

SKILLSOURCE REGIONAL WORKFORCE BOARD
Chelan/Douglas Committee Meeting

WEDNESDAY, March 5, 2024 - 12:00 Noon
(lunch included)

Location: SkillSource Administrative Bldg.
240 N. Mission, Suite B ~ Wenatchee

AGENDA:

- ❖ Workforce Investment & EcSA: Quarterly Performance Report
- ❖ Legislative Advocacy Update
- ❖ One Stop Operator Annual Report
- ❖ Memorandum of Understanding & Infrastructure Funding Agreement
- ❖ 2025 Board Retreat
- ❖ Adjourn 1:30

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**Board Retreat & Meeting**

**Thursday, March 13 @6pm**

**Dinner @ Sorrento's (Tsillan Cellars) Chelan**  
3875 US-97 ALT, Chelan, WA 98816

**Friday, March 14**

**@ Campbell's Resort**  
104 W Woodin Ave, Chelan, WA 98816

**Mission Statement**

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



**Board Retreat & Meeting  
Campbell's Resort, Chelan  
March 13 & 14**

## **Chelan/Douglas Quarterly Performance Report**

**July 1, 2024 - December 31, 2024**

### **Serving Up the Spice of Life**

There's a big difference between thin, watery red products that try to pass as salsa, and the richly-textured fresh flavors of high quality ingredients in the homemade salsa by Mima Cole in Chelan County. It's no wonder it's called Mima's Famous Salsa!

Thanks to a small business investment grant through the Washington State Department of Commerce, Mima purchased an industrial compressor, an automated filler, and an automated sealer for packaging. Containers used to be filled manually, a single measuring cup at a time. It was a messy and inefficient process. The new equipment ensures predictable and consistent results, effectively reducing production time by 75%!



With the improved efficiencies, Mima can focus on increasing distribution to retailers and restaurants in Idaho and Oregon. She plans to bring on a bookkeeper to support the growing business, and will be able to provide good jobs in the community. "It's a great opportunity for moms, especially, because they can work flexible hours while their kids are in school." Mima shared that while she's excited about the growth prospects — including expansion into all six area URM Cash & Carry stores — success for her means more than the bottom line. "While the salsa may not pay the mortgage (yet), I've found success in the networking and community connections, and being able to provide opportunities to mentor and coach young people and other women."

Mima mentored one young woman who faced significant obstacles as an orphan with learning disabilities. Mima brought her to a SkillSource orientation so that she could complete her GED and find a career path.

The young woman is now a licensed CNA and just bought a house with her new husband! With the continued success of Mima's Famous Salsa, Mima intends to provide more opportunities for youth work experiences, nurturing the next generation of Washington's workforce, and inspiring future entrepreneurs.

Congratulations to Mima and family! We wish you continued success and are looking forward to the day when you're known as Mima's WORLD Famous Salsa!





# Registration & Exit

Current Actual

Annual Goal

**Total Served** **308** **625**

## Adults

|                                                             |      |     |
|-------------------------------------------------------------|------|-----|
| Registered                                                  | 41   | 81  |
| Placement Rate (% employed at exit)                         | 100% | 80% |
| Credential Rate (% trained in voc ed who earn a credential) | 71%  | 82% |

## Dislocated Workers

|                                                             |      |     |
|-------------------------------------------------------------|------|-----|
| Registered                                                  | 17   | 44  |
| Placement Rate (% employed at exit)                         | 100% | 81% |
| Credential Rate (% trained in voc ed who earn a credential) | 100% | 81% |

## Youth

|                                                        |     |     |
|--------------------------------------------------------|-----|-----|
| Registered                                             | 54  | 68  |
| Placement Rate (% of youth employed or in post sec ed) | 90% | 65% |
| Credential Rate (% youth who achieved a HSD or GED)    | 40% | 51% |



