

**PacMtn Workforce Development Council**  
**Executive Finance Committee Agenda**  
Friday, October 13 ▪ 11:00 am – 12:30 pm  
WorkSource Thurston ▪ Percival Creek  
<https://pacmtn.adobeconnect.com/efc/>  
1-888-537-7715 ▪ Passcode: 60526531#



- I. **Welcome & Meeting Check-In** (Duane Evans)
  - A. Review of EFC Committee Agenda
  - B. Motion to Approve September 2017 EFC Minutes (Attachment #1)
  - C. Board Chair Comments
  
- II. **Task Force Updates** (Task Force Leads)
  - One Stop Committee – Cheryl Heywood
  - Youth & Specialized Populations – Kairie Pierce
  - Industry Sector – Duane Evans
  
- III. **Fiscal Items** (Bridget Lockling)
  - A. Community Outreach Funding Proposals
    - Greater Grays Harbor Annual Leader’s Banquet – Educational Fund Sponsorship (Attachment #2)
    - Follow Up Report: Youth Entrepreneurship Camp – Olympic College Shelton (Attachment #3)
  
- IV. **Executive & Administrative Items**
  - A. One Stop Certification Committee Update & Recommendations (Corinne Daffern & Agnes Balassa, Attachment #4)
  - B. Board Engagement (Duane Evans)
  
- V. **Good of the Order & Announcements**

### Upcoming Executive Finance Meetings

<b>Date</b>	<b>Location</b>
<b><i>New Date and Time:</i></b> <b>Friday, November 17, 2017</b> <b>8:30-10:30 am</b>	<b><i>New Location:</i></b> <b>WorkSource Thurston</b> <b>John Loyle Room</b>
<b>Friday, December 8, 2017</b>	<b>WorkSource Thurston</b> <b>Percival Creek</b>

### Upcoming Board Meetings

<b>Date</b>	<b>Location</b>
<b>Thursday, November 30, 2017</b>	<b><i>New Location:</i></b> <b>WorkSource Thurston</b> <b>John Loyle Room</b>
<b>Year End Celebration</b> <b>Thursday, December 14, 2017</b>	<b>Olympic College</b> <b>Shelton Campus</b>
<b>2018 Board Retreat</b> <b>Thursday, January 25<sup>th</sup>, 2018</b>	<b>TBD</b>

### Executive Finance Committee Members

<b>Name</b>	<b>Organization</b>
1. Chair, Duane Evans	Port Blakely U.S. Forestry
2. Chair Elect, Vacant	
3. Jim Larson	Morningside
4. Peter Lahmann	NW Laborers – Employers Training Trust
5. Dr. Jim Minker	Grays Harbor College
6. Cheryl Heywood	Timberland Regional Library
7. David Schaffert	Thurston County Chamber
8. Kairie Pierce	Washington State Labor Council
9. Commissioner Terri Drexler	Mason County Commissioner
10. Vacant	

**PacMtn Workforce Development Council**  
**Executive Finance Committee Minutes**  
 Friday, September 8, 2017 ▪ 11:00 am – 12:30 pm  
 WorkSource Thurston, 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, Peter Lahmann, Kairie Pierce, Dr. Jim Minkler, Cheryl Heywood

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

**Guests:** None

**Excused:** David Schaffert, Commissioner Terri Drexler

**I. Board Chair Check In**

- A. The meeting was called to order and quorum was established. An Executive Session was added to the agenda to follow Item V. CEO Comments and Updates. *Jim Larson motioned, seconded by Dr. Minkler to add the Executive Session to the agenda. Motion carries.* No other changes or additions were made to the agenda.
- B. The June 2017 EFC minutes were reviewed and *Jim Larson motioned, seconded by Peter Lahmann to approve the minutes. Motion carries.*
- C. The group reviewed the September 2017 Board agenda and changed Section IV under Strategic Discussions, item B from “Infrastructure Funding Agreement (IFA) for One Stop Operator Process & Timelines” to say “Infrastructure Funding Agreement (IFA) for One Stop System Process & Timelines.” Item C also under Section IV titled “Presentation: One Stop Operator Collaborative Agreement” was removed and moved to the November 2017 Board Agenda and replaced with “Enhancing Board Engagement.” *Jim Larson motioned, seconded by Dr. Minkler to approve the modified Board agenda. Motion carries.*

- D. Duane Evans mentioned the Board Engagement Query email that was sent to EFC members on August 31<sup>st</sup>, 2017. The email states that the EFC and full WDC Board have discussed the importance of more active engagement from Board members, knowing there are a variety of reasons member participation does not always fulfill the 75% commitment. Duane stated that he wants to continue to move forward with an assessment and fuller discussion of what members want how to better use their talents and expertise. The email included an assessment document that could guide the conversation and establish a framework on how to proceed.

