



**Executive Committee Agenda**                      **September 8, 2020 from 8:30am-10am**  
 Zoom or Call in ONLY- 1-408-638-0968; Meeting ID 232 175 561  
<https://zoom.us/j/232175561>

Topic	Lead	Time	Description
Consent Agenda	Gary	8:30am	<ul style="list-style-type: none"> <li>• Ex Com minutes from July 8, 2020 meeting- <i>vote required</i></li> <li>• Ratify Votes by Email- <i>vote required</i> <ul style="list-style-type: none"> <li>○ <i>Order of Authority</i></li> <li>○ <i>EC Works Handbook</i></li> <li>○ <i>Budget Modification Policy</i></li> <li>○ <i>Procurement Policy</i></li> <li>○ <i>Electronic Disbursement Policy</i></li> <li>○ <i>Check Signing Authority</i></li> </ul> </li> </ul>
			Motions:
Recent Achievements and Accolades	Heather	8:35am	<ul style="list-style-type: none"> <li>• Bi-State Collaboration- Washington/Oregon</li> <li>• National Award for Veteran Services</li> <li>• Grant Submissions               <ul style="list-style-type: none"> <li>○ <i>Oregon Health Authority/OHSU Healthy Oregon Workforce Training Opportunity Grant</i></li> <li>○ <i>US Department of Education Reimagining Workforce Preparation Grant</i></li> </ul> </li> </ul>
			Actions:
Quarterly Unaudited Financial Statement	Jamie	8:50am	<ul style="list-style-type: none"> <li>• Review of Unaudited June 30 Financial Statements- <i>vote required</i></li> </ul>
			Motion:
Budget	Heather/Jamie	9:00am	<ul style="list-style-type: none"> <li>• 2020-2021 Modification #1-<i>vote required</i></li> </ul>
			Motion:
General Updates & Discussion	All	9:45am	<ul style="list-style-type: none"> <li>• Round-Robin Discussion               <ul style="list-style-type: none"> <li>○ IFA (Heather)</li> </ul> </li> </ul>
			Actions:
<b>Attachments:</b> <ul style="list-style-type: none"> <li>• July 8 Executive Committee Meeting Minutes</li> <li>• June 30 Unaudited Financial Statements</li> </ul>			



- Bi-State Collaboration Write-Up
- National Award for Veteran Services [VIDEO](#)
- Budget Summary



## East Cascades Works

### Executive Committee Minutes July 14, 2020 from 8:30am-10am

Zoom or Call in ONLY- 1-408-638-0968; Meeting ID 232 175 561

<https://zoom.us/j/232175561>

Attendees: Lisa Dobey, Tony DeBone, Gary North, Julie Matthews, Heather Tramp, staff: Heather Ficht, Jamie Kendellen, Stefanie Siebold, Jessica Fitzpatrick, Melissa Barrett

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> <li>Ex Com minutes from June 9, 2020 meeting- <i>vote required</i></li> <li>Ratify Vote by Email- Vote to approve Extension of Relaxed Policies due to COVID, through August 11, 2020- <i>vote required</i></li> <li>Ratify Vote by Email- Vote to approve additional dollars be added to Project Orange Investment in the amount of \$10,000, for a total investment of \$30,000- <i>vote required</i></li> </ul> <p>Motions: Gary moves to approve, Julie seconds, unanimously approved as presented.</p>
Board Meeting Agenda Review & Preview of Industry Engagement Discussion	Heather, Jessica & Stef	8:40am	<ul style="list-style-type: none"> <li>Review Board Meeting Draft Agenda</li> <li>Stefanie and Jessica to provide preview of Board Meeting Discussion: Industry Engagement Model</li> </ul> <p>Discussion: Heather F. proposed that the board vote on all officers at the July board meeting.</p> <p>We also have several members that are timing out or moving from their area or their positions. Gary would like to see Heather bringing the Executive Committee and Board members together to brainstorm new members to join the board.</p> <p>Heather would also like to begin recruiting individuals from beyond our larger communities.</p> <p>Tony asks Gary to provide his opinion around how we influence other potential business leaders to become board members.</p>



			<p>Stefanie and Jessica provided an overview of the Industry Engagement Model/ Outcome Investment and provided input regarding the ability for the team to manage the expectations of a contract that is not based on performance.</p> <p>Actions: Heather will develop outreach material for recruiting board members that includes bullet points from our investments in industry.</p>
PPP Loan Application	Jamie & Heather	9:20am	<ul style="list-style-type: none"> <li>Soliciting the input and approval from the Executive Committee to proceed or refrain from applying for the Paycheck Protection Program Loan- <i>vote required</i></li> </ul>
			<p>Discussion: Jamie reviewed the risk associated with the PPP loan and the likelihood of it turning into a grant. If not forgiven, it would carry a 1% interest over 60 months or would have to be paid off immediately that would have to come out of the program. We could maintain enough funding from the field to apply for forgiveness if we need to pay it back.</p> <p>Action: We will need the COWC to attend the board meeting. Between now and the board meeting, Jamie will be completing the application, so that it can be ready to submit after the board meeting should it be approved. If at any point it is not viable, we do not move forward.</p> <p>Motions: Gary moves to approve, Heather T. seconds, unanimously approved.</p>
General Updates & Discussion	All	9:40am	<ul style="list-style-type: none"> <li>Round-Robin Discussion               <ul style="list-style-type: none"> <li>Budget Modification Update- Sept/October Board Meeting (Heather)</li> </ul> </li> </ul>
			<p>Actions: NA</p>
<p>Attachments:</p> <ul style="list-style-type: none"> <li>June 9 Executive Committee Meeting Minutes</li> <li>July Board Meeting Agenda</li> <li>PPP Recommendation Summary</li> </ul>			



