



# workforce

## SOUTHWEST WASHINGTON

### WSW BOARD OF DIRECTORS MEETING

Tuesday, December 13, 2022

4:00 pm to 6:00 pm

[Workforce Southwest Washington – Mt. Rainier Room](#)

4:00 pm	Welcome, introduction of members, guests, and staff	
4:10 pm	Consent Agenda <ul style="list-style-type: none"><li>Minutes, Contract, Policy Memos *</li></ul>	Paige Spratt
4:15 pm	Finance <ul style="list-style-type: none"><li>Treasurers Report</li><li>PY22 Budget Revision Presentation *</li></ul>	Renny Christopher Barri Horner
4:35 pm	Governance <ul style="list-style-type: none"><li>Nominations *</li></ul>	A.D. Simmons Ralph Clark
4:45 pm	Connecting the Dots <ul style="list-style-type: none"><li>Education and Workforce Development</li><li>Economic Development and Workforce Development</li><li>Labor and Workforce Development</li><li>Healthcare and Workforce Development</li><li>Communication and WSW Board of Directors</li></ul>	Miriam Halliday
5:50 pm	Board Recognition	Paige Spratt
5:55 pm	Public Comment	Paige Spratt
6:00 pm	Adjourn	Paige Spratt

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\* - Action Required



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SOUTHWEST WASHINGTON

**WSW Board Meeting Minutes  
September 14, 2022**

**4:00 p.m.**

**Workforce Southwest Washington – Mt. Rainier Room**

**Board Members Present:** Bob Carroll, Renny Christopher, Ralph Clark, Tracy Doriot, Angela Burckhard, Suba Jagannathan, Mandy Kipfer, Mike Nieto, Stacey Smith, Paige Spratt, Shannon Stull, Lee Tischer, Mark Tishenko, Jasmine Tolbert, John Vanderkin, Adrienne Watson, Nathan Webster.

**Board Members with Excused Absences:** Chris Bailey, Mike Bridges, Monte Constable, Karin Edwards, Corey Giles, Bob Gustainis, Ilona Kerby, A.D. Simmons, and Ted Sprague.

**Board Members with Unexcused Absences:** Jen Baker and Mara Kieval.

**Guests Present:** None

**Staff Members Present:** Miriam Halliday and Traci Williams.

**Welcome, Introduction of Members, Guests, and Staff**

Chair Paige Spratt opened the meeting at 4:10 p.m. and welcomed everyone in attendance. Members and staff introduced themselves.

**CONSENT AGENDA**

Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on June 8, 2022, Contract Memo, Policy Memo; which included MOU State Policy #1013 Rev 4, Record Retention and Public Access Policy #2002 Rev 2, Complaint Resolution, Equal Opportunity, and Nondiscrimination Policy # 2004 Rev 3, WIOA IFA State Policy #1024 Rev 2, and WSW Integrated Service Delivery Policy #4010 and Integrated Service Delivery Handbook.

**Renny Christopher moved to approve the Consent Agenda as presented, second by Bob Carroll. Motion carried.**

**CEO REPORT**

CEO Miriam Halliday updated the full board that the WSW Team just completed the first Racial Equity Climate Survey and Obie Ford II will spend the morning with the WSW team during their retreat in early October facilitating a discussion and activation of the survey results. CEO Halliday also shared around the WWA Workforce funding advocacy, ESD's ETO replacement, WWA Conference in November, WSW Community survey, the I-5 Bridge Replacement Program, WSAC funding opportunity, WorkSource Vancouver future planning, and Federal Workforce Investments – Infrastructure Investment and Jobs Act + The Chips and Science Act of 2022. Questions were addressed and answered by CEO Halliday.

**PUBLIC AND BOARD COMMENT**

Public and Board comments were invited but none were forthcoming.

**ADJOURNMENT**

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:29 p.m.

**Shannon Stull moved to adjourn the meeting at 4:29 p.m.**

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## CONTRACT MEMO

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**DATE:** DECEMBER 13, 2022  
**TO:** MIRIAM HALLIDAY, CEO  
WSW BOARD OF DIRECTORS  
**FROM:** LINDA, WSW CONTRACTS MANAGER  
**RE:** CONTRACT/GRANT UPDATES (OCTOBER-DECEMBER 2022)

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WSW ***modified*** the following contracts:

- Revised the Scope of Work for PointNorth Consulting Disaster to provide Next with storytelling and strategic content development on **October 6, 2022, no change** to budget of **\$3,750**.
- Increased the Budget for Goodwill of the Olympics and Rainier Region for personnel on **October 1, 2022** for total budget of **\$64,925.20**.
- Revised to budget for Equus Federal Economic Security for All to move funds into Participant Expense categories on **November 17, 2021. No change** in overall budget of **\$175,803**.
- Modified to add PY22 BFET Terms and Conditions for Equus Fourth Plain Navigator and extend date to **March 31, 2023, no change** in budget of **\$30,000**.

WSW ***executed*** the following contracts:

- Goodwill of the Olympic and Rainier Region for **\$60,000** to provide WIOA Title I Out of School Youth services to eligible youth in Cowlitz County.
- Equus Workforce Solutions for **\$22,500** to provide Education and Employment Training Youth services to Clark County Juvenile Justice youth in Clark County.
- Equus Workforce Solutions for **\$240,000** to provide WIOA Title I One Stop Operator services and participant expenses in Clark, Cowlitz, and Wahkiakum Counties.
- Career Team **\$949,340** to provide WIOA Title I Adult and Dislocated Worker services to eligible job seekers in Clark, Cowlitz, and Wahkiakum Counties.

WSW ***notification of grant award/execution:***

- WSW received executed grant for Basic Food Employment & Training (BFET) through Department of Social & Health Services for October 1, 2022 to September 30, 2023. Grant award amount is **\$349,507**.
- WSW received executed grant for COVID-19 Disaster Relief DWG through Employment Security Department for additional funds of **\$240,000** through June 30, 2023. Total grant award amount is \$750,604.
- WSW received executed grant for Community Development Block Grant Program through City of Vancouver for August 1, 2022 through June 30, 2023. Total grant award amount is **\$40,000**.
- WSW received executed grant for *COVID-19 Disaster Relief Employment Recovery DWG* Employment Security Department for internal costs. No change in dates or total of **\$1,080,380**.
- WSW received notice of award for Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery DWG Grant for **\$1,186,028.00**.

***Board Approval Needed***

- To modify and increase the budget for the Operator contract between WSW and Equus Workforce Solutions by **\$120,000.00** with a new total of **\$360,000.00**.



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## POLICY MEMO

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**DATE:** DECEMBER 7, 2022  
**TO:** MIRIAM HALLIDAY  
WSW BOARD OF DIRECTORS  
**FROM:** TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR  
**RE:** POLICY UPDATES

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### **WSW Training Policy Handbook – Attachment A**

This was a revision to our Training Policy Handbook – Attachment A. In this revision, the below excerpt was added under the Individual Training Account section for CNA Pre-Requisites to Training. These guidelines were initially provided to Subrecipients as a Technical Assistance Memo to introduce these prerequisites and is now incorporated into our Training Policy. The other revisions to the handbook were largely grammatical. A copy of the revised handbook can be emailed, please send a request to Traci [twilliams@workforcesw.org](mailto:twilliams@workforcesw.org).

#### **CNA Pre-Requisites to Training**

Effective August 24, 2021 all participants registering for CNA training through WSW funding must agree to enroll and participate in all of the following courses **before** being accepted for participation in a WorkSource CNA funded program. This means that the process developed must allow for an extended eligibility period of time for participants to complete the preliminary courses.

Preliminary courses include:

- Diabetes Care
- Mental Health
- Dementia Training
- Nurse Delegation
- Medical Terminology
- Electronic Health Records
- Typing with exam of 50wpm

The participant file must document that all courses above were either included in the course curriculum or as separate completed courses. The case notes must document each course completion, and services should be attached to the program enrollment as appropriate. Case managers should be aware of the testing along the way and certificates received to assess if a measurable skill gain was achieved. A measurable skill gain should be documented according to policy.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on September 28<sup>th</sup>, 2022. Also, requires the Full Board approval.*

### Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated “new” policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Committee and Full Board.

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#### **WSW Data Element Validation Policy 3037-1**

This is a revision to our Data Element Validation policy. This policy is used by WSW staff and Subrecipient staff to inform what documentation requirements for key elements in eligibility and program design. Employment Security Department revised the state policy to clarify the following:

- Local area and ESD sponsored annual training requirements,
- Adds the self-attestation form with signature can be on paper or electronic in the state Management Information System or Labor Exchange system,
- Increases the error rate threshold from 10% to 20%, actual error rate is determined during annual monitoring,
- Revises allowable source documentation for PIRL Element 804 (Basic Skills Deficient/Low Levels of Literacy at Program Entry), and
- Adds a clarifying statement to PIRL Element 2700 (Social Security Number) that states that only required for the Dislocated Worker Grant (DWG).

Revised [Policy 3037-1](#) is posted for your reference.

Based on the approval process, this policy approval falls under Tier 1 Executive Committee and **Full Board notification**.

### Tier 1 – Minimum

Definition: Minimum revisions consist of grammar, spelling, branding changes, State or Federal mandated adjustments, or a new State or Federal mandated policy with no local revisions. These revisions would not require Executive or Full Board approval but would be included in a notification memo.

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#### **WSW Monitoring Policy 2003-4**

This is a revision to our Monitoring policy. This policy was revised to align the program monitoring with the fiscal monitoring timeline. Revised [WSW Monitoring Policy #2003 Rev 4](#) is posted for your reference.

Based on the approval process, this policy approval falls under Tier 2 and requires Executive Committee approval. *Executive Committee approved on November 16<sup>th</sup>, 2022.* Also, requires **Full Board notification**.

### Tier 2 – Intermediate

Definition: Intermediate revisions consist of minor tweaks to language to improve functionality for service providers. The modification could be a change requested by the service provider. These revisions require Executive Committee approval and Full Board notification.

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## TREASURERS' MEMO

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**DATE:** DECEMBER 13, 2022  
**TO:** WSW BOARD OF DIRECTORS  
**FROM:** RENNY CHRISTOPHER – TREASURER OF THE BOARD *RC*  
BARRI HORNER – CHIEF FINANCIAL OFFICER  
**RE:** MID-YEAR BUDGET REVISION EFFECTIVE JANUARY 1, 2023 AND FINANCE COMMITTEE REPORT OUT

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The Finance Committee and the Executive Board of the WSW Board of Directors met on November 16, 2023. 1<sup>st</sup> quarter spending and obligations reports were included in the meeting packet for review. Mid-year budget revision documents were reviewed and discussed with members agreeing the budget as presented should be forwarded to the Full Board for approval.

### QUARTERLY REPORTS – QUARTER ENDING 9/30/22

A summary memo (page 2) and detailed reports (pages 3-38) are included for review.

### MID-YEAR BUDGET REVISION EFFECTIVE 01/01/2023

A summary memo (page 39-40) and detailed reports (pages 41-43) are included for review.

