



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
COMMUNITY SERVICES DIVISION
Economic Services Administration
Post Office Box 45440 Olympia WA 98504-5440

5/25/2017

Patrick Baldoz, Director

South Central Workforce Development Council
1205 Ahtanum Ridge Drive, Suite B
Union Gap, W 98903

**RE: Resources to Initiate Successful Employment (RISE)
Contract No. 1612-76128
Contract Monitoring Report**
(Sent via email only)

Dear Patrick,

On 3/28/2017, the Department of Social & Health Services (DSHS) conducted a monitoring visit, which consisted of DSHS representative's representatives Felicia Talbot, Shannon Williams and Annie Smith, at your site located at the address above.

The following staff represented your agency at the visit: Amy Martinez and Hugo Moreno

The purpose of the visit was to:

- Monitor DSHS funded programs for policy and procedure compliance;
- Provide technical assistance and recommendation as needed; and
- Identify issues and concerns.

This visit was in accordance with DSHS Administrative Policy 13.11, which mandates the monitoring of medium and high-risk contracts annually. This report will address monitoring outcomes with regard to the agencies program, performance, fiscal, and contractual compliance.

During the monitoring visit, compliance requirements were discussed and acknowledged by the provider as represented on the enclosed *RISE Monitoring Matrix* form. Full details of the monitoring visit discussion are noted on this document, in addition to commendations items to follow below.

PROGRAM OVERVIEW

South Central Workforce Development Council establishes ongoing relationships with industry specific employers developing the opportunity for Work Based Learning (WBL) placements and collaborates between employers and case managers to expanded partnerships that will encourage employers to hire Work Based Learning (WBL) candidates. SCWDC provides mentoring and job shadowing opportunities and works with employers on identified skills needed for WBL candidates. They establish connections and develop relationships between employers, case managers and WBL Candidates.

RISE Performance

Commendations *(Exceeds Expectations)*

Agency is involved in community and networking events with excellent client relations. The SCWDC is an excellent support to RISE providers and clients.

Recommendations *(Meets Expectations with suggestions)*

N/A

CORRECTIVE ACTION PLAN (CAP) ITEMS *(Does Not Meet Expectations)*

N/A

Program/ IT:

N/A

RISE:

N/A

Fiscal:

The RISE contractor had written fiscal documentation for the following:

		Comment
1. Agency organizational chart	Yes	
2. Audit report	Yes	
<ul style="list-style-type: none"> South Central WDC had an A-133 audit done for last year dated June 30, 2016, and had no finding. 		
3. Fiscal written policies & procedures	Yes	
<ul style="list-style-type: none"> South Central WDC provided copies of all accounting processes and procedures, insurance forms, and other documentation that were requested 		
4. Time & effort reporting	Yes	

Employees use time cards to track hours worked for the specific programs and completed at the end of the day. Total hours worked for RISE listed in a separate column on the time sheet. Contracted staff and

volunteer staff time is tracked by the hours related to whichever staff person they're assisting and the RISE hours are then calculated with the related staff persons FTE percentage allocated to RISE

5. Valid local match tracking: N/A

Time Tracking System (for salaries and benefit costs);

Administrative Costs (direct vs. percentage):

- All costs allocated using the Council's Cost Allocation Plan that is approved by the Washington State Employment Security Department each year.

Indirect rate used: Yes, 10% de-minims

Lease charged: Yes

- Appropriate calculation

Travel:

- Our RISE Navigator will be traveling monthly to Sunnyside, WA.
- Mileage and per-diem will be charged based on actual for the program

Sustainability;

- Tim said that the WDC most likely would not be going into year 3 of the Pilot. SCWDC is not looking to move in that direction to become BFET providers.

There are no recommendations for changes to their accounting processes. The fiscal review showed the contractor in compliance with the RISE fiscal policies.

SUMMARY:

South Central Workforce Development Council continues to provide outstanding customer service and outcomes to participants in their program.

The continuous collaboration and support exhibited by South Central Workforce Development Council are greatly appreciated and re-enforces the RISE culture.

Thank you for your continued partnership. If you have any questions, please feel free to contact me at 509-839-7214 or Shannon.williams@dshs.wa.gov

Sincerely,

Shannon Williams

Shannon Williams, RISE Program Consultant
DSHS / ESA / Community Service Division

cc: Felicia Talbott, RISE Project Manager
Annie Smith, Fiscal
Contract Files