PacMtn WDC Joint Board and Consortium Meeting & Budget Workshop
05/07/2026
2:00pm – 4:00pm
Location: PacMtn Offices and Online via Microsoft Teams
Meeting ID: 258 062 884 061 64
Passcode: yB3KA6tp

I. Welcome & Check-In Items

- **A.** Introductions & Establish Quorum
- **B.** Board Chair Comments
- **C.** CEO Report

II. Action: Consent Agenda

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

- **A. Action Item:** Motion to Approve February 24, 2026 Board Minutes (Attachment #1) **Pages 7-10**
- **B. Consortium Action Item:** Motion to Approve April 20, 2026 Consortium Minutes (Attachment #2) **Pages 11-13**

III. Discussion & Action Items:

- **A. Discussion & Action Item:** Amendment to November 20, 2025 Board Meeting Minutes (Attachment #3) **Page 14**
  - i. Action Item: Approve the amendment to the November 20, 2025 Board meeting minutes to include documentation that the Board entered Executive Session.
- **B. Discussion & Action Item:** Adoption of Specialty Program Policy 4.5.1- BFET Program Governance & Oversight (Attachment #4) **Pages 15-16**
  - i. **Action Item:** Motion to Approve Adoption of Specialty Program Policy 4.5.1 - BFET Program Governance & Oversight
- **C. Discussion and Action Item:** Approval of CTE-CTC Engagement RFP Selected Recipients (Attachment #5) **Page 17-18**
  - i. **Action Item**: Motion to approve the selection of Thurston County Chamber of Commerce / Capital STEM Alliance and ESD 112 as recipients of the CTE-CTC Engagement RFP
- **D. Discussion Item:** EQUUS Compliance Review and Disallowed Cost Determination (Attachment #6) **Page 19**

IV. Fiscal Items

A. Annual Audit Summary (Attachment #7) **Pages 20-21**

B. IRS Form 990 Filing – Program Year (Attachment #8) **Page 22**

C. PY26 Preliminary Budget Discussion (Attachment #9) **Pages 23-26**

V. 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.

VI. Committee & Task Force Updates (Committee Leads)

A. One Stop Operations Committee

B. Business and Sector Engagement (BaSE)

C. Youth Services Committee

VII. Good of the Order & Announcements

2025-2026 WDC Board Members

Name	Employed by/Serving	Represents
1. Kevin Shutty *Chair*	Economic Development Council of Mason County	Business & Economic Development Representative *Committee Assignment: EFC, BaSE*
2. Dr. Lorie Thompson *Vice-Chairperson*	Capital STEM Alliance	CBO/Workforce Representative *Committee Assignment: EFC*
3. Christina Riley *Secretary/Treasurer*	Labor and Apprenticeship Representative	Labor-Apprenticeship/ Workforce Representative *Committee Assignment: EFC, Priority Populations*
Grays Harbor County Representatives		
4. Alissa Shay	Port of Grays Harbor	Business Representative *Committee Assignment: BaSE*
5. Stacie Vaughan	Vaughn Company	Business Representative *Committee Assignment: BaSE*
6. Darrin Raines	Greater Grays Harbor Inc	Business & Economic Development Representative *Committee Assignment: BaSE*
Lewis County Representatives		

7. Todd Chaput	Economic Alliance of Lewis County	Business & Economic Development Representative ***Committee Assignment: BaSE***
8. Peter Lahmann	Port Commissioner	Business & Economic Development Representative ***Committee Assignment: One-Stop, Priority Populations***
9. Vacant		
Mason County Representatives		
10. Jacquelin Earley	Sierra Pacific Industries	Business Representative ***Committee Assignment: BaSE***
11. Derek Epps	Seattle Shellfish	Business Representative ***Committee Assignment: EFC***
Pacific County Representatives		
12. Sue Yirku	Pacific County EDC	Business & Economic Development Representative ***Committee Assignment: BaSE***
13. Antony Barran	Willapa Wild	Business Representative
14. Vacant		
Thurston County Representatives		
15. Michael Cade	Thurston County EDC	Business & Economic Development Representative ***Committee Assignment: EFC, BaSE***
16. David Schaffert	Thurston County Chamber	Business Representative ***Committee Assignment: EFC, BaSE***
17. Dennis Neal	NW Resources, LLC	Business Representative
Regional Representatives		
18. Jonathan Pleger	Morningside	CBO-Serves Disabled Populations/Workforce Representative **Committee Assignment:** ***EFC, Priority Populations***
19. Erin Fraiser, Ed.D	Washington State Building and Construction Trades Council	Labor Organization/ Workforce Representative
20. Joe Vansyckle	Employment Security	Wagner Peyser Employment Service

