

SKILLSOURCE REGIONAL WORKFORCE BOARD
Meeting Agenda

Tuesday, June 27, 2023 - 5:30 p.m.

Via ZOOM

Join Zoom Meeting

<https://skillsource.zoom.us/j/83500643462>

Meeting ID: 835 0064 3462

Passcode: 376926

Phone in: 1-253-215-8782

1. Call to Order – Roni Holder-Diefenbach, Chair
2. March 21, 2023 Board Meeting Minutes ACTION
3. Director's Report - Lisa Romine INFO

Committee Reports

4. **Okanogan Committee Meeting Report**
-- Motion to Approve 23-24 Service Delivery Budget Recommended ACTION
5. **Grant/Adams Committee Meeting Report**
-- Motion to Approve 23-24 Service Delivery Budget Recommended ACTION
6. **Chelan/Douglas Committee Meeting Report**
-- Motion to Approve 23-24 Service Delivery Budget Recommended ACTION
7. **Executive Committee Meeting Report**
-- Motion to Approve 23-24 Executive Budget Recommended ACTION

New Business

8. **State & Local/Regional Workforce Plans** INFO
9. **Media Campaign & Business Engagement** INFO/DISCUSSION
- Outreach Videos, Employer Summits

Enclosures

Meeting Schedule
Membership Roster
Success Story Compilation
Administrative Expenditures 3rd Quarter
PY22 State Monitoring Final Report

Mission Statement

SkillSource builds workforce skills with business and one-stop partners to increase economic prosperity throughout North Central Washington and the Columbia Basin.

SkillSource Regional Workforce Board

Meeting Minutes

March 21, 2023

Via Web Video Conference

Moses Lake, Wenatchee & Omak, plus other locations

Roni Holder-Diefenbach, Board Chair, called the meeting to order at 5:32 pm. She thanked everyone for attending.

November 29, 2022 Board Meeting Minutes

Michelle Price moved and Tad Hildebrand seconded to approve the minutes for the November 29, 2022 Board Meeting. Motion carried.

Director's Report

Lisa gave highlights from her report. She informed the Board that once the State Workforce Board updates its 4-year plan, SkillSource will begin updating the local strategic plan. A proposal to increase Economic Security for All by nearly \$14 million is before the legislature; Lisa asked the Board members to consider sending letters of support for this funding (she will provide talking points for the Board members). She spotlighted youth career development, collaboration with economic development, and one-stop operator kick-offs as highlights for the quarter in progress. She notified the Board that three candidates are in nomination for service: Julie Helligso of Cascade Veterinary Clinics, Tom Legel of Confluence Health, and Dr. Faimous Harrison from Wenatchee Valley College. OIC of Washington is moving into the former learning center space at WorkSource Central Basin. SkillSource has been selected as one of six Open Doors program sites statewide to study best practices.

Sub-Area Committee Reports

Okanogan: Lisa reviewed the Okanogan Committee meeting. She explained that Employment Security is improving steadily under their corrective action plan. She summarized the One-Stop Operator kickoff and the discussion around workforce and economic development cooperative events.

The staff presented to the Okanogan subcommittee the sole proposal received in response to the solicitation in January. Employment Security received a score of 79 out of 100. The committee recommended entering into contract negotiations to contract with ES.

Sara Thompson Tweedy moved and Ken Johnson seconded to approve contract negotiations with Employment Security Department for 2023-24 service delivery in Okanogan County. Todd Wurl abstained from the vote. Motion carried.

Grant/Adams: Lisa began the report summary by highlighting the success story of a youth participating in the Pre-Employment Transition Services (Pre-ETS) program hired on by Grant County Animal Outreach. The committee received information about the QUEST Dislocated Worker Grant and the accompanying business outreach and community engagement plans. The committee discussed budgeting priorities, including business services, communications, and sustainability of QUEST funded activities.

Chelan/Douglas: Susan summarized the success story involving the Cascade Veterinary Clinics registered apprenticeship program. The committee received updates on Pre-ETS, QUEST, and the Workforce Collaboration Summit on May 10th to be hosted at Wenatchee Valley College. The committee also discussed workforce and economic development cooperative events, budgeting priorities for the coming year, and board candidates for the several Chelan/Douglas vacancies.

Lisa also pointed out that the economic updates for each labor market area delivered at each committee meeting are appended to the board packet. Tad thanked Aaron for the reports. Lisa mentioned that Kim Cavanaugh, the new communications and outreach manager, will be developing an electronic newsletter and will include some of these updates.

Executive Committee: Laura explained that two proposals were received for audit services and were rated by Laura, Roni and Michelle. Cordell, Neher & Co had a higher score and was recommended by the raters to be approved for the next four years.

Irasema Ortiz-Elizalde moved and Peggy Vines seconded to approve the selected auditor, Cordell Neher & Co. Motion carried.

Lisa explained that SkillSource has received additional funds since the board approved budget; a modification is required due to the amount of funds received. The overall increase is about \$69,000 for the executive budget, which will be used for communications (salary and marketing services).

Annette Herup moved and Tad Hildebrand seconded to approve the proposed modification to the executive budget. Motion carried.

Career Connect Washington Presentation

Dr. Sue Kane and Aaron Parrott presented a summary of the Career Connect Washington initiative and its components, as pertains to North Central. Sue summarized the CCW framework and identified the local partners and programs in support of the initiative, including Career Launch program builder grants supporting regional industries, and learning specialists supporting regional career connected events and programming. The board members were invited to subscribe to the CCW newsletter. Roni asked how businesses and organizations can partner; Sue and Aaron recommended getting in touch with them for information on hosting events, or information about program builder opportunities. Lisa and Michelle commended the CCW team for their presentation and work across the region to support career connected learning.

Board Celebrations

Annette Herup shared that Genie/Terex is now hiring individuals without secondary credentials contingent on their enrollment into a high school completion program. This has served to widen the talent pool while improving the opportunities for local career seekers.

Sara Thompson Tweedy amplified that the approach Annette mentioned is resulting in increasing targeted skills training. She also said that the increase in refugees in the region has resulted in an expanded need for English language instruction and post-secondary education, which is being met with innovative approaches and solutions.

Roni thanked Annette and Sara for sharing and exhorted the board members to share about the services provided by the workforce development partnership within and throughout their circles.

Lisa added that she and the SkillSource staff are prepared to assist board members in sharing that information in their communities.

The meeting was adjourned at 6:40 pm.

In Attendance:

Annette Herup
Tad Hildebrand
Roni Holder-Diefenbach
Ken Johnson
Kyle Niehenke
Irasema Ortiz-Elizalde
Anthony Popelier
Michelle Price
Sara Thompson Tweedy
Pablo Villarreal
Peggy Vines
Zach Williams
Todd Wurl

Not In Attendance:

Randy Curry
Crystal Gage
Augustine Gallegos
Brant Mayo

Staff In Attendance:

Lisa Romine
Laura Leavitt
Susan Adams
Aaron Parrott
Christy Mataya
Alicia Wallace
Emily Anderson

Guests

Dr. Sue Kane, North Central ESD/Apple STEM Network
Adriana Lopez, WorkSource Central Basin

1. Current Significant Issues

a) State (TAP) Plan Update: Talent and Prosperity for All

- This will be item #8 discussion topic on the meeting agenda. [See agenda item 8 \(one pager\)](#) highlighting the State Workforce Board's 2024-2028 Guiding Principles and Strategic Priorities: System, Business, Youth, Credentialing and Job Quality. 2024-28 Local Plans will be required to align with the State priorities while also addressing local goals & objectives.

b) Legislative Activity Update: Economic Security for All Expansion

- The Washington State Legislature approved this expansion and SkillSource receives \$517k to provide training and support to individuals within 200% of poverty level. Learning incentives for individuals in vocational training is one of the primary uses of these funds. These incentives have proven to be a very effective way to assist students with critical living expenses and remain in training/education and enter gainful employment. Of the 31 trainees enrolled thru March, eight have completed training and successfully entered self-sufficiency employment. These eight had an average self-sufficiency at enrollment of 50% and an average self sufficiency at exit of 192%, well above the goal of reaching 100% self- sufficiency.

c) Funding Prospects:

- Funding opportunities for workforce development are becoming more available. Staff are reviewing solicitations regularly and working to collaborate with other entities, both local and statewide to apply for those that are in alignment with local anticipated needs. We optimistically anticipate receiving additional funds throughout the year and will likely require a budget modification later in the program year.

2. Compliance Update

a) Program Year 2022 State monitoring results

We received the final monitoring report for Program Year (PY)22 in April. [\(Attached\)](#). The report indicates, no findings, unresolved questioned costs or disallowed costs.

b) Equal Opportunity & ADA Compliance Monitoring

The State completed their full ADA facility compliance monitoring at WorkSource Central. They had a few suggested modifications to some signage throughout the building and parking lot and some other minor adjustments. A final report will be received in order to address any necessary modifications.

3. Progress on Goals/Strategic Plan Implementation

- The Regional Plan outlines: 4 Primary Goals, 11 Objectives, 29 strategies. They are robust and as relevant today as they were three years ago. These goals are realized when a multi-partner system jointly engages in the work. This is happening in many ways and at many levels throughout the North Central Region. Each quarter I will highlight one or two examples of how SkillSource and partners are implementing these strategies and making progress toward these goals. The 20-24 North Central Regional Plan can be found [here](#).

- Spotlight: Business and Partner Engagement [\(See attached Summary\)](#)

- This quarter's spotlight is focused on a single goal in the local plan:
 - **GOAL THREE: Engage companies to partner with the workforce development agencies.**
 - o **Objective 1:** Employers embrace the role as human resource developers.
 - **Strategy 1:** Understand and support private sector employee development. Communicate with firms in person, and in their language. Identify system services that offer value to a firm's selection and training approach or practice. Coordinate outreach and cross-train staff to be familiar with the full range of services that businesses value.
 - o **Objective 2:** Link workforce and economic development.

4. Organizational Performance Dashboard

Sub area performance for Q3 was reviewed at the sub-area committee meetings. See committee packets.

5. Items of Information

- **Board Vacancies:** Several vacancies in the Chelan/Douglas sub-area have been filled! I'm happy to report the Forum of county Commissioners approved nominations for Tom Legel, CFO Confluence Health; Julie Helligso, Exec Director, Cascade Veterinary Clinics; and Dr. Faimous Harrison, President, Wenatchee Valley College. Welcome!
- **Facility Update:** SkillSource has leased the former Central Basin classroom space to OIC. They have moved in and are operating from the Center. Welcome OIC of WA! This is a great addition to the Center and will also allow SkillSource to serve more career seekers and businesses!
- **One Stop Certification:** State policy requires One Stop certification teams to include board members as well as staff and other community partner organizations. I'll be looking for one or two volunteers (more if interested) to be a part of the certification team that reviews the certification tool results, and more importantly participates in the on-site visit where members will learn about the services in the Center, hear from Center staff and take a tour. The certification teams make a recommendation to the Board after their review and visit. We plan to have the visits in August. Date TBD on team member availability.
- **National Association of Workforce Boards:** Sara, Michelle, Lisa & Susan attended the National Association of Workforce Board Forum in Washington DC, March 25-28. In addition to attending sessions, both Sara and Michelle made the Hill climb to meet with Senator Cantwell and Senator Murray staff. These are great opportunities for locals to show up and help educate law makers about the needs of our communities and workforce. It really does matter and really can make a difference. Thank you, Sara and Michelle for making the trip. Next year NAWB will be held March 23-26, 2024 in WA DC. Consider attending! We typically take 3 board members.



Business & Partner Engagement Summary

| Apr-June 2023 | Susan Adams

The implementation of the QUEST grant has increased our focus on business and community outreach with a goal to connect job seekers to high-quality jobs through education and training with a focus on expanding existing cross-regional partnerships as well as identifying new partnerships to invest in high quality career pathways. Below is a summary of outreach activities in the three subareas.

Okanogan County - Initial outreach in Okanogan County has built on initial conversations and relationships with rural commercial electrical companies challenged with the new legislation requiring registered apprenticeship training for 01 wiremen certification that will be effective June 30, 2023. Multiple partners continue to explore strategies to address rural training options including Wenatchee Valley College (WVC). Staff have met with the Okanogan PUD to discuss concerns with the future of their workforce. Labor shortages and access to training for engineers, technical (Broadband), information technology, skilled labor, and CDL endorsement are priorities for the PUD. Staff are working to convene partners to address access to these pathways including WVC. Staff are attending Okanogan Economic Alliance Board meetings and the Broadband Action Team to connect and learn.

Grant/Adams Counties - Staff attended the Science in Our Valley Lecture on Global Critical Mineral Supply Chain Implications For The Columbia Valley Hydrogen Economy presented by Dr. Aaron Fearver, Exec. Director, Joint Center for Development & Research Earth Abundant Materials. Dr. Fearver updated staff on the bid for the Pacific Northwest to build a Hydrogen Hub in the North Central Washington region and the critical mineral implications. Dr. Fearver is a founder of Group14 which is building the world's largest commercial factory for advanced silicon battery materials in Moses Lake. Staff attended the Adams County ED banquet in Othello highlighting new opportunities in the region. Susan attended the Sabey Data Center Expansion celebration and tour of Building E in

Quincy. With the addition of this building, it is Sabey's largest data center campus. BBCC convened industry and partners to discuss the Tech Hub grant opportunity which is a place-based economic development investment to drive technology and innovation centric to regional growth.

Chelan/Douglas Counties - Staff have convened multiple partners and business to discuss pathways to Data Center and Information Technology occupations including Wenatchee Valley College, Wenatchee School District, Microsoft, WA State Apprenticeship, and Stemilt. Additionally, similar conversations with Cascade Medical Center, Mountain Meadows Adult Home, Healthcare Apprenticeship Consortium/SIEU, and WVC focused on healthcare training needs including CNA and MA to LPN. Both conversations have focused on workforce and infrastructure needs, pathway strategies, and access to training. Efforts continue to bolster support for the Cascade Veterinary Clinic- Licensed Vet Tech (LVT) program including a meeting with Representative Maycumber.

