



Executive Finance Committee Agenda

02/08/2023 ▪ 2:30-4:00p

Join online via Microsoft Teams

Meeting ID: 259 253 702 687

Passcode: RGxJmV

I. Welcome & Check-In Items

- A.** Introductions & Establish Quorum
- B.** Action Item: Motion to Approve November 9, 2023 EFC Minutes (Attachment #1)
- C.** Board Chair Comments
- D.** [CEO Report](#) (Attachment #2)

II. Discussion & Action Items:

- A. Discussion & Action Item:** Board Member Nomination and Reappointment of Board Terms (Attachment #3)
 - i. **Action Item:** Motion to Approve Nominee and Recommend Do Pass to the WDC Board and Consortium
 - Dr. Carli Schiffner, Grays Harbor College, President, 3 year term – Expiring June 30, 2026
 - ii. **Action Item:** Motion to Approve Reappointment of Board Member's Term and Recommend Do Pass to the WDC Board and Consortium
 - Jonathan Pleger, Morningside, CEO, 3 year term – Expiring June 30, 2026
- B. Discussion & Action Item:** [Regional Strategic Plan](#) (Attachment #4)
 - i. **Action Item:** Motion to Receipt of Public Comment on the 2024-2028 Regional Strategic Plan with Recommendation of Do Pass to the full WDC Board.
- C. Discussion & Action Item:** [One Workforce System MOU/IFA](#) (Attachment #5)

III. Fiscal Items:

- A. Discussion Item:** PY23 Q2 – Quarterly Financial Statement (Attachment#6)

IV. Executive Session

The Board can move to close the meeting for select and appropriately limited conversation on matters best conducted in confidence including meeting with an auditor on sensitive financial issues, handling top-level personnel matters including the CEO's compensation and performance review, planning for an important



transaction like a real estate deal or a merger, matters where “personal or organizational confidentiality is requested or prudent”, dealing in a preliminary way (including investigation) with crisis situations or with allegations of improper conduct by the CEO or a board member – before disclosure to staff or others who ordinarily attend full board meetings. Any specific action requiring a vote will be taken in the public portion of the meeting.

There has been NO Executive Session requested at this time.

V. Committee & Task Force Updates (Committee Leads)

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

VI. Good of the Order & Announcements

Executive Finance Committee Members

Name	Business	County	Position
1. Michael Cade	Thurston Economic Development Council	Thurston	Board Chair
2. Dr. Lorie Thompson	Capital STEM Alliance	Regional	Vice Chair
3. Christina Riley	Labor and Apprenticeship Representative	Regional	Treasurer
4. Alissa Shay	Port of Grays Harbor	Grays Harbor	Incoming Chair
6. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
7. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
9. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
10. Vacant			ABEL Committee Lead
11. Derek Epps	Seattle Shellfish	Mason	Business At-Large
12. David Schaffert	Thurston County Chamber of Commerce	Thurston	BaSE Co-Lead



Workforce Development Speak (Commonly Used Acronyms)

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

PacMtn Board Member Values

**Customer needs are priority #1.
Innovate and be creative.**

**Ensure all counties are included.
Honor diverse perspectives.**

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

Duty of Attention= Full participation and Practical inquiry

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

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

Board Member Reminders

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

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



Executive Finance Committee Minutes
11/09/2023 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Alissa Shay, Jacquelin Earley, Lynnette Buffington, Jonathan Pleger, Derek Epps, David Earley, Sharon Trask, Cheryl Heywood
Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Christina Gorman, Katherine Payne, Melody Pajaro, Megan Fiess, Marco Hernandez, Melody Pajaro
Guests: Jason Hosenev

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:2:36pm. Quorum established and self-introductions were made.

B. Action Item: Motion to Approve September 14, 2023 EFC Minutes

David Schaffert motioned to Approve the September 14, 2023 EFC Minutes as presented. Lynnette seconded. **Motion carries.**

C. Board Chair Comments

Alissa shared her appreciation for the Fall Board Retreat and the in depth presentations. She also wanted to thank the Executive Finance Committee for entrusting her as the Board Chair as this will be her last EFC meeting she will be chairing. She also showed appreciation to the PacMtn staff for the work they continue to do.

D. CEO Report

William shared highlights from his CEO report. For review of the CEO report please refer to our website www.pacmtn.org

II. Discussion and Action Items:

A. Discussion Item: Program Policy – Federal State Economic Security for All #9201

Katherine Payne led the discussion on this item. She reviewed the purpose of the policy and covered the highlighted items in the memo provided to the committee. Katherine explained that the final policy will be provided at the full board meeting later in the month.

There were no questions of the Committee.