### ANNUAL FINANCIAL AUDIT

The audit firm of Johnson, Stone, and Pagano is compiling the audit report for the fiscal year ending 06/30/2022. The report will be presented to the Finance Committee and Executive Board in January 2023. The final report will be available at the March 2023 Board of Directors Meeting.



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## MEMO

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**DATE:** NOVEMBER 16, 2022

**TO:** WSW FINANCE COMMITTEE  
WSW EXECUTIVE BOARD

**FROM:** BARRI HORNER, CHIEF FINANCIAL OFFICER

**RE:** WSW QUARTERLY FINANCIAL REPORTS

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WSW quarterly spending reports for the first quarter of the current fiscal year are available and included in the meeting packet.

### QUARTERLY REPORTS

**WSW WIOA Fund Obligations (Page 1):** All active WIOA Formula Fund Grants are displayed for the three funding streams. The prior year's grant allocations are 100% obligated for all funds. Current year grants are required to be 80% obligated by June 30, 2023. Obligation totals include all contracts in place as of November 11, 2022 and all operational spending as of September 30, 2022. Only contracted funds can be obligated before they are spent. Operational costs are obligated over time as funds are expended.

**WSW Coordination and Admin (Page 2, Operations):** Total spending for WSW operations is at 23% of budget as of September 30, 2022. Noteworthy variances are explained on the report. Many categories are not expected to be spent evenly across the year, such as Equipment, Travel, and Conferences. There are no concerns with current spending rates.

**Grant Budget vs Actual Spending (Page 3-13):** These reports communicate the details of competitive and other state and federal grants with fixed grant terms which have been awarded to WSW. Most have line item budgets. Data displayed in the reports includes the length of the funding term, budget versus actual spending by budget line item, and contracted obligations. WIOA Formula funding is not included in this group of reports. Most of the funds are on track with expectations. Activity is expected to increase over the course of the year for those that are behind in spending relative to the length of time they have been in play. The current year's BFET/DSHS grant has expired but has been renewed. The ability to continue to stand up this program, and others, will be enhanced by new program staff and new contracted partners.

**Subcontract Spending and Performance (Page 14-36):** These reports display spending and performance measured against expectations for twenty separate programs/contracts. All funding sources are represented. The reports also display qualitative information regarding the status of the program in the form of comments developed by program management staff. These reports will be presented to and discussed with the Economic Mobility Committee with a report out to the Board of Directors.

# WSW WIOA Fund Obligations

	B	C	D	E	F
2	<u>WIOA ADULT</u>				
9					
10	WSW WIOA ADULT PY21 & PY22 ALLOCATION				
11					
12	YEAR	ALLOCATION	OBLIGATED AS OF 11/11/22		PERCENT OBLIGATED*
13					
14					
15	Total WIOA Adult allocation 7.1.21	\$ 1,338,019	\$ 1,338,019		100.00%
16	Total WIOA Adult allocation 7.1.22	\$ 1,152,203	\$ 704,902		61.18%
17					
18					
19					
20					
21	<u>WIOA DISLOCATED WORKER</u>				
28					
29	WSW WIOA DW PY21 & PY22 ALLOCATION				
30					
31	YEAR	ALLOCATION	OBLIGATED AS OF 11/11/22		PERCENT OBLIGATED*
32					
33	Total WIOA DW allocation 7.1.21	\$ 1,254,442	\$ 1,254,442		100.00%
34	Total WIOA DW allocation 7.1.22	\$ 1,081,471	\$ 449,092		41.53%
35					
36					
37					
38					
39	<u>WIOA YOUTH</u>				
46					
47	WSW WIOA YOUTH PY21 & PY22 ALLOCATION				
48					
49	YEAR	ALLOCATION	OBLIGATED AS OF 11/11/22		PERCENT OBLIGATED*
50					
51	Total WIOA YOUTH allocation 4.1.21	\$ 1,373,504	\$ 1,373,504		100.00%
52	Total WIOA YOUTH allocation 4.1.22	\$ 1,185,939	\$ 279,482		23.57%
53					
54					
55					
56					
57					
58	NEED TO REACH 80% BY 6/30/23				

Southwest Washington Workforce Development Council DBA Workforce Southwest Washington  
Statement of Revenues and Expenditures  
From 7/1/2022 Through 9/30/2022

<i>(In Whole Numbers)</i>					
	Current Year Actual	Total Budget - Operating	Total Budget Variance - Operating	Spending Rate Percentage	
Internal Expenses					
Personnel	466,389	2,041,929	1,575,540	22.84%	
Professional Services	19,334	84,150	64,816	22.97%	
IT: Computer Support	8,626	33,600	24,974	25.67%	
IT: Licensing, annual fees, software	32,375	64,635	32,261	50.08%	NOTE 1
Supplies	2,806	10,010	7,204	28.03%	
Telephones	3,054	11,436	8,382	26.70%	
Postage, print, copy, equipment rentals	(31)	900	931	(3.43)%	
Occupancy	31,057	123,420	92,363	25.16%	
External Printing and Publications	100	3,000	2,900	3.34%	
Travel					
LOCAL TRAVEL	1,410	22,350	20,940	6.30%	
LONG DISTANCE TRAVEL	<u>0</u>	<u>7,500</u>	<u>7,500</u>	<u>0.00%</u>	
Total Travel	1,410	29,850	28,440	4.72%	
Conferences and Meetings					
CONFERENCES & MEETINGS	132	9,500	9,368	1.39%	
Washington Workforce Assoc. Annual Conference	0	12,000	12,000	0.00%	
National Association of Workforce Boards Conference	<u>0</u>	<u>18,000</u>	<u>18,000</u>	<u>0.00%</u>	
Total Conferences and Meetings	132	39,500	39,368	0.33%	
Insurance	4,634	17,936	13,302	25.83%	
Furniture and Equipment	14,211	41,099	26,888	34.57%	
Local Meeting Support	2,309	5,350	3,041	43.16%	NOTE 2
Memberships and Subscriptions	5,986	23,520	17,534	25.45%	
Staff Training	<u>3,447</u>	<u>50,000</u>	<u>46,553</u>	<u>6.89%</u>	
<b>Total Internal Expenses</b>	<b><u>595,840</u></b>	<b><u>2,580,335</u></b>	<b><u>1,984,495</u></b>	<b><u>23.09%</u></b>	
NOTE 1					
One time fees in the current quarter vs ongoing license fees allocated over time					
NOTE 2					
\$500 To reclassify to supplies did not make the report cutoff					

Grant Name/No.:		CCJC Employment and Education Training Program			22-23
Effective Dates:		7/1/22-6/30/23			
Agency/Contact:		Clark County Juvenile Court			Term: 12 months
FEE FOR SERVICE		9/30/2022	25% of Term		
Line Item Expense		Grant Budget	Grant to Date Costs	Budget Balance	Spending %
WSW		\$ 2,500.00	383.05	2,116.95	15%
Equus Subcontract #22-20		\$ 22,500.00	-	22,500.00	0%
Totals		\$ 25,000.00	\$ 383.05	\$ 24,616.95	2%

<b>Total Revenue PY22:</b>	<b>0.00</b>
Paid to Contractor	0.00
WSW Costs	<u>383.05</u>
<b>Total Expense</b>	<b><u>383.05</u></b>
<b>Net Revenue</b>	<b><u>\$ (383.05)</u></b>

Grant Name/No.:		EcSA - Round 2		7621-07	
Effective Dates:		4/1/22-3/31/24			
Agency/Contact:		Employment Security		Term:	24 months
		9/30/2022			
			25% of Term		
Line Item Expense		Grant Budget	Grant to Date Costs	Budget Balance	Spending %
Personnel: Salaries & Benefits		\$ 68,544.00	16,439.52	52,104.48	24%
Personnel: Travel		\$ 1,000.00	-	1,000.00	0%
Communication		\$ 7,000.00	3,500.00	3,500.00	50%
Indirect		\$ 68,544.00	18,494.48	50,049.52	27%
Subcontracts		\$ 216,651.00	23,657.59	192,993.41	11%
Totals*		\$ 361,739.00	\$ 62,091.59	\$ 299,647.41	17%

Equus 21-21	\$ 175,803.00	
CBO to be Procured	\$ 36,648.00	
Total Subcontracts Budget	\$ 216,651.00	
	\$ 4,200.00	IFA/RSA
	\$ -	Remaining Unobligated

Grant Name/No.:		EcSA - Round 3 (State)			1621-02
Effective Dates:		7/1/22-6/30/23			
Agency/Contact:		Employment Security			Term: 12 months
		9/30/2022			
			25% of Term		
Line Item Expense		Grant Budget	Grant to Date Costs	Budget Balance	Spending %
Personnel: Salaries & Benefits		\$ 68,185.20	21,982.35	46,202.85	32%
Personnel: Travel		\$ 6,500.00	-	6,500.00	0%
Communication		\$ 10,996.00	5,000.00	5,996.00	45%
Indirect		\$ 81,648.00	15,721.99	65,926.01	19%
Subcontracts		\$ 390,434.80	44,496.24	345,938.56	11%
Totals*		\$ 557,764.00	\$ 87,200.58	\$ 470,563.42	16%

Total Subcontracts Budget	\$ 390,434.80	
Equus 22-18 Equus State	\$ 390,434.80	
Unobligated Balance	\$ -	Remaining Unobligated

Grant Name/No.:		COVID-19 DRDW		7580-64	
Effective Dates:		5/1/20-6/30/23			
Agency/Contact:		Employment Security		Term:	38 months
		9/30/2022			
MOD 7 Additional Funds \$240K			76% of Term		
Line Item Expense	Grant Budget	Grant to Date Costs	Budget Balance	Spending %	
Participant Wages					
Disaster Relief Employment	\$ 274,430.00	204,324.65	70,105.35	74%	
Participant Fringe Benefits for Disaster Relief Employment	\$ 66,798.00	60,649.26	6,148.74	91%	
Career Services (excluding WEX/Internship)	\$ 258,418.00	57,187.14	201,230.86	22%	
Training Services, excluding On-the-Job Training (OJT)	\$ 59,427.00	29,047.51	30,379.49	49%	
WDC Admin	\$ 4,144.00	2,879.00	1,265.00	69%	
WDC Indirect	\$ 53,803.00	38,080.00	15,723.00	71%	
WDC Indirect Admin	\$ 33,584.00	23,100.00	10,484.00	69%	
Totals	\$ 750,604.00	\$ 415,267.56	\$ 335,336.44	55%	

**Total Subcontracts Budget - several categories have dollars for Subcontracts**

		\$ 573,560.00	
20-09 Equus Mod 3		\$ 370,718.82	
20-11 Equus MOD 3		\$ 12,692.18	
Contract Obligations	TOTAL	\$ 383,411.00	
Remaining after MOD 7		\$ 190,149.00	
		\$ 9,000.00	IFA/RSA
		<u>\$ 181,149.00</u>	Net for Subcontract modification