Partner Coordination - Partner outreach and coordination is critical to our success in serving job seekers and businesses has included collaborating with Big Bend Community College, City of Moses Lake, and homeless advocates to discuss services including training strategies for individuals experiencing homelessness in Moses Lake; convening Open Doors staff, students (current/past), District and Community partners for the OSPI Community Partnerships for Re-Engagement Initiative to share best practices and strategies; sponsoring a Workforce Collaboration event at WVC for over 100 partners from 30 agencies to learn from each other; and kick off and implementation of local One Stop partnerships in Okanogan and Central Basin One Stop Centers.

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Okanogan Committee Meeting

June 12, 2023

WorkSource Okanogan, Omak, WA

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Present: Roni Holder-Diefenbach, Anthony Popelier, Pablo Villareal (via Webex)

Staff: Lisa Romine, Laura Leavitt, Susan Adams, Aaron Parrott, Juan Martinez, Sondra Pieti (via Webex), Leonor Barker (OIC, OSO)

Introduction and Updates

Lisa thanked the members present for attending the meeting and led introductions. She reminded the committee that guests are welcome to attend these meetings. She introduced Juan Martinez, the new center administrator for WorkSource Okanogan.

Workforce Investment 3rd Quarter Performance Report and Action Plan Update

Susan introduced the success story for this quarter. This story featured Regency Omak, a local long-term residential care facility and Isaiah, a young adult who earned his GED and landed a position with Regency on the ground keeping maintenance team.

Susan then recapped the current performance as of third quarter. The overall served number (all persons attending workshops or seeking services, plus incumbent worker trainees and Pre-ETS students) is about two-thirds of target; both adult and dislocated worker enrollments are just over half of goals. Youth enrollments are almost 150% of target, by contrast. All placement and credential outcomes are at or above target. Susan and Aaron recapped vocational enrollments. Susan finished by summarizing expenditures and obligations. Currently Okanogan Title 1 is 71% expended, but other than youth secondary education, all areas are underspent.

Susan briefed the committee on the corrective action plan that has been ongoing since Spring of 2022. Overall, file upkeep and case management are up to date and staff are attending training events. Currently the Title I Manager position and one trainer position are vacant, following a trainer hire this past week. Juan assured the committee that Title 1 is a high priority, and explained some of the challenges the Job Training Unit has faced as well as some of the coming interviews and hires. Susan pointed out that bright spots include Adult ITA and basic education activities and Youth enrollment, basic skills and Pre-ETS enrollment goals. Roni asked if customer numbers are coming up; Juan replied that it is slowly coming back, but is complicated by the persistence of remote appointments for other programs and the approach of summer. She also asked about the state of business outreach; Juan replied that Monica Garza, the most experienced staff member is heading up business services, and other staff will be pushed into OJTs and other business services soon. The "Meet the Employer" guest speaker series has also been restarted to high demand. Up to a dozen people have attended these events. Finally, Juan and Sondra updated the group on the implications of Employment Security staff telework that has affected service delivery and staff availability.

Service Delivery Update – One Stop Operator and Center Certification

Lisa explained that OIC, Employment Security and SkillSource applied as the North Central Workforce Consortium to provide One-Stop Operator (OSO) services. In accordance with their reporting requirements, Leonor presented an update on OSO activities. She summarized the operator team that has been meeting to develop the OSO annual plan, convene and facilitate monthly partner meetings in the two comprehensive centers, and develop performance measurements for the WorkSource system, among other functions. A large part of the consortium's work will be the upcoming One-Stop certification. Leonor summarized a timeline of activities to date, and discussed initial conversations with partners on the role of the OSO at the kick-off meetings.

The consortium, along with the local team, has begun to prepare for certification by reviewing the Memorandum of Understanding (MOU) and ensuring that the MOU reflects the actual services available at the Center. Prior certifications are being compared to the current policy, and local staff are being rolled into planning and execution of certification activities. Leonor discussed how she envisions the certification visits, and her role in facilitating those reviews. Roni asked if the actual partner decision makers are at the table during their local meetings; Leonor replied that there has been full involvement of decision makers, who are addressing gaps in service and other issues. Roni said that with cuts to federal and state programs if changes to the MOU are expected; Lisa replied that it is a living document and changes are not only possible, but expected over time. Leonor ended by detailing next steps for OSO, including finalizing the annual plan, selecting a customer feedback survey, evaluating functional teams, reinstituting full center orientations, and formalizing staff cross-training.

Business & Partner Engagement Highlights

Lisa invited Susan to discuss ongoing business and partner engagement activities in Okanogan County. Lisa has been working with the Broadband Action Team, specifically focusing on workforce needs; Susan and Aaron have been working with Roni, Wenatchee Valley College, and local businesses on the 01 wireman training pipeline issue; Katie Pfizer from Okanogan PUD has been interfacing with SkillSource in anticipation of future hiring needs. Monica Garza from WorkSource Okanogan is now serving on the Okanogan Economic Alliance board, assisting with outreach and identification of workforce training needs. The Alliance will host an administrator from the Washington State Ports Association at the end of June, potentially reopening the conversation on forming a port in Okanogan County. Anthony said that commercial electricians are a workforce need for Reman Reload in the north country.

2023-24 Proposed Budget

Lisa gave a general overview of the proposed budget for next program year. Washington state received an 8.5% overall cut for the primary federal formula programs, but is receiving enhanced discretionary funds. SkillSource received an approximate 5% cut. Okanogan will receive about \$15k less in funding in the coming year. SkillSource will continue to apportion larger proportions of formula funding to Okanogan, as opposed to the various streams of discretionary funding. Because we anticipate receiving additional discretionary funds over the next few months, a modified budget will likely be presented in September.

Susan described specific changes to the budgets. WIOA Adult funds will increase by about \$52k; Dislocated Worker and Youth Funds will decrease (8% and 19% respectively). Staffing will slightly decrease to maintain the same cost due to a 9% pay raise at ESD. There is a 42% increase in basic education drawn from reserves to allow for a three month overlap as one instructor retires and another comes onboard. Youth work-based learning, incentives, and support have been decreased due to lower budgets and participant goals. Susan concluded by saying that indirect costs have increased by 16%. Lisa commented that this budget reflects a similar balance of basic skills instruction, work-based learning and vocational education as in the current budget.

Roni remarked on the increase in adult funding as current adult performance targets are falling short. Susan reminded the group that there is overlap between adult and youth service ages, and Lisa added that youth services also are supplemented by Pre-ETS. This is the first year where discretionary funding has eclipsed formula funding. She also explained the split of one-stop operator costs between area budgets.

Roni moved to recommend the proposed budget to the full board. Anthony seconded the motion; motion carried.

The meeting adjourned at 1:39 PM. The full board meeting will be held on June 27th at 5:30 PM via Zoom.

OKANOGAN 23-24 BUDGET

Overview of the Budget

Washington's formula share of the Adult, Dislocated and Youth funds decreased by 8.5%. North Central's share of formula funds decreased an average 5%. This reduction in new revenues is offset by carry-in revenues and new discretionary grants; \$700K of National Dislocated Worker funds and \$737K of Economic Security for All grants. Okanogan's share of the discretionary funds have been exchanged with the other two areas for Adult and Dislocated Worker funds.

Budgeted revenues and expenditures decrease \$15,000 from \$1,006,000 to \$990,000 (2%).

FUNDING:

- Adult 361,990 (51,562 increase)
- Dislocated Worker 264,858 (24,286 decrease)
- Youth 172,006 (41,586 decrease)
- Pre-Employment Transition 28,167 (51,033 decrease)
- State Education 163,293 (50,008 increase)

TOTAL BUDGETED EXPENSES \$990,314 (15,334 decrease 2%)

Major Budget Categories

HUMAN RESOURCES (Salaries & Benefits) \$284,164 (negligible change)

Four (3 FTE) trainers are budgeted to conduct outreach, determine eligibility, assess skills and interests, guide career plans, teach workshops, serve business, facilitate training, placement, and follow-up 149 enrolled participants for an average ratio of 56:1. This compares to 4 trainers this year and a 55:1 ratio. Total served (including career information) decreases from 335 this year to 311 next year. A 9% cost of living increase is budgeted. The fringe benefit rate remains the same at 40%.

ONE-STOP OPERATOR - \$30,000 (no change)

A One-Stop Operator has been contracted to serve the Okanogan Center. OIC was selected as fiscal agent for a Consortium Operator. The consortium is comprised of management level personnel from DVR, SkillSource, and Employment Security.

PHYSICAL RESOURCES – (Supplies, Facilities, Communication, Equipment, and Miscellaneous) \$91,088 (\$23,609 decrease 21%)

Physical resources are budgeted based on a cost per Employment Security staff FTE relative to total staff in the Center. Training related FTE decreased from 4.5 to 3.4 and is budgeted at the Employment Security planning rate of \$21,326 per FTE, no change from the current year. Career Connect events & supplies are budgeted at \$9,000. Finally, assessment fees, supplies, and staff training are budgeted at \$8,751.

BASIC EDUCATION – (English, Math) \$174,978 (\$51,344 increase 42%)

Two (1.25 FTE) instructors are budgeted to teach basic education to 60 Youth and 3 Adults. An additional instructor is planned to work full time the last three months of the school year to transition as the current instructor plans to retire in June 2024. All physical resources to provide this classroom instruction are included in this amount. Odyssey courseware subscription expense of \$5,800 is not included as Okanogan School District has paid that cost the last seven years. Allocated physical resource costs for supplies, facilities, communication, equipment, and miscellaneous) associated with Basic Skills Instruction are as noted above. Fifty-five hundred (\$5,500) is included for a 6 week summer school paid by Okanogan School District to instruct approximately 10 youth.

COMPUTER BASICS – (Excel, Word etc.) \$40,821 (negligible change)

One (.4 FTE) instructor is budgeted to teach computer skills to 50 participants. The balance of the fulltime instructor is budgeted to deliver assessment workshops to Adults and Dislocated Workers.

WORK BASED LEARNING – (On-The-Job Training, Incumbent Worker Training, Customized Employer Training, Work Experience, and Internship) \$118,932 - (\$37,546 decrease, 24%)

Fifteen (15) adults and 4 dislocated workers train on-the-job (OJT/WEX), a decrease of 5 from the current year. All 19 are new. This category includes training for (24) incumbent workers. Twelve (12) federal youth and 9 Pre-Employment Transition youth are scheduled to learn positive work habits on-the-job.

VOCATIONAL EDUCATION – (Individual Training Accounts, Short-term Prevocational) \$131,200 - (\$9,149 decrease 7%)

Thirty-six (36) participants (19 adults, 17 dislocated workers) are budgeted to receive post-secondary tuition assistance. Four continue from the current year.

SUPPORT SERVICE/INCENTIVES – \$34,319 (\$8,433 decrease 20%)

Includes testing fees, uniforms, tools, books and supplies formerly included in Work Based Learning and Vocational Education.

INDIRECT - \$84,812 (\$11,818 increase 9%)

Provisional indirect cost rate is 28% of salaries. This charge pays for a portion of Olympia Central Office expense to establish and enable State-wide ESD service delivery locations. This reflects an increase from 27% in PY 2223.

TOTAL SERVED: decreases 7% from 335 to 311.

OKANOGAN BUDGET SUMMARY
PROGRAM YEAR 23-24

	PY 22 APPROVED	% OF BUDGET	PY 23 PROPOSED	% OF BUDGET	INCREASE (DECREASE)	
PERSONNEL (salaries & benefits)	283,957	28%	284,164	29%	207	0%
ONESTOP OPERATOR	30,000	3%	30,000	3%	-	0%
PHYSICAL RESOURCES (supplies, equipment, facilities etc.)	114,698	11%	91,088	9%	(23,609)	-21%
BASIC EDUCATION	123,634	12%	174,978	18%	51,344	42%
COMPUTER BASICS	40,789	4%	40,821	4%	33	0%
WORK BASED LEARNING	156,478	16%	118,932	12%	(37,546)	-24%
VOCATIONAL EDUCATION	140,349	14%	131,200	13%	(9,149)	-7%
INCENTIVES	7,150	1%	4,900	0%	(2,250)	-31%
SUPPORT	35,602	4%	29,419	3%	(6,183)	-17%
INDIRECT	72,993	7%	84,812	9%	11,819	16%
TOTAL TRAINING	1,005,649	100%	990,314	100%	(15,333)	-2%
<u>ACTIVITY GOALS:</u>						
BASIC EDUCATION						
ADULT and DISLOCATED WORKER	6		3		(3)	
YOUTH (federal enrolled only)	6		10		4	
STATE EDUCATION	42		50		8	
	54		63		9	17%
WORK BASED LEARNING						
INCUMBENT WORKER TRAINING	24		24		-	
ON-THE-JOB TRAINING	22		19		(3)	
WORK EXPERIENCE/INTERNSHIP	38		21		(17)	
	84		64		(20)	-24%
VOCATIONAL EDUCATION						
VOCATIONAL TECHNICAL EDUCATION	36		36		-	
COMPUTER BASICS	60		50		(10)	
	96		86		(10)	-10%
<u>PARTICIPANT GOALS⁽¹⁾:</u>						
YOUTH	44		30		(14)	
ADULT	60		71		10	
DISLOCATED	58		48		(10)	
ECONOMIC SECURITY FOR ALL	4		-		(4)	
PREEMPLOYMENT TRANSITION	32		32		-	
	199		181		(18)	-9%
<u>OTHER PARTICIPANT GOALS⁽¹⁾:</u>						
STATE EDUCATION	42		50		8	
CAREER INFORMATION & ASSESSMENT ONLY	94		80		(14)	
	136		130		(6)	-4%
TOTAL NUMBER SERVED	335		311		(24)	-7%