B. Discussion Item: Nancie Payne Workplace Excellence Award Winner

William reviewed a brief history of the award with the committee. He announced that Timberland Regional Library has been selected as the Nancie Payne Workplace Excellence Award Winner of 2023. The presentation of the award will take place at the Regional Economic Forecast & Innovation Expo in December.

C. Discussion Item: WDC Board Vice-Chair Vacancy

Alissa led this discussion. She reviewed the current vacancy and the role of the Vice-Chair as outlined in the Bylaws. Alissa opened up nominations to the committee.

Alissa and Lynnette jointly nominated Dr. Lorie Thompson as WDC Board Vice-Chair.

David Schaffert motioned to move the nomination to discussion. Lynnette seconded the motion. **Motion carries.**

William and Alissa went into detail on Dr. Thompson's qualifications as Vice-Chair. There was further clarifying discussion on the process on nominations of vacant Board Officer positions. It clarified that any nomination outcome of EFC will be brought before the full board and nominations will be open at the full board meeting as well.

David Schaffert motioned to Support the Nomination of Dr. Lorie Thompson as WDC Vice-Chair. Lynnette Buffington seconded the motion. **Motion carries.**

III. Fiscal Items:

A. Discussion and Action Item: PY23 Final Budget

Wil led this discussion. He reviewed the Memorandum and handouts on the PY23 Final Budget with the Committee. He reviewed the highlights of each budget section.

Jonathan Pleger queried on which programs or projects the CDBG dollars fund. Wil explained the funding is used towards standing up personnel and training for food banks and food distribution operations.

David asked for a reminder of the resources that Thurston County Jail receives. Wil explained that funds from the Treatment Sales Tax and PREP funds the programs in Thurston County Jail.

There were no further questions from the Committee.

Action Item: Motion to Approve the PY23 Final Budget as presented and Recommend a Do Pass to the full WDC Board and Consortium

Lynnette motioned to Approve the PY23 Final Budget as presented with a Recommendation for a Do Pass to the full WDC Board and Consortium. Jonathan Pleger seconded. David Schaffert abstains from the vote due to the Thurston County Chamber's contract with PacMtn. **Motion Carries.**

B. Discussion and Action Item: PY23 Q1- Quarterly Financial Statement

Melody led this discussion. She reviewed in PY23 Q1 Quarterly Financial Statement with the Committee.

Committee members showed appreciation of the breakdown of the Financial Statement and explanations of funds.

There were no questions from the Committee on this item.

IV. Executive Session

Alissa declared the Committee would need to enter Executive Session at 4:08p for 15 minutes to discuss personnel matters. Lynnette Buffington motioned to move into Executive Session. Cheryl Heywood seconded. **Motion Carries.**

Those who were not Board members cleared the room and virtual space.

The Committee returned from Executive session at 4:25pm.

Alissa announced that there is no action coming out of Executive Session.

V. Committee & Task Force Updates (Committee Leads)

- A.** One Stop Operations Committee - Megan reported on the Committees work on behalf of the Committee Chair. The committee reviewed draft applications for TRL as a connection site to be brought before the full WDC Board. The Committee will be taking November off and will reconvene in December.
- B.** Priority Populations Committee - Jonathan Pleger reported on the Committees work. Last month's meeting reviewed the ALICE planning updates and had a presentation from the Housing Authority of Thurston County to better connect them to PacMtn's work.
- C.** Adult Basic Education & Literacy (ABEL) - No Report.
- D.** Business and Sector Engagement (BaSE) - No Report.

Good of the Order and Announcements

Lynnette shared Greater Grays Harbor's Global Entrepreneurship Month event on November 28.

Jacquelin announced that this is her last Executive Finance Committee meeting as her term of previous chair is ending. She showed appreciation for the Committee and

their work together.

Meeting adjourned at 4:31p.

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

Executive Finance Committee Members

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

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DSHS	Department of Social of Health Services	TAA	The Trade Adjustment Assistance
DVR	Division of Vocational Rehabilitation	TANF	Temporary Assistance for Needy Families
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DW	Dislocated Worker	WEX	Work Experience
ESD 113	Educational Service District - Capital Region	WIOA	Workforce Innovation & Opportunity Act
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MEMORANDUM

To: PacMtn Board of Directors
Date: February 8, 2024
Subject: Board Member Nominations & Continuing Board Terms

Background

PacMtn's Workforce Board follows the requirements called out in the federal law. We have 26 members with a majority that are representatives of business in the local area. Each County Commission appoints 3 of those Members. Those business representatives are to:

- (i) be owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

Additionally, there are members appointed that represent important agency stakeholders and content experts needed to conduct the work of a Council. Those are Members that represent Apprenticeship, Employment Security and mission-aligned community based organizations, for example. Our By-laws detail that Board appointments are staggered for 2, 3 or 4 years. Once appointed, the subsequent appointments (for a maximum of 3 terms) are for three years. All terms begin on the first day of July and shall end on the last day of June.

