

PacMtn Workforce Development Council  
 Executive Finance Committee Notes  
 Friday, May 12, 2017 ▪ 11:00 am – 12:30 pm  
 WorkSource Thurston – Percival Creek Room  
 Online and by Phone



**Executive Finance Committee Members**

| <b><u>Name</u></b> | <b><u>Business</u></b>               | <b><u>County</u></b> | <b><u>Position</u></b>       |
|--------------------|--------------------------------------|----------------------|------------------------------|
| 1. Duane Evans     | Port Blakely US Forestry             | Lewis                | Chair                        |
| 2. <i>Vacant</i>   |                                      |                      | Chair Elect                  |
| 3. Jim Larson      | Morningside                          | Regional             | Vice Chair                   |
| 4. Peter Lahmann   | NW Laborers-Employers Training Trust | Regional             | Secretary/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             | Special Pop. Committee Lead  |
| 8. Kairie Pierce   | Washington State Labor Council       | Regional             | Youth Srvc. Committee Lead   |
| 9. Terri Jeffreys  | County Commissioner                  | Mason                | Consortium Chair, Ex-Officio |
| 10. <i>Vacant</i>  |                                      |                      |                              |

**Attendees:** Duane Evans, Cheryl Heywood, Peter Lahmann, David Schaffert, Kairie Pierce (by phone), Peter Lahmann (by phone), Jim Minkler

**Staff:** Cheryl Fambles, Bridget Lockling, Corinne Daffern, Sean Murphy, Vanessa Wasman

**Excused:** Jim Larson, Terri Jeffreys

**I. Board Chair Check In:**

- A. The meeting was called to order and quorum was established. Duane reviewed the agenda and no additions or changes were made.
- B. The April 2017 EFC minutes were reviewed and *Cheryl Heywood motioned, seconded by David Schaffert to approve the minutes. Motion carries.*
- C. The group reviewed the May 25, 2017 Board agenda with no additions or changes. The group was reminded of the Board Learning Moment featuring Alyssa Shay and Sytease Geib with information on the grand opening of Overstock.com. Kairie Pierce mentioned that she would need to call in to the Board meeting at 2 pm.
- D. Duane Evans mentioned in his Chair Update that the scheduled meeting for May 15<sup>th</sup> that will include a debrief and update with contractors on the log truck certification program.

**II. Task Force Updates:**

- A. Discussion: Youth Services & Specialized Populations Committee Merger - The Task Force Updates began with an update from Cheryl Heywood on the **One Stop Committee**. She said the AJC Community Meetings have not had a large turnout but good discussions have happened and that the committee is getting good information from the surveys that were released. She said that many of the discussions have been

about the challenges regarding how to best support the community and their individual needs.

The discussion then moved on to David Schaffert who gave the update on the **Youth Services & Specialized Populations Committee Merger**. He said the first meeting as a combined group occurred on May 9. The discussion at that meeting mostly consisted of how the group will make its decisions and other formal processes. He thanked the PacMtn staff involved in answering governance and other questions surrounding Robert's Rules of Order. He said it was a good discussion and that the group is excited to continue on with their work as a merged committee. It was added that there will be an action item at the May Board Meeting for a motion to approve the committee merge and to modify the WDC By-Laws to reflect this change.

Up next was a discussion on **Sector Initiatives Committee**. Duane Evans spoke to this saying that the questions arose on what is and is not working for this committee and if the committee is really needed at this time. Cheryl Fambles then mentioned Tiffany Turner leaving the PacMtn Board and that previous Pacific County Commissioner and PacMtn Consortium Member Steve Rogers will be joining the PacMtn WDC in Tiffany's place. It was said that with Steve Rogers' background and experience in the hospitality sector that he would make a good addition to the Board regarding this seat placement.

### III. **Fiscal**

A. Action Item: **PY16 Mid-Year Budget Modification** - Bridget Lockling reviewed this item showing that the budget was revised to show the new grants that have been awarded since the Final Budget was developed. The modification reflects the addition of over \$2.7M in new or increased grants, the majority of which is from the increased C2C award of \$2M. Three additional grants awarded added an additional \$300K+. Two of these grants are focused on the Upskill/Backfill projects that support the hospitality and healthcare sectors while the third grant is from the Dept. of Commerce to support the Rapid Reentry of incarcerated adults. *Jim Minkler moved to approve the Budget Modification, seconded by David Schaffert. Motion carries.*

B. Discussion: **Budget Workshop Summary & Framework Responses** - Bridget summarized the workshop saying that the goal was to discuss the budget process and provide direction and input to the upcoming PY17 budget goals. She said that the workshop was well attended and had good discussions on how to achieve better collaboration and be more responsive to the system to make PacMtn programs even better. It was also discussed how to better share information with Board members. EFC members said that stories by data are helpful that consist of visual bites for quick visual consumption. It was also said by members that PacMtn already has the ability to provide good information sharing and that we do provide members with easily digestible informational graphics as shown in our Annual Report. The group said they'd like more of these outcomes in graphic form noted on the Project Tracking document.

