

ELECTED OFFICIAL CONSORTIUM MEETING AGENDA

MARCH 31, 2017 | 1:00 PM – 3:00 PM

MASON COUNTY COMMISSIONER'S OFFICE

411 NORTH 5TH STREET

SHELTON, WA 98584

888-537-7715 PASSCODE: 60526531#



A. Convene: Welcome – Commissioner Jeffreys

- Self-Introductions & New Commissioner Welcome
- Establish Quorum
- Review of Today's Agenda
- WDC Consortium Chair Comments and NAWB Follow Up
- Confirm Upcoming Consortium Meeting Locations

B. Consent Agenda - Motion to Approve

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for a Consent Agenda. There can be explanation of items, but there is **no discussion of the Consent Agenda**. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

- Approval of December 2016 Consortium Minutes (Attachment #1)

C. Action Items

- Adoption of Updated Consortium Operating Document – *Motion to Approve* (Attachment #2)
- Appointment of New Board Member Nominees – *Motion to Approve* (Attachment #3)
 - Jacqueline Earley, Mason County
 - Jason Reed, Regional
 - Jim Sayce, Pacific County

D. Informational Reports

- WDC Chair Report
- Board Member Attendance Matrix (Handout)
- America's Job Centers (AJC) Timeline and Next Steps (Attachment #4)
- CEO Report (Handout)

E. Program Feature: Mason WorkSource Transition Center from Lee Childs, WorkSource Mason County Transition Center Manager

F. Discussion and Deliberation: Good of the Order and Public Comment

CONFLICT OF INTEREST STATEMENT

In accordance with the Workforce Investment Act, Workforce Development Council members (WDC), as well as members of the Youth Council, 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 Workforce Investment Act funds. Any member having a conflict of interest will declare the conflict prior to any discussion on the matter.

Upcoming 2017 Consortium Meeting Schedule

Date	Location
Friday, July 28, 2017 1:00 - 3:00 pm	TBD
Friday, December 1, 2017 1:30 – 4:00 pm	TBD

PacMtn Consortium Members:

<u>Name</u>	<u>Representing</u>
Commissioner Terri Jeffreys, Chair	Mason County
Commissioner Gary Stamper	Lewis County
Commissioner Vickie Raines	Grays Harbor County
Commissioner John Hutchings	Thurston County
Commissioner Lisa Olsen	Pacific County

CONFLICT OF INTEREST STATEMENT

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PACIFIC MOUNTAIN ELECTED OFFICIAL CONSORTIUM
 MEETING MINUTES
 DECEMBER 9, 2016 | 1:00 – 3:00 PM
 CENTRALIA COLLEGE
 620 CENTRALIA COLLEGE BLVD
 WALTON SCIENCE CENTER – ROOM 205
 CENTRALIA, WA 98531



ELECTED OFFICIALS PRESENT: Commissioner Terri Jeffreys (Mason County)
 Commissioner Steve Rogers (Pacific County), Chair and Commissioner
 Cathy Wolfe (Thurston County, by phone)
ABSENT: Commissioner Stamper, Commissioner Raines
STAFF PRESENT: Cheryl Fambles, Vanessa Wasman, Bridget Vidonne

List of Attachments

Attachment 1: July 2016 Consortium Minutes
 Attachment 2: Final PY16 Budget Adoption
 Attachment 3: Adoption of WDC Consortium & Board Agreement
 Attachment 4: Board Member Term Assignment Matrix
 Attachment 5: Appointment of New Board Member Nominee Lee Grose of Lewis County

I. Convene: Welcome – Commissioner Rogers

Commissioner Rogers convened the meeting at 1:18 pm. Quorum was established. The group briefly reviewed the agenda and no questions or discussion arose.

The group began with the 2017 Consortium Chair selection since Steve Rogers will be retiring. Terri Jeffreys volunteered to be the incoming Consortium Chair. The Commissioners confirmed her interest. Congratulations to Commissioner Jeffreys!

The proposed 2017 Consortium Meeting Calendar was reviewed and confirmed.

II. Consent Agenda - Motion to Approve

July 2016 Consortium Minutes

Commissioner Jeffreys moved to accept the June minutes, Commissioner Wolfe second, motion carries.