Current Members requesting reappointment to the PacMtn Board of Directors are:

- Jonathan Pleger, Morningside, Regional Representative, CBO/Serves Disabled Populations

Applicant renewal materials are available for your review.

New Members to be appointed to the PacMtn Board of Directors have been nominated by either the relevant County, known recommending entity or the agency director. Those nominees include:

- Dr. Carli Schiffner, Grays Harbor College, Regional Representative, Post-Secondary

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



Higher Education

Recommendation and/or Recommended Motion

Move to Approve Reappointment and Appointment to Board of Directors as presented and Recommend Do Pass to the full WDC Board and Consortium

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



MEMORANDUM

To: PacMtn WDC Board of Directors

Subject: Regional Strategic Plan Public Comment Period and Plan Acceptance

Date: 02/08/2024

Background:

In 2023, PacMtn developed 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.

The 30-day public comment period is closed, public comment has been recorded and revision to the plan has taken place. See the addendum to the packet shared on the screen for updates to the plan.

Next Steps:

February 22, 2024	Consortium and Board Approve draft plan for submission to the Workforce Training and Education Coordinating Board.
April 17, 2024	State comments on draft local plans transmitted to LWDB’s following review.
May 15, 2024	Final, signed local plans due to the Workforce Board and ESD.
May 27-28, 2024	Workforce Board takes action on local plans on behalf of the Governor.
June 2024	Local plans approved by the Governor.

June 28, 2024	Local Chief Elected Officials and LWDBs notified by Workforce Board of Governor approval of their local plans (official correspondence to follow).
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Recommended Action:

Motion to Approve the Receipt of Public Comment on the 2024-2028 Regional Strategic Plan with Recommendation of Do Pass to the full WDC Board.



MEMORANDUM

To: PacMtn WDC Board of Directors

Subject: [One Workforce System MOU and IFA Draft](#) Approval

Date: 02/08/2024

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), it is included in our system 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 3 years and we will return to only negotiating the IFA annually.

Language Changes:

- Strategic Vision Section Updated
- Regional Service Delivery Goals Updated
- Initiative Section Deleted – this section is no longer necessary as service delivery goals and initiatives were redundant.
- Wagner Peyser performance language that referred to an assessment was eliminated per last year's addendum.
- Eliminated Co-Enrollment into Title 1b and Functional Teams – Replaced with a section on PacMtn Local Board Standing committees. Functional teams did not materialize as written and co-enrollment into Title 1b section over emphasized Title 1b, inferring all collaborative activity runs through one program. It is my understanding that decision making and strategic planning will primarily run through local board standing committees in the future rather than partner functional teams.
- Eliminated Definitions at the end – these were incomplete and not necessary.
- IFA partners will be updated and cost will be redistributed using the existing methodology within the MOU.

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 – PY2027:

1. Notify partners that it is necessary to renew and execute the MOU/IFA – November 2023.
2. Partner Meeting – February 15th. 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: 2/29/2024
 - b. Direct contact with all signers (email/calls): 2/29/2024
 - c. Weekly feedback and information sessions: 2/29/2024 – 3/15/2024
 - d. Final input and closing negotiations: 3/15/2024
 - e. Signature required to meet state deadline: 3/22/2024

Recommended Action:

Action to be taken at full WDC Board Meeting February 22, 2024

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

For quarter ending December 31, 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.

AREAS OF NOTE Page 2:

- a) Total Budget Revenues for the PY23 is \$14.5m and our Actual Revenues as of 12/31/23 is \$3.6m. We are at about 25% target for the Year.
- b) Total Budget Program Services Expenditures for PY23 is \$6.1m and our Actual Program Services Expenditures as of 12/31/23 is \$1.9m. We have spent 32% compared to the target of 51%.
- c) Total Budget Admin Services Expenditures for PY23 is \$3.1m and our Actual Admin Services Expenditures as of 12/31/23 is \$1.5m. We are on Target as of Dec 2023 at 50%.
- d) As of Q2, we have a year to date positive change in Net Assets of \$87,723.97. This is largely due to the Boeing Funds of \$100k we received in Q1, and we have not had expenditures against it.

