

**WASHINGTON STATE  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD  
MEETING NO. 163  
JUNE 28, 2012**

**WORKFORCE BOARD FISCAL YEAR 2013 OPERATING BUDGET**

The Governor signed into law 3ESHB 2127, the FY 2013 Supplemental Budget, which identifies appropriations for the second year of the current biennium beginning July 1, 2012. At this meeting, the Workforce Board will review and adopt the operating budget for FY 2013.

The agency's operating budget is guided by the goals, objectives, and strategies contained in its operating plan which the Board will review and adopt at this same 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. At this point, agency funding from WIA resources is not final. The budget documents reflect the estimated need from WIA resources for the coming year. The WIA 10 percent resources are no longer available and the WIA 5 percent resources are considerably limited. We are presently exploring with the Employment Security Department the best combination of existing WIA carry forward funds and new WIA 5 per cent funds. The Agency Source of Funds and Operating Budget Sheet for FY 2013 follow the Program Summary. An appendix is included that contains a comparison by program for FY 2012 and FY 2013 of the major cost categories, including salaries, fringe benefits, goods and services, travel, contracts, and grants.

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

## **RECOMMENDED MOTION**

**WHEREAS**, The Workforce Training and Education Coordinating Board uses the agency operating plan for 2012-2013, containing goals, objectives, and strategies for accomplishing its work; and

**WHEREAS**, The 2013 Supplemental Budget is enacted containing appropriations for the Workforce Training and Education Coordinating Board for the period July 1, 2012, through June 30, 2013; and

**WHEREAS**, The Workforce Training and Education Coordinating Board maintains Workforce Investment Act carry forward funds and off-setting obligations that require reconciliation before final new Workforce Investment Act funds are determined via Interagency Agreement; 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;

**NOW, THEREFORE, BE IT RESOLVED**, that the Workforce Training and Education Coordinating Board approve the Agency Source of Funds and Operating Budget for the period July 1, 2012, to June 30, 2013.

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

**ALL PROGRAMS - \$27,161,366**

- 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 2012-2013.

**WORKFORCE POLICY - \$1,081,515**

- 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 education.
- Lead development of a performance management system that results in continuous quality improvement, including required accountability for state and federal programs.
- Produce a skills gap analysis and conduct an evaluation of aerospace and advanced materials manufacturing training 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 - \$263,485**

- Administer an effective and efficient licensing system for private vocational schools, 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 College Federation, federal and state agencies and others involved in licensing activities.
- Monitor the role of private career schools within the workforce development system.

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

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

### **CARL D. PERKINS VOCATIONAL EDUCATION - \$20,629,135**

- 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, including implementation of 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 - \$179,421**

- 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 Student Achievement Council, the State Board for Community and Technical Colleges, and other state and local entities.
- Investigate and resolve occupational education-related veterans' concerns and complaints.

### **WORKFORCE INVESTMENT ACT - \$975,000**

- Conduct on-going 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 and federal laws 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 via the maintenance and enhancement of Career Bridge (Eligible Training Provider List and Training Program Performance), our web-based consumer report card system.
- Support the Retooling Washington's Workforce Initiative.

**ARRA ENERGY AND HEALTH CARE GRANTS - \$4,000,000**

- Administer the two American Recovery and Reinvestment Act of 2009 grants in the energy and health care sectors, including compliance with federal and state reporting and implementation requirements
- Provide oversight and technical assistance and guidance to contractors and sub-grantees receiving these resources in the conduct of the training and other activities associated with these sector initiatives.
- Coordinate activities with the Evergreen Jobs Leadership Team, the Health Care Personnel Shortage Task Force, and other entities involved in energy and health care initiatives in the state.
- Promote and advocate the benefits and successes of these resources and prepare policy direction from the learning gained in these sector partnership efforts.