III. Action Items

a. Adoption of Final PY16 Budget - Motion to Approve

Bridget reviewed the elements of the Final PY16 Budget, describing an update to the revenue by including new and revised grants and final carry in amounts. Overall changes are minor. Revenue for the Final Budget has increased by \$846,000 largely in part to increased carry in from C2C from expenses not coming in PY15 as anticipated, and a new Rapid Response grant that is aimed at increasing DW enrollments, improving systems and preventing future layoffs. Commissioner Jeffreys moved to approve the Final PY16 Budget, Commissioner Wolfe second, motion carries.

b. Adoption of WDC Consortium and Board Agreement – Motion to Approve

Cheryl briefly described the document and the changes made due to WIOA and let the group know the item was fully reviewed at the July 2016 Consortium meeting.

Commissioner Jeffreys moved to approve the Final **WDC Consortium and Board Agreement**, Commissioner Wolfe second, motion carries.

c. Board Member Term Assignment Matrix – Motion to Approve

Cheryl described the Terms of Service Matrix and the proposed WDC Board Member Term Assignments. The terms noted in the matrix are arbitrarily assigned to achieve a staggered set of terms as desired to create the proper amount of new and continuing members each year. Commissioner Jeffreys asked if the members know their terms. Cheryl said no, that she wanted to discuss the item with Commissioners first. No changes were made to the matrix and Board Term Assignment letters will be going out after the first of the year. Commissioner Wolfe moved to approve Board Term Assignment Matrix, Commissioner Jeffreys second, motion carries.

d. Appointment of New Board Member Nominee Lee Grose of Lewis County – Motion to Approve

The group reviewed Lee's application and nomination letter. It was acknowledged he is a small business owner in rural Lewis County. He is a former Commissioner years ago served on the Private Industry Council, an earlier iteration of the WDC Board. Commissioner Jeffreys moved to approve Appointment of Lee Grose, Commissioner Wolfe second, motion carries.

Thanks to Commissioner Wolfe...With voting complete Commissioner Wolfe excused herself to attend another event. The group thanked Commissioner Wolfe for her service to the Consortium and Thurston County. She said farewell to the group and thanked Cheryl for her leadership of PacMtn.

IV. Informational Reports –Cheryl provided materials for My JOB (My Journey Out Beyond program serving incarcerated youth) and described the program in detail. She described the partnerships with DSHS, DVR and OSPI, local schools districts. The Commissioners were very pleased to hear about the program and Commissioner Jeffreys asked about bringing youth programs like this to local government. Cheryl answered that this is happening via programs partnering with Big Brothers Big Sisters in the county youth detention facilities in Pacific/Grays Harbor, Lewis and Mason counties.

Discussion and Deliberation – Cheryl described the content of the upcoming January Board Retreat and gave a very brief overview of the America Job Center-WorkSource WorkSource model that will be further discussed at the Retreat.

With no further discussion or questions, the meeting adjourned at 1:55 pm.

**Submitted by: Vanessa L. Wasman,
Administrative Program Assistant**

MEMO

March 29, 2017

To: PacMtn Consortium Members
From: Cheryl B. Fambles
Subject: Consortium Operating Practices

Background

Three governance documents are approved by the PacMtn Elected Official Consortium—County Interlocal Cooperation Agreement, Agreement with the Workforce Development Council and Consortium Operating Practices.

Interlocal Cooperation Agreement: The five Counties including Grays Harbor, Lewis, Mason, Pacific and Thurston formed the Pacific Mountain Workforce Consortium for the purpose of delivery of regional workforce development programs. The Consortium acts as the Chief Local Elected Official, pursuant to federal law. This Agreement was modified in 2016 to accommodate the changes and new requirements of the Workforce Innovation and Opportunity Act (WIOA).

Memorandum of Agreement (MOU) between the Consortium and WDC Council: This Agreement designates the WDC as the fiscal and administrative agent for the federal WIOA funds and the implementation of the federally mandates Local Board responsibilities and the regional workforce development programs. It details what each of the governing bodies does. It was also modified in 2016 to accommodate the changes and new requirements of WIOA.

