CONFLICT OF INTEREST STATEMENT

In accordance with the Workforce Innovation & Opportunity Act (WIOA), Workforce Development Council (WDC) members may not vote on a matter under consideration by the Council if any member of the individual’s immediate family, the individual’s partner, or an organization which employs, or it about to employ, any of the above, has a financial or other interest in the firm or organization competing for or selected to receive WIOA funds. Any member having a conflict of interest will declare the conflict prior to any discussion on the matter.

Pacific Mountain WDC meetings are open public meetings. If you require special accommodation call 360-704-3568.

VI. Good of the Order & Announcements

VII. Optional Tour of Overstock.com Facility

Proposed 2017 Board Meeting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 22, 2017</td>
<td>Satsop Business Park</td>
</tr>
<tr>
<td></td>
<td>150 Technology Ln, Elma, WA 98541</td>
</tr>
<tr>
<td>Thursday, July 27, 2017</td>
<td>TBD</td>
</tr>
<tr>
<td>Thursday, September 28, 2017</td>
<td>TBD</td>
</tr>
<tr>
<td>Thursday, November 30, 2017*</td>
<td>Satsop Business Park</td>
</tr>
<tr>
<td></td>
<td>150 Technology Ln, Elma, WA 98541</td>
</tr>
<tr>
<td>Thursday, December 28, 2017</td>
<td>TBD</td>
</tr>
<tr>
<td>Year End Celebration</td>
<td></td>
</tr>
</tbody>
</table>

*5th Thursday of November following Thanksgiving holiday
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2016 – 2018 PacMtn WDC Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Business</th>
<th>Representing</th>
<th>WIOA Designated Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duane Evans</td>
<td>Port Blakely US Forestry</td>
<td>Lewis County, Board Chair</td>
<td>Business: Wood Products Manufacturing</td>
</tr>
<tr>
<td>Jim Larson</td>
<td>Morningside</td>
<td>Regional, Board Vice Chair</td>
<td>CBO/ Serves Disabled Populations</td>
</tr>
<tr>
<td>Peter Lahmann</td>
<td>NW Laborers-Employment Training Trust</td>
<td>Regional, Board Treasurer</td>
<td>Labor - Apprenticeship</td>
</tr>
<tr>
<td>Alissa Shay</td>
<td>Port of Grays Harbor</td>
<td>Grays Harbor County</td>
<td>Business: Logistics Cross Sector</td>
</tr>
<tr>
<td>Dru Garson</td>
<td>Greater Grays Harbor</td>
<td>Grays Harbor County</td>
<td>Business: Economic Development</td>
</tr>
<tr>
<td>Lee Grose</td>
<td>Ace Hardware</td>
<td>Lewis County</td>
<td>Business: Retail Sales</td>
</tr>
<tr>
<td>Lynn Longan</td>
<td>Mason County EDC</td>
<td>Mason County</td>
<td>Business: Economic Development</td>
</tr>
<tr>
<td>Derek Epps</td>
<td>Seattle Shellfish</td>
<td>Mason County</td>
<td>Business: Aquaculture/ Food Production</td>
</tr>
<tr>
<td>Jacqueline Earley</td>
<td>Sierra Pacific</td>
<td>Mason County</td>
<td>Business: Wood Products Manufacturing</td>
</tr>
<tr>
<td>Bob Hitt</td>
<td>Toad Hall Cranberry Farms</td>
<td>Pacific County</td>
<td>Business: Food Manufacturing</td>
</tr>
<tr>
<td>Steve Rogers</td>
<td>Pacific County Historical Society &amp; Museum</td>
<td>Pacific County</td>
<td>Business: Tourism and Recreation</td>
</tr>
<tr>
<td>Jim Sayce</td>
<td>Pacific County EDC</td>
<td>Pacific County</td>
<td>Business: Economic Development</td>
</tr>
<tr>
<td>Michael Cade</td>
<td>Thurston County EDC</td>
<td>Thurston County</td>
<td>Business: Economic Development</td>
</tr>
<tr>
<td>Winfried Danke</td>
<td>CHOICE Regional Health Network</td>
<td>Thurston County</td>
<td>Business: Life Sciences</td>
</tr>
<tr>
<td>David Schaffert</td>
<td>Thurston County Chamber</td>
<td>Thurston County, Specialized Populations Task Force Leader</td>
<td>Business: Private Sector Enterprise</td>
</tr>
<tr>
<td>Anne Goranson</td>
<td>Employment Security Department</td>
<td>Regional</td>
<td>Wagner-Peyser Employment Service</td>
</tr>
<tr>
<td>Kairie Pierce</td>
<td>WA State Labor Council</td>
<td>Regional, Youth Services Task Force Leader</td>
<td>Labor Organization</td>
</tr>
<tr>
<td>Cheryl Heywood</td>
<td>Timberland Regional Library</td>
<td>Regional, One Stop Task Force Leader</td>
<td>CBO/ Serves All Populations</td>
</tr>
</tbody>
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<th>Representing</th>
<th>WIOA Designated Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Michelle Andreas</td>
<td>South Puget Sound Community College</td>
<td>Regional</td>
<td>Adult Basic Education and Literacy</td>
</tr>
<tr>
<td>20. Dr. Jim Minkler</td>
<td>Grays Harbor College</td>
<td>Regional</td>
<td>Post-Secondary Higher Education</td>
</tr>
<tr>
<td>21. Mike Hickman</td>
<td>Educational School District #113</td>
<td>Regional</td>
<td>K-12 Education</td>
</tr>
<tr>
<td>22. Bob Guenther</td>
<td>Thurston, Lewis, Mason Counties Labor Council</td>
<td>Regional</td>
<td>Organized Labor</td>
</tr>
<tr>
<td>23. Paul Vertrees</td>
<td>DSHS/DVR</td>
<td>Regional</td>
<td>Vocational Rehab</td>
</tr>
<tr>
<td>24. Jason Reed</td>
<td>DSHS/Community Service Division</td>
<td>Regional</td>
<td>TANF-DSHS</td>
</tr>
<tr>
<td>25. Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Vacant</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
BOARD MEETING MINUTES
MARCH 23, 2017 | 1:30 – 4:00 PM
TIMBERLAND REGIONAL LIBRARY ADMINISTRATIVE CENTER
HTTPS://PACM TN.ADOBE CONNECT.COM/WDC
OR DIAL: 888-537-7715 PASSCODE: 60526531#