The discussion moved forward regarding the Community Outreach Process. Bridget stated that we would like the Executive Finance Committee to review and approve

applications and showed the group the new Application Cover Sheet developed for this. Board members are encouraged to use the dollars in their communities where they believe the greatest needs are. Review from EFC on this process will add another layer of accountability to our awarding process and will offer the ability for more scrutiny and help create more Board emphasis on awards from PacMtn. It was suggested to add a link that will allow members to see past funding history, scope and intentions on the PacMtn website on the Board Member information page and to include a piece on industry and sector focus. Questions arose on a quick reminder of some of the projects funded from the last High Impact Community Grant awards, some were quickly mentioned. It was said that for future funding, the issue of putting money towards youth dropouts and lack of transportation to get to training and interviews, etc. It was said that Bridget will reframe this discussion for the May Board meeting.

#### **IV. Executive & Administrative Items**

**A. Discussion: Strategic & Annual Work Plan Matrix** – Bridget reviewed the memo that explains these items saying that PacMtn’s current and underway activities and projects are outlined in the Strategic Plan Activities Chart and the PY17 Annual Work Plan Matrix captures PacMtn’s high priority objectives to address current needs and aligning with projected resources. The on deck planning area is designed to assist in creating a list of potential activities that we will prioritize as funds become available. The Board’s feedback and suggestions are requested in developing and prioritizing these on deck activities that support the four goals in the Strategic Plan. A survey was deployed to Board members on May 16 following the EFC meeting that will list potential activities to be discussed and refined during the May 25<sup>th</sup> Board meeting. This working list of priorities will be used to design programs for the new revenues received throughout the year. Board members suggested identifying what PacMtn has already been doing that aligns with our Strategic Plan and could be shown/explained in the progress chart. Members of Executive Finance also asked how else do we meet continuing needs and what else should be added to meet PY17 goals? Members also said they’d like an acronym glossary and more pictures and color charts as shown in our Regional Impact Statement. It was also recommended to have a chart that shows proposed start and completion dates.

**B. Discussion: One Stop MOU** – *(this item was moved on the agenda to be presented as item IV B instead of IV C as noted on the meeting agenda.)* Corinne Daffern reviewed the memo that describes the purpose of the MOU that is to define the roles and responsibilities of each One Stop partner as defined under WIOA. Corinne stated that the MOU process began with a partner kick off in late 2016 and confirmed that partners have been involved throughout this process. Executive Finance Committee will vote to approve the final One Stop MOU in June. The Infrastructure Funding Agreement (IFA) was also mentioned which is an agreement that discusses the shared cost of the system. EFC members asked if the connection sites are included in the IFA; it was said that no, they are represented in a different category because the depth of the standards of the connections sites are different. It was also said that customer needs will be the focus while abiding by the law.

C. **Discussion: WorkSource American Job Center (AJC) at Joint Base Lewis McChord** – Sean Murphy reviewed the memo that describes the partnerships that have come together to propose the formalization of the WorkSource Affiliate AJC located at Hawk Transition Center. The interim certification of the site will provide the platform to work towards full certification in 2018. The proposed model would be the first AJC to be fully integrated into transition services at JBLM with all services under one roof and would be open to all others, including spouses, youth and retirees who have access to military installation. The establishment of the Interim WorkSource would be recognized with a ribbon cutting on July 7, 2017 at 10 am. Members of the EFC agreed that this item could move forward as a motion to approve to the full WDC Board at the May 2017 meeting.

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

VI. **Good of the Order & Announcements** – Dr. Minkler mentioned the Overstock.com grand opening and what a great success it was. He said the staff were happy to be employed and that all of them reside in the PacMtn region with most of them being from the harbor cities. He mentioned that Overstock did not ask the employees about their education levels during the interview process but rather asked questions about customer service and soft skills. The topic of providing professional development opportunities to the employees such as GED assistance and access to library cards. It was also mentioned that PacMtn was thanked extensively for their efforts in bringing this workforce to Overstock and how helpful it was to have a turnkey facility to work in.

David Schaffert gave a quick update on the Integrated Services Directory saying that it's an ongoing effort with the Chamber and that a meeting is scheduled for this sometime next week. Sytease Geib will provide an update on this at the May Board meeting. David also mentioned that there will be a highlight regarding B2B's work on EDC's support for employee recruitment.

Cheryl Heywood said that TRL is undergoing a website change and that there will be a link to PacMtn with a directory for various customer services. In regards to the One Stop efforts, she mentioned that there is an overall lack of awareness on WorkSource and that she would like to see funds go towards effective marketing to remedy this as well as funds to train the trainers and to provide talking points as well as current and consistent training for the One Stop staff as well as orientation and marketing needs. She ended her announcements by saying that expanding the bus passes project was discussed in the most recent Transit Managers meeting and she would provide further updates on this.

Meeting adjourned at 12:40 pm

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