Consortium Operating Practices: In 2010 the Consortium established the rules and guidelines for the Consortium itself. The attached document is revised to reflect the changes to the Interlocal and the MOU with the Council, primarily resulting from implementation of WIOA. This is not a federal or state required document, but Commissioners in 2010 felt it would be helpful.

Recommended Action:

If Commissioners continue to believe it helpful to have a set of Operating Practices they can amend or accept the proposed changes with the following motion:

Move to approve the proposed Consortium Operating Practices, as presented or amended.

PacMtn's mission is to lead dynamic regional workforce development that enhances economic success



Operating Practices

Pacific Mountain Workforce Consortium

Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties

~~DECEMBER 2010~~January 2017

Purpose: The five Counties including Grays Harbor, Lewis, Mason, Pacific and Thurston have formed the Pacific Mountain Workforce Consortium per RCW 39.34 Interlocal Cooperation Act in November 2010 for the purpose of delivery of workforce development programs, in the five-county region, funded primarily, but not exclusively, by the ~~Workforce Development Act~~Workforce Innovation and Opportunity Act (WIOA) or subsequent federal employment and training legislation.

Membership: Each County will appoint one County Commissioner and one alternate member to the Consortium Board. The Consortium Board shall constitute the role of the Chief Elected Official in accordance with Section ~~17(e)(1)(13)~~107 of the Workforce ~~Innovation and Opportunity Development~~ Act.

Powers and Duties: The members of the Consortium Board will act as the Chief Elected Official per ~~the Workforce Investment Act~~WIOA. This includes:

- Appoint Workforce Development Council members, ~~at least five~~all based on nominating representatives from each County, following the provisions of the ~~Workforce Investment Act~~WIOA and any successor legislation.
- Assume the federally required fiduciary liability for ~~Workforce Investment Act~~WIOA funds.
- Certify that the Consortium and Council meet all requirements, federal and state, for designation as the Local Workforce Development Area.

The Workforce Development Council AND the Pacific Mountain Workforce Consortium will together:

- Develop a Strategic Plan pursuant to criteria established by US Department of Labor, Washington State Workforce Training and Education Coordinating Board, and the Employment Security Department.
- Conduct an annual, joint meeting of the Consortium and Council for the purposes of reporting, updating, and coordinating regional activities; Annual reports will include, at a minimum:
 - Strategic and operational plan accomplishments and updates;
 - Review of performance by one-stop operator, youth, employment and training programs;
 - Financial report;
 - Audit report;
 - Program evaluation;
 - Program goals and policies;
 - Program performance related to state and local performance measures.
- Every four years develop and approve a Strategic Plan. This plan will direct budget and staffing decisions to carry out the purpose and intent of the PacMtn WDC:
 - The Strategic Plan will include goals, policies and performance measures for workforce development programs in the five-County region.
 - This plan will be submitted to the Consortium Board no later than July 1 of each year.
 - This plan will:

- Designate one-stop operators;
- Identify eligible providers of youth activities;
- Identify eligible training providers for adult and dislocated workers;
- Other details as necessary to carry out the Strategic Plan.

- Develop a preliminary budget, no later than July 1 of each year, in accordance with the Operational Plan, for purposes of carrying out the duties of the Council. Adoption of final budget will occur no later than December 31st. Assure that all revenues and expenditures are tracked and audited each year and such records are available for inspection upon request. Budget revenues and expenditures will be tracked according to the Budget Accounting and Reporting Systems (BARS).

Decision Making: Consensus will be sought for each issue considered by the Consortium Board. If consensus cannot be reached, each County shall have one vote on decisions before the Consortium Board. Decisions will be made by a majority of the members present.

Quorum: A quorum of the Consortium Board will require the presence of the appointed Commissioner or alternate of ~~four~~ three of the five Counties.

Meetings: The Consortium Board shall meet at least quarterly to conduct required business. Meetings can take place through a variety of methods not limited to: face-to-face, mail, telephone, or electronic media. All meetings are subject to the provisions of RCW 42.30 Open Public Meetings Act and will be publicly announced and open and accessible to the general public.