Discretionary Grant Enrollments: Federal EcSA: 18/16; State EcSA 57/44

| Participants in Occupational Education | 24-25 Students (YTD) |     |          |       | 23-24 Students (Year Total) |     |          |       |
|----------------------------------------|----------------------|-----|----------|-------|-----------------------------|-----|----------|-------|
|                                        | Big Bend             | WVC | WVC Omak | Other | Big Bend                    | WVC | WVC Omak | Other |
| Health Care                            | 19                   | 20  | 13       | 13    | 17                          | 17  | 13       | 15    |
| Office/Misc                            | 6                    | 6   | 0        | 7     | 6                           | 5   | 0        | 9     |
| Industrial & Technical                 | 9                    | 7   | 1        | 46    | 12                          | 6   | 0        | 63    |



| Workforce Investment Fiscal            | Budget           | Expenditures     | Expenditure Rate | Obligation Rate |
|----------------------------------------|------------------|------------------|------------------|-----------------|
| <b>Career Services</b>                 | <b>1,246,553</b> | <b>558,392</b>   | <b>45%</b>       | <b>91%</b>      |
| <b>Employer Based Training</b>         |                  |                  |                  |                 |
| On-The-Job / Incumbent Worker Training | 122,695          | 16,016           | 13%              | 50%             |
| Work Experiences / Project Learning    | 144,201          | 81,480           | 57%              | 74%             |
| <b>Occupational Education</b>          | <b>216,625</b>   | <b>64,801</b>    | <b>30%</b>       | <b>61%</b>      |
| Healthcare                             |                  | 27,802           |                  |                 |
| Office/Other                           |                  | 15,323           |                  |                 |
| Industrial/Technical                   |                  | 12,676           |                  |                 |
| <b>Basic Education</b>                 |                  |                  |                  |                 |
| Secondary Education                    | 493,749          | 179,459          | 36%              | 73%             |
| Computer Basics                        | 81,505           | 35,860           | 44%              | 88%             |
| <b>Support and Incentives</b>          | <b>595,113</b>   | <b>230,185</b>   | <b>39%</b>       | <b>106%</b>     |
| <b>Total</b>                           | <b>2,900,441</b> | <b>1,166,193</b> | <b>40%</b>       | <b>86%</b>      |

## CHAMPIONING PROGRAMS THAT WORK

**February 5, 2025** – SkillSource staff and program participants traveled to Olympia for the 2025 Legislative Day and Hill Climb, joining the Washington Workforce Association (WWA) and The Association of Washington Business (AWB) in advocacy of ongoing support for Economic Security for All (EcSA).

The trip provided a valuable opportunity to connect directly with legislators and share firsthand accounts of EcSA’s impact. SkillSource team members, including CEO Lisa Romine, Managing Director Susan Adams, Communications Manager Kelli Martinelli, and Business Engagement Specialist

Mayra Eaton-Garcia, engaged in these important conversations, but the stars were special guests, [Mima Cole](#) and [James Moore](#), who shared their personal stories of transformation and success thanks to the resources provided by EcSA and the Community Reinvestment Project (CRP). Their experiences highlighted the real-world benefits and impact, and underscored its importance in helping individuals achieve self-sufficiency, build fulfilling careers, and contribute to the vitality of their communities.

We would like to thank Representatives Mike Steele, Tom Dent, Joe Schmick, and Alex Ybarra, and Senators Judy Warnick and Mark Schoesler for taking the time to meet with us. These meetings, along with conversations with Megan Matthews of the WA State Office of Equity and Wenatchee Mayor Mike Poirier, demonstrated the bipartisan support for EcSA, which was codified in 2024 and is crucial for ensuring a more stable and prosperous future for Washington communities.

Economic Security for All is an investment in Washington’s future with significant calculable ROI. As the WWA’s top legislative priority, enhancing EcSA resources is vital for increasing service levels and streamlining program administration. EcSA serves as a critical state funding stream, aligning existing workforce and support programs to maximize their collective impact. These funds are essential for connecting businesses with skilled workers and providing individuals with the training and credentials necessary to achieve economic independence. Critically, EcSA prioritizes assisting traditionally underserved communities, including justice-impacted, and rural populations, fostering generational economic success by providing the resources and support needed to thrive in the workforce.