## Columbia Gorge Collaborative

Hood River, Sherman, and Wasco counties of Oregon State, and Klickitat and Skamania counties of Washington, represent an economic region often referred to as the Columbia Gorge. While the area is rural in nature and geographically large, over 86,000 people reside there, as reported by the 2019 U.S. Census Bureau. Employers recruit talent between the two states to find qualified workers and residents are willing to travel for living wage jobs.

Two Workforce Development Boards serve the communities of Columbia Gorge region, East Cascades Works (EC Works) in Oregon and South-Central Workforce Council (SCWDC) in Washington. Each board is dedicated to providing the best, most comprehensive services to job seekers and employers in their areas, however, the workforce needs are challenged because the region spans state boundaries creating silos and duplication of services. The bottom line is that customers should be served well and timely. Services to workers and businesses are hampered by federal and conflicting state regulations that create barriers and disincentives to customers who do not reside within the local workforce jurisdictions (county and state lines). In addition, federal and state resources for workforce development have been dwindling year over year.

The Columbia Gorge is positioned for economic growth and poised to provide residents with employment opportunities for livable wage jobs if solutions can be found to develop the local skilled workforce needed for current and future jobs. Developing a single comprehensive workforce system on the Oregon and Washington border that addresses the on-going needs of the residents of the Columbia Gorge and its employers will help solve these bi-state workforce needs and grow the economy. It will also create economic efficiencies to offset the impacts of reduced funding. We know this is possible based on the experience of our partners in economic development at Mid-Columbia Economic Development District. They have effectively partnered across state lines to ensure continuity of services to businesses.

Building the new system will be accomplished through the development of a comprehensive systematic approach to delivering outstanding services to the region's employers and residents, regardless of their respective state or county of residence or location, by strategically placing WorkSource (one-stop) Centers in areas that may serve both Oregon and Washington businesses and workers.

To achieve the goal the following action steps will occur:

1. EC Works and the SCWDC will take the lead by providing policy, fiscal and management oversight for building the Columbia Gorge Collaborative. The board and staff will identify policy issues that must be addressed in creating the new system and will work together to develop new policies and procedures that will ensure the new system's success. In partnership with Washington Employment Security and Oregon Employment Department, waivers will be identified, and approval will be requested with the U.S. Department of Labor or other relevant, state and federal agencies.

2. The board and staff, along with selected partners and affiliates, will participate in a resource mapping exercise for the new region. The purpose of the resource mapping will be to identify all of the new system's assets, the location of those assets, and other factors that will be used to determine the best location for new services on both sides of the Columbia River. As part of this

process the staff and board will also determine the most effective means for integrating WIOA formula funded services into the new system.

### **Summary Talking Points**

1. The goals of the Columbia Gorge workforce boards and partners are to provide the best, most comprehensive workforce services to job seekers and employers in their areas and to be good stewards of public funding.
2. The workforce needs of the Columbia Gorge are challenged because the region spans state boundaries creating silos and duplication of services. This is not customer focused or a cost-effective strategy with public funding. With the year over year reduction in workforce resources at the federal and state levels, it is imperative that we find a solution that will meet local workforce needs.
3. Developing a single comprehensive workforce system on the Oregon and Washington border that addresses the on-going needs of the residents of the Columbia Gorge and its employers will help solve these bi-state workforce needs and grow the economy.