BOARD MEMBERS PRESENT:
Jim Sayce (nominee) Cheryl Heywood Duane Evans Lee Grose Paul Vertrees
Anne Goranson David Schaffert Jim Larson Lisa Smith Mike Hickman
Bob Guenther Mariella Cummings Jim Minkler Kairie Pierce Jason Reed
Michelle Andreas

STAFF PRESENT:
Cheryl B. Fambles
Bridget Lockling
Vanessa Wasman
Robyn Fields – Rescare
Matt Sneed - Rescare

List of Consent Agenda Items and Attachments
Attachment 1: Approval of December 2016 Board Meeting Minutes (hyperlinked)
Attachment 2: Quarterly Financial Statements (hyperlinked)
Attachment 3: PY15 990 Tax Statement (hyperlinked)

I. WELCOME & LEADERSHIP REPORTS

Establish Quorum and Today’s Agenda Review: Duane Evans, Board Chair, established quorum and brought the meeting to order at 1:34 pm. Duane reviewed today's agenda and it was noted that the agenda be rearranged to change the order of items IV 1-3. No other changes or additions were made to the agenda.

Board Chair Report:
- Duane began his Chair Report by thanking Cheryl Heywood and the Timberland Regional Library for hosting the meeting and providing the tour and learning moment at the end of the meeting.
- He went on to say that PacMtn will receive $275K for a healthcare project working with Morton General Hospital, Providence Mother Joseph, Heritage House Long Term Care Facility and St. Peter's Hospital who will work with South Puget Sound Community College and Centralia College to certify up to 40 Certified Nursing Assistants.
- He shared the Log Truck Program at Grays Harbor has graduated one student (who is now working at Sweatman Trucking in Neilton, WA) and hope to graduate 7-10 students by June.
- Duane, Commissioner Jeffreys and Board Member Cheryl Heywood will travel to Washington DC for the National Association of Workforce Board Conference with staff support by Corinne Daffern.
- He described a successful meeting he and Cheryl Fambles had with Commissioner Peinecke of the Employment Security Department to follow up on issues at the Lewis County WorkSource. He said the meeting went very well and had a positive outcome.
- He noted all 5 visits with the County Commissioners have gone well. Other Members chimed in that the support was very much appreciated and that the Commissioners are more engaged and are learning more and more about PacMtn and the work we do.

CEO Report – Cheryl Fambles gave her CEO Report and is attached herein (hyperlinked).

II. CONSENT AGENDA: Approval of December 2016 Board Minutes, Quarterly Financial Statements and PY15 990 Tax Statement – The Consent Agenda items were presented and Bob Guenther motioned to approve the consent agenda items, seconded by Paul Vertrees. Motion carries.
III. TASK FORCE UPDATES

**One Stop Task Force** - Cheryl Heywood gave the update for this Committee and said that Timberland Regional Library has created an internal document to track and explain how the Chrome Books are being used in the libraries in Pacific County. She also mentioned briefly that the Task Force is looking at the time lines for 3 significant projects: WorkSource America’s Job Centers Review, Regional MOU Development and One-Stop Operator. A consultant will be hired to assist PacMtn in carrying out the pieces of the WorkSource America’s Job Center large body of work. The Regional MOU will be out for 30 day public comment period to gather comments. The Board will adopt the Phase 1 Regional MOU at the May or June Meeting.