EcSA works. It’s a revenue-generating program where investments in individuals and businesses lead to measurable returns, increasing economic vitality and stability in households and communities. People need these necessary resources to succeed. EcSA, along with guided support, personal commitment and tenacity, enables individuals to pull themselves up and achieve their full potential.



SkillSource extends a special thank you to the WWA, the Hill Climb organizers, and the Association of Washington Business (AWB) for their support in making this legislative day a success. As the legislative session continues, SkillSource, through its local workforce board of directors, will remain engaged to coordinate potential future actions in support of the EcSA initiative and the Community Reinvestment Project. The goal is to ensure that programs like EcSA, which have a proven track record of success, continue to receive the support they need to build a stronger Washington.

**MEMORANDUM OF UNDERSTANDING**  
**Chelan/Douglas, Grant/Adams, Okanogan Counties**  
**PY ~~22-25-28~~**

The following Memorandum of Understanding (MOU) between the ~~North-Central-Workforce Development-SkillSource Regional Workforce~~ Board and the following workforce agencies (hereinafter called partners) sets forth the terms of agreement for implementing the One-Stop Center for Chelan/Douglas, Grant/Adams, Okanogan Counties.

- Employment Security Department
- SkillSource
- Wenatchee Valley College
- Big Bend Community College
- DSHS/Division of Vocational Rehabilitation
- DSHS/Community Services Division
- OIC of Washington
- Chelan Douglas Community Action Council
- Columbia Basin Job Corps
- AARP Foundation
- Department of Services for the Blind

**I. Purpose of Agreement**

This MOU establishes a cooperative and mutually beneficial relationship among the partners and sets forth their relative responsibilities as they relate to One-stop duties, obligations, and responsibilities pursuant to section 121 of the Workforce Innovation and Opportunity Act.

**II. Strategic Vision for the System**

The partners agree to support the vision and strategic goals set forth by the regional workforce plan to the extent consistent with partner missions.

**Vision:** By 2030, the region will have an informed, productive workforce sustained by a collaborative workforce development system leading to a middle-class standard of living.

~~**RWP Goal #4: North Central's workforce knows about partners' programs and services**~~

~~**Objective 4.1.1:** Implement process and outcome measures that indicate access to multiple programs' services.~~

~~**Objective 4.2.1:** Partners collaborate to make sure all One-stop customers are informed about the full array of programs and services~~

The Regional Plan Goal #4: Use data for continuous improvement and increased customer knowledge & access of One-Stop programs.

Objective 4.1: Enhance collaboration and customer experience through shared operational data, partner services and outcomes.

Objective 4.2: Streamline one-stop service access and service delivery through enhanced technology and processes.

Objective 4.3: Improve community awareness of the One-Stop system through outreach campaigns and coordinated partner outreach plans.

**III. Duration of Agreement**

This agreement shall become effective July 1, 202~~2~~5 upon approval of the parties hereto and remain in effect until June 30, 202~~8~~5 unless canceled earlier by the partners in accordance with Section XII.

**IV. The Workforce Development Board shall:**



- Develop a four (4) year strategic plan for the local workforce development area
- Convene and support One-stop partners
- Competitively select a One-stop Operator
- Develop and enter into a Memorandum of Understanding with partners
- Assist Local Elected Officials fulfill the requirements of Federal Policy
- Conduct Equal Opportunity Training and Reviews of Title I Service Providers

## **V. Description of Services**

### **a. Access:**

Partners agree to provide access in accordance with Appendix A.

Option 1: Having a program staff member physically present at the WorkSource Center;

Option 2: Having a staff member from a different partner program physically present at the WorkSource Center and appropriately trained to provide information to customers about the programs, services, and activities available through all partner programs; or

Option 3: Making available a direct linkage through technology to a program staff member who can provide meaningful information or services.

### **b. Career Services:**

Partners agree to provide career services in accordance with Appendix A.

