



Executive Finance Committee Agenda

11/06/2025 ▪ 2:30-4:00p

Join online via Microsoft Teams

Meeting ID: 259 451 157 627

Passcode: BT6dH9Aw

I. **Welcome & Check-In Items**

- A. Introductions & Establish Quorum
- B. **Action Item:** Motion to Approve April 10, 2025 EFC Minutes ([Attachment #1](#))
- C. Board Chair Comments
- D. CEO Report

II. **Executive Session**

The Board can move to close the meeting for select and appropriately limited conversation on specified purposes, which are identified in RCW 42.30.110. Any specific action requiring a vote will be taken in the public portion of the meeting.

III. **Discussion Items:**

- A. **Discussion & Action Item:** Adoption of Administrative Policies #1.1.5 and #1.5.3 and Revision to Administrative Policy #1.7.1-R3. ([Attachment 2](#))
 - i. **Action Item:** Motion to Approve Adoption of Administrative Policies #1.1.5 and #1.5.3 and Revision to Administrative Policy #1.7.1-R3 and Recommend Do Pass to the full WDC Board.
- B. **Discussion & Action Item:** Adoption of WIOA Program Policy #2.4.3 and Revision to Specialty Program 4.2.1-R1. ([Attachment #3](#))
 - i. **Action Item:** Motion to Approve Adoption of WIOA Program Policy #2.4.3 and Revision to Specialty Program Policy 4.2.1-R1 and Recommend Do Pass to the full WDC Board.
- C. **Discussion & Action Item:** Update to Credit Card Policy #1.4.7. ([Attachment #4](#))
 - i. **Action Item:** Motion to acknowledge and support the administrative update to PacMtn Policy #1.4.7 - Company Credit Cards, which establishes a repayment timeline and reporting procedures for inadvertent personal charges in alignment with state law and strengthens internal financial controls.
- D. **Discussion & Action Item:** Revision to Administrative Policy 1.3.1-R ([Attachment #5](#))
 - i. **Action Item:** Motion to Approve Revision of Administrative Policy 1.3.1-R1 and Recommend Do Pass to the full WDC Board.
- E. **Discussion Item:** 3M Leadership Structure & Reporting ([Attachment #6](#))
- F. **Discussion Item:** Relocation of WorkSource Thurston ([Attachment #7](#))



IV. Fiscal Items:

- A. **Discussion Item:** PY25 Q1 Financial Statements - 07/01/2025 - 09/30/2025
([Attachment #8](#))

V. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee
- B. Priority Populations Committee
- C. 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. Kevin Shutty	Economic Development Council of Mason County	Mason	Incoming Chair
5. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
6. Jonathan Pleger	Morningside	Regional	Priority Populations Committee Co-Lead
7. Vacant			ABEL Committee Lead
8. Derek Epps	Seattle Shellfish	Mason	Business At-Large
9. David Schaffert	Thurston County Chamber of Commerce	Thurston	BaSE Lead
10. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio

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	OBH	Opportunity Begins Here
CSO	Community Service Offices	OJT	On the Job Training
DOL	Department of Labor	OURR	Opioid Use Reduction & Recovery
DSHS	Department of Social and 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
ETO	Efforts to Outcome	WTECB	Workforce Training & Education Coordinating Board
ETPL	Eligibility Training Provider List		



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 \(SAO\)](#).



Executive Finance Committee

Meeting Minutes

April 10, 2025 | 2:30p

PacMtn Offices & Online via Microsoft Teams

Attendees:

Board Members: Michael Cade-Board Chair, David Schaffert, Dr. Lorie Thompson, Cheryl Heywood, Kevin Shuttly

Consortium Members: None

PacMtn Staff: William Westmoreland, Arissa De Lima, Dan Cooling, Wes Smith, Christina Gorman, Wil Yeager, Kellie Hale, Candice Viergutz

Guests: None

I. Welcome & Check- In Items

- a. **Introductions & Establish Quorum** - Michael Cade called the meeting to order at 2:35p. Quorum was established.
- b. **Action Item:** Motion to Approve February 13, 2025, EFC Minutes.
*Kevin Shuttly Motioned to approve February 13, 2025, EFC Minutes. David Schaffert Seconded. **Motion Carries.***
- c. **Board Chair Comments** - Michael Cade states EFC will be conducting the CEO evaluation.
- d. **CEO Report** - William Westmoreland reviewed highlights from his CEO Report. The full report can be found on the PacMtn website at www.pacmtn.org.

II. Discussion & Action Items

- a. **Discussion and Action Item:** Update of Administrative Policy #1.7.1-v1 and Adoption of Policies #1.4.7 and #1.4.8

Kellie reviews updates to Administrative Policy #1.7.1-v1 and Adoption of Policies #1.4.7 and #1.4.8 highlighting that the changes to #1.7.1-v1 now align with the state and federal guidelines and ESD's recent updates to their policy. Additionally, adoption of #1.4.7 and #1.4.8 is in response to auditors' recommendation after the accountability audit, now in compliance with the state RCWs.

There were no questions on this item.

- A. **Action Item:** Motion to Approve Updates to Administrative Policy #1.7.1-v1 and Adoption of Policies #1.4.7 and #1.4.8 and Recommend Do Pass to the full WDC Board

*Kevin Shuttly motioned to approve Updates to Administrative Policy #1.7.1-v1 and Adoption of Policies #1.4.7 and #1.4.8 and Recommend Do Pass to the full WDC Board. Cheryl Heywood seconded. **Motion Carries.***



b. **Discussion Item & Action Item:** Update of WIOA Title 1B Adult, Dislocated Worker, and Youth Policies

Dan reviewed the updates to WIOA Title 1B Adult, Dislocated Worker, and Youth Policies. Highlighting that these changes were eligibility clarification to align with the state, career and training services, assessments, and support services. He also states that these changes align with CRF and TEGl changes as well.

David queries what the expectation for EFC is on this item.

Wil states the role EFC plays in this approval process is to provide input, read, understand, and approve for a consent agenda item.

Arisa states that the board packet will be sent out April 11th to provide the board with enough time to review the changes and updates to the policies. In addition, due to the volume of policies updated, PacMtn will be providing an hour info session for board members to drop in and ask questions about the policies.

Michael states that there is an assumption by the board that these policies have been reviewed and approved by EFC. Stating he wants to make sure everyone has every possibility to review the updates.

William also offers email conversations for those who cannot attend the info session.

EFC members discussed and agreed to having a full discussion on the policies during the Board Meeting to encourage full board review and vote.

A. **Action Item:** Motion to Approve Update to WIOA Title 1B Adult, Dislocated Worker and Youth Policies as presented and Recommend Do Pass to the full WDC Board

*David Schaffert Motions to Approve Updates to WIOA Title 1B Adult, Dislocated Worker and Youth Policies as presented and Recommended Do Pass to the full WDC board. Kevin Shutty Seconded. **Motion Carries.***

c. **Discussion and Action Item:** Approval of WIOA Title I-B Award

Dan reviewed the WIOA Title 1-B Award highlighting the community meetings held before releasing the RFP and the eleven submissions received. Currently the recommendation is to move the three mentioned agencies forward.

Wil states the three that were picked had the best service strategies and best cost analysis, other proposals contained more of a training program, more fit for a training provider, not a contracted youth provider.

Cheryl Heywood adds that MyTRL program that covers K-12, includes Gravity



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and they have an E number to the library's online resources.

Dr. Lori Thompson queries if there will be future rounds of funding. William responds that the money that they are reserving will be prioritized by finding a partner to directly award to better cover the communities in rural areas of our region. He finds this is an opportunity to provide more direct service and case management and let partner deal with more programming and less concern with requirements. William states this will be targeted more towards Grays Harbor, Pacific, and Morton.

- A. **Action Item:** Motion to Approve the Award of WIOA Title I-B Youth Services Contracts for PY25 to Community Youth Services, Gravity Learning Center, and Morningside, and Recommend a Do Pass to the full WDC Board.

*Kevin Shutty Motions to Approve the Award of WIOA Title I-B Youth Services Contracts for PY25 to Community Youth Services, Gravity Learning Center, and Morningside, and Recommend a Do Pass to the full WDC Board. Dr. Lorie Thompson Seconded. **Motion Carries.***

III. **Fiscal Items:**

- a. **Discussion Item:** Annual Audit Summary

Wil reviews the Annual Audit Summary, stating we have completed the federal single audit, a two-year audit required by the state. Mentioning it was a clean audit.

IV. **Executive Session**

The Board can move to close the meeting for select and appropriately limited conversation on specified purposes, which are identified in RCW 42.30.110. Any specific action requiring a vote will be taken in the public portion of the meeting.

Michael Cade requested a motion for the EFC to move into executive session to review performance of employees as allowed by RCW 42.30.110(1)(g).

Kevin Shutty Motioned to move into Executive Session. Dr. Lorie Thompson Seconded. The EFC will be in Executive Session until 20 minutes from the current time 3:15p. Michael Cade, Board Chair asks that William Westmoreland, Arissa De Lima, and Wilford Yeager to attend the Executive Session. The EFC is not expected to take further action following the Executive Session but will reconvene after 20 mins at 3:35p.

Kevin Shutty Motioned for EFC to return from Executive Session. David Schaffert Seconded. Motion passes. EFC returned at 3:35p.



- V. Committee & Task Force Updates:
- a. **One Stop Committee (One-Stop)**- No updates currently
 - b. **Priority Populations**- No updates currently
 - c. **Business and Sector Engagement (BaSE)**- David updates the committee stating BaSE is working with PacMtn Staff on framework for quality jobs and high road employer and has asked staff to take the lead on it. He states he wanted PacMtn staff to lead so that they can present it and create an opportunity to have the BaSE committee be in feedback mode.
 - d. **Adult Basic Education & Literacy (ABEL)**- No updates currently

VI. Good of the Order & Announcements

Lori Thompson shared that Capital STEM Alliance is hosting their second annual Try-a-Trade construction event on October 9th at Satsop Business Park. This event will be posted on ESD113's website and the Capital STEM Alliance website. They are also piloting a joint spring event on May 1st with two sessions, 8:30am-10:30am and 11a-1p, like the event being held in the fall, but the purpose being to encourage middle schoolers to enroll in New Market the following year. Lori and Cheryl will be hosting a webinar coming up on April 29th 4:30-6:00pm via Zoom, this webinar will be focused on STEM education and access to STEM education and career pathways. This webinar will also include a key-note speaker and a panel discussion. The flyer for that is on the TRL website.

David Schaffert shares that the Find Your Future event will be held at New Market Skills Center on Saturday April 26th from 10am-2pm. Highlighting that this has become more of a family engagement.

Michael Cade shares that along with Kevin Shutty, the EDC will have their first board meeting at the end of the month, they have invited William to be part of the Board of Directors, and he has accepted. The Governor has provided a letter of approval, and they are working towards the next steps for IRS and EDA approval. One of the last requirements is to form a board which they are currently in the process of. Michael shares his excitement for this opportunity.