**Specialized and Targeted Populations** – David Schaffert said that the Task Force is looking to merge with the Youth Committee and that conversations have started on this topic. A meeting will occur in the coming weeks. David said that he would keep the Board updated on this development.

**Youth Services** – Kairie Pierce said the last meeting for this group was on March 14. She mentioned the Ironworkers Pre-apprenticeship program is being supported by PacMtn. It will run for 4 weeks, with recipients receiving full benefits and transportation. April 5th is when the next cohort is scheduled, with a June one also being planned.

**Industry Sector** – Duane Evans gave the update for this committee saying that a Task Force leader is being sought for this committee and that no recent meetings have been held.

IV. BOARD LEARNING AND STRATEGIC DISCUSSIONS

1. **January 2017 Board Retreat Summary**: The group moved into discussing materials from the Board Retreat earlier in the year, facilitated by Agnes Balassa. The Board reviewed the Decision Making Checklist and Suggested Communications Plan. The Board was then asked, “What other items are important to you?” Board members gave the following answers:
   - What are PacMtn’s current and/or long term struggles?
   - Knowledge on how policy review is conducted?
   - A recap of successes instituted in PacMtn programs? Let’s hear about from the kids in Onalaska and their aquaculture programs? How do we make successes better?
   - Being apprised of PacMtn benchmarks from the Strategic Plan
   - Discussing our outcomes with other agencies and how do they meld and synthesizing outcome measurements with outside partners?
   - A score card of outcomes
   - Outcome measurements and indicators?
   - PacMtn to help other agencies to be more regional vs community focused.
   - Migration of community members in and out of the counties.
   - Overcoming individual county challenges
   - Clear expectations when PacMtn needs information from a particular industry or perspective a Member might provide vs. that individual’s single opinion or experience

2. **Creating a Valuable Board Member Experience**: Members were asked to consider the following:
   a. Tentative Board Development Topics and Schedule
   b. Board Packet Materials: How to Make Materials Efficient & Effective
   c. Location and Time Confirmations for Upcoming Board Meetings and Encouraging Adobe Connect, PacMtn’s Online Meeting Option
   d. Board Member Attendance Metrics

Regarding topic A, it was mentioned that the May Board meeting could highlight Satsop Business Park and feature Business2Business services and partnership with PacMtn with a focus on Overstock.com. Mike Hickman said he’d like to know about Overstock.com’s sustainability and how transportation would be provided to employees who live outside of Grays Harbor. There was also brief discussion on entrepreneurial opportunities emanating from Overstock’s location into Grays Harbor.
For items B and C, Members expressed appreciation for online meeting option and Adobe Connect, and electronic packets. The group also mentioned that they like the CEO packets as handouts and are interested in Vanessa teaching them how to utilize Adobe Connect. Members felt that Board meetings, materials and delivery of materials has been a “tremendous improvement” and that they are timely and thorough. He and others in the group said the website is better than previous versions and complimented Bridget on her improvement on the budget reports. Members made suggestions for locations of upcoming meetings.

For item D concerning Board Member Attendance Metrics, Duane reminded the group that as noted in the PacMtn Board Application Packet, members are to attend at least 75% of Board and Committee meetings combined per year. It was said that as of January 2016, attendance has been tracked for this data. It was also said that Members with low percentages will be approached by Duane. PacMtn recognizes the volunteer nature of Board Membership and wants to be supportive of its Board members. It was suggested that when a Board member cannot make a meeting, they should RSVP such. The group as a whole said that it’s important to them to have the meetings scheduled for the year so that they can make time for them around their other engagements. PacMtn has responded to this by creating a Board schedule for the year and thus sent out calendar invites so that they can be on the calendars early. It was also requested to include Task Force and Committee Schedules in the Board packets.

3. **WorkSource America’s Job Centers (AJC) Action Plan:** Cheryl Fambles led this discussion and went over the deliverables and project timeline. She mentioned that currently her staff and the consultant are analyzing how to conduct the process to represent the voice of the customer via surveys, focus groups and holding discussions regarding a website and social media. One question the group is trying to identify and answer is, how does the new WorkSource-AJC play out in the business community? Further discussions occurred with the group on providing services at various levels via WorkSourceWa.com. Cheryl Heywood said that measuring how patrons use resources would be helpful and that TRL did a community survey that might provide some useful information.

V. **FEATURE TOPIC: TIMBERLAND REGIONAL LIBRARY – ASK A LIBRARIAN SERVICE AND TOUR OF THE BOOK DISTRIBUTION CENTER FOLLOWING THE BOARD MEETING.**

Staff from TRL introduced and explained the Ask a Librarian Service, where patrons can speak with a trained TRL Librarian six days per week, 24 hours per day via email or chat in real time to help find the information and resources patrons need. The group then went on an optional tour of the book distribution center following the Good of the Order and Announcements section of the meeting and learned about how the books come in and out of the library system.

