

**WASHINGTON STATE  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD  
MEETING NO. 171  
JUNE 27, 2013**

**WORKFORCE BOARD FISCAL YEAR 2014 OPERATING BUDGET**

The agency's operating budget is guided by the goals, objectives, and strategies contained in its operating plan which the Board will review and discuss at the June meeting. The strategies identified in the operating plan represent the agency's work plan for the year, and resources are aligned to address them. The operating budget defines the categories of anticipated expenditures necessary to accomplish this work. A summary of programs identifies the agency's total resources and specific resources for each program. The Agency Source of Funds and Operating Budget sheet for FY 2014 follows the Program Summary. An appendix is included that contains a comparison by program for FY 2013 and FY 2014 of the major cost categories, including salaries, fringe benefits, goods and services, travel, contracts, and grants. While the 2013-2015 Biennial Budget containing General Fund State and Federal appropriations for the next two years is not finalized as of the date this material was prepared, staff have included the recent House budget numbers (ESHB 1057) as a placeholder. The resulting final budget and specific allotments of General Fund State resources for the agency, if different, will replace those contained in this budget document.

**Board Action Requested:** Adoption of the Recommended Motion.

## **RECOMMENDED MOTION**

**WHEREAS**, The Workforce Training and Education Coordinating Board uses the agency operating plan for 2013-2014, containing goals, objectives, and strategies for accomplishing its work; and

**WHEREAS**, The 2013-2015 Biennial Budget is expected to be finalized and contain appropriations for the Workforce Training and Education Coordinating Board for the period July 1, 2013, through June 30, 2014; and

**WHEREAS**, The operating budget identifies the required resource needs for the coming year; and

**WHEREAS**, each year, the Workforce Training and Education Coordinating Board adopts the operating budget of the agency to align resources with its operating plan;

**THEREFORE, BE IT RESOLVED**, that the Workforce Training and Education Coordinating Board approves the Agency Source of Funds and Operating Budget for the period July 1, 2013, to June 30, 2014. The General Fund State portion of the Operating Budget may require adjustment should the level of funding contained in the eventual enacted budget differ from the funding identified in this document.

**Workforce Training and Education Coordinating Board  
Summary of Programs**

**ALL PROGRAMS - \$21,972,444**

- Provide for leadership, coordination, and implementation of the goals, objectives, and strategies in *High Skills, High Wages* Washington's Strategic Plan for Workforce Development.
- Achieve the goals, objectives, and strategies contained in the agency's Operating Plan for 2013-2014.
- Conduct LEAN management principles and activities.

**WORKFORCE POLICY - \$1,326,665**

- Address the content and timelines of statutory requirements in RCW 28C.18 and other related statutory and administrative requirements and guidance for the Workforce Board. Provide planning, coordination, evaluation, monitoring, and policy analysis for the state training system and advice to the Governor and Legislature.
- Provide policy analysis and advice at the international, national, state, and local levels for workforce issues, including career and technical and workforce education.
- Lead development of a performance management system that results in continuous quality improvement, including required accountability for state and federal programs.
- Fulfill the dollar-for-dollar match requirements for the Carl Perkins administrative activities while contributing to the workforce training and education system as a whole.

**PRIVATE VOCATIONAL SCHOOLS ACT - \$255,335**

- Administer an effective and efficient licensing system for private vocational schools and colleges, including pre-license technical assistance and electronic license filing.
- Investigate and resolve student concerns and complaints.
- Provide staff support to the Private Vocational Schools Advisory Committee.
- Collaborate and coordinate with the U.S. Department of Education, Northwest Career Colleges Federation, other federal and state agencies and others involved in licensing and consumer protection activities.
- Monitor the role of private career schools and colleges within the workforce development system.

### **TUITION RECOVERY TRUST FUND - \$32,810**

- Administer a tuition guarantee fund for students enrolled in private vocational schools and colleges.

### **CARL D. PERKINS VOCATIONAL EDUCATION - \$19,584,244**

- Administer and provide state leadership for activities required and allowed by the Carl D. Perkins Career and Technical Education Act, including programmatic and fiscal responsibilities as the eligible agency.
- Conduct activities contained in the state's Carl Perkins Five Year Plan and subsequent updates, including implementation of Multiple Pathways and Programs of Study.
- Provide opportunities to promote and foster the relationship between Carl Perkins programs and activities and the larger workforce training and education system in the areas of planning, coordination, and evaluation.
- Lead and support partnerships among labor, business, education, industry, community-based organizations, and government.
- Integrate and coordinate with other federal acts, including, but not limited to, the Workforce Investment Act.

### **VETERANS COURSE APPROVAL - \$178,390**

- Administer an effective and efficient program of approving occupational courses and programs for veterans and their beneficiaries and conduct compliance responsibilities based on Public Law 111-377.
- Coordinate activities with the U.S. Department of Veterans Affairs, the National Association of State Approving Agencies, the Washington Student Achievement Council, and other federal, state and local entities.
- Investigate and resolve occupational education-related veterans' concerns and complaints.

### **WORKFORCE INVESTMENT ACT - \$595,000**

- Conduct ongoing planning and coordination activities identified in Washington's Strategic Plan for Workforce Development, Washington Works, and the Workforce Investment Act Title I-B plan, including strategic and technical support to local Workforce Development Councils.
- Implement evaluation and accountability activities and technical assistance efforts associated with meeting the performance measurement requirements of state laws and orders and federal statutes for workforce development.
- Support the activities of the Board as it carries out its role as the State Workforce Investment Board.