Partners agree to coordinate to the maximum extent feasible through:

- Effective communication and information sharing,
- Cooperate with the One-stop Operator,
- Joint planning and design processes,
- Commitment to a shared vision, common goals, strategies, and performance measures,
- The use of common and/or linked data and data sharing methods, as appropriate,
- Leveraging of resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to maximize outcomes and customer satisfaction, and
- Participation in regularly scheduled partner meetings

### **c. Integrated Customer Referral System:**

Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the partners' programs represented in the Central Basin WorkSource Center,
- Develop materials summarizing their program requirements and making them available for partners and customers,
- Develop and utilize common intake, eligibility determination, assessment, and registration forms where appropriate,
- Provide substantive referrals to customers who may be eligible for services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that partner resources are being leveraged at an optimal level.

### **d. One-stop Certification:**

Partners agree to cooperate with the Board and Operator to fulfill center certification requirements.

### **e. Shared Services:**

Partners agree to make a good faith effort to share the cost of providing system information. Greeters assist visitors, job seekers, and career builders to access resources and representatives to learn about the full array of workforce development, educational and other human resource services. Ideally, each partner stations or outstations a qualified employee one morning or afternoon per week during optimum traffic periods. Position requirements, operation mechanics and specific pledges are detailed in the WorkSource Center Certification and coordinated by the Center Operator.

## VI. Infrastructure Funding (WorkSource Central Basin & WorkSource Okanogan)

- A. Purpose. This section explains the procedures by which partners will contribute to infrastructure costs (facility, equipment and materials) to provide applicable Business and Career Services at comprehensive one-stop Centers in Moses Lake and Omak and Wenatchee Affiliate.
- B. Costs. Facility and technology costs are shown in Appendix B Infrastructure Budget. Facility (debt service/rent, custodial, utilities & maintenance) of shared space (i.e., greeting, resource, interview & meeting rooms) together with portions of common areas (i.e. entrance, hallways, break and restrooms. Technology includes portions of computer/internet/phone connectivity. Infrastructure costs may include kiosk, signage, outreach, ADA accessibility and a fiscal management.
- C. Allocation. Facility costs for resident partners are based on the proportional share of common and shared space allocated to their occupied space. Facility costs for non-resident partners are based on the proportional share of common and shared space allocated to one cubicle of dedicated space, whether occupied or not. (See footnote details on each budget page(s)). Technology costs are allocated using the same methodology as facility. All programs and visitors have equal access and use of Resource library technology. Programs must specify how they want digital information presented and accessed.
- D. Period. This budget is for a twelve (12) month period July 1 to June 30. The annual Infrastructure budget will be reviewed and approved by partners by March 31 preceding the applicable program year.
- E. Fiscal Management. SkillSource will perform accounting necessary (receipts and disbursements) to implement this section for WorkSource Central Basin and WorkSource Okanogan. Employment Security will perform accounting for ~~WorkSource Okanogan and~~ Wenatchee Affiliate. Fiscal Management will be performed in accordance with 2 CFR Part 200.
- F. Assumption. When partner program services are housed via lease, the Facility contribution is made by such lessor. By way of example, both ESD and DVR have contributed to infrastructure Facility via Lease.
- G. Billing and Payment. Contributions will be invoiced quarterly and payments due within 30 days after payment due date. After payments are received, SkillSource or Employment Security shall disburse revenues or credits to applicable facility and technology owners and leaseholders. All funds collected will be remitted to the appropriate resource owners. Reconciliation of the IFA costs will be performed twice per year.
- H. Assurances. Each party in this MOU may reasonably and equitably use shared space to provide applicable career and business services relative to the portion of shared space contributions. Any disputes arising out of shared space use shall be resolved by the Operator. The Career Center building owner or lessee is responsible for assuring compliance with accessibility requirements of the Americans with Disabilities Act.
- I. Process to Achieve Agreement. Local board staff compiled budgets for each Center based on applicable facility and technology costs, facilitated multiple group and individual meetings and worked with

partners to come to consensus regarding the basis for allocating costs. Partners provided feedback and recommended changes which centered primarily around technology. A final review draft of the MOU and IFA ~~was~~is shared with all partners for concurrence, then presented to the Board and local elected official for approval.