VI. **GOOD OF THE ORDER & ANNOUNCEMENTS**

Bob Guenther mentioned that with the new Presidential administration, the promise from the White House is the idea of creating more jobs in America and that the group should do what they can to ensure that promise is kept. Others chimed in saying that their budgets had been facing cuts in various areas. With no other business at hand, the meeting was adjourned at 4:03 pm

Submitted by: Vanessa Wasman, Program Assistant
Proposal to Establish a Youth and Specialized Populations Joint Committee

March 28, 2017

History:

In order to direct and manage activities that provide and expand services to youth in poverty, PacMtn established the Youth Services Standing Committee. The duties of the Youth Committee include: developing the portions of the local plan relating to eligible youth; recommend eligible providers of youth activities and coordinate youth activities that are authorized by WIOA. The work of this Committee is identified in the by-laws and is one of two Standing Committees of the PacMtn Board.

WIOA recognized the need for a new game plan, and the need to strengthen existing workforce development to adults and youth with barriers to economic success. In order to serve the most vulnerable workers, PacMtn Board developed the Specialized and Targeted Populations Taskforce to reduce the stigmas associated with special populations and to increase employment opportunities to the most vulnerable. The Specialized and Targeted Populations Task Force provides recommendations and guidance of planning and programming related to people with disabilities and other populations for which the PacMtn Board desires specific and focused attention. Task Forces are ad-hoc and serve as a function of Board priorities as needed. These groups are chartered by specific need and the group itself determines specific activities. Charters are easily modified and can sunset as work is accomplished or other priorities arise.

The Proposed Change:

In order to increase coordination with other related Board committees, to enable efficient use of Board Member time and to continue to develop appropriate support and diversion programs, PacMtn proposes combining the Youth Committee and Specialized Populations Task force into one standing committee: Youth and Specialized Populations Committee. This Standing Committee requires a change to the PacMtn Bylaws. The Joint Committee will continue to recommend workforce development best practices to increase services for disadvantaged youth and special populations. The Committee should be seen as a resource to individuals who have challenges following a traditional career path, those affected by generational poverty, youth and adults with high barriers to employment, individuals with disabilities, individuals who are homeless, and those impacted by the criminal justice system.

Purpose and Rationale:

The Youth and Specialized Populations Committee will ensure PacMtn is providing the greatest amount of support and attention for youth, young adults and those with the highest barriers to employment, including those with disabilities. They will advise on how best to make services accessible, hospitable and of the highest priority in the region. By combining the Youth and Specialized Populations Committee, PacMtn will benefit from:

- Increased leveraging of resources including Board Member time, information and staff attention
Better alignment of existing programs and funding sources that serve workforce customers, especially those being served by multiple core partners (DVR, Adult Basic Education and Literacy, Title I, Title III)
Integrated and comprehensive recommendations for service providers that focus on education, training and employment that assist youth and adults
Effective use of partner time and commitment
Stronger coordination between identified targeted populations
Increased education and knowledge amongst partners and community

When PacMtn can effectively and efficiently deploy resources for these populations customers in the region will benefit by:

- Increased living wage of youth and specialized populations
- Reduced stigmas associated with youth and adults with special barriers to employment
- More programs and services that targeting youth and adults with barriers to employment

**Time Frame:**

Proposed merger will take place at the beginning of PY17—July 1, 2017

Other timelines and deliverables to be dictated by Committee Charter

**Next Steps:**

1. Review and discuss as a Committee in order to take a recommendation to the Executive Finance Committee.
2. If the Joint Committee is approved by the Executive Finance Committee, there will be an immediate need to revise PacMtn Bylaws to acknowledge merger. The Joint Committee merger will redefine duties and committee membership assigned in the bylaws. The discussion would be scheduled for the full Board in May.
3. A new Committee Charter would define: purpose and responsibilities; major work plan deliverables and timeline; meetings and communication protocols; membership
*Please note, attached is a sub-set of the affected PacMtn By-Laws regarding the Youth and Specialized Populations Committee Merger.
Section 24 which means a member of 1 or more of the following populations: displaced homemakers, low-income individuals, Indians, Alaska Natives and Native Hawaiians, individuals with disabilities, (including youth who are individuals with disabilities), older individuals, ex-offenders, homeless individuals or homeless children and youths, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farm workers, individuals within 2 years of exhausting lifetime eligibility of Social Security, single parents (including single pregnant women), long term unemployed individuals and other such groups as the Governor determines to have barriers to employment, in poverty and support experiences for all youth that increase their exposure to the world of work, including work experiences. The duties of the Committee are to:

1. Develop the portions of the local plan relating to eligible youth and other specialized populations as defined above.
2. Recommend eligible providers of youth supportive activities.
3. Coordinate youth supportive activities that are authorized by WIOA.
4. Other duties as assigned by the PacMtn WDC Board.