## II. **Task Force Updates**

A. Cheryl Heywood and Corinne Daffern gave a brief update on the One Stop Task Force saying that the last meeting was in June, mentioning also that so far, 3 entities have applied as connections sites, 4 have applied as affiliate sites and one has applied as a comprehensive site.

B. Kairie Pierce gave a brief update on the Targeted Populations Committee. The last meeting was in July and included a Career Path Services Presentation from Jaclyn Gilley regarding information about the Adult and Dislocated Worker Programs. There was also information presented on the Summer Youth Internship and an update from Stacey Anderson on the AmeriCorps team and Uplift! updates.

## III. **Fiscal Items**

A. **Action Item: Quarterly Financial Statements** – Bridget Lockling reviewed the memo saying that the fourth quarter expenditures have come in on target. A few contracts and line items came in off budget projects and are called out in the Notes to Financial Statements section with no major concerns. The statements also show a slight increase in net assets due to the earnings from the MyJOB program. Statement of Cash Flows, and cash balances continue to be high due to tighter timelines for reimbursement requests. The 4<sup>th</sup> Quarter Financial statements were reviewed and *Peter Lahmann motioned to approve the statements, seconded by Kairie Pierce.* **Motion carries.** This item was moved to the full Board consent agenda for their September meeting.

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

A. **Action Item: Incumbent Worker Policy** – Bridget reviewed this item reporting that this is a new policy for use of Incumbent Worker funds. These new funds in the PacMtn budget requires this policy before the funds are utilized since PacMtn's new rapid response includes layoff aversion activities. The policy can be found at [www.pacmtn.com](http://www.pacmtn.com) under About PacMtn, Policies and Guidelines. The Incumbent Worker Policy was reviewed and *Dr. Minkler motioned to approve the policy, seconded by Peter Lahmann.* **Motion carries.**

B. **Discussion: Infrastructure Funding Agreement (IFA) Timeline and Plan** – Corinne Daffern reviewed this item explaining that the agreement is among partners on the operating budget of the one-stop centers (WorkSource) and it establishes a financial plan to which the one-stop partners, CEO and WDC have agreed to. It also describes the timeline that describes the development and implementation of the IFA. She also went on to say that the IFA also requires partners to be directly linked to customers.

- V. **Discussion:** Enhancing Board Engagement – Cheryl Fambles presented this topic on reducing the number of Board seats that would create an at large sector that would allow a member to serve from any of the five counties. She reported that this topic was discussed with the Commissioners at the July Consortium meeting and that the Commissioners agreed to reach out to Board members whose participation is waning and find out about their experience at PacMtn and how the member can be more supported in their membership. Cheryl said she created a list of conversational topics and questions for the Commissioners that can help them when speaking with their appointed Board members. She also described the Board Engagement Assessment which acts as query to Board members to help gauge their engagement as a Board member. EFC members felt the query was too long and had too many questions, so it was shortened and made more concise. In the arena of continuing member engagement, some members suggested regular and brief refreshers on PacMtn information, and continuing to use WDC meetings as training moments and base those learning topics on assessment deficiencies. PacMtn will gather the completed assessments from members in order to better meet their needs.
- VI. **CEO Comments & Updates** – Cheryl Fambles reviewed her CEO Report and can be found on the PacMtn website.
- VII. **Good of the Order Items & Announcements** – None at this time.

The group went into Executive Session at 12:30 pm. The purpose of the Executive Session was regarding CEO Performance Evaluation and it was said that the duration for the Executive Session would last 15 minutes. The meeting reconvened and then adjourned at 12:45 pm.

