

**PacMtn Workforce Development Council**  
**Executive Finance Committee Minutes**  
 Friday, November 17, 2017 ▪ 8:30 am – 10:00 am  
 PacMtn Offices, Online and by Phone



**Member List**

<u>Name</u>	<u>Business</u>	<u>County</u>	<u>Position</u>
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Vacant			Chair Elect
3. Jim Larson	Morningside	Regional	Vice Chair
4. Peter Lahmann	NW Laborers – Employers Training Trust, Retired	Regional	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	Targeted Populations Committee Lead
8. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
9. Terri Drexler	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio

**Attendees:** Duane Evans, Jim Larson, Dr. Jim Minkler, Cheryl Heywood, David Schaffert, Kairie Pierce, Commissioner Terri Drexler (by phone), Derek Epps

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

**Guests:** Anne Goranson, Steve Perry

**Excused:** Peter Lahmann

**I. Board Chair Check In**

- A. The meeting was called to order at 8:31 and quorum was established. The agenda was reviewed and no changes were made.
- B. The October 2017 EFC minutes were reviewed and *Jim Minkler motioned, seconded by Jim Larson to approve the minutes. Motion carries.*
- C. Board Chair Report - Duane Evans began his report by welcoming new EFC Member Derek Epps of Seattle Shellfish to the Executive Finance Committee. He also reported on his attendance at the WWA conference saying that PacMtn was well represented and that he and others who attended learned a great deal. He mentioned PacMtn's staff award winners for the Performance Excellence and Achievement that acknowledges PacMtn is making the organization a great place to work. He concluded his report by reminding members of the December 7 Regional Expo and to sign up with Vanessa if they'd like to attend and sit at the PacMtn table.
- D. CEO Report – Cheryl gave her report that included various topics such as the

Pathways to Prosperity Conference, program successes and PacMtn health care costs. Her full CEO report can be found on our [website](#).

## II. **Task Force Updates**

A. One Stop Committee - Corinne Daffern reported that this committee hasn't met recently and that a large amount of staff work related to Infrastructure Funding and development of Quality Initiatives for those WorkSource seeking certification. The next meeting will be in January where progress in those areas will be reported upon.

B. Youth and Specialized Populations – Kairie Pierce said during the last meeting the group heard presentations on how to better leverage workforce opportunities around the region and amongst Committee Members. Career pathways and the need to educate employers on apprenticeship programs was also discussed. The group also plans to revisit the Committee Charter in order to update it and to ensure alignment with current initiatives and larger goals and objectives.

C. Industry Sector – Sean Murphy gave a brief presentation describing the history of the group and the originating members. He mentioned the stepping down of Chair Lynn Longan and that without a chair replacement and concern over meeting overload, the Task Force struggled to meet. After discussion with Duane and review by the Executive Finance Committee the recommendation is to continue this Taskforce's work with a new format that sets aside a formal committee structure and instead creates focused opportunities for business member engagement. The work could be supported by a third party facilitator, and focus on matters related to regional workforce planning and data of interest to the broader business community. The core group would be made up of economic based organizations on and off the WDC Board including Economic Development Agencies, Chambers of Commerce, Ports, College Workforce Deans and interested employers. The group would meet at least twice per year with a maximum of four times per year. This work is in addition to the specific industry employer roundtable discussions that will drive specific project activities. Sean also described PacMtn's regional sectors and career pathway descriptions on our website to explain how this information is being distributed to career-seekers.

## III. **Fiscal Items**

A. Action Item: Approval of Reducing CD Account and Moving to 3 Year Term – Bridget reviewed the memo with the recommended motion to approve reducing the current CD to \$225,000 and moving to a 3 year term. *Jim Larson motioned to approve, seconded by Kairie Pierce. Motion carries.*

B. Action Item: Approval of Columbia Bank Zero Balance Account (ZBA)  
Authorization: Bridget reviewed this memo with the recommended motion to approve the ZBA which is required for processing HRA payments. *Dr. Jim Minkler motioned to approve, seconded by Jim Larson. Motion carries.*

C. Action Item: Adoption of PY17 Final Budget – Bridget reviewed the budget and reported that the final budget provides an update to our revenue by including new and revised grants and final carry in amounts and that overall changes are minor. She discussed the that the budget has increased by over \$500,000 mostly due to increased carry in from C2C's expenses not coming in PY16 as anticipated. She reported on other elements of the budget and mentioned the new contracts for the Rapid Response and existing contracts were modified according to actual carry in. Aggregate changes in the administrative office budget resulted in an increase of \$44,500. She also reported on the Project Tracking document that reflects the PY17 Final Budget numbers and the Budget Summary that shows categories of funding sources and expense types that was also updated to reflect final budget amounts. *David Schaffert motioned to approve the adoption of the PY17 Final Budget, seconded by Jim Larson. Motion carries.*

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

A. Status Update: Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA) – Corinne Daffern presented on this topic by describing the background of the MOU in that discussions with the community, current and future partners to help define the service delivery system and how best to serve the needs of the region since December 2014. Public comment on the MOU was open from May 4, 2017 to June 4, 2017 and was not required by state or federal policy however, PacMtn felt that it was an important step to take. The MOU went out for signature on June 23, 2016 and was submitted to the State Workforce Board who forwarded to the Governor for final approval. The US Dept. of Labor and the Governor agreed to an extension of 6 months until December 31 to complete the partner negotiations on the IFA that is to be added to the MOU. Once completed the Infrastructure Funding agreement becomes part of the MOU and will address WorkSource One-Stop Infrastructure costs—costs necessary for the general operation of the One-Stop Center and its Affiliates. Costs include facility and rental costs, utilities and maintenance, equipment and assistive equipment for those with disabilities and technology to facilitate access to the One Stop Center including technology used for outreach activities. It is unlikely that the IFA will be complete and signed by all required partners by the imposed US DOL timeline of December 31. PacMtn has been in conversation with the State Workforce Board and should PacMtn not get agreement, the organizations will follow the direction provided by the State.

Corinne then presented the IFA Development Timeline that describes the details of the steps including important benchmarks that have/will occur beginning September 2017 to mid-2019. She went on to provide more information on WorkSource Certification saying that Title I of WIOA requires Local Workforce Development Boards to establish criteria and procedures to be used to evaluate and certify one-stop sites for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement and that local workforce boards must certify one-stop sites in order to receive one-stop infrastructure funds.

- B. WorkSource Operations Regional Collaborative (WORC) Presentation: Vision of the American Job Center Network – Steve Perry presented on WorkSource Then, Now and Why It Matters and started with the history of the integration of services vs. today's integration model and its importance. He went on to describe WorkSource Certification then versus now as well as the differences between access to services from the past versus today's model.
- C. Upcoming WDC Meetings: December 14th Year End Celebration and January 25, 2018 WDC Retreat – Members were reminded of these upcoming meetings as well as the location and brief content overview.
- V. **Good of the Order Items & Announcements** – Cheryl Heywood said that Timberland Regional Library will be soft opening their Oculus Virtual Reality Training at the Shelton library during winter break.

Meeting adjourned at 10:18 am, submitted by: Vanessa Wasman, Administrative Assistant