## **VII. Accessibility**

All persons, including individuals with barriers to employment, will encounter a welcoming environment, multi-media information and flexible hours in order to learn about the partners' programs and services.

### Physical Accessibility

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high-traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

### Virtual Accessibility

Centers will ensure that workers and businesses have access to the same information online as they do in a physical facility. Partners will communicate so public can readily understand and consume such information. Partners will usually have a website explaining the services available by their One-stop program.

### Communication Accessibility

Individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

## **VIII. Equal Opportunity**

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

## **IX. Jobs for Veterans Act**

Partners agree to comply with the federal Jobs for Veterans Act (P.L. 107-228) as applicable, as well as Washington State Policy 1009 Revision 2: Priority of Service for Veterans and Eligible Spouses.

## **X. Supplemental Agreements**

To ensure flexibility for all partners within this Agreement, it is understood and agreed that two or more partners may enter into separate Supplemental Agreements among themselves. These Supplemental Agreements shall not preclude or negate any terms or conditions set forth in this Agreement (MOU).

## **XI. Liability**

The partners recognize that the partnership consists of local, state, federal agencies, not-for-profit, and for-profit entities. Each partner shall hold harmless other partners from all claims, costs, damages, or expenses arising out of the negligence of the partners. In the case of negligence of two or more partners, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each partner.

## **XII. Amendment or Cancellation of Agreement**

Each partner may cancel its participation in the Agreement upon 60 days written notice to the other partners.



In the event a partner determines that funds are unavailable to carry out the activities set forth in this Agreement, the partner shall terminate this Agreement by notifying all other partners and the [Regional Workforce Board](#) in writing immediately, and the Agreement shall terminate upon the delivery of such written notification. When the cancellation is for cause, i.e., a material and significant breach of any of the provisions of this Agreement, it may be canceled upon delivery of written notice to the other partners.

### **XIII. General Provisions**

Partners are expected to meet their responsibilities under this MOU in accordance with the laws and regulation which govern their activities. Nothing in this MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures.

Nothing in this section prohibits a partner from sharing co-location costs with one or more additional partners. Cost-sharing resources may include cash, in-kind, or other. Each partner is responsible for the costs of its agency in carrying out that agency's commitments of Section V. In no event shall any agency be obligated to pay any expense incurred by another agency under this Agreement.

### **XIV: Dispute Resolution:**

In all circumstances, disputes will be resolved at the lowest level possible as described in [Local Directive 18-173 R1](#). In the event of an impasse at the local level, the directive also describes the steps to be taken to elevate the dispute to the Workforce Training and Education Coordinating Board and other Federal agencies as necessary. In the event the local funding mechanism does not result in an agreeable IFA, the local area will follow state guidance triggering the state funding mechanism outlined in WorkSource [System Policy 1024 Revision 2](#).

### **XV. Periodic Review and Renewal**

The IFA incorporated into this agreement must be updated annually to addresses any changes in the cost of facility and technology. Each subsequent IFA will be in effect for one program year. As it is not federally required that the IFA be re-signed, IFA partners will receive a copy of the updated budget via email.

Generally, amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Because this MOU is a "living document" that is likely to undergo changes over the next three years, changes to the attachments to the MOU that do not change the intent of the document will be considered minor revisions. Additionally, affiliate and connection sites (access point or specialized center) may be added to the MOU without the need to resign the entire document. Affiliate and connection sites added during a program year will not be factored into the budget or IFA during that year and will instead be added in the next full program year or to the next MOU, whichever is most appropriate, based on agreement between the site and the local board. Partners will be notified of minor modifications to attachments or the addition of affiliate or connection sites via e-mail.

Substantial changes, such as the removal or addition of a required partner organization, a change of greater than 15% of planned annual costs overall or a change due to the election of a new Chief Elected Official, will require renewal of the MOU (20 CFR 678.500(b)(6), (d), and (e); 34 CFR 361.500(b)(6), (d), and (e); and 34 CFR 463.500(b)(6), (d), and (e)). Renewal of the MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU. Oral amendments or modifications shall have no effect. If any provision of this Memorandum of Understanding is held invalid, the remainder of the Memorandum of Understanding shall not be affected.