**EAST CASCADES WORKS  
BUDGET VS. ACTUAL  
JULY 1, 2019 THROUGH JUNE 30, 2020**

Funding Expiration	RESOURCES	ADOPTED BUDGET	WORKING BUDGET	FUNDS DRAWN/ RECEIVED	REMAINING FUNDS AVAILABLE	BALANCE REMAINING %	NOTES
<i>Carry In Resources</i>							
6/30/2021	WIOA - Future Ready	6,872	186,377	128,920	57,457	31%	grant extension
6/30/2020	WIOA Adult	334,526	474,606	474,606	-	0%	<b>\$30,899 Added</b>
6/30/2020	WIOA Dislocated Worker	325,879	544,508	544,508	-	0%	
6/30/2020	WIOA Youth	294,561	486,528	486,528	-	0%	
6/30/2020	WIOA - HCEY	15,000	15,000	15,000	-	0%	
6/30/2020	WIOA - RR Layoff Aversion COVID	-	216,211	216,211	-	0%	
9/5/2020	WIOA - IQor	-	291,150	287,403	3,747	1%	
6/30/2020	Admin - Formula	276,070	280,267	280,267	-	0%	<b>\$3,433 Added</b>
9/30/2019	State - GED Wraparound	-	17,276	17,249	27	0%	
<i>Current Year Resources</i>							
10/31/2019	State - PY19 TANF Summer Jobs	-	134,574	134,574	-	0%	
10/31/2020	DOL - Apprenticeship USA	170,000	240,000	152,139	87,861	37%	
11/30/2020	Federal - Lane Workforce Partnership	-	36,000	2,369	33,631	93%	
	Other - TAO National Apprenti	-	37,500	37,500	-	0%	
6/30/2021	WIOA Adult	744,424	733,471	345,350	388,121	53%	} target 20% carry in of each to next year
6/30/2021	WIOA Dislocated Worker	754,197	822,703	423,692	399,011	49%	
6/30/2021	WIOA Youth	790,891	794,548	387,510	407,038	51%	
6/30/2021	WIOA - HCEY	-	11,250	-	11,250	100%	
6/30/2021	Admin - Formula	254,390	261,189	-	261,189	100%	target - as much as poss
3/31/2022	DOL - Disaster/Employment DWGs	-	661,770	77,179	584,591	88%	<b>NEW</b>
6/30/2021	WIOA/State - WTDB COVID	-	114,036	35,261	78,775	69%	<b>NEW</b>
6/30/2021	State - Compet Strategies (Board)	209,280	209,280	104,640	104,640	50%	
6/30/2021	State - Work Exp (TWIP)	278,662	286,018	124,334	161,684	57%	
6/30/2021	State - Industry Eng (Sectors)	212,034	212,034	73,278	138,756	65%	
n/a	County - Lake County	14,500	14,500	14,500	-	0%	
n/a	Special event revenue - net of exp	-	-	16,407	(16,407)	0%	
7/31/2022	Local revenue - COHC	-	90,000	21,224	68,776	76%	
12/10/2019	Local revenue - Facebook	-	250,000	250,000	-	0%	
n/a	Local revenue - YCC (Tykeson)	-	100,000	100,000	-	0%	
6/30/2020	Local revenue - Ford Family Fndn	-	10,000	10,000	-	0%	
	Program Income	-	12,520	78,888	(66,368)	-530%	
	Unrestricted Inc - Interest & Misc	-	-	3,714	(3,714)	0%	
<b>TOTAL AVAILABLE RESOURCES</b>		<b>4,681,286</b>	<b>7,543,316</b>	<b>4,843,250</b>	<b>2,700,066</b>	<b>36%</b>	



							YTD SPENDING
BOARD EXPENSES	ADOPTED BUDGET	WORKING BUDGET	YTD SPENDING	BALANCE REMAINING	BALANCE REMAINING %	as a % of REVENUE	
<b>Staffing</b>							
Salaries	513,883	503,052	503,052	0	0%	10.39%	
Taxes & Benefits	197,845	160,909	160,909	0	0%	3.32%	
<b>Total Staffing</b>	<b>711,728</b>	<b>663,961</b>	<b>663,961</b>	<b>0</b>	<b>0%</b>	<b>13.71%</b>	
<b>Operating Expenses</b>							
Temporary staff	4,000	-	-	-	0%	0.00%	
Professional services	5,000	-	-	-	0%	0.00%	
Legal services	1,500	67	67	-	0%	0.00%	
Audit services	18,025	18,025	18,025	(0)	0%	0.37%	
Fees/taxes	7,000	6,950	6,950	0	0%	0.14%	
Phone & internet	13,500	12,006	12,006	0	0%	0.25%	
Insurance	5,700	4,411	4,411	(0)	0%	0.09%	
Facilities	33,000	29,308	29,308	0	0%	0.61%	
Office supplies/expenses	5,700	3,630	3,630	0	0%	0.07%	
Memberships	14,000	12,377	12,377	-	0%	0.26%	
Printing	3,000	2,093	2,093	0	0%	0.04%	
Postage	500	156	156	(0)	0%	0.00%	
Staff/Board travel	15,000	14,043	14,043	(0)	0%	0.29%	
Meetings	7,000	3,918	3,918	0	0%	0.08%	
Staff development	5,000	7,278	7,278	(0)	0%	0.15%	
<b>Total Operating Expenses</b>	<b>137,925</b>	<b>114,262</b>	<b>114,262</b>	<b>0</b>	<b>0%</b>	<b>2.36%</b>	
<i>Board Exp as % of Revenue</i>			<b>16.07%</b>				
<b>Program Expenses</b>							
I-Trac	29,870	30,809	30,217	592	2%	0.62%	
WSO Exp - Leases, Phone, Tech	85,000	52,492	52,492	0	0%	1.08%	
One Stop Operator	32,967	32,961	32,829	132	0%	0.68%	
Program General Expenses	420,000	1,410,134	974,218	435,916	31%	20.11%	
Program Outreach	-	429	429	-	0%	0.01%	
<b>Total Program Expenses</b>	<b>567,837</b>	<b>1,526,825</b>	<b>1,090,184</b>	<b>436,641</b>	<b>29%</b>	<b>22.51%</b>	
<b>TOTAL BOARD EXPENSES</b>							
	<b>1,417,490</b>	<b>2,305,048</b>	<b>1,868,407</b>	<b>436,641</b>	<b>19%</b>	<b>38.58%</b>	
<b>Contract Expiration PROVIDER EXPENSES</b>							
	ADOPTED BUDGET	WORKING BUDGET	YTD SPENDING	BALANCE	BALANCE %	% of REVENUE	
9/30/2019 State - GED Wraparound	-	15,844	15,816	28	0%	0.33%	
10/31/2019 TANF - 2019 Summer Jobs	-	119,963	119,963	0	0%	2.48%	
6/30/2020 WIOA Adult	615,000	767,500	654,910	112,590	15%	13.52%	
6/30/2020 WIOA Dislocated Worker	615,000	720,000	646,713	73,287	10%	13.35%	
6/30/2020 WIOA Youth	725,000	876,000	752,172	123,828	14%	15.53%	
WIOA Youth - program income exp	-	-	57,761	(57,761)	0%	1.19%	
6/30/2020 WIOA HCEY	15,000	15,000	15,000	-	0%	0.31%	
6/30/2020 WIOA - IQor	-	284,020	282,139	1,881	1%	5.83%	
6/30/2020 Lake County - WSO Center	14,500	14,500	13,597	903	6%	0.28%	
6/30/2020 State - Work Experiences (TWIP)	125,398	125,398	110,034	15,364	12%	2.27%	
6/30/2020 DOL Apprenticeship USA/TAO	-	57,000	44,842	12,158	21%	0.93%	
6/30/2020 Future Ready - Warm Springs	-	71,200	35,530	35,670	50%	0.73%	
12/31/2020 DOL - Disaster/Employment DWGs	-	529,424	69,286	460,138	87%	1.43%	
<b>TOTAL PROVIDER EXPENSES</b>							
	<b>2,109,898</b>	<b>3,595,849</b>	<b>2,817,761</b>	<b>778,088</b>	<b>22%</b>	<b>58.18%</b>	
<b>CONTINGENCY</b>							
	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0.00%</b>	
<b>GRAND TOTAL EXPENSES</b>							
	<b>3,537,388</b>	<b>5,900,897</b>	<b>4,686,167</b>	<b>1,214,730</b>	<b>21%</b>	<b>96.76%</b>	
<b>UNEXPENDED FUNDS</b>							
	<b>1,143,898</b>	<b>1,642,419</b>	<b>157,083</b>	<b>1,485,336</b>	<b>90%</b>	<b>3.24%</b>	

