

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 31st, 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 4th 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 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