Meeting adjourned at 3:45p

Submitted by: Arissa De Lima, WDC Board Liaison



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To: Executive Finance Committee
 Date: November 06, 2025
 Subject: Proposed Adoption of New and Revised PacMtn Administrative Policies

Recommendation and/or Recommended Motion

Recommend approval for the adoption of PacMtn Administrative Policies #1.1.5 and #1.5.3, and Revision to Administrative Policy #1.7.1-R3 and recommend a “Do Pass” to the full Workforce Development Council Board.

Overview: The purpose of this action is to recommend approval for the adoption of new PacMtn Administrative Policies #1.1.5 (Artificial Intelligence Workplace Usage) and #1.5.3 (LaunchPad User Guidelines), as well as the revision to Administrative Policy #1.7.1-R3 (Stevens Amendment). These policies are being presented to ensure alignment with current federal and state guidance, strengthen internal controls, and provide clear operational standards for staff and partners.

The adoption of Policies #1.1.5 and #1.5.3 establishes clear expectations for responsible AI usage and LaunchPad system practices across the PacMtn network. The revision to Policy #1.7.1-R3 updates language to reflect current federal funding acknowledgment requirements and reinforces compliance with state monitoring expectations.

Impact on Current Policy:

The proposed updates and additions have the following impacts on current policy and practice:

Policy Summary Table

Policy Title	Policy #	Type	Status	What’s New or Revised
Artificial Intelligence (AI) Workplace Usage	1.1.5	Administrative	New	Establishes ethical and security standards for AI use; defines permitted and prohibited uses; reinforces data privacy and human oversight requirements; aligns with PacMtn Data Security Policy.



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Launchpad User Guidelines	1.5.3	Administrative	New	Updates procedures for user access, account management, confidentiality, and business coordination requirements; strengthens security protocols and partner responsibilities.
Funding Statements - Public Outreach & Marketing Materials	1.7.1-R3	Administrative	Revised	Updates Stevens Amendment compliance language; clarifies disclosure requirements for federally funded programs; allows use of hyperlinks and QR codes; includes examples of compliant statements.

These policies reflect PacMtn’s continued commitment to compliance, accountability, and innovation in service delivery and administration. Staff will ensure appropriate dissemination and implementation of each policy through guidance, training, and integration into internal systems and procedures.



TITLE: Artificial Intelligence (AI) Workplace Usage POLICY # 1.1.5

Type: Administrative Policy

Original Policy Date: NA

Effective Revision Date: NA

Status: Draft

Supersedes: NA

Purpose

The purpose of this policy is to establish clear expectations and governance for the ethical, safe, and appropriate use of artificial intelligence (AI) tools and technologies at PacMtn. This policy ensures all employees and partners understand approved AI tools and permissible use cases, safeguarding data privacy, reducing legal risk, and supporting consistent, responsible use.

Policy

PacMtn supports innovation and efficiency through responsible AI usage. However, the use of AI tools must be approached with caution, accountability, and in alignment with applicable data security and compliance standards. All AI use at PacMtn must reflect our commitment to integrity, transparency, and respect for individual privacy and intellectual property.

Scope

This policy applies to all PacMtn staff, contractors, temporary workers, interns, board members, and any third-party partners or consultants using AI tools or services on behalf of PacMtn.

It applies to AI use in any work setting, including remote, hybrid, and in-office environments. It covers both publicly available generative AI (e.g., ChatGPT, Microsoft CoPilot, Google AI) and any proprietary or licensed enterprise AI tools.

Policy Guidelines

Permitted Uses

- Use AI for non-confidential research, drafting, summarization, and routine business process support, with human review and verification.

- AI output may support decision-making but may not replace it. For example, AI may be used to help draft reports, generate ideas for outreach strategies, or summarize large datasets, but final decisions—such as program design, budget allocations, policy recommendations, or grant award selections—must be made by qualified staff or leadership.
- AI may be used in project planning or content generation only if content is reviewed and validated by a staff member.

Prohibited Uses

- Do not use AI tools to generate or process confidential, proprietary, or personally identifiable information (PII) in any public or non-approved system.
- Do not rely on AI-generated content as a final output without thorough human review, especially in official communications, reports, legal documents, or public-facing materials.
- Do not use generative AI tools to make or assist in making employment-related decisions about applicants or employees. This includes decisions regarding recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Do not use AI tools in any way that could produce or reinforce bias, discriminatory outcomes, or harmful stereotypes. For example, do not use AI-generated language in marketing materials or job descriptions without review, as it may unintentionally include gendered terms or cultural stereotypes that exclude or offend certain groups.
- Do not impersonate others or use AI-generated content to misrepresent authorship or origin.

Data Privacy and Security

- All AI tool use must comply with PacMtn’s data privacy, cybersecurity, and confidentiality policies.
- AI tools must not be used to store or transmit sensitive information unless explicitly authorized and securely configured.

Transparency and Accountability

- Any content developed or assisted by AI should be transparently attributed when appropriate.
- Users must monitor for and mitigate potential bias or harm in AI-generated outputs. This includes reviewing AI-generated content for discriminatory language, stereotypes, or inaccuracies; cross-checking against reliable sources; considering the impact on underrepresented or vulnerable populations; and seeking a second review from a colleague or supervisor when content touches on sensitive topics (e.g., race, gender, disability, or economic status).
- AI tools should not be used to impersonate individuals or misrepresent the origin of information.

Implementation and Oversight

Roles and Responsibilities

- **Executive Leadership** is responsible for endorsing this policy and ensuring its alignment with organizational values and strategic direction.

- **Information Technology (IT)** will maintain an inventory of approved AI tools, monitor developments in AI-related risks, and provide technical guidance on secure tool usage.
- **Department Managers and Supervisors** will support staff in understanding appropriate AI use, ensure team compliance with this policy, and identify areas where training is needed.
- **All Staff and Contractors** are responsible for reviewing, understanding, and following this policy when using AI tools in any PacMtn-related work.

Compliance

Misuse of AI tools or failure to follow this policy may result in corrective action, including but not limited to retraining, removal of tool access, or disciplinary measures in accordance with PacMtn’s HR and contract management procedures.

Definitions

- **AI Output:** The content or result produced by an AI system in response to a prompt or input. This may include text, summaries, images, recommendations, or analysis.
- **Artificial Intelligence (AI):** A system or tool that performs tasks normally requiring human intelligence, such as recognizing patterns, learning from data, making predictions, or generating content.
- **Bias:** Systematic and unfair discrimination that favors one group over another. In AI, bias can originate from flawed training data, assumptions in algorithms, or misuse by users.
- **Fact-Checking:** The process of verifying the accuracy and reliability of AI-generated content by comparing it with credible sources or validated data.
- **Generative AI:** A subset of AI that creates new content (e.g., text, images, audio, or code) based on patterns learned from large datasets. Examples include ChatGPT, Google Bard, and DALL·E.
- **Human Oversight:** The requirement that a knowledgeable person reviews and approves AI outputs before they are used in any official capacity or to make impactful decisions.
- **Personally Identifiable Information (PII):** Any information that can be used to distinguish or trace an individual’s identity, such as name, Social Security number, email address, or phone number.
- **Sensitive Information:** Data that must be protected due to privacy, legal, or ethical considerations, including PII, health records, financial data, and confidential organizational documents.

References

- Washington State OCIO Security Standards
- GDPR, CCPA, and other applicable data protection laws
- National Institute of Standards and Technology (NIST) AI Risk Management Framework
- PacMtn Policy # 1.2.2-v1 – Data Security

Direct Inquiries to:
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Email: info@pacmtn.org

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



TITLE: Launchpad Management Information System (MIS) POLICY # 1.5.3

Type: Administrative Policy

Original Policy Date:

Effective Revision Date:

Status: Draft

Supersedes: NA

Purpose

The purpose of this policy is to establish consistent procedures for granting, maintaining, and terminating access to the Launchpad Management Information System (MIS). The policy ensures data integrity, security, and confidentiality in compliance with applicable laws and PacMtn standards.

Policy

It is the policy of PacMtn that access to Launchpad is restricted to authorized users who have completed necessary training, signed a User Agreement, and had a demonstrated business need based on their job responsibilities. All users are expected to maintain data confidentiality, coordinate business engagement activities through the system, and immediately report any misuse or breaches. Misuse of Launchpad data or failure to comply with access procedures may result in disciplinary actions, up to and including termination of system access.

Policy Guidelines

1. Access Authorization

- Only the PacMtn System Administrator may grant access to Launchpad.
- User login credentials will be issued only after successful completion of all access requirements.
- Agencies must immediately notify PacMtn when a user's employment ends, access is no longer needed, or a security incident occurs.

2. Eligibility Requirements for Access

To gain access to Launchpad, individuals must meet all the following:

- Be employed by a PacMtn-recognized partner agency through a signed Memorandum of Understanding (MOU) or have an active service contract with PacMtn.
- Complete Launchpad training provided or approved by PacMtn.

- Sign a Launchpad User Agreement confirming their understanding of confidentiality, data security, and appropriate system use.

3. Customer “Opt-Out” Provision

Customers have the right to opt out of having their information stored or shared within Launchpad. In these cases, staff must document client activities using alternative, approved paper-based methods as directed by PacMtn.

4. Requests for Launchpad Records

All public record requests, subpoenas, or legal inquiries related to Launchpad records must be immediately forwarded to the PacMtn Director of Compliance and Policy. PacMtn will process these requests according to applicable public disclosure laws and privacy protections.

5. Data Confidentiality and Security

All information entered into Launchpad is confidential and subject to applicable federal, state, and PacMtn confidentiality standards.

- Unauthorized disclosure of Launchpad information is strictly prohibited.
- Data access and sharing must be limited to authorized business purposes only.

6. Employer Engagement and Single Point of Contact

Launchpad users must:

- Maintain a single point of contact for each business record (Account Owner).
- Before reaching out to a business, check Launchpad for previous engagement and coordinate with the designated Account Owner.
- Failure to comply with this coordination requirement may result in corrective action or revocation of Launchpad access.

Definitions

Account Owner: The designated user responsible for managing communication and service coordination for a business or employer listed in Launchpad.

Launchpad: A PacMtn-administered management information system used to track participant services, business engagement, and workforce activities.

Opt-Out: The option exercised by customers to prevent their personal information from being entered or shared through Launchpad.

System Administrator: The PacMtn staff member authorized to manage Launchpad user access, security, and system functionality.

User Agency or Organization: The partner organization employing an individual who has access to Launchpad.

References

Workforce Innovation and Opportunity Act (WIOA)
PacMtn Data Security and Personally Identifiable Information – Policy #1.2.2-v1
PacMtn Records Retention and Public Access – Policy #1.2.1
Washington State Public Records Act (RCW 42.56)
20 CFR 677.175 – Confidentiality requirements for workforce system data

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TITLE: Funding Statements in Publicly Distributed Outreach and Marketing Materials Policy #1.7.1-R3

Type: Administrative Policy

Original Policy Date: 10/18/2021

Effective Revision Date:

Status: Draft

Supersedes: Policy #1.7.1-R2

Purpose

The purpose of this policy is to ensure compliance with the Stevens Amendment by requiring all public communications that describe U.S. Department of Labor (DOL)-funded programs to include specific funding disclosure statements. This ensures transparency, accountability, and public awareness regarding the sources of financial support for PacMtn programs and activities.