Program General Exp account tracking  
 acct # 8185

	State/Fed funds						
	Adult	DW	Youth	TWIP	Sectors	Facebook	Other
Action teams - South -							
K Falls Build My Future \$5k / KCEDA \$5k	3,333.00	3,333.00	3,334.00				
YCC Data System (Larry Holeman)			21,000.00				
Field training	647.87	647.86	1,381.61	187.71	614.59		586.50
PY18 Apprenti		59,466.68					
PY19 Apprenti - Cohort 1							
Sectors projects					18,922.00		
COHC & Match - COCC					60,000.00		
Second Story			4,000.00				
Evolve Training - (Ranemaker \$4,700) (OSU CoLab)	1,695.58	1,695.59	1,949.08				
Contracted Personnel .25FTE Apprenti - TAO							
Central Construction Cohort - COCC		33,000.00					
Crook County School District 08/31/2020						195,302.00	
Industry Cohort Training - Red Rock	17,500.00	17,500.00					
COCC - WTDB C N A & Nurse Assistant Prog Admin 06/30/21							103,670.00
PY19 Apprenti - ADD TO COIC 2020-21							
Future Ready - Warm Springs							
Shift - Facebook						45,000.00	
Incumbent Worker	64,628.95	68,090.42					
YCC - EDCO 06/30/2021			50,000.00				
Layoff Aversion - COVID		206,484.60					19,451.20
Heart of OR Corp - Youth Summer Jobs							8,000.00
Reserve for Future Projects	166.67	166.67	166.66		132.00		
<b>Starting Balance</b>	<b>87,972.07</b>	<b>390,384.82</b>	<b>81,831.35</b>	<b>187.71</b>	<b>79,668.59</b>	<b>240,302.00</b>	<b>131,707.70</b>