Records: Meeting notices, agendas, and other information shall be distributed to Consortium Board members and alternates not less than five business days in advance of each meeting. All meetings will result in written notes that will include attendance, proposals, summary of discussion, and actions taken. These and other records of the Consortium Board shall be transmitted to each County Commission and maintained by the Pacific Mountain Workforce Development Council.

Officers and Duties:

- The Consortium Board shall elect a Chair. The Chair will be elected in December of each year and serve for the following calendar year.
- The Chair will preside at meetings and will confirm actions taken by the Chief Elected Official.
- There shall be no other officers of the Consortium.

Staffing: Staff support, including meeting arrangements, agendas, materials, notes, and necessary follow-up for the Consortium Board will be provided by the Pacific Mountain Workforce Development Council staff.

Amendments: These operating practices may be altered, amended, or repealed in whole or in part at a regular meeting by the Consortium Board after at least ten business days notice of a proposed change. Any amendment shall take effect immediately upon adoption unless otherwise specified.

Adopted on (date): ~~December 2, 2010~~

Chair of Consortium Board: _____ **County:** _____

Consortium Board Member: _____ **County:** _____

Consortium Board Member: _____ **County:** _____

Consortium Board Member:

County:

Consortium Board Member:

County:



MASON COUNTY
BOARD
OF
COMMISSIONERS

1ST District
RANDY NEATHERLIN

2ND District
KEVIN SHUTTY

3RD District
TERRI JEFFREYS

Mason County Building 1
411 North Fifth Street
Shelton, WA 98584-3400

(360) 427-9670 ext. 419
(360) 275-4467 ext. 419
(360) 482-5269 ext. 419

Fax (360) 427-8437

January 24, 2017

Pacific Mountain Workforce Development Council
1570 Irving Street
Tumwater, WA 98512

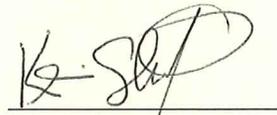
Please accept this as notification that we took action at our January 17, 2017 regular Commission meeting to nominate Jacqueline Earley to represent Mason County on the Pacific Mountain Workforce Development Board of Directors.

The nomination letter is enclosed to Pacific Mountain Workforce Development from the Economic Development Council for Jacqueline Earley.

Please let us know if you need anything else.

Best regards,

BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutty
Chair



Randy Neatherlin
Commissioner



Terri Jeffreys
Commissioner

Board Member Application



Contact information

First Name:	Jaquelin	Last Name:	Earley
Address:	421 S. Front St. ; PO Box 700		
City:	Shelton	County:	Mason
		Zip:	98584
Email:	jearley@SPI-IND.com	Phone:	360-427-8217
Employer:	Sierra Pacific Ind.	Position Title:	HR

Representation

<input checked="" type="checkbox"/>	Business/Private Industry:	Sierra Pacific Industries		
	County:	Mason	Sector:	Manufacturing
			Number of Employees:	will be 200+
<input type="checkbox"/>	Organized Labor:			
<input type="checkbox"/>	Apprenticeship:			
<input type="checkbox"/>	State Employment Services:			
<input type="checkbox"/>	Disability-Based Employment/Training:			
<input type="checkbox"/>	Adult Education and Literacy:			
<input type="checkbox"/>	Post-Secondary Higher Education:			
<input type="checkbox"/>	K-12 Education:			
<input type="checkbox"/>	DSHS-Economic Services Administration:			
<input type="checkbox"/>	Community Based Organization:			
<input type="checkbox"/>	Tribal Entity:			

Questions

1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?

A lack of preparedness for students entering the work force w/basic skills such as applications, interviewing, and understanding of work ethics.

2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

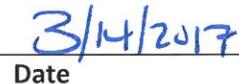
Looking for new ways to recruit and train skilled employees

3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

Real world experience of hiring in healthcare + manufacturing sector.

Nominee Signature


Signature


Date

Thank you!