This policy applies to PacMtn staff, subrecipient program operators, and managers when issuing statements, press releases, bid solicitations, requests for proposals (RFPs), and other documents and publications describing projects or programs funded in whole or in part with DOL funds.

Policy

PacMtn is committed to full compliance with the Stevens Amendment (Consolidated Appropriations Act, 2023, Div. H, Title V, Sec. 505), which requires disclosure of DOL funding sources in public communications. This policy ensures transparency for programs and projects funded in whole or in part by the U.S. Department of Labor, including WIOA, Wagner-Peyser, Trade Adjustment Assistance, Jobs for Veterans State Grant, Reemployment Services and Eligibility Assistance, National Dislocated Worker Grants, and other DOL grants managed by PacMtn.

PacMtn staff, subrecipients, and program operators must clearly disclose funding details in all relevant public statements and documents, including:

1. The dollar amount of Federal funds used for the project, program, or activity.
2. The Federal funding entity (e.g., grant, fund allocation, or program name).
3. The funding period covered by federal support.
4. The dollar amount of non-federal sources supporting the project, program, or activity.

Policy Guidelines

Applicability

This policy applies to **all PacMtn staff, subrecipient program operators, and managers** when issuing public communications related to federally funded programs. Documents subject to this policy include, but are not limited to:

- **Press releases**
- **Requests for Proposals (RFPs)** and bid solicitations
- **Brochures, flyers, promotional materials**
- **Social media posts and website content**
- **Newsletters and email blasts**
- **Resource guides and toolkits**
- **Reports and publications describing program funding**

This policy **does not apply to** contracts such as **WEX and OJT contracts**. It also does not apply to RESEA Action Plans or Unemployment Insurance claim-specific communications.

Compliance Requirements

1. **Mandatory Disclosure:** The Stevens Amendment disclosure must be included in all applicable materials describing DOL-funded projects.
2. **Website Disclosure:** Organizational website pages that describe DOL programs must include a Stevens Amendment disclosure statement or provide a link to PacMtn's funding page. For DOL grants received directly by PacMtn, materials must include a direct link to PacMtn's funding page or contain all required elements in the body of the document.
3. **Use of Hyperlinks & QR Codes:** Shortened compliance statements may be used with hyperlinks to PacMtn's funding page. QR codes may be included in digital or printed materials, provided they include a brief description of the funding information available via the code.
4. **Monitoring & Enforcement:** PacMtn will ensure compliance by annually reviewing public communications and monitoring subrecipients, service providers, and contractors as part of its contractual oversight responsibilities.
5. **Corrective Actions:** Non-compliance will result in corrective action, including immediate revisions to communications, and may be addressed through PacMtn's contract monitoring and evaluation processes.

Placement of SA Statements

The Stevens Amendment statement is not required on every page of a multi-page document or website. At least one page must include a compliant statement.

Attachment

Examples of Approved Compliance Statements (Attachment A)

References

Consolidated Appropriations Act, 2023, Div. H, Title V, Sec. 505

WorkSource System Policy 1027, Revision 2

2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

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Attachment A

Examples of Approved Compliance Statements

- “The local WIOA Youth program is supported by the USDOL Employment and Training Administration. \$765,123 is financed by PY25 Allocation of WIOA Federal funds to PacMtn.”
- “The Adult Re-employment Bootcamp Activity receives support from US Department of Labor WIOA Title I-B PY25 Adult grant funding of \$50,650 and private corporate funding of \$14,500.”
- “This Job Club receives support and funding from US Department of Labor WIOA Title I-B grants. Read more about PacMtn’s USDOL grant funding at [PacMtn funding page hyperlink].”
- “This workshop receives support and funding from the US Department of Labor Wagner-Peyser grant. Read more about PacMtn’s USDOL grant funding at [PacMtn funding page hyperlink].”
- “This Job Fair receives support and funding from a US Department of Labor WIOA Title I-B Dislocated Worker grant. Read more about USDOL grant funding at [PacMtn funding page hyperlink].”
- QR Code Example: “This Job Skills Workshop is funded through a USDOL grant. To learn more about funding, follow this QR code.”
- Projects funded through multiple fund sources, the following sample statement acknowledges the combination of federal and private funding. The sample statement places a strong emphasis on USDOL and its grant(s) while recognizing the contributions of other non-federal sources towards the project.
 - “This local job fair receives support and funding from US Department of Labor WIOA grants and other fund sources. Read more about PacMtn’s grant funding at (hyperlink to LWDB or non-federal entity funding page).”



To: Executive Finance Committee
 Date: November 06, 2025
 Subject: Proposed Adoption of New and Revised PacMtn Program Policies

Recommendation and/or Recommended Motion

Recommend approval for the Adoption of PacMtn Program Policy #2.4.3 and the Revision to Program Policy #4.2.1-R1 and recommend a “Do Pass” to the full Workforce Development Council Board.

Overview: The purpose of this action is to recommend approval for the adoption of new PacMtn Program Policy #2.4.3 (Document Storage & Organization) and the revision to Program Policy #4.2.1-R1 (Community Reinvestment Fund Incentives). These policy actions are intended to strengthen program compliance, ensure consistency with state guidance, and support effective implementation across the PacMtn workforce system.

The adoption of Program Policy #2.4.3 establishes standardized practices for secure document storage, organization, and retention to meet federal, state, and local recordkeeping requirements. The revision to Program Policy #4.2.1-R1 updates the policy statement to clarify allowable incentive types, documentation standards, and reporting procedures in alignment with state EcSA program guidance.

Impact on Current Policy:

The proposed updates and additions have the following impacts on current policy and practice:

Policy Summary Table

Policy Title	Policy #	Type	Status	What’s New or Revised
Document Storage & Organization	2.4.3	WIOA	New	Establishes consistent document management and storage standards; ensures compliance with WIOA record retention and audit requirements; clarifies responsibilities for secure and accessible recordkeeping.
Community Reinvestment	4.2.1-R1	Specialty Programs	Revised	Outlines allowable CRF incentive types and distribution procedures; aligns



Fund (CRF) Incentives				with state EcSA guidance; sets documentation and reporting standards for incentive payments.
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These policies reflect PacMtn’s continued commitment to compliance, accountability, and innovation in service delivery and administration. Staff will ensure appropriate dissemination and implementation of each policy through guidance, training, and integration into internal systems and procedures.

**TITLE: Document Storage & Organization
Policy # 2.4.3**

Type: Program Policy

Original Policy Date:

Effective Revision Date: NA

Status: Draft

Supersedes: N/A

Purpose

The purpose of this policy is to ensure consistent standards for the storage, organization, and management of participant and program files across all PacMtn programs. Standardization improves efficiency, supports compliance with federal and state requirements, and provides staff and contractors with clear guidance for maintaining accurate, complete, and accessible records.

Policy

PacMtn requires staff and contractors to adopt uniform practices for organizing and storing all participant and program documents. Records must be accurate, complete, secure, and accessible for program operations, monitoring, auditing, and evaluation. This policy applies to both electronic and paper records and is mandatory for all PacMtn-administered programs.

Policy Guidelines

A. Electronic Records

- All participant data must be entered into PacMtn’s designated Management Information System (MIS), including LaunchPad, ETO, or other approved systems.
- Scanned or uploaded documents must be clearly labeled and organized by participant record number.

B. Document Mapping in MIS (Required by WSS 1029)

Each participant file must include the required documentation stored in the following standardized MIS locations:

Document Type	MIS Location / Section	Description / Examples
Eligibility Documentation	LaunchPad – “Eligibility” Tab	Eligibility verification, I-9, SSN, proof of age, citizenship, selective service
Participation Records	LaunchPad – “Participation” Tab	Enrollment, services provided, activity tracking
Financial Records	LaunchPad – “Financial” Tab	Supportive services, incentive payments, reimbursements
Case Notes	LaunchPad – “Notes” Section	Service notes, contacts, progress updates

Performance Outcomes	LaunchPad – “Outcomes” Tab	MSG, credential attainment, placement, exit documentation
Additional Supporting Docs	LaunchPad – “Documents” Section	Misc. supporting evidence, waivers, assessments

Note: If paper files are maintained, they must mirror this structure and follow PacMtn’s standardized case file index.

C. Paper Records

- When hard copies are maintained, files must follow PacMtn’s standardized case file structure.
- All paper records must be stored in secure locations with controlled access.

D. Confidentiality & Access

- Records must comply with PacMtn’s Confidentiality and Data Security Policy (1.2.2-v1).
- Access is limited to authorized staff and contractors.

E. Retention

- All records must be maintained in accordance with PacMtn’s Record Retention and Public Access Policy (#1.2.1) and applicable federal and state retention schedules.

Definitions

Participant File: A collection of electronic or paper documents that establish eligibility, track participation, and demonstrate compliance with program requirements.

MIS (Management Information System): The official electronic record system(s) used by PacMtn for participant data management (e.g., LaunchPad, ETO).

Contractor: Any entity contracted by PacMtn to deliver workforce services, including subrecipients and vendors.

References

- WorkSource System Policy 1029 – Document Storage and Organization
- Washington State Employment Security Department
- Pacific Mountain Workforce Development Council Policy 1.2.1 – Records Retention and Public Access
- Pacific Mountain Workforce Development Council Policy 1.2.2-v1 – Data Security
- Workforce Innovation and Opportunity Act, Section 185(a)(3)
- WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al.; 20 CFR Parts 676, 677, and 678

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

TITLE: Community Reinvestment Funds Incentive Policy # 4.2.1-R1

Type: Program Policy

Original Policy Date: 06/06/2024

Effective Revision Date: NA

Status: Draft

Supersedes: 4.2.1

Purpose

The purpose of the Community Reinvestment Funds Incentive Policy is to foster sustainable economic development and enhance the well-being of underserved communities. This policy was established in response to Washington State's Community Reinvestment Account, designed to address racial, economic, and social disparities and reduce poverty with a focus on equity.

Policy

The Career Accelerator Incentives Fund authorizes financial support payments of \$1,000.00 per month to participants enrolled in the State Economic Security for All (EcSA) program. These incentives are intended to support individuals actively engaged in career development activities and making **satisfactory** progress toward securing self-sufficient employment.

**All incentive payments are subject to fund availability and may be adjusted or discontinued if funding constraints arise.*

Policy Guidelines

Eligibility Requirements

To qualify for monthly incentive payments through **the EcSA Career Accelerator**, participants must:

- Be fully enrolled in the State EcSA program.
- Be actively engaged in their career development plan.
- Meet with their case manager at least once per month to provide updates on their career plan progress.
- Demonstrate meaningful engagement in qualifying career development activities beyond basic job search.
- Have their progress documented in the Efforts to Outcome (ETO) system by their case manager.

