38%</b>	<b>26%</b>
<b>Equip/Maintenance/Rentals</b>										
Small Equipment	850.00	1,875.00	1,025.00	850.00	1,875.00	1,025.00	7,500.00	6,650.00	11%	25%
Equipment Rental & Maintenance	-	405.00	405.00	-	405.00	405.00	1,620.00	1,620.00	0%	25%
<b>Total Equip/Maintenance/Rentals</b>	<b>850.00</b>	<b>2,280.00</b>	<b>1,430.00</b>	<b>850.00</b>	<b>2,280.00</b>	<b>1,430.00</b>	<b>9,120.00</b>	<b>8,270.00</b>	<b>9%</b>	<b>25%</b>
<b>Other</b>										
Interest	1,035.17	1,375.00	339.83	1,035.17	1,375.00	339.83	5,500.00	4,464.83	19%	25%
Insurance - General	2,859.13	2,790.50	(68.63)	2,859.13	2,790.50	(68.63)	11,161.99	8,302.86	26%	25%

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Detail

PY23 Actual to Budget Report

For Qtr. end September 30, 2023	Current Period		
	Actual	Budget	Variance
Membership Dues	12,000.00	14,500.00	2,500.00
Notifications	-	875.00	875.00
Community Outreach/Ed	1,500.00	5,325.00	3,825.00
Other Expenses	3,454.48	1,500.00	(1,954.48)
Donations	6,018.00	-	(6,018.00)
<b>Total Other</b>	<b>26,866.78</b>	<b>26,365.50</b>	<b>(501.28)</b>
<b>Total Administrative Office Operations</b>	<b>594,280.40</b>	<b>636,295.69</b>	<b>42,015.29</b>
<b>Other Contracted Services</b>			
One Stop Operator	31,910.86	33,750.00	1,839.14
Point North	38,571.00	38,571.00	-
Lighthouse Consulting	765.00	1,530.00	765.00
Media Contractor	8,000.00	8,000.00	-
Doug Mah	-	-	-
MadCap	12,000.00	12,000.00	-
Bennett Consulting	6,000.00	6,000.00	-
Sector Strategies/LMI	12,526.20	12,526.00	(0.20)
Launch Pad Scope of Work	-	7,050.00	7,050.00
<b>Total Other Contracted Services</b>	<b>109,773.06</b>	<b>119,427.00</b>	<b>9,653.94</b>
<b>Total ADMINISTRATIVE SERVICES</b>	<b>704,053.46</b>	<b>755,722.69</b>	<b>51,669.23</b>
<b>TOTAL EXPENSES</b>	<b>1,634,467.57</b>	<b>2,302,069.22</b>	<b>667,601.65</b>

<b>Changes in Net Assets</b>	<b>124,686.43</b>
Beginning Net Assets	775,957.00
Plus current Net Assets	124,686.43
Ending Net Assets W/O Donor Restrictions	900,643.43

Current Year Actual	Current Year Budget	Variance
12,000.00	14,500.00	2,500.00
-	875.00	875.00
1,500.00	5,325.00	3,825.00
3,454.48	1,500.00	(1,954.48)
6,018.00	-	(6,018.00)
<b>26,866.78</b>	<b>26,365.50</b>	<b>(501.28)</b>
<b>594,280.40</b>	<b>636,295.69</b>	<b>42,015.29</b>
31,910.86	33,750.00	1,839.14
38,571.00	38,571.00	-
765.00	1,530.00	765.00
8,000.00	8,000.00	-
-	-	-
12,000.00	12,000.00	-
6,000.00	6,000.00	-
12,526.20	12,526.00	(0.20)
-	7,050.00	7,050.00
<b>109,773.06</b>	<b>119,427.00</b>	<b>9,653.94</b>
<b>704,053.46</b>	<b>755,722.69</b>	<b>51,669.23</b>
<b>1,634,467.57</b>	<b>2,302,069.22</b>	<b>667,601.65</b>

<b>124,686.43</b>
775,957.00
124,686.43
900,643.43

Total Budget	Balance Remaining	% Spent	Target %
18,230.00	6,230.00	66%	80%
3,500.00	3,500.00	0%	25%
36,360.00	34,860.00	4%	15%
6,000.00	2,545.52	58%	25%
-	(6,018.00)	0%	0%
<b>80,751.99</b>	<b>53,885.21</b>	<b>33%</b>	<b>33%</b>
<b>2,804,166.84</b>	<b>2,209,886.44</b>	<b>21%</b>	<b>23%</b>
135,000.00	103,089.14	24%	25%
90,000.00	51,429.00	43%	43%
12,920.00	12,155.00	6%	12%
20,000.00	12,000.00	40%	40%
5,000.00	5,000.00	0%	0%
50,500.00	38,500.00	24%	24%
6,000.00	-	100%	100%
25,000.00	12,473.80	50%	50%
20,000.00	20,000.00	0%	35%
<b>364,420.00</b>	<b>254,646.94</b>	<b>30%</b>	<b>33%</b>
<b>3,168,586.84</b>	<b>2,464,533.38</b>	<b>22%</b>	<b>24%</b>
<b>9,354,040.00</b>	<b>7,719,572.43</b>	<b>17%</b>	<b>25%</b>