AREAS OF NOTE Page 3-5:

- e) This is the Detailed Activity of Page 2. You will see the breakdown for each category previously discussed on Page 2.
- f) For the Direct Participant Services, overall we have spent 30% compared to the target of 53%.
- g) For Business Services, overall we have spent 42% compared to the target of 51%.
- h) For Special Impact Projects, overall we have spent 29% compared to the target of 25%.
- i) For Misc Contracts & Projects, our report shows we overspent \$21,987.13. This is due to not allocating a budget for the MyJob Activity during Q1 & Q2.

- 2) Page 6 - 8 is the Grant Balancy by Program, Statement of Financial Position, and Statement Of Cash Flows.

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Summary

PY23 Actual to Budget Report

For Qtr. end December 31, 2023	Current Year Actual	Current Year Budget	Variance
REVENUES			
Grant & Contracts	3,488,994.42	3,488,994.42	-
Other	177,522.78	177,522.78	-
Total Revenues	3,666,517.20	3,666,517.20	-
EXPENSES			
Program Services			
Direct Participants Services	1,490,554.20	2,632,869.01	1,142,314.81
Business Services	370,495.45	442,928.28	72,432.83
Special Impact Projects	90,482.11	77,500.00	(12,982.11)
Misc Contracts & Projects	45,901.13	9,000.00	(36,901.13)
Total Program Services	1,997,432.89	3,162,297.29	1,164,864.40
Administrative Services			
Administrative Office Operations	1,351,942.55	1,350,884.94	(1,057.61)
Other Contracted Services	229,417.79	234,248.00	4,830.21
Total Administrative Services	1,581,360.34	1,585,132.94	3,772.60
TOTAL EXPENSES	3,578,793.23	4,747,430.23	1,168,637.00

Total Budget	Balance		Target %
	Remaining	Spent %	
14,483,512.37	10,994,517.95	24%	24%
100,000.00	(77,522.78)	178%	178%
14,583,512.37	10,916,995.17	25%	25%
4,979,000.49	3,488,446.29	30%	53%
872,538.67	502,043.22	42%	51%
310,000.00	219,517.89	29%	25%
23,914.00	(21,987.13)	192%	38%
6,185,453.16	4,188,020.27	32%	51%
2,804,166.84	1,452,224.29	48%	48%
364,420.00	135,002.21	63%	64%
3,168,586.84	1,587,226.50	50%	50%
9,354,040.00	5,775,246.77	38%	51%

Change in Net Assets 87,723.97

5,229,472.37

Beginning Net Assets 765,242.81
 Plus current Net Assets 87,723.97
 Ending Net Assets W/O Donor Restrictions 852,966.78