The members of the Youth Services and Specialized Populations Committee shall be chaired by a member of PacMtn WDC. Membership shall include no more than three representatives from each of the following stakeholders:

- Business/Employers who represent in-demand industries and occupations and those who hire youth or are connected to other businesses that hire youth
- Social Service agencies and clubs, including those that represent disabled populations
- Youth development practitioners, including one or more educators
- A delegate from the regional Alliance of Youth
- A Labor Representative

Subject to the wishes of the Youth Services and Specialized Populations Committee Chair and as logistics allow, two youth representatives shall be encouraged to participate fully in the Committee discussions and cast “advisory” ballots. One youth participant should ideally, but not required, be a WIOA program participant. The Committee’s membership shall be appointed to assure that it includes not only designated representatives but also at least one member from each county in the PacMtn WDC region.

Section 4

Ad-Hoc Task Forces: The purpose of Ad-Hoc Task Forces is to establish a workgroup chaired by a member of the Board and comprised of regional subject matter experts in specified areas of knowledge and practice brought together to accomplish specified objectives. Such external members shall enjoy all the rights and membership on the Ad Hoc Committee, such as voting
and reimbursement of business-related expenses. Task Forces shall be chartered and reviewed on a biannual basis. Task Forces may include:

1. One-Stop and Program Operations Task Force - providing recommendation and guidance of the One-Stop System, and activities related to service delivery and programs.

2. Industry Sector and Employer Services Task Force - providing recommendation and guidance of initiatives specific to industry and employer services. They are also directly sought for matters related to One-Stop, Program and Special Populations.

3. Special and Targeted Populations Task Force - providing recommendation and guidance of planning and programming related to people with disabilities and other populations for which the Board desires specific and focused attention.

4. Other Task Forces as Needed - providing recommendation and guidance for which the Board desires specific and focused attention.

Section 5
A quorum on any committee will exist when at least 51 percent of the committee membership is present. A quorum is not required to complete assignments, but can be cited to support actions and describe intent.

ARTICLE XIV
Conduct of Meetings
Robert’s Rule of Order shall govern the conduct of the meetings of PacMtn WDC, but the Council shall strive for full discussion and consensus. The Chair may appoint individuals who can assist with process and the orderly conduct of meetings.

ARTICLE XV
Amendment of Bylaws
Section 1
These Bylaws may be amended at any regular or special meeting of PacMtn WDC provided that any proposed amendment shall be acted upon in advance by the Executive Committee and shall be submitted in writing to the Directors at least 30 days prior to the regular or special meeting of PacMtn WDC.

Section 2
An amendment to the Bylaws shall take effect immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective, or PacMtn WDC has set such a time by a previously adopted motion.

The foregoing Bylaws were adopted by the Directors on this day___________ of the month of_______________, 2015.

Amended October 2015, May 2017
MEMORANDUM

To: PacMtn WDC Members
From: Sean Murphy, Associate Director of Strategic Initiatives
Date: May 18, 2017
Subject: Establishment of an Affiliate WorkSource (American Job Center) at JBLM

Overview
PacMtn has been providing services at JBLM for more than 7 years. Initially, the public workforce system served spouses through Heroes at Home, and now we serve transitioning service members and spouses through Camo2Commerce (C2C). These programs have placed well over 1000 individuals into employment, many of which are working in the PacMtn Region.

Since the start of 2014, PacMtn has received $10M for C2C, and has partnered with many regional partners such as the Thurston Chamber, Thurston EDC, Morningside, Workforce Central, Employment Security, Department of Veteran Affairs, South Puget Sound Community College, and many more to assist those returning to our communities and providing the human capital for business and industry. The services provided have included pre-employment preparation, short term training, job placement, on-the-job training, and many other resources that have made the transition much smoother for those who have served us so well. C2C is funded through December 31, 2017 and we expect to make a request for 6 additional quarters, which would carry the program through the end of the fiscal year in 2019.

Opportunity
As part of this current C2C grant commitment PacMtn, JBLM Installation Command and other partners have come together to propose the formalization of a WorkSource Affiliate American Job Center (AJC) located on the installation at Hawk Transition Center. The interim certification of the site will provide partners a platform to build towards a full certification in 2018. WorkForce Central WDC will review the Interim Affiliate Site application, prepared by PacMtn in late May. We hope their Board will confirm the application and PacMtn WDC will follow suit once we have confirmed a process.

The proposed model (figure below) would be the first American Job Center to be fully integrated into transition services at JBLM. The site would have all transition services under one roof, and would incorporate the public workforce system programming into the transition process for each person transitioning. Additionally, the AJC would be open to all others, including spouses, youth and retirees who have access to the military installation.