Grant Name/No.:	COVID-19 ERDW MOD 5		7590-64	
Effective Dates:	7/1/20-3/31/23			
Agency/Contact:	Employment Security		Term:	33 months
	9/30/2022	82% of Term		
Line Item Expense	Grant Budget	Grant to Date Costs	Budget Balance	Spending %
Career Services (excluding WEX/Internship)	\$ 476,650.00	386,405.71	90,244.29	81%
Workbased Learning (Wex/Internship)	\$ 132,429.00	89,490.03	42,938.97	68%
Training Services (Excluding OJT)	\$ 105,000.00	43,108.00	61,892.00	41%
On-the Job Training	\$ 60,817.00	47,269.26	13,547.74	78%
Supportive Services	\$ 18,953.00	12,689.46	6,263.54	67%
WDC Admin	\$ 4,525.00	4,525.00	-	100%
WDC Indirect	\$ 178,493.00	130,041.96	48,451.04	73%
WDC Indirect/Admin	\$ 103,513.00	101,228.85	2,284.15	98%
Totals	\$ 1,080,380.00	\$ 814,758.27	\$ 265,621.73	75%

Total Subcontracts Budget - several categories have dollars for this spending

	\$ 510,771.53	
20-13 Equus Operator	\$ 322,500.00	
20-13 Equus Operator-De-obligate 10.1.21	\$ (259,663.00)	
20-11 Equus MOD 4	\$ 439,571.53	
Contract Obligations	TOTAL \$ 502,408.53	
Unobligated Balance	\$ 8,363.00	IFA/RSA
	\$ -	Remaining Unobligated

Grant Name/No.:	Opioid Crisis MOD 2		7530-02	
Effective Dates:	10/26/20-6/30/23			
Agency/Contact:	Employment Security		Term:	32 months
	9/30/2022	72% of Term		
Line Item Expense	Grant Budget	Grant to Date Costs	Budget Balance	Spending %
Participant Wages for Disaster Relief Employment	\$ 88,615.00	33,740.95	54,874.05	38%
Participant Fringe Benefits for Disaster Relief	\$ 26,585.00	6,819.98	19,765.02	26%
Career Services	\$ 325,507.00	262,708.27	62,798.73	81%
Training Services	\$ 184,800.00	111,385.09	73,414.91	60%
Supportive Services	\$ 40,000.00	18,643.42	21,356.58	47%
Administrative Costs	\$ 34,493.00	21,057.85	13,435.15	61%
Totals	\$ 700,000.00	\$ 454,355.56	\$ 245,644.44	65%

**Total Subcontracts Budget - several categories have dollars for this spending**

	\$ 590,594.00	
Equus 20-11 MOD 4	\$ 532,647.00	
De-obligate Equus 20-13 10.1.21	\$ (251,447.00)	
Equus 20-13 MOD 1	\$ 304,800.00	
Contract Obligations	\$ 586,000.00	
	<b>TOTAL</b>	
	\$ 4,594.00	IFA/RSA
Unobligated Balance	\$ -	Remaining Unobligated

Grant Name/No.:		BFET		2112-31070	
Effective Dates:		10/1/21-9/30/22			
Agency/Contact:		Employment Security		Term:	12 months
Grant to date costs funded by other non-federal sources and reimbursed at 50% for future use.		9/30/2022		100% of Term	
Line Item Expense		Grant Budget	Grant to Date Costs	Budget Balance	Spending %
Salaries		\$ 9,366.00	9,366.00	-	100%
Fringe Benefits		\$ 1,124.00	1,124.00	-	100%
Administrative Services		\$ 47,321.00	11,258.23	36,062.77	24%
Indirect		\$ 12,644.00	12,644.00	-	100%
Participant Reimbursement:					
Transportation		\$ 5,143.00	87.50	5,055.50	2%
Educational/Credential Testing		\$ 7,837.00	73.50	7,763.50	1%
Clothing		\$ 4,050.00	1,118.09	2,931.91	28%
Child Care		\$ 13,600.00	-	13,600.00	0%
Books & Training Supplies		\$ 7,500.00	-	7,500.00	0%
Housing		\$ 24,000.00	2,016.00	21,984.00	8%
Totals		\$ 132,585.00	\$ 37,687.32	\$ 94,897.68	28%
BFET CONTRACT TO DATE REVENUE		\$ 37,687.32			

Source of reimbursed (match) expenditures:

CDBG	20,332.56
Community Foundation	3,295.08
City of Vancouver	77.82
KeyBank Foundation	155.65
BFET Reutilized	13,826.21
Source of matched expenditures	TOTAL \$ 37,687.32

Grant Name/No.:	CDBG		20-6221C-142	
Effective Dates:	1/1/21 - 6/30/23			
Agency/Contact:	WA Dept. of Commerce		Term:	30 months
		9/30/2022		
Grant executed June 2021			70% of Term	
Line Item Expense	Grant Budget	Grant to Date Costs	Budget Balance	Spending %
WSW Internal (Staff and Indirect)	\$ 64,276.00	45,436.01	18,839.99	71%
Subcontract Career Services	\$ 95,625.00	25,117.03	70,507.97	26%
Subcontract Participant Support Costs	\$ 20,000.00	1,165.53	18,834.47	6%
Participant Work Experience	\$ 457,599.00	35,354.08	422,244.92	8%
	\$ -	-	-	
Totals	\$ 637,500.00	\$ 107,072.65	\$ 530,427.35	17%

Total Subcontracts Budget	\$ 573,224.00
21-09 Equus	\$ 573,224.00
Contract Obligations	TOTAL \$ 573,224.00
Unobligated Balance	\$ -

Grant Name/No.:	Fourth Plain Navigator		58435	
Effective Dates:	1/1/22 - 3/31/23			
Agency/Contact:	City of Vancouver		Term:	15 months
	9/30/2022			
		60% of Term		
Line Item Expense	Grant Budget	Grant to Date Costs	Budget Balance	Spending %
WSW Internal (Staff and Indirect)	\$ 10,000.00	2,218.45	7,781.55	22%
Subcontract	\$ 10,000.00	156.71	9,843.29	2%
Totals	\$ 20,000.00	\$ 2,375.16	\$ 17,624.84	12%

Total Subcontracts Budget	\$ 10,000.00
Equus 22-04	\$ 10,000.00
Contract Obligations	TOTAL \$ 10,000.00
Unobligated Balance	\$ -

Grant Name/No.:		City of Vancouver CDBG Childcare Partnership		14-218/906	
Effective Dates:		8/1/22 - 6/30/23			
Agency/Contact:		City of Vancouver		Term:	11 months
		9/30/2022			
			18% of Term		
Line Item Expense		Grant Budget	Grant to Date Costs	Budget Balance	Spending %
Subcontract		\$ 40,000.00	-	40,000.00	0%
Totals		\$ 40,000.00	\$ -	\$ 40,000.00	0%

Total Subcontracts Budget		\$ 40,000.00
		\$ -
Contract Obligations	TOTAL	\$ -
	Unobligated Balance	\$ 40,000.00

Grant Name/No.:		Career National DW Grant		22-60315	
Effective Dates:		7/1/22 - 6/30/23			
Agency/Contact:		Worksystems, Inc.		Term:	12 months
		9/30/2022			
			25% of Term		
Line Item Expense		Grant Budget	Grant to Date Costs	Budget Balance	Spending %
Personnel		\$ 25,234.00	3,053.73	22,180.27	12%
Operating		\$ 3,040.00	153.49	2,886.51	5%
Subcontractor		\$ 434,648.00	205.52	434,442.48	0%
Indirect		\$ 27,518.00	3,508.32	24,009.68	13%
Totals		\$ 490,440.00	\$ 6,921.06	\$ 483,518.94	1%

Total Subcontracts Budget	\$ 434,648.00	
Equus 22-17 Career DWG	\$ 424,648.00	
Contract Obligations	TOTAL \$ 424,648.00	
Unobligated Balance	\$ 10,000.00	IFA/RSA
	\$ -	Remaining Unobligated



workforce  
SOUTHWEST WASHINGTON

Subrecipient Contract Performance Reports  
Quarter Ending 09/30/2022  
Q1 – Program Year 2022

1



## WIOA TITLE I - Youth

Equus 22-10 Clark  
Jul 2022 – Jun 2023

1

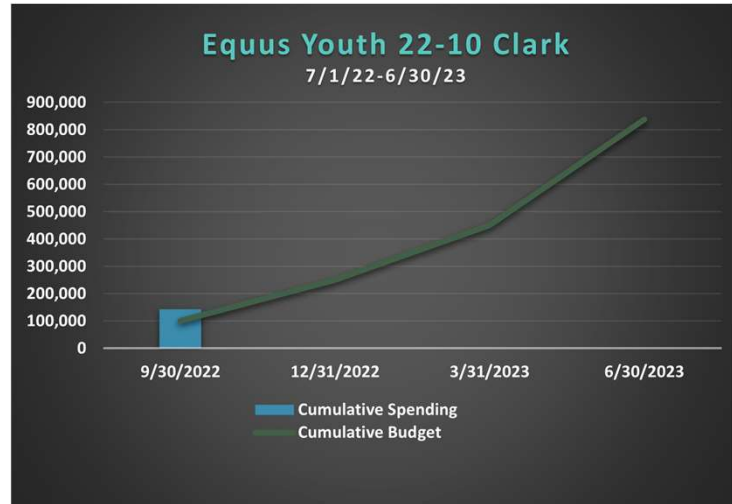
## Contract Budgeted Funding

Personnel \$387,656  
Operating \$31,813  
Basic Ed/Life \$56,220  
Participant \$228,000  
Other \$133,890  
TOTAL \$837,580

2

## Contract Notes

Funding does not expire



2

2

## WIOA TITLE I - Youth

Clark County  
Equus (22-10)  
Jul 2022 – June 2023

Metric	Total Contract Performance	Total Actual Performance to Date	Q1 Performance	Expected to Date (End Q1)	Expected Performance Achieved	Total Performance Achieved
New Enrolled Youth	127	25	25	38	33%	20%
Exits to Post Secondary/Employment	94	1	1	27	29%	4%
Exits w/GED or Diploma*	36	0	0	9	25%	0%

## Comments:

- 9 youth have started or completed a Work Experience
- Subcontractors (PAX Learning Center, The Underdog Mentality) did not have signed contracts this quarter
  - WSW Program Manager has followed up, contracts were signed in October
- PointNorth was contracted to assist with Next's social media as outreach & engagement have struggled during the pandemic, & social media analytics are increasing
- Columbia River Mental Health is now in the Next building for 2 hours every week

