

**WASHINGTON STATE
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
MEETING NO. 148
JUNE 24, 2010**

WORKFORCE BOARD FISCAL YEAR 2011 OPERATING BUDGET

Background:

The Governor signed into law ESSB 6444, the 2009-2011 Supplemental Budget, which identifies the appropriations for the second year of the biennium beginning July 1, 2010. At this meeting, the Workforce Board will review and adopt the operating budget for FY 2011.

The agency's operating budget is guided by the goals, objectives, and strategies contained in its strategic plan which the Workforce Board will review and adopt at this same meeting. The strategies identified in the strategic 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 2011 follows the Program Summary. An appendix is included that contains a comparison by program for FY 2010 and FY 2011 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 strategic plan for 2010-2011, containing goals, objectives, and strategies for accomplishing its work; and

WHEREAS, The 2009-2011 Supplemental Biennial Budget is enacted containing appropriations for the Workforce Training and Education Coordinating Board for the period July 1, 2010, through June 30, 2011; and

WHEREAS, each year, the Workforce Training and Education Coordinating Board adopts the operating budget of the agency to align resources with its work 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, 2010, to June 30, 2011.

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

ALL PROGRAMS - \$29,661,998

- 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 Strategic Plan for 2010-2011.

WORKFORCE POLICY - \$1,151,148

- 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.
- Establish and allocate grants for Industry Skill Panels.
- Match the Carl Perkins administrative requirements while contributing to the workforce training and education system as a whole.

PRIVATE VOCATIONAL SCHOOLS ACT - \$292,852

- 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.
- Support 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 - \$23,061,524

- Administer and provide state leadership for activities required and allowed by the Carl D. Perkins Career and Technical Education Act of 2006, 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 the promotion of 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 - \$173,664

- Administer an effective and efficient program of approving occupational courses and programs for veterans and their beneficiaries.
- Coordinate activities with the U.S. Department of Veterans Affairs, the National Association of State Approving Agencies, the Higher Education Coordinating Board, 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 - \$1,050,000

- 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.
- Administer the *High Skills, High Wages* Strategic Fund and Opportunity Internship program.
- Support the activities of the Board as it carries out its role as the state Workforce Investment Board.

- Implement elements of statewide infrastructure, including the maintenance and enhancement of Career Bridge (Eligible Training Provider List and Job Training Results), our web-based reporting system.

ARRA ENERGY AND HEALTH CARE GRANTS - \$3,900,000

- 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 contained in these sector partnership efforts.

Workforce Training and Education Coordinating Board

**Agency Source of Funds and Operating Budget
July 1, 2010 – June 30, 2011**

Source of Funds For Budget

General Fund – State Appropriation	\$1,444,000
Tuition Recovery Trust Fund (State)	\$32,810
General Fund – Federal Appropriation	\$23,235,188
General Fund – Federal ARRA	\$3,900,000
Interagency Contract (Federal – WIA)	<u>\$1,050,000</u>
Total Funds Available	\$29,661,998

Operating Budget by Cost Category

Staff	30.0
Salaries	\$1,898,352
Benefits	\$537,015
Goods & Services (i.e., rent, utilities, service agency costs, etc.)	\$548,100
Travel	\$87,893
Contracts (i.e., evaluations, surveys, CareerBridge, conference support, etc.)	\$421,000
Grants (i.e., OSPI, SBCTC, ESD, ARRA, etc.)	<u>\$26,169,638</u>
Total Budget	\$29,661,998

<u>Tuition Recovery Trust Fund</u>	\$4,800,000
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WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD

Agency Source of Funds and Operating Budget
Detailed Comparison by Program

Source of Funds for Budget	FY 2010	FY 2011
General Fund – State Appropriation	\$1,587,000	\$1,444,000 ⁽¹⁾
Tuition Recovery Trust Fund (State)	\$32,810	\$32,810
General Fund – Federal Appropriation	\$23,845,453	\$23,235,188 ⁽²⁾
General Fund – Federal ARRA		\$3,900,000 ⁽³⁾
Interagency Contract (Federal – WIA)	<u>\$1,330,000</u>	<u>\$1,050,000</u> ⁽⁴⁾
 Total Funds Available	 26,795,263	 29,661,998

Budget by Program

	Workforce Policy		Private Schools/TRTF		Carl Perkins Voc Ed		Vets Course Approval		Workforce Investment Act		Energy/ Healthcare ARRA	Total	
	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011	FY 2011	FY 2010	FY 2011
Staff	9.2	9.0	3.4	3.4	4.6	4.6	2.3	2.0	8.5	8.5	2.5	28.00	30.00 ⁽⁵⁾
Salaries	620,921	583,870	192,207	191,028	302,006	297,376	127,657	115,026	556,653	550,902	160,150	1,799,444	1,898,352 ⁽⁵⁾
Benefits	169,741	162,091	57,756	58,053	83,730	82,727	38,744	34,705	154,545	153,942	45,497	504,516	537,015 ⁽⁵⁾
Goods & Services	173,880	170,100	64,260	64,260	86,940	86,940	19,000	18,900	160,650	160,650	47,250	504,730	548,100 ⁽⁶⁾
Travel	26,245	27,087	9,710	9,321	13,111	14,843	5,792	5,033	24,252	24,506	7,103	79,110	87,893
Contracts	69,200	108,000	35,890	3,000	146,100	150,000	-0-	-0-	433,900	160,000	0.00	685,090	421,000 ⁽⁷⁾
Grants	200,000	100,000	-0-	-0-	23,022,373	22,429,638	-0-	-0-	-0-	-0-	3,640,000	23,222,373	26,169,638 ⁽⁸⁾
TOTAL	1,259,987	1,151,148	359,823	325,662	23,654,260	23,061,524	191,193	173,664	1,330,000	1,050,000	3,900,000	26,795,263	29,661,998

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 2011 level of \$1,444,000 reflects a decrease of \$143,000 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 2011 reflects a decrease of \$592,736 in Perkins funds and a decrease of \$17,529 in Veterans funds.
- (3) General Fund – Federal ARRA includes estimated FY 2011 budgeted amounts of \$2,100,000 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. Anticipated FY 2011 reflects a decrease of \$283,000 in Workforce Investment Act funds.

Notes to Proposed Budget:

- (5) Current FTE staff levels and salaries and benefits are basically level-funded and include additional ARRA resources.
- (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; 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), the Employment Security Department (offender programs); General Fund-Federal ARRA funds for Energy and Health Care regional activities; and General Fund – State funds for Industry Skill Panels.