

PacMtn Workforce Development Council
WDC Meeting Minutes
Thursday, November 30, 2017 ▪ 1:30 – 4:00 pm
WorkSource Thurston – John Loyle Room



Board Member Attendees: Duane Evans, Jim Larson, Peter Lahmann, Dru Garson, Derek Epps, Jacqueline Earley, Steve Rogers, Michael Cade, David Schaffert, Anne Goranson, Cheryl Heywood, Mike Hickman, Paul Vertrees, Jason Reed, Dawn Murphy, Bob Hitt, Winfried Danke
Attending by Phone: Kairie Pierce, Jim Sayce
Absent: Bob Guenther, Dr. Jim Minkler
Staff: Cheryl Fambles, Bridget Lockling, Corinne Daffern, Sean Murphy, Vanessa Wasman
Guests: Steve Perry, WORC WorkSource System Manager

I. Welcome & Leadership Reports

- A. The meeting was called to order at 1:31 pm and quorum was established. The agenda was reviewed and no changes were made.
- B. 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.
- C. 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. Consent Agenda

- A. Approval of September 2017 Board Minutes
Jim Larson motioned to approve the Consent Agenda, seconded by Anne Goranson.
Motion carries.

III. Committee & Task Force Updates

- A. One Stop Committee – Cheryl Fambles 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. Targeted Populations – David Schaffert said during the last meeting the group heard presentations on how to better leverage workforce opportunities around the region and amongst Committee Members. 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.

IV. Action Items & Strategic Discussions

- A. Action: Motion to Approve Adoption of Final PY17 Budget: Bridget Lockling presented this item. She updated revenue to include new and revised grants and final carry in increasing the Final Budget by over \$500,000. Responding to a question she described unrestricted fund account and under what conditions it is used for program budgets that do not fully cover costs or for costs that are not eligible under the specific grant. The Do Pass recommendation from the Executive Finance Committee and the Elected Official Consortium was also shared with the Board. *Jim Larson motioned to approve PY17 Final Budget, seconded by Mike Hickman. Motion carries.*
- B. Discussion: American Job Centers (AJC) Certification – Corinne Daffern described the application process, timelines and the three levels of certification. She said that each of the 7 applications had been Provisionally Certified by the Executive Finance Committee based upon recommendation by the Review Committee. Each site is now planning its quality initiatives to submit for full certification. In addition to the overall quality enhancements required by WIOA and initiated by the partners the approved applications expand resident access to workforce services. The overall increase in that access is from 7 sites to 34 sites, now including the 27 sites of the Timberland Region Library system.
- C. Discussion: WorkSource Memorandum of Understanding & Infrastructure Funding Agreement (IFA) – Corinne Daffern referenced the staff report and described the process and progress of the IFA. It remains uncertain if the IFA will be complete and signed by all required partners by the imposed US DOL timeline of December 31st.
- D. Discussion: Review of Year End Celebration and January 2018 Retreat – Members are invited to the December meeting where the content will be light and time is set aside for networking and casual reflection. The location was still being determined for the January 2018 Retreat. Members were encouraged to RSVP to both meetings and to acknowledge if accommodations were needed for the January meeting.

V. Board Learning Feature Topic – WorkSource Operations Regional Collaborative (WORC) and WorkSource Thurston Tour. David Schaffert and Anne Goranson, members of the WORC provided some background on the development

of the WORC and its role as the One-Stop Operator. Steve Perry, WorkSource Operations Manager described the history of WorkSource and the changes it has undergone since adoption of WIOA. This report was followed by a tour of the WorkSource Thurston building and programs.

VI. Good of the Order Items & Announcements

Peter Lahmann mentioned Applebee's restaurants collecting Toys 4 Tots until December 5th. Cheryl Heywood mentioned that the PacMtn and TRL formal One Stop agreement was recently accepted by her Board of Directors.

Meeting adjourned at 3:54 pm

Submitted by: Vanessa Wasman, Administrative Assistant