### **XVI. References/Links**

- [One Stop Operator Agreement](#)
- [Customer Complaint Procedure](#)
- [Dispute Resolution Directive](#)

**XVI. Signatures** The undersigned agencies agree to the faithful performance of this Agreement.

| Authorized Signatory                                     | Partner                                    | Date |
|----------------------------------------------------------|--------------------------------------------|------|
| By:<br>Lisa Romine                                       | SkillSource Regional Workforce Board       |      |
| By:<br>Todd Wurl                                         | Employment Security Department             |      |
| By:<br>Susan Adams                                       | SkillSource                                |      |
| By:<br>Douglas Morehead                                  | DSHS/Division of Vocational Rehabilitation |      |
| By:<br>Babs Roberts                                      | DSHS/ Community Services Division          |      |
| By:<br>Sara Thompson Tweedy                              | Big Bend Community College                 |      |
| By:<br><del>Jim Richardson</del> <u>Faimous Harrison</u> | Wenatchee Valley College                   |      |
| By:<br>Anthony Peterson                                  | OIC of Washington                          |      |
| By:<br>Maynard Spell                                     | Columbia Basin Job Corps                   |      |
| By:<br>Alan Walker                                       | Community Action Council                   |      |
| By:<br>Demetri Antzoulatos                               | AARP Foundation                            |      |
| By:<br>Lisa Wheeler                                      | Department of Services for the Blind       |      |
| By:<br>Chris Branch                                      | Chief Local Elected Official               |      |

