

PacMtn Workforce Development Council
Executive Finance Committee Minutes
 Friday, June 9, 2017 • 11:00 am – 12:30 pm
 WorkSource Thurston, Online and by Phone



Member List

<u>Name</u>	<u>Business</u>	<u>County</u>	<u>Position</u>
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Vacant			Chair Elect
3. Jim Larson	Morningside	Regional	Vice Chair
4. Peter Lahmann	NW Laborers – Employers Training Trust, Retired	Regional	Treasurer
5. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Member at Large
6. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
7. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Lead
8. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
9. Terri Jeffreys	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio

Attendees: Jim Larson, Peter Lahmann, David Schaffert, Kairie Pierce (phone), Terri Jeffreys

Staff: Cheryl Fambles, Bridget Lockling, Corinne Daffern, Vanessa Wasman

Guests: None

Excused: Duane Evans, Dr. Jim Minkler, Cheryl Heywood

I. Board Chair Check In

- A. The meeting was called to order and quorum was established. Jim Larson chaired the meeting as proxy for Duane Evans. Approval for account signer changes was added to the agenda under Section III, Fiscal Items, item C. It was also mentioned that for item B under the Fiscal Section, the committee would motion to approve January – March 2017 Financial Statements. The original agenda noted that the Statements were from July 2016-June 2017. No other changes or additions were made to the agenda.
- B. The May 2017 EFC minutes were reviewed and *Peter Lahmann motioned, seconded by David Schaffert to approve the minutes. Motion carries.*
- C. The group reviewed the June 22, 2017 Board agenda with no additions or changes. However, the group was asked for their ideas on this month’s Board Learning Feature Topic. Peter Lahmann said he’d be interested in learning more about PacMtn’s position within the system and connection points with partners. How do we connect and how do we create closer relationships? David Schaffert suggested learning more about the relevance of PacMtn’s work, how the Board has direct impact to communities. Share a successful story within a program. Another suggestion was to see if EDC Directors share with the Board the tie between the

economy and workforce development and ask, how do EDCs interact with PacMtn?

II. **Task Force Updates**

- A. Kairie Pierce gave a very brief update on the merge of the Youth and Specialized Populations Committee is moving forward. No other discussion occurred regarding Task Forces.

III. **Fiscal Items**

- A. **Action Item: Motion to Forward to WDC Board with Recommended Do Pass Approval for PY17 Preliminary Budget** – Bridget Lockling reviewed this item and said that this version of the budget provides a starting point for an operational budget to begin our program year with. Some new projects are not yet fully determined or structured so funding is ear marked with details to be developed. There was also discussion on impending cuts to WIOA that may not show until 2018. Revenue projection for PY17 is shy of \$13M, however this is without knowing our WIOA Formula Funds for PY17 and we have used an earlier projection provided by ESD. Bridget also went over the Administrative Operations Budget and provided a forecast saying that the first half of the year will be busy with identification and certification of AJC sites, work will continue with the MOU and that the Infrastructure Funding Agreement will be in place by January 1, 2018. The budget reflects a progressive and thoughtful way to continue fulfilling our requirements and delivering quality services to the region. The proposed PY17 Preliminary Budget was reviewed and *Peter Lahmann motioned to forward the budget to the WDC Board with Recommended Do Pass Approval, seconded by Kairie Pierce. Motion carries.*
- B. **Action Item: Motion to Approve January 2017 – March 2017 Financial Statements.** Bridget also reviewed this item saying that PacMtn is working with our contactors to help increase their spending to ensure dollars are going out to participants. She also pointed out some of the legal fees incurred, rental expenses and some inaccurate rent bills that were remedied. She also reviewed the elements of the summary that shows the program types, participants served and placed. *David Schaffert motioned to approve the Quarterly Financial Statements, seconded by Peter Lahmann. Motion carries.*
- C. **Action Item: Bank Account Signer Changes to O’Bee CD Account -** Updated PacMtn’s CD account to remove previous Chair, Randy Luke and added Duane Evans and Cheryl Fambles as signers and also added an authorization to include Bridget Lockling and Jaime Britton to the account to make inquiries about the account status. *Peter Lahmann motioned to accept the CD account changes, seconded by David Schaffert. Motion carries.*

IV. Executive & Administrative Items

A. **Action Item: Motion to Approve One Stop MOU** – Corinne reviewed the MOU Public Comment Summary Report and highlighted the dates for the review period of May 4, 2017 to June 4, 2017. She went on to describe the elements of the MOU and also mentioned summarized the volume of responses received. *David Schaffert motioned to approve the One Stop MOU, seconded by Peter Lahmann. Motion carries.*

B. **Action Item: Motion to Approve Update to Program Policy: Adult & Dislocated Worker** – Bridget reviewed the change and update summary for this policy. Some language or guidance was removed from the policy and some language or guidance was added regarding support services not allowable for adults or dislocated workers during program follow up or exit. *Peter Lahmann motioned to approve the One Stop MOU, seconded by David Schaffert. Motion carries.*

V. **CEO Comments & Updates** – None at this time.

VI. Good of the Order Items & Announcements

A. Corinne reminded the group about the combined committee meeting involving those on the Executive Finance Committee, Youth Task Force, Specialized Populations Task Force, the One Stop Task Force and Adult Basic Education & Literacy Group on June 15th to debrief on the American Job Centers Community Engagement Work completed by Agnes Balassa.

B. Peter Lahmann announced the annual Father's Day event at the Olympic Flight Museum and encouraged everyone to attend.

Meeting adjourned at 12:02 pm

Submitted by: Vanessa Wasman, Administrative Assistant