1 *PARTICIPANT GOALS + OTHER GOALS = TOTAL SERVED

OKANOGAN COUNTY
PY 23-24 BUDGET SUMMARY BY FUND TYPE

6/5/2023 11:54	ADULT	DISLOCATED WORKER	YOUTH	PREEMPLOYMENT TRANSITION	STATE EDUCATION	PY 23 TOTAL	APPROVED PY 22	CHANGE	% CHANGE
SALARIES	82,577	58,107	50,148	5,334		196,166	193,760	2,406	1%
BENEFITS	33,031	23,243	20,059	2,134		78,466	77,504	962	1%
ALLOCATED SALARIES/BENEFITS	3,962	2,800	2,478	292		9,532	12,693	(3,161)	-25%
ONESTOP OPERATOR	13,594	9,946	6,459			30,000	30,000	-	0%
TRAVEL	1,051	742	657	77		2,527	3,366	(839)	-25%
MISCELLANEOUS	12,822	6,941	6,143	723		26,629	33,726	(7,097)	-21%
SUPPLIES	1,774	1,254	10,109	131		13,267	14,682	(1,415)	-10%
EQUIPMENT	108	76	68	8		260	346	(86)	-25%
FACILITIES	15,377	10,867	9,617	1,132		36,993	49,262	(12,269)	-25%
COMMUNICATIONS	2,997	2,118	1,874	221		7,210	8,997	(1,787)	-20%
STAFF TRAINING	1,747	1,234	1,092	129	-	4,202	4,318	(116)	-3%
ON-THE-JOB/ WORK EXP/INCUMBENT	45,000	36,000	22,697	15,235		118,932	156,478	(37,546)	-24%
VOCATIONAL EDUCATION	64,700	66,500	-	-		131,200	140,349	(9,149)	-7%
BASIC EDUCATION	21,098	-	15,580	-	138,300	174,978	123,634	51,344	42%
COMPUTER BASICS	22,860	17,961				40,821	40,789	32	0%
INCENTIVES	-	-	4,000	900		4,900	7,150	(2,250)	-31%
SUPPORT	13,708	10,238	4,673	300	500	29,419	35,602	(6,183)	-17%
TOTAL SERVICE DELIVERY	336,405	248,028	155,656	26,614	138,800	905,502	932,656	(27,154)	-3%
INDIRECT (27.94% of Salaries)	25,586	16,830	16,350	1,552	24,494	84,812	72,993	11,819	16%
GRAND TOTAL	361,990	264,858	172,006	28,167	163,293	990,314	1,005,648	(15,334)	-2%
EXPENDITURE PROJECTIONS	361,990	264,858	172,006	28,167	163,293	990,314			
REMAINING TO BUDGET	0	(0)	(0)	0	(0)	(0)			

	ADULT/Fed Ecsa	DISLOCATED	YOUTH	PREEMPLOYMENT TRANSITION	STATE EDUCATION				
PY 22 BUDGET INCLU INDIRECT	310,428	289,144	213,592	79,200	113,285	1,005,649	110,233	cost per staff fte	
(DECREASE) INCREASE	51,562	(24,286)	(41,586)	(51,033)	50,008	(15,334)			
	17%	-8%	-19%	-64%	44%	-2%	increase(decrease) of budgeted expenditures %		

PY 23-24 GOAL PROJECTIONS

52% % of direct training to total

PARTICIPANT GOALS	ADULT	DISLO	YOUTH	PREEMP TRANS	STATE ED	311	335	(24)	-7%
total participants	71	48	30	32	50	231	241	(10)	-4%
carryin	12	2	11	16		41	45	(4)	-9%
new	59	46	19	16		140	154	(14)	-9%
TRAINING ACTIVITY GOALS									
Incumbent Worker Training		24				24	24	-	
On-The-Job Trng /Work Experience	15	4	12	9		40	58	(18)	
Occupational Education	19	17	-	-		36	37	(1)	
Basic Education	3	-	23		50	63	58	5	
Computer Basics	28	22				50	60	(10)	
Work Readiness				16		16	23	(7)	
Total Activities	65	67	35	25	50	229	260	(31)	
OUTPUT GOALS									
Exits	42	29	18		-	89	98		
Placements	32	22	12			66	71		
Cost Per Placement	\$10,982	\$11,495	\$13,975			\$11,694	\$10,473		
Credential	28	20	9		10	67	72		
Cost Per Credential	\$12,479	\$12,466	\$18,167		\$16,329	\$13,814	\$11,952		
OTHER PLANNING GOALS									
# service delivery staff fte	1.42	1.00	0.89	0.10		3.40	4.53	(1.13)	-25%
# participants per staff	50	48	34			68	53	15	28%
# fte trainer	1.18	0.80	0.68	0.10	0.00	2.75	3.63	(0.88)	-24%
# participants per trainer	60	60	45			56	55	1	2%
# total staff (sd & instructional)	1.81	1.18	1.01	0.10	1.14	5.25	5.92	(0.67)	-11%
participants less training activities	6	(19)	(5)						
proposed cost per participant	\$4,942	\$5,311	\$5,450	\$880	\$3,266	\$4,159	\$4,050	\$109	3%

* onestop operator is not included in cost per calc

** Youth Basic Education includes 3 Adults and 23 Federal Youth (13 coenrolled state/federal, 10 federal only)

Grant/Adams Committee Meeting
June 13, 2023
WorkSource Central Basin, Moses Lake WA

Present: Todd Wurl, Annette Herrup, Tad Hildebrand, Sara Thompson Tweedy,

Staff: Lisa Romine, Susan Adams, Laura Leavitt, Aaron Parrott, Emily Anderson, Alicia Wallace, Lora Wood (ESD)

Introductions, Announcements & Updates

Lisa thanked the committee members for coming, and reviewed the agenda. She reminded the committee that the full board meeting will be held two weeks from tonight via Zoom. Lisa also asked the committee members to nominate local businesses to host future meetings.

Workforce Investment Performance Report

Aaron previewed the quarterly success story and performance. Allen was a struggling veteran who needed work readiness skills and was a good fit for an adult work experience. He is now a department manager at Grocery Outlet. Emily pointed out that SkillSource provided a wide range of services and assistance to ensure Allen's success.

Grant/Adams is currently on target with total persons served and enrollments in each federal program. Aside from youth credential rate, they are meeting or exceeding all outcome goals. SkillSource funded participants enrolled in Big Bend's healthcare and industrial/technical programs have doubled from last year. Overall, Grant/Adams is on target for expenditures through third quarter except for on-the-job and incumbent worker training, and computer basic skills instruction.

Tad asked how the staff plan to improve outreach for work-based learning, considering the business need and the low expenditure rate. Lisa explained that staff turnover has affected this effort and added that strategic outreach campaigns have spun up over the spring. Emily added that a specific business services vacancy affected outreach significantly; since the addition of a new staff member outreach has improved, especially in Adams County. She explained that most businesses are more focused on recruiting than training. Sara asked what talking points board members might use to promote work-based learning. Lisa and Emily explained the basics of on-the-job training and incumbent worker training; Aaron also pointed out the business services page on the website.

[Not reported at committee, but added here]: See the article in DOL publication ([Attached](#)) highlighting the SkillSource/BBCC partnership in Mattawa through the Economic Security for All grant. It is part of an article titled, *"How We're Expanding Workforce Opportunities in Rural America"*.

Service Delivery Updates – One Stop Operator Report & Center Certification

Lisa explained that the North Central Workforce Consortium is the One-Stop Operator entity for North Central, consisting of OIC of Washington, Employment Security and SkillSource. Todd explained that the OSO team has been developing an annual workplan, convening meetings at the comprehensive centers, developing performance benchmarks, improving customer service and feedback channels, and preparing for One Stop certification. Following kickoff meetings at both WorkSource centers, the OSO team has facilitated partner meetings quarterly.

Preparation for One-Stop certification has included a review of the MOU, especially the summary of available services listed on Appendix A of the MOU. Sara asked if this coordination is looking for duplication of services; Todd responded that duplication of services between partners is actually preferred as it leads to the forming of functional teams to pool resources and funding. Next steps include selecting and implementing a customer satisfaction survey, streamlining referral processes, reinstituting full center orientations involving all partners, evaluating existing functional teams, and formalizing cross-training for partner staff.

Lisa added that certification tools will be submitted to her after completion. Certification visits will be scheduled for August, and will include board members. Lisa encouraged the committee to participate as a learning opportunity.

Business Engagement – Employer Workforce Summit

Susan explained that similar to the employer roundtable last year, SkillSource plans to organize an Employer Workforce Summit in partnership with Economic Development, Big Bend Community College, and North Central Educational Services District. The recently awarded QUEST dislocated worker grant will assist with this event. Lisa added that the board members will be polled for focus topics at this summit.

Susan also briefly recapped some recent business engagement activities in Grant and Adams counties attended by SkillSource staff, including the recent Tech Hub convening facilitated by BBCC and the recent Quincy data center Career Launch program.

2023-24 Proposed Budget

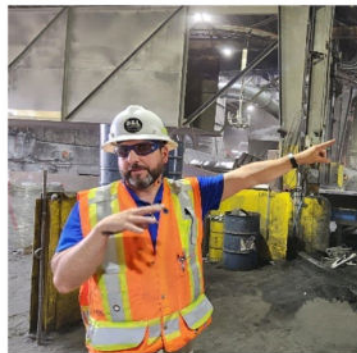
Lisa gave a general overview of the fiscal picture for next program year; Washington State received an 8.5% decrease of federal workforce training funds for next year, and North Central's share decreased by 5%. This decrease is offset by revenues carried in from this program year and by discretionary grant funding. SkillSource will also apply for additional funding. This means that this proposed budget will likely be modified in September. Grant /Adams budget has a negligible change year over year.

Susan detailed the changes to the budget. Personnel costs for Youth and Dislocated Workers decreases slightly, but staff levels will remain unchanged. Physical resources decreased by 23% due to OIC leasing space in the Central Basin building. Basic education is increased 13% based on Othello's growing enrollments, and computer basic skills will increase by 13% as it will expand to Othello as well. Work-based learning and vocational education will decrease due to the aforementioned Youth and DW decrease. Incentives will be increased 975% as State EcSA expands to Grant and Adams county; State EcSA participants who meet satisfactory progress in training will receive a \$500 retention incentive. Support services funding decreases by 13% but will be somewhat offset by the increased incentives.

Lisa concluded by saying that this budget preserves board priorities for participant services; Laura said that this budget fully uses the available funds in braided fashion to provide services.

Sara moved and Annette seconded to recommend approval of this budget proposal to the full board. Motion carried.

The meeting adjourned at 1:15 PM, and was followed by a tour of D&L Foundry (see pics below). The full board meeting will be Tuesday, March 21 at 5:30 PM via Zoom web conference.



Committee members, Board staff, and WorkSource Central Basin staff toured D&L Foundry, observing ironworking from the design stage all the way to shipping. The foundry is hiring for well-paying positions with minimal qualifications needed – they will train you in the D&L way! Thank you to the D&L team for your hospitality.

GRANT/ADAMS 23-24 BUDGET

Overview of the Budget

Washington's formula share of the Adult, Dislocated and Youth funds decreased by 8.5%. North Central's formula share of these funds decreased an average 5%. This reduction in new revenues is offset by carry-in revenues and new discretionary grants; \$700K of National Dislocated Worker funds and \$737K of Economic Security for All grants.

FUNDING:

- Adult 532,080 (6,734 increase)
- Dislocated Worker 351,633 (109,008 decrease)
- National Dislocated Worker Grants 200,970 (69,657 increase)
- Economic Security for All 361,092 (140,002 increase)
- Youth 347,941 (140,844 decrease)
- Pre-Employment Transition Services (PreETS) 131,240 (9,160 decrease)
- Othello State Education 195,444 (40,227 increase)

TOTAL BUDGETED EXPENSES \$2,120,400 negligible change

Major Budget Categories

HUMAN RESOURCES – (Wages & Benefits) \$840,988 - (\$29,667 decrease, 3%)

Eight (5.9 FTE) trainers are budgeted to conduct outreach, determine eligibility, assess skills and interests, guide career plans, teach workshops, serve business, facilitate training, placement, and follow-up 297 enrolled participants for an average ratio of 51:1. This compares to 7 FTE trainers this year and a 55:1 ratio. Total served (including career information) decreases 19% from 539 planned this year to 435 next year. The fringe benefit rate is budgeted at 34%. Salary and merit increases are included.

ONESTOP OPERATOR – (Wages & Benefits) \$40,000 – (no change)

A One-Stop Operator has been contracted to serve the Moses Lake Center. OIC was selected as fiscal agent for a Consortium Operator. The consortium is comprised of management level personnel from DVR, SkillSource, and Employment Security.

PHYSICAL RESOURCES – (Travel, Supplies, Facilities, Communication, Equipment, and Miscellaneous) \$201,807 (\$58,650 decrease 23%)

Includes \$9,000 for Career Connect Washington supplies/events, \$5,000 for advertising, \$10,000 for Workforce collaboration events, and \$20,000 for computer upgrades. Proportional share of WorkSource Central Basin depreciation, interest, maintenance and repairs are included. Moses Lake facility costs are offset by partner lease payments received from Employment Security, OIC (new), and DVR. OIC moved into the Center this past April, occupying the Basic Skills and Big Bend Logistics Clerk classrooms. Half (50%) of the Othello facility cost is budgeted under basic skills and computer education. Software licenses, commercial liability insurance, operating supplies, assessment materials, and equipment are included in this amount.

BASIC EDUCATION – (English, Math) \$136,266 (\$12,802 increase 10%)

In Othello, two (1.3) instructional staff are budgeted to teach basic skills for 50 State Education and 8 Federal Youth & Adults. This is increased from 1.2 instructor in the current year. The Open Doors contract requires 1 instructor for each 25 students. We averaged 11 students each month in PY1920 and have grown to average 27 in the current year.

COMPUTER BASIC SKILLS – (Excel, Word, etc.) \$73,985 (\$8,745 increase 13%)

One instructor (.35 FTE Moses Lake) & (.15 FTE Othello) is budgeted to teach digital literacy (computer fundamentals, living online, key applications) for 80 federal participants Moses Lake (55) and Othello (25).

WORK BASED LEARNING – (Incumbent Worker Training, On-The-Job Training, Customized Employer Training, Work Experience, and Internship) \$359,392 - (\$40,634 decrease 10%)

Thirty-eight (38) adults & 23 dislocated workers will train on-the-job (OJT/WEX), a decrease of 8. 4 OJT's are planned to carry-in from the current year. This category includes training for 33 incumbent workers. Twenty-five (25) federal youth and 12 Pre-Employment Transition youth are budgeted in paid work experience.