	Department	*Committee Assignment: One Stop*
21. Cheryl Heywood	Timberland Regional Library	CBO-Serves All Populations/Workforce Representative *Committee Assignment: EFC, One-Stop, ABEL*
22. Sarah Cabbage	South Puget Sound Community College	Basic Education Acquisition (BedA) *Committee Assignment:*
23. Dr. Carli Schiffner	Grays Harbor College	Higher Education Representative
24. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Labor Organization/Workforce Representative *Committee Assignment: BaSE*
25. Tiffany Hayden	WA DSHS/Community Services	DSHS/Workforce Representative *Committee Assignment: Priority Populations*
26. Tricia Wiltse	WA DSHS/DVR	Vocational Rehabilitation Representative *Committee Assignment: One-Stop, Priority Populations*

2025 Consortium Members

Name	Representing County
Commissioner Sharon Trask ***Consortium Chair-Chief Local Elected Official***	Mason
Commissioner Patrick "Jerry" Doyle	Pacific
Commissioner Sean Swope	Lewis
Commissioner Rick Hole	Grays Harbor
Commissioner Rachel Grant	Thurston

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).

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT

building community prosperity

Workforce Development Speak (Commonly Used Acronyms)

ABE	Adult Basic Education	**MOU**	Memorandum of Understanding
CBO	Community Based Organizations	**MyJob**	My Journey Out Beyond
CJ	Community Jobs	**NDWG**	National Dislocated Worker Grants
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 of Health Services	**RSW**	Revised Code of Washington
DVR	Division of Vocational Rehabilitation	**REO**	Reentry Employment Opportunities
ECSA	Economic Security for All	**SSP**	Self Sufficiency Plan
ESD	Employment Security Department	**TAA**	The Trade Adjustment Assistance
DW	Dislocated Worker	**TANF**	Temporary Assistance for Needy Families
ESD 113	Educational Service District – Capital Region	**WDA**	Workforce Development Areas
ETPL	Eligibility Training Provider List	**WEX**	Work Experience
IFA	Infrastructure Funding Agreement	**WIOA**	Workforce Innovation & Opportunity Act
ITA	Individual Training Account	**WTECB**	Workforce Training & Education Coordinating Board
MISA	Matched Investment Savings Account		

Attachment #1
PacMtn WDC Joint Board and Consortium Meeting Minutes
02/24/2026 ▪ 9:00am – 10:30am
South Puget Sound College Lacey Campus and Online Via Microsoft Teams

Attendees: Darren Raines, David Schaffert, Jacqueline Early, Dr. Lori Thompson, Michael Cade, Kevin Shutty, Jason Reed, Bob Guenther, Peter Lahmann, Erin Frasier, Sarah Cabbage, Antony Barran (Nominee), Dr. Carli Schiffner, Cheryl Heywood, Jonathan Pleger, Tiffany Hayden (Nominee), Tricia Wiltse, Sue Yirku, Alissa Shay, Todd Chaput

Consortium Members: Commissioner Patrick "Jerry" Doyle

Staff: William Westmoreland, Kellie Hale, Christina Gorman, Dan Cooling, Aaron Pentland, Shannon Hassan, Wil Yeager, Cliff Samuels, Chris Saelens, Jeff Bowe, Veronica Martinez, Cheryl Stroessner, Matt Hanusa, Wes Smith

Guests: Kendall King, Sam Zipper, Casey Bogert, Sean Wiley, and Kayl Flint

Note: The Consortium meeting was cancelled due to lack of quorum. The Consortium meeting will be rescheduled for a later date.

VIII. Welcome & Check-In Items

A. Call to Order Board - Chair Kevin Shutty called the meeting to order. A quorum was established. Board members, staff, and guests introduced themselves.

B. Board Chair Comments - Board Chair Kevin Shutty shared that he is honored to serve as the new Board Chair. He recognized Michael Cade for his leadership as the outgoing Chair and thanked him for his contributions to strengthening economic resilience in the region.