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

# COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application \_9\_/\_21\_/\_2017\_

## APPLICATION COVER SHEET

### PROJECT INFORMATION

Project Name: Greater Grays Harbor Annual Leader's Banquet - Educational Fund

Sponsorship \_\_\_\_\_

Project Date(s): October 20, 2017 Project Location: Event held in Ocean Shores

Amount Requested: \$2500 Date Funds Needed by: October 20<sup>th</sup>, 2017

Legal Name of Organization Using Proposed Funds: Greater Grays Harbor, Inc.

### CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Dru Garson

Contact Person for this Project: Dru Garson Title: CEO

Mailing Address: 506 Duffy St. Aberdeen, WA 98520

Email Address: dru@graysharbor.org Telephone: 360-532-7888

### *Application Instructions*

Please complete the Application Cover Sheet and attached questions. Send completed application to [Vanessa@pacmtn.org](mailto:Vanessa@pacmtn.org). Applications are funded on a first come, first served basis within the applicable program year. To accommodate more projects, maximum award will not exceed \$2,500. Projects may be partially funded to allow a wider distribution of funds. Please submit applications at least one month prior to project. Applications will not be accepted after the event has occurred. **Applications will be reviewed and approved by the Executive Finance Committee monthly.**

### *Proposal Guidelines*

- All funding must follow, enhance, or promote the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*
- Proposals must adhere to allowable cost guidance per state and federal regulations.
- Funds are not: direct service funds for clients; funds to benefit individual Board Members who want to participate in training or conferences *unless* they are specifically presenting and can uniquely represent PacMtn on high profile activities; or included within other PacMtn budget commitments.

### *Approved Proposals*

Invoices for approved projects must be submitted to PacMtn at least 2 weeks in advance of date needed by. Please reference on invoice "Community Outreach Project" followed by project name. Send invoices to [Jaime@pacmtn.org](mailto:Jaime@pacmtn.org).

**\*\*A final summary must be provided detailing what happened and reporting measurable or noteworthy outcomes within 30 days of event completion.\*\***

## APPLICATION QUESTIONS

1. Why and how does this project benefit the “brand”, mission, and priorities of PacMtn?

Greater Grays Harbor, Inc. (GGHI) is proud to support entrepreneurship and career and technical education opportunities for high school students in Grays Harbor County through our GGHI Educational Fund. This fund, managed under the authority of the GGHI Board of Directors, helps students acquire and develop entrepreneurial qualities and can provide considerable career and technical educational training to help our youth acquire the skills necessary to succeed and thrive within Grays Harbor County.

This year, our Educational Fund supported four beneficial programs in our county (through grants up to \$2500):

- Aberdeen Rotary Business Week
- Aberdeen Skills USA
- Ocosta Robotics
- Grays Harbor Youth Works

**Aberdeen Rotary Business Week** –200+ Aberdeen High School Juniors (11<sup>th</sup> grade), participated in 2017 and learned the basics of entrepreneurship – including basic marketing and business strategy.

**Aberdeen Skills USA** – The Aberdeen High School delegation competed in a national competition and was comprised of students from Aberdeen, Hoquiam, and Montesano. Highlights included a 5<sup>th</sup> place finish in Major Appliance, 12<sup>th</sup> place finish in Sheet Metal, and 20<sup>th</sup> place finish in Robotics: Urban Search and Rescue.

**Ocosta Robotics** – “Fishy Business Inc.” (FBI), the Ocosta robotics team qualified for and competed in the Robotics FIRST World Championship in Houston, TX. The FBI team finished with the 9<sup>th</sup> highest ranking points and the 2<sup>nd</sup> best autonomous score in their division. They also were nominated for the CONNECT award.

**Grays Harbor Youth Works** – Career Pathway Day was coordinated with several partners and involved 127 students from Lake Quinault and North Beach High School. The purpose of the program was to introduce the students to youth apprenticeships, tour various companies, and explore potential career paths and opportunities.