- Provide performance information to consumers and the workforce development system through the administration, maintenance and enhancement of Career Bridge (Eligible Training Provider List and Training Program Performance), our web-based consumer report card system.
- Support Retooling Washington's Workforce and other workforce initiatives.

**Workforce Training and Education Coordinating Board**

**Agency Source of Funds and Operating Budget  
July 1, 2013 – June 30, 2014**

Source of Funds For Budget

General Fund – State Appropriation (tentative)	\$1,582,000
Tuition Recovery Trust Fund (State)	\$32,810
General Fund – Federal Appropriation	\$19,762,634
Interagency Contract (Federal – WIA)	<u>\$595,000</u>
Total Funds Available	\$21,972,444

Operating Budget by Cost Category

Staff	27.0
Salaries	\$1,753,842
Benefits	\$582,411
Goods & Services (e.g., rent, utilities, service agency costs)	\$423,500
Travel	\$67,332
Contracts (e.g., evaluations, surveys, Career Bridge)	\$193,000
Grants (e.g., OSPI and SBCTC)	<u>\$18,952,359</u>
Total Budget	\$21,972,444

Tuition Recovery Trust Fund (tentative) \$5,000,000

WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD  
Agency Source of Funds and Operating Budget  
Detailed Comparison by Program

Source of Funds for Budget	FY 2013	FY 2014
General Fund – State Appropriation	\$1,345,000 <sup>(1)</sup>	\$1,582,000 <sup>(1)</sup>
Tuition Recovery Trust Fund (State)	\$32,810	\$32,810
General Fund – Federal Appropriation	\$20,808,556 <sup>(2)</sup>	\$19,762,634 <sup>(2)</sup>
General Fund – Federal ARRA	\$4,000,000 <sup>(3)</sup>	\$0 <sup>(3)</sup>
Interagency Contract (Federal – WIA)	<u>\$795,000 <sup>(4)</sup></u>	<u>\$595,000 <sup>(4)</sup></u>
Total Funds Available	\$26,981,366	\$21,972,444

Budget by Program

	Workforce Policy		Private Schools/TRTF		Carl Perkins Voc Ed		Vets Course Approval		Workforce Investment Act		Energy/Healthcare ARRA		Total	
	FY 2013	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014
Staff	9.2	11.4	3.0	3.0	4.4	5.9	2.0	2.0	6.6	4.7	2.4	0	29.00	27.00 <sup>(5)</sup>
Salaries	592,487	772,710	176,180	169,830	279,040	391,576	102,102	110,175	422,405	309,551	129,436	-0-	1,701,650	1,753,842 <sup>(5)</sup>
Benefits	185,892	251,330	58,680	60,495	87,705	128,670	37,357	39,817	132,353	102,099	42,114	-0-	544,101	582,411 <sup>(5)</sup>
Goods & Services	161,000	182,400	52,500	48,000	79,200	94,400	35,000	23,500	115,500	75,200	42,000	-0-	485,200	423,500 <sup>(6)</sup>
Travel	27,136	26,225	5,735	7,820	15,940	7,239	4,962	4,898	19,742	21,150	8,450	-0-	81,965	67,332
Contracts	115,000	94,000	3,200	2,000	170,000	10,000	-0-	-0-	105,000	87,000	6,000	-0-	399,200	193,00 <sup>(7)</sup>
Grants	-0-	-0-	-0-	-0-	19,997,250	18,952,359	-0-	-0-	-0-	-0-	3,772,000	-0-	23,769,250	18,952,359 <sup>(8)</sup>
<b>TOTAL</b>	<b>1,081,515</b>	<b>1,326,665</b>	<b>296,295</b>	<b>288,145</b>	<b>20,629,135</b>	<b>19,584,244</b>	<b>179,421</b>	<b>178,390</b>	<b>795,000</b>	<b>595,000</b>	<b>4,000,000</b>	<b>-0-</b>	<b>26,981,366</b>	<b>21,972,444</b>

Notes to Source of Funds:

- (1) General Fund – State Appropriation is identified from the House Proposed Budget (ESHB 1057) and includes funding for Workforce Policy activities and administration of the Private Vocational Schools Act (PVSA). Workforce Policy includes required match for state administration of the Carl D. Perkins Act. The FY 2014 level of \$1,582,000 reflects an increase of \$237,000 from last fiscal year's appropriation.
- (2) General Fund – Federal Appropriation includes funding for Carl D. Perkins Act administration and leadership activities and administration of the Veterans Act State Approving Agency. FY 2014 reflects a slight decrease (\$1,031) in Veterans funds and a more significant decrease (\$1,044,891) in Perkins funds. The latter is due to sequestration and across-the-board reductions.
- (3) General Fund – Federal ARRA resources utilized in the current fiscal year for the Energy Sector and Health Care grants end on June 30, 2013.
- (4) Interagency Contract, provided by the Employment Security Department, includes new funding (\$495,000) and anticipated carry forward (\$100,000) totaling \$595,000 for Workforce Investment Act activities. This amount is a reduction of \$200,000 in total funding available from last fiscal year.

Notes to Proposed Budget:

- (5) FTE staff levels are reduced. Salaries and benefits revert back to pre-temporary salary reduction levels and benefits costs have increased.
- (6) Goods and Services include: rentals/leases, printing, communication, supplies, equipment, training, and state agency services (financial, audit, information services, attorney general, personnel, etc.)
- (7) Contracts include: assessment, evaluation, and accountability services and other administrative and programmatic efforts.
- (8) Grants reflect the Carl D. Perkins Act funds that are passed through to the Office of Superintendent of Public Instruction (local school districts) and the State Board for Community and Technical Colleges (community/technical colleges).