C. CEO Report

William Westmoreland provided an overview of the January CEO Report. William discussed several updates, including the Hill Climb event and the relaunch of the Small Business Grant Program, which will distribute $75,000 in total funding, with individual grants ranging from $4,000 to $6,000. He also shared highlights from his recent two weeks in Washington, D.C., where he advocated for the Workforce Innovation and Opportunity Act (WIOA). He emphasized the importance of maintaining federal investment in workforce programs and ensuring continued funding for workforce initiatives.

Upcoming Procurements
William also discussed upcoming procurements, including the CTE–CTC Engagement Request for Proposals (RFP) released in February. Proposals are due March 20. The goal of the RFP is to strengthen connections between students in

Career and Technical Education and community college programs and high-quality employment opportunities.
During discussion, Bob Guenther noted that many students graduate from postsecondary programs but still struggle to find jobs that provide living wages. He emphasized the importance of connecting graduates to quality employment opportunities.

Erin Frasier suggested exploring additional opportunities to strengthen collaboration between career navigators and students to support successful employment outcomes.
William also noted that PacMtn will soon release a full WIOA Title I-B RFP covering Adult, Dislocated Worker, and Youth services.

IX. Action: Consent Agenda

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

A. Action Item #1: Motion to Approve November 20, 2025 Board Minutes

Michael Cade motioned to approve the November 20, 2025 Board minutes.
Dr. Carli Schiffner seconded the motion.
Motion carries.

X. Discussion & Action Item:

A. Motion to Approve Establishment of Upcoming Standing Committees

Dan Cooling presented information regarding the establishment of two new standing advisory committees:

- Disability Services Committee – focused on accessibility, service quality, and employment outcomes for individuals with disabilities.
- Youth Services Committee – focused on services, partnerships, and outcomes for youth, including out-of-school youth and youth facing barriers to employment.

Both committees are standing advisory committees established in accordance with WIOA requirements, federal guidance, and PacMtn bylaws. Dan will serve as the Executive Chair for both committees.

Dr. Lori Thompson volunteered to chair the Youth Services Committee. No volunteers stepped forward to chair the Disability Services Committee at this time.

Erin Frasier motioned to approve the two standing committees.
Dr. Lori Thompson seconded the motion.
Motion carries.

B. Action Item: Motion to Approve and Confirm Nominee, Antony Barran, to the PacMtn WDC Board for a Three-Year Term Expiring February 2029

David Schaffert motioned to approve Antony Barran's nomination to the PacMtn WDC Board of Directors.
Bob Guenther seconded the motion.
Motion carries.

C. Action Item: Motion to Approve and Confirm Nominee, Tiffany Hayden, to the PacMtn WDC Board of Directors for a Three-Year Term Expiring February 2029

Jason Reed motioned to approve Tiffany Hayden's nomination to the PacMtn WDC Board of Directors.
Dr. Carli Schiffner seconded the motion.
Motion carries.

D. Discussion Item: Upcoming Funding Opportunities

William provided an overview of PacMtn's active and upcoming funding opportunities. No action was requested.

Sue Yirku discussed opportunities to partner with organizations that support microbusiness development and the importance of exploring succession planning opportunities.

Antony Barran noted that while many individuals have strong product ideas, building and operating a business requires a different set of skills. He emphasized the importance of supporting entrepreneurs as they move from product development to building sustainable businesses**.**

XI. Executive Session

At 10:00 a.m., Board Chair Kevin Shutty announced that the Board would enter Executive Session pursuant to RCW 42.30.110. The Executive Session was expected to last approximately 10 minutes.

The Board entered Executive Session at 10:00 a.m.

The Board returned to open session at 10:12 a.m. No action was taken during Executive Session.

XII. Fiscal Items

A. Discussion Item: Quarterly Financial Report

Wil Yeager presented the quarterly financial report for Program Year 2025. The materials reviewed included:

- PY25 Statement of Activities
- Grant Balance by Program Report
- Notes to the Financial Statements

XIII. Committee & Task Force Updates (Committee Leads)

D. One Stop Operations Committee – Cheryl Heywood reported that WorkSource centers are seeing an increase in customers and are also serving more professional-level clients. She highlighted the work Casey Bogert has been leading.

E. Business and Sector Engagement (BaSE) - David Schaffert provided an update from the BASE Committee, including a recent tour of the Port of Olympia. He also discussed ongoing work related to strengthening the referral pipeline and improving data tracking and reporting structures to better support regional business engagement efforts.