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Detail

PY23 Actual to Budget Report

For Qtr. end December 31, 2023	Current Period		Variance	Current Year			Balance			
	Actual	Budget		Actual	Budget	Variance	Total Budget	Remaining	% Spent	Target %
REVENUES										
Grant & Contracts	1,749,581.93	1,749,581.93	-	3,488,994.42	3,488,994.42	-	14,483,512.37	10,994,517.95	24%	24%
Other	74,484.95	74,484.95	-	177,522.78	177,522.78	-	100,000.00	(77,522.78)	178%	178%
Total Revenues	1,824,066.88	1,824,066.88	-	3,666,517.20	3,666,517.20	-	14,583,512.37	10,916,995.17	25%	25%
EXPENSES										
PROGRAM SERVICES										
Direct Participant Services										
Title 1b Contractor - WIOA Adult	91,612.91	143,750.00	52,137.09	168,863.06	287,500.00	118,636.94	575,000.00	406,136.94	29%	50%
Title 1b Contractor - WIOA DW	125,585.16	106,250.00	(19,335.16)	191,328.25	212,500.00	21,171.75	425,000.00	233,671.75	45%	50%
Title 1b Contractor - WIOA Youth	118,756.79	206,250.00	87,493.21	263,570.63	412,500.00	148,929.37	825,000.00	561,429.37	32%	50%
Title 1b Contractor - Opioid	42,960.01	124,449.00	81,488.99	97,542.02	248,898.00	151,355.98	497,796.48	400,254.46	20%	50%
Title 1b Contractor - Quest	19,255.46	33,278.00	14,022.54	35,791.23	66,557.00	30,765.77	133,115.00	97,323.77	27%	50%
Title 1b Contractor - EcSA State Above 200%	12,200.34	50,137.00	37,936.66	23,710.61	100,275.00	76,564.39	200,550.00	176,839.39	12%	50%
Title 1b Contractor - EcSA State Below 200%	45,315.36	80,000.00	34,684.64	74,902.07	160,000.00	85,097.93	320,000.00	245,097.93	23%	50%
Title 1b Contractor - EcSA Federal	36,983.56	63,750.00	26,766.44	83,128.13	127,500.00	44,371.87	255,000.00	171,871.87	33%	50%
Title 1b Contractor - TST	23,669.23	38,283.00	14,613.77	49,110.83	76,565.78	27,454.95	76,565.78	27,454.95	64%	100%
Title 1b Contractor - Pathway	67,711.49	139,216.50	71,505.01	127,609.27	257,966.00	130,356.73	638,732.00	511,122.73	20%	40%
Thurston Job Champions Network	15,482.23	69,380.93	53,898.70	140,583.68	277,523.73	136,940.05	277,523.73	136,940.05	51%	100%
Journey2Jobs	60,014.89	55,207.19	(4,807.70)	108,317.19	110,414.38	2,097.19	110,414.38	2,097.19	98%	100%
Ag Project - WSU	10,031.85	12,647.47	2,615.62	23,774.94	25,294.94	1,520.00	25,294.94	1,520.00	94%	100%
Ag Project - EDC Advertising	4,000.00	6,000.00	2,000.00	6,000.00	8,000.00	2,000.00	10,000.00	4,000.00	60%	80%
Ag Project - OJT	7,967.05	100,000.00	92,032.95	9,422.05	105,000.00	95,577.95	405,134.00	395,711.95	2%	26%
Community Development Block Grant	47,000.00	75,089.70	28,089.70	82,354.04	150,179.40	67,825.36	150,179.40	67,825.36	55%	100%
Thurston County Jail	-	-	-	-	-	-	47,500.00	47,500.00	0%	0%
In House	-	-	-	-	-	-	-	-	-	-
Thurston County Jail	3,182.90	3,097.39	(85.51)	4,546.20	6,194.78	1,648.58	6,194.78	1,648.58	73%	100%
Total Direct Participant Services	731,729.23	1,306,786.18	575,056.95	1,490,554.20	2,632,869.01	1,142,314.81	4,979,000.49	3,488,446.29	30%	53%
Business Services										
Title 1b Contractor - Adult,DW,Youth	84,815.21	100,000.00	15,184.79	183,861.64	200,000.00	16,138.36	400,000.00	216,138.36	46%	50%
Title 1b Contractor - Quest	48,905.72	49,090.91	185.19	87,200.07	81,818.18	(5,381.89)	180,000.00	92,799.93	48%	45%
Opioid Training	24,791.21	17,500.00	(7,291.21)	44,170.07	35,000.00	(9,170.07)	70,000.00	25,829.93	63%	50%
Military Transition	-	30,000.00	30,000.00	47,538.67	92,538.67	45,000.00	92,538.67	45,000.00	51%	100%
Youth Training and Internships	7,725.00	7,500.00	(225.00)	7,725.00	15,000.00	7,275.00	30,000.00	22,275.00	26%	50%
IWT/Cohort Activity	-	18,571.43	18,571.43	-	18,571.43	18,571.43	100,000.00	100,000.00	0%	19%
Total Business Services	166,237.14	222,662.34	56,425.20	370,495.45	442,928.28	72,432.83	872,538.67	502,043.22	42%	51%
Special Impact Projects										
Greater Grays Harbor	-	25,000.00	25,000.00	-	25,000.00	25,000.00	100,000.00	100,000.00	0%	25%
Experience Olympia and Beyond	23,525.00	25,000.00	1,475.00	50,000.00	25,000.00	(25,000.00)	100,000.00	50,000.00	50%	25%
Thurston Economic Development Council	28,250.26	25,000.00	(3,250.26)	40,482.11	25,000.00	(15,482.11)	100,000.00	59,517.89	40%	25%
System Training	-	2,500.00	2,500.00	-	2,500.00	2,500.00	10,000.00	10,000.00	0%	25%
Total Special Impact Projects	51,775.26	77,500.00	25,724.74	90,482.11	77,500.00	(12,982.11)	310,000.00	219,517.89	29%	25%
Misc. Contracts & Projects										
Christina Riley	12,720.00	7,000.00	(5,720.00)	19,720.00	7,000.00	(12,720.00)	19,720.00	-	100%	35%
EDS Funds Match	-	2,000.00	2,000.00	-	2,000.00	2,000.00	4,194.00	4,194.00	0%	48%