VOCATIONAL/TECHNICAL EDUCATION – (Individual Training Accounts, Entrepreneurial, Prevocational) \$257,640 - (\$22,675 decrease 8%)

Eighty-six (86) participants (67 adults, 19 dislocated workers) are budgeted to receive post-secondary tuition assistance. Twelve carry-in (continue) from the current year.

SUPPORT SERVICE/INCENTIVES – \$210,322 – (127,685 increase 250%)

Includes testing fees, uniforms, tools, books and supplies formerly included in Work Based Learning and Vocational Education. One Hundred Thirty-three Thousand Five Hundred (133,500) of incentives are planned for the State Economic Security for All contract. Youth incentives remain the same.

TOTAL SERVED: decreases 19% from 539 to 435.

GRANT/ADAMS BUDGET SUMMARY**PROGRAM YEAR 23-24**

	PY 22-23 APPROVED	% OF BUDGET	PY 23-24 PROPOSED	% OF BUDGET	INCREASE DECREASE)	
PROGRAM						
PERSONNEL (salaries & benefits)	870,656	41%	840,988	40%	(29,667)	-3%
ONESTOP OPERATOR	40,000	0%	40,000	2%	0	0%
PHYSICAL RESOURCES (supplies, equipment, facilities etc.)	260,458	12%	201,807	10%	(58,650)	-23%
BASIC EDUCATION	123,464	6%	136,266	6%	12,802	10%
COMPUTER BASIC SKILLS	65,239	3%	73,985	3%	8,745	13%
WORK BASED LEARNING	400,025	19%	359,392	17%	(40,634)	-10%
VOCATIONAL EDUCATION	280,315	13%	257,640	12%	(22,675)	-8%
INCENTIVES	14,000	1%	150,500	7%	136,500	975%
SUPPORT	68,637	3%	59,822	3%	(8,815)	-13%
TOTAL	2,122,794		2,120,400		(2,394)	0%
ACTIVITY GOALS:						
BASIC EDUCATION						
ADULT and DISLOCATED WORKER	3		-		(3)	
YOUTH (FEDERAL ONLY)	40		40		-	
STATE EDUCATION	40		50		10	
	83	-	90	-	7	8%
WORK BASED LEARNING						
INCUMBENT WORKER TRAINING	33		33		-	
ON-THE-JOB TRAINING	60		49		(11)	
WORK EXPERIENCE/INTERNSHIP	84		63		(21)	
	174		145		(32)	-18%
VOCATIONAL EDUCATION						
VOCATIONAL TECHNICAL EDUCATION	92		86		(6)	
COMPUTER BASIC SKILLS	80		80		-	
	172		166		(6)	-3%
PARTICIPANT GOALS⁽¹⁾:						
YOUTH	105		61		(44)	
ADULT & ECONOMIC SECURITY FOR ALL (State)	116		63		(53)	
DISLOCATED & DISCRETIONARY DW	113		87		(26)	
ECONOMIC SECURITY FOR ALL (Federal)	32		39		7	
PRE-EMPLOYMENT TRANSITION	60		50		(10)	
	426	-	300	-	(126)	-30%
OTHER GOALS⁽¹⁾:						
STATE EDUCATION	40		50		10	
CAREER INFORMATION & ASSESSMENT ONLY	73		88		15	
	113		138		25	22%
TOTAL SERVED	539		438		(101)	-19%

GRANT/ADAMS

23-24 BUDGET SUMMARY BY FUND TYPE

6/12/23 8:35 AM	ADULT/ SEcSA<200%	DISLOCATED WORKER	NDWG QUEST	ECONOMIC SECURITY (FEDERAL)	YOUTH	PRE EMPLOYMENT TRANSITION	OTHELLO STATE EDUCATION	PY 23-24 TOTAL	APPROVED PY 22-23	CHANGE	%
SALARIES	138,012	113,265	41,792	94,109	132,520	55,145	51,566	626,408	647,889	(21,482)	-3%
BENEFITS	46,606	39,116	14,980	32,458	45,080	18,587	17,755	214,581	222,766	(8,186)	-4%
ONESTOP OPERATOR	14,000	13,000	0	-	13,000	-	-	40,000	40,000	0	0%
TRAVEL	1,509	1,267	485	1,051	1,460	602	440	6,813	6,813	0	0%
MISCELLANEOUS	9,069	8,560	3,772	14,386	8,392	3,460	3,888	51,527	48,996	2,532	5%
SUPPLIES	7,884	6,617	2,534	5,490	16,626	3,144	1,213	43,507	54,067	(10,560)	-20%
EQUIPMENT	4,344	3,646	1,396	3,025	4,202	1,732	1,655	20,000	20,000	0	0%
FACILITIES	15,059	12,639	4,840	10,487	14,566	6,006	933	64,529	114,286	(49,757)	-44%
COMMUNICATION	2,417	2,028	777	1,683	2,338	964	224	10,430	11,296	(865)	-8%
STAFF TRAINING	1,184	994	381	825	1,145	472	-	5,000	5,000	0	0%
ON-THE-JOB TR / WORK EXP/INCUMB WKR	8,400	69,000	64,000	110,144	70,614	37,233	-	359,392	400,025	(40,634)	-10%
VOCATIONAL EDUCATION	123,000	26,840	36,300	71,500	-	-	-	257,640	280,315	(22,675)	-8%
BASIC EDUCATION	0	0	0	-	23,282	-	112,984	136,266	123,464	12,802	10%
COMPUTER BASICS	22,195	39,767	12,023	-	-	-	-	73,985	65,239	8,745	13%
INCENTIVES	133,500	0	5,000	-	9,000	3,000	-	150,500	14,000	136,500	975%
SUPPORT	4,902	14,896	12,690	15,933	5,718	895	4,787	59,822	68,637	(8,816)	-13%
GRAND TOTAL	532,080	351,633	200,970	361,092	347,941	131,240	195,444	2,120,400	2,122,794	(2,394)	0%
EXPENDITURE PROJECTIONS	532,080	351,633	200,970	361,092	347,941	131,240	195,444	2,120,400			
REMAINING TO BUDGET	(0)	0	(0)	(0)	0	0	-	0			
	ADULT/SEcSA	DISLOCATED	NDWG	FED EcSA	YOUTH	PRE EMPL	OTH ST ED				
PY 22-23 BUDGETS	525,346	460,641	131,313	221,090	488,785	140,400	155,217	2,122,794	96,268	cost per staff fte	
AMOUNT (DECREASE) INCREASE	6,734	(109,008)	69,657	140,002	(140,844)	(9,160)	40,227	(2,394)	198,074		
	1%	-24%	53%	63%	-29%	-7%	26%	0%		budgeted increase (decrease) %	
PY 23-24 GOAL PROJECTIONS									50%	% of budget for direct training/support	
PARTICIPANT GOALS	ADULT	DISLO	NDWG	EcSA Federal	YOUTH	PREEMP	OTH ST ED	455	539	(84)	-16%
total participants	63	65	23	36	61	50	50	347	466	(119)	-26%
carryin	30	23	-	4	21	25		103	140	(37)	-26%
new	33	42	23	32	40	25		244	326	(82)	-25%
ACTIVITY GOALS											
Incumbent Worker Training	-	33	-	-	-	-		33	30	3	10%
On-The-Job Training/Work Experience	4	13	10	34	33	18		112	144	(32)	-22%
Vocational Education	46	8	11	21	-	-		86	95	(9)	-9%
Basic Education/Dropout Recovery & Prevention**	-	-	-	-	52	-	50	90	83	7	8%
Computer Basics	24	43	13	-	-	-		80	80	-	0%
Work Readiness	-	-	-	-	-	50		50	60	(10)	-17%
# total activities	72	97	34	55	85	68	50	451	492	(41)	-8%
OUTPUT GOALS											
Exits (60%)	38	39	14	22	37			148	197		
Placements	29	33	11	17	23			112	143		
Cost Per Placement	\$18,209	\$10,809	\$17,743	\$21,711	\$15,349			\$15,605	\$10,981		
Credentials	34	34	12	19	18			118	118		
Cost Per Credential	\$15,578	\$10,201	\$16,745	\$18,575	\$19,148			\$14,832	\$12,493		
OTHER PLANNING GOALS											
# tr staff fte	2.43	2.04	0.78	1.69	2.35	0.97	0.93	11.20	11.87	(0.67)	-6%
# participants per staff	26	32	29		26	52		31	39	(8)	-21%
# fte trainer	1.40	1.18	0.45	0.98	1.35	0.56	-	5.91	7.01	(1.10)	-16%
# participants per trainer	45	55	50	37	45	90		50	55	(5)	-8%
# total staff inclu instructional	2.58	2.31	0.86	1.69	2.61	0.97	2.20	13.23	13.69	(0.46)	-3%
participants less activities	(9)	(32)	(12)	(19)	(24)	(18)					
cost per participant*	\$8,191	\$5,240	\$8,932	\$10,030	\$5,496	\$2,625	\$3,909	\$5,990	\$4,467	\$1,523	34%

* onestop operator is not included in cost per calc

** Youth Basic Education/Dropout Recovery & Prevention includes 35 Moses Lake Youth and 17 Othello Youth (12 coenrolled state/federal, 5 federal only)

*** SEcSA - Economic Security for All (State) 100% coenrolled into Adult



How We're Expanding Workforce Opportunities in Rural America

Filed in [Employment and Training, Grants](#) • By: [Nezly Silva](#) • May 26, 2023

At the Department of Labor, we are committed to ensuring that resilient and hardworking rural Americans benefit from the investments made by this administration in our nation's future, which is why I was so honored to discuss the Department of Labor's work in rural America at the Rural Partners Network's West Virginia Federal Resource Forum this week. As I said at the forum, rural America is key to America's strong economic recovery and growth.

Working people in rural America, like the community in West Virginia where we gathered, face comparatively high rates of long-term unemployment and often lack access to training opportunities to develop the skills aligned with critical industry sectors. It doesn't have to be this way. The Department of Labor's rural investments are helping rural Americans find good jobs and training in the communities they call home.

Programs like the [Workforce Opportunity for Rural Communities \(WORC\)](#) Initiative – a partnership with the Appalachian Regional Commission, the Delta Regional Authority, and the Northern Border Regional Commission to support workers in rural communities in economic distress – are helping create opportunity for workers in West Virginia and throughout the eastern United States.

For instance, the YoWealth Academy in Memphis received \$1.3 million in funding through a WORC grant to support dislocated workers in Tennessee, Mississippi and Arkansas by providing a skills- and work-based learning experience that will lead to high-quality jobs in construction and agricultural sectors. The project aims to serve historically marginalized communities, specifically Black workers, disconnected youth and those who are unemployed as a result of the pandemic.

For young people living in rural communities, our [Workforce Pathways for Youth](#) grants supported organizations that serve historically underserved and marginalized youth (14-21) in rural communities. These grants place an emphasis on age-appropriate workforce readiness programming to expand job training and workforce pathways, including soft skill development, career exploration, job readiness and certification, summer jobs, year-round job opportunities and apprenticeships.

One example of the life-changing impact of the Workforce Pathways for Youth program is a beneficiary named Rafa, a recent high school graduate who could only find part-time employment and lived with his family of seven in a two-room home in Mattawa, Washington. Mattawa is a rapidly growing rural area that was struggling to meet the demand for transportation workers. While the community was interested in training drivers for these jobs, the closest training center was 50 miles away.

Washington State's Economic Security for All program worked with the local Big Bend Community College to bring Commercial Driver's License (CDL) classes to Mattawa. In these classes, Rafa gained the technical skills to drive a semi-truck while also developing soft skills like teamwork, punctuality and reliability. This opportunity allowed him to gain a CDL and find a good-paying full-time job within a week of graduating. Today, Rafa earns \$75,000 a year driving long-haul across the country – allowing him to provide for his family and even inspiring his father to earn a CDL as well.



Nezly Silva

We also know that opioid epidemic has been damaging to victims and families in rural America. The ripple effects impact quality of life, economic opportunity and rural prosperity. To support the whole-of-government approach to the opioid crisis, we've awarded approximately \$121 million to states through our National Health Emergency Dislocated Worker Grants and nearly \$20 million for the [SUPPORT Act Grants](#). These grants provide resources to offer workforce services for individuals in communities impacted by the health and economic effects of opioids, including skills development and retraining.

The Biden-Harris administration and the Department of Labor understand the importance of investing in our rural infrastructure to continue our path of economic growth. Everyone deserves access to good jobs that allow them to thrive in the communities they love.

The Rural Partners Network is an all-of-government approach that helps rural communities find resources and funding to create jobs, build infrastructure and support long-term economic stability on their own terms. For more information, visit [Rural.gov](#).

Nezly Silva is the deputy director of intergovernmental affairs and the rural desk officer for the U.S. Department of Labor.

You Might Also Want To Read:

1. [Interested in Labor Department Grants? Start Here.](#)
2. [Investing in America: 5 Takeaways from the ETA 2030 Vision Convening](#)
3. [Meeting the Moment: Expanding Career Pathways for Women](#)
4. [Veterans Can Build the Next Generation of the Trucking Workforce](#)

Chelan/Douglas Committee Meeting
June 14, 2022
Douglas County Public Utilities District No. 1,
East Wenatchee WA

Members: Zach Williams, Randy Curry, Faimous Harrison, Tom Legel, Todd Wurl,

Staff: Lisa Romine, Susan Adams, Laura Leavitt, Aaron Parrott, Chad Raven

Guests: Gary Ivory (Douglas County PUD)

Introductions and Updates:

Lisa thanked the members present for attending and led introductions. She introduced new board members Tom Legel, CFO of Confluence Health, and Dr. Faimous Harrison, president of Wenatchee Valley College, who shared that their organizations are reinventing their approaches to serving their constituencies post-COVID. Faimous said that WVC is preparing for its next multi-year strategic plan, and is looking at how to expand offerings throughout its district and beyond. Tom said Confluence is focusing on primary care re-design, local control and telehealth as ways to improve patient access. Lisa reminded the committee that the full board meeting will be Tuesday, June 27th at 5:30 PM via Zoom.

Workforce Investment Performance Report 3rd Quarter

Aaron introduced this quarter's success story. Axle enrolled in the SkillSource Learning Center to work towards his high school equivalency and completed two work experiences, including the Eco-Stewardship Challenge and the State Special Olympics. This led to his graduation and a first-job at Tappi's in Twisp.