Qualifying Career Development Activities

Participants must engage in **at least one of the following activities** each month to remain eligible for incentives:

- **Training or Education Pathways, Including Work Experience**
Examples: Completing an accredited certificate program, enrolling in vocational training, participating in registered apprenticeships, or completing an industry-recognized certification (e.g., CNA, HVAC, IT Support).
- **Credential Attainment & Measurable Skill Gains**
Examples: Passing a GED exam, earning a professional license (e.g., Real Estate, CDL), completing coursework for an associate or bachelor's degree, or gaining proficiency in an in-demand technical skill (e.g., software coding, welding).
- **Barrier Mitigation to Employment**
Examples: Securing reliable transportation (e.g., purchasing a car, obtaining a driver's license), enrolling in childcare assistance programs, completing an English as a Second Language (ESL) course, or accessing legal services to expunge criminal records.
- **Job Search & Employment Attainment**
Examples: Attending job interviews, participating in mock interview sessions, securing employment through a hiring event, or obtaining a written job offer from an employer.
- **Employment Retention**
Examples: Maintaining employment for at least 30 days, successfully completing an employer's probationary period, or receiving positive performance reviews at work.
- **Wage Increase**
Examples: Negotiating a higher salary, transitioning from part-time to full-time employment, receiving a pay raise or promotion, or moving to a job with better benefits and financial stability. Participants are encouraged to assess their wage increases using the UW Self-Sufficiency Calculator to determine progress toward achieving full household self-sufficiency.
- **Financial Coaching & Planning**
Examples: Completing a financial literacy course, creating a household budget with a financial advisor, setting up an emergency savings account, or developing a debt repayment plan.
- **Engagement in Customized Self-Sufficiency Strategies**
Examples: Completing an assessment using the UW Self-Sufficiency Calculator, developing an individualized plan to reach income adequacy, or participating in long-term career coaching sessions.
- **Other Activities Approved by the Case Manager**
Examples: Participating in leadership development workshops, attending professional networking events, engaging in mentorship programs, or enrolling in specialized workforce development initiatives.

**** Job search alone does not qualify as a sufficient activity. Participants must demonstrate additional career development progress.***

Enrollment & Compliance

- Initial enrollment into the Career Accelerator Incentive Program occurs during a financial coaching meeting where participants complete required forms and discuss tax implications.
 - Participants must submit evidence of qualifying activities to their case manager by the 20th of each month to qualify for that month's incentive payment.
 - If a participant fails to meet with their case manager or submit documentation by the 20th, they will not be eligible for that month's incentive.
 - Incentive payments will be processed by the end of the month and issued on the 5th of the following month.
 - Participants must complete a new UW Self-Sufficiency Calculator assessment upon employment attainment to ensure income adequacy.
-

Payment Structure & Duration

- Incentive payments are strictly limited to fund availability. If funds are depleted, payments may be paused or discontinued.
- Participants may continue receiving monthly incentives as long as they remain enrolled in EcSA, meet eligibility requirements, and funding is available.
 - The participant must submit a **written appeal** within **10 business days** of receiving the denial notice.
 - The appeal must include:
 - Reason for requesting reconsideration.
 - Any supporting documents that demonstrate compliance or mitigating circumstances.
 - A statement explaining how the issue has been or will be resolved.

2. Review by Appeals Committee

- The appeal will be reviewed by a **three-person Appeals Committee**, including:
 - A **Case Manager** (not directly involved in the original decision).
 - A **Program Administrator**.
 - A **PacMtn Representative**.
- The committee will evaluate the case within **10 business days** and determine if the decision should be overturned or upheld.

3. Notification of Decision

- The participant will receive a **written response** with the final decision within **5 business days** after review.
- If the appeal is **approved**, the participant will receive **retroactive incentive payment** if applicable.
- If the appeal is **denied**, the participant will be provided with a **clear explanation** and any corrective actions required to regain eligibility.

4. Final Resolution

- If the participant disagrees with the committee's decision, they may **request a final review** by the **PacMtn Executive Team** within **5 business days** of the committee's decision.
- The **Executive Team's decision is final**.

Anti-Fraud & Compliance Measures

- **Random Audits:** Participants may be selected for periodic audits to verify program compliance.
- **Photo or Digital Check-Ins:** Participants may be required to submit time-stamped photo evidence or check-in digitally for certain activities.
- **Clawback Policy:** If fraud is discovered after payments are made, participants may be required to repay improperly received funds.
- **Zero Tolerance for Fraud:** Providing false documentation or misrepresenting progress will result in immediate program termination and potential legal consequences.
- **Two-Month Non-Compliance Rule:** If a participant fails to engage in qualifying activities for two consecutive months, they will be removed from the incentive program unless corrective action is taken.

Definitions

- **Self-Sufficiency:** The ability of an individual or household to meet basic needs without external assistance, measured using tools such as the UW Self-Sufficiency Calculator to determine income adequacy and financial independence.
- **ETO (Efforts to Outcome):** A data management system used to track participant progress, incentive payments, and program compliance.

- **EcSA (Economic Security for All):** A state program designed to reduce poverty through workforce development and financial incentives, supporting individuals in achieving self-sufficient employment.
- **Career Plan / IEP:** A structured roadmap developed between a participant and their case manager that outlines career goals, training, employment steps, and milestones toward self-sufficiency.
- **Barrier Mitigation:** Strategies and services aimed at overcoming challenges that prevent employment, including transportation, childcare, legal assistance, and language proficiency.
- **Wage Progression:** The increase in earnings through promotions, pay raises, job transitions, or skill enhancements that contribute to financial stability and self-sufficiency.
- **Financial Coaching:** Personalized guidance provided by financial advisors to help participants develop budgets, plan debt reduction, establish savings, and manage tax obligations.
- **Verification Process:** The required documentation and third-party confirmations (from employers, training providers, or financial coaches) to ensure participants are meeting program requirements.
- **Fraud Prevention Measures:** Policies and practices designed to detect and prevent misrepresentation, unauthorized incentive claims, and compliance violations.
- **Program Compliance:** The adherence to all requirements, including monthly check-ins, documented progress, and engagement in qualifying activities to continue receiving incentives.

References

Workforce Innovation and Opportunity Act (WIOA), 2014

WIOA Final Rule; 20 CFR Parts 676, 677, and 678 (2016)

Washington State Policy 7005-1: Community Reinvestment Fund

PacMtn Policy 4.1.1-P: State EcSA Program Procedure

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Process for Enrollment and Approval into the Career Accelerator Incentive Program

This process ensures that participants are properly enrolled, vetted, and approved before receiving incentive payments under the Career Accelerator Incentive Program. The process includes the completion of required forms, review by designated staff, and final approval by program administrators.

Step 1: Initial Eligibility Determination

Responsibility: Case Manager/Talent Recruiter

1. **Verify Participant Eligibility:**
 - a. Ensure the participant is fully enrolled in the State Economic Security for All (EcSA) Program.
 - b. Confirm that the participant meets all qualifying criteria for incentive payments, including engagement in approved career activities.
 - c. Schedule an appointment with financial coach to go over the program and complete required enrollment paperwork. This appointment will be documented in ETO under State Funded Services as a Financial Literacy touchpoint.

Responsibility: Financial Coach

2. **Discuss Financial & Tax Implications:**
 - a. Explain that the incentive is taxable income and that a 1099 form will be issued at the end of the year.
 - b. Inform the participant that receiving the incentive may impact state benefits (e.g., SNAP, TANF, Medicaid).
 - c. Provide contact information for a financial coach if additional guidance is needed.

Step 2: Participant Agreement & Documentation Submission Review

Responsibility: Financial Coach & PacMtn Quality Assurance Team (QA)

1. **Complete the Career Accelerator Incentive Participant Agreement Form** (attached document).
 - a. The participant must read and acknowledge the terms of the incentive, including:
 - ✓ Ongoing engagement requirements
 - ✓ Tax responsibilities
 - ✓ Impact on benefits
2. **Complete the Vendor Form** (for payment processing).

- a. Provide accurate bank account details (for direct deposit) or mailing address (for check payments).
 - b. Verify personal information (name, contact details, social security number, or tax ID if required).
3. **Submit Forms to PacMtn QA Team for review:**
- a. PacMtn QA team will review the submitted forms for compliance and validate participant is eligible for and all required forms are filled out.

Step 3: Participant Documentation Approval and Enrollment into Program Documented

Responsibility: PacMtn Program Administrator

The PacMtn QA team conducts a comprehensive review of the participant's eligibility documentation to ensure compliance with program requirements before approving enrollment into the CRF program.

Eligibility Validation & Documentation Review

The QA team:

- Validates allowability by reviewing the participant's application, eligibility criteria, and required supporting documents.
- Ensures all required documentation (e.g., proof of eligibility, work-based learning agreements, case notes) is present and properly recorded.
- Confirms corrections have been made if prior compliance issues were identified, verifying that necessary updates are reflected in the state MIS system.
- Logs an internal approval note in ETO, confirming eligibility verification and compliance with program requirements.

If corrections were required, the QA team verifies that:

- All missing or inaccurate information previously flagged by the ESD Monitoring Unit has been addressed.
- Updated documentation has been uploaded and properly linked to the participant's file in the state MIS and ETO.
- A compliance checklist is completed, detailing any corrections made and confirming that the participant meets all eligibility requirements.

Final Approval & Enrollment Process

Once eligibility verification is complete:

1. QA runs a report from ETO and/or the state MIS listing all participants eligible for payment based on program criteria.
2. QA approves the report with a signature and forwards it to the Program Administrator for final review.

3. **Participant Forms Approval:**

- If the participant is approved for CRF program enrollment, the Vendor Form and I-9 documents are forwarded to the PacMtn fiscal department for final review and entry into the PacMtn accounting system.
- QA documents enrollment in ETO, which counts as the participant's first qualifying activity.

Step 4: Program Administrator Final Approval & Ongoing Payment Processing

Responsibility: PacMtn Program Administrator

1. Review Submissions & Verify Compliance

The Program Administrator conducts a final review of the participant's enrollment and eligibility in ETO, ensuring:

- The determination of allowability is documented, confirming the participant meets all program and financial compliance requirements.
- All necessary corrections have been verified and documented in the state MIS and ETO.
- Supporting documentation is present, including:
 - Any missing documentation flagged by the ESD Monitoring Unit that was previously unverified.
 - Case notes or compliance memos outlining corrective actions taken and confirmation that all issues have been resolved.
 - A signed approval form or digital confirmation from the QA team verifying compliance.
- Monthly progress has been documented in ETO and reviewed for compliance.

The Program Administrator then approves or denies the submission based on compliance:

- If approved, the participant is authorized for incentive payment processing.
- If denied, the participant is notified with the reason for denial and instructions on corrective actions, if applicable.

2. Authorize Payment

If the participant's eligibility is approved:

- The Program Administrator authorizes the first monthly incentive payment by:
 - Approving the participant's final eligibility status in ETO.
 - Submitting the payment request to Accounting for processing.
 - Logging a final approval note in ETO, which includes:
 - Confirmation of compliance review.
 - Details of corrections made (if applicable).
 - Reference to supporting documentation validating eligibility.
- QA signs off on the final payment approval report and forwards it to Accounting for payment processing.

- If new Vendor Forms are required, they are submitted to the Finance Department along with the list of approved participants eligible for monthly incentive payments.

