



Committee Members: Duane Evans, Jim Larson, Peter Lahmann, Dr. Jim Minkler, Cheryl Heywood, David Schaffert, Kairie Pierce, Commissioner Terri Jeffreys

MEETING CALLED BY	Duane Evans at 8:30 a.m.
ATTENDEES	Duane Evans, Cheryl Heywood, Peter Lahmann, David Schaffert, Terri Jeffreys, Jim Larson, Kairie Pierce (by phone)
STAFF	Cheryl Fambles, Bridget Lockling, Vanessa Wasman
EXCUSED	Jim Minkler

Welcome and Review EFC February Agenda and January 2017 Meeting Notes

WELCOME/ MOTION	<p>I. <u>Board Chair Check In:</u></p> <ul style="list-style-type: none"> A. Quorum was established at 8:30 am. Duane reviewed the contents of the EFC agenda. No changes or additions were made. B. The February 2017 EFC minutes were reviewed and Peter Lahmann motioned, Jim Larson second, motion carries to approve EFC February 2017 meeting minutes. C. The Committee reviewed the March 23rd WDC Board Meeting Agenda. Cheryl Fambles explained the summaries following some of the Board agenda items to help members navigate more efficiently through the agenda, and to easily notify them of Board Actions vs. No Actions required. She also mentioned the Board Member Attendance Metrics and how PacMtn will address those members with less than satisfactory Board and committee attendance. No other discussion or questions arose. D. Duane noted during his Board Chair Comments about the Lewis County meeting with Dale Peinecke as well as other members of Employment Security Leadership went very well and that more diversity training will occur for that office. <p>II. <u>CEO Report:</u> Cheryl gave a verbal CEO Update mentioning that management is thinking about the PY17 budget impacts and that the annual PacMtn Budget Workshop will be in April and encouraged EFC members to attend. She also mentioned the MyJOB presentation at the State Workforce Board Meeting that included one MyJOB participant and that it was a moving and meaningful presentation.</p>
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DISCUSSION/
MOTION

III. **Task Force Updates:** Updates began with a report out from David Schaffert with the Specialized and Targeted Populations Committee saying that he and Stacey Anderson, PacMtn Youth Programs Manager, had a meeting to discuss the idea of merging the Specialized and Targeted Populations Committee with the Youth Committee since their work and demographics often combine. More information to come on this possible merge.

Cheryl Heywood then spoke for the One Stop Committee saying that they have been meeting monthly and that they have added some color coding to the One Stop timelines to help organize the work and said the committee will review the RFP admissions at the end of the month. She also mentioned the group is working on a certification timeline with final certification in December 2017. Agnes Balassa has been hired to help organize and facilitate this major piece of work. She also mentioned the new color coded timeline will be available for the March 2017 WDC Board meeting.

IV. **Fiscal Items:** The first item under Fiscal was to approve the removal of Mieko Gray from Columbia Bank as an authorized signer and adding Cheryl Fambles and Stacey Anderson to Account ending in 0137 and adding Cheryl Fambles to account ending in 0376. Jim Larson motioned to approve, Cheryl Heywood second, motion carries. The next item was the Quarterly Financial Statement review, provided to reflect activity through 12/31/2016. Bridget discussed this item, saying that second quarter expenditures were mostly on track, direct program expenses under expenditure have been addressed with contractors and a few minor overages in the admin office budget have been called out in the Notes section of the Financial Statements with no major concerns. She also said that PacMtn's Statement of Financial Position reflects a slight increase in net assets due to the earnings from the MyJOB program. Jim Larson motioned to approve the Quarterly Financial Statement, seconded by Peter Lahmann, motion carries.

The third item in the Fiscal section was the approval of the IRS 990 Form. Bridget mentioned that last year, PacMtn's 990 Form was reviewed by an outside consultant prior to submitting to the IRS, but felt that was not needed this year. Jim Larson moved to approve the 990 Form, Peter Lahmann second, motion carries.

V. **Executive & Administrative Items:** Bridget discussed some of the updates to PacMtn's Administrative Policies saying that the formatting was updated to remove procedures as well as state and federal regulations and reformatted some of the language within the policies to help streamline them. Peter Lahmann motioned to approve the updates to the administrative policies, David Schaffert second, motion carries.

VI. **Executive Session:** At this time, an Executive Session was called to discuss the Chief Executive Officer's Performance Review. The group came out of Executive Session at 12:40 pm. David Schaffert made a motion to make all PacMtn position wage scales consistent at the 33% variance level between the starting pay and the maximum pay amounts. Peter Lahmann seconded the motion. No further discussion, motion passed.

Meeting adjourned at 12:43 pm

Submitted by: Vanessa Wasman, Administrative Program Assistant