3

3

## WIOA TITLE I - Youth

Equus 22-11 Cowlitz & Wahkiakum  
Jul 2022 – Jun 2023

1

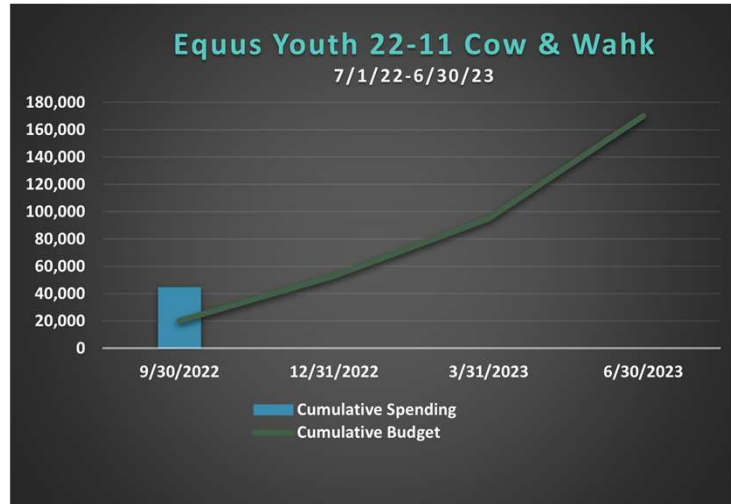
### Contract Budgeted Funding

Personnel \$80,764  
Operating \$6,249  
Basic Ed/Life \$13,779  
Participant \$45,176  
Other \$24,042  
TOTAL \$170,010

2

### Contract Notes:

Funding does not expire



4

4

## WIOA TITLE I - Youth

Equus (22-11) Cowlitz & Wahkiakum  
Jul 2022 – Jun 2023

Metric	Total Contract Performance	Total Actual Performance to date	Q1 Performance	Expected to Date (End Q1)	Expected Performance Achieved	Total Performance Achieved
New Enrolled Youth	34/4	4/0	4/0	6/1	18%/25%	12%/0%
Exits to Post Secondary/Employment	24/4	1/0	1/0	6/0	25%/0%	4%/0%
Exits w/GED or Diploma	12/1	2/0	2/0	3/0	25%/0%	17%/0%

### Comments:

- All enrollments & exits are from Cowlitz County—still struggling with engagement in Wahkiakum County

5

5

## WIOA TITLE 1 - Youth

Goodwill (22-12)  
Jul 2022 – Jun 2023

1

## Contract Budgeted Funding

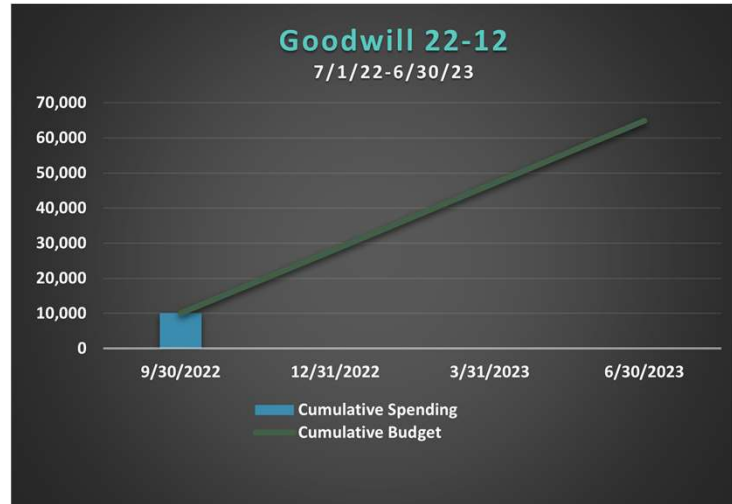
Operating \$1,451  
Participant \$49,974  
Indirect \$8,575  
TOTAL \$ 60,000

2

## Contract Notes:

Contract executed August 2022

Funding does not expire.



6

6

## WIOA TITLE 1 - Youth

Goodwill (22-12)  
Jul 2022 – Jun 2023

Metric	Total Contract Performance	Total Actual Performance to date	Q1 Performance	Expected to Date (End Q1)	Expected Performance Achieved	Total Performance Achieved
WEX Placement (Cow)	25	5	5	6	24%	20%
WEX Site Development (Cow)	10	4	4	2	20%	40%
WEX Placement (Wah)	3	0	0	0	0%	0%
WEX Site Development (Wah)	2	0	0	0	0%	0%

## Comments:

- 6 interns started a WEX, 1 withdrew due to medical issues (other 5 completed)
- The Business Development Specialist has left & Goodwill is working on hiring a replacement
  - In the interim of staffing, WSW Program Manager is providing support with partnership development & Equus Cowlitz/ Wahkiakum Talent Development Specialist is assisting with Work Experience Placements

7

7

## WIOA TITLE I - Adult - Clark

Equus (21-07)  
Oct 2021 - Sep 2022

1

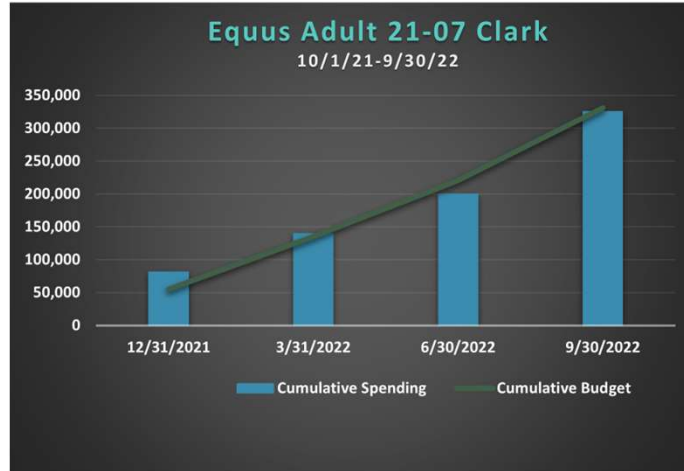
### Contract Budgeted Funding

Personnel \$256,128  
Operating \$17,940  
Indirect \$26,777  
Mgmt Fee \$30,084  
TOTAL \$330,929

2

### Contract Notes:

Funding does not expire.



8

8

## WIOA TITLE I - Adult - Clark

Equus (21-07)  
Oct 2021 - Sep 2022

Metric	Oct- Dec 2021*	Jan - Mar 2022*	Apr - Jun 2022*	Current Qtr Jul-Sept. 2022
New Enrolled Adults	322	342	282	305
Exits to Employment	57	52	58	46

Comments:

\*Prior months shown for comparison

9

9

## WIOA TITLE I - Adult - Cowlitz/Wahkiakum

Equus (21-07)  
Oct 2021 - Sep 2022

1

### Contract Budgeted Funding

Personnel \$76,962  
Operating \$6,155  
Indirect \$8,120  
Mgmt Fee \$9,124  
TOTAL \$100,361

2

### Contract Notes:

Funding does not expire.



10

10

## WIOA TITLE I - Adult -Cowlitz/Wahkiakum

Equus (21-07)  
Oct 2021 - Sep 2022

Metric	Oct- Dec 2021*	Jan - Mar 2022*	Apr - Jun 2022*	Current Qtr Jul-Sept. 2022
New Enrolled Adults	91	48	76	91
Exits to Employment	27	15	14	14

Comments:

\*Prior months shown for comparison

11

11

## WIOA TITLE I - Dislocated Worker - Clark

Equus (21-07)  
Oct 2021 - Sep 2022

1

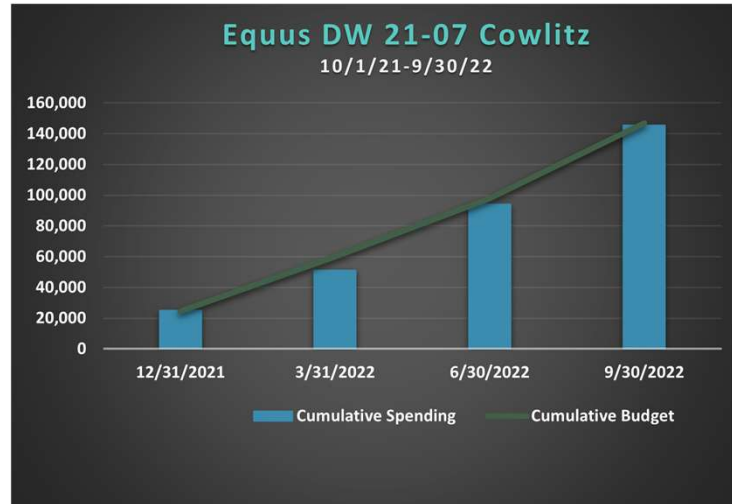
## Contract Budgeted Funding

Personnel \$448,817  
Operating \$31,400  
Indirect \$46,917  
Mgmt Fee \$52,713  
TOTAL \$579,847

2

## Contract Notes:

Funding does not expire



12

12

## WIOA TITLE I - Dislocated Worker - Clark

Equus (21-07)  
Oct 2021 - Sep 2022

Metric	Oct- Dec 2021*	Jan - Mar 2022*	Apr - Jun 2022*	Current Qtr Jul-Sept. 2022
New Enrolled Dislocated Workers	146	242	213	254
Exits to Employment	54	29	39	37

Comments:

\*Prior months shown for comparison

13

13

## WIOA TITLE I - Dislocated Worker - Cowlitz/Wahkiakum

Equus (21-07)  
Oct 2021 - Sep 2022

1

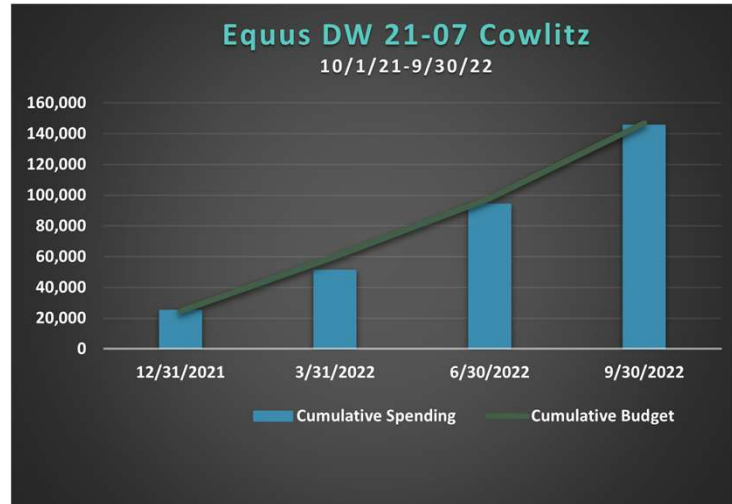
### Contract Budgeted Funding

Personnel \$112,689  
Operating \$9,020  
Indirect \$11,891  
Mgmt Fee \$13,360  
TOTAL \$146,960

2

### Contract Notes:

Funding does not expire



14

14

## WIOA TITLE I - Dislocated Worker - Cowlitz/Wahkiakum

Equus (21-07)  
Oct 2021 - Sep 2022

Metric	Oct- Dec 2021*	Jan - Mar 2022*	Apr - Jun 2022*	Current Qtr Jul-Sept. 2022
New Enrolled Dislocated Workers	57	63	71	56
Exits to Employment	9	6	7	6

Comments:

\*Prior months shown for comparison

15

15

## COVID-19 Disaster Relief

Equus (20-09)  
Jul 2020 – Mar 2023

1

### Contract Budgeted Funding

Personnel \$366,645  
Operating \$529  
Indirect \$1,073  
Mgmt Fee \$2,471  
TOTAL \$370,718

2

### Contract Notes:

Funding expires 6/30/23



16

16

## COVID-19 Disaster Relief

Equus (20-09)  
Jul 2020 – Mar 2023

Metric	Total to Date	Expected to Date	Expected by 03/22	Performance Achieved
Participants in Disaster Relief Employment	23	11	11	209%
Participants in Career + Training Services	23	15	15	153%
Participants Exiting	15	25	25	60%
Participants Exit to Employment	12	10	10	120%

Comments:

No concerns.