Aaron summarized performance as of third quarter. Chelan/Douglas has served 86% of annual target, largely due to year-around Pre-ETS services and large incumbent worker training cohorts. Enrollment is at or above target for adult and dislocated worker participants; youth are 60% enrolled against target. All outcomes for placement and credentials are above targets except for adult credentials; this is expected to improve with degree and certificate completions in the fourth quarter. Vocational enrollment at WVC is roughly equal to last year. Chelan/Douglas is also performing very strongly with expenditure of funds/resource utilization, with the exception of on-the-job training and incumbent worker training; however, it is performing the most strongly of the three areas. Overall, Chelan/Douglas is about two-thirds expended and forecasted to reach 90% of planned expenditures.

Susan shared information on the SkillSource supported 2023 nursing graduates from Wenatchee Valley College this month. 3 BSN and 11 RN students are completing their degrees. Ten of these students earned incentives through the state-funded Economic Security for All (EcSA) grant, and eleven of them were also working part-time while in school. Among these SkillSource students was the hundredth graduate of the bachelors of science in Nursing at WVC.

Service Delivery Updates – Workforce Collaboration Summit & WorkSource Certification

Susan gave the committee an overview of the Workforce Collaboration Summit which was held at WVC on May 10th. This annual convening brought together 120 representatives of local workforce development partners, service providers and community organizations to participate in discussion about improvement of customer access, partner collaboration, and professional and personal development. A special panel was held at lunch featuring three individuals sharing their experiences with WorkSource partner organizations facilitating their success; Todd said that

these stories exemplified the collaboration between system partners. At the end of the summit, the new staff resource website was demonstrated.

Lisa explained that instead of a comprehensive One-Stop center in Chelan and Douglas Counties, a network of affiliate and connection sites exists to provide services. A recent clarification in state policy created a requirement to certify affiliate sites. The local board and staff will lead certification activities in July and August, and Lisa invited the members present to participate as part of the site visit team for certification. Todd added that the partners are reviewing the certification checklists line by line and identifying areas of improvement, which is part of the reason for the process.

Business Engagement – Outreach & Media Campaign, Employer Engagement Activity

Lisa explained that recent funding has permitted more effort in outreach advertising, including radio, billboards, and social media advertisements. Two videos featuring participants and businesses are complete and will be shown at the board meeting.

Susan recapped current business engagement activities, including convening discussions on data center career pathways, information technology training needs, healthcare training needs in rural areas, and apprenticeship opportunities and pathway development. Lisa added that a business navigator position will be funded through discretionary funds, who will assist in business engagement across the five counties.

2023-24 Proposed Budget

Lisa opened discussion on the next year's proposed budget by saying that federal formula workforce funding to Washington state was decreased by 8.5%, and North Central's share was similarly decreased by 5%. This reduction is offset somewhat by funds carried over from the current program year, plus discretionary funding. As a result, Chelan/Douglas's funding will decrease only 1% in the coming year.

Susan detailed what the proposed changes will look like. While the combination of Adult and State EcSA are reduced 37%, dislocated worker, national dislocated worker discretionary, and federally funded EcSA will increase to cover the shortfall. State funded education revenue is expected to increase 46% due to increased student enrollment. She explained that personnel decreases will be covered by leaving a vacant position unfilled. Computer basic skills and work-based learning will drop 20% each due to decreases in funding and reprioritization of staff. Incentives will increase by 39% due to new State EcSA funding, while support services will decrease by 46% as an offset.

Tom asked if revenue swings such as this are normal; Lisa said that they are uncommon, but discretionary funding is making up much of the difference. This budget is likely to be modified in September once anticipated additional funds have been allocated.

Zach moved and Tom seconded to recommend approval of this proposed budget to the full board. Motion carried.

Spotlight on Douglas County PUD

Gary Ivory thanked the committee for holding their meeting at the PUD. He has worked for DCPUD for 25 years and as general manager for 6. The 200-employee workforce is very stable and includes mostly unionized positions. The utilities district is seeing particular challenges in recruiting, especially linemen, due to out-of-state competition for post-disaster repair at a much higher pay scale. Gary says the PUD has 2.7 gigawatts shortfall of anticipated demand for industries and electric requirements. For example, the two substations being built for Microsoft use more power than the rest of Douglas County put together. Gary said that growth will be limited by available power, which will bring both struggles and opportunities in the next decade. He explained the role of hydrogen in stabilizing energy production and usage, as well as hydrogen fuel cell production for vehicles. DCPUD's biggest hiring challenges are specialized employees, everyone from biologists to statisticians to maintenance workers. Linemen are an acute shortage, and DCPUD tries to have the maximum permitted number of linemen apprentices hired at any one time. The committee members thanked Gary for his time and for hosting the meeting.

The meeting adjourned at 1:30 PM.

Committee members and board staff listen to a presentation by Gary Ivory, General Manager of Douglas County PUD.



CHELAN/DOUGLAS 23-24 BUDGET

Overview

Washington's formula share of the Adult, Dislocated and Youth funds decreased by 8.5%. North Central's formula share of these funds decreased an average 5%. This reduction in new revenues is offset by carry-in revenues and new discretionary grants; \$700K of National Dislocated Worker funds and \$737K of Economic Security for All grants.

Projected revenue decreases \$33,000 from to \$2,247,000 from the current year to \$2,214,000 (1%).

REVENUE:

- Adult & State Economic Security for All 457,562 (273,163 decrease)
- Dislocated Worker 261,082 (20,573 increase)
- National Dislocated Worker Grants 200,970 (36,354 increase)
- Federal Economic Security for All 221,887 (149,887 increase)
- Youth 318,578 (125,084 decrease)
- Pre-Employment Transition Services 153,717 (13,317 increase)
- Adult Basic Ed 22,459 (no change)
- School Improvement 70,000 (15,000 decrease)
- State Education 507,474 (159,730 increase)

TOTAL BUDGETED EXPENSES \$2,213,729 (decrease \$33,386 1%)

Major Budget Categories

HUMAN RESOURCES – TRAINING RELATED (Wages & Benefits) \$738,096 (\$11,804 decrease, 2%)

Eight (5 FTE) trainers are budgeted to conduct outreach, determine eligibility, assess skills and interests, guide career plans, teach workshops, serve business, facilitate training, placement, and follow-up for 248 enrolled participants at an average ratio of 50:1. This compares to 7 FTE trainers in the current year for a 50:1 ratio. Total served (including career information) decreases from 602 to 546. The fringe benefit rate is 37%. Salary and merit increases are included.

PHYSICAL RESOURCES – (Travel, Supplies, Facilities, Communication, Equipment, Miscellaneous and Staff Training) \$211,158 (\$16,297 decrease, 7%)

Includes \$9,000 for Career Connect Washington supplies/events, \$10,000 for Workforce collaboration events, \$5,000 for advertising, and \$20,000 for computer upgrades. One (.5 FTE) AmeriCorps program assistant is included to support Federal Youth activities.

Building space, operating supplies, software licenses, commercial liability insurance, assessment materials, etc. are included in this amount. Shared costs are allocated to funding sources based on staff utilization. Executive and Instructional share of allocated costs are included in Executive budget and the Basic and Computer Skills Instructional budget lines.

BASIC EDUCATION – (English, Math) \$457,159 – (\$86,648 increase, 23%)

All costs to provide basic skills instruction (math, reading, writing, science, social studies, career exploration) are included. Four (2 FTE) instructional staff and one (1 FTE) assistant is budgeted to instruct 210 State Education youth in basic skills, compared to 170 in the current year. Two (.5 FTE) trainers will provide Leadership and other instruction. Wenatchee Valley College funds adult instruction and compensates the equivalent of a .5 FTE to instruct 40 adults. One (.5 FTE) AmeriCorps teaching assistant is included to support Instruction.

COMPUTER BASIC EDUCATION- (Excel, Word etc.) \$88,661 – (21,692 decrease, 20%)

.8 FTE instructional staff are budgeted to provide computer literacy instruction to 45 adults and dislocated workers.

WORK BASED LEARNING – (Incumbent Worker Training, On-The-Job Training, Customized Employer Training, Work Experience, and Internship) \$269,045 - (\$65,917 decrease 20%)

Thirty-seven (23 adult and 14 Dislocated Workers) will train on-the-job (OJT/WEX), compared to 43 in the current year. Four (4) OJT/WEX participants carry-in and 33 are new. This category includes training for 33 incumbent workers. Twenty-seven (27) federal formula youth are planned to learn positive work habits on-the-job. Eighteen (18) youth will participate in work experiences funded through Pre-Employment Transition Services.

VOCATIONAL EDUCATION – (Individual Training Accounts, Short-term Prevocational Classes) \$244,229 - (\$6,074 decrease 2%)

Eighty-four (84) participants (60 adults, 19 dislocated workers, 5 youth) are budgeted to receive post-secondary tuition assistance. Twelve carry-in (continue) from the current year. Five youth are planned to receive assistance with running start books and fees.

SUPPORT SERVICE/INCENTIVES – \$204,546 (\$915 negligible increase)

Includes testing fees, uniforms, tools, books and supplies formerly included in Work Based Learning and Vocational Education. One Hundred Thirty-three Thousand Five Hundred (133,500) of incentives are planned for the State Economic Security for All contract. Combined support and incentives essentially remains the same.

TOTAL SERVED decreases from 602 to 546 (9%)

CHELAN/DOUGLAS BUDGET SUMMARY
PROGRAM YEAR 23-24

	PY 22-23 APPROVED	% OF BUDGET	PY 23-24 PROPOSED	% OF BUDGET	INCREASE (DECREASE)	
PROGRAM						
PERSONNEL (salaries & benefits)	749,900	33%	738,096	33%	(11,804)	-2%
PHYSICAL RESOURCES (supplies, equipment, facilities etc.)	227,455	10%	211,158	10%	(16,297)	-7%
BASIC EDUCATION	370,511	16%	457,159	21%	86,648	23%
COMPUTER BASIC EDUCATION	110,353	5%	88,661	4%	(21,692)	-20%
WORK BASED LEARNING	334,962	15%	269,045	12%	(65,917)	-20%
VOCATIONAL EDUCATION	250,303	11%	244,229	11%	(6,074)	-2%
INCENTIVES	111,500	5%	155,500	7%	44,000	39%
SUPPORT	92,131	4%	49,881	2%	(42,250)	-46%
TOTAL	2,247,115		2,213,728		(33,387)	-1%
ACTIVITY GOALS:						
BASIC EDUCATION						
ADULT and DISLOCATED WORKER	4		-		(4)	
YOUTH (federal only)	6		15		9	
STATE EDUCATION / ADULT BASIC EDUCATION	170		210		40	
	180		225		49	27%
WORK BASED LEARNING						
INCUMBENT WORKER TRAINING	33		33		-	
ON-THE-JOB TRAINING	37		26		(11)	
WORK EXPERIENCE / INTERNSHIP / PROJECT BASED	80		56		(24)	
	150		115		(35)	-23%
VOCATIONAL EDUCATION						
VOCATIONAL TECHNICAL EDUCATION	99		84		(15)	-15%
COMPUTER BASICS	70		45		(25)	-36%
	169	-	129	-	(40)	-24%
PARTICIPANT GOALS:						
YOUTH	100		57		(43)	
ADULT & ECONOMIC SECURITY FOR ALL (State)	110		50		(61)	
DISLOCATED & DISCRETIONARY DW	83		70		(13)	
ECONOMIC SECURITY FOR ALL (Federal)	8		21		13	
PRE-EMPLOYMENT TRANSITION	50		50		-	
	351		248		(103)	-29%
OTHER GOALS:						
STATE EDUCATION/ADULT BASIC EDUCATION	170		210		40	
CAREER INFORMATION & ASSESSMENT ONLY	81		88		7	
	272		298		47	17%
TOTAL SERVED:						
	602		546		(56)	-9%