Timeline
The establishment of an Interim WorkSource would be recognized with a Ribbon Cutting on July 7, 2017 at 10 am. The adoption of the Proclamation represents this region’s support for the initiative and acknowledges the immense amount of work, partnership and opportunity culminating in the certification of the JBLM Affiliate Site.
Attachment for Consideration:

Proclamation and Resolution of Appreciation
Joint Base Lewis McChord
WorkSource Affiliate...Partner in America’s Job Center Network

Recommended Motion:
The Executive Finance Committee approved the recommendation to the WDC Board to adopt the Proclamation supporting establishment of an Affiliate WorkSource (American Job Center) at Hawk Transition Center at Joint Base Lewis McChord at their last meeting on May 12, 2017. Move to recommend WDC Board adoption and request staff cooperate in the development of necessary application materials.
Proclamation and Resolution of Appreciation
Joint Base Lewis McChord
WorkSource Affiliate
Partner in America's Job Center Network

WHEREAS: the public workforce system and the One-Stop delivery site known as WorkSource is a proud partner in America's Job Center Network and has for many years provided services to veterans, active duty service personnel and their families; and

WHEREAS: WorkSource customers have the opportunity to gain the academic, technical and employability skills necessary for the jobs demanded by businesses and the economy; and

WHEREAS: the Vow to Hire a Hero Act sponsored by Senator Patty Murray and the 2014 Workforce Innovation and Opportunity Act established even higher standards and placed greater importance on the development of an integrated, high quality, customer centered, jobs-driven set of services for WorkSource; and

WHEREAS: in the City of Lacey, the PacMtn region includes one of the fastest growing military communities in the country; and

WHEREAS: WorkForce Central and Pacific Mountain (PacMtn) Workforce Development Council together with dozens of partners, including WA Employment Security Department have provided these important services at Joint Base Lewis McChord through US Department of Labor funded programs Heroes at Home and Camo2Commerce; and

WHEREAS: PacMtn and WorkForce Central Boards of Directors will soon certify one of the first One-Stop America's Job Centers on an active military installation; and

WHEREAS: the military command staff at Joint Base Lewis McChord (JBLM), and in particular 1st Corps, 62nd Airlift Wing, and JBLM Installation

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Command and those reporting directly to them on matters of military service transition; have been strong and steady partners in support of these programs to serve transitioning military and their families; and

WHEREAS: without the commitment, support, counsel and cooperation of these leaders the designation of a JBLM WorkSource Affiliate and the success of current and emerging services would not be possible;

NOW THEREFORE, WE, the Pacific Mountain Workforce Development Board of Directors of the State of Washington do hereby endorse the establishment of the

JBLM WorkSource Affiliate Site

and express appreciation for the Command teams at JBLM and all the staff that have been involved with designing world class transition programming at JBLM. We acknowledge their continued leadership for those who serve this country on active duty, in the Reserves or in civilian life as contributors to this country's economy. We further urge all citizens to become familiar with the services and benefits offered by the public workforce system and to seek out these crucial programs to enhance their individual skills and productivity.

IN TESTIMONY WHEREOF, signed this ________ day of May, 2017.

______________________________

Duane Evans
Chairman, PacMtn Board of Directors
MEMORANDUM

To: PacMtn WDC Members
From: Corinne Daffern, Associate Director of Workforce Services
Date: May 18, 2017
Subject: One Stop Memorandum of Understanding

The purpose of the PacMtn local Memorandum of Understanding (MOU) is to define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the One-Stop delivery system in Washington State as required under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires that each Local Workforce Development Council, with the agreement of the Area’s Chief Elected Official, develop and enter into a memorandum of understanding between the local board and the one-stop partners, with all the entities that serve as partners in the one-stop service delivery system that operates in each LWDB’s local area.

The PacMtn MOU must, at a minimum, describe:

• Services to be provided,
• Agreement on how the cost of services and the operating costs of the system will be funded,
• Methods of referring individuals between the One-Stop operators and partners for appropriate services and activities,
• Strategies to meet the needs of individuals with barriers to employment,
• MOU duration and amendment procedures,
• Assurances that the MOU will be reviewed, and if substantial changes have occurred, renewed, at least once every 3-year period.
• Any other provisions, consistent with WIOA, that signatories to the agreement determine to be appropriate.

In order to begin the development of the local MOU, and to better build a network of demand driven and integrated system of partners who share common goals, we hosted MOU Partner Events. The MOU Kick-off Event was held November 30, 2016 at Satsop Industrial Park. Partners met to discuss the future vision of the PacMtn AJC WorkSource Network, opportunities about the future, support for the new vision, and creating a Memorandum of Understanding to support these efforts.

This MOU was generated through multiple meetings, discussions and negotiations from all partners involved. The MOU, which must be signed and in place by July 1, 2017, represents meeting the requirements of the law with the intent to revise and add the necessary infrastructure and shared cost component by January 1, 2018.