<b>5,229,472.37</b>
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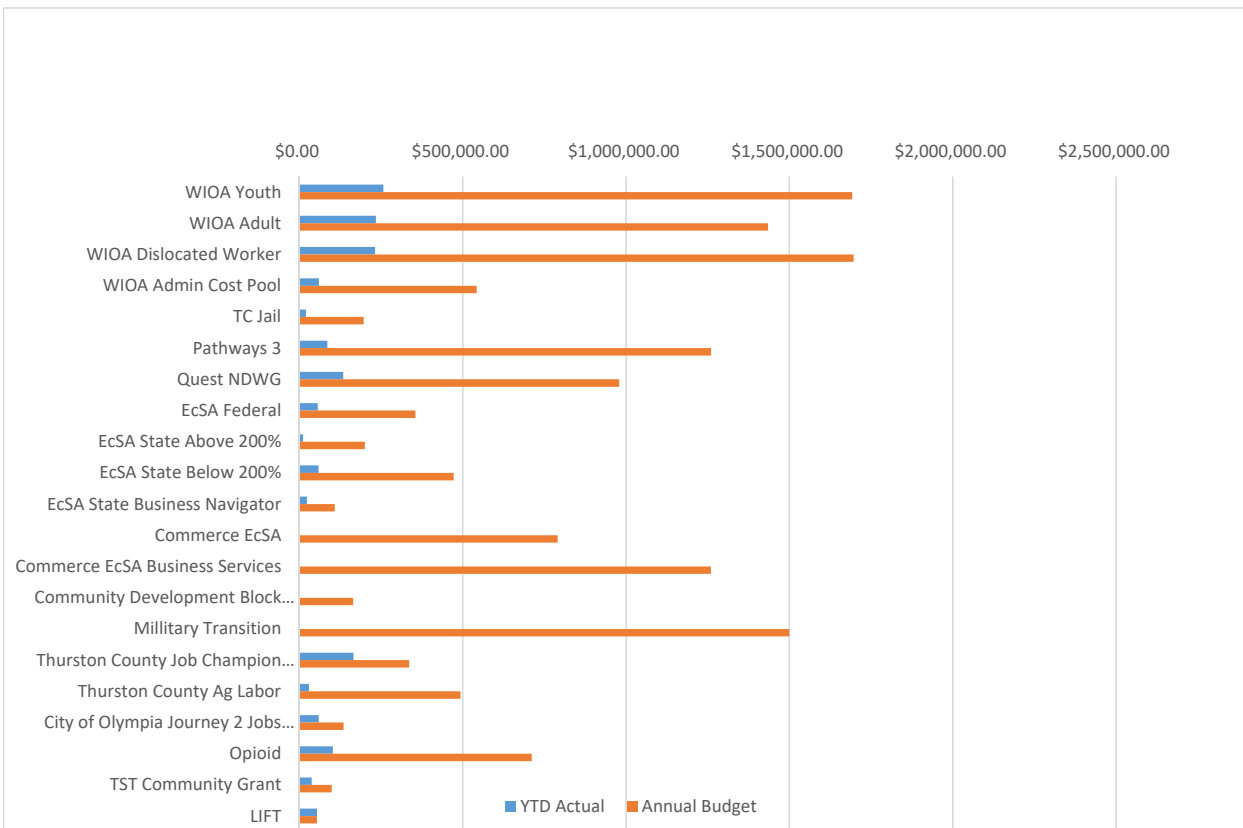
# Pacific Mountain Workforce Development Council