3. Payment Processing & Compliance Tracking

- The Finance Team processes the first payment, following standard financial procedures, and logs the transaction in the financial system.
- A confirmation email is sent to relevant program staff, confirming that the participant's first incentive payment has been successfully processed and is in compliance with all program requirements.
- **Record-Keeping & Audits:**
 - Maintain records of approved and denied applications for auditing purposes.
 - Track all payments in the ETO system.
 - Conduct periodic audits to ensure compliance with program policies and financial regulations.

Step 5: Ongoing Monitoring & Reassessment

Responsibility: Case Manager & Program Administrator

1. Monthly Check-Ins

- a. Participants must meet with their case manager monthly to confirm engagement in qualifying activities.
- b. If a participant fails to engage for two consecutive months, their incentive may be paused or terminated.

2. Quarterly Reassessments

- a. Every three months, case managers will reevaluate participant eligibility to ensure continued compliance.

3. Fraud Prevention & Random Audits

- a. Random audits will be conducted to verify participant records and ensure compliance.
- b. Any misrepresentation or fraudulent activity will result in immediate disqualification and potential repayment of funds.



To: Executive Finance Committee
Date: November 06, 2025
Subject: Update to Credit Card Policy #1.4.7 - Repayment of Personal Expenses

Recommendation and/or Recommended Motion

Staff recommends that the Executive Finance Committee acknowledge and support the administrative revision to PacMtn Policy #1.4.7 - Company Credit Cards. The revision strengthens internal controls and compliance measures by establishing a clear repayment timeline and reporting procedures for inadvertent personal charges, consistent with state law.

Overview: PacMtn has updated its Credit Card Policy #1.4.7 to establish a formal process for repayment of personal expenses charged to organizational credit cards. This change provides clearer accountability standards for staff and aligns organizational practices with RCW 43.09.185, which requires immediate reporting to the Washington State Auditor's Office in cases of known or suspected loss of public funds.

The update includes a 30-day repayment deadline, a \$500.00 materiality threshold, defined escalation procedures, and documentation requirements to support financial integrity and audit readiness.

Impact on Current Policy:

The update strengthens existing credit card controls without changing the overall policy purpose or scope.

- Establishes a repayment requirement for personal expenses.
- Introduces a clear escalation process for unresolved or material charges.
- Aligns internal procedure with state reporting requirements.
- Enhances transparency and accountability in financial operations.

Because the policy statement itself was not modified, this update does not require Board approval and may be adopted administratively.



Policy Summary Table

Policy Title	Policy #	Type	Status	What's New or Revised
Company Credit Card	1.4.1	Administrative	Final	Added Section 7: <i>Repayment of Personal Expenses</i> , establishing a 30-day repayment timeline, \$500 escalation threshold, and RCW 43.09.185 compliance steps.

These updates reflect PacMtn’s ongoing commitment to compliance, accountability, and strong fiscal stewardship. Staff will ensure appropriate dissemination and implementation of the updated policy through internal guidance, training, and integration into administrative and fiscal procedures.



TITLE: **Company Credit Card** **(Internal and Business)** **POLICY #1.4.7**

Type: Administrative Policy

Original Policy Date: 04/24/2025

Effective Revision Date: NA

Status: Final

Supersedes: NA

Purpose

The purpose of this policy is to establish guidelines for the appropriate use, management, and accountability of company-issued credit cards. This policy applies to all employees who are issued a company credit card and ensures responsible financial management and compliance with business regulations.

Policy

The Company Credit Card Policy establishes clear guidelines for the appropriate use, management, and accountability of company-issued credit cards. This policy ensures responsible financial practices, prevents misuse, and promotes compliance with company regulations. All employees and business entities using company credit cards must adhere to the outlined procedures, limitations, and responsibilities. Violations of this policy may result in disciplinary action, including revocation of card privileges and legal consequences.

Policy Guidelines

1. Eligibility for Company Credit Cards

Internal Employees

Company credit cards may be issued to employees who require them for business-related expenses. Eligible employees include:

- Executive leadership (CEO, CFO, Directors)
- Employees with purchasing responsibilities (e.g., procurement, finance, operations)
- Employees who frequently travel for business purposes
- Other employees as determined by the Chief Financial Officer (CFO) or Chief Executive Officer.

All employees receiving a company credit card must sign a Credit Card Agreement Form, acknowledging their responsibilities and compliance with this policy.

Business Use

Company credit cards may be used for:

- Business-related purchases, including office supplies, equipment, and technology
- Travel expenses (airfare, hotels, transportation, meals) per PacMtn's Expense Reimbursement Policy #1.4.1-v2.
- Professional development, including conference fees and training materials
- Event-related expenses
- Emergency business-related purchases with prior authorization

Note: Travel must be booked through PacMtn's Human Resources.

2. Responsibilities of Cardholders

Employees who are issued a company credit card are responsible for:

- Using the card exclusively for business-related expenses
- Keeping the card secure and reporting any lost or stolen cards immediately to the Finance Department
- Collecting and submitting itemized receipts for all transactions
- Submitting expense reports in a timely manner
- Complying with spending limits and obtaining pre-approvals for specific purchases
- Ensuring the card is not shared or used by unauthorized individuals

Failure to comply with these responsibilities may result in revocation of the card and disciplinary action.

3. Limits and Limitations on Credit Cards

Spending Limits

- Each cardholder will be assigned a **monthly credit limit**, determined by their role and business needs.
- Single transactions above **\$2,500** require **pre-approval** from PacMtn's Chief Executive Officer or Chief Financial Officer.

Prohibited Transactions

Company credit cards may **not** be used for:

- Personal expenses (even if the employee intends to reimburse the company later)
- Cash advances or ATM withdrawals
- Alcohol (unless part of an approved business meal)
- Gift cards or prepaid cards
- Fuel for personal vehicles (unless required for business travel)
- Non-business-related services, subscriptions, or memberships

Any purchases outside of these limits require **written justification** and **prior approval** before processing.

4. Process for Submitting Expenses

1. Receipt Collection: Employees must collect itemized receipts for all purchases.
2. Expense Report Submission:
 - Deadline: Expense reports must be submitted to the Finance Department within 5 business days of purchase.
 - Format: Employees must submit receipts along with an expense report form detailing the business purpose of each expense.
 - Missing Receipts: If a receipt is lost, the staff member's supervisor must sign a Lost Receipt Form, which must then be submitted to and approved by the CFO.
3. Approval Process: Supervisors must review and approve all expense reports.
4. CEO expenses are approved by the Board Chair.
5. The Finance Department will provide final review and approval of expenses. Any discrepancies will be flagged for review.
6. Reconciliation: Monthly credit card statements will be audited to ensure compliance with policy.

5. Fraud Prevention and Security Measures

- Two-factor authentication must be enabled for online transactions whenever possible.
- Employees must not save credit card details on unsecured platforms.
- The Finance Department will conduct quarterly audits to ensure compliance.

Any suspicious or unauthorized transactions must be reported immediately

6. Credit Card Payment and Reconciliation:

PacMtn processes credit card payments monthly via electronic transfer. Payment reconciliation is also conducted on a monthly basis.

By using a company credit card, employees agree to comply with this policy. Failure to adhere to these guidelines may result in disciplinary action, including termination.

Section 7: Repayment of Personal Expenses

Personal use of the company credit card is strictly prohibited. In the event a personal expense is inadvertently charged, the cardholder must reimburse the full amount to PacMtn **within 30 calendar days of the transaction date.**

- **a. Incidental Charges (\$500.00 or less)**
 - The cardholder must repay the full amount within 30 calendar days.
 - The repayment must be documented using the approved Repayment Form and submitted to the Finance Department.
 - These incidents are not automatically reported to the **Washington State Auditor's Office** but may result in disciplinary action if repeated or not promptly resolved.
- **b. Material Charges (greater than \$500.00)**
 - The incident must be reported immediately to the Chief Financial Officer (CFO).
 - If the cardholder does not repay the amount within 30 calendar days, the transaction will be treated as a **potential loss of public funds.**
 - In accordance with **RCW 43.09.185**, PacMtn will notify the State Auditor's Office and take appropriate disciplinary or legal action.
- **c. Documentation and Monitoring**
 - All repayments must be accompanied by supporting documentation, including receipts, repayment form, and proof of reimbursement.
 - The Finance Department will track repayment incidents and provide quarterly reports to the CFO.
 - Repeated personal use of the credit card, regardless of amount, may result in revocation of card privileges and additional disciplinary action.

Legal Reference

This policy is established in alignment with **RCW 43.09.185**, which requires:

“All state agencies and local governments must immediately notify the State Auditor's Office in the event of a known or suspected loss of public resources or other illegal activity. This includes situations in which disciplinary action against an employee is being considered due to known or suspected losses of public funds, fraud, illegal acts, or noncompliance with policies or procedures related to preventing losses of public funds, misappropriation or other illegal acts.”

Implementation Notes

- **Repayment Deadline:** 30 calendar days from the date of the personal transaction.
- **Escalation Trigger:** Amounts over \$500.00 and/or failure to repay by Day 31.
- **Responsible Parties:**
 - Cardholder — initiates repayment and documentation.
 - Finance Department — tracks repayment activity, monitors deadlines, and prepares quarterly compliance reports.
 - CFO — reviews escalated incidents and determines whether to report to the State Auditor's Office.

- **Reporting:** Any repayment not completed by the 30-day deadline or exceeding \$500.00 must be escalated for review and potential reporting to the State Auditor’s Office as required under RCW 43.09.185.
- **Record Retention:** All repayment records must be maintained in accordance with PacMtn’s record retention policy and be available for audit or monitoring review.
- **Disciplinary Measures:** Failure to comply may result in revocation of card privileges, disciplinary action, or legal proceedings, as appropriate.

References

RCW 43.09.2855
2 CFR 200
PacMtn Policy # 1.4.1-R2

Attachment

Attachment A: Travel and Reimbursement Form
Attachment B: Lost Receipt Form

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Attachment A Travel and Reimbursement Form



PacMtn Expense Reimbursement Form - T001

Name:							
DATE	MEALS Per Diem	LODGING *ATTACH RECEIPTS	MISC Expenses	MILEAGE	Amount 0.7	Grant(s) Charged	DESTINATION & PURPOSE
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
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					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
	\$0.00	\$0.00	\$0.00	0.00	0.00		
TOTAL AMOUNT					\$0.00		

" I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof."

Employee Signature and Date

Authorizing Signature

Date

**Attachment B
Lost Receipt Form**



PacMtn Lost Receipt Form - T003

Name: _____

Application for Payment of Lost/Unavailable Receipts

Requirements Before Reimbursement of Lost/Unavailable Receipts

- Complete the Expense Reimbursement Form to detail your dates of travel, location and purpose or reason for the trip.
- Highlight all requests for reimbursement of expenses where receipts are required but not available.
- Complete the remainder of the form and send with your standard request for travel reimbursement.

Total of all highlighted expenses \$ _____

Description of expenses:

Brief reason receipts were not available:

Signed _____

Claim Certified as Correct _____

Supervisor

Approved by Chief Financial Officer _____

CFO



To: Executive Finance Committee
 Date: November 06, 2025
 Subject: Review and "Do Pass" Recommendation - Revised Monitoring Policy 1.3.1-R1

Recommendation and/or Recommended Motion

Recommend revision to Administrative Policy #1.3.1-R1 and recommend a "Do Pass" to the full Workforce Development Council Board.