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Detail

PY23 Actual to Budget Report

For Qtr. end December 31, 2023	Current Period			Current Year			Balance			
	Actual	Budget	Variance	Actual	Budget	Variance	Total Budget	Remaining	% Spent	Target %
Other	23,772.91	-	(23,772.91)	26,181.13	-	(26,181.13)	-	(26,181.13)	0%	0%
Total Misc. Contracts & Projects	36,492.91	9,000.00	(27,492.91)	45,901.13	9,000.00	(36,901.13)	23,914.00	(21,987.13)	192%	38%
Total Program Services	986,234.54	1,615,948.52	629,713.98	1,997,432.89	3,162,297.29	1,164,864.40	6,185,453.16	4,188,020.27	32%	51%
ADMINISTRATIVE SERVICES										
Administrative Office Operations										
Salaries & Benefits										
Salaries	419,259.07	384,364.91	(34,894.16)	748,295.34	715,525.18	(32,770.16)	1,499,438.45	751,143.11	50%	48%
Benefits	181,998.57	160,160.60	(21,837.97)	319,196.76	308,402.25	(10,794.51)	661,452.06	342,255.30	48%	47%
Total Salaries & Benefits	601,257.64	544,525.51	(56,732.13)	1,067,492.10	1,023,927.43	(43,564.67)	2,160,890.51	1,093,398.41	49%	47%
Travel & Training										
Mileage	3,146.12	1,275.00	(1,871.12)	3,317.33	2,550.00	(767.33)	5,100.00	1,782.67	65%	50%
Travel	651.72	11,511.03	10,859.31	4,929.80	23,022.05	18,092.25	46,044.11	41,114.31	11%	50%
Conf/Conv/Mtgs/Reg	6,391.08	6,344.00	(47.08)	18,898.35	12,688.00	(6,210.35)	25,376.00	6,477.65	74%	50%
Board	-	7,100.00	7,100.00	74.02	12,640.00	12,565.98	26,991.60	26,917.58	0%	47%
Staff develop/Training	319.00	7,312.50	6,993.50	10,058.46	14,625.00	4,566.54	29,250.00	19,191.54	34%	50%
Total Travel & Training	10,507.92	33,542.53	23,034.61	37,277.96	65,525.05	28,247.09	132,761.71	95,483.75	28%	49%
Professional Services										
Accounting & Auditing	11,695.53	-	(11,695.53)	11,760.66	-	(11,760.66)	40,000.00	28,239.34	29%	0%
Legal Fees	-	875.00	875.00	-	1,750.00	1,750.00	3,500.00	3,500.00	0%	50%
Professional Services/Consulting	2,705.88	7,462.50	4,756.62	14,518.57	14,925.00	406.43	29,850.00	15,331.43	49%	50%
Temp & Interim Contracts	-	2,500.00	2,500.00	-	5,000.00	5,000.00	10,000.00	10,000.00	0%	50%
Licenses	19,107.42	23,954.13	4,846.71	25,994.55	47,908.26	21,913.71	95,816.51	69,821.96	27%	50%
Total Professional Services	33,508.83	34,791.63	1,282.80	52,273.78	69,583.26	17,309.48	179,166.51	126,892.73	32%	39%
Facilities										
Rent	48,326.95	46,235.63	(2,091.32)	93,146.14	92,471.26	(674.88)	183,093.14	89,947.00	51%	51%
Utilities & Maintenance	2,395.51	3,927.74	1,532.23	4,787.69	7,855.47	3,067.78	15,540.00	10,752.31	31%	51%
Total Facilities	50,722.46	50,163.37	(559.09)	97,933.83	100,326.73	2,392.90	198,633.14	100,699.31	49%	51%
Office & Communications										
Supplies	2,434.00	6,250.00	3,816.00	9,144.80	12,500.00	3,355.20	25,000.00	15,855.20	37%	50%
Telephone & Internet	3,347.41	1,738.24	(1,609.17)	7,597.17	3,476.48	(4,120.69)	6,952.98	(644.19)	109%	50%
Postage & Shipping	-	225.00	225.00	-	450.00	450.00	900.00	900.00	0%	50%
Mailing Services	-	150.00	150.00	-	300.00	300.00	600.00	600.00	0%	50%
Printing & Copying	275.40	1,125.00	849.60	535.65	2,250.00	1,714.35	4,500.00	3,964.35	12%	50%
Dues & Subscriptions	3,116.32	1,022.50	(2,093.82)	13,410.34	2,845.00	(10,565.34)	4,890.00	(8,520.34)	274%	58%
Total Office & Communications	9,173.13	10,510.74	1,337.61	30,687.96	21,821.48	(8,866.48)	42,842.98	12,155.02	72%	51%
Equip/Maintenance/Rentals										
Small Equipment	-	1,875.00	1,875.00	1,119.42	3,750.00	2,630.58	7,500.00	6,380.58	15%	50%
Equipment Rental & Maintenance	-	405.00	405.00	-	810.00	810.00	1,620.00	1,620.00	0%	50%
Auto Repair & Maintenance	-	-	-	-	-	-	-	-	0%	0%
Auto Leases	-	-	-	-	-	-	-	-	0%	0%
Total Equip/Maintenance/Rentals	-	2,280.00	2,280.00	1,119.42	4,560.00	3,440.58	9,120.00	8,000.58	12%	50%