1 *PARTICIPANT GOALS + OTHER GOALS = TOTAL SERVED

CHELAN/DOUGLAS
23-24 BUDGET SUMMARY BY FUND TYPE

6/5/23 12:58 PM	ADULT/SecSA	DISLOCATED WORKER	NDWG QUEST	ECONOMIC SECURITY (FEDERAL)	YOUTH	PRE EMPLOYMENT TRANSITION	ADULT EDUCATION	SCHOOL IMPROVEMENT	STATE BASIC EDUCATION	PY 23-24 TOTAL	APPROVED PY 22-23	CHANGE	%
SALARIES	103,998	78,376	35,431	47,267	110,011	64,704	-	-	95,552	535,339	545,765	(10,426)	-2%
BENEFITS	39,188	30,612	14,114	17,890	43,164	24,138	-	-	33,651	202,757	204,135	(1,377)	-1%
TRAVEL	1,044	815	376	476	1,150	643	-	-	896	5,400	5,400	-	0%
MISCELLANEOUS	5,282	4,268	3,290	5,196	18,603	2,854	-	-	3,979	43,472	73,875	(30,404)	-41%
SUPPLIES	6,507	5,083	2,343	2,971	16,167	4,008	-	-	11,588	48,667	48,667	-	0%
EQUIPMENT	3,866	3,020	1,392	1,765	4,258	2,381	-	-	3,319	20,000	20,000	-	0%
FACILITIES	14,921	11,655	5,374	6,812	16,434	9,190	-	-	12,812	77,198	66,587	10,611	16%
COMMUNICATION	2,208	1,724	795	1,008	2,432	1,360	-	-	1,896	11,422	7,926	3,496	44%
STAFF TRAINING	1,159	905	417	529	1,276	714	-	-	-	5,000	5,000	-	0%
ON-THE-JOB / WORK EXP/INCUMB WRKR	8,400	42,000	64,000	61,072	56,004	37,568	-	-	-	269,045	334,962	(65,917)	-20%
VOCATIONAL EDUCATION	112,339	26,840	36,300	66,500	-	-	-	-	2,250	244,229	250,303	(6,074)	-2%
BASIC EDUCATION	-	-	-	-	29,570	-	22,459	70,000	335,130	457,159	370,511	86,648	23%
COMPUTER BASICS	19,702	49,256	19,702	-	-	-	-	-	-	88,661	110,353	(21,691)	-20%
INCENTIVES	133,500	-	5,000	-	13,000	4,000	-	-	-	155,500	111,500	44,000	39%
SUPPORT SERVICES	5,449	6,527	12,435	10,402	6,509	2,158	-	-	6,401	49,881	92,131	(42,250)	-46%
GRAND TOTAL	457,562	261,082	200,970	221,887	318,578	153,717	22,459	70,000	507,474	2,213,729	2,247,115	(33,385)	-1%
EXPENDITURE PROJECTIONS	457,562	261,082	200,970	221,887	318,578	153,717	22,459	70,000	507,474	2,213,729			
REMAINING TO BUDGET	0	0	0	(0)	(0)	0	0	-	-	(0)			
PY 22-23 BUDGETS	ADULT/SecSA	DISLO	NDWG	EcSA Federal	YOUTH &	PREEMP TRANS	ADULT ED	SCH IMPR	STATE ED	PY22 TOTAL	98,746	cost per staff fte	
	730,725	240,509	164,616	72,000	443,662	140,400	22,459	85,000	347,744	2,247,115			
AMOUNT (DECREASE) INCREASE	(273,163)	20,573	36,354	149,887	(125,084)	13,317	-	(15,000)	159,730	(33,386)			
% CHANGE	-37%	9%	22%	208%	-28%	9%	0%	-18%	46%	-1%			budget increase (decrease) %
PY 23-24 GOAL PROJECTIONS										57%			% of budget for direct training
PARTICIPANT GOALS	ADULT	DISLO	NDWG	EcSA Federal	YOUTH	PREEMP TRANS	ADULT ED	SCH IMPR	STATE ED	546	602	(56)	-9%
total enrolled participants	50	49	21	21	57	50	40	-	170	458	521	(64)	-12%
carryin	28	17	-	-	20	25				91	100	(9)	-100%
new	21	32	21	21	37	25				367	421	(54)	-100%
ACTIVITY GOALS													
Incumbent Worker Training		33		-	-	-	-	-	-	33	33	-	0%
On-The-Job Training / Work Experience	4	4	10	19	27	18	-	-	-	82	117	(35)	-30%
Vocational Education	41	8	11	19	-	-	-	-	5	84	99	(15)	-15%
Basic Education	-	0	-	-	49	-	40	-	170	225	180	45	25%
Computer Basics	10	25	10	-	-	-	-	-	-	45	70	(25)	-36%
Work Readiness		0	-	-	-	50	-	-	-	50	25	25	100%
Total Activities	55	70	31	38	76	68	40	-	175	519	527	(8)	-2%
OUTPUT GOALS													
Exits (60%)	30	30	12	13	34	-	-	-	-	141	161		
Placements	23	25	10	10	21	-	-	-	-	106	116		
Cost Per Placement	\$20,008	\$10,497	\$19,278	\$22,870	\$15,024	-	-	-	-	11,031	\$10,514		
Credentials	27	26	11	11	17	-	-	-	-	112	84		
Cost Per Credential	\$17,118	\$9,907	\$18,194	\$19,567	\$18,743	-	-	-	-	7,382	\$12,552		
OTHER PLANNING GOALS													
# service delivery staff fte	1.85	1.44	0.67	0.84	2.04	1.14	-	-	1.59	9.56	10.98	(1.42)	-13%
# participants per staff	27	34	33	25	28	44	-	-	-	48	47	1.00	1%
# fte trainer	1.15	0.90	0.41	0.53	1.27	0.71	-	-	-	4.96	7.08	(2.12)	-30%
# participants per trainer	43	55	50	40	45	71	-	-	-	50	50	-	1%
# total staff (sd & instructional)	2.04	1.92	0.85	0.84	2.29	1.14	0.28	0.24	5.07	14.66	15.97	(1.31)	-8%
participants less activities	(6)	(21)	6	(17)	(19)	(18)	-	-	-			-	
cost per participant	\$9,244	\$5,622	\$7,443	\$10,566	\$5,589	\$3,074	-	-	\$2,985	\$4,838	\$4,312	\$526	12%

** Youth Basic Education includes 40 Youth (34 coenrolled state/federal, 15 federal only)

*** SEcSA - Economic Security for All (State) 100% coenrolled into Adult

Executive Committee Meeting Report
Executive Budget
June 14, 2023
Via Zoom

Board: Roni Holder-Diefenbach

Staff: Lisa Romine, Laura Leavitt (acting Treasurer)

Formula Grants Overview

The national Workforce Investment appropriation (Adult, Youth, & Dislocated Worker formula grants) increased 2% but Washington State's share decreased \$5.3M or 8.5%. Further, North Central's share of the State Youth, Adult, and Dislocated Worker allocation decreased \$131K or 5%.

Unemployment statistics drive two-thirds of a three-part formula for Adult and Youth grants whereas the Dislocated Worker grant formula is comprised 100% of unemployment statistics. Olympia applies data at the county level to allocate funds to the 12 local Areas. Of the State pie, North Central received 5.6% of the Youth, Adult and, Dislocated Worker funding.

Executive Budget Functions

The Executive Budget provides *fiscal agent functions* (contract and grant management, finance and accounting, audit, budget, procurement, personnel & property management); *board functions* such as strategic planning, convening stakeholders, service delivery oversight and technical assistance, performance management, compliance monitoring, facility management and reporting; *One-Stop functions* - Operator Agreements, Memoranda of Understanding, Infrastructure Funding Agreements; and capacity building, pathway development, sector partnerships, quality jobs and business engagement primarily under the QUEST contract.

Income Table I

North Central 23-24 formula grants decrease \$131,000 (5%) to \$2.6M compared to this year. Discretionary & Other projected income increases \$37,000 or 7% year-over-year. This group of income resources includes two Economic Security-for-All contracts, one National Dislocated Worker Grant, PreEmployment Transition for Students and State Basic Education. Overall, new revenue is down \$100K (2%) from \$5.4M to \$5.3M.

\$1.45M is carried over from this year (22-23) to bring total projected revenue to nearly \$6.7M compared to \$6.8M this year. Total funds available for Executive functions decrease \$66,000 (5%) compared to the current year. Our budgeted excess drops from \$171,000 to \$47,000.

Expenses Table II

Salaries & Benefits increase \$80,715 (12%). Staff increases from 8.3 FTE to 9.2 FTE. The increase in FTE is due to the Communication Manager and Executive/Accounting Assistant being budgeted in the current year at .6 FTE and .3 FTE respectively and the Communication Intern position was never filled. Staff are budgeted at their next pay step (5%-6% increase) and for those at the top 3% is budgeted if the top of the scale is raised. A salary survey/update is currently underway. Health Insurance premiums are budgeted at current rates plus a potential 10% increase. SkillSource covers the WA Paid Family & Medical Leave premium and eliminated short-term group disability insurance.

Miscellaneous budget decreases \$33,000. Client Management System (CMS) & website programming is completed. Twenty-six Thousand (\$26,000) is budgeted for network, website & CMS maintenance and enhancements, a decrease of \$32,000. Outreach & promotion media has been reduced by \$20,000. Moved \$12,000 for contracted ECO Stewardship leader services to the Chelan/Douglas service delivery budget. Audit and accounting services increase 7%. A recognition banquet is planned, an increase of \$20,000.

Equipment increases by \$3,000. Several executive staff computers are not Windows 11 compliant and need to be replaced.

Board & Staff training increases \$47,000. Fifteen (15) staff will attend the State Workforce Conference put on by the Washington Workforce Association in early November. Also included are workshops & seminars, national conferences for 3 board members and 6 staff; \$10,000 for a staff development retreat and \$34,000 for a Quality Jobs training under the QUEST grant.

Budgeted administrative costs are 8% of total budgeted expenses compared to 7% this year. This is compared to the maximum rate of ten percent allowed by Federal policy. Projected executive costs are 20% of total compared to 18% this year. The proposed budget leaves a reserve of \$47,000 for unexpected costs, service delivery opportunities, or use the following year.

Board staff and the Washington Workforce Association are actively pursuing additional funding from multiple sources. Staff will likely bring a budget modification to the Board in September, reflecting any new revenues that are awarded in the next few months.

Roni Holder-Diefenbach recommended Board approval of the Executive Budget. Michelle Price, unable to attend the meeting, sent her approval via email.

Purpose

The Executive budget carries out Board, Fiscal Agent, and select One-Stop and Service Delivery functions. Board functions include workforce research, planning, policy setting, partner convening, oversight, employer engagement, accessibility and coordination. Fiscal Agent functions include budget and accounting, audit, procurement, insurance, personnel & property management and equal opportunity; One-Stop includes access, collaboration, infrastructure and certification. Finally, Service Delivery functions include subcontracting, compliance monitoring, implementation procedures, staff training & technical assistance, facilities, management information systems, performance analysis & reporting. This year's budget includes an increased executive effort in capacity building, pathway development, sector partnerships, quality jobs and business engagement, primarily under the QUEST Grant.

The Executive Budget, along with subarea Service Delivery Budgets, make-up the four Workforce Area Budgets.

Overview

Table I projects new revenue of \$5.25 million and 22-23 carryover of \$1.45 million for a total of \$6.7 million next year.

Of next year's new funds, \$1,065,000 (21%) is retained to perform Executive functions. This compared to \$1,054,000 in the current year.

Budgeted Executive Expenses total \$1,336,305 an increase of \$53,058 (4%).

\$47,000 is reserved for 24-25 carryin or emergent use.

Major Budget Categories

1. Salaries: \$726,913 (\$80,715 increase 12%)

Twelve managerial, professional & technical staff (9 FTE) are budgeted to carryout the functions described above. This compares to 13 staff (8 FTE) planned in the current year. 3% Merit increase is budgeted.

2. Benefits: \$199,733 (\$18,565 increase 10%)

Midyear employee health insurance rate increase planned at 10%. Part-time employees share premium cost. SkillSource covers half dependent child premium. SkillSource makes no contribution to spouse or partner coverage. Unemployment Insurance premium increases to .54%. Retirement dollar-for-dollar match up to 5.5% of gross wages continues unchanged. SkillSource pays employer and employee share of Washington Paid Family and Medical Leave premium.

3. Travel: \$28,000 (\$13,500 increase 93%)

Local and statewide travel for executive staff and board. Executive travel has increased as we return to in-person both locally and statewide. Eight Thousand (\$8,000) of the increased travel is related to planned Business Outreach specific to the QUEST National Dislocated Worker Grant (NDWG). Fuel and airfare price hikes are estimated in this figure.

4. Miscellaneous & Other \$210,289 (\$33,279 decrease 14%)

Twenty-six Thousand (\$26,000) is budgeted for ongoing MIS maintenance, IT consulting and website improvement compared to \$57,800 in the current year (\$31,800 decrease). Twenty Thousand (\$20,000) is planned for a recognition banquet next year. Media Outreach has been reduced from \$70,000 to \$50,000. Subcontracted Eco Stewardship Leader has been moved to Chelan/Douglas Service Delivery budget (\$12,000 decrease). This account also includes insurance coverages, (property, liability, fidelity, non-owned auto & professional) audit, subscriptions/memberships, legal/architecture, technology, advertising, and miscellaneous consulting.

5. Supplies \$21,760 (no change)

Executive portion of shared and exclusive office and operating supplies. Costs are allocated between Executive and Chelan/Douglas Service Delivery based upon staff hours. The Executive portion of allocated costs is planned to increase from 31% to 40% with the two new positions.

6. Equipment \$10,000 (\$3,000 increase 43%)

Network hardware upgrades for Windows 11.

7. Facility \$25,540 (\$3,274 increase 15%)

Mission St. "Admin" building shared between Executive (50%) and Service Delivery (50%). Amounts for custodial, utilities and association fees are budgeted at current year actual and expensed based on standard cost allocation percent. The administrative portion of Moses Lake rent income reduces Executive facility expenses.

8. Communications \$8,009 (\$255 decrease 3%)

Executive share of phone/fax lines, internet, offsite back up, postage, and courier service is included. Included is a purchase of 4 Gigabit switches to accommodate increased internet speed.

9. Board & Staff Development \$106,061 (\$47,561 increase 81%)

Fifteen (15) staff will attend the State Workforce Conference in November (\$15,000). Also included are Seminars/Workshops, National Workforce Development Conferences and a Staff Development Retreat. Thirty-two (\$32,561) is planned for training specific to the NDWG QUEST grant and Quality Jobs. Subarea budgets include Twelve thousand five hundred (\$12,500) for service delivery and instructional staff seminars and workshops.