## APPENDIX A: SUMMARY OF ONE STOP SERVICES – CHELAN/DOUGLAS COUNTIES

| Roles                                                                                                                | Responsibilities                                                                                                                                                                                                                                | ES                                   | SS                               | DVR                       | DSHS | WVC                                     | OIC              | CAC         | JC                    |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|---------------------------|------|-----------------------------------------|------------------|-------------|-----------------------|
| <b>METHOD OF SERVICE PROVISION</b>                                                                                   | <ul style="list-style-type: none"> <li>• OPTION 1: SERVICES PROVIDED AT WENATCHEE AFFILIATE CENTER</li> <li>• OPTION 2: SERVICES PROVIDED AT AFFILIATE AND AGENCY LOCATION</li> <li>• OPTION 3: SERVICES PROVIDED AT AGENCY LOCATION</li> </ul> | 1                                    | 2                                | 2                         | 2    | 3                                       | 1                | 3           | 3                     |
| <b>ONE STOP PGMS</b>                                                                                                 | <b>(SEE 20 CFR 678.400)</b>                                                                                                                                                                                                                     | TITLE III:<br>WP<br>TAA<br>JVSG & UI | TITLE I:<br>ADULT<br>DW<br>YOUTH | TITLE IV:<br>VOC<br>REHAB | TANF | TITLE II:<br>AEFLA &<br>CARL<br>PERKINS | TITLE I:<br>NFJP | BFET<br>ELA | TITLE I:<br>JOB CORPS |
| <b>BASIC CAREER SERVICES</b>                                                                                         | <ul style="list-style-type: none"> <li>• ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH</li> </ul>                                                                                                                           |                                      | X                                |                           |      |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES</li> </ul>                                                                                                                                          | X                                    | X                                | X                         |      |                                         | X                |             | X                     |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS</li> </ul>                                                                                                                             | X                                    | X                                | X                         |      | X                                       | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• LABOR EXCHANGE SERVICES</li> </ul>                                                                                                                                                                     | X                                    | X                                |                           |      |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES</li> </ul>                                                                                                                               | X                                    | X                                | X                         | X    | X                                       | X                | X           |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION</li> </ul>                                                                                                                                           | X                                    | X                                | X                         |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS</li> </ul>                                                                                                                             |                                      | X                                |                           |      |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• LOCAL AREA PERFORMANCE INFORMATION</li> </ul>                                                                                                                                                          |                                      | X                                | X                         |      | X                                       |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES</li> </ul>                                                                                                                                       | X                                    | X                                | X                         | X    | X                                       | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED</li> </ul>                                                                                                                           |                                      | X                                |                           |      | X                                       |                  |             |                       |
| <ul style="list-style-type: none"> <li>• INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS</li> </ul>            | X                                                                                                                                                                                                                                               | X                                    |                                  |                           |      |                                         |                  |             |                       |
| <b>INDIVIDUAL CAREER SERVICES</b>                                                                                    | <ul style="list-style-type: none"> <li>• COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS &amp; NEEDS</li> </ul>                                                                                                                     |                                      | X                                | X                         |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN</li> </ul>                                                                                                                                                | X                                    | X                                | X                         |      |                                         | X                | X           |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• GROUP COUNSELING</li> </ul>                                                                                                                                                                            | X                                    | X                                |                           | X    |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• INDIVIDUAL COUNSELING</li> </ul>                                                                                                                                                                       | X                                    | X                                | X                         | X    |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))</li> </ul>                                                                                                                                  | X                                    | X                                | X                         | X    |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• SHORT-TERM PRE-VOCATIONAL SERVICES</li> </ul>                                                                                                                                                          |                                      | X                                | X                         |      | X                                       | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)</li> </ul>                                                                                                                              |                                      | X                                | X                         |      | X                                       | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);</li> </ul>                                                                                                                                       |                                      | X                                | X                         |      |                                         | X                | X           |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM</li> </ul>                                                                                                                          |                                      | X                                |                           |      |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE</li> </ul>                                                                                                                                 | X                                    | X                                |                           |      |                                         | X                |             |                       |
| <ul style="list-style-type: none"> <li>• ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION &amp; TRNG</li> </ul> |                                                                                                                                                                                                                                                 | X                                    |                                  |                           |      | X                                       | X                | X           |                       |
| <b>BUSINESS SERVICES</b>                                                                                             | <ul style="list-style-type: none"> <li>• LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION</li> </ul>                                                                                                                                      | X                                    | X                                |                           |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS</li> </ul>                                                                                                                                 | X                                    | X                                | X                         |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES</li> </ul>                                                                                                                               | X                                    | X                                | X                         |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS</li> </ul>                                                                                                                            | X                                    | X                                | X                         |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• HUMAN RESOURCE CONSULTATION SERVICES</li> </ul>                                                                                                                                                        |                                      | X                                |                           |      |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• CUSTOMIZED LABOR MARKET INFORMATION</li> </ul>                                                                                                                                                         | X                                    | X                                |                           |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES</li> </ul>                                                                                                                                      | X                                    | X                                |                           |      |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA</li> </ul>                                                                                                                            |                                      | X                                |                           |      |                                         |                  |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• ASSISTANCE MANAGING REDUCTIONS IN FORCE</li> </ul>                                                                                                                                                     | X                                    | X                                | X                         |      |                                         | X                |             |                       |
|                                                                                                                      | <ul style="list-style-type: none"> <li>• COORDINATION WITH RAPID RESPONSE</li> </ul>                                                                                                                                                            | X                                    | X                                |                           |      |                                         |                  |             |                       |
| <ul style="list-style-type: none"> <li>• THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS</li> </ul> | X                                                                                                                                                                                                                                               | X                                    |                                  |                           |      |                                         |                  |             |                       |
| <ul style="list-style-type: none"> <li>• ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS</li> </ul>     | X                                                                                                                                                                                                                                               | X                                    | X                                |                           |      |                                         | X                |             |                       |

