

**EXECUTIVE FINANCE COMMITTEE AGENDA**

**FEBRUARY 10, 2017 | 11:00 AM – 12:30 PM**

**TELECONFERENCE AND ONLINE VIA ADOBE CONNECT:**

**<https://pacmtn.adobeconnect.com/EFC/>**

**DIAL: 888-537-7715 PASSCODE: 60526531#**



PACIFIC MOUNTAIN  
**WORKFORCE**  
DEVELOPMENT

**I. Board Chair Check-In** Duane

- A. Review of EFC Committee Agenda
- B. Motion to Approve January 2017 EFC Minutes (Attachment #1)
- C. EFC and Board Schedule, Location Confirmation & Board Packet Materials
- D. Tentative Board Development Topics & Schedule
  - Business 2 Business (B2B) – March 2017
  - MyJOB – April 2017
  - AmeriCorp – May 2017
  - Presentations from Economic Development Councils

**II. CEO Update** Cheryl

**III. Task Force Updates** TF Leads

**IV. Fiscal Items** Bridget

- A. Quarterly Financial Statement Review Dates (Attachment #2)

**V. Executive & Administrative Items (Handouts Provided)**

- A. Board Retreat Debrief Cheryl
- B. Board Member Attendance Metrics Cheryl
- C. America’s Job Centers Action Plan Corinne

**VI. Good of the Order Items & Announcements**

**2017 Executive Finance Committee Meetings: now the second Friday of every month from 11:00 am – 12:30 pm.**

March 10, 2017
April 14, 2017
May 12, 2017
June 9, 2017
July 14, 2017
August 11, 2017
September 8, 2017
October 13, 2017
November 10, 2017
December 8, 2017

**Per PacMtn Bylaws Article XI Section 3** A quorum will exist when at least 51 percent of the appointed Directors are present. A majority vote of those voting Directors present will be required for approving motions or adopting resolutions. Five (5) Members will constitute quorum. The Chairperson will vote only to break a tie.

**2017 Board Meetings**

March 23, 2017	TRL Headquarter Bldg. Tumwater, WA
May 18, 2017	Satsop Business Park Elma, WA
June 22, 2017	Satsop Business Park Elma, WA
July 27, 2017	Satsop Business Park Elma, WA
September 28, 2017	Satsop Business Park Elma, WA
November 30, 2017	Satsop Business Park Elma, WA
December 28, 2017 Year End Celebration	TBD

**Executive Finance Committee Members**

<b><u>Name</u></b>	<b><u>Business</u></b>	<b><u>County</u></b>	<b><u>Position</u></b>
Duane Evans <i>Vacant</i>	Port Blakely Tree Farms	Lewis	Chair Chair Elect
Jim Larson	Morningside	Regional	Vice Chair
Peter Lahmann	NW Laborers-Employers Training Trust	Regional	Secretary/Treasurer
Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Member at Large
Cheryl Heywood	Timberland Regional Library	Regional	One-Stop Committee Lead
David Schaffert	Thurston County Chamber	Thurston	Special Pop. Committee Lead
Kairie Pierce	Washington State Labor Council	Regional	Youth Srvc. Committee Lead
Lynn Longan	Mason County EDC	Mason	Business: Economic Dev.
Terri Jeffreys	County Commissioner	Mason	Consortium Chair, Ex-Officio



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

<b>MEETING CALLED BY</b>	Duane Evans at 8:31 a.m.
<b>ATTENDEES</b>	Duane Evans, Jim Minkler, Kairie Pierce, Jim Larson, David Schaffert, Peter Lahmann, Commissioner Jeffreys
<b>STAFF</b>	Cheryl Fambles, Bridget Lockling, Corinne Daffern, Vanessa Wasman
<b>EXCUSED</b>	