10. Subcontracts (\$0) (\$80,023 decrease 100%)

2023-2024 EXECUTIVE BUDGET
ESTIMATE OF REVENUES AND EXPENDITURES
RESTRICTED FUNDS

ESTIMATED REVENUE	PROGRAM YEAR 23-24							COMPARISON			
	A	B	C	D	E	F	G	PROGRAM YEAR 22-23 MODIFICATION 1 APPROVED			
			(A+B)	(A*,10)	(C*,10)	(D+E)	(C-F)	H	I	J	K
	ALLOCATION			TOTAL				EXECUTIVE		EXECUTIVE	
FORMULA FUNDING	ALLOCATION	TRANSFER	AFTER TRANSFER	ADMINISTRATION	PROGRAM	EXECUTIVE	SERVICE DELIVERY	ALLOCATION reflects transfer	increase (decrease)	EXECUTIVE	inc (dec)
Adult	820,363	-	820,363	82,036	82,036	164,073	656,290	1,011,112	(190,749)	188,122	(24,050)
Youth	862,470		862,470	86,247	86,247	172,494	689,976	920,298	(57,828)	184,060	(11,566)
Dislocated Worker*	900,420	-	900,420	90,042	90,042	180,084	720,336	783,377	117,043	170,775	9,309
Total Formula Revenue	2,583,253	-	2,583,253	258,325	258,325	516,651	2,066,602	2,714,787	(131,534)	542,957	(26,307)
						20%	80%		-5%		-5%
DISCRETIONARY & OTHER								DISCRETIONARY & OTHER			
National DW Grant Disaster Relief yr 3			-	-	-	-	-	123,866	(123,866)	31,866	(31,866)
National DW Grant Economic Recovery yr 3			-	-	-	-	-	180,497	(180,497)	111,354	(111,354)
National DW Grant Quest balance of 22mos			701,816	70,182	229,695	299,877	401,939	30,000	671,816	30,000	269,877
State Economic Security for All (EcSA)			517,712	51,771	51,771	103,542	414,170	493,711	24,001	90,742	12,800
Federal Economic Security for All (EcSA) PY20 & PY21			-	-	-	-	-	227,656	(227,656)	22,766	(22,766)
Federal Economic Security for All PY22			-	-	-	-	-	273,082	(273,082)	27,308	(27,308)
Federal Economic Security for All PY23 (est)			220,000		22,000	22,000	198,000		220,000		22,000
Career Connect Network			30,000	-	3,000	3,000	27,000	30,000	-	3,000	-
Career Connect Intermediary R7 yr 2 of 2			-		-	-	-	73,534	(73,534)	73,534	(73,534)
Preemployment Transition Services (est expenses)			189,000	18,900	-	18,900	170,100	400,000	(211,000)	40,000	(21,100)
High School 21+ (CD only)			24,951	2,491	-	2,491	22,460	24,951	-	2,491	-
School Improvement (CD & Othello only)			70,000	-	-	-	70,000	93,000	(23,000)	-	-
State Basic Education (est. expenses)			915,678	98,568	-	98,568	817,110	686,162	229,516	77,916	20,652
Total Discretionary Revenue			2,669,157	241,912	306,466	548,378	2,120,779	2,636,459	32,698	510,977	37,401
						21%	79%		1%	19%	7%
TOTAL FORMULA & DISCRETIONARY REVENUE			\$5,252,410	500,237	564,792	1,065,028	4,187,382	5,351,246	(98,836)	1,053,935	11,094
						20%	80%		-1.8%	18%	1%
PRIOR YEAR CARRY-IN			1,455,652	286,492	31,933	318,425	1,137,227	\$1,635,170	(179,518)	395,350	(76,925)
GRAND TOTAL REVENUE			\$6,708,062	786,729	596,725	1,383,453	5,324,609	\$6,986,416	(278,354)	1,449,285	(65,831)
									-4.0%		-5%
	TOTAL	ADMINISTRATION	PROGRAM	EXECUTIVE	SERVICE DELIVERY	TOTAL	EXECUTIVE				
ESTIMATED EXPENSES			6,660,914	548,125	788,180	1,336,305	5,324,609	\$6,815,523	(154,609)	1,283,247	53,058
BUDGETED EXCESS/(DEFICIT)			\$47,148	238,604	(191,456)	47,148	0	\$170,893	(123,745)	166,037	(118,889)
% ADMINISTRATION TO TOTAL			8.2%					6.9%			
% EXECUTIVE TO TOTAL			20.1%					17.9%			

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* Dislocated Worker includes est 15% mitigation

TABLE II
2023-2024 EXECUTIVE BUDGET SUMMARY
OBJECT OF EXPENSE BY PROGRAM YEAR
RESTRICTED FUNDS

	PY 22-23 Mod 1 APPROVED	PY 22-23 ESTIMATED ACTUAL	PY 23-24 PROPOSED	% OF SUBTOTAL	CHANGE	
SALARIES	\$646,198	\$646,840	\$726,913	54%	80,715	12%
BENEFITS	181,168	122,855	199,733	15%	18,565	10%
TRAVEL	14,500	18,107	28,000	2%	13,500	93%
MISCELLANEOUS	243,568	199,688	210,289	16%	(33,279)	-14%
SUPPLIES	21,760	24,963	21,760	2%	-	0%
EQUIPMENT	7,000	9,660	10,000	1%	3,000	43%
FACILITIES	22,266	24,574	25,540	2%	3,274	15%
COMMUNICATIONS	8,265	7,393	8,009	1%	(255)	-3%
TRAINING & DEVELOPMENT	58,500	42,475	106,061	8%	47,561	81%
SUBTOTAL	1,203,224	1,096,555	\$1,336,305		133,081	11%
SERVICE DELIVERY SUBCONTRACTS	80,023	80,023	0		(80,023)	-100%
GRAND TOTAL	1,283,247	\$1,176,578	\$1,336,305		53,058	4%

¹ Benefits Exchange (waive) insurance for increased wages. During PY2223 three executive staff waived insurance receiving half the value of the premium as extra pay

What is TAP?

Talent and Prosperity for All is Washington's four-year strategy for a strong and successful workforce development system. This strategy aims to help employers, workers, and communities succeed.

The plan encompasses a wide range of employment, education, training, and related services and support to help all **workers** secure and retain good jobs while providing **businesses** with skilled workers they need to compete in the global economy.

Why is TAP important?

- Provides a roadmap to better economic outcomes for jobseekers, workers, employers, and communities.
- Meets requirements for program funding.
- Guides multi-agency initiatives.
- Aligns partner plans and activities.
- Measures progress and gauges effectiveness.

TAP Creation Approach

The Workforce Board and its partners are taking a four-phased approach to create the 2024-2028 TAP plan. This work will take place from May 2023 – March 2024.

Phase 1: Discovery and Planning

Identify strategic priorities, system goals, and alignment points.

Phase 2: Development

Form work groups, solicit input, define metrics and measures. Draft plans.

Phase 3: Verification and Alignment

Ensure completeness and align plans. Board and Governor's Office review.

Phase 4: Approval and Submission

Public comment period, revisions, Board and Governor's Office approval. Submit.

WA State Workforce Plan: Talent and Prosperity for All (TAP)

Vision

Every Washington community is thriving, inclusive, and economically resilient.



Mission

We champion strategies and align organizations and stakeholders statewide to enable the future of work, which ensures a successful business climate and livable-wage jobs for all.



2024-2028 Guiding Principles

Close economic disparities for marginalized populations

Comprehensive support for individuals with barriers to employment

System-wide performance metrics and accountability



2024-2028 Strategic Priorities

System

Integrate system services, data, accountability, and resources with clear partners and roles.

Business

Support business development and competitiveness by aligning with economic development and growth efforts.

Youth

Improve opportunities for young people to transition to an economically successful adulthood.

Credentialing

Explore credential reform to improve equitable access, mobility, and long-term economic success.

Job Quality

Develop a job quality framework to guide decisions and key investments in the delivery of business services.

SkillSource Regional Workforce Board

2023-24 Meeting Calendar

September 2023	11	Okanogan Committee – Location TBD
	12	Grant/Adams Committee - TBD
	13	Chelan/Douglas Committee - TBD
	26	Board Meeting 5:30 pm – via Zoom

November 2023	6	Okanogan Committee – TBD
	7	Grant/Adams Committee - TBD
	8	Chelan/Douglas Committee - TBD
	28	Board Meeting 5:30 pm – via Zoom

March 2024	4	Okanogan Committee – TBD
	5	Grant/Adams Committee – TBD
	6	Chelan/Douglas Committee - TBD
	19	Board Meeting – 5:30 pm – via Zoom

June 2024	10	Okanogan Committee – TBD
	11	Grant/Adams Committee - TBD
	12	Chelan/Douglas Committee - TBD
	25	Board Meeting 5:30 pm – via Zoom

Committee Meetings: Noon – 1:30PM and include lunch
Board Meetings: 5:30 – 7:00PM

SkillSource Regional Board Membership Composition

This roster conforms to WIOA section 107(b)(2) Local Workforce Development Board Membership Composition. The information informs the Governor for certification under WIOA Section 107(c)(2).

Required categories	Name/Title/Organization	Nominated by	Year Appt.	Term Expires
Business (51% minimum)				Dec 31
1. Business	Crystal Gage/ Practice Manager/ Omak Clinic	OK Economic Alliance	2019	2026
2. Business	Anthony Popelier / HR Dir/ Reman Reload	OK Economic Alliance	2023	2027
3. Business	Roni Holder-Diefenbach/ Exec Dir/ Ok Econ All	Career Path Services	2005	2024
4. Business	Annette Herup / HR Manager / Genie-Terex	Grant Co EDC	2019	2026
5. Business	Tad Hildebrand /Consultant/ Nash Consulting	Adams Co Dev Council	2017	2023
6. Business	Ken Johnson/ Owner/ Johnson's Glass & More	Adams Co Dev Council	2014	2023
7. Business	Brant Mayo/Executive Dir/Grant Co EDC	Grant Co EDC	2018	2024
8. Business	Vacant		2002	2022
9. Business	Tom Legel / CFO/ Confluence Health	Wenatchee Chamber	2023	2026
10. Business	Julie Helligso /Exec Director/ Cascade Vet	Wenatchee Chamber	2023	2026
11. Business	Zach Williams /HR Manager/ Stemilt Growers	Wenatchee Chamber	2021	2024
Workforce/Labor (20% minimum)				
1. Labor	Peggy Vines/ Business Agent/ UFCW	Central Labor Council	2003	2026
2. Other workforce	Michelle Price/ Superintendent /NC ESD	North Central ESD	2009	2024
3. Other workforce	Irasema Ortiz-Elizalde/ Administrator/ DSHS	DSHS	2013	2023
4. Labor	Augustine Gallegos / Bus Agent / Teamsters	Central Labor Council	2021	2024
5. Labor/Apprentice	Randy Curry / President /IBEW #191	Central Labor Council	2021	2024
Education				
1. Title II Adult Ed	Sara Thompson-Tweedy/ President / BBCC	Big Bend Comm College	2021	2024
2. Workforce Ed	Faimous Harrison / President / WVC	Wenatchee Valley College	2023	2026
Public				
1. Wagner-Peyser	Todd Wurl/ Regional Director/ ESD	Employment Sec Dept	2023	2023
2. Vocational Rehab	Pablo Villarreal/ Acting Regional Director/ DVR	Div Vocational Rehab	2019	2026
3. Econ Dev	Kyle Niehenke/ Ex. Dir/ Adams County ED	Adams Co Dev. Council	2023	2026

Rev: 05/2023

Okanogan	Chelan/Douglas	Grant/Adams
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North Central Workforce Development Area
Quarterly Success Stories
March 2023

Diamond In The Rough

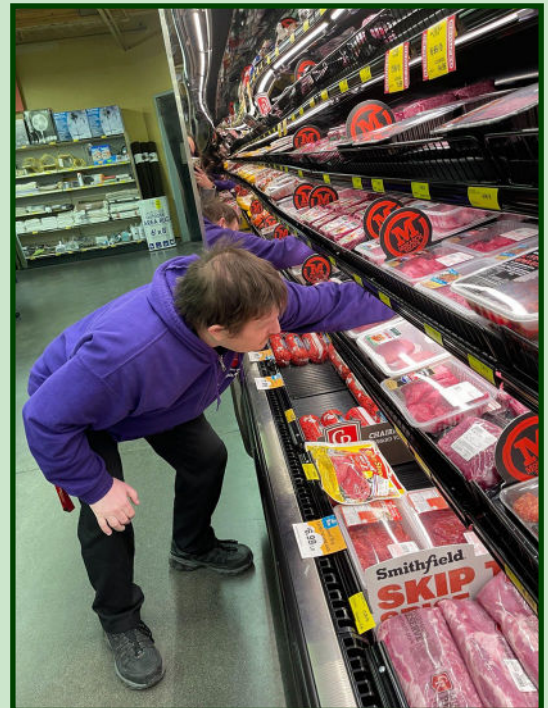
After serving four years in the US Navy, Allen struggled to find his fit, working seasonal and temporary jobs and not lasting with any employer for long. Following a job loss, he came to SkillSource seeking to discover a better path forward. Allen worked closely with a SkillSource Training Coordinator, getting coaching and guidance on job search, personal grooming and work preparation.

Grocery Outlet in Moses Lake has a history of successful Work Experiences (WEX) for SkillSource Youth. The business is always looking for hard working individuals to join their customer service team. Since the beginning of the COVID pandemic, things have been busy and the business struggled to stay sufficiently staffed at times. Given Allen's recent work history, the SkillSource team approached Paul, the store owner, to see if he might consider an adult for a Work Experience role. Paul was eager to give Allen a try and a WEX contract was developed.

For two months, Allen was provided the chance to really prove himself on the job as a stock clerk. His evaluations weren't always perfect. He was coached on things like staying on task and he missed some time due to personal illness. At one point, he was ready to quit the job due to some interpersonal frustrations. However, he persisted. He was dependable and ready to learn and the Grocery Outlet team saw and appreciated Allen and his contributions.

At the end of Allen's work experience, Paul knew he was a "keeper". He didn't want to lose him! Allen was offered a full time role as a cashier who also assisted in the meat department. Since this was a new role at the store, a short On the Job Training was developed to help continue to support Allen in this career transition. Allen continued to thrive and completed his OJT with strong reviews. Six months after completing training, Allen was promoted to the Meat Department Manager.

The team at Grocery Outlet is always ready to train and develop great new members for their team. They know that, in tough hiring markets, investing in their staff is the only way to succeed. Paul recognized a diamond in the rough in Allen and is so grateful for the opportunity to help develop him into a leader in the store. Congratulations to Grocery Outlet and to Allen for working hard to make success a reality!



Grant/Adams

Stepping Out Of His Comfort Zone

The traditional school environment was not a good fit for Axle Strampher, and knowing that his mom received services from SkillSource in the past, he decided to enroll at the SkillSource Learning Center and work towards his high school equivalency (HSE). Axle was eager to learn and open to opportunities that would get him closer to his career goal of eventually owning a coffee shop.

In the fall of 2022, Axle participated in the Eco-Stewardship work experience, where he built good work habits and leadership skills and learned about environmental careers. After successfully completing the Eco-Stewardship, he participated in Project Based Learning (PBL), assisting with activities for the State Special Olympics Winter Games. Axle went above and beyond to help seat athletes during the opening ceremony and greet them during the Olympic town. Axle's easygoing and kind personality brought enthusiasm to the event and encouraged his peers. Axle stated, "The whole experience involved stepping out of my comfort zone. It was great being part of a good cause; seeing how happy the athletes were was heartwarming." Throughout his time at SkillSource, Axle has spread his kindness and grown in his leadership skills as he continues to encourage his peers.

Axle earned his HSE in April of 2023. He will be attending the SkillSource graduation ceremony this June. Axle has moved to Twisp with his mom and began working at Tappi, an Italian restaurant. Axle is thankful for the opportunities he's had and is now applying what he learned to further develop his customer service and leadership skills at Tappi. Stepping out of his comfort zone has put Axle a step closer to his dream. Congratulations on your new job and best of luck on your journey!