XIV. Good of the Order & Announcements

William Westmoreland presented a Proclamation of Appreciation to Jason Reed in recognition of his service to the PacMtn WDC Board of Directors.

Meeting adjourned at 10:30 a.m.
Submitted by: Kellie Hale, WDC Board Liaison

Attachment #2
PacMtn WDC Consortium Meeting
Meeting Minutes
April 20th 2026 | 1:00p

PacMtn Offices & Online via Microsoft Teams

Attendees:
Consortium Members: Commissioner Trask, Commissioner Doyle, Commissioner Grant, Commissioner Hole, Commissioner Swop

PacMtn Staff: William Westmoreland, Wilford Yeager, Kellie Hale

I. **Convene: Welcome – Consortium Chair**
   a. **Welcome & Self Introductions – Commissioner Trask began the meeting with introductions at 1:02pm.**
   b. **Establish Quorum & Review Today's Agenda – Quorum was established and the agenda was reviewed at this time with no questions.**
   c. **Board Chair Comments – There were no comments at this time.**
   d. **CEO Report – William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at www.pacmtn.org.**

II. **Action: Consent Agenda**

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

Commissioner Grant motioned to approve the items in the Consent Agenda as presented. Commissioner Hole seconded. **Motion Carries.**

   a. **Action Item: Motion to Approve December 11, 2025 Consortium Meeting Minutes (Attachment #1)**

Commissioner Swop motioned to approve the December 11, 2025 Consortium Meeting Minutes as presented. Commissioner Doyle seconded. **Motion Carries.**

III. **Discussion & Action Items**
   a. **Discussion and Action Item: Board Member Appointment (Attachment #2)**

William reviewed the board appointments; there were no questions.

i. **Action Item: Motion to Approve and Confirm Nominees to the WDC Board of Directors**
   - Pacific County Representative: Antony Barran, Willapa Wild, 3-year term- Expiring February 28, 2029
   - Regional Representative: Tiffany Hayden, Reginal Social Services Coordinator, WA DSHS/Community Services, 3-year term -Expiring February 28, 2029

Commissioner Doyle motioned to approve and confirm nominee Antony Barran, Pacific County as presented. Commissioner Hole seconded**. Motion Carries.**

Commissioner Doyle motioned to approve and confirm nominee Tiffany Hayden, Regional Representative. Commissioner Grant seconded. **Motion Carries.**

a. **Discussion Item: Opportunity Begins Here (OBH) Update – William Westmoreland**

William provided an update on operational performance and system improvements, with a focus on strengthening data reporting and overall system effectiveness.

- Emphasized the importance of providing timely and consistent information to the Board, including improved data points and reporting through LaunchPad to better track outcomes and performance
- Noted continued progress in communications and visibility efforts, including a pivot to the OBH homepage and implementation of the Home Base campaign
- Shared updates on partner satisfaction for Q1 and Q2, along with ongoing efforts to improve system visibility and engagement
- Highlighted continued delivery of training services and efforts to enhance customer satisfaction across programs
- Reported that Adult and Dislocated Worker programs remain on track with spending, maintaining consistent "door swing" and meeting state expectations
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Youth Program Update

- Identified Youth program performance as an area of concern, particularly related to contractor outcomes
- Noted challenges in effectively connecting youth to career pathways
- Shared that Work Experience (WorkEx) placements have been more successful and easier to implement
- Indicated that On-the-Job Training (OJT) opportunities for youth have been more difficult to develop
- Raised concerns regarding contractor spending, noting a high level of administrative costs with limited measurable outcomes

b. Discussion Item: Financial Statements

Wil reviewed the Financial Statements. There were no questions at this time.

IV. Executive Session.

The Board will enter Executive Session pursuant to RCW 42.30.110(1)(f) to receive and evaluate complaints or charges brought against a public officer or employee. No action will be taken during the Executive Session. Any action resulting from the discussion will occur in open session.

No Executive Session.

V. Good of the Order & Announcements

No comment from Consortium members or PacMtn staff.

Meeting adjourned at 2:00 PM.

Submitted by: Kellie Hale, Governance & Compliance Director, WDC Liaison

Attachment #3

To: PacMtn WDC Board of Directors

From: Kellie Hale, Governance & Compliance Director

Date: May 7, 2026

Subject: Amendment to November 20, 2025 Board Meeting Minutes

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Recommendation and/or Recommended Motion

Staff recommends that the Board approve an amendment to the November 20, 2025 Board meeting minutes to include documentation that the Board entered into Executive Session during the meeting. No action was taken during the Executive Session.