**Workforce Training and Education Coordinating Board**

**Agency Source of Funds and Operating Budget  
July 1, 2012 – June 30, 2013**

Source of Funds For Budget

General Fund – State Appropriation	\$1,345,000
Tuition Recovery Trust Fund (State)	\$32,810
General Fund – Federal Appropriation	\$20,808,556
General Fund – Federal ARRA	\$4,000,000
Interagency Contract (Federal – WIA)	\$975,000
<b>Total Funds Available</b>	<b>\$27,161,366</b>

Operating Budget by Cost Category

Staff	29.0
Salaries	\$1,815,459
Benefits	\$575,792
Goods & Services (i.e., rent, utilities, service agency costs, etc.)	\$507,500
Travel	\$81,165
Contracts (i.e., evaluations, surveys, CareerBridge, conference support, etc.)	\$412,200
Grants (i.e., OSPI, SBCTC, ARRA, etc.)	<u>\$23,769,250</u>
<b>Total Budget</b>	<b>\$27,161,366</b>

Tuition Recovery Trust Fund \$4,800,000

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

Source of Funds for Budget

	FY 2012	FY 2013
General Fund – State Appropriation	\$1,382,000 (1)	\$1,345,000 (1)
Tuition Recovery Trust Fund (State)	\$32,810	\$32,810
General Fund – Federal Appropriation	\$20,779,385 (2)	\$20,808,556 (2)
General Fund – Federal ARRA	\$5,000,000 (3)	\$4,000,000 (3)
Interagency Contract (Federal – WIA)	<u>\$975,000 (4)</u>	<u>\$975,000 (4)</u>
<b>Total Funds Available</b>	<b>\$28,169,195</b>	<b>\$27,161,366</b>

Budget by Program

	Workforce Policy		Private Schools/TRTF		Carl Perkins Voc Ed		Vets Course Approval		Workforce Investment Act		Energy/ Healthcare ARRA		Total	
	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Staff	9.0	9.2	3.2	3.0	4.4	4.4	2.0	2.0	8.0	8.0	2.4	2.4	29.00	29.00 (5)
Salaries	584,161	592,487	184,506	176,180	279,040	279,040	102,102	102,102	536,214	536,214	129,436	129,436	1,815,459	1,815,459 (5)
Benefits	182,540	185,892	62,032	58,680	87,705	87,705	37,357	37,357	164,044	164,044	42,114	42,114	575,792	575,792 (5)
Goods & Services	162,000	161,000	57,600	52,500	79,200	77,000	36,000	35,000	144,000	140,000	43,200	42,000	522,000	507,500 (6)
Travel	28,326	27,136	6,645	5,735	15,940	15,140	3,633	4,962	21,742	19,742	9,250	8,450	85,536	81,165
Contracts	102,000	115,000	5,000	3,200	170,000	173,000	-0-	-0-	109,000	115,000	4,000	6,000	390,000	412,200 (7)
Grants	40,000	-0-	-0-	-0-	19,968,408	19,997,250	-0-	-0-	-0-	-0-	4,772,000	3,772,000	24,780,408	23,769,250 (8)
<b>TOTAL</b>	<b>1,099,027</b>	<b>1,081,515</b>	<b>315,783</b>	<b>296,295</b>	<b>20,600,293</b>	<b>20,629,135</b>	<b>179,092</b>	<b>179,421</b>	<b>975,000</b>	<b>975,000</b>	<b>5,000,000</b>	<b>4,000,000</b>	<b>28,169,195</b>	<b>27,161,366</b>

Notes to Source of Funds:

- (1) General Fund – State Appropriation 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 2013 level of \$1,345,000 reflects a decrease of \$37,000 from last fiscal year’s original appropriation.
- (2) General Fund – Federal Appropriation includes funding for Carl D. Perkins Act administration and leadership activities and administration of the Veterans Act Course Approval Program. FY 2013 reflects a net increase of \$29,171, including an increase of \$28,842 in Perkins funds and a slight increase of \$329 in Veterans funds.
- (3) General Fund – Federal ARRA includes estimated FY 2013 budgeted amounts of \$2,200,000 for the Energy Sector grant and \$1,800,000 for the Health Care grant.
- (4) Interagency Contract, provided by the Employment Security Department, includes anticipated funding for Workforce Investment Act activities. This amount is still pending negotiation with the Employment Security Department

Notes to Proposed Budget:

- (5) FTE staff levels remain stable and salaries and benefits continue to include the three percent compensation reduction.
- (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; aerospace gap analysis and evaluations; survey and IT work; conference support; outreach and advocacy; and other partnership development efforts.
- (8) Grants include Carl Perkins Act funds to the Office of Superintendent of Public Instruction (local school districts), the State Board for Community and Technical Colleges (community/technical colleges), and General Fund - Federal ARRA funds for Energy and Health Care regional activities.