
BOARD MEMBERS PRESENT:

Jim Sayce (nominee)	Cheryl Heywood	Duane Evans	Lee Grose	Paul Vertrees
Anne Goranson	David Schaffert	Jim Larson	Lisa Smith	Mike Hickman
Bob Guenther	Mariella Cummings	Jim Minkler	Kairie Pierce	Jason Reed
Michelle Andreas				(nominee)

STAFF PRESENT:

Cheryl B. Fambles
Bridget Lockling
Vanessa Wasman
Robyn Fields – Rescare
Matt Sneed - Rescare

List of Consent Agenda Items and Attachments

Attachment 1: Approval of [December 2016 Board Meeting Minutes](#) (hyperlinked)
Attachment 2: [Quarterly Financial Statements](#) (hyperlinked)
Attachment 3: [PY15 990 Tax Statement](#) (hyperlinked)

I. WELCOME & LEADERSHIP REPORTS

Establish Quorum and Today's Agenda Review: Duane Evans, Board Chair, established quorum and brought the meeting to order at 1:34 pm. Duane reviewed today's agenda and it was noted that the agenda be rearranged to change the order of items IV 1-3. No other changes or additions were made to the agenda.

Board Chair Report:

- Duane began his Chair Report by thanking Cheryl Heywood and the Timberland Regional Library for hosting the meeting and providing the tour and learning moment at the end of the meeting.
- He went on to say that PacMtn will receive \$275K for a healthcare project working with Morton General Hospital, Providence Mother Joseph, Heritage House Long Term Care Facility and St. Peter's Hospital who will work with South Puget Sound Community College and Centralia College to certify up to 40 Certified Nursing Assistants.
- He shared the Log Truck Program at Grays Harbor has graduated one student (who is now working at Sweatman Trucking in Neilton, WA) and hope to graduate 7-10 students by June.
- Duane, Commissioner Jeffreys and Board Member Cheryl Heywood will travel to Washington DC for the National Association of Workforce Board Conference with staff support by Corinne Daffern.
- He described a successful meeting he and Cheryl Fambles had with Commissioner Peinecke of the Employment Security Department to follow up on issues at the Lewis County WorkSource. He said the meeting went very well and had a positive outcome.
- He noted all 5 visits with the County Commissioners have gone well. Other Members chimed in that the support was very much appreciated and that the Commissioners are more engaged and are learning more and more about PacMtn and the work we do.

CEO Report – Cheryl Fambles gave her CEO Report and is attached [herein](#) (hyperlinked).

- II. CONSENT AGENDA: Approval of December 2016 Board Minutes, Quarterly Financial Statements and PY15 990 Tax Statement** – The Consent Agenda items were presented and Bob Guenther motioned to approve the consent agenda items, seconded by Paul Vertrees. Motion carries.



III. TASK FORCE UPDATES

One Stop Task Force - Cheryl Heywood gave the update for this Committee and said that Timberland Regional Library has created an internal document to track and explain how the Chrome Books are being used in the libraries in Pacific County. She also mentioned briefly that the Task Force is looking at the time lines for 3 significant projects WorkSource America's Job Centers Review, Regional MOU Development and One-Stop Operator. A consultant will be hired to assist PacMtn in carrying out the pieces of the WorkSource America's Job Center large body of work. The Regional MOU will be out for 30 day public comment period to gather comments. The Board will adopt the Phase 1 Regional MOU at the May or June Meeting.

Specialized and Targeted Populations - David Schaffert said that the Task Force is looking to merge with the Youth Committee and that conversations have started on this topic. A meeting will occur in the coming weeks. David said that he would keep the Board updated on this development.

Youth Services - Kairie Pierce said the last meeting for this group was on March 14. She mentioned the Ironworkers Pre-apprenticeship program is being supported by PacMtn. It will run for 4 weeks, with recipients receiving full benefits and transportation. April 5th is when the next cohort is scheduled, with a June one also being planned.

Industry Sector - Duane Evans gave the update for this committee saying that a Task Force leader is being sought for this committee and that no recent meetings have been held.

