

4 p.m.  
120 South 3rd Street  
Suite 200-A  
Yakima, WA 98901-2868  
1. Agenda - June, 9 2015

Documents: [AGENDA - JUNE, 9 2015.PDF](#)

2. Board Minutes May 6, 2015 - Draft

Documents: [BOARD MINUTES MAY 6, 2015 - DRAFT.PDF](#)

3. Finance Report April 2015

Documents: [FINANCE REPORT APRIL 2015.PDF](#)

4. Program Year 2015 Contract Award Recommendations

Documents: [PROGRAM YEAR 2015 CONTRACT AWARD RECOMMENDATIONS.PDF](#)

5. Program Year 2015 Preliminary Budget General Summary Board

Documents: [PROGRAM YEAR 2015 PRELIMINARY BUDGET GENERAL SUMMARY BOARD.PDF](#)

6. Program Year 2015 Preliminary Budget General Summary Compensation Board

Documents: [PROGRAM YEAR 2015 PRELIMINARY BUDGET GENERAL SUMMARY COMPENSATION BOARD.PDF](#)

7. Program Year 2015 Workforce Investment Act Dislocated Worker - Adult Allocations June 9 2015

Documents: [PROGRAM YEAR 2015 WORKFORCE INVESTMENT ACT DISLOCATED WORKER - ADULT ALLOCATIONS JUNE 9 2015.PDF](#)

8. Program Year 2015 Youth Allocations For Workforce Development Council Approval June, 9 2015

Documents: [PROGRAM YEAR 2015 YOUTH ALLOCATIONS FOR WORKFORCE DEVELOPMENT COUNCIL APPROVAL JUNE, 9 2015.PDF](#)



**SCWDC Executive Committee Meeting**  
**June 9, 2015**  
**4:00 p.m.**  
**SCWDC Large Conference Room/WebEx**

**Agenda**

Call to Order

Introductions

Dennis Flabetich

Approval of Minutes, May 6, 2015

*Action/Approval*

Dennis Flabetich

**Consent Agenda Items:**

*Action/Approval*

**15-06-01 Finance Report**

To adopt the SCWDC Finance Reports as submitted for period ending April 30, 2015

PY15 Preliminary Budget

*Action/Approval*

PY15 Youth Contract Awards

*Action/Approval*

PY15 Comprehensive Columbia Gorge Contract

*Action/Approval*

Adult/Dislocated Worker Allocations

*Action/Approval*

Youth Allocations

*Action/Approval*

Director Report

Patrick Baldoz

Other Business

Adjourn

**Additional Attachments:**



**Full Board Meeting**  
**May 6, 2015**  
**9:30 a.m.**  
**Yakima County Health District**

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**Minutes:**

*Board Members Present:*

Adam Valdez  
Carolyn Dresker  
Gregg Broyles  
Linda Kaminski  
Ric Pilgrim  
Tony Edwards

Barbara Cosner  
David McFadden  
Jill Falk  
Marcia Henkle  
Steve Hart  
Travis Piatz

Brian Lenz  
Dennis Flabetich, Chair  
Leonard Crouch  
Mark Todd  
Tammara Tippel

*Staff Present:*

Patrick Baldoz  
David Gonzales

Becky Smith, Minutes  
Amy Martinez

Chuck Padorr  
Tamara Bosler

*Guests:*

Marcelino Osorio  
Cindy Maib-Robinson

Sondra Pieti  
Madelyn Carlson

Michelle Smith  
Don Meseck

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**Call to Order: Dennis Flabetich**

Dennis Flabetich called the meeting to order at 12:35 p.m. and welcomed everyone to the meeting. Introductions were made.

**Approval of Minutes: Dennis Flabetich**

Dennis called for a motion to approve the April 13, 2015 meeting minutes:

**Tony Edwards moved to approve the April 13, 2015 Executive Committee Meeting minutes as printed, seconded by Barb Cosner. Motion carried.**

**Consent Agenda**

**15-05-01 Finance Report**

To adopt the SCWDC Finance Reports as submitted for period ending March 31, 2015.

**Linda Kaminski moved to approve the items on the Consent Agenda as presented, seconded by Jim Sizemore. Motion carried.**

### **Board Development Committee: Linda Kaminski**

Linda shared that the Board Development Committee met. She reviewed the provided memo describing the work they performed. The following three motions were a result of their work.