**Welcome and Review EFC January Agenda and December 2016 Meeting Notes**

<b>WELCOME/ MOTIONS</b>	<p>I. <b><u>Board Chair Check In:</u></b> This was an abbreviated meeting held by phone and online to authorize new bank check signer for C2C, review upcoming Board Retreat agenda, receive update on upcoming release of the One Stop Operator RFP and discuss the 2017 EFC. Duane Evans and PacMtn staff attended in person. A quorum was established by Duane as the meeting was called to order.</p> <p>II. Duane reviewed the contents of the EFC agenda. Peter Lahmann motioned, Jim Larson second, motion carries to approve EFC December 2016 meeting notes. Notes are attached herein.</p> <p>III. <b><u>Fiscal Items:</u></b> Motion to approve Jim Larson motioned, Jim Minkler second, motion carries to approve Michael Manning as a check signer for Camo2Commerce. It was discussed that this account is used like a petty cash fund and actions regarding this account include monthly reconciliations and reimbursements to workers for job search or job interview needs.</p>
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<b>DISCUSSION ITEMS</b>	<p>IV. <b><u>Executive &amp; Administrative Items:</u></b> The group quickly reviewed the agenda for the January Board Retreat. Cheryl reminded the group of the survey completed by Agnes Balassa and that the answers from that survey will be used to create the development and learning content of the January meeting. Peter Lahmann asked if there could be a report out on the High Impact Community Grant and how the new contractors were doing. It was agreed that this would be added to the Highlights section of the beginning of the meeting.</p>
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The group reviewed the One-Stop Operator RFP process and timeline. The role of the Operator would include managing the lease and utilities of the building, as well as managing daily operations, managing basic services and evaluations of those services. The RFP will launch on January 31<sup>st</sup>. Board will vote on the One Stop Operator selection at the May 2017 Board meeting.

The group's final discussion was the EFC 2017 Meeting schedule and redesigning the schedule to accommodate both Duane Evans' and Commissioner Jeffreys schedules. Vanessa will be working on this schedule.

- VI. Good of the Order:** Cheryl briefly mentioned the upcoming meeting with Duane and Commissioner Jeffreys to help strengthen the relationship between the WDC Board and Consortium. She also mentioned the upcoming meeting with her, Duane and new Thurston County Commissioner Hutchings to orient him to the WDC Consortium. Bridget mentioned the State Auditor's Office Audit Exit meeting was this week and all were invited to attend.

The group confirmed ongoing use of the Satsop location for the 2017 Board meetings, excepting as there is a special reason to change. The March Board Meeting will be at the Timberland Regional Library Admin Headquarters. Jim Sayce, will be added as Pacific County Economic Development Council's Director appointment to the PacMtn Board and distribution list.

Meeting adjourned at 8:50 am

Submitted by: Vanessa Wasman, Administrative Program Assistant



## MEMO

February 3, 2017

To: WDC Executive Finance Committee Members

From: Cheryl B. Fambles

Subject: PacMtn Quarterly Financial Statement Review Dates

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Following the EFC Meeting held in September 2016, it was determined that PacMtn would produce a calendar of dates for when the Quarterly Financial Statements would be ready for review and notices sent. The EFC members asked for more time to review the Statements prior to the meetings, so the following schedule was developed. EFC approved Statements will then be posted on the website, and the full Board will be notified of the link in their Board Packets. The Board Chair will brief the Board of the action taken at EFC and reminds them of the link.

March 10, 2017 EFC Meeting – Review and approval of Financials Qtr ending Dec 31

- February 24, 2017 – EFC Officers review
- March 3, 2017 – EFC Review
- March 23, 2017 – Board Meeting

June 9, 2017 EFC Meeting – Review and approval of Financials Qtr ending Mar 31

- May 26, 2017 EFC Officers review
- June 2, 2017 EFC Review
- June 22, 2017 – Board Meeting

August 11, 2017 EFC Meeting – Review and approval of Financials Qtr ending Jun 30

- July 28, 2017 EFC Officers review
- August 4, 2017 EFC Review
- August 24, 2017 – Board Meeting

December 8, 2017 EFC Meeting – Review and approval of Financials Qtr ending Sept 30

- November 22, 2017 (two days prior to Thanksgiving holiday) – EFC Officers review
- December 1, 2017 – EFC Review
- December 28, 2017 (TBD) – Board Meeting