Overview: This policy update responds to a finding from ESD Monitoring requiring PacMtn to align its written monitoring policy with current, compliant practices related to risk-based monitoring and program oversight. The updated policy must be approved by the Board at its November 20, 2025 meeting to meet the December 9, 2025 submission deadline to ESD.

Impact on Current Policy:

The proposed updates and additions have the following impacts on current policy and practice:

Policy Summary Table

Policy Title	Policy #	Type	Status	What's New or Revised
Monitoring	1.3.1-R1	Administrative	Revised	<ul style="list-style-type: none"> Aligns with 2 CFR 200.332 and Washington State Policy 5414 Rev 2. Adds a clear Risk Assessment Framework tied to monitoring frequency and scope. Incorporates Fiscal Monitoring Tools (Financial Monitoring Guide and Addenda F-01 to F-03.3). Adds a Program Monitoring section (file review, performance, service delivery, data validation). Clarifies corrective action procedures and follow-up requirements.



building community prosperity

These policies reflect PacMtn’s continued commitment to compliance, accountability, and innovation in service delivery and administration. Staff will ensure appropriate dissemination and implementation of each policy through guidance, training, and integration into internal systems and procedures.



TITLE: **Monitoring POLICY #1.3.1-R1**

Type: Administrative Policy

Original Policy Date: 05/01/2011

Effective Revision Date: 08/11/2022

Status: Draft

Supersedes: PacMtn Policy #1.3.1

Purpose

The purpose of this policy is to define PacMtn’s risk-based monitoring approach for subrecipients to ensure fiscal and program compliance with federal and state requirements. This update aligns with 2 CFR 200.332, 20 CFR 683.400–440, and Washington State WIOA Policy 5414 Rev 2. The policy ensures that PacMtn applies consistent, transparent, and proportionate oversight practices based on assessed risk levels.

Policy

PacMtn will conduct ongoing, risk-based monitoring of all subrecipients to safeguard federal and state workforce development funds, ensure compliance with applicable laws and regulations, and promote program integrity. Monitoring activities will be tailored to the assessed level of risk and will include both fiscal and programmatic oversight. All monitoring policies and procedures will be reviewed and approved by the PacMtn Workforce Development Council Board in accordance with WSS Policy 1028 Rev 1.

Policy Guidelines

1. Risk Assessment Framework

PacMtn will conduct annual risk assessments for all subrecipients. The risk assessment evaluates the likelihood of noncompliance or fiscal instability using the following factors:

- Prior performance and audit findings
- Fiscal system and staffing changes
- Contract size and complexity
- Program performance outcomes
- Compliance with reporting timelines
- Previous monitoring results and corrective action history

Risk levels (High, Medium, Low) are assigned using the Finance File Review Selections Tool and documented scoring methodology.

2. Monitoring Frequency and Scope

Risk Level	Monitoring Frequency	Monitoring Type	Scope
High	At least twice annually	On-site + desk review	Full fiscal and program review with expanded transaction testing
Medium	Annually	On-site or desk review	Standard fiscal and program compliance review
Low	Annually	Desk review (on-site as needed)	Limited review with targeted sampling

PacMtn may increase frequency or scope at any time based on changes in risk or unresolved findings.

3. Fiscal Monitoring Instruments

PacMtn will utilize standardized tools to ensure consistent and compliant monitoring practices, including:

- Financial Monitoring Guide
- Addendum F-01: Financial Management & Internal Controls
- Addendum F-02: Cost Allocation Plan Testing
- Addendum F-03: Transaction Testing (General Ledger, Participant, Payroll, WEX, Travel)
 - F-03.1: Participant Transactions
 - F-03.2: Payroll Transactions
 - F-03.3: WEX and Travel
- Finance File Review Selections Tool (Excel) for risk-based sampling methodology.

4. Program Monitoring

PacMtn conducts program monitoring alongside fiscal oversight to ensure compliance with WIOA programmatic requirements, participant service standards, and data validation accuracy.

Program monitoring activities may include:

- Participant file reviews to ensure required documentation, eligibility, and service records are accurate and complete.
- Evaluation of service delivery methods and alignment with contract outcomes and sector strategies.
- Verification of data entry accuracy in case management systems.
- Review of performance measures, including MSG, credential attainment, placement rates, and other outcome metrics.
- Assessment of coordination with partners and adherence to contract scopes of work.

5. Corrective Action and Follow-Up

- Monitoring findings, questioned costs, or required improvements will be communicated via formal Monitoring Letters.

- Subrecipients will be given a defined timeline for corrective action.
- Follow-up reviews will be conducted, and monitoring frequency may be escalated if issues persist.
- All corrective actions will be tracked and logged in accordance with internal procedures and ESD expectations.

Definitions

- **Risk-Based Monitoring:** A monitoring approach that tailors the scope, frequency, and intensity of monitoring activities based on the assessed level of risk.
- **Subrecipient:** An entity that receives a subaward from PacMtn to carry out a portion of a federal or state program.
- **High Risk:** Subrecipients with significant compliance or performance issues that require increased oversight.
- **Medium Risk:** Subrecipients with some compliance or performance concerns but no significant issues.
- **Low Risk:** Subrecipients with a strong history of compliance and performance.
- **Corrective Action:** Actions required of subrecipients to address and resolve monitoring findings.

References

- 2 CFR 200.332 and 2 CFR 200.416
- 20 CFR 683.400–440
- Washington State WIOA Policy 5414 Rev 2 (Monitoring)
- WSS Policy 1028 Rev 1 (Board Involvement)
- PacMtn Fiscal Monitoring Toolkit: Financial Monitoring Guide and Addenda F-01 to F-03.3

Direct Inquiries to:
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Telephone: (360) 515-5134
Email: info@pacmtn.org

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



To: Executive Finance Committee
From: William Westmoreland, CEO
Date: November 06, 2025
Subject: Updated 3M Structure and Quarterly Report

The Monday Morning Leadership Meeting, or 3M, has been in place for several years. Its purpose has always been to keep PacMtn's leadership aligned on daily operations. Over time, it has become clear that the information coming out of 3M can also support stronger board-level decision making.

We have therefore updated the 3M structure and reporting process.

What is new:

- A more intentional weekly agenda
- Clear performance focus tied to board priorities
- Standard data and reporting formats
- A short quarterly report designed for board use

This helps staff stay focused on outcomes, and it gives board members clearer visibility into:

- One-Stop operations
- Business solutions and employer services
- Participant services and performance
- Fiscal, grants, and compliance

The attached quarterly report reflects this updated approach. It comes directly from 3M discussions and data. It is designed to help board members make decisions without needing deep knowledge of day-to-day operations, while also giving confidence that staff are monitoring risks and progress.

Going forward, the board will receive this quarterly report on a consistent schedule. If there is information you want added or removed, please let me know. We can adjust the structure as needed to support your oversight responsibilities.

Thank you for your leadership and continued support.

MONDAY MORNING LEADERSHIP MEETING (3M) CHARTER

Purpose

3M is a weekly PacMtn leadership meeting focused on system performance, operational alignment, accountability, and decision-making. The meeting ensures real-time visibility into program activity, challenges, and opportunities across the One-Stop system and PacMtn-led initiatives.

Core functions

- Review program and system performance
- Identify issues affecting service delivery
- Coordinate cross-team solutions
- Track commitments and action items
- Prepare for board and consortium reporting

Participants

- Required: CEO, CFO, CPO, OSO, PacMtn Directors (Title 1B, Fiscal/Grants, Communications/OBH, Business Solutions)
- Optional: Staff or partners by invitation when agenda requires topic expertise

Cadence

- Weekly, Monday mornings
- Monthly "Report-Out" rotation, with standing topics

Monthly report-out rotation

Week 1: One-Stop Operator, OBH, Marketing & Outreach

One-stop system:

- Who: Casey Bogert
- Dashboard
 - High level: door swings, basic career services, individual and training services
 - Sources: Wagner-Peyser, Title 1b (including EcSA and CRP), partner data as available
 - Latest customer satisfaction scores
 - referral data: as much data as we currently have access to
 - continuous improvement information
- Site Certification
- General: challenges and opportunities

OBH

- Who: Matt Hanusa
- Data: Latest topline numbers for unique individuals for PY25:

- Enrollments
- For OJTs, Apprenticeships, WEX, and Training:
 - Starts, completions, and non-completions
 - Credentials and Measurable Skills Gains
- Employment outcomes including those that reach self-sufficiency
- General: how is the system working together for outcomes?

Communications and marketing

- Who: Erin Peck
- Engagement details
 - Website visits
 - Partner engagement
 - Direct Campaigns

Week 2: Business Solutions and Sector Strategies

Sector strategies

- Who: Jeff Bowe
- Hire report by sector:
 - Average wage by sector
 - Total placements
 - Subsidized work
 - Credentials, MSGs, Retention

Quality assurance

- Who: Marco Hernandez
- Contractor Monitoring
- Funder Monitoring
- Preventative engagement (what are we doing to ensure contractors are maintaining QA and compliance)

Week 3: Title 1B and Participant Services

Program

- Who: Shannon Hassan
- Report program data
- Performance against ALL funder targets, with the data being broken down by contractor
- Must include:
 - Enrollments vs. targets
 - Outcomes vs. targets
 - Credentials attained
 - Measurable Skill Gains
 - Retention 2nd and 4th quarter
- Financial: Actuals vs plan
- Contractor feedback

Week 4: Fiscal, Grants, Compliance, and Administration

Fiscal

- Who: Melody Pajaro
- Budget to actuals
 - Highlight: contractor vs funder goals (finance)
- General: challenges and opportunities

Equal opportunity

- Who: Kellie Hale (quarterly)
- Site visits and evaluations
- Complaints (as appropriate)
- General: challenges and opportunities

Human resources

- Who: Wil Yeager
- Staffing update
- Culture
 - Staff meetings and events
 - Bi-annual staff survey
- Benefits
 - Open enrollments
 - Important updates,
 - Etc.
- General: challenges and opportunities

Quarterly

- Items formatted for board packets shared after report-out
- Directors prepare slides or summary narrative for board meeting

Outputs

- Running action log with owners and timelines
- Monthly compiled system dashboard
- Quarterly packet for board and consortium
- Identified risks flagged to CEO for escalation

Ground rules

- Start and end on time
- Bring data, not general updates
- Identify barriers and propose solutions
- Document decisions and next steps



To: Executive Finance Committee
From: William Westmoreland, CEO
Date: November, 06, 2025
Subject: Project Update - Relocation of WorkSource Thurston to Lacey

The attached project update provides a detailed status report on the relocation of WorkSource Thurston from 1570 Irving Street in Tumwater to 670 Woodland Loop S in Lacey. This relocation supports PacMtn's goals of reducing facility costs, enhancing customer accessibility, and strengthening service integration under the One Workforce model.

The project remains on schedule.

- The Tumwater lease ends December 31, 2025.
- Move-out is planned for November 14, 2025.
- PacMtn will occupy the new facility on December 31, 2025.
- Title 1B and EcSA customer access will begin January 15, 2026.
- Full WorkSource services are scheduled to be operational by February 15, 2026.