**Tony Edwards moved to eliminate the Youth Council; and establish a Youth Committee as described in the WIOA Legislation; and that it be composed of the following seven seats:**

1. **Board Member, Chair, Required Seat**
2. **Community Based Organization that Serves Youth, Required Seat**
3. **Juvenile Justice Center**
4. **Secondary Education System**
5. **Post-Secondary Education System**
6. **Vocation Rehabilitation**
7. **Member at Large – drawn from the community that may represent business, Job Corp, parents, or other categories deemed relevant to the matters of youth employment.**

Seconded by Barb Cosner. Motion carried.

**Jim Sizemore moved to reconstitute the WorkSource Oversight Committee as a new One-Stop (WorkSource) Committee; and that the membership include 12 members with the 4 required seats (core partners), and the remaining seats come from required WIOA national programs that are present in the area; and have the authority to commit or gain commitment from their organization; to formalize and negotiate partnerships and, the one-stop operator shall serve as an additional non-voting ex officio member, seconded by Dennis Flabetich. Motion carried.**

**Marcia Henkle moved to establish a standing committee for Individuals with Disabilities, and a board member will chair the committee and, other members/representatives shall come from partner organizations with expertise in serving people with disabilities, as well as representatives of agencies that serve this population, seconded by Tony Edwards. Motion carried.**

### **Approval of the PY15 Request for Proposals: Christine Cote**

Patrick shared that this past fall staff recommended the postponement of procurement until the new legislation. Since that time after talking to John Chamberlin and others, staff has decided that it would be best to move forward. There are currently two procurements going on. The first is for the Youth Program in Lower Yakima County and Upper Yakima/Kittitas Counties. The seconded is a comprehensive proposal for the Columbia Gorge including Youth, Dislocated Worker, Adult and WorkFirst programs.

The WIA programs will be allocating 80% in order to keep some funds back to cover all of the expenses such as business engagement and incumbent worker training.

The release date is May 5<sup>th</sup>. The due date is May 26 by 4:00 p.m. The contract period is July 1, 2015 – June 30-2016. There will be a Bidders Conference on May 12 at 1:30 p.m.

All proposals will be approved by the Board and the Consortium.

**Dave McFadden moved to approve the “Workforce Innovation and Opportunity Act Youth, Dislocated Worker, Adult and WorkFirst Programs” Request for Proposal for the Columbia Gorge for release May 5, 2015, seconded by Tony Edwards. Motion carried.**

**Director Report: Patrick Baldoz**

None

**Other Business:**

None

The meeting was adjourned at 12:48 p.m.

DRAFT

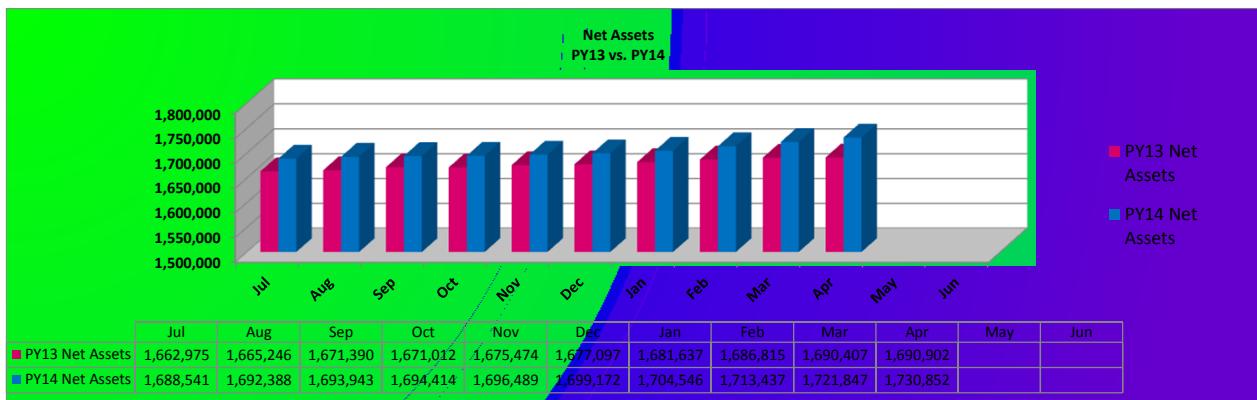
South Central Workforce Development Council