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Detail

PY23 Actual to Budget Report

For Qtr. end December 31, 2023	Current Period	Current Period	Variance
	Actual	Budget	
Depreciation	-	-	-
Total Depreciation	-	-	-
Other			
Interest	970.52	1,375.00	404.48
Insurance - General	2,790.51	2,790.50	(0.01)
Membership Dues	2,375.00	1,200.00	(1,175.00)
Notifications	-	875.00	875.00
Community Outreach/Ed	26,413.51	31,035.00	4,621.49
Contractor Support - Inkind	-	-	-
Transfer to Unrestricted	-	-	-
Other Expenses	3,561.39	1,500.00	(2,061.39)
Donations	-	-	-
Total Other	36,110.93	38,775.50	2,664.57
Total Administrative Office Operations	741,280.91	714,589.28	(26,691.63)
Other Contracted Services			
One Stop Operator	30,748.73	33,750.00	3,001.27
Point North	38,571.00	38,571.00	-
Lighthouse Consulting	-	2,000.00	2,000.00
Media Contractor	12,000.00	12,000.00	-
Doug Mah	2,750.00	-	(2,750.00)
MadCap	12,000.00	14,500.00	2,500.00
Bennett Consulting	-	-	-
Sector Strategies/LMI	11,200.00	4,000.00	(7,200.00)
Launch Pad Scope of Work	-	10,000.00	10,000.00
Total Other Contracted Services	107,269.73	114,821.00	7,551.27
Total ADMINISTRATIVE SERVICES	848,550.64	829,410.28	(19,140.36)
TOTAL EXPENSES	1,834,785.18	2,445,358.80	610,573.62

Current Year	Current Year	Variance
Actual	Budget	
-	-	-
-	-	-
2,005.69	2,750.00	744.31
5,760.38	5,581.00	(179.38)
14,619.00	15,700.00	1,081.00
-	1,750.00	1,750.00
27,913.51	36,360.00	8,446.49
-	-	-
-	-	-
8,840.92	3,000.00	(5,840.92)
6,018.00	-	(6,018.00)
65,157.50	65,141.00	(16.50)
1,351,942.55	1,350,884.94	(1,057.61)
62,659.59	67,500.00	4,840.41
77,142.00	77,142.00	-
765.00	3,530.00	2,765.00
20,000.00	20,000.00	-
2,750.00	-	(2,750.00)
24,000.00	26,500.00	2,500.00
6,000.00	6,000.00	-
23,726.20	16,526.00	(7,200.20)
12,375.00	17,050.00	4,675.00
229,417.79	234,248.00	4,830.21
1,581,360.34	1,585,132.94	3,772.60
3,578,793.23	4,747,430.23	1,168,637.00

Total Budget	Balance		Target %
	Remaining	% Spent	
-	-	0%	0%
-	-	0%	0%
5,500.00	3,494.31	36%	50%
11,161.99	5,401.61	52%	50%
18,230.00	3,611.00	80%	86%
3,500.00	3,500.00	0%	50%
36,360.00	8,446.49	77%	100%
-	-	0%	0%
-	-	0%	0%
6,000.00	(2,840.92)	147%	50%
-	(6,018.00)	0%	0%
80,751.99	15,594.49	81%	81%
2,804,166.84	1,452,224.29	48%	48%
135,000.00	72,340.41	46%	50%
90,000.00	12,858.00	86%	86%
12,920.00	12,155.00	6%	27%
20,000.00	-	100%	100%
5,000.00	2,250.00	55%	0%
50,500.00	26,500.00	48%	52%
6,000.00	-	100%	100%
25,000.00	1,273.80	95%	66%
20,000.00	7,625.00	62%	85%
364,420.00	135,002.21	63%	64%
3,168,586.84	1,587,226.50	50%	50%
9,354,040.00	5,775,246.77	38%	51%

Changes in Net Assets	(10,718.30)
Beginning Net Assets	863,685.08
Plus current Net Assets	(10,718.30)
Ending Net Assets W/O Donor Restrictions	852,966.78