A draft MOU that was released for public comment on May 4, 2017, and will be open for comment until June 4, 2017. The Executive Finance Committee will approve the MOU at the meeting on June 9, 2017.
MEMORANDUM

To: PacMtn Board Members
From: Bridget Lockling, Director of Finance & Administrative Services
Date: May 8, 2017
Subject: Strategic Plan Updates and Priority Activities

Background
Our four year Local/Strategic Plan was developed according to WIOA guidance, Board goals and community need. It sets the planning activities and elements of the Council’s work. We are completing year #1 of the Plan. Current and underway activities and projects are outlined in the attached Strategic Plan Activities Progress Chart. We attempt to describe the momentum and progress of the objective.

With these goals and activities as the basis, we drafted PY17 budget objectives and outlined a preliminary work plan. The attached PY17 Annual Work Plan matrix captures the high priority objectives to address current needs, aligning with projected resources. Our ‘on deck’ planning area will create a list of potential activities that we will prioritize as funds become available. We would like the Board’s feedback and suggestions in developing and prioritizing these ‘on-deck’ additional activities that support the four overarching goals in our Strategic Plan. This feedback could also be used to capture the leveraged opportunities with other agencies.

To help facilitate this process we will initiate a survey with a list of potential activities to be discussed and refined during the May 25th Board meeting. This working list of priorities will be used to design programs for the new, unanticipated revenues received throughout the year.
## Strategic Plan-Goals and Objectives

<table>
<thead>
<tr>
<th>Objective</th>
<th>Progress &amp; Momentum</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1:</strong> Engage partners and stakeholders to analyze and better understand actual employer needs and projected openings within targeted clusters.</td>
<td>Forest product employer meetings; hospitality ProStart training; upskill/backfill project in healthcare; sector strategies taskforce</td>
<td>Forest product employer meetings; hospitality ProStart training; upskill/backfill project in healthcare; sector strategies taskforce</td>
</tr>
<tr>
<td><strong>Objective 2:</strong> Develop a 2016-2020 Work Plan based on identified employer needs and priorities, with an emphasis on opportunities to place job-seekers in high-wage jobs and/or high-wage career path opportunities.</td>
<td>Redesign of model and deliverables for B2B contract; upskill/backfill projects;</td>
<td>Redesign of model and deliverables for B2B contract; upskill/backfill projects;</td>
</tr>
<tr>
<td><strong>Objective 3:</strong> Support career pathways that breakdown barriers and provide opportunities for job seekers to succeed in their chosen in-demand fields while also meeting basic job skills as well as key reading, math, science, technology, and engineering workplace standards.</td>
<td>Career pathway development-contract for sector and career overviews, training guides, and templates; specialized training opportunities-log truck driving; work based learning-internships;</td>
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<tr>
<td><strong>Objective 4:</strong> Provide support for pre-apprenticeship and apprenticeship pathways.</td>
<td>Support of apprenticeship events-Skill USA, Try a trade, job fairs; video info-career pathways; Iron worker support; applying for POWER grant-build in apprenticeship for new $</td>
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<tr>
<td><strong>Objective 5:</strong> Periodically evaluate and update target clusters and supplement or amend to ensure success in all communities served.</td>
<td>Develop plan to evaluate current and add or expand others</td>
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<tr>
<td>Goal 2: Develop the “PacMtn and WorkSource Brands” focused on mission, services and results seen as adding value to the community and opening doors to new funding sources and partnerships.</td>
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<tr>
<td><strong>Objective 1:</strong> Develop a 2016 – 2020 Regional Communications Plan.</td>
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<tr>
<td>Finalizing communication plan; expanded social media outreach through website, twitter, LinkedIn; updating website; visibility in communities through outreach funds-events, bus,</td>
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<td><strong>Objective 2:</strong> Develop and distribute annual collective impact report, annual report and quarterly report to partners, stakeholders and employers.</td>
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<td>Annual report created; Impact report and other materials distributed</td>
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<tr>
<td><strong>Objective 3:</strong> Provide real-time labor market information to partners, stakeholders and employers, including quarterly supplements on cost-of-living assessments, education and training opportunities, workforce housing affordability and other topics of interest.</td>
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<td>Dedicated staff to support data and research; software support for EDC’s; create data dashboards and ongoing reports;</td>
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<thead>
<tr>
<th>Goal 3: Develop strategic partnerships and collaborations that expand the PacMtn mission and facilitate Board Member leadership in regional economic success.</th>
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<tbody>
<tr>
<td><strong>Objective 1:</strong> Strengthen engagement with businesses by establishing sector ambassadors and communicating the value proposition for the work that we do via hosted employer workshops on shared issues and goals.</td>
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<tr>
<td>Employer meetings; employer led Board</td>
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<tr>
<td><strong>Objective 2:</strong> Strengthen engagement with service partners to braid, weave and leverage efforts, stimulate information-sharing and enhance cross-training that improves customer outcomes and provides a continuum of care and wrap-around services.</td>
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<tr>
<td>Expand WorkSource services through new AJC vision; community engagement meetings and VOC surveys; BEdA alignment</td>
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</table>
**Objective 3:** Collaborate with stakeholders and partners to provide specific training, education, skill panel and technical assistance opportunities.