Financial Information Summary

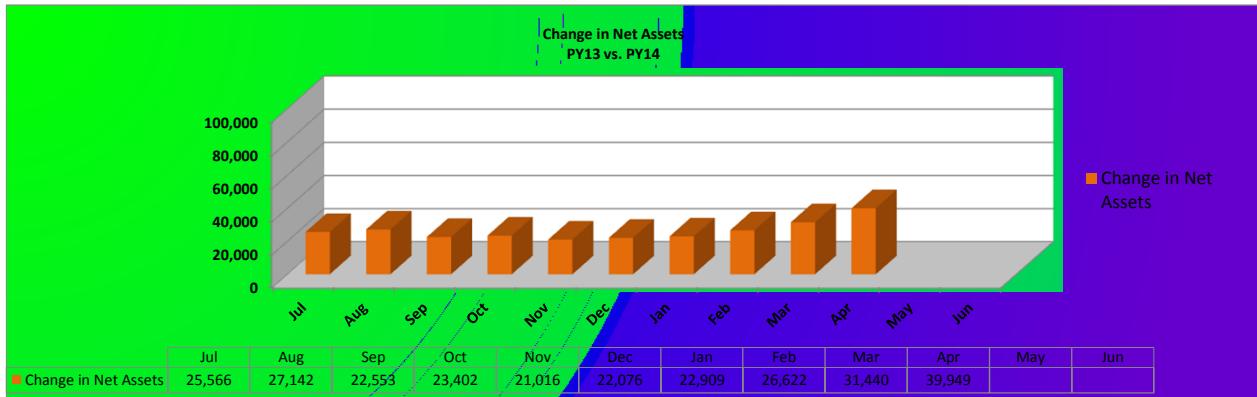
As of: 4/30/2015

	A Current Month (PY14) 4/1/2015 - 4/30/2015		C Current YTD (PY14) 7/1/2014 - 4/30/2015		E Prior YTD (PY13) 7/1/2013 - 4/30/2014	
	Actual	Budget	Actual	Budget	Actual	Budget
1 Beginning Net Assets	1,721,847		1,688,967		1,661,791	
2 Revenue	489,509	584,796	4,451,011	5,919,626	4,535,380	5,763,101
3 Less Expenses	(480,504)	(591,342)	(4,409,127)	(5,760,918)	(4,506,269)	(5,476,252)
4 Ending Net Assets	<u>1,730,852</u>		<u>1,730,852</u>		<u>1,690,902</u>	
5 Cash	454,653		454,653		461,350	
6 Investments	1,235,302		1,235,302		1,229,306	
7 Receivables and Other Assets	893,580		893,580		874,287	
8 Less Accounts Payable	(737,814)		(737,814)		(757,304)	
9 Less Salary and Taxes Payable	(114,870)		(114,870)		(116,737)	
10 Less Other Payables and Deferred Revenue	0		0		0	
11 Ending Net Assets	<u>1,730,852</u>		<u>1,730,852</u>		<u>1,690,902</u>	

NET ASSETS  
PY13 vs. PY14



CHANGE IN NET ASSETS  
PY13 vs. PY14





## MEMORANDUM

DATE: June 9, 2015

TO: South Central Workforce Council

FROM: Patrick Baldoz, Director

**SUBJECT: Recommendation Contract Award for Program Year 2015 Workforce Innovation and Opportunity Act You, Dislocated Worker, Adult, and Commerce WorkFirst programs**

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### I. PROPOSAL REVIEW

The South Central WDC Youth Council/Committee comprised of Craig Dwight, John Pascua, Eileen Fielding and Bryce Humphreys met on June 2, 2015 to review and rate proposals for the PY15 WIOA Youth programs for Upper Yakima/Kittitas County and for Lower Yakima County.

#### Upper Yakima/Kittitas County Youth Proposal Review

Only one proposal from OIC of Washington for Upper Yakima and Kittitas County Youth Program was received. Staff provided a technical review and reported the proposal met the technical requirements of the RFP. The committee publically commented and scored the proposal 340 of 400 possible points. After comments were concluded the committee unanimously voted to award the contract to OIC of Washington.

#### Lower Yakima County Youth Proposal Review

Only one proposal from Yakima Valley Farm Workers/NCAC was received for the Lower Yakima County Youth Program. Staff provided a technical review and reported the proposal met technical requirements of the RFP. The committee publically commented and scored the proposal 336 of 400 possible points. After comments were concluded the committee unanimously voted to award the contract to Yakima Valley Farm Workers/ NCAC.