87,723.97
765,242.81
87,723.97
852,966.78

5,229,472.37

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY23 Budget to Actual Report

Through December 31, 2023

	Total Grant Funding			% Spent
	YTD Actual	Annual Budget	Remaining	
WIOA Youth	\$519,573.64	1,692,127.18	1,172,553.54	31%
WIOA Adult	\$465,100.45	1,434,696.77	969,596.32	32%
WIOA Dislocated Worker	\$548,909.64	1,696,797.31	1,147,887.67	32%
WIOA Admin Cost Pool	\$113,029.86	542,906.97	429,877.11	21%
TC Jail	\$59,876.72	196,778.82	136,902.10	30%
Pathways 3	\$141,355.68	1,260,190.58	1,118,834.90	11%
Quest NDWG	\$379,143.59	979,478.53	600,334.94	39%
EcSA Federal	\$125,473.13	354,945.00	229,471.87	35%
EcSA State Above 200%	\$23,710.61	200,550.00	176,839.39	12%
EcSA State Below 200%	\$142,842.77	472,267.00	329,424.23	30%
EcSA State Business Navigator	\$52,806.85	108,333.00	55,526.15	49%
Commerce EcSA	\$5,411.25	790,547.00	785,135.75	1%
Commerce EcSA Business Services	\$33,002.76	1,259,739.00	1,226,736.24	3%
Community Development Block Grant (CDBG)	\$117,777.21	164,777.86	47,000.65	71%
Military Transition	\$0.00	1,500,000.00	1,500,000.00	0%
Thurston County Job Champion Network (TCJCN)	\$226,724.18	336,084.53	109,360.35	67%
Thurston County Ag Labor	\$71,776.65	493,196.48	421,419.83	15%
City of Olympia Journey 2 Jobs (J2J)	\$134,274.97	134,934.43	659.46	100%
Opioid	\$211,905.92	711,603.46	499,697.54	30%
TST Community Grant	\$70,700.08	99,098.36	28,398.28	71%
LIFT	\$54,460.09	54,460.09	-	100%
Total Program Grant Balance	\$3,497,856.05	14,483,512.37	10,985,656.32	24%



Pacific Mountain Workforce Development Council
STATEMENT OF FINANCIAL POSITION
December 31, 2023

(Balance Sheet)

	Beginning Year Balance	Current Period Balance	<i>Current Year Change</i>	Beginning Period Balance	<i>Current Period Change</i>
Assets					
Cash & Cash Equivalents	211,076	157,051	(54,025)	379,980	(222,929)
Accounts Receivable	1,832,109	1,184,137	(647,972)	1,209,748	(25,611)
Due from Related Parties	58	(3,000)	(3,058)	0	(3,000)
Pre-Paid Expenses	81,597	47,558	(34,039)	52,400	(4,842)
Investments - CDs	234,778	234,926	148	234,926	0
Long-Term Assets	4,335	4,335	0	4,335	0
Total Assets	<u>2,363,953</u>	<u>1,625,007</u>	<u>(738,946)</u>	<u>1,881,389</u>	<u>(256,382)</u>
Liabilities					
Contracts & Vendors Payable	1,375,492	436,938	(938,554)	812,919	(375,981)
Payroll, Taxes, & Benefits Payable	136,039	364,511	228,472	187,791	176,720
Paid Leave Payable	86,119	101,463	15,344	78,903	22,560
Other Short-Term Payables	1,060	(130,872)	(131,932)	(61,909)	(68,963)
Total Liabilities	<u>1,598,710</u>	<u>772,040</u>	<u>(826,670)</u>	<u>1,017,704</u>	<u>(245,664)</u>
Net Assets					
Total Net Assets	<u>765,243</u>	<u>852,967</u>	<u>87,724</u>	<u>863,685</u>	<u>(10,718)</u>
Total Liabilities and Net Assets	<u>2,363,953</u>	<u>1,625,007</u>	<u>(738,946)</u>	<u>1,881,389</u>	<u>(256,382)</u>

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS
December 31, 2023

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Grants	1,849,678.30	4,314,341.09
Payments to Suppliers	(679,366.89)	(1,517,105.15)
Payments to Employees	(398,976.98)	(820,618.83)
Payments to Program/Participant Activities	(994,263.27)	(2,030,372.48)
Total Cash Flows from Operating Activities	<u>(222,929)</u>	<u>(53,755)</u>
Cash Flows from Investing Activities		
Purchases of Equipment/Assets	0	(269)
Interest and Dividends	0	148
Purchases or Redemptions of Investments	<u>0</u>	(148)
Total Cash Flows from Investing Activities	0	<u>(269)</u>
Beginning Cash & Cash Equivalents	<u>379,980.12</u>	<u>211,076.07</u>
Ending Cash & Cash Equivalents	<u>157,051</u>	<u>157,051</u>