For your interest in serving on the Pacific Mountain Workforce Development Council



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Region 3 Community Services Division MS: N27-5
2121 South State Street, Tacoma Washington 98405-2818

January 11, 2017

Cheryl Frambles, CEO
Pacific Mountain Workforce Development Council
1570 Irving St SW
Tumwater, WA 98512

Dear Ms. Frambles:

I would like to nominate Jason Reed, Olympia Community Services Office Administrator, to a position on the PACMTN Board of Directors. Jason has served as the Administrator since 2015 following a long career with the Department of Social and Health Services (DSHS) which has included: managing the DSHS Language Testing and Certification Program; developing, implementing and managing statewide policies, procedures and systems that supported and ensured equal access to services for Limited English Proficiency clients; reviewing and analyzing audit reports; writing reports, and developing corrective action plans in response to findings and recommendations from federal, state and DSHS auditors; planning and oversight of the development, implementation and management of a quality monitoring program; hiring and supervising analysts responsible for auditing, and analyzing data for continuous process improvement opportunities to support accurate and efficient case processing.

Jason was born and raised in the Olympia area and after graduating from Tumwater High School, he served a two-year mission in Chile, where he became proficient in Spanish. Jason earned a Bachelor's degree from The Evergreen State College.

Jason brings a broad knowledge of the services of DSHS and a specific knowledge of the challenges of the low-income population. In his current position his offices sees approximately 3,500 clients/month and is working with nearly 500 people/month on employment and training activities. His involvement in workforce activities within his office also give him a perspective on the training, education and employment challenges people face entering the workforce, and some insight into the requirements of employers. Jason has a curious mind and is able to move between both the policy perspective and the day-to-day realities of people in the DSHS community. Jason will be able to represent the DSHS perspective across the five counties you serve by collaborating with peers that have offices in other counties.

Through this strategic partnership with PACMTN, Jason will be a great asset at the table for both your mission to enhance economic success and the DSHS mission to transform lives.

Sincerely,

Jacqueline MacLean, Region 3 Administrator
Washington State Department of Social and Health Services
Economic Services Administration, Community Services Division

Board Member Application



Contact information

First Name:	Jason	Last Name:	Reed
Address:	6860 Capitol Blvd SE		
City:	Tumwater	County:	Thurston
Zip:	98511		
Email:	reedje@dshs.wa.gov	Phone:	360-725-6622
Employer:	DSHS	Position Title:	CSO Administrator

Representation

<input type="checkbox"/>	Business/Private Industry:	
<input type="checkbox"/>	County:	Sector:
<input type="checkbox"/>	Number of Employees:	
<input type="checkbox"/>	Organized Labor:	
<input type="checkbox"/>	Apprenticeship:	
<input type="checkbox"/>	State Employment Services:	
<input type="checkbox"/>	Disability-Based Employment/Training:	
<input type="checkbox"/>	Adult Education and Literacy:	
<input type="checkbox"/>	Post-Secondary Higher Education:	
<input type="checkbox"/>	K-12 Education:	
<input checked="" type="checkbox"/>	DSHS-Economic Services Administration:	Olympia Community Service Office
<input type="checkbox"/>	Community Based Organization:	
<input type="checkbox"/>	Tribal Entity:	

Questions

1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?

One of the key issues facing the PacMtn region is the identification and tracking of employer needs throughout the region. The availability of this information is critical to the success of a comprehensive workforce development system.

As employer needs are identified, another issue of importance is connecting employers to a well-trained, skilled workforce. One of the challenges faced by people entering the DSHS system as TANF recipients (job seekers) is a lack the necessary workplace skills (including soft skills) to successfully find and keep employment.

I also recognize that job seekers may be faced with one or more barriers that make it difficult for them to obtain and maintain employment including childcare and transportation. Other barriers may include issues with limited English proficiency, substance abuse, mental health challenges, and domestic violence.

2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

I am interested in assisting with the development and implementation of strategies that address barriers (see above) to our local area job seekers, with the intent to assist them with gaining employment and entering careers that help them achieve and maintain self-sufficiency.

I am also interested in workforce development programs for youth that emphasize education and training and lead to employment, opportunities for advancement and sustainable careers.

3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

I have worked for the Department of Social and Health Services for over 23 years, many of those years working at the Community Services Division Headquarters office as a program manager developing policy and procedure used by Community Service Office staff throughout the state.