Program General Exp account tracking  
acct # 8185

	YCC	DOL Apprentice	Future Ready	Unrestricted	Totals	Spent YTD	Balance
Action teams - South -							
K Falls Build My Future \$5k / KCEDA \$5k					10,000.00	5,000.00	5,000.00
YCC Data System (Larry Holeman)					21,000.00	21,000.00	-
Field training		750.97	167.54	44.51	5,029.16	5,029.16	-
PY18 Apprenti		66.46			59,533.14	59,533.14	-
PY19 Apprenti - Cohort 1		116,067.87			116,067.87	116,067.87	-
Sectors projects					18,922.00	6,954.50	11,967.50
COHC & Match - COCC					60,000.00	42,448.43	17,551.57
Second Story					4,000.00	4,000.00	-
Evolve Training - (Ranemaker \$4,700) (OSU CoLab)					5,340.25	5,340.25	-
Contracted Personnel .25FTE Apprenti - TAO		6,000.00			6,000.00	6,000.00	-
Central Construction Cohort - COCC					33,000.00	33,000.00	-
Crook County School District 08/31/2020					195,302.00	111,630.25	83,671.75
Industry Cohort Training - Red Rock					35,000.00	35,000.00	-
COCC - WTDB C N A & Nurse Assistant Prog Admin 06/30/21					103,670.00	33,670.00	70,000.00
PY19 Apprenti - ADD TO COIC 2020-21		64,000.00			64,000.00	-	64,000.00
Future Ready - Warm Springs			107,727.33		107,727.33	87,005.99	20,721.34
Shift - Facebook					45,000.00	45,000.00	-
Incumbent Worker					132,719.37	69,715.42	63,003.95
YCC - EDCO 06/30/2021	100,000.00				150,000.00	50,000.00	100,000.00
Layoff Aversion - COVID				854.80	226,790.60	226,790.60	-
Heart of OR Corp - Youth Summer Jobs					8,000.00	8,000.00	-
Reserve for Future Projects				2,400.00	3,032.00	3,032.00	-
<b>Starting Balance</b>	<b>100,000.00</b>	<b>186,885.30</b>	<b>107,894.87</b>	<b>3,299.31</b>	<b>1,410,133.72</b>	<b>974,217.61</b>	<b>435,916.11</b>

**East Cascades Works**  
**BALANCE SHEET - UNAUDITED**  
As of June 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1005 Petty Cash	0.00
1011 General Checking	549,902.58
1025 Special Events Checking	28,492.79
1030 Checking - ACH deposits	9.76
<b>Total Bank Accounts</b>	<b>\$578,405.13</b>
Accounts Receivable	
1200 Accounts Receivable (A/R)	1,871.44
<b>Total Accounts Receivable</b>	<b>\$1,871.44</b>
Other Current Assets	
1202 Grants Receivable	309,136.84
1209 Other Receivable	0.00
1405 Prepaid Expenses	10,518.98
1410 Pay Advance	0.00
1999 Interfund Advances	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$319,655.82</b>
<b>Total Current Assets</b>	<b>\$899,932.39</b>
Other Assets	
1505 Deposits	3,200.00
<b>Total Other Assets</b>	<b>\$3,200.00</b>
<b>TOTAL ASSETS</b>	<b>\$903,132.39</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2011 Accounts Payable (A/P)	457,511.51
<b>Total Accounts Payable</b>	<b>\$457,511.51</b>
Other Current Liabilities	
2015 Other Accrued Expenses	321.69
2020 Wages Payable	13,140.38
2025 Payroll Taxes Payable	7,183.32
2030 Benefits Payable	3,127.93
2040 Deferred Revenue	226,143.38
<b>Total Other Current Liabilities</b>	<b>\$249,916.70</b>
<b>Total Current Liabilities</b>	<b>\$707,428.21</b>
<b>Total Liabilities</b>	<b>\$707,428.21</b>
Equity	
3103 Fund Balance	38,619.53
Opening Balance Equity	0.00
Net Income	157,084.65
<b>Total Equity</b>	<b>\$195,704.18</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$903,132.39</b>

# East Cascades Works

## STATEMENT OF REVENUE AND EXPENDITURES - UNAUDITED

July 2019 - June 2020

	TOTAL
Income	
4501 Federal WIOA	3,677,147.68
4510 Federal Grants	154,507.41
4530 State Grants	469,913.03
4590 Local Revenue	333,951.20
4600 Program Income Subrecipient	57,760.55
4625 Donation	51,023.75
4650 Special Event Revenue	28,934.24
4690 Miscellaneous Revenue	1,877.01
4700 In Kind Revenue	1,092.70
4800 Interest and Program Income	80,692.17
<b>Total Income</b>	<b>\$4,856,899.74</b>
GROSS PROFIT	<b>\$4,856,899.74</b>
Expenses	
5000 EC Works Board Administrative Expenses	
5100 Salaries	503,051.99
5150 Employer Taxes	42,202.18
5160 Employee Benefits	118,706.70
5214 Legal Services	67.00
5217 Audit Services	18,025.01
5218 Fees / Taxes	6,949.96
5234 Phone / Internet	12,005.57
5235 Insurance	4,411.32
5236 Office Lease	29,307.95
5261 Office Supplies	3,629.51
5263 Memberships	12,377.00
5264 Printing	2,092.57
5268 Postage	156.35
5280 Travel	14,043.40
5281 Meetings	3,917.92
5282 Staff Training	7,278.19
5290 Special Event expense	12,555.13
5300 In Kind Expense	1,092.70
<b>Total 5000 EC Works Board Administrative Expenses</b>	<b>791,870.45</b>
8100 EC Works Program Expenses	
8170 ITrac Database	30,217.00
8175 WSO Leases	46,990.91
8178 WSO Phone / Internet	5,500.80
8180 One Stop Operator	32,828.68
8181 EC Works Program Outreach	429.00