The South Central WDC Planning Committee comprised of Christine Cote, Carolyn Dresker, Denny Newell, Gregg Broyles and Craig Dwight representing the Youth

Committee met on June 5, 2015 to review and rate comprehensive proposals for the Youth, Dislocated Worker, Adult and WorkFirst programs in the following area for Klickitat and Skamania Counties (Columbia Gorge).

**Klickitat/Skamania County (Columbia Gorge) Proposal Review**

Only one proposal from People For People was received for the Klickitat/Skamania (Columbia Gorge) area for WIOA Youth, Dislocated Worker, and Adult Programs; and Commerce WorkFirst programs. Staff provided a technical review and reported that the proposal met the technical requirements of the RFP. The committee publically commented and scored the proposal a total of 423 of 500 possible points. After comments were concluded the committee unanimously voted to award the contract to People for People.

**II. Sole Source**

The board needs to be aware that since only one proposal was received for each RFP, under procurement rules this is considered a failed procurement. Under this condition the board can reissue proposals or award contracts on a Sole Source Basis.

**III. Committee Recommendations**

1. **Youth Council/Committee Recommendation for Upper Yakima and Kittitas County**

The South Central Workforce Council Award (sole source) the PY15 Upper Yakima and Kittitas County WIOA Youth Program to OIC of Washington based on successful negotiations; and concurrence by the South Central Consortium of County Commissioners

2. **Youth Council/Committee Recommendation for Lower Yakima County**

The South Central Workforce Council award (sole source) the PY15 Upper Lower Yakima County WIOA Youth Program to Yakima Valley Farm Workers/NCAC based on successful negotiations; and concurrence by the South Central Consortium of County Commissioners

3. **South Central Workforce Council Review Committee Recommendation for Lower Klickitat and Skamania Counties**

The South Central Workforce Council Award (sole source) the PY15 WIOA Youth, Dislocated Worker, and Adult Programs; and Commerce WorkFirst programs to People For People based on successful negotiations; and concurrence by the South Central Consortium of County Commissioners

Cc: file

**South Central Workforce Development Council**  
**PY15 Preliminary Budget**  
**For Year Ending June 30, 2016**

	<b>PY15 Budget</b>	
	<b>Preliminary</b>	
<b>Line #</b>		
1	<b>Revenues</b>	
2	Grant/Contract Revenue	6,376,003
3	Interest Income	7,200
4	Program Income	0
5	<b>Total Revenues</b>	<b>6,383,203</b>
6		
7	<b>In-House Expense</b>	
8	Salary Expense	645,344
9	Staff Fringe	219,205
10	Board	18,250
11	Communications	33,105
12	Depreciation	1,081
13	Equipment	17,700
14	Facilities	74,400
15	Insurance	19,000
16	Memberships	13,500
17	Office Supplies	4,500
18	Professional Services	44,550
19	Program Support	0
20	Publications	250
21	Training	10,000
22	Travel	31,000
23	<b>Miscellaneous</b>	<b>0</b>
24	<b>SubTotal In-House Expenses</b>	<b>1,131,885</b>
25		
26	<b>Subcontractor/Direct Expenses</b>	<b>5,023,389</b>
27	<b>Total Expenses</b>	<b>6,155,274</b>
28		
29	<b>Change in Net Assets</b>	<b>227,929</b>

**South Central Workforce Development Council**  
**PY15 Preliminary Budget**  
**For Year Ending June 30, 2016**  
**& Comparison to PY14 Final-Revision1 Budget**

Description	PY15 Budget		PY14 Budget	
	Preliminary	Final - Revision1	\$ Change	% Change
<b>Line #</b>				
1 <b>Revenues</b>				
2 Grant/Contract Revenue	6,376,003	7,073,592	-697,589	-11%
3 Interest Income	7,200	7,200	0	0%
4 Program Income	0	0	0	NM
<b>Total Revenues</b>	<b>6,383,203</b>	<b>7,080,792</b>	<b>-697,589</b>	<b>-11%</b>
6				
7 <b>In-House Expense</b>				
8 Salary Expense	645,344	505,509	139,835	22%
9 Staff Fringe	219,205	161,276	57,929	26%
10 Board	18,250	18,600	-350	-2%
11 Communications	33,105	31,609	1,496	5%
12 Depreciation	1,081	1,081	0	0%
13 Equipment	17,700	14,900	2,800	16%
14 Facilities	74,400	68,400	6,000	8%
15 Insurance	19,000	19,000	0	0%
16 Memberships	13,500	13,500	0	0%
17 Office Supplies	4,500	5,050	-550	-12%
18 Professional Services	44,550	34,890	9,660	22%
19 Program Support	0	0	0	NM
20 Publications	250	210	40	16%
21 Training	10,000	12,000	-2,000	-20%
22 Travel	31,000	36,279	-5,279	-17%
23 Miscellaneous	0	0	0	NM
<b>SubTotal In-House Expenses</b>	<b>1,131,885</b>	<b>922,304</b>	<b>209,581</b>	<b>19%</b>
25				
26 <b>Subcontractor/Direct Expenses</b>	<b>5,023,389</b>	<b>6,002,801</b>	<b>-979,412</b>	<b>-19%</b>
27 <b>Total Expenses</b>	<b>6,155,274</b>	<b>6,925,105</b>	<b>-769,831</b>	<b>-13%</b>
28				
29 <b>Change in Net Assets</b>	<b>227,929</b>	<b>155,687</b>		