17

17



## WIOA TITLE 1- Youth

Equus SummerWorks (22-14)  
Aug 2022 – Dec 2023

1

### Contract Budgeted Funding

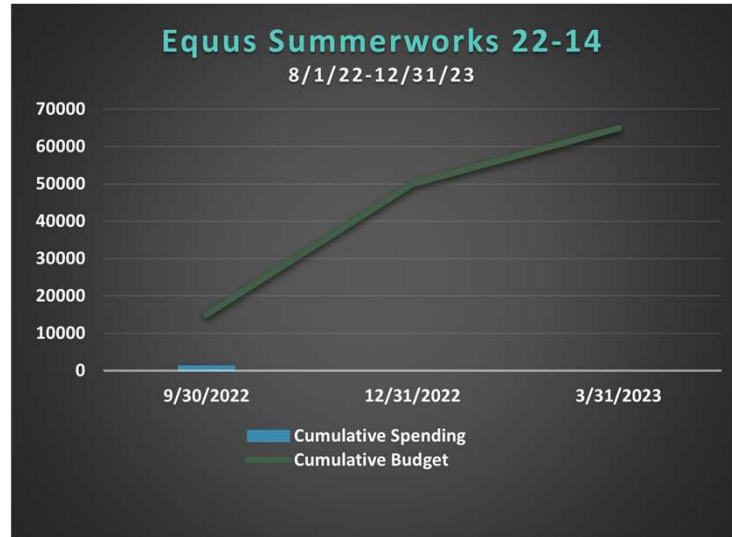
Personnel \$69,625  
Operating \$4,610  
Participant \$190,234  
Indirect \$35,531  
TOTAL \$300,000

2

### Contract Notes:

\$50K Funded by JP Morgan Chase Foundation

Title 1 Youth Funding does not expire



18

18

## WIOA TITLE 1- Youth

Equus SummerWorks (22-14)  
Aug 2022 – Dec 2023

Metric	Total to Date	Expected to Date	Expected by 12/23	Performance Achieved
# of Youth who have completed Workplace Readiness Workshops	8	17	50	16%
# of Youth who have completed Job Shadows and Informational Interviews	0	22	50	0%
# of youth who have completed 100-hour work-based learning experiences	8	18	50	16%
# of youth who exit to post-secondary or employment	0	22	50	0%

### Comments:

- Since July 1, 2022, Next has reported that 13 young adults have participated in WEX's but not all were billed as "SummerWorks" because this contract was not finalized until late August, which delayed true summer-time recruitment for SummerWorks.
- The participant recruitment/enrollment challenges that are impacting Next's programming overall are also impacting youth placement into SummerWorks internships.
- No youth have participated in Workplace Readiness training and a 100-hour work-based learning experience through SummerWorks have completed their job shadow or informational interview yet.

19

19

## Key Bank/COV - Fourth Plain Navigator

Equus Fourth Plain Navigator (22-04)  
Jul 2022 – Dec 2022

1

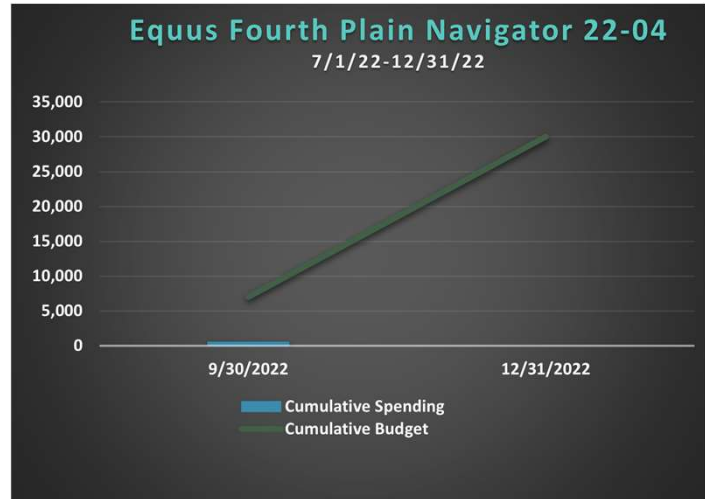
### Contract Budgeted Funding

Personnel \$23,514  
Operating \$1,154  
Indirect \$2,605  
Mgmt Fee \$2,727  
TOTAL \$30,000

2

### Contract Notes:

Funded by:  
\$10K City of Vancouver  
\$20K Key Bank



20

20

## Key Bank/COV - Fourth Plain Navigator

Equus Fourth Plain Navigator (22-04)  
Jul 2022 – Dec 2022

Metric	Total to Date	Expected to Date	Expected by 12/31	Performance Achieved
Small Businesses Engaged	8	10	30	80%
Enrolled Residents	0	5	15	-
Referred Residents	0	15	50	-

### Comments:

Members of the WSW team met with the Fourth Plain Forward leadership as well as Next and WorkSource leadership to ensure a strong coordinated effort to outreach.  
WSW will be modifying the contract to extend till March 2023.

21

21

## Career National Dislocated Worker via Worksystems

Equus Career NDWG (22-17)  
Jul 2022 – Jun 2023

1

### Contract Budgeted Funding

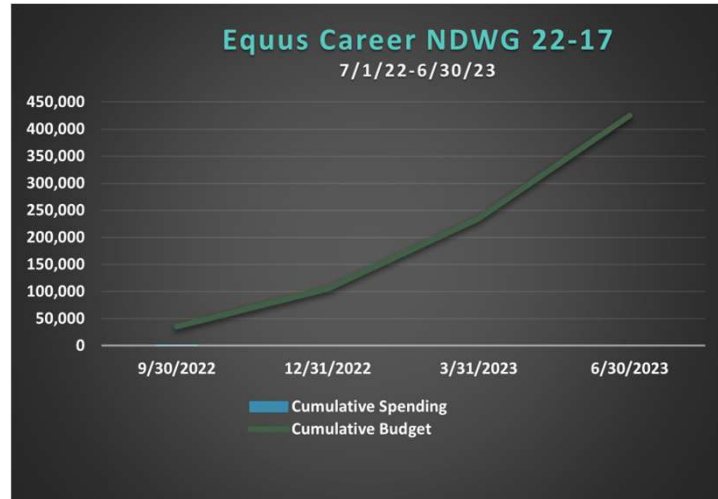
Personnel \$116,904  
Operating \$9,540  
Indirect \$13,188  
Participant Exp \$273,053  
Mgmt Fee \$13,963  
TOTAL \$424,648

2

### Contract Notes:

Regional Grant from Department  
of Labor

Contract executed 8/26/22



22

22

## Career National Dislocated Worker via Worksystems

Equus Career NDWG (22-17)  
Jul 2022 – Jun 2023

Metric	Total to Date	Expected to Date	Expected by 06/22	Performance Achieved
Eligible participants receiving childcare assistance	0	5	30	0%
Employment at exit and retained through Q2 after exit	0	3	21	0%
Employment rate Q4 after exit	0	4	22	0%
Median Earnings Q2 after exit \$8,300				
Participants completing training and obtaining credential	0	4	18	0%
Participants enrolled in training earning a measurable skills gain	0	2	14	0%
Participant Feedback				
When asked, 75% or more participants say they are satisfied with their experience	0	4	22	0%
When asked, 75% or more participants say they felt respected, included, and heard	0	4	22	0%
When asked, 75% or more participants say training and services were relevant, meaningful, or valuable	0	4	22	0%

**Comments:** Contract was executed on August 26, 2022, staff was provided iTrac training by Worksystems on 10/11/2022. Throughout the month of September Equus focused on targeted outreach and recruitment.

23

23

## One Stop Operator – Clark\*

Equus (21-08)  
Oct 2021 – Sep 2022

1

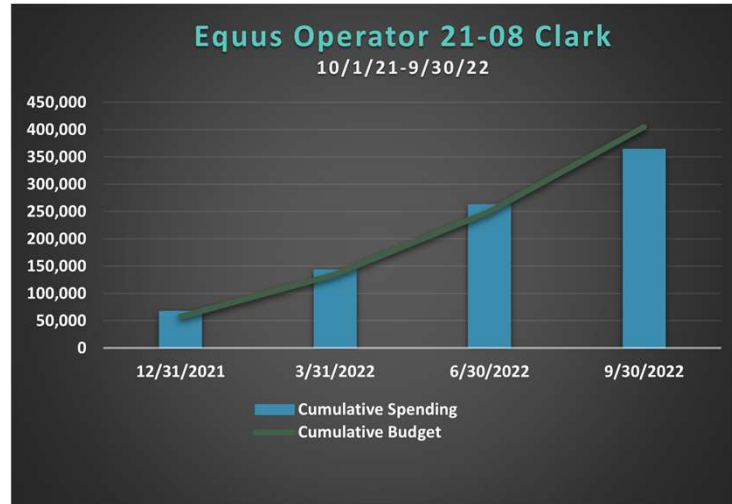
### Contract Budgeted Funding

Personnel \$82,056  
Operating \$11,006  
Indirect \$9,092  
Mgmt Fee \$ 10,216  
Participant Costs \$292,489  
TOTAL \$404,859

2

### Contract Notes:

Funding does not expire



24

\* Contract is partially supported by contributions via the WorkSource MOU/Infrastructure Funding agreement

24

## One Stop Operator - Cowlitz/Wahkiakum\*

Equus (21-08)  
Oct 2021 – Sep 2022

1

### Contract Budgeted Funding

Personnel \$24,624  
Operating \$3,228  
Indirect \$2,721  
Mgmt Fee \$ 3,057  
Participant Costs \$87,535  
TOTAL \$121,165

2

### Contract Notes:

Funding does not expire



25

\* Contract is partially supported by contributions via the WorkSource MOU/Infrastructure Funding agreement

25

## One Stop Operator - All Counties

Equus (21-08)  
Oct 2021 – Sep 2022

Strategy	Metric	Progress
Co-Enrolled adults across the system	At least 40% co-enrolled adults into Title I and Title III across the system	<b>30%</b> - (378/1261) in Oct. 2022
Development of vetted talent pool	1000 job seekers vetted as pre-qualified	643 job seekers vetted as pre-qualified to date; 24 job seekers vetted in PY22 Q1
Functional Teams	Lead integration of functional teams – to be fully implemented by June 2021	WSW suspended the functional team expectation due to COVID. The OSO is working to re-align the system with Integrated Service Delivery post-pandemic.
Customer satisfaction	Create multiple customer feedback loops to gather customer satisfaction data – Minimum 95% customer satisfaction rate	Customer survey responses decreased significantly through Q4. Less than 10% of customers served in Q4 completed surveys. The OSO is working with System Leadership to review survey questions and revisit strategies to increase customer participation.