Recommended Motion:

Motion to amend the November 20, 2025 Board meeting minutes to reflect that the Board entered Executive Session.

Overview: Following approval of the November 20, 2025 Board meeting minutes, staff identified that the minutes inadvertently omitted documentation that the Board entered into Executive Session during the meeting.

To ensure the official meeting record is accurate and complete, staff is requesting Board approval to amend the previously approved minutes to include the Executive Session reference. Once approved, the amended minutes will be updated in PacMtn's official records and posted to the PacMtn website with a notation indicating that the minutes were amended by Board action.

Attachment #4

To: WDC Board of Directors

From: Shannon Hassan, Community Engagement Director

Date: May 7, 2026

Subject: Approval of Specialty Program Policy 4.5.1 – BFET Program Governance & Oversight

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Recommendation and/or Recommended Motion

Motion to Approve Specialty Program Policy 4.5.1 – BFET Program Governance & Oversight

Overview: PacMtn administers the Basic Food Employment & Training (BFET) Program under contract with the Washington State Department of Social and Health Services (DSHS). The BFET program supports Basic Food recipients in gaining skills, training, and employment opportunities that lead to economic self-sufficiency.

Specialty Program Policy 4.5.1 – BFET Program Governance & Oversight establishes PacMtn's governance, oversight, and accountability framework for administering the BFET program. The policy defines organizational roles, monitoring expectations, internal controls, and data governance standards necessary to ensure compliance with the DSHS BFET Contract and applicable federal and state requirements.

The policy formalizes PacMtn's internal structure for program oversight, including leadership responsibilities, subcontractor monitoring, fiscal stewardship, and compliance management. It also incorporates data security requirements outlined in the DSHS BFET Contract Exhibit A, which is attached to the policy as an addendum.

Adoption of this policy ensures that PacMtn maintains consistent governance practices, strengthens internal controls, and aligns BFET program administration with existing agency compliance standards.

Impact on Current Policy:

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

The proposed policy establishes a formal governance framework for BFET program administration and aligns program oversight practices with PacMtn's broader compliance and monitoring structure. Key elements include:

- Clearly defined leadership roles and responsibilities for BFET program oversight
- Monitoring and review processes for subcontractors and service providers
- Data governance and participant confidentiality safeguards
- Records retention requirements aligned with PacMtn Policy 1.2.1
- Risk management and internal control practices for program administration
- Training and compliance expectations for staff and contractors
- Incident reporting and escalation procedures consistent with DSHS contract requirements

Policy Summary Table

Policy Title	Policy #	Type	Status	What's New or Revised
BFET Program Governance & Oversight	4.5.1	Specialty Program Policy	New	Establishes governance framework for BFET program administration, including monitoring, data governance, subcontractor oversight, internal controls, and compliance procedures. Incorporates DSHS BFET Contract Exhibit A data security requirements.

These policies reflect PacMtn's continued commitment to compliance, accountability, and effective program administration. Staff will ensure appropriate dissemination and implementation of the policy through guidance, training, and integration into internal systems and procedures.

Attachment #5

To: PacMtn WDC Board of Directors

From: Jeff Bowe, Senior Director of Sector Strategies

Date: May 7, 2026

Subject: CTE-CTC Engagement RFP – Approval of Selected Recipients

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Recommendation and/or Recommended Motion

Staff Recommendation:
Staff recommends approval of the selected recipients for the CTE-CTC Engagement RFP:

- Thurston County Chamber of Commerce / Capital STEM Alliance
- ESD 112

These organizations were selected through a competitive procurement process and were determined to be the most responsive and responsible applicants, demonstrating strong alignment with the RFP requirements, including CTE and community and technical college engagement, employer partnerships, and workforce service delivery.

Recommended Motion:
Motion to approve the selection of Thurston County Chamber of Commerce / Capital STEM Alliance and ESD 112 as recipients of the CTE-CTC Engagement RFP and ratify the contracts as negotiated, and authorize the CEO to execute the agreements.

Overview:
PacMtn released the CTE-CTC Engagement Request for Proposals (RFP) to identify qualified organizations to support coordinated engagement with Career and Technical Education (CTE) programs and community and technical colleges (CTCs) across the region. The intent of this procurement is to strengthen alignment between education, workforce, and industry by expanding career pathway awareness, increasing work-based learning opportunities, and improving connections between students and employers in priority sectors.