I grew up, and currently live, in Thurston County (Tumwater) and know the community well. Through many years of employment, volunteer work and service, I have become familiar with the community and have a good understanding of the needs of community members and resources available to them.

In my current position as Administrator of the Olympia Community Service Office, I am responsible for oversight of the WorkFirst program that serves TANF recipients in Thurston County. This responsibility has afforded me the opportunity to establish relationships with key partners in the community, which share our interest and commitment to serving TANF customers and assisting this population with the resources needed to help them achieve and maintain self-sufficiency. I believe my experience in establishing these types of successful partnerships, within the workforce

development arena, will serve as an asset towards achieving Pacific Mountain's goal of building strong and prosperous communities.

I am also responsible for managing an agreement between with the Nisqually Tribe and Olympia CSO. The Olympia CSO has a strong working relationship with the Nisqually Tribe, including collaboration with the Tribe to ensure the success of the Nisqually Tribe TANF program.

Nominee Signature



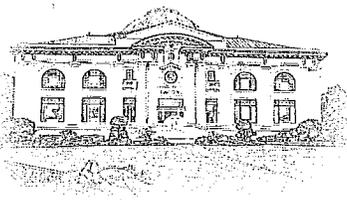
Signature

12/30/16

Date

Thank you!

For your interest in serving on the Pacific Mountain Workforce Development Council



Pacific County COMMISSIONERS

Steve Rogers, District #1
Frank Wolfe, District #2
Lisa Ayers, District #3

December 28, 2016

Jim Sayce
P O Box 467
Seaview, WA 98644

Dear Jim:

This letter is to advise you that at its meeting of December 28, 2016 the Board of Pacific County Commissioners acted to appoint you to serve a three-year term effective immediately on the Pacific Mountain Workforce Development Council.

The Commissioners' would like to thank you for your service to Pacific County!

Thank you.

Sincerely,

PACIFIC COUNTY
BOARD OF COMMISSIONERS

A handwritten signature in cursive script that reads "Marie Guernsey".

MARIE GUERNSEY
Clerk of the Board

C: PacMtn
File

Board Member Application



Contact information

First Name:	Jim	Last Name:	Sayce
Address:	600 Washington Avenue		
City:	Raymond	County:	Pacific
		Zip:	98577
Email:	saycej@pacificedc.org	Phone:	360-875-9330
Employer:	Pacific County EDC	Position Title:	Executive Director

Representation

<input checked="" type="checkbox"/>	Business/Private Industry:	All		
	County:	Pacific	Sector:	All
			Number of Employees:	~7500
<input checked="" type="checkbox"/>	Organized Labor:			
<input type="checkbox"/>	Apprenticeship:			
<input checked="" type="checkbox"/>	State Employment Services:	Worksource		
<input type="checkbox"/>	Disability-Based Employment/Training:			
<input checked="" type="checkbox"/>	Adult Education and Literacy:	Grays Harbor College		
<input checked="" type="checkbox"/>	Post-Secondary Higher Education:	Grays Harbor College		
<input checked="" type="checkbox"/>	K-12 Education:	5 school districts		
<input type="checkbox"/>	DSHS-Economic Services Administration:			
<input checked="" type="checkbox"/>	Community Based Organization:	Chambers of Com. and Merchants Assn.		
<input checked="" type="checkbox"/>	Tribal Entity:	Shoalwater Bay Tribe		

Questions

1. What do you think are the key Pacific Mountain regional workforce issues facing employers and job seekers?

Disparity in job availability, training opportunities, and wage growth.

2. What interests you about the Pacific Mountain Workforce Development Council? Which aspects of workforce development interest you the most?

Effecting change. I'm most interested in retaining youth in-county.

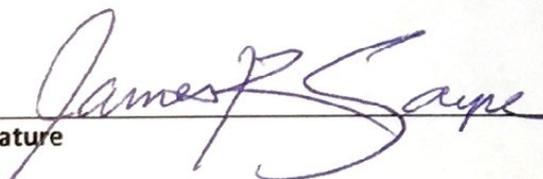
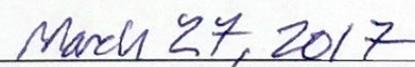
3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Pacific Mountain Workforce Development Council and its employer and job seeker customers?