26

26

## One Stop Operator - All Counties

Equus (21-08)  
Oct 2021 – Sep 2022

Comments: Equus hired a new One Stop Operator (OSO) in August. Our new OSO, Jessica Richards, has hit the ground running and is working on numerous initiatives. While WorkSource SW Washington continues to provide quality services to both job seekers and employers in the fourth quarter, the data reflects the many transitions, staffing challenges, as well as the need for realignment across all staff and one-stop system partners.

WorkSource is equipped with talented staff and a fresh group of leaders, eager to make a difference in the system and in turn, the communities we serve. As we collaborate to realign and refine our processes.

Vancouver WorkSource – Virtual services account for 53% of overall services and In Person 47%.  
Kelso WorkSource – Virtual services account for 37% of overall services and In Person 63%.

27

27

## THRIVE – State EcSA

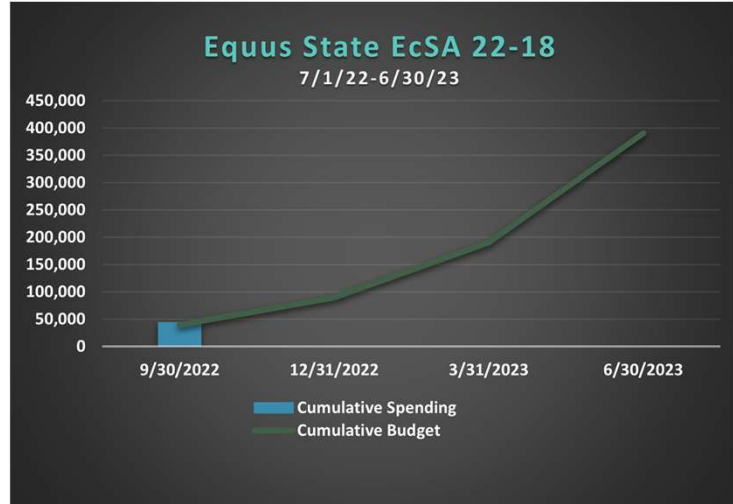
Equus (22-18)  
Jul 2022 – Jun 2023

### 1 Contract Budgeted Funding

Personnel \$210,909  
Operating \$16,580  
Participant \$113,771  
Indirect \$49,174  
TOTAL \$390,434

### 2 Contract Notes:

State General Funds



28

28

## THRIVE – Federal EcSA

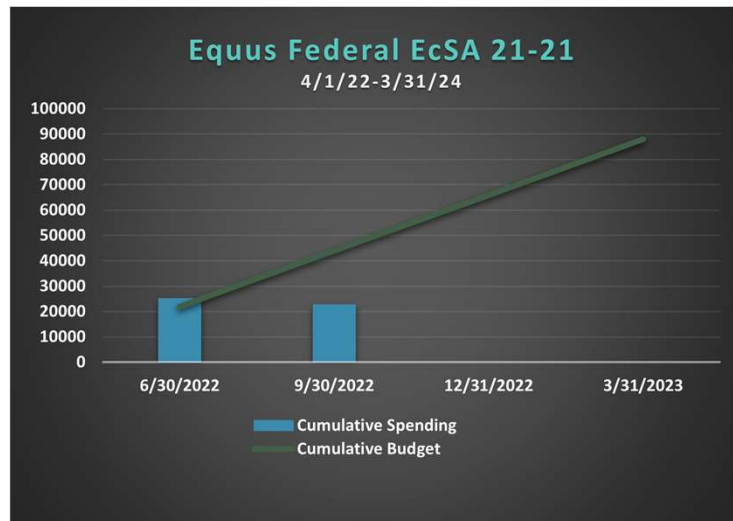
Equus (21-21)  
Apr 2022 – Mar 2024

### 1 Contract Budgeted Funding

Personnel \$139,376  
Operating \$5,350  
Indirect \$31,077  
TOTAL \$175,803

### 2 Contract Notes:

WIOA Funding



29

29

## THRIVE – State + Federal EcSA

Equus (22-18)  
Jul 2022 – Jun 2023

Metric	Total to Date	Expected to Date	Performance Achieved
Enrollments	240	216	111%
Exit to Full-Time Employment at or above \$34,480	68	85	76%
Exit to Continuing Subsidized Training	29	61	47%

### Comments:

Priority has been placed on outreach and enrollments – WorkSource Kelso is making strong strides in outreach to DSHS SNAP enrolled customers. Focus will maintain on outreach and will expand to prioritize training enrollments as well as employment placements.

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## COVID-19 Economic Recovery + Opioid Disaster Recovery- Clark

Equus (20-11)  
Nov 2020 – Feb 2023

1

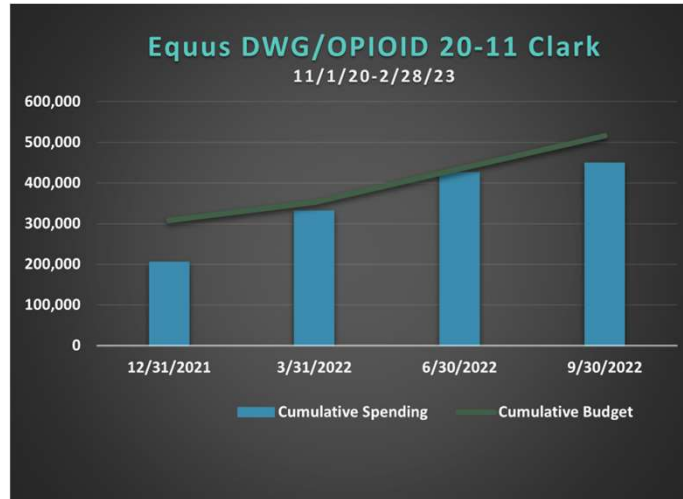
### Contract Budgeted Funding

Personnel \$203,125  
Operating \$13,401  
Participant \$408,769  
Indirect \$26,686  
Mgmt Fee \$28,008  
TOTAL \$ 679,989

2

### Contract Notes:

Budget increased and end date extended to February 28, 2023



32

32

## COVID-19 Economic Recovery + Opioid Disaster Recovery- Cowlitz/Wahkiakum

Equus (20-11)  
Nov 2020 – Feb 2023

1

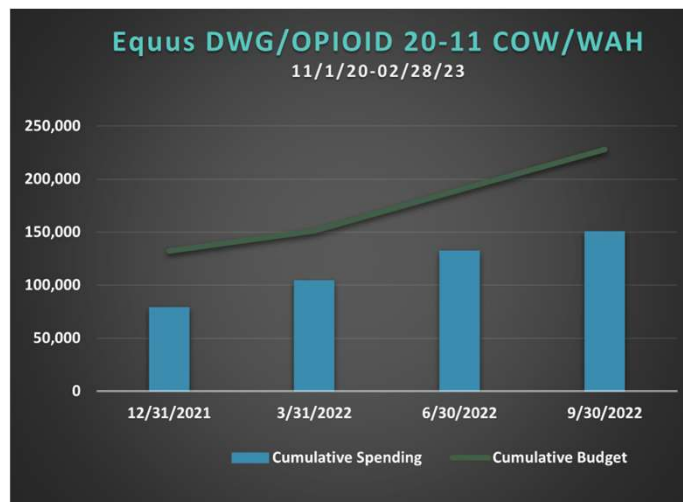
### Contract Budgeted Funding

Personnel \$90,984  
Operating \$5,968  
Participant \$183,446  
Indirect \$11,994  
Mgmt Fee \$12,529  
TOTAL \$304,921

2

### Contract Notes:

Budget increased and end date extended to February 28, 2023



33

33



## COVID-19 Economic Recovery + Opioid Disaster Recovery- SW WA

Equus (20-11)  
Nov 2020 – Feb 2023

Metric	Total to Date	Q1 Jul.- Oct. 22	Expected to Date	Expected by 06/23*	Performance Achieved
Total Planned Participants	233	49	93	93	250%
Participants in Career + Training Services	221	53	180	183	207%
Participants Receiving Training Services	73	17	90	105	70%
Participants Exit to Employment	94	21	67	125	75%

Comments:

No concerns.

34

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35

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## CBDG – Corona Virus Response

Equus (21-09)  
Oct 2021 – Jun 2023

1

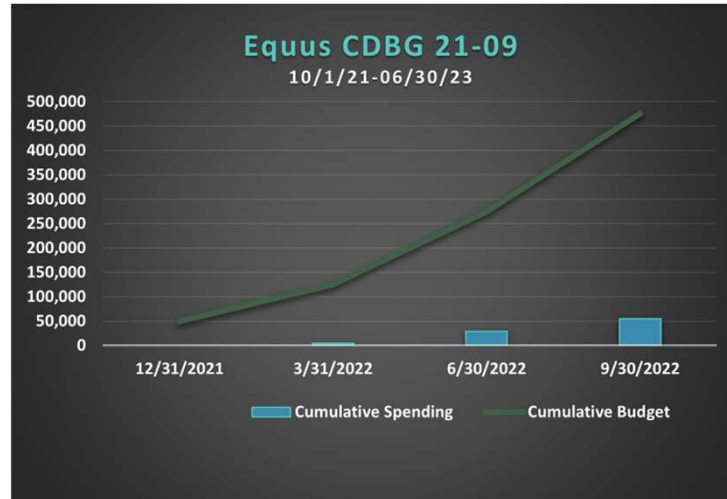
### Contract Budgeted Funding

Personnel \$75,184  
Operating \$4,011  
Indirect \$7,737  
Mgmt Fee \$8,693  
Participant \$477,599  
TOTAL \$573,244

2

### Contract Notes:

Funding extended to  
June 30, 2023



36

36

## CBDG – Corona Virus Response

Equus (21-09)  
Oct 2021 – June 2023

Metric	Total to Date	Expected to Date*	Expected by 06/23*	Performance Achieved
Participants	84	100	100	84%
Entering Employment	26	10	40	65%
Life Skills	39	50	50	70%
Job Search Training	75	50	50	150%

### Comments:

Expenditures are lagging – a meeting has been set in early December to develop a shared strategy with Dept of Commerce, WorkSource, and WSW to ensure a strong completion of this project.