The RFP was conducted as a competitive procurement in accordance with PacMtn policies. Proposals were evaluated by a review panel using established scoring criteria outlined in the solicitation, including organizational experience, approach to service delivery, partnerships, and alignment with program goals.

Procurement Summary:
The CTE-CTC Engagement RFP was released on February 19, 2026. Two bidders conferences were held on February 26, 2026, and March 10, 2026, to provide an overview of the solicitation and respond to proposer questions.

Proposals were due on March 20, 2026. PacMtn received a total of nine (9) submissions.

All proposals were reviewed and evaluated by a panel using the criteria outlined in the RFP. Based on the evaluation results, the highest-ranked proposers were identified for recommendation.

Following the evaluation process, contract negotiations were completed with the selected proposers to finalize scope, budget, and performance expectations.

Disclosure and Recusal:
Board members affiliated with Thurston County Chamber of Commerce and Capital STEM Alliance have disclosed a potential conflict of interest and will abstain from participation in discussion and voting on this item, in accordance with PacMtn policies.

Attachment #6

To: PacMtn WDC Board of Directors

From: Dan Cooling, Chief Impact Officer

Date: May 7, 2026

Subject: EQUUS Compliance Review and Disallowed Cost Determination

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Action Requested: Information only; no Board action requested.

PacMtn is providing this update regarding a WIOA contractor compliance matter involving EQUUS Workforce Solutions, a PacMtn WIOA service delivery contractor.

During a routine file review conducted by PacMtn's Quality Assurance and Compliance Department, staff identified documentation, authorization, and sequencing concerns in WIOA-funded services administered by EQUUS. The issues affected whether certain costs were allowable under WIOA and federal grant requirements.

The review identified instances where training activity began before required documentation or approval was in place, ITA packets were created or signed after training had already started, costs were incurred before required authorization, and OJT contracts were not fully executed or had effective dates that preceded required signatures or approvals.

PacMtn issued a formal disallowed cost determination to EQUUS on April 30, 2026. The determination identifies $58,654.46 in confirmed ITA disallowed costs.

PacMtn has required EQUUS to repay, credit, or offset the confirmed ITA disallowed costs. EQUUS accounting staff have been directed to coordinate directly with PacMtn CFO Wil Yeager regarding the repayment process.

As of this update, corrective work has been completed for the identified items. However, those corrections do not eliminate the disallowed cost finding or repayment obligation.

PacMtn staff will continue to coordinate repayment, preserve documentation for audit purposes, monitor contractor compliance, and provide further updates to the Board if repayment is not completed, additional costs are identified, or contract-level action becomes necessary.

Attachment #7

To: PacMtn WDC Board of Directors

From: Wil Yeager, Chief Financial Officer

Date: May 7, 2026

Subject: Summary of Financial Statements and Federal Single Audit Report (PY24–25)

Overview

The Washington State Auditor's Office completed the Financial Statements and Federal Single Audit for the period July 1, 2024 – June 30, 2025 . This audit reviews PacMtn's financial condition, internal controls, and compliance with federal program requirements.

Key Audit Results

Clean Audit Opinions

- Unmodified (clean) opinion on financial statements
- Unmodified (clean) opinion on federal program compliance

Federal Programs

- No findings or questioned costs
- Major programs reviewed:
    - WIOA Adult
    - WIOA Youth
    - WIOA Dislocated Worker

Internal Control Finding (1)

Finding 2025-001: Financial Reporting Controls

- Identified as a significant deficiency (not a material weakness)
- Related to:
    - Misclassification of MISA activity ($128,441)
    - Net position classification errors

- Minor reporting inaccuracies

Status

- All material errors were corrected during the audit
- No impact to overall financial integrity or federal compliance

Cause

- Staff turnover and limited capacity
- Insufficient review of complex GAAP reporting

Financial Highlights

- Net Position: Increased by $135,519
- Revenue: Increased by ~$2.7M (grant activity growth)
- Expenses: Increased by ~$2.9M (expanded program delivery)

Overall, PacMtn remains in a stable financial position, with growth aligned to program funding.