Chelan/Douglas

Finding a Home

Regency Omak Rehabilitation and Nursing Center is a long-term care facility based in Omak. They pride themselves on building relationships with clients as they offer high-quality rehabilitation therapy, respite care, and residential care. With a 56-resident capacity and around-the-clock care offered to its clients, Regency Omak needs motivated workers in a variety of functions to support a comfortable experience such as maintenance, groundskeeping, and culinary specialists. This gives career seekers many different opportunities to find a home with Regency.

When Isaiah was first enrolled into the WorkSource Okanogan learning center, he had very little interest in completing his GED. However, with the right encouragement and guidance he was able to find his path forward. A key turning point for Isaiah was when he was connected with the work experience program at the local food bank. This gave him the chance to see value of hard work and the satisfaction of contributing to his community. He worked alongside other volunteers, he began to feel a sense of pride and accomplishment.



A newfound sense of purpose and motivation carried into his studies, and Isaiah began to apply himself more diligently to his GED coursework. Working tirelessly alongside his instructor, Linda Jane, and his job training counselor Chloe Ramirez, he graduated. Thanks to the work experience program, he had developed valuable skills and a strong work ethic that caught the attention of Regency Omak. Isaiah is now employed at this establishment as a maintenance assistant and he takes great pride in his work which helps the facility run smoothly.

Congratulations to Isaiah and Regency Omak! We celebrate your success in finding each other and helping others in your community.

Okanogan

SkillSource
Statement of Financial Position

	03/31/2023	06/30/2022
Assets		
Current Assets		
Cash and Cash Equivalents	966,723	832,684
Trade Receivables	144,789	229,253
Due from Government	151,808	133,438
Other Receivables	2,113	7,492
Prepaid Expenses, current portion	<u>46,416</u>	<u>25,065</u>
Total Current Assets	1,311,849	1,227,933
Property and Equipment		
Land	813,351	813,351
Land Improvements	724,496	724,496
Building and Equipment	4,903,409	4,895,076
Construction in Process	6,236	6,236
Less: Accumulated Depreciation	<u>(2,902,538)</u>	<u>(2,777,229)</u>
Total Property and Equipment	3,544,953	3,661,929
Other Assets		
USDA Reserve	<u>158,473</u>	<u>158,186</u>
Total USDA Reserve	<u>158,473</u>	<u>158,186</u>
Total Other Assets	<u>158,473</u>	<u>158,186</u>
Total Assets	<u>5,015,275</u>	<u>5,048,048</u>
Liabilities		
Current Liabilities		
Accounts Payable	48,162	157,456
Accrued Wages and Benefits	23,414	18,982
Accrued Vacation	152,506	146,383
Accrued Interest	<u>2,859</u>	<u>2,460</u>
Total Current Liabilities	226,942	325,282
Long-term debt payable after one year	<u>2,344,160</u>	<u>2,385,904</u>
Total Liabilities	2,571,102	2,711,186
Net Assets		
Unrestricted	<u>2,444,173</u>	<u>2,336,861</u>
Total Net Assets	<u>2,444,173</u>	<u>2,336,861</u>
Total Liabilities and Net Assets	<u>5,015,275</u>	<u>5,048,048</u>

10 - Executive

7/1/22-3/31/23

	<u>Total</u>	<u>Budget</u>	
	<u>Expenses</u>	<u>Mod 1</u>	<u>Exp Rate</u>
Expenditures			
Training related expenditures			
Salary & Benefits	569,987	827,365	69%
Travel	9,547	14,500	66%
Miscellaneous	160,256	243,568	66%
Supplies	17,727	21,760	81%
Equipment	9,661	7,000	138%
Facilities	18,172	22,266	82%
Communication	5,859	8,265	71%
Training	<u>37,619</u>	<u>58,500</u>	64%
Total Training related expenditures	791,208	1,203,224	66%
Other Expenditures			
Subrecipient Program	46,066	80,023	58%
Participant Wages	<u>2,908</u>	<u>-</u>	
Total Expenditures	840,182	1,283,247	65%

20 - Chelan/Douglas

7/1/22-3/31/23

	Total		Exp	4/1-6/30	Projected	
	Expenses	Budget	Rate	Projections	End of Year	Obl
					Total	Rate
Training related expenditures						
Salaries & Benefits	529,290	749,900	71%			
Travel	1,119	5,400	21%			
Miscellaneous	37,930	73,875	51%			
Supplies	13,801	48,667	28%			
Equipment	0	20,000	0%			
Facilities	56,386	66,587	85%			
Communication	3,595	7,926	45%			
Training	1,182	5,000	24%			
Total Training related	643,302	977,355	66%	214,434	857,736	88%
Direct Training						
Incumbent Worker	36,832	33,000	112%	5,750	42,582	129%
On the Job Training	34,009	103,700	33%	20,273	54,282	52%
Participant Wages	145,312	198,262	73%	56,028	201,340	102%
Institutional Training	155,217	250,303	62%	26,670	181,887	73%
Basic Skills Training	250,068	370,511	67%	83,356	333,424	90%
Computer Basics	61,146	110,353	55%	20,382	81,528	74%
Support services						
Work Based	316					
GED Fees	2,930					
Incentives	154,825					
Participant Insurance	893					
Supportive Services	16,922					
Total Support services	175,886	203,633	86%	83,061	258,948	127%
Total Direct Training	858,470	1,269,762		295,520	1,153,990	91%
Total Expenditures	1,501,772	2,247,117	67%	509,954	2,011,727	90%

30 - Grant/Adams

7/1/22-3/31/23

	Total		Exp	4/1-6/30	Projected End	Obl
	Expenses	Budget	Rate	Projections	of Year Total	Rate
Training related expenditures						
Salaries & Benefits	568,958	870,655	65%			
Contracted Personnel	285	40,000	1%			
Travel	6,289	6,813	92%			
Miscellaneous	50,053	48,996	102%			
Supplies	16,825	54,067	31%			
Equipment	21,153	20,000	106%			
Facilities	71,774	114,286	63%			
Communication	5,677	11,296	50%			
Training	<u>2,345</u>	<u>5,000</u>	47%			
Total Training related	743,359	1,171,113	63%	247,786	991,145	85%
Direct Training						
Incumbent Worker	17,638	30,000	59%	8,308	25,946	86%
On the Job Training	27,705	159,479	17%	26,204	53,909	34%
Participant Wages	137,365	210,546	65%	33,021	170,386	81%
Institutional Training	188,236	280,315	67%	65,482	253,719	91%
Basic Skills Training	91,273	123,464	74%	30,424	121,697	99%
Computer Basics	31,163	65,239	48%	10,388	41,551	64%
Support services						
Work Based	10				Work	
GED Fees	360					
Prevoc Other	750					
Incentives	7,900					
Participant Insurance	695					
Supportive Services	<u>35,597</u>					
Total Support services	45,311	82,637	55%	15,104	60,415	73%
Total Direct Training	<u>538,691</u>	<u>951,680</u>	57%	<u>188,931</u>	<u>727,622</u>	76%
Total Expenditures	<u>1,282,050</u>	<u>2,122,793</u>	60%	<u>625,648</u>	<u>1,718,767</u>	81%

50 - Okanogan

7/1/22-3/31/23

	Total Expenses	Budget	Exp Rate	4/1-6/30 Projections	Projected End of Year Total	Obl Rate
Training related expenditures						
Subrecipient Program	311,038	399,224	78%			
Contracted Personnel	215	30,000	1%			
Subrecipient Indirect	<u>45,654</u>	<u>72,993</u>	63%			
Total Training related	356,908	502,217	71%	118,969	475,877	95%
Direct Training						
Incumbent Worker	0	24,000	0%	7,889	7,889	33%
On the Job Training	5,262	63,400	8%	3,229	8,491	13%
Participant Wages	28,985	69,078	42%	1,071	30,056	44%
Institutional Training	57,567	140,349	41%	6,968	64,535	46%
Basic Skills Training	97,640	123,634	79%	32,547	130,186	105%
Computer Basics	5,477	40,789	13%	5,477	10,955	27%
Support services						
GED Fees	650					
Incentives	2,225					
Supportive Services	<u>8,345</u>					
Total Support services	<u>11,220</u>	<u>42,212</u>	27%	<u>7,480</u>	<u>18,701</u>	44%
Total Direct Training	<u>206,152</u>	<u>503,462</u>	41%	<u>64,662</u>	<u>270,814</u>	54%
Total Expenditures	<u>563,059</u>	<u>1,005,679</u>	56%	<u>183,631</u>	<u>746,691</u>	74%



**Employment
Security
Department**
WASHINGTON STATE

Issue Date:
April 24

2023

PY22 WIOA Monitoring Report

North Central Workforce Development Board-SkillSource

Serving Adams, Chelan, Douglas, Grant, and Okanogan Counties

Workforce Monitoring Unit Review Team

Administrative & Fiscal:

Greg Ferland
Kris Damalas

Program Policy & WIOA Programs:

Brooke Beauchamp
Maria Cheeseman

Greg Ferland, Director of Workforce Monitoring
Phouang Hamilton, WIOA Monitoring Manager
workforcemonitoring@esd.wa.gov

Monitoring Review Dates:

October 24 – November 4, 2022

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EXECUTIVE SUMMARY

Background and Monitoring Objective

Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) conducted an annual compliance review of North Central Workforce Development Board-SkillSource (North Central WDB-SkillSource) on October 24 – November 4, 2022. The review was conducted in accordance with the Uniform Administrative Requirements 2 CFR Part 200; the Workforce Innovation and Opportunity Act (WIOA), Sec. 184(a)(4); and additional requirements established by Department of Labor Employment and Training Administration (DOLETA) and ESD policies, rules, and regulations.

Scope

In keeping with general monitoring practices, not all transactions and activities were examined. ESD's Monitoring Unit randomly selected individual participant files and administrative/fiscal documents for review.

The following areas were examined and tested during this review period:

WIOA Title I Formula Program Review

WIOA Program Policies

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 6)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 3)
- All Other policies and/or procedures, memos, technical assistance guides, etc., developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review.

WIOA Adult Program

- Eligibility
- Priority of Service
- All Direct Participant Costs
- MIS/ETO - Data Element Validation

WIOA Dislocated Worker Program

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation

- MIS/ETO-Data Element Validation
- Case Notes
- TAA/DW Co-enrollment

WIOA Youth Program

- Eligibility
- All Direct Participant Costs
- MIS/ETO - Data Element Validation

Statewide Discretionary Contracts Program Review

State Economic Security for All (EcSA)

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO
- Case Notes

COVID-19 Employment Recovery Dislocated Worker Grant, COVID-19 Employment Recovery Dislocated Worker Grant

- Data Element Validation

WIOA Title I Formula Administrative and Fiscal Review

- Design and Governance of the LWDB including sunshine provisions
- MOU/IFA/RSA
- One-Stop Operator, if applicable
- Policies/Procedures
- Administrative Controls and Monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal Controls
- Cash and Financial Management
- Procurements & Contracts
- Cost Allocation Plan or Rate
- Property & Inventory
- Single audit
- Personnel
- Grievance and Complaint

Statewide Discretionary Contracts Administrative and Fiscal Review State and Federal Economic Security for All (EcSA); COVID-19 Disaster Recovery Dislocated Worker Grant; and COVID-19 Employment Recovery Dislocated Worker Grant

Administrative and Fiscal

- Cash and Financial Management/A19 Reimbursements
- Administrative Controls (Sub-recipient Monitoring)
- Procurements & Contracts
- Personnel Activity Reports and Cost Allocation

MONITORING REVIEW COMMUNICATIONS

To ensure transparent communication occurred during the monitoring review, ESD's Monitoring Unit conducted an on-site entrance meeting with North Central WDB-SkillSource staff on the first day of the review. The entrance meeting provided an opportunity to finalize the monitoring agenda, identify points of contact and confirm other monitoring related activities. The entrance meeting also provided an opportunity for North Central WDB-SkillSource staff to share the changes, challenges, and successes that have occurred in their area since the last ESD monitoring review, and to share their future plans.

There were regularly scheduled daily meetings with ESD's Monitoring Unit and North Central WDB-SkillSource's administrative, fiscal, and program staff to maintain engagement and communication during the on-site review.

The exit meeting provided North Central WDB-SkillSource staff with a summary of the compliance review, outstanding items to address (if applicable), observations during the visit, and next steps in the ESD monitoring process.

DOCUMENTATION OF REVIEW

Daily Observation Reports (DORs) were shared with North Central WDB-SkillSource staff throughout the review summarizing ESD Monitoring Unit's activities and observations up to that point. DORs included any items to address, questioned or disallowed costs (if applicable), and documentation of items to address that may have been resolved during the review. The final DOR from the review was provided to North Central WDB-SkillSource staff on November 4, 2022.

MONITORING OBSERVATIONS

Program – WIOA Adult:

ESD's Monitoring Unit reviewed ten (10) WIOA Adult files. There were no findings, unresolved questioned costs, or disallowed costs.

Program – WIOA Dislocated Worker:

ESD's Monitoring Unit reviewed ten (10) WIOA Dislocated Worker files. There were no findings, unresolved questioned costs, or disallowed costs.

Program – WIOA Youth:

ESD's Monitoring Unit reviewed ten (10) WIOA Youth files. There were no findings, unresolved questioned costs, or disallowed costs.

Program – State Economic Security for All (EcSA):

ESD's Monitoring Unit reviewed five (5) State files. There were no findings, unresolved questioned costs, or disallowed costs.

Administrative & Fiscal Review:

The Monitoring Unit found the following administrative and fiscal procedures to be compliant with State and Federal requirements:

- Design and Governance of the LWDB
- MOU/IFA/RSA
- One-Stop Operator
- Policies/Procedures
- Administrative Controls and Monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal Controls
- Cash and Financial Management
- Procurements & Contracts
- Cost Allocation Plan or Rate
- Single Audit
- Personnel
- Grievance and Complaint

RESULTS

ESD's Monitoring Unit determined, as a result of the review, there were no findings, unresolved questioned costs, or disallowed costs.