All of these activities help our youth learn about career pathways and opportunities and acquire valuable and marketable skills that can help them gain employment within Grays Harbor. Each project conforms nicely to the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*

2. How will the PacMtn brand/logo be displayed or represented in this Community Outreach effort?

If we are provided enough lead time, we can incorporate the Pac Mountain Logo into our written program that is provided to each attendee. We also would be more than willing to have a Pac Mtn representative address the 260+ attendees during our Raise the Paddle portion of our event that supports our Educational Fund. We can allow five minutes for a Pac Mtn representative to talk about the need for workforce development training and opportunity, how it impacts young peoples’ lives, and the great work that you are doing, especially within Grays Harbor. We also

plan on asking a young adult involved in one of our funded programs to address the audience and discuss how their program they participated in impacted their career decision or desire to obtain additional educational opportunities. The Pac Mtn. representative can introduce the young adult for this portion too, if desired.

3. How would the funds be used? Please be specific.

The funds would be used to sponsor our event and would be added to our Educational Fund reserves. A \$2500 sponsorship would directly fund a request from an organization to provide career and technical educational opportunities for high school students. Ideally, it would be able to help an organization in one of our rural, outlying areas build capacity for their program and assist in their efforts to support their local youth.

4. Do the funds align with and support one or more of the six industry clusters? If so, explain.

- IT/Telecom    Tourism & Recreation    Food Production    Life Sciences  
 Chemical Products & Plastics Manufacturing    Wood Products & Paper Manufacturing

Yes, they align with all of the industry clusters. Business and entrepreneurship education spans all clusters and is essential for youth that would like to pursue financial or management careers within any of our clusters.

Additionally, our technical programs and Career Pathway projects (STEM, Robotics, etc...) also introduce students to many careers and programming that they may not have considered as potential career pathways. Our goal is to provide students with a chance to learn more about what careers are available within their local community.

Youth Entrepreneurship Camp  
Olympic College Shelton

Report for PacMtn Workforce Development as a recipient of the Community Outreach funding

Seventeen youth attended the fourth annual Youth Entrepreneurship Camp (Y.E.C.) on the campus of Olympic College (OC) Shelton from August 1-4, 2017.

The camp targeted youth, ages 14-19, who live in Shelton and participated in the HOPE garden summer programming. The youth were exposed to entrepreneurial opportunities and an emphasis was placed on developing skills necessary to be an entrepreneur. The students developed business plans for small businesses that would fit into a Tiny Business structure (8'6" x 16) with an emphasis on developing realistic options for the local community. More than ten business mentors from the community participated in the capstone activity held on the last day of the camp. Students presented their business ideas during a 10 minute presentation and then received feedback and suggestions to improve their plans from the mentors who assisted.

The camp serves as a bridging activity with a desired outcome of increasing student readiness for careers and college which is important to giving these students options for economic success. Kandace MacKaben, Professor of Business Management at Olympic College facilitated the camp with the assistance of Business Management students Susan Ronald and Jenny Clarke who participated as mentors.

Summary of qualitative outcomes achieved

Feedback from students attending 2017 YEC was solicited.

- Students were asked to discuss the things they gained from the experience
  - "To speak more successfully in front of other people."
  - "I learned how much time and motivation it takes to start your own business."
  - "I learned how to work under pressure and deliver not quite completely planned speeches."
  - "I learned how to build a business plan and find other outside ideas and options."
  - "I've learned to step up, how to interact with people and take a more negative feedback without taking it personal."
  - "I learned how to avoid underpricing my product."
  - "I learned a great deal about licenses and legal requirements, and even more about entrepreneurship."

Respectfully submitted 9/27/17

Kandace MacKaben  
Professor of Business Management  
Olympic College  
360-432-5407  
kmackaben@olympic.edu



## MEMORANDUM

TO: PacMtn Executive & Finance Committee

FROM: Corinne Daffern, Associate Director of Workforce Services

SUBJECT: PacMtn WorkSource Site Certification—Recommendation from Review Committee

DATE: October 5, 2017

---

### **Background**

Title I of WIOA requires the State Workforce Development Board (SWDB), in consultation with local Chief Elected Officials and Local Workforce Development Boards (LWDBs), 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. LWDBs must certify one-stop sites in order to receive one-stop infrastructure funds. In Washington, LWDBs certify three types of one-stop sites: comprehensive sites, affiliated sites and connection sites.