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<th>Progress Scale</th>
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<tbody>
<tr>
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<td><img src="image2" alt="Momentum Scale" /></td>
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</table>

TRL-Job Assist project; system training of staff; provide AmeriCorps support; expand reach to LTU and connect WEX opportunities

**Objective 4:** Enlist the support of business associations to build relationships with area employers and facilitate shared information sessions and business development strategies.

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</table>

Contracts with Chambers and EDC’s; project with WA Hospitality Assoc; forest products/logging/FRA; rural hospitals and LTC facilities

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**Goal 4:** Develop programming and innovate solutions to assist designated special and targeted populations enhance job skills and secure and maintain employment.

**Objective 1:** Develop primary career pathway education and training programs to help criminal justice involved individuals build skills and find employment upon transition.

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<td><img src="image6" alt="Momentum Scale" /></td>
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MyJOB, PREP, community court, and Rapid Reentry projects

**Objective 2:** Develop and implement transition training programs focused on criminal justice involved adults and youth, the long-term unemployed and other WIOA targeted populations.

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<th>Progress Scale</th>
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<td><img src="image8" alt="Momentum Scale" /></td>
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IMPACT-Big Brothers Big Sisters;

**Objective 3:** Work with service delivery partners to streamline employment, education, training enrollment and job placement for individuals with disabilities, including youth and veterans.

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<td><img src="image10" alt="Momentum Scale" /></td>
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</tbody>
</table>

DVR-PETS Summer Internships;

**Objective 4:** Work with service delivery partners to provide job and skill training information to other WIOA special and targeted populations and build upon federal and state strategies designed to place long term unemployed workers into training and stable employment.

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<td><img src="image12" alt="Momentum Scale" /></td>
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</table>

United Way/CPS LTU support; High Impact Rural School Support; Youth and Specialized populations committee
## PY17 PacMtn Annual Work Plan

### Strategic Plan Goals

<table>
<thead>
<tr>
<th>Goal 1 Sectors</th>
<th>Goal 2 Branding</th>
<th>Goal 3 Collaborations &amp; Partnerships</th>
<th>Goal 4 Specialized Populations</th>
<th>System Excellence</th>
</tr>
</thead>
</table>
| • Incumbent Worker Trainings  
• Employer Meetings-Industry Cluster focused  
• Implement Career Pathway tools and resources  
• B2B strategic design  
• Upskill/Backfill Projects and Initiatives  
• Evaluate and update target clusters | • Expand visibility through social media  
• Update websites  
• Community Outreach  
• Career Pathway and labor market info use  
• Promote new AJC Next Gen vision  
• Develop outreach materials | • Develop MOUs and IFA  
• One Stop Operator  
• Expand TRL JobAssist project  
• Expand AJC network and WorkSource Services  
• Sector focused employer engagement | • High Impact Grants  
• Strengthen existing workforce development to Adults and Youth with barriers to economic success  
• Combine the Youth and Specialized Pop committees | • Professional Development & WIOA Training  
• Cross-train WS Center staff  
• Board Development  
• Strategic Operators and Tactical Approaches  
• Continued Program Budgets  
• Expanded co-enrollments with Title II and IV |

### High Priority Objectives

- Develop Incumbent Worker Trainings
- Employer Meetings-Industry Cluster focused
- Implement Career Pathway tools and resources
- B2B strategic design
- Upskill/Backfill Projects and Initiatives
- Evaluate and update target clusters

- Expand visibility through social media
- Update websites
- Community Outreach
- Career Pathway and labor market info use
- Promote new AJC Next Gen vision
- Develop outreach materials

- Develop MOUs and IFA
- One Stop Operator
- Expand TRL JobAssist project
- Expand AJC network and WorkSource Services
- Sector focused employer engagement

- High Impact Grants
- Strengthen existing workforce development to Adults and Youth with barriers to economic success
- Combine the Youth and Specialized Pop committees

### On Deck Priorities

- Finalize communication plan-policies and procedures
- Find new ways to engage public through social media
- Update and expand website
- New community outreach process and form
- Create tools and resources for career pathway and labor market into; staff training
- Quarterly Posters w/data
- Design variety of outreach written materials

- Support work of AB for MOU and IFA
- Provide strategy, guidance and technical assistance for OSO
- Provide resources for TRL expansion of JobAssist to new areas
- Engage new AJC sites, promote and provide assistance

- Create new blended committee to better align and coordinate
- Align planning and accountability policies across core programs

### PacMtn Operations

- Develop IWT policies, processes and forms
- Identify/prioritize sectors and employers for IWT
- Coordinate sector employers
- Staff training on career pathway tools and methods
- Create new B2B deliverables and methods
- Manage healthcare system partners in project
- Coordinate research and data for target cluster revisions

- Voice of the Customer: Asking, Validating and Soliciting Feedback from multiple customer segments
- Coordinate the WorkSource certification process and ensure compliance