Key items included in the attached update:

- Status of lease execution, design, procurement, and build modifications
- Planned timelines for occupancy and customer access
- Identified risk areas and mitigation strategies
- Project timeline graphic

Please review the attached update for additional detail on progress and next steps.

Date: November 6th, 2025

Summary

PacMtn is relocating WorkSource Thurston from 1570 Irving Street in Tumwater to 670 Woodland Loop S in Lacey. The transition reduces facility cost, improves customer access, and aligns with the One Workforce strategy. Progress is on schedule. The Tumwater lease ends December 31, 2025. Move-out is set for November 14, 2025. PacMtn will occupy the new site on December 31. Full WorkSource services are expected by February 15, 2026.

Status

- Lease executed June 10, 2025
- Architecture and furniture vendor selection underway
- Meeting with Department of Enterprise Services completed
- Build modifications start early November
- Sublease drafting for ESD, DSHS, and LNI is underway
- Tumwater shutdown and transfer plan developed

Key Dates

- Tumwater move-out: November 14, 2025
- PacMtn occupation: December 31, 2025
- Title 1B and EcSA customers: January 15, 2026
- ESD occupation: January 31, 2026
- Full WorkSource services: February 15, 2026

Risks

- Construction or supply delays
- DES approval timeline (requires approved design plans)
- IT room design alternatives and ventilation needs
- Final furniture systems, electrical and low-voltage design plans

Mitigation

- Weekly coordination with owner and vendors (begins first week of November)
- Early DES engagement (underway)
- Separate vendor to install ventilation if needed
- Separate vendor to energy furniture systems (DES/ESD staff may not do this work)
- Fast procurement plan for cabling and equipment

Next Steps

- Finalize architecture contract
- Approve space layout and electrical design
- Begin furniture and equipment ordering

- Install branding and signage
- Deliver customer communication plan

Visual Timeline

March–June 2025

- ESD provides official notice and renewal terms
- PacMtn elects to relocate and assume lease leadership
- Site search and negotiations
- LOI signed April 23
- Lease executed June 10

August–November 2025

- Transition planning
- Tumwater move-out date set for November 14
- Architecture and furniture vendor selection
- Meeting with DES on space requirements
- Build modifications begin early November

November–December 2025

- Final furniture, electrical, and low-voltage layouts
- Branding production and installation
- Sublease drafting for ESD, DSHS, and LNI
- PacMtn occupation by December 31

January 2026

- Title 1B and EcSA customer access
- ESD occupation
- System testing, phones, printing, and network setup

February 2026

- Full WorkSource customer service
- Project closeout and compliance file

Risk Dashboard

- Construction delays – weekly coordination with owner and contractors
- Furniture or cabling supply issues – early ordering and staged installs
- DES approval timeline – periodic check-ins and documented approvals
- IT room ventilation – confirm load and install mini-split if required
- Customer confusion during transition – strong communication and signage (underway)



To: Executive Finance Committee
Date: November 06, 2025
Subject: PY25 Q1 Financial Statements - 07/01/2025 - 09/30/2025

Quarterly Financial Highlights (Q1 PY25)

- **Revenues:** First-quarter revenues totaled \$1.5M, consistent with budget expectations. The minor variance of (\$875) is due to unbudgeted miscellaneous income.
- **Program Services:** Expenditures of \$694,804 were \$230,563 under budget, mainly from unspent Rural Youth Service funds and delayed Pathways contract activity.
- **Business Services:** Transition-related spending of \$21,852 was in line with budget.
- **Special Impact Projects:** Spending of \$124,087 was \$19,600 below budget due to adjusted Military Transition Grant timelines.
- **Miscellaneous Contracts & Projects:** Expenses of \$53,750 exceeded the budget by \$20,000, reflecting additional Quest NDWG funding applied to administrative and regional workforce activities.
- **Administrative Services:** Costs of \$820,570 were \$134,000 under budget, largely due to staffing vacancies, lower travel/training, and timing of facility and consulting expenses.
- **Total Grant Expenditures:** \$1,506,378 (15% of annual budget) aligns with expected early-year patterns. The \$8,997 difference from organizational expenses reflects unrecovered indirect costs under the current NICRA, to be recovered upon CAP approval.
- **Change in Net Assets:** Net assets decreased by \$8,121 due to unrecovered indirect costs; CAP approval will allow full recovery.
- **Financial Position:** PacMtn remains stable, with net assets of \$908,181 as of September 30, 2025. Variances are primarily timing-related and reflect prudent early-year fiscal management.

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Summary

PY25 Actual to Budget Report

For Qtr. end September 30, 2025	Current Year Actual	Current Year Budget	Variance
REVENUES			
Grant & Contracts	1,506,378.10	1,506,378.10	-
Other	875.01	-	(875.01)
Total Revenues	1,507,253.11	1,506,378.10	(875.01)
EXPENSES			
Program Services			
Direct Participants Services	495,115.17	718,864.22	223,749.05
Business Services	21,851.97	25,000.00	3,148.03
Special Impact Projects	124,087.30	147,753.50	23,666.20
Misc Contracts & Projects	53,750.00	33,750.00	(20,000.00)
Total Program Services	694,804.44	925,367.72	230,563.28
Administrative Services			
Administrative Office Operations	814,362.74	947,607.26	133,244.52
Other Contracted Services	6,207.50	7,025.00	817.50
Total Administrative Services	820,570.24	954,632.26	134,062.02
TOTAL EXPENSES	1,515,374.68	1,879,999.98	364,625.30

Total Budget	Balance Remaining	Spent %	Target %
9,981,257.64	8,474,879.54	15%	15%
-	(875.01)	0%	0%
9,981,257.64	8,474,004.53	15%	15%
Program Services			
3,321,676.93	2,826,561.76	15%	22%
100,000.00	78,148.03	22%	25%
882,028.00	757,940.70	14%	17%
135,000.00	81,250.00	40%	25%
4,438,704.93	3,743,900.49	16%	21%
Administrative Services			
3,774,795.74	2,960,433.00	22%	25%
102,500.00	96,292.50	6%	7%
3,877,295.74	3,056,725.50	21%	25%
8,316,000.67	6,800,625.99	18%	23%

Change in Net Assets (8,121.57)

1,665,256.97

Beginning Net Assets 916,302.57
 Plus current Net Assets (8,121.57)
 Ending Net Assets W/O Donor Restrictions 908,181.00

Pacific Mountain Workforce Development Council
STATEMENT OF ACTIVITIES

Detail
PY25 Actual to Budget Report

For Qtr. end September 30, 2025	Current Period Actual	Current Period Budget	Variance	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES										
Grant & Contracts	1,506,378.10	1,506,378.10	-	1,506,378.10	1,506,378.10	-	9,981,257.64	8,474,879.54	15%	15%
Other	875.01	-	(875.01)	875.01	-	(875.01)	-	(875.01)	0%	0%
Total Revenues	1,507,253.11	1,506,378.10	(875.01)	1,507,253.11	1,506,378.10	(875.01)	9,981,257.64	8,474,004.53	15%	15%
EXPENSES										
PROGRAM SERVICES										
Direct Participant Services										
Title 1b Contractor - WIOA Adult	113,308.78	75,000.00	(38,308.78)	113,308.78	75,000.00	(38,308.78)	525,000.00	411,691.22	22%	14%
Title 1b Contractor - WIOA DW	64,200.75	60,000.00	(4,200.75)	64,200.75	60,000.00	(4,200.75)	425,000.00	360,799.25	15%	14%
Title 1b Contractor - WIOA Youth	8,425.49	7,000.00	(1,425.49)	8,425.49	7,000.00	(1,425.49)	50,000.00	41,574.51	17%	14%
Title 1b Contractor - State EcSA	37,216.67	30,000.00	(7,216.67)	37,216.67	30,000.00	(7,216.67)	200,000.00	162,783.33	19%	15%
Title 1b Youth Contractor - Grubb	38,211.09	62,500.00	24,288.91	38,211.09	62,500.00	24,288.91	62,500.00	24,288.91	61%	100%
Title 1b Youth Contractor - Community Youth Services	76,659.83	87,500.00	10,840.17	76,659.83	87,500.00	10,840.17	350,000.00	273,340.17	22%	25%
Title 1b Youth Contractor - Gravity	32,884.33	25,000.00	(7,884.33)	32,884.33	25,000.00	(7,884.33)	400,000.00	367,115.67	8%	6%
Title 1b Youth Contractor - MorningSide	-	25,320.00	25,320.00	-	25,320.00	25,320.00	50,000.00	50,000.00	0%	51%
Rural Youth Projects	-	137,500.00	137,500.00	-	137,500.00	137,500.00	275,000.00	275,000.00	0%	50%
ESD Contractor Subcontract - Pathways	-	40,000.00	40,000.00	-	40,000.00	40,000.00	80,000.00	80,000.00	0%	50%
One Stop Operator	40,875.96	37,499.99	(3,375.97)	40,875.96	37,499.99	(3,375.97)	150,000.00	109,124.04	27%	25%
IFA One Stop Budget	-	(15,000.00)	(15,000.00)	-	(15,000.00)	(15,000.00)	(60,000.00)	(60,000.00)	0%	25%
Total Direct Participant Services	411,782.90	572,319.99	160,537.09	411,782.90	572,319.99	160,537.09	2,507,500.00	2,095,717.10	16%	23%
In House Programs										
Prep (Thurston County Jail)	34,158.20	31,820.75	(2,337.45)	34,158.20	31,820.75	(2,337.45)	127,283.00	93,124.80	27%	25%
Pathways Direct Service Personnel Costs	18,754.67	23,723.48	4,968.81	18,754.67	23,723.48	4,968.81	94,893.93	76,139.26	20%	25%
Pathways Supportive Services	4,919.40	47,500.00	42,580.60	4,919.40	47,500.00	42,580.60	190,000.00	185,080.60	3%	25%
Commerce EcSA - Sector Engagement	-	33,500.00	33,500.00	-	33,500.00	33,500.00	134,000.00	134,000.00	0%	25%
Commerce EcSA - Participant Services	25,500.00	10,000.00	(15,500.00)	25,500.00	10,000.00	(15,500.00)	268,000.00	242,500.00	10%	4%
Total In House Programs	83,332.27	146,544.23	63,211.96	83,332.27	146,544.23	63,211.96	814,176.93	730,844.66	10%	18%
Total Direct Participant Services	495,115.17	718,864.22	223,749.05	495,115.17	718,864.22	223,749.05	3,321,676.93	2,826,561.76	15%	22%
Business Services										
Title 1b Contractor - Business Services Transition	21,851.97	25,000.00	3,148.03	21,851.97	25,000.00	3,148.03	100,000.00	78,148.03	22%	25%
Total Business Services	21,851.97	25,000.00	3,148.03	21,851.97	25,000.00	3,148.03	100,000.00	78,148.03	22%	25%
Special Impact Projects										
Military Transition - Community Project Grant	78,106.10	97,753.50	19,647.40	78,106.10	97,753.50	19,647.40	782,028.00	703,921.90	10%	13%
Pathways Training Support	45,981.20	50,000.00	4,018.80	45,981.20	50,000.00	4,018.80	100,000.00	54,018.80	46%	50%
Total Special Impact Projects	124,087.30	147,753.50	23,666.20	124,087.30	147,753.50	23,666.20	882,028.00	757,940.70	14%	17%
Misc. Contracts & Projects										
GHC -Culinary Arts	5,000.00	-	(5,000.00)	5,000.00	-	(5,000.00)	-	(5,000.00)	0%	0%
EDC Food Production	5,000.00	-	(5,000.00)	5,000.00	-	(5,000.00)	-	(5,000.00)	0%	0%
Sector Media Production	10,000.00	-	(10,000.00)	10,000.00	-	(10,000.00)	-	(10,000.00)	0%	0%
Sector Facilitation/Media/Web Support	33,750.00	33,750.00	-	33,750.00	33,750.00	-	135,000.00	101,250.00	25%	25%
Total Misc. Contracts & Projects	53,750.00	33,750.00	(20,000.00)	53,750.00	33,750.00	(20,000.00)	135,000.00	81,250.00	40%	25%
Total Program Services	694,804.44	925,367.72	230,563.28	694,804.44	925,367.72	230,563.28	4,438,704.93	3,743,900.49	16%	21%