Becoming a certified WorkSource site is an opportunity to partner with PacMtn WDC to tap into a wealth of resources to better meet the employment needs of customers. WorkSource sites are the portals to the national American Job Center network and its broad array of career services and resources. These services and resources are designed to help individuals acquire the skills necessary to gain meaningful employment and businesses access the talent pipeline that meets their human capital needs and fuels economic growth. Under WIOA, workforce partners share common performance goals and collaborate in developing and implementing a WorkSource delivery system where services are designed with the customer in the center, resources are leveraged for maximum efficiency, and continuous improvement is the hallmark.

In July 2017, PacMtn released its One-Stop certification application and invited community organizations to become WorkSource American Job Center sites by applying for WorkSource Site Certifications. This is not the only time a partnership may form, and we remain hopeful many more partnerships will take advantage of the opportunity as they learn more and as the needs of the region evolve. This was, however, the first opportunity under the new standards. It represents a strong showing and creates a solid opportunity for learning. The application and process closely followed the state regulations and national best practice. It required thoughtful review and participation by partners who wanted to part of the PacMtn's local service delivery system. As of September 1, 2017, PacMtn received 7 applications for the following sites:

WorkSource Center—Thurston County

WorkSource Affiliate—Lewis County



WorkSource Affiliate—Mason County

WorkSource Affiliate—Grays Harbor County

WorkSource Connection Site—Long Beach

WorkSource Connection Site—Timberland Regional Library

WorkSource Connection Site—North Mason Resources

### **Insights and Observations of the Certification Review Committee**

The criteria to be certified as part of the WorkSource system are guided by minimum criteria enacted by the State. All sites were scored on the same seven criteria listed in the site application:

1. Functional and Programmatic Integration
2. Service Provision, Including Services, Universal Access, and Outreach to populations with barriers
3. Performance and Accountability
4. Customer Satisfaction
5. Staff Competence and Staff Training Participation
6. Partnership
7. Employer Engagement

The initial review of applications was done by a Certification Review Committee comprised of Agnes Balassa, Chuck Forester, Steve Perry--WorkSource Systems Manager, and PacMtn WDC staff. Review Members of the One Stop Taskforce and Targeted Populations Committee were brought into the process to participate in site visits, which included tours of the facility, meet and greet of staff, and discussion with site management.

Even though each site self-evaluated and scored themselves differently, there were common themes that were evident across the region, particularly as is related to service integration. Service integration is a major goal in WIOA and the assumed cornerstone for PacMtn's regional delivery system. All sites will need to focus on developing a plan for increased integration. Integration is about all of the staff working together to share responsibility for meeting customer needs. True integration in the region will have occurred when staff, policy and resources are truly shared and each takes responsibility for shared customers, shared leadership, shared decision making and shared staffing. The Certification Review Committee identified the following goals for all sites to focus on and work on continuous improving the customer experience and success rates:

1. Business Services
2. Outreach
3. Partner engagement in the Resource Room
4. Developing a mechanism to become led by the voice of the customer



The entire PacMtn WorkSource System has been dealing with a lot of change over the last couple of years, and will continue to evolve moving forward. WorkSource sites face a number of unique opportunities and challenges. The system is at a tipping point; and the critical mass needed to support change is present. The certification process is the strong push needed to move past the current state to the goal of a highly integrated, customer lead system.

The Review Committee did not perform a review of the applications for Connection Sites. These sites are approved more as an outlet of services not necessarily containing the workforce programs and partnerships that dictate specific attention. They are held to a standard that has more to do with access and mission. Those applications are noted below and the hope is that the region grows even more of those types of service outlets---accessible, available to the region's population and supportive of the overall mission to provide supportive workforce information.

