
BOARD MEMBERS PRESENT:

Duane Evans	Peter Lahmann	Dru Garson	Lisa Smith
Cheryl Heywood	Kairie Pierce	David Schaffert	Bob Hitt
Mike Hickman	Anne Goranson	Bob Guenther	Paul Vertrees
Lynn Longan	Jim Larson	Derek Epps	Jason Reed (nominee)
Jim Minkler	Jim Sayce (nominee)	Lee Grose	Commissioner Jeffreys
Commissioner Olsen			

STAFF PRESENT:

Cheryl B. Fambles
Bridget Lockling
Vanessa Wasman
Vince Keuter
Neva Barton

I. WELCOME & LEADERSHIP REPORTS

Welcome and Review Today's Agenda – Meeting called to order at 8:30 am by Duane Evans, Board Chair, and was held in person only. He welcomed the members and acknowledged their work from last year and encouraged participation. Agenda was reviewed and is attached.

II. Highlights of the Year

Bridget Locking began by presenting on the PY15 Finances in Review, followed by Cheryl Fambles' presenting on Service Delivery: Understanding Performance and Targets followed by Cheryl also presenting on Data Dashboards.

III. Presentation by Agnes Balassa, WDC Board Development Consultant: Becoming a Highly Effective Workforce Board: Roles Responsibilities, Opportunities and Best Practices

IV. Presentations by Agnes Balassa & Cheryl Fambles: AJC WorkSource Network: Leadership Case Studies Parts 1 and 2

All presentations can be found on our website: <http://www.pacmtn.org/meetings/>

Meeting adjourned at 3:45 pm

Submitted by: Vanessa Wasman, Program Assistant

PACMTN WDC BOARD RETREAT AGENDA
JANUARY 26, 2017 | 8:00-4:00 PM
LITTLE CREEK CASINO & RESORT – PEEKSIN ROOM
91 West State Route 108
Shelton, WA 98584
Call-In Not Available



8:00 am	Continental Breakfast and Coffee Begins	
8:30-8:45 am	Welcome and Review of Today's Agenda	Duane Evans
8:45-10:00 am	Highlights of the Year <ul style="list-style-type: none"> • PY15 Finances in Review • Service Delivery: Understanding Performance and Targets • Data Dashboards 	Bridget Lockling Corinne Daffern Cheryl Fambles
10:00 am – 10:20 am	Break	
10:20 am – 12:00 pm	Becoming a Highly Effective Workforce Board: Roles, Responsibilities, Opportunities and Best Practices	Agnes Balassa, WDC Board Development Consultant
12:00 pm – 12:30 pm	Lunch	
12:30 pm – 2:15 pm	AJC WorkSource Network: Leadership Case Study Part 1	Agnes Balassa, WDC Board Development Consultant
2:15 pm – 2:30 pm	Break	
2:30 pm – 4:00 pm	AJC WorkSource Network: Leadership Case Study Part 2	Agnes Balassa, WDC Board Development Consultant

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.

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



Proposed 2017 Board Meeting Schedule

Date	Location
Thursday, March 23, 2017 1:30 – 4:00 pm	Timberland Regional Library Administrative Service Center 415 Tumwater Blvd SW, Tumwater, WA 98501
Thursday, May 18, 2017 1:30 - 4:00 pm	Satsop Business Park 150 Technology Ln, Elma, WA 98541
Thursday, June 22, 2017 1:30 – 4:00 pm	Satsop Business Park 150 Technology Ln, Elma, WA 98541
Thursday, July 27, 2017 1:30 - 4:00 pm	Satsop Business Park 150 Technology Ln, Elma, WA 98541
Thursday, September 28, 2017 1:30 - 4:00 pm	Satsop Business Park 150 Technology Ln, Elma, WA 98541
Thursday, November 30, 2017* 1:30 - 4:00 pm	Satsop Business Park 150 Technology Ln, Elma, WA 98541
Thursday, December 28, 2017 Year End Celebration 1:30 – 4:00 pm	TBD

*5th Thursday of November following Thanksgiving holiday

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PacMtn WDC Members

Name	Business	Representing
Duane Evans	Port Blakely Tree Farms	Lewis County, Board Chair
Jim Larson	Morningside	Regional, Board Vice Chair
Peter Lahmann	NW Laborers-Employment Training Trust	Regional, Board Treasurer
Alissa Shay	Port of Grays Harbor	Grays Harbor County
Dru Garson	Greater Grays Harbor	Grays Harbor County
Lisa Smith	Edward Jones	Grays Harbor County
Lee Grose	Ace Hardware	Lewis County
Lynn Longan	Mason County EDC	Mason County
Derek Epps	Seattle Shellfish	Mason County
Bob Hitt	Toad Hall Cranberry Farms	Pacific County
Tiffany Turner	Adrift Hotel	Pacific County
Jim Sayce (nominee)	Pacific County EDC	Pacific County
Mariella Cummings	Results Incorporated	Thurston County
Michael Cade	Thurston County EDC	Thurston County
David Schaffert	Thurston County Chamber	Thurston County, Specialized Populations Task Force Leader
Anne Goranson	Employment Security Department	Regional
Kairie Pierce	WA State Labor Council	Regional, Youth Services Task Force Leader
Cheryl Heywood	Timberland Regional Library	Regional, One Stop Task Force Leader
Michelle Andreas	South Puget Sound Community College	Regional
Dr. Jim Minkler	Grays Harbor College	Regional
Mike Hickman	Educational School District #113	Regional
Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Regional
Paul Vertrees	Department of Social and Health Services/Dept. of Vocational Rehab	Regional
Jason Reed (nominee)	Department of Social and Health Services	Regional

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Proposed Board Decision Making Checklist for Critical Conversations

- Has the conversation started in a timely fashion to allow for processing, information gathering, etc.?
- Are materials ready far enough advance of meetings so that members have time to prepare?
- Are the materials developed in plain English, minimizing bureaucratic language/ideas?
- Is everyone clear about what decision needs to be made?
- Do I have a conflict of interest that I need to consider/disclose prior to entering into the discussion?
- Are the diverse interests of the community well represented in the discussion? Which viewpoints are missing? Can I help bring these into the discussion?
- Am I able to represent my community's/constituency's views, or do I need to conduct outreach?
 - If I need community input, I should discuss this with the CEO in advance.
- Do I understand the issue(s)?
- Do I have questions?
- Have my questions been sufficiently answered?
- Have I voiced any concerns I have?
- Have I brought any information or data that would impact the discussion to the table?
- When I make my decision, am I focusing on the impact on the organization and community, rather than my own organization?
- Am I listening to what others have to say in case this informs my position?
- Can I live with the consensus, even if I disagree?
- Am I able to communicate the decision to the community?
- Are there other opportunities to create greater leverage in this situation?
- What needs to be communicated?



Suggestions for a Communications Plan

- Develop a timeline, list of possible activities (including board decisions that need to be made and when, when/where will members report back, and whether a committee(s) will be working on this or the whole board?)
- Clarify how many and which types of meetings you want to hold to get to a recommendation
- Create a list of who you want to reach (what types of organizations/populations), who you already have engaged, and ask members to help fill the gaps
- Create a shorter list of those who must be consulted
- Develop a list of possible concerns and whether there are factors in the design effort to mitigate these
- Determine what types of meetings are needed (town halls, one-on-one, small group) for which audiences
- Assign people (staff, board members, partners) to meetings
- Create a common “packet”
 - Elevator speech
 - Overview of the current state (in plain English)
 - Talking points
 - Key questions to be asked/answered
 - Timeline for decision making
 - Options for additional input
 - Report out “guide” – what do you need to know from each meeting?