Pacific Mountain Workforce Development Council
STATEMENT OF ACTIVITIES
 Detail
 PY25 Actual to Budget Report

For Qtr. end September 30, 2025	Current Period Actual	Current Period Budget	Variance	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
ADMINISTRATIVE SERVICES										
Business Services										
Business Services Operations										
Salaries & Benefits										
Salaries	94,996.21	105,902.50	10,906.29	94,996.21	105,902.50	10,906.29	423,610.00	328,613.79	22%	25%
Benefits	33,613.31	43,710.16	10,096.85	33,613.31	43,710.16	10,096.85	174,840.62	141,227.31	19%	25%
Share of Indirect	28,294.09	41,037.99	12,743.90	28,294.09	41,037.99	12,743.90	164,151.97	135,857.88	17%	25%
Total Business Services Operations	156,903.61	190,650.65	33,747.03	156,903.61	190,650.65	33,747.03	762,602.59	605,698.98	21%	25%
Administrative Office Operations										
Salaries & Benefits										
Salaries	368,397.17	382,559.56	14,162.39	368,397.17	382,559.56	14,162.39	1,530,238.22	1,161,841.05	24%	25%
Benefits	131,973.70	153,973.52	21,999.82	131,973.70	153,973.52	21,999.82	615,894.07	483,920.37	21%	25%
Total Salaries & Benefits	500,370.87	536,533.07	36,162.20	500,370.87	536,533.07	36,162.20	2,146,132.29	1,645,761.42	23%	25%
Travel & Training										
Mileage	824.18	1,437.50	613.32	824.18	1,437.50	613.32	5,750.00	4,925.82	14%	25%
Travel	1,758.58	6,862.80	5,104.22	1,758.58	6,862.80	5,104.22	27,451.21	25,692.63	6%	25%
Conf/Conv/Mtgs/Reg	90.38	3,812.00	3,721.62	90.38	3,812.00	3,721.62	15,248.00	15,157.62	1%	25%
Board	2,688.54	5,123.00	2,434.46	2,688.54	5,123.00	2,434.46	20,173.80	17,485.26	13%	25%
Staff develop/Training	1,150.15	3,100.00	1,949.85	1,150.15	3,100.00	1,949.85	12,400.00	11,249.85	9%	25%
Total Travel & Training	6,511.83	20,335.30	13,823.47	6,511.83	20,335.30	13,823.47	81,023.01	74,511.18	8%	25%
Professional Services										
Accounting & Auditing	-	-	-	-	-	-	28,000.00	28,000.00	0%	0%
Legal Fees	725.00	1,250.00	525.00	725.00	1,250.00	525.00	5,000.00	4,275.00	15%	25%
Professional Services/Consulting	23,351.63	29,137.50	5,785.87	23,351.63	29,137.50	5,785.87	116,550.00	93,198.37	20%	25%
Temp & Interim Contracts	1,200.00	2,500.00	1,300.00	1,200.00	2,500.00	1,300.00	10,000.00	8,800.00	12%	25%
Licenses	32,558.67	27,870.75	(4,687.92)	32,558.67	27,870.75	(4,687.92)	111,482.95	78,924.28	29%	25%
Total Professional Services	57,835.30	60,758.25	2,922.95	57,835.30	60,758.25	2,922.95	271,032.95	213,197.65	21%	22%
Facilities										
Rent	79,676.66	99,460.98	19,784.32	79,676.66	99,460.98	19,784.32	397,843.88	318,167.22	20%	25%
Utilities & Maintenance	531.69	3,885.00	3,353.31	531.69	3,885.00	3,353.31	15,540.00	15,008.31	3%	25%
Total Facilities	80,208.35	103,345.98	23,137.63	80,208.35	103,345.98	23,137.63	413,383.88	333,175.53	19%	25%
Office & Communications										
Supplies	3,536.88	6,250.00	2,713.12	3,536.88	6,250.00	2,713.12	25,000.00	21,463.12	14%	25%
Telephone & Internet	6,310.68	5,101.50	(1,209.18)	6,310.68	5,101.50	(1,209.18)	20,406.00	14,095.32	31%	25%
Postage & Shipping	20.05	100.00	79.95	20.05	100.00	79.95	400.00	379.95	5%	25%
Mailing Services	115.95	125.00	9.05	115.95	125.00	9.05	500.00	384.05	23%	25%
Printing & Copying	-	1,125.00	1,125.00	-	1,125.00	1,125.00	4,500.00	4,500.00	0%	25%
Dues & Subscriptions	-	1,837.50	1,837.50	-	1,837.50	1,837.50	4,950.00	4,950.00	0%	37%
Total Office & Communications	9,983.56	14,539.00	4,555.44	9,983.56	14,539.00	4,555.44	55,756.00	45,772.44	18%	26%
Equip/Maintenance/Rentals										
Small Equipment	3,033.46	1,875.00	(1,158.46)	3,033.46	1,875.00	(1,158.46)	7,500.00	4,466.54	40%	25%
Equipment Rental & Maintenance	-	-	-	-	-	-	-	-	0%	0%
Auto Repair & Maintenance	-	-	-	-	-	-	-	-	0%	0%
Auto Leases	-	-	-	-	-	-	-	-	0%	0%
Total Equip/Maintenance/Rentals	3,033.46	1,875.00	(1,158.46)	3,033.46	1,875.00	(1,158.46)	7,500.00	4,466.54	40%	25%

Pacific Mountain Workforce Development Council
STATEMENT OF ACTIVITIES
 Detail
 PY25 Actual to Budget Report

For Qtr. end September 30, 2025	Current Period			Current Year			Total Budget			
	Actual	Budget	Variance	Current Year Actual	Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
Depreciation	-	-	-	-	-	-	-	-	0%	0%
Total Depreciation	-	-	-	-	-	-	-	-	0%	0%
Other										
Interest	1,145.01	1,680.00	534.99	1,145.01	1,680.00	534.99	6,720.00	5,574.99	17%	25%
Insurance - General	3,835.17	2,790.50	(1,044.67)	3,835.17	2,790.50	(1,044.67)	11,161.99	7,326.82	34%	25%
Membership Dues	13,099.00	15,250.00	2,151.00	13,099.00	15,250.00	2,151.00	20,085.00	6,986.00	65%	76%
Notifications	1,609.07	-	(1,609.07)	1,609.07	-	(1,609.07)	-	(1,609.07)	0%	0%
Community Outreach/Ed	8,402.01	19,637.50	11,235.49	8,402.01	19,637.50	11,235.49	78,550.00	70,147.99	11%	25%
Contractor Support - In-kind	-	-	-	-	-	-	-	-	0%	0%
Transfer to Unrestricted	-	-	-	-	-	-	-	-	0%	0%
Other Expenses	(280.41)	21,250.00	21,530.41	(280.41)	21,250.00	21,530.41	85,000.00	85,280.41	0%	25%
Donations	-	-	-	-	-	-	-	-	0%	0%
Business Services Share of Indirect Costs	(28,294.09)	(41,037.99)	(12,743.90)	(28,294.09)	(41,037.99)	(12,743.90)	(164,151.97)	(135,857.88)	17%	25%
Total Other	(484.24)	19,570.01	20,054.25	(484.24)	19,570.01	20,054.25	37,365.02	37,849.26	-1%	52%
Total Administrative Office Operations	814,362.74	947,607.26	133,244.52	814,362.74	947,607.26	133,244.52	3,774,795.74	2,960,433.00	22%	25%
Other Contracted Services										
Communications Plan	-	-	-	-	-	-	35,000.00	35,000.00	0%	0%
Launchpad Business Plan	5,655.00	6,400.00	745.00	5,655.00	6,400.00	745.00	6,400.00	745.00	88%	100%
Military Consultant	-	-	-	-	-	-	58,600.00	58,600.00	0%	0%
HR Consulting	552.50	625.00	72.50	552.50	625.00	72.50	2,500.00	1,947.50	22%	25%
Total Other Contracted Services	6,207.50	7,025.00	817.50	6,207.50	7,025.00	817.50	102,500.00	96,292.50	6%	7%
Total ADMINISTRATIVE SERVICES	820,570.24	954,632.26	134,062.02	820,570.24	954,632.26	134,062.02	3,877,295.74	3,056,725.50	21%	25%
TOTAL EXPENSES	1,515,374.68	1,879,999.98	364,625.30	1,515,374.68	1,879,999.98	364,625.30	8,316,000.67	6,800,625.99	18%	23%
Changes in Net Assets	(8,121.57)			(8,121.57)			1,665,256.97			
Beginning Net Assets	916,302.57			916,302.57						
Plus current Net Assets	(8,121.57)			(8,121.57)						
Ending Net Assets W/O Donor Restrictions	908,181.00			908,181.00						

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY25 Budget to Actual Report

Through

	Total Grant Funding			% Spent
	YTD Actual	Annual Budget	Remaining	
WIOA Youth	\$339,429.61	2,458,732.00	2,119,302.39	14%
WIOA Adult	\$290,048.80	1,755,924.00	1,465,875.20	17%
WIOA Dislocated Worker	\$269,836.93	1,773,877.00	1,504,040.07	15%
WIOA Admin Cost Pool	\$128,605.04	797,615.00	669,009.96	16%
TC Jail	\$34,158.20	129,289.05	95,130.85	26%
Pathways 3	\$83,715.73	520,000.00	436,284.27	16%
Quest NDWG	\$36,374.81	-	(36,374.81)	0%
Military Transition - Community Project Grant	\$134,198.57	1,500,000.00	1,365,801.43	9%
Economic Security for All (EcSA) Poverty/Financial Need	\$103,299.14	445,820.59	342,521.45	23%
Commerce - CRF Incentives	\$18,653.23	200,000.00	181,346.77	9%
Commerce - CRF MISA	\$31,729.20	200,000.00	168,270.80	16%
Commerce - Business Services	\$36,328.84	200,000.00	163,671.16	18%
Total Program Grant Balance	\$1,506,378.10	9,981,257.64	8,474,879.54	15%