**Highlights for Each Site:**

**Thurston WorkSource Center Application**

<b>Strengths</b>	<b>Action Plan Required</b>	<b>Certification Recommended</b>
Array of Partners and mix of service available.	Site leadership needs to set aside time to work together in a more intensive way.	Provisional as a Center.
Great examples of outreach.	As a site, move past the various surveys and create a mechanism to authentically engage customers in the continuous improvement of customer services	
Good analysis of current state and identification of areas for potential improvement.	Track and use staff training as a tool to support integration and expand the Voice of the Customer	

**Grays Harbor WorkSource Affiliate Application**

<b>Strengths</b>	<b>Action Plan Required</b>	<b>Certification Recommended</b>
Weekly all partner staff meetings and standups.	Develop a formal plan for increasing integration.	Provisional as an Affiliate
Community Outreach/Community Engagement—especially	Develop a plan for integrating with new connection sites.	



efforts to connect with special populations.		
Front line staff and partner involvement.	Create a mechanism to engage customers in the continuous improvement of customer services	

**Mason WorkSource Affiliate Application**

<b>Strengths</b>	<b>Action Plan Required</b>	<b>Certification Recommended</b>
Good representation of programs and partners on-site.	Develop a mechanism to become led by the voice of the customer.	Provisional as an Affiliate
Community outreach efforts.	Track and use staff training as a tool to support integration and expand the Voice of the Customer.	
Openness regarding areas for potential improvements.	Reduce visual clutter in the resource room.	

**Lewis WorkSource Affiliate Application**

<b>Strengths</b>	<b>Action Plan Required</b>	<b>Certification Recommended</b>
Openness to options for providing services.	Work with partners to develop a formal plan of integration at new site.	Provisional as an Affiliate
Large resource room with lots of PCs for customers.	Create a mechanism to authentically engage customers in the continuous improvement of customer services.	
Access to ESD performance management tools and staff training resources.	Track and use staff training as a tool to support integration and expand the Voice of the Customer	

**Timberland Regional Libraries (27 sites)**

<b>Strengths</b>	<b>Action Plan Required</b>	<b>Certification Recommended</b>
Expands AJC Network by	Work with WorkSource Systems	Provisional as a Connection



27 locations- making WorkSource services more accessible in remote areas.	Manager and WorkSource staff to develop meaningful referral system to WorkSource services.	
Provides greater access to additional on-line Jobs and Career Eresources that TRL uses (Career Cruising, ReferenceUSA)	Commitment to staff training that will allow for expanded knowledge of WorkSource service to those staff that might not be in the work.	

**North Mason Resources**

<b>Strengths</b>	<b>Action Plan Required</b>	<b>Certification Recommended</b>
Established Connection Site within Belfair Community—Already known to community	Work with WorkSource Systems Manager and WorkSource staff to develop meaningful referral system to WorkSource services.	Provisional as a Connection
Good partnership with local community resources that serve customers with Barriers to Employment.	Commitment to staff/volunteer training that will allow for expanded knowledge of WorkSource service to those staff that might not be in the work.	

**WorkSource Long Beach**

<b>Strengths</b>	<b>Action Plan Required</b>	<b>Certification Recommended</b>
Established connection site in Long Beach. Inside DSHS.	Work with WorkSource Systems Manager and WorkSource staff to develop meaningful referral system to WorkSource services.	Provisional as a Connection
Good partnership with local community resources that serve WorkFirst Customers.	Commitment to staff/volunteer training that will allow for expanded knowledge of WorkSource service to those staff that might not be in the work.	



### **Proposed Action**

The Certification Team proposes that all WorkSource Center, Affiliate and Connection sites be certified at a provisional level. Provisional Certification is not a reflection on staff competency or commitment. It is an acknowledgement of the magnitude of change occurring in the local workforce system and recognition of the commitment that each site makes to continuous improvement. The provisional certification provides the sites time to work toward identified goals and action plans.

### **Next Steps and Recommended Motion**

Executive Finance Committee approval to move forward with the Certification Team Recommendations to provisionally approve the following WorkSource Sites:

WorkSource Center—Thurston County

WorkSource Affiliate—Lewis County

WorkSource Affiliate—Mason County

WorkSource Affiliate—Grays Harbor County

WorkSource Connection Site—Long Beach

WorkSource Connection Site—Timberland Regional Library System

WorkSource Connection Site—North Mason Resources

From 1/1/18-12/31/18, all PacMtn WorkSource sites will work on the steps required to achieve full certification. Site leadership, at the direction of the WorkSource Operations Regional Collaborative, will identify actions and timelines to meet the request of the review committee. For continued support representing the service delivery system final approvals must be afforded prior to the expiration of 12/31/18.