# East Cascades Works

## STATEMENT OF REVENUE AND EXPENDITURES - UNAUDITED

July 2019 - June 2020

	TOTAL
8185 Program General Expense	974,217.61
<b>Total 8100 EC Works Program Expenses</b>	<b>1,090,184.00</b>
8200 Subrecipient Expenses	
8201 Sub Program Admin Comp	52,487.97
8210 Sub Professional Services	7,715.11
8213 Sub Insurance	2,953.66
8219 Sub Office Supplies	18,367.89
8222 Sub Tech/Office Equip	8,024.87
8225 Sub Phone/Internet	11,352.70
8231 Sub Facilities	61,714.73
8237 Sub Travel	19,964.21
8240 Sub Staff Training	4,960.21
8251 Sub Program Delivery Compensation	1,402,237.56
8260 Sub Licenses & Certifications	13,337.73
8263 Sub Training/ITA	424,812.96
8264 Sub On-the-Job Training	125,901.73
8266 Sub Support Services - Training Related	50,036.69
8267 Sub Support Services - non Training Related	11,942.69
8272 Sub Occupational Skills	10,595.75
8275 Sub Incentives	1,314.96
8281 Sub WEX - Staff Compensation	174,851.83
8283 Sub WEX - Incentives	1,000.00
8286 Sub WEX - Participant Pay	159,705.70
8295 Sub Indirect Expenses	254,481.69
<b>Total 8200 Subrecipient Expenses</b>	<b>2,817,760.64</b>
<b>Total Expenses</b>	<b>\$4,699,815.09</b>
NET OPERATING INCOME	<b>\$157,084.65</b>
NET INCOME	<b>\$157,084.65</b>

**East Cascades Works**  
**Statement of Revenues and Expenditures by Fund - Unaudited**

July 2019 - June 2020

UNAUDITED

	Total 11 WIOA Admin	Total 12 WIOA Adult	Total 13 WIOA DW	Total 14 WIOA Youth	Total 15 WIOA DWG	Total 17 Federal American Apprenticeship Initiative	Total 18 State DHS TANF	Total 44 State Funds Board Support and other
<b>Income</b>								
4501 Federal WIOA	280,267.00	962,868.41	1,467,795.49	889,037.87	77,178.91	0.00	0.00	0.00
4510 Federal Grants	0.00	0.00	0.00	0.00	0.00	2,368.61	0.00	0.00
4530 State Grants	0.00	0.00	0.00	0.00	0.00	0.00	134,574.00	120,478.14
4590 Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4600 Program Income Subrecipient	0.00	0.00	0.00	57,760.55	0.00	0.00	0.00	0.00
4625 Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4650 Special Event Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700 In Kind Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4800 Interest and Program Income	239.62	3,332.17	3,344.55	1,627.06	0.00	0.00	37.30	0.00
<b>Total Income</b>	<b>\$ 280,506.62</b>	<b>\$ 966,200.58</b>	<b>\$ 1,471,140.04</b>	<b>\$ 948,425.48</b>	<b>\$ 77,178.91</b>	<b>\$ 2,368.61</b>	<b>\$ 134,611.30</b>	<b>\$ 120,478.14</b>
<b>Expenses</b>								
Total 5000 EC Works Board Administrative Expenses	\$ 98,021.22	\$ 160,301.68	\$ 158,126.80	\$ 147,149.20	\$ 7,859.64	\$ 2,354.13	\$ 14,208.10	\$ 96,195.71
Total 8100 EC Works Program Expenses	\$ 948.96	\$ 175,971.18	\$ 444,673.59	\$ 36,856.54	\$ 33.61	\$ 14.48	\$ 440.23	\$ 24,282.43
Total 8200 Subrecipient Expenses	\$ 181,536.44	\$ 629,927.72	\$ 868,339.65	\$ 764,419.74	\$ 69,285.66	\$ 0.00	\$ 119,962.97	\$ 0.00
<b>Total Expenses</b>	<b>\$ 280,506.62</b>	<b>\$ 966,200.58</b>	<b>\$ 1,471,140.04</b>	<b>\$ 948,425.48</b>	<b>\$ 77,178.91</b>	<b>\$ 2,368.61</b>	<b>\$ 134,611.30</b>	<b>\$ 120,478.14</b>
<b>Net Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**East Cascades Works**  
**Statement of Revenues and Expenditures**