37

37

## WIOA TITLE 1 - Incumbent Worker Training

Equus (21-11)  
Oct 2021 - Jun 2023

1

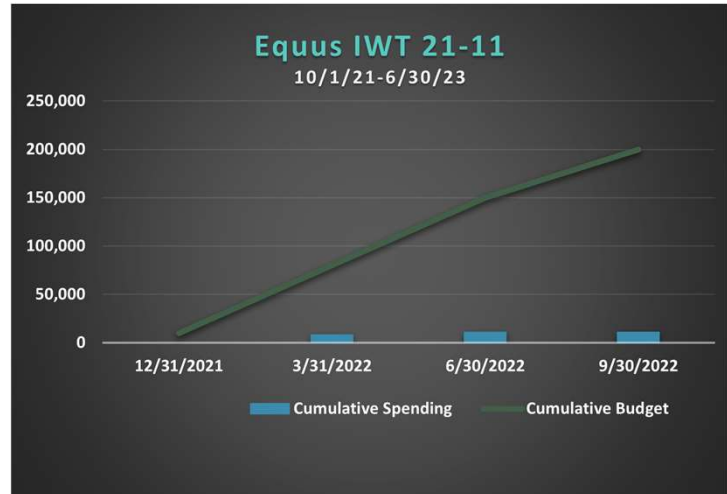
### Contract Budgeted Funding

Personnel \$79,608  
Operating \$3,210  
Indirect \$8,091  
Mgmt Fee \$9,091  
Participant \$100,000  
TOTAL \$200,000

2

### Contract Notes:

WIOA Adult and Dislocated  
Worker Funding-Does not  
expire



38

38

## WIOA TITLE 1 - Incumbent Worker Training

Equus (21-11)  
Oct 2021 - June 2023

Employers Approved for IWT					
Name	NAICS code	# of employees	Type of Training	Completion Date	Pay Increase
<i>None have been approved at this time.</i>	N/A	N/A	N/A	N/A	N/A

### Comments:

While no new incumbent worker training plans were approved this quarter, there are officially two in the pipeline. WSW will reevaluate the strategy in March to consider moving funds to another participant expense line item.

39

39

## WIOA TITLE 1– System Liaison

Wahkiakum Health & Human Services (22-08)  
Jul 2022 – Jun 2023

1

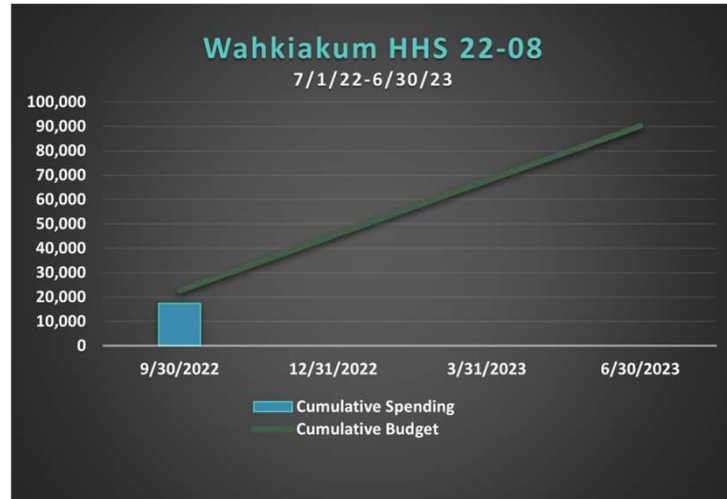
### Contract Budgeted Funding

Personnel \$83,269  
Operating \$7,000  
TOTAL \$90,269

2

### Contract Notes:

WIOA Funding – does not expire



40

40

## WIOA TITLE 1– System Liaison

Wahkiakum Health & Human Services (22-08)  
Jul 2022 – Jun 2023

Metric	Total to Date	Expected to Date	Expected by 6/23	Performance Achieved
Qualified customers ready to seek employment entered into Launchpad	0	5	21	-
Customers referred to WorkSource for additional training and work experience	0	7	29	-

### Comments:

- Partnering with the Wahkiakum Chamber of Commerce and additional outreach efforts have helped the Employ Wahkiakum brand gain solid traction. The system liaison is receiving referrals more consistently and the program gaining recognition in the community.
- Job market in Wahkiakum County continues to show signs of slowing. Job seekers are continuing to struggle with transportation which prevents them from being able to seek roles with higher wages and benefits in neighboring Cowlitz County.
- WHHS is preparing for a staff transition in the system liaison role. The current liaison is transitioning into a new role with the county, and an employee from the public works department is moving into the system liaison role to takeover Employ Wahkiakum.

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## WIOA TITLE 1- System Liaison

WSU Vancouver (22-09)  
Jul 2022 – Jun 2023

1

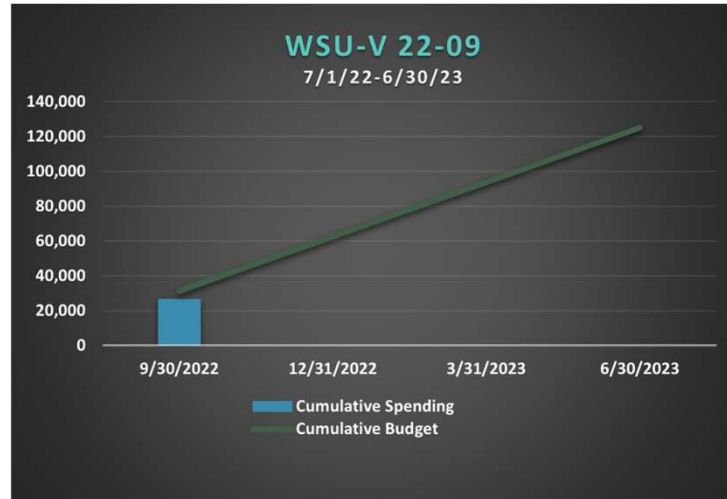
### Contract Budgeted Funding

Personnel \$88,824  
Operating \$3,088  
Indirect \$33,088  
TOTAL \$125,000

2

### Contract Notes:

WIOA Funding – does not expire



42

42

## WIOA TITLE 1- System Liaison

WSU Vancouver (22-09)  
Jul 2022 – Jun 2023

Metric	Total to Date	Expected to Date	Expected by 06/23	Performance Achieved
Qualified students ready to seek employment entered into Launchpad	25	10	105	24%
Diverse students engaged and entered into Launchpad	13	4	38	34%
Students referred to WorkSource for additional training and/or work experience	5	5	45	11%
Diverse students referred to WorkSource	1	2	14	7%

### Comments:

- Staffing continues to be a challenge for the Career Action Center. The system liaison is currently the only career services focused FTE, but WSU Vancouver is currently recruiting for a 2nd career-focused FTE.
- The system liaison recruited 37 employers to attend the Fall 2022 Career & Internship Fair.

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## WIOA TITLE 1- System Liaison

Lower Columbia College (22-07)  
Jul 2022 – Jun 2023

1

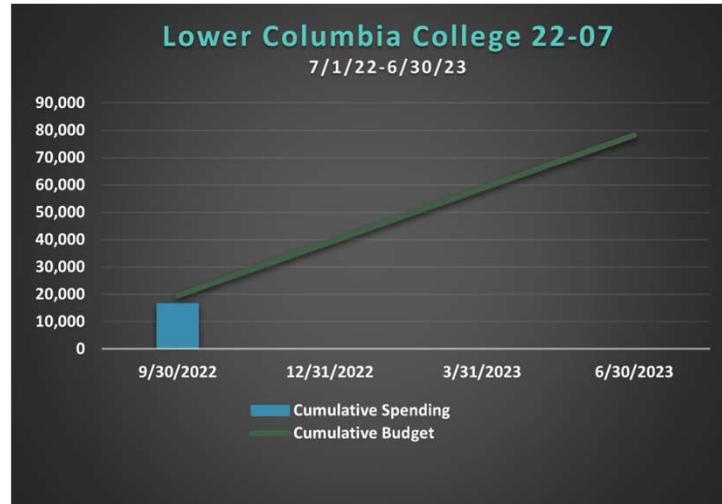
### Contract Budgeted Funding

Personnel \$75,119  
Operating \$1,000  
Indirect \$2,081  
TOTAL \$78,200

2

### Contract Notes:

WIOA Funding – does not expire



44

44

## WIOA TITLE 1- System Liaison

Lower Columbia College (22-07)  
Jun 2022 – Jun 2023

Metric	Total to Date	Expected to Date	Expected by 06/23	Performance Achieved
Qualified students ready to seek employment entered into Launchpad	18	8	56	32%
Diverse students engaged and entered into Launchpad	15	4	23	65%
Students referred to WorkSource for additional training and/or work experience	12	8	56	21%
Diverse students referred to WorkSource	5	4	23	22%

### Comments:

- Through strong partnerships with the college's one-stop center and TRIO programs, the system liaison is seeing an increase in the number of students referred to meet with them.
- The system liaison conducted a total of 79 student employment support meetings this quarter and helped place more than 16 individuals into full-time or part-time positions.

45

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## BUDGET MEMO

**DATE:** NOVEMBER 16, 2022  
**TO:** WSW FINANCE COMMITTEE MEMBERS  
 WSW EXECUTIVE BOARD MEMBERS  
**FROM:** BARRI HORNER, WSW CHIEF FINANCIAL OFFICER  
**RE:** WSW 2022-2023 BUDGET REVISION EFFECTIVE JANUARY 1, 2023

The following are highlights of the revised WSW 2022-2023 (PY22) annual budget. Detailed budget reports and worksheets are included in the meeting packet.

### WIOA FUNDING and CONTRACTS

Increased WIOA Formula funding carry-in resulted in an 11% increase in dollars available for contracts when the 75% allowance for contracts was applied. The increase in carry-in was a result of underspending realized when actual costs for the fiscal year were finalized.

	<u>TOTAL</u>	<u>WIOA Adult</u>	<u>WIOA DW</u>	<u>WIOA Youth</u>
Contracts authorized per revised budget (W/O IFA and Bus.Serv.)	3,782,031	1,095,548	1,005,671	1,680,812
Contracts authorized per initial budget (W/O IFA and Bus.Serv.)	3,396,683	1,007,125	965,754	1,423,804
Increase over initial budget	11%	9%	4%	18%

The following table is a summary of current WIOA Formula contracts by category with comparison to the total revised contract budget.

	<u>TOTAL</u>	<u>Adult</u>	<u>DW</u>	<u>Youth</u>
<b>TOTAL CONTRACTS:</b>	<b>3,130,895</b>	<b>972,454</b>	<b>674,087</b>	<b>1,484,353</b>
Systems Liasons	293,468	167,220	115,056	11,191
Systems Technology	2,000	1,140	784	76
Direct Workforce Development Systems Support	20,000	11,396	7,841	763
Business Services-Quality jobs	94,931	54,092	37,218	3,620
Outreach	183,702	13,294	9,158	161,250
Participant Training and Career Services	2,536,794	725,312	504,029	1,307,453
<b>New Contracting Authorized per Budget (Revised V7 11.2.22)</b>	<b>3,782,031</b>	<b>1,095,548</b>	<b>1,005,671</b>	<b>1,680,812</b>
<b>Difference</b>	651,136	123,094	331,584	196,459

Increased WIOA Formula funding carry-in also resulted in an 8% increase in dollars available for Operations and Reserves after subcontract allowance.

<b><u>WIOA Adult,DW,Youth, Admin</u></b>
<b>2,046,626 Total initial available for Operations and Reserves</b>
<b>2,229,167 Total available revised for Operations and Reserves</b>
<b>8% Increase over initial budget</b>

### NEW FUNDING

The following sources of funding were added to the revised budget. These figures represent funding for both operations and contracting in the current and future years.

