

**PacMtn Workforce Development Council**  
WDC Meeting Minutes  
Friday, June 22, 2017 ▪ 1:30 – 4:00 pm  
Satsop Business Development Park



**Board Member Attendees:** Duane Evans, Peter Lahmann, Alissa Shay, Dru Garson, Lynn Longan, Steve Rogers, Jim Sayce, Michael Cade, Anne Goranson, Kairie Pierce, Cheryl Heywood, Dr. Jim Minkler, Bob Guenther, Jason Reed

**Absent:** Derek Epps, Jacqueline Earley, Bob Hitt, David Schaffert, Michelle Andreas, Mike Hickman, Paul Vertrees

**Staff:** Cheryl Fambles, Bridget Lockling, Vanessa Wasman

**Guests:** None

**I. Welcome & Leadership Reports**

- A. The meeting was called to order at 1:35 pm. Quorum was established at 1:45 pm. The agenda was reviewed and no changes were made.
- B. Duane Evans gave his Board Chair Report and began by noting the action taken by the Executive Finance Committee to forward the PY17 Preliminary Budget to the WDC Board with Do Pass Recommendation. He also mentioned that the EFC also approved the Q1 Financial Statements. He described his participation in the Governor's career connected learning event held earlier in the month. Discussion events were held all over the region and numerous PacMtn Board Members attended. The events brought together local educators, business, community and government agencies to talk about more that could be done to connect students to the world of work. Additional events are scheduled throughout the year to continue momentum on the topic.
- C. Cheryl then gave her CEO Report which can be found on our website. Cheryl Heywood arrived around this time, establishing full quorum.

**II. Consent Agenda**

- A. Approval of May 2017 Board Minutes
- B. Approval of Quarterly Financial Statements
- C. Approval of Program Policy Update: WIOA Adults & Dislocated Worker Supportive Services Policy #5200

*Jim Sayce motioned to approve the Consent Agenda, seconded by Peter Lahmann.*

**Motion carries.**

**III. Action Items & Strategic Discussions**

- A. **Action Item: Motion to Approve PY17 Preliminary Budget with Recommended Do Pass from Executive Finance Committee** - Bridget Lockling reviewed this item and said that this version of the budget provides a starting point for an operational budget to begin our program year July 1-June 30. These are estimates with fuller details to come in the upcoming months. The Final Budget will be adopted in October. Revenue projection for PY17 is shy of \$13M,

however this is without knowing actual WIOA Formula Fund allocations for PY17. We used an earlier projection provided by ESD and are hopeful it does not vary too much. Bridget highlighted the expiration of grants as well as the start of new grant funding that are placemarked until all programs are fully developed. The proposed budget reflects a progressive and thoughtful way to continue fulfilling our requirements and delivering quality services to the region. The Board also discussed impending cuts to WIOA that may not show until 2018. *Jim Minker motioned to approve the PY17 Preliminary Budget, seconded by Bob Gunther. Motion carries.*

#### **IV. Committee & Task Force Updates**

**A. Action Item: Motion to Approve Youth & Specialized Populations Committee Merger and Modification to WDC By-Laws.** Kairie Pierce reported on this merge and explained the decision to merge the committees was because of an overlap of the demographics of the two populations. By-laws changes were reviewed and there was not a great deal of discussion on this item. *Lynn Longan motioned to approve the Youth & Specialized Populations Committee Merger and Modification to WDC By-Laws, seconded by Bob Gunther. Motion carries.*

Cheryl Heywood reported on the One Stop Committee mentioning that the group will be reviewing the application packets for the affiliate and comprehensive site and conduct site visits. Partners and interested stakeholders are meeting and discussing how they want to proceed. Staff are continuing to work on the evaluation process for certification.

Kairie Pierce shared the next Youth Services committee before the merger with Special Populations will be on July 11<sup>th</sup>. No further updates.

Duane Evans shared the Industry Sector Task Force has initiated a focus on the hospitality sector. A hospitality employer roundtable, led by Dru Garson and former Board Member Tiffany Turner is scheduled on July 11. This Taskforce may want to consider redesign of efforts to encompass work -by sector or by issues important to regional employers i.e. childcare crisis, finding adequate employees for rural and/or physically challenging work.

#### **V. Board Learning Feature Topic –**

**Overview of DSHS Economic Services Administration featuring Jason Reed, WDC Board Member & Community Services Division Administrator.** Jason's presentation gave Board members a brief overview of services offered through the Dept. of Social and Health Services (DSHS), with a more detailed description of services available through the Community Services Division (CSD) of DSHS. Information about the Community Service Field Office operations was also shared. Information was also provided regarding Temporary Assistance for Needy Families (TANF) program eligibility determination, WorkFirst participation requirements and how the TANF program is associated with WIOA.

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

Cheryl Heywood mentioned an event in July called The Jail Letters Project by Sam Miller, former inmate, recovering addict and Evergreen graduate who performs stand-up comedy using his own life in prison and written communications with his mother. She also mentioned Timberland Regional Library was featured in the Thurston County Chamber periodical.

Peter Lahmann reported that the Lewis County Historical Society is looking for a new Director. He also mentioned there will be July 4<sup>th</sup> activities at Borst Park for families to attend.

Bob Guenther mentioned the development of solar energy testing and possible opportunities for this region.

Alissa Shay mentioned there will be a Greater Grays Harbor Business After Hours Event on July 11<sup>th</sup> offering members the chance to meet and network with colleagues.

Kairie Pierce announced the Labor Council's Annual Convention taking place in July in Vancouver.

Meeting adjourned at 3:59 pm

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