**APPENDIX B: Wenatchee WorkSource Affiliate Infrastructure Annual Budget Summary (by Program)**

**Program Year 24-25**

| Program                          | Partner      | Infrastructure              |                         |                   |                      | Net Due <sup>4</sup> | Additional Career Services <sup>5</sup><br>Personnel | Other Program Costs <sup>6</sup> | Total               |
|----------------------------------|--------------|-----------------------------|-------------------------|-------------------|----------------------|----------------------|------------------------------------------------------|----------------------------------|---------------------|
|                                  |              | Facility <sup>1&amp;7</sup> | Technology <sup>2</sup> | Total             | Payment <sup>3</sup> |                      |                                                      |                                  |                     |
| Wagner Peyser                    | ESD          | \$ 25,334                   | \$ 672                  | \$ 26,006         | \$ 26,006            | \$ -                 | \$ 300,942                                           |                                  | \$ 326,948          |
| Trade Adjustment Asst            | ESD          | \$ 1,134                    | \$ 30                   | \$ 1,164          | \$ 1,164             | \$ -                 | \$ 9,641                                             |                                  | \$ 10,805           |
| Veterans                         | ESD          | \$ 7,562                    | \$ 200                  | \$ 7,763          | \$ 7,763             | \$ -                 | \$ 91,006                                            |                                  | \$ 98,769           |
| Unemployment Compensation        | ESD          | \$ 18,225                   | \$ 483                  | \$ 18,709         | \$ 18,709            | \$ -                 | \$ 248,182                                           |                                  | \$ 266,891          |
| Temporary Asst Needy Families    | DSHS         | \$ 8,319                    | \$ 221                  | \$ 8,539          | \$ 8,539             | \$ -                 | \$ 96,192                                            |                                  | \$ 104,731          |
| Youth Workforce Investment       | SkillSource  | \$ 473                      | \$ 13                   | \$ 485            |                      | \$ 485               | \$ 4,896                                             |                                  | \$ 5,381            |
| Adult Workforce Investment       | SkillSource  | \$ 473                      | \$ 13                   | \$ 485            |                      | \$ 485               | \$ 4,896                                             |                                  | \$ 5,381            |
| Dislocated Worker Investment     | SkillSource  | \$ 473                      | \$ 13                   | \$ 485            |                      | \$ 485               | \$ 4,896                                             |                                  | \$ 5,381            |
| Economic Security for All (EcSA) | SkillSource  | \$ 473                      | \$ 13                   | \$ 485            |                      | \$ 485               | \$ 4,896                                             |                                  | \$ 5,381            |
| Vocational Rehabilitation        | DVR          | \$ 7,562                    | \$ 200                  | \$ 7,763          | \$ 7,763             | \$ -                 |                                                      |                                  | \$ 7,763            |
| National Farmworker Jobs Program | OIC          | \$ 45,375                   | \$ 1,203                | \$ 46,578         | \$ 46,578            | \$ -                 | \$ 469,436                                           |                                  | \$ 516,014          |
| ESD Other Programs               | ESD          | \$ 90,674                   | \$ 2,404                | \$ 93,078         | \$ 93,078            |                      |                                                      | \$ 774,693                       | \$ 774,693          |
|                                  | <b>Total</b> | <b>\$ 206,077</b>           | <b>\$ 5,463</b>         | <b>\$ 211,540</b> | <b>\$ 209,599</b>    | <b>\$ 1,941</b>      | <b>\$ 1,234,984</b>                                  | <b>\$ 774,693</b>                | <b>\$ 2,128,139</b> |

<sup>1</sup> Facility contributions are based on the relative number of staff fte. DVR (1) & DSHS (1.1) OIC 6, ESD 18.9 Facility total \$204,186 include rent, janitorial, utilities. Each FTE totals \$7,562.

<sup>2</sup> ESD Front end technology costs for 15 computers (\$276 /yr each), 2 phones (\$168 /yr each), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities.

<sup>3</sup> Payment means an existing arrangement whereby a partner contributes infrastructure funds via a lease, sublease, resource sharing or interagency agreement.

<sup>4</sup> Net Due: Amount due to Center after payment via existing arrangements. Usually zero unless no existing arrangement in place.

<sup>5</sup> Additional Career Services: One-Stop partner personnel costs to provide access to career services.

<sup>6</sup> Non-One-Stop colocated program costs. Contributions are proportionate to relative work stations occupied.

<sup>7</sup> Facility/Technology contributions for non-resident partner (SkillSource) is based on proportional share allocated to .25FTE.