IV. BOARD LEARNING AND STRATEGIC DISCUSSIONS

1. **January 2017 Board Retreat Summary:** The group moved into discussing materials from the Board Retreat earlier in the year, facilitated by Agnes Balassa. The Board reviewed the Decision Making Checklist and Suggested Communications Plan. The Board was then asked, "What other items are important to you?" Board members gave the following answers:

- What are PacMtn's current and/or long term struggles?
- Knowledge on how policy review is conducted?
- A recap of successes instituted in PacMtn programs? Let's hear about from the kids in Onalaska and their aquaculture programs? How do we make successes better
- Being apprised of PacMtn benchmarks from the Strategic Plan
- Discussing our outcomes with other agencies and how do they meld and synthesizing outcome measurements with outside partners?
- A score card of outcomes
- Outcome measurements and indicators?
- PacMtn to help other agencies to be more regional vs community focused.
- Migration of community members in and out of the counties.
- Overcoming individual county challenges
- Clear expectations when PacMtn needs information from a particular industry or perspective a Member might provide vs. that individual's single opinion or experience

2. **Creating a Valuable Board Member Experience:** Members were asked to consider the following:

- a. Tentative Board Development Topics and Schedule
- b. Board Packet Materials: How to Make Materials Efficient & Effective
- c. Location and Time Confirmations for Upcoming Board Meetings and Encouraging Adobe Connect, PacMtn's Online Meeting Option
- d. Board Member Attendance Metrics

Regarding topic A, it was mentioned that the May Board meeting could highlight Satsop Business Park and feature Business2Business services and partnership with PacMtn with a focus on Overstock.com. Mike Hickman said he'd like to know about Overstock.com's sustainability and how transportation would be provided to employees who live outside of Grays Harbor. There was also brief discussion on entrepreneurial opportunities emanating from Overstock's location into Grays Harbor.



For items B and C, Members expressed appreciation for online meeting option and Adobe Connect, and electronic packets. The group also mentioned that they like the CEO packets as handouts and are interested in Vanessa teaching them how to utilize Adobe Connect. Members felt that Board meetings, materials and delivery of materials has been a “tremendous improvement” and that they are timely and thorough. He and others in the group said the website is better than previous versions and complimented Bridget on her improvement on the budget reports. Members made suggestions for locations of upcoming meetings.

For item D concerning Board Member Attendance Metrics, Duane reminded the group that as noted in the PacMtn Board Application Packet, members are to attend at least 75% of Board and Committee meetings combined per year. It was said that as of January 2016, attendance has been tracked for this data. It was also said that Members with low percentages will be approached by Duane. PacMtn recognizes the volunteer nature of Board Membership and wants to be supportive of its Board members. It was suggested that when a Board member cannot make a meeting, they should RSVP such. The group as a whole said that it’s important to them to have the meetings scheduled for the year so that they can make time for them around their other engagements. PacMtn has responded to this by creating a Board schedule for the year and thus sent out calendar invites so that they can be on the calendars early. It was also requested to include Task Force and Committee Schedules in the Board packets.

3. **WorkSource America’s Job Centers (AJC) Action Plan:** Cheryl Fambles led this discussion and went over the deliverables and project timeline. She mentioned that currently her staff and the consultant are analyzing how to conduct the process to represent the voice of the customer via surveys, focus groups and holding discussions regarding a website and social media. One question the group is trying to identify and answer is, how does the new WorkSource-AJC play out in the business community? Further discussions occurred with the group on providing services at various levels via WorkSourceWa.com. Cheryl Heywood said that measuring how patrons use resources would be helpful and that TRL did a community survey that might provide some useful information.

V. FEATURE TOPIC: TIMBERLAND REGIONAL LIBRARY – ASK A LIBRARIAN SERVICE AND TOUR OF THE BOOK DISTRIBUTION CENTER FOLLOWING THE BOARD MEETING.

Staff from TRL introduced and explained the Ask a Librarian Service, where patrons can speak with a trained TRL Librarian six days per week, 24 hours per day via email or chat in real time to help find the information and resources patrons need. The group then went on an optional tour of the book distribution center following the Good of the Order and Announcements section of the meeting and learned about how the books come in and out of the library system.

VI. GOOD OF THE ORDER & ANNOUNCEMENTS

Bob Guenther mentioned that with the new Presidential administration, the promise from the White House is the idea of creating more jobs in America and that the group should do what they can to ensure that promise is kept. Others chimed in saying that their budgets had been facing cuts in various areas. With no other business at hand, the meeting was adjourned at 4:03 pm

Submitted by: Vanessa Wasman, Program Assistant