July 2019 - June 2020

UNAUDITED

	Total 45 State Sectors	Total 46 State GED Wraparound	Total 48 DOL Apprenti	Total 51 State TWIP	Total 85 Lake County	Total 90 Special Events	Total 95 Local Funds	Total 99 Unrestricted General Fund	TOTAL
<b>Income</b>									
4501 Federal WIOA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,677,147.68
4510 Federal Grants	0.00	0.00	152,138.80	0.00	0.00	0.00	0.00	0.00	154,507.41
4530 State Grants	73,278.39	17,248.52	0.00	124,333.98	0.00	0.00	0.00	0.00	469,913.03
4590 Local Revenue	0.00	0.00	0.00	0.00	14,500.00	0.00	314,753.20	4,698.00	333,951.20
4600 Program Income Subrecipient	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,760.55
4625 Donation	0.00	0.00	0.00	0.00	0.00	14.00	45,000.00	6,009.75	51,023.75
4650 Special Event Revenue	0.00	0.00	0.00	0.00	0.00	28,934.24	0.00	0.00	28,934.24
4690 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,877.01	1,877.01
4700 In Kind Revenue	0.00	0.00	0.00	0.00	0.00	1,092.70	0.00	0.00	1,092.70
4800 Interest and Program Income	21,244.50	0.00	50,020.23	5.92	0.00	13.66	0.00	827.16	80,692.17
<b>Total Income</b>	<b>\$ 94,522.89</b>	<b>\$ 17,248.52</b>	<b>\$ 202,159.03</b>	<b>\$ 124,339.90</b>	<b>\$ 14,500.00</b>	<b>\$ 30,054.60</b>	<b>\$ 359,753.20</b>	<b>\$ 13,411.92</b>	<b>\$ 4,856,899.74</b>
<b>Expenses</b>									
Total 5000 EC Works Board Administrative Expenses	\$ 43,944.37	\$ 1,370.70	\$ 34,431.62	\$ 11,153.43	\$ 0.00	\$ 13,647.83	\$ 0.00	\$ 3,106.02	\$ 791,870.45
Total 8100 EC Works Program Expenses	\$ 50,578.52	\$ 61.79	\$ 122,885.30	\$ 3,152.90	\$ 903.71	\$ 0.00	\$ 226,081.45	\$ 3,299.31	\$ 1,090,184.00
Total 8200 Subrecipient Expenses	\$ 0.00	\$ 15,816.03	\$ 44,842.11	\$ 110,033.57	\$ 13,596.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,817,760.64
<b>Total Expenses</b>	<b>\$ 94,522.89</b>	<b>\$ 17,248.52</b>	<b>\$ 202,159.03</b>	<b>\$ 124,339.90</b>	<b>\$ 14,500.46</b>	<b>\$ 13,647.83</b>	<b>\$ 226,081.45</b>	<b>\$ 6,405.33</b>	<b>\$ 4,699,815.09</b>
<b>Net Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>-\$ 0.46</b>	<b>\$ 16,406.77</b>	<b>\$ 133,671.75</b>	<b>\$ 7,006.59</b>	<b>\$ 157,084.65</b>

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EC Works BUDGET 2020 - 2021

09.02.20 rev

RESOURCES	2020 - 2021 Working Budget	2020 - 2021 Budgeted	Variance	
<b>Carry In Resources</b>				
Adult	388,121	151,150	236,971	
Dislocated Worker	399,011	175,081	223,930	
Youth	418,288	193,253	225,035	
WIOA Admin	261,189	378,068	(116,879)	
WIOA - Future Ready	57,457	-	57,457	
DOL - American Apprenticeship Initiative	33,632	15,681	17,951	
DOL - Apprenti	87,861	20,635	67,226	
DOL - DWG Disaster & Employment	584,591	-	584,591	
DOL/State - WTDB COVID Response	78,775	-	78,775	
State - TWIP	161,684	143,009	18,675	
State - Industry Engagement (Sectors)	138,756	106,017	32,739	
State - Competitiveness Strategies (Board Supp)	104,640	104,640	-	
Local - COHC Health Careers	68,776	60,000	8,776	
Local - Facebook	83,672	-	83,672	
Local - YCC (Tykeson)	50,000	-	50,000	
	<u>2,916,453</u>	<u>1,347,534</u>	<u>1,568,919</u>	
<b>Current Year Resources</b>				
Adult	1,087,272	733,471	353,801	
Dislocated Worker	845,299	822,703	22,596	
Youth	1,149,809	794,548	355,261	
WIOA Admin	342,486	261,191	81,295	
WIOA - High Concentration of Eligible Youth	11,250	-	11,250	
Federal - Paycheck Protection Program	111,350	-	111,350	
Federal/State - TANF Summer Jobs	220,000	-	220,000	
State - GED Wraparound	42,900	-	42,900	
County - Lake County	14,500	14,500	-	
	<u>3,824,866</u>	<u>2,626,413</u>	<u>1,198,453</u>	
<b>Total Resources</b>	<b>6,741,319</b>	<b>3,973,947</b>	<b>2,767,372</b>	69.64%
<b>EXPENDITURES</b>				
<b>Board Expenses</b>				
<b>Staffing</b>				
Salaries	583,649	524,149	59,500	
Employer Taxes	58,365	52,415	5,950	
Employee Benefits	157,585	138,900	18,686	
<b>Total Staffing</b>	<u>799,600</u>	<u>715,464</u>	<u>84,136</u>	11.76%
<b>Operating Expenses</b>				
Professional Services	60,000	10,000	50,000	
Legal Services	1,500	1,500	-	
Audit Services	18,746	18,746	-	
Fees/Taxes	8,500	7,300	1,200	
Phone & Internet	13,500	14,100	(600)	
Insurance	10,000	8,000	2,000	
Facilities	31,000	31,000	-	
Office Supplies/Expenses	13,000	5,700	7,300	
Memberships	13,500	14,500	(1,000)	
Printing	2,600	2,600	-	
Postage	300	500	(200)	
Staff/Board Travel	15,000	20,000	(5,000)	
Meetings	5,000	7,000	(2,000)	
Staff Development	10,000	5,000	5,000	
<b>Total Operating Expenses</b>	<u>202,646</u>	<u>145,946</u>	<u>56,700</u>	38.85%
<b>Board expense as % of revenue</b>	<b>15%</b>			
<b>Program Expenses</b>				
ITrac Database	38,510	29,988	8,522	
WSO Expenses - Leases, Phone/Int, Technology, etc...	42,580	47,000	(4,420)	
One Stop Operator	29,289	15,000	14,289	
Program General Expenses ***	885,648	219,702	665,946	
<b>Total Program Expenses</b>	<u>996,027</u>	<u>311,690</u>	<u>684,337</u>	219.56%
<b>Total Board Expenses</b>	<b>1,998,273</b>	<b>1,173,100</b>	<b>825,173</b>	70.34%