**South Central Workforce Development Council**  
**PY15 Preliminary Budget**  
**For Year Ending June 30, 2016**  
**& Comparison to PY14 Preliminary Budget**

Description	PY15 Budget		PY14 Budget	
	Preliminary	Preliminary	\$ Change	% Change
<b>Line #</b>				
1 <b>Revenues</b>				
2 Grant/Contract Revenue	6,376,003	5,998,950	377,053	6%
3 Interest Income	7,200	6,000	1,200	17%
4 Program Income	0	0	0	NM
<b>Total Revenues</b>	<b>6,383,203</b>	<b>6,004,950</b>	<b>378,253</b>	<b>6%</b>
6				
7 <b>In-House Expense</b>				
8 Salary Expense	645,344	474,546	170,798	26%
9 Staff Fringe	219,205	151,797	67,408	31%
10 Board	18,250	18,600	-350	-2%
11 Communications	33,105	39,350	-6,245	-19%
12 Depreciation	1,081	2,281	-1,200	-111%
13 Equipment	17,700	8,200	9,500	54%
14 Facilities	74,400	74,400	0	0%
15 Insurance	19,000	24,000	-5,000	-26%
16 Memberships	13,500	14,000	-500	-4%
17 Office Supplies	4,500	7,500	-3,000	-67%
18 Professional Services	44,550	45,570	-1,020	-2%
19 Program Support	0	0	0	NM
20 Publications	250	210	40	16%
21 Training	10,000	6,000	4,000	40%
22 Travel	31,000	33,819	-2,819	-9%
23 Miscellaneous	0	0	0	NM
<b>SubTotal In-House Expenses</b>	<b>1,131,885</b>	<b>900,274</b>	<b>231,612</b>	<b>20%</b>
25				
26 <b>Subcontractor/Direct Expenses</b>	<b>5,023,389</b>	<b>5,051,643</b>	<b>-28,254</b>	<b>-1%</b>
27 <b>Total Expenses</b>	<b>6,155,274</b>	<b>5,951,917</b>	<b>203,358</b>	<b>3%</b>
28				
29 <b>Change in Net Assets</b>	<b>227,929</b>	<b>53,033</b>		

## M E M O R A N D U M

**DATE:** June 9, 2015  
**TO:** South Central Workforce Council  
**FROM:** Patrick Baldoz  
**SUBJECT:** Approval of PY15 Dislocated Worker and Adult Program Allocations



The South Central Workforce Council has received WIOA preliminary allocations for PY15 Dislocated Worker and Adult Programs which begin July 1, 2015.

Dislocated Worker program allocations reflect an overall increase of 41% and Adult Program funds increased by 9%. The allocations come with limited first quarter (July – September) funding to the WDC, Dislocated Worker programs 20% and Adult program, 8%. With these limits in first quarter funding, particularly for our Adult Program, the WDC will need to be strategic in mitigating this limitation of funding through use of available PY14 carry in funds, DW State mitigation funds and other.

Please note, that with the procurement of our Dislocated Worker and Adult Programs, successful bidders are anticipated to begin operating these programs October 1, 2015. Therefore, staff is requesting to **allocate** Dislocated Worker and Adult PY15 WIOA to current providers for one quarter (July 1, 2015 – September 30, 2015).

Additionally, in an effort to get services in place by July 1, 2015, staff is requesting to enter into new one quarter (July-September) **agreements** with current individual program operators with allotments based upon historical percentages and client demand for services. Staff will negotiate the deliverables for enrollments, trainees, job placements and other, with each service provider.