Vast array of network contacts, 30 years in local and state gov.

Process

- Nominee fills out board member application
- Nominating body prepares nomination letter
 - Nomination letter should be on organization letterhead and signed by nominator
 - Nomination letters should include a brief biography of nominee and address the nominee's skills, background, and interest in serving on the board.
- Nominator or Nominee sends complete application (application and nomination letter) to:
 - Vanessa@pacmtn.org
 - Email Subject: PacMtn Board Member Nomination
-

Nominee Signature

 
Signature Date

Thank you!

For your interest in serving on the Pacific Mountain Workforce Development Council

MEMO

March 29, 2017

To: PacMtn Consortium Members

From: Cheryl B. Fambles

Discussion: WorkSource-America's Job Centers (AJC) Project Timeline and Next Steps

As discussed at the Retreat in January PacMtn is launching a region wide discussion on the region's desires for the delivery of workforce services in WorkSource-America's Job Center. Beginning in April PacMtn Board Members, staff and consultant will be hosting community events to discuss how best to deliver those services. The information from these community meetings will be used to develop the WorkSource-America's Job Center Partnership Applications and help determine criteria for approval of those applications.

Attached is the timeline for the work with final recommendations being reviewed and acted upon by the WDC Board in November—preparing for a full launch of PacMtn's WorkSource-AJC in January 2018.



PACMTN—AMERICA'S JOB CENTER PROJECT DELIVERABLES & TIMELINE

PacMtn will need the consultant to:

- Develop informational materials for use in community engagement for the Vision for PacMtn WorkSource-AJC Network including:
 - Brief description why input is being gathered
 - 3-5 survey questions that can be easily administered
- Develop a strategy, schedule and oversee coordination of community presentations provided by WDC Board Members, PacMtn staff and WorkSource partners, on the topic of the Vision for PacMtn AJC Network
- Coordinate and provide support and assistance to WDC Board Members, PacMtn staff and WorkSource partners, as needed with community presentations related to Vision for PacMtn WorkSource AJC Network
 1. Community Presentations: In partnership with community-based organizations and community leaders design and host at least 7 public meetings with at least 1 in each county to solicit community need for workforce services
 2. Summary of Proceedings: provide a summary that includes names and contact information for attendees, agenda and brief description of events and comments
 3. Participant Follow-up: Prepare responses for emerging queries
- Create PacMtn Website FAQ on Vision for PacMtn AJC Network
- Assist senior staff in preparation Final Report to WDC Board
- Review and finalize PacMtn WorkSource Certification application and process, pursuant to community feedback and staff direction
- Recommend Voice of the Customer process to solicit feedback from existing customer and special, high priority populations



Timeline Dates

#	Activity/Description	Completion Date	WHO
1.	Identify entities for certification— Develop a strategy to inspire other entities to apply	February-April 2017	Consultant/Board
2.	Community Engagement—Build Network. 7 public meetings to solicit need from the community.	February-April 2017	Consultant/Board
3.	Prepare Summary of meetings and FAQ	May 2017	Consultant
4.	Prepare Final Report to Board	June 2017	Consultant/Associate Director
5.	Review and finalize Certification Application Process	June 2017	Consultant/Associate Director
6.	Certification process submitted for final approval	July 2017	Board
7.	Application for WorkSource Certification requested from each WS site	August 2017	Consultant
	Provide recommendations for Voice of the Customer and soliciting WorkSource Customer Feedback	September – December 2017	Consultant
8.	Complete One-Stop certification application received from WS and review process initiated	September 2017	Certification Team
9.	Schedule onsite visits	September 2017	Certification Team
10.	On-site visits	October 2017	Certification Team
11.	Written recommendation from task force submitted to Executive Finance Committee	November 2017	One Stop Task Force
12.	Executive Finance Committee reviews task force recommendations and votes accordingly- certification determinations are made	November 2017	EFC
13.	Certification determinations issued	December 2017	Board