Corrective Actions Underway

- Strengthening financial reporting controls
- Implementing formal year-end review checklist
- Enhancing independent secondary review process
- Providing GAAP/GASB training to finance staff
- Formal process for evaluating new accounting standards

Bottom Line

- Clean audit with no material findings
- Full compliance with federal program requirements
- One administrative control issue identified, corrected, and being addressed

Attachment #8

To: PacMtn WDC Board of Directors

From: Wil Yeager, Chief Financial Officer

Date: May 7, 2026

Subject: IRS Form 990 Filing – Program Year 2024

Overview:

May 15, 2026 is the extended filing deadline for PacMtn's IRS Form 990 for Program Year 2024, covering the fiscal year ending June 30, 2025.

In accordance with IRS requirements related to Form 990 disclosure practices, as well as PacMtn policy, PacMtn will provide all voting members of the Board with a copy of the final filed Form 990, including required schedules, either electronically or in paper format. The filing materials will be distributed electronically no later than May 15, 2026.

A copy of the final filing will also be made publicly available on the PacMtn website under the

Reports and Resources page at **www.pacmtn.org**

Additionally, consistent with PacMtn policy, the organization attempts, when feasible, to provide the Executive Finance Committee (EFC) an opportunity to review and comment on the Form 990 prior to filing. Due to the timing of the filing deadline and the next scheduled EFC meeting on June 11, 2026, the Form 990 will not be reviewed by the EFC prior to submission but will be provided for review and comment at that meeting.

Attachment #9

To: PacMtn WDC Board of Directors

From: William Westmoreland, Chief Executive Officer,
Wil Yeager, Chief Financial Officer

Date: May 7, 2026

Subject: PY26 Preliminary Budget Planning – Direction and Investment Strategy

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Overview

The attached PY26 Budget Planning Packet is provided in preparation for the upcoming budget workshop. At this stage, the Board is not being asked to approve a budget, but rather to review the proposed direction, provide feedback, and help set priorities that will inform the final budget for approval in June .

The proposed budget aligns with PacMtn's four-year plan and is structured around three core objectives:

- Credentialing and Training
- Job Quality
- System Integration and Service Delivery

Strategic Framework

The PY26 budget is built around PacMtn's Opportunity Model, which aligns partners, funding, and services to move individuals into employment that supports long-term economic success.

This model emphasizes:

- Team-based service delivery through Career Success Teams
- Alignment of workforce investments with employer demand
- Coordinated use of funding through the One Workforce approach
- Integration of employment, training, and financial stability supports

Key Investment Areas for Discussion

The planning packet outlines twelve proposed investment areas to guide Board discussion. Key highlights include:

1. Data-Driven Strategy

- $50,000 investment in a regional cluster and labor market study to inform sector strategies and future planning.

2. Communications (Opportunity Begins Here)

- Transition from external consulting to internal staffing
- Addition of a Communications Manager role
- Estimated cost savings of $50,000–$75,000

3. Financial Coaching & MISA

- Shift from subcontracted model to direct hire of three Financial Coaches
- Intended to improve performance, increase MISA utilization, and strengthen participant outcomes

4. Priority Sectors & Career Pathways

- Continued focus on targeted industries and occupations
- No major budget change; strategy showing positive wage and alignment outcomes

5. Industry Talent Partners

- Maintain current staffing levels while strengthening alignment within Career Success Teams

6. One Workforce Model

- Maintain current structure and funding approach
- Reinforce focus on occupational skills training (minimum 60% participation target)

7. Data Systems (Launchpad)

- Continued investment to support performance tracking, reporting, and partner coordination

8. Facilities Planning (Olympia)

- Up to $15,000 for space planning and design (planning only; future Board approval required)

9. WorkSource Thurston Opening

- $10,000 contingency for operational startup needs

10. Entrepreneurship Pilot (Title I-B)

- $50,000 pilot investment to support entrepreneurship training and small business alignment

11. Professional Development

- $10,000 to support partner training and system capacity

12. Additional Feedback

- Reinforces focus on outcomes, employer alignment, and rural engagement

Key Themes for Board Consideration

As the Board reviews this proposal, feedback is requested on:

- Overall direction of investments
- Areas of highest priority if resources are limited
- Potential risks or gaps in the strategy
- Alignment with regional needs and outcomes

Next Steps

Board feedback from the workshop will be incorporated into the development of the final PY26 budget, which will be presented for approval in June.

Bottom Line

The proposed budget:

- Advances PacMtn's long-term strategic plan

- Strengthens execution of the Opportunity Model
- Focuses on outcome-driven investments tied to employment, wages, and economic mobility