\*\*\* See attached schedule of 2020-2021 budgeted Program General Expenses

**EC Works BUDGET 2020 - 2021**

	<b>2020 - 2021 Working Budget</b>	<b>2020 - 2021 Budgeted</b>	<b>Variance</b>	
<b>Program Provider Contracts</b>				
Adult	850,000	590,000	260,000	44.1%
Dislocated Worker	860,000	590,000	270,000	45.8%
Youth	1,000,000	720,000	280,000	38.9%
20/21 TANF Summer Jobs	193,600	-	193,600	
DOL DWGs	460,138	-	460,138	
TWIP	147,383	125,398	21,985	17.5%
Future Ready	35,670	-	35,670	
DOL Apprenti	76,158	-	76,158	
GED Wraparound	42,900	-	42,900	
Lake County - WSO Center	10,000	10,000	-	0.0%
<b>Total Program Provider Contracts</b>	<b>3,675,850</b>	<b>2,035,398</b>	<b>1,640,452</b>	80.60%
<b>Contingency Fund</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	0.00%
<b>Total EC Works Expenses</b>	<b>5,684,123</b>	<b>3,218,498</b>	<b>2,465,625</b>	76.61%
<b>Fiscal Year 2021-2022 Quarter 1 Resources</b>	<b>1,057,196</b>	<b>755,449</b>	<b>301,747</b>	39.94%
<b>Targeted Carry In 3 Months</b>	<b>1,106,302</b>			
<b>Program Provider Contracts</b>				
Adult	850,000	654,910	195,090	29.8%
Dislocated Worker	860,000	646,713	213,287	33.0%
Youth	1,000,000	767,171	232,829	30.3%
20/21 TANF Summer Jobs	193,600	119,963	73,637	61.4%
DOL DWGs	460,138	69,286	390,852	564.1%
TWIP	147,383	110,034	37,349	33.9%
Future Ready	35,670	35,530	140	0.4%
DOL Apprenti	76,158	44,842	31,316	69.8%
DOL IQor	-	282,139	(282,139)	-100.0%
GED Wraparound	42,900	15,816	27,084	171.2%
Lake County - WSO Center	10,000	13,597	(3,597)	-26.5%
<b>Total Program Provider Contracts</b>	<b>3,675,850</b>	<b>2,760,001</b>	<b>915,849</b>	33.2%
<b>Historical - Program Provider Contracts</b>				
		<b>2016 - 2017 = \$2,911,261</b>		
		<b>2017 - 2018 = \$2,339,259</b>		
		<b>2018 - 2019 = \$2,733,464</b>		
		<b>2019 - 2020 = \$2,760,001</b>		

Program General Exp account tracking  
acct # 8185

	Adult	DW	Youth	Sectors	Facebook	YCC	WTDB Covid	Future Ready	Totals
Target Populations	10,000.00	10,000.00	10,000.00						30,000.00
YCC Data System			24,000.00						24,000.00
Sponsorships	2,500.00	2,500.00	2,500.00						7,500.00
Field Training (Super LLT \$6k)	4,000.00		2,000.00						6,000.00
Sectors Projects - contract out Sectors	18,334.00	18,334.00	30,727.50	72,604.50					140,000.00
EDCO				5,000.00					5,000.00
EDCO/REDI				2,500.00					2,500.00
COHC & Match - COCC				77,551.57					77,551.57
Erika McCalpine DEI	3,333.00	3,333.00	3,334.00						10,000.00
Ranemaker Institute	9,466.00		4,734.00						14,200.00
COCC - WTDB C N A & Nurse Assistant							70,000.00		70,000.00
Future Ready									-
COCC								16,040.00	16,040.00
Warm Springs WIOA Program								4,681.01	4,681.01
Crook County School District					83,671.75				83,671.75
Incumbent Worker	75,000.00								75,000.00
Abilitree	2,903.33								2,903.33
NeighborImpact	15,860.94								15,860.94
The Tofurky Company	20,385.85								20,385.85
Housing Works	10,438.83								10,438.83
Aperion Management	5,000.00								5,000.00
Cascade Comprehensive Care	8,415.00								8,415.00
Project Orange - cohort	30,000.00								30,000.00
Project Waterfall - KCEDA Econ Dev - cohort	15,000.00								15,000.00
Google				6,000.00					6,000.00
Language Translation Services	3,333.00	3,333.00	3,334.00						10,000.00
YCC			75,000.00			50,000.00			125,000.00
YCC - Hold - do not yet contract			50,000.00						50,000.00
WorkSource Branding	4,000.00								4,000.00
Reserve for Future Projects	6,666.00		3,334.00						10,000.00
Balance	244,635.95	37,500.00	208,963.50	163,656.07	83,671.75	50,000.00	70,000.00	20,721.01	<b>\$ 879,148.28</b>

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