The chart below provides the proposed distributions for WIOA PY15 Dislocated Worker and Adult Program allocations:

<b>PY15 Dislocated Worker</b>	<b>July 1<sup>st</sup> Allocation</b>	<b>October 1<sup>st</sup> Allocation</b>	<b>Total: Allocation</b>
<b>Total Grant</b>	\$237,087		<b>\$237,087</b>
ACP	\$23,708		\$23,708
Holdback	\$46,943		\$46,943
<b>Total to Contractors:</b>	<b>\$166,436</b>	<b>TBD</b>	<b>\$166,436</b>
<hr/>			
<b>PY15 Adult</b>	<b>July 1<sup>st</sup></b>	<b>October 1<sup>st</sup></b>	<b>Total:</b>
<b>Total Grant</b>	\$80,194		<b>\$80,194</b>
ACP	\$8,019		\$8,019
Holdback	\$0		\$0
<b>Total to Contractors:</b>	<b>\$72,175</b>	<b>TBD</b>	<b>\$72,175</b>

<b>PY15 Dislocated Worker</b>	<b>Formula Allocation</b>	<b>July 1<sup>st</sup> Allocation</b>	<b>October 1<sup>st</sup> Allocation</b>	<b>Total: Allocation</b>
People For People – Kittitas County	8%	\$17,070		\$17,070
People For People – Klickitat & Skamania Counties	8%	\$17,070		\$17,070
Dislocated Worker Program – Yakima County	62%	\$132,296		\$132,296
<b>TOTAL:</b>	<b>78%</b>	<b>\$166,436</b>	<b>TBD</b>	<b>\$166,436</b>
<hr/>				
<b>PY15 Adult</b>	<b>Formula Allocation</b>	<b>July 1<sup>st</sup></b>	<b>October 1<sup>st</sup></b>	<b>Total:</b>
People For People – Yakima/Kittitas Counties	71%	\$64,236		\$64,236
People For People – Klickitat/Skamania Counties	9%	\$7,939		\$7,939
<b>TOTAL: % of Program Funds to Service Providers</b>	<b>80%</b>	<b>\$72,175</b>	<b>TBD</b>	<b>\$72,175</b>

### Recommendation:

Staff is requesting approval to 1) Accept the PY15 WIOA Dislocated Worker and Adult allocations as provided; and 2) To provide additional PY14 Carry-in funds as available to mitigate program shortfalls first qtr. (July-September), and 3) To enter into First Quarter (July-September) Agreements with the current service providers, contingent on successful contract negotiations.



## MEMORANDUM

**DATE:** June 9, 2015

**TO:** South Central Workforce Development Council

**FROM:** Patrick Baldoz

**SUBJECT:** PY15 WIA Youth Program Allocations – Revision 1

We have received our PY15 current state allocation for the WIOA Youth Program for a total amount of \$1,073,385. Of this allocation \$966,047 is Program funds and \$107,338 is Cost Pool funds. Of the Program funds, 80% (\$772,838) is allocated to the recommended Youth Contractors (below) based on their service area with 20% of the program funds retained at the SCWDC level. The program funds retained is used to charge program related tasks at the WDC level.

The funding has been allocated by County according to State formulas.

PY15 WIOA Youth Allocation		
<b>Total Grant</b>		<b>\$1,073,385</b>
Administrative Cost Pool		\$107,338
Hold Back-WDC Program		\$193,209
80% remaining funds to be allocated to contractors		<b>\$772,838</b>

This chart reflects the program funding to each youth contractor based on their service area for each County.

PY15 Youth	Formula Allocation	Dollar Amount
OIC of Washington – Kittitas County	12.6%	\$97,378
OIC of Washington – Upper Yakima County	38.7%	\$299,088
Northwest Community Action Center – Lower Yakima County	38.7	\$299,088
People for People – Klickitat/Skamania Counties	10%	\$77,284
<b>TOTAL PROGRAM TO CONTRACTORS</b>	<b>\$100%</b>	<b>\$772,838</b>

### Recommendation:

- A.) Staff request approval to accept the \$966,047 program and \$107,338 cost pool PY15 WIA Youth Allocation.
- B.) Staff requests approval for the above funding allocations to go to the successful bidders based on their percentage for each of the County allotments, contingent on successful contract negotiations and the approval of the SCWDC Consortium.