	<b>Proposed REVISED Budget PY22</b>	<b>Future Years</b>	<b>Total</b>
QUEST National DW	259,559	926,469	1,186,028
Clark County Juvenile Court EET	25,000	-	25,000
Disaster Relief National DW 7580-64	240,000	-	240,000
City of Vancouver CDBG	40,000	-	40,000
<b>TOTAL</b>		<b>TOTAL</b>	<b>1,491,028</b>

### TOTAL FUNDING

Overall funding for the current program year increased 2% over last year and 7% over the initial approved budget.

	<b>Proposed Revised Budget PY22</b>	<b>Approved Revised Budget PY21</b>	<b>Increase (Decrease)</b>	<b>% Change</b>	<b>Approved Initial Budget PY22</b>	<b>Increase (Decrease)</b>	<b>% Change</b>
<b>TOTAL FUNDING</b>	<b>10,260,060</b>	<b>10,106,249</b>	<b>196,312</b>	<b>2%</b>	<b>9,547,110</b>	<b>712,951</b>	<b>7%</b>

### EXPENDITURES and RESERVES

Total expenditures for contracts is up 12% after the increase in carry-in funding for NEW WIOA contracts and other new funding added to the budget. Infrastructure costs removed from the NEXT IFA brought that category down 15% and WSW Operations costs is down 2%. A cost of living adjustment for all staff as of January 1, 2023 has been included in the budget as planned. The final COLA percentage is 7.7% rather than the 5% initially estimated. Still, a decrease in personnel costs after hiring and other staffing decisions reduced total overall personnel costs by \$70,400. Additionally, a 2% allowance for underspending of WSW operational costs is included in total expenditures.

Remaining current year reserves made up of mostly WIOA formula funds is up 27% over the original budget. These current year reserves represent funding carry-over for PY23 not yet assigned to a cost category. Additional funds available for future years due to new funding earmarked for operational line items results in an overall increase in available reserves of 56%.

<b>Item</b>	<b>Proposed Revised Budget PY22</b>	<b>Approved Revised Budget PY21</b>	<b>Increase (Decrease)</b>	<b>% Change</b>	<b>Approved Initial Budget PY22</b>	<b>Increase (Decrease)</b>	<b>% Change</b>
TOTAL FEDERAL CONTRACTS	5,583,611	6,972,216	(1,388,606)	(20%)	4,970,873	612,737	12%
TOTAL NON-FEDERAL CONTRACTS	1,218,611	555,361	663,250	119%	1,110,427	108,184	10%
<b>TOTAL ALL CONTRACTS</b>	<b>6,802,222</b>	<b>7,527,577</b>	<b>(725,356)</b>	<b>(10%)</b>	<b>6,081,301</b>	<b>720,921</b>	<b>12%</b>
Total Infrastructure Agreements **	298,438	296,155	2,283	1%	349,615	(51,177)	(15%)
Total WSW Coordination and Admin	2,525,075	2,300,516	224,559	10%	2,580,335	(55,260)	(2%)
Total Prepays (PY21) or allowance for underspend (PY22)	(47,928)	(18,000)	18,000	(100%)	-	(47,928)	100%
<b>TOTAL WSW DIRECT AND INDIRECT COSTS</b>	<b>2,775,585</b>	<b>2,578,671</b>	<b>244,842</b>	<b>9%</b>	<b>2,929,950</b>	<b>(154,365)</b>	<b>(5%)</b>
<b>TOTAL EXPENDITURES</b>	<b>9,577,807</b>	<b>10,106,248</b>	<b>(480,514)</b>	<b>(5%)</b>	<b>9,011,251</b>	<b>566,556</b>	<b>6%</b>
<b>RESERVES</b>	<b>682,254</b>	<b>0</b>			<b>535,859</b>	<b>146,395</b>	<b>27%</b>

<b>Held back for future years</b>	<b>641,691</b>
<b>Total RESERVES</b>	<b>1,323,944</b>
<b>Increase over original PY22 Budget</b>	<b>56% 476,530</b>



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**PY22 PROPOSED BUDGET (Revised) - COMPARISON**  
**Fiscal Year - July 1, 2022 Through June 30, 2023**

Year over Year							Change from Initial Approved (June 2022) Current Year		
Item	Proposed Revised Budget PY22	% of Total	Approved Revised Budget PY21	% of Total	Increase (Decrease)	% Change	Approved Initial Budget PY22	Increase (Decrease)	% Change
<b>FUNDING</b>									
<b>FEDERAL FUNDING</b>									
Total WIOA: Regional Resource Allocation	6,560,613	64%	6,466,138	64%	94,475	1%	5,905,369	655,243	11%
Total WIOA Governor Discretionary Funds	171,350	2%	664,542	7%	(493,193)	(74%)	189,575	(18,225)	(10%)
Total Other Federal Grants	1,854,884	18%	2,324,031	23%	(469,147)	(20%)	1,964,968	(110,084)	(6%)
<b>TOTAL FEDERAL FUNDING</b>	<b>8,586,846</b>	<b>84%</b>	<b>9,454,712</b>	<b>94%</b>	<b>(867,865)</b>	<b>(9%)</b>	<b>8,059,913</b>	<b>526,934</b>	<b>7%</b>
<b>NON-FEDERAL FUNDING</b>									
Total Private and Unrestricted	458,062	4%	210,438	2%	247,624	118%	359,284	98,778	27%
Total Other Government Funding	1,215,152	12%	441,099	4%	816,553	185%	1,127,914	87,238	8%
<b>TOTAL NON-FEDERAL FUNDING</b>	<b>1,673,214</b>	<b>16%</b>	<b>651,537</b>	<b>6%</b>	<b>1,064,177</b>	<b>163%</b>	<b>1,487,197</b>	<b>186,017</b>	<b>13%</b>
<b>TOTAL FUNDING</b>	<b>10,260,060</b>	<b>100%</b>	<b>10,106,249</b>	<b>100%</b>	<b>196,312</b>	<b>2%</b>	<b>9,547,110</b>	<b>712,951</b>	<b>7%</b>
<b>EXPENDITURES</b>									
<b>FEDERAL CONTRACTS</b>									
Total WIOA Contracts	4,081,521	43%	4,477,644	44%	(396,123)	(9%)	3,531,403	550,118	16%
Total Governor Discretionary Contracts	87,516	1%	539,562	5%	(452,045)	(84%)	113,035	(25,519)	(23%)
Total Other Federal Contracts	1,414,573	15%	1,955,011	19%	(540,438)	(28%)	1,326,435	88,138	7%
<b>TOTAL FEDERAL CONTRACTS</b>	<b>5,583,611</b>	<b>58%</b>	<b>6,972,216</b>	<b>69%</b>	<b>(1,388,606)</b>	<b>(20%)</b>	<b>4,970,873</b>	<b>612,737</b>	<b>12%</b>
<b>NON-FEDERAL CONTRACTS</b>									
Total Private and Unrestricted Contracts	211,444	2%	173,461	2%	37,983	22%	214,119	(2,675)	(1%)
Total Other Government Contracts	1,007,167	10%	381,900	4%	625,267	164%	896,308	110,859	12%
<b>TOTAL NON-FEDERAL CONTRACTS</b>	<b>1,218,611</b>	<b>13%</b>	<b>555,361</b>	<b>5%</b>	<b>663,250</b>	<b>119%</b>	<b>1,110,427</b>	<b>108,184</b>	<b>10%</b>
<b>DIRECT AND INDIRECT COSTS</b>									
Total Infrastructure Agreements	298,438	3%	296,155	3%	2,283	1%	349,615	(51,177)	(15%)
<b>WSW Coordination and Administration</b>									
Personnel - wages and benefits	1,971,467	21%	1,744,699	17%	226,768	13%	2,041,929	(70,462)	(3%)
Professional fees - accounting, legal, consulting	95,150	1%	121,305	1%	(26,155)	(22%)	84,150	11,000	13%
IT: Professional support	37,200	0%	31,200	0%	6,000	19%	33,600	3,600	11%
IT: Licensing, annual fees, software	64,635	1%	67,012	1%	(2,377)	(4%)	64,635	-	0%
Supplies-general office & kitchen	10,010	0%	7,960	0%	2,050	26%	10,010	-	0%
Telephone	11,436	0%	10,038	0%	1,398	14%	11,436	-	0%
Postage, print, copy, rentals	900	0%	900	0%	-	0%	900	-	0%
Occupancy	123,420	1%	119,520	1%	3,900	3%	123,420	-	0%
External Printing & publications	3,000	0%	1,000	0%	2,000	200%	3,000	-	0%
Individual Travel								0	
Local travel & mileage	22,350	0%	14,900	0%	7,450	50%	22,350	-	0%
Long distance travel	7,500	0%	3,750	0%	3,750	100%	7,500	-	0%
Individual Travel	29,850	0%	18,650	0%	11,200	60%	29,850	-	0%
Conferences & Meetings								0	
Individual Industry and CBO	9,500	0%	4,750	0%	4,750	100%	9,500	-	0%
Group Conference Events including Travel:								-	
Washington Workforce Association (WWA)	12,000	0%	-	0%	12,000	100%	12,000	-	0%
National Association of Workforce Boards (NAWB)	18,000	0%	36,000	0%	(18,000)	(50%)	18,000	-	0%
Prepaid NAWB Registration and Flights	-	0%	-	0%	-	100%	-	-	0%
Conferences & Meetings	39,500	0%	40,750	0%	(1,250)	(3%)	39,500	-	0%
Insurance	18,538	0%	16,380	0%	2,158	13%	17,936	602	3%
Furniture & equipment	41,099	0%	39,782	0%	1,317	3%	41,099	-	0%
Local meeting support	5,350	0%	8,350	0%	(3,000)	(36%)	5,350	-	0%
Memberships & Subscriptions	23,520	0%	22,970	0%	550	2%	23,520	-	0%
Staff Training	50,000	1%	50,000	0%	-	0%	50,000	-	0%
Total WSW Coordination and Admin	2,525,075	26%	2,300,516	23%	224,559	10%	2,580,335	(55,260)	(2%)
Total Special Projects & Prepaids or allowance for undersp	(47,928)	(1%)	(18,000)	(0%)	(29,928)	166%	-	(47,928)	(100%)
<b>TOTAL WSW DIRECT AND INDIRECT COSTS</b>	<b>2,775,585</b>	<b>29%</b>	<b>2,578,671</b>	<b>26%</b>	<b>196,914</b>	<b>8%</b>	<b>2,929,950</b>	<b>(154,365)</b>	<b>(5%)</b>
<b>TOTAL EXPENDITURES</b>	<b>9,577,807</b>	<b>100%</b>	<b>10,106,248</b>	<b>100%</b>	<b>(528,442)</b>	<b>(5%)</b>	<b>9,011,251</b>	<b>566,556</b>	<b>6%</b>
<b>RESERVES</b>	<b>682,254</b>						<b>535,859</b>	<b>146,395</b>	<b>27%</b>