## Grant Balance by Program

### PY23 Budget to Actual Report

Through September 30, 2023

	Total Grant Funding			% Spent
	YTD Actual	Annual Budget	Remaining	
WIOA Youth	\$257,193.76	1,692,127.18	1,434,933.42	15%
WIOA Adult	\$234,075.21	1,434,696.77	1,200,621.56	16%
WIOA Dislocated Worker	\$231,805.51	1,696,797.31	1,464,991.80	14%
WIOA Admin Cost Pool	\$59,867.14	542,906.97	483,039.83	11%
TC Jail	\$20,394.27	196,778.82	176,384.55	10%
Pathways 3	\$85,855.25	1,260,190.58	1,174,335.33	7%
Quest NDWG	\$134,126.97	979,478.53	845,351.56	14%
EcSA Federal	\$56,710.97	354,945.00	298,234.03	16%
EcSA State Above 200%	\$11,510.27	200,550.00	189,039.73	6%
EcSA State Below 200%	\$58,928.04	472,267.00	413,338.96	12%
EcSA State Business Navigator	\$23,554.40	108,333.00	84,778.60	22%
Commerce EcSA	\$0.00	790,547.00	790,547.00	0%
Commerce EcSA Business Services	\$0.00	1,259,739.00	1,259,739.00	0%
Community Development Block Grant (CDBG)	\$0.00	164,777.86	164,777.86	0%
Military Transition	\$0.00	1,500,000.00	1,500,000.00	0%
Thurston County Job Champion Network (TCJCN)	\$165,353.94	336,084.53	170,730.59	49%
Thurston County Ag Labor	\$29,695.66	493,196.48	463,500.82	6%
City of Olympia Journey 2 Jobs (J2J)	\$59,177.79	134,934.43	75,756.64	44%
Opioid	\$102,332.02	711,603.46	609,271.44	14%
TST Community Grant	\$38,142.11	99,098.36	60,956.25	38%
LIFT	\$54,460.09	54,460.09	-	100%
<b>Total Program Grant Balance</b>	<b>1,623,183.40</b>	<b>14,483,512.37</b>	<b>12,860,328.97</b>	<b>11%</b>





Pacific Mountain Workforce Development Council

STATEMENT OF FINANCIAL POSITION

(Balance Sheet)

September 30, 2023

	Beginning Year Balance	Current Period Balance	Current Year Change	Beginning Period Balance	Current Period Change
<b>Assets</b>					
Cash & Cash Equivalents	211,076.00	381,967.00	170,891	211,076.00	170,891
Accounts Receivable	1,835,759.00	1,128,115.00	(707,644)	1,835,759.00	(707,644)
Due from Related Parties	(192.00)	(250.00)	(58)	(192.00)	(58)
Pre-Paid Expenses	85,597.00	56,399.00	(29,197)	85,597.00	(29,197)
Investments - CDs	234,778.00	234,926.00	148	234,778.00	148
Long-Term Assets	4,334.00	4,334.00	0	4,334.00	0
Total Assets	<u>2,371,352.00</u>	<u>1,805,492.00</u>	<u>(565,860)</u>	<u>2,371,352.00</u>	<u>(565,860)</u>
<b>Liabilities</b>					
Contracts & Vendors Payable	1,375,492.00	703,432.00	(672,060)	1,375,492.00	(672,060)
Payroll, Taxes, & Benefits Payable	321,206.00	372,958.00	51,752	321,206.00	51,752
Paid Leave Payable	86,119.00	78,903.00	(7,217)	86,119.00	(7,217)
Deferred Revenue	0.00	0.00	0	0.00	0
Other Short-Term Payables	(187,423.00)	(250,444.00)	(63,021)	(187,423.00)	(63,021)
Total Liabilities	<u>1,595,395.00</u>	<u>904,848.00</u>	<u>(690,546)</u>	<u>1,595,395.00</u>	<u>(690,546)</u>
Net Assets					
<b>Total Net Assets</b>	<u><b>775,957</b></u>	<u><b>900,644</b></u>	<u><b>124,686</b></u>	<u><b>775,957</b></u>	<u><b>124,686</b></u>
Total Liabilities and Net Assets	<u>2,371,352</u>	<u>1,805,492</u>	<u>(565,860)</u>	<u>2,371,352</u>	<u>(565,860)</u>

Pacific Mountain Workforce Development Council

STATEMENT OF CASH FLOWS

September 30, 2023

	<u>Current Period</u>	<u>Current Year</u>
<b>Cash Flows from Operating Activities</b>		
Receipts from Grants	2,466,649.72	2,466,649.72
Payments to Suppliers	(918,791.92)	(918,791.92)
Payments to Employees	(421,641.85)	(421,641.85)
Payments to Program/Participant Activities	(955,324.97)	(955,324.97)
Total Cash Flows from Operating Activities	<u>170,891</u>	<u>170,891</u>
<b>Cash Flows from Investing Activities</b>		
Interest and Dividends	148	148
Purchases or Redemptions of Investments	(148)	(148)
Total Cash Flows from Investing Activities	<u>0</u>	<u>0</u>
<b>Beginning Cash &amp; Cash Equivalents</b>	<u>211,076.07</u>	<u>211,076.07</u>
<b>Ending Cash &amp; Cash Equivalents</b>	<u>381,967</u>	<u>381,967</u>