

**PacMtn Workforce Development Council**  
WDC Meeting Minutes  
Thursday, September 28, 2017 • 1:30 – 4:00 pm  
Satsop Business Development Park



**Board Member Attendees:** Alissa Shay, Derek Epps, Jacqueline Earley (phone), Bob Hitt, Jim Sayce, (phone) Michael Cade, Winfried Danke, Anne Goranson, Kairie Pierce, Cheryl Heywood, Dr. Jim Minkler, Paul Vertrees, Jason Reed

**Absent:** Duane Evans, Jim Larson, Peter Lahmann, Dru Garson, Steve Rogers, David Schaffert, Bob Guenther, Mike Hickman

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

**Guests:** Steve Perry, Representing WorkSource Operations Regional Collaborative (WORC)

**I. Welcome & Leadership Reports**

- A. The meeting was called to order at 1:40 pm and quorum was established. The agenda was reviewed and no changes were made. Duane Evans was absent for this meeting, and Dr. Jim Minkler chaired the meeting.
- B. Cheryl offered the CEO Report. Part of her report included an infographic describing the region's unemployment data which led to a lively group discussion about employment rates throughout the region. The CEO Report can be found on our website.

**II. Consent Agenda**

- A. Approval of June 2017 Board Minutes
- B. Approval of New Incumbent Worker Policy
- C. Approval of Quarterly Financial Statements  
*Cheryl Heywood motioned to approve the Consent Agenda, seconded by Winfried Danke. Motion carries.*

**III. Committee & Task Force Updates**

- A. One Stop Committee – Cheryl Fambles gave a quick update for this meeting saying that Cheryl Heywood has recused herself from these meetings because Timberland Regional Library has applied to be an American Job Center (AJC) connection site. Cheryl F. said that the committee has been focused on the AJC certification process and said that this item would be further discussed during today's meeting shown on the agenda as Section V, item C. She went on to describe the relationship of the WorkSource Operations Regional Collaborative (WORC) and introduced Steve Perry, One Stop Systems Manager. Steve introduced himself and shared about his career background and his vast experience in the workforce system. Cheryl F. explained the WORC included PacMtn CEO, Anne Goranson with Employment Security and David Schaffert with the Thurston County Chamber. This is an innovative public/private

partnership the Board will hear more about at the December 14 Year-End meeting. Youth & Specialized Populations Committee – Kairie Pierce noted the Committee’s last meeting included the One Stop Committee for the purpose of hosting a presentation from Agnes Balassa regarding the American Job Center/WorkSource Certification Application Review Process Update. She said that the meeting was very informative and helpful to the group in better understanding the AJC Process.

#### **IV. Board Learning Feature Topic**

A. *Career Connected Learning & High Impact Community Grant* – Kairie Pierce and Cheryl Fambles presented on this topic. The presentation began with defining Career Connected Learning as something most people already know: internships, work experience or AmeriCorps and that this term is a new term referencing a longstanding idea. It provides many benefits, giving one skills and experience that will allow the student skills and experience that will allow one to stand out to potential employers as well as helping one choose the right fit career pathway. The presentation gave further examples of this idea, such as PacMtn’s High Impact Community Grants, Uplift!, Morningside and Arc of Grays Harbor Summer Youth Internship Project, Youth Works and more.

#### **V. Strategic Discussions & Action Item**

A. Action: WDC By-Law Modification: Strategy for Board Membership – Cheryl Fambles reviewed the memo that reminds Members of previous discussions with them and the PacMtn Consortium. One of the primary issues facing membership is that rural counties are struggling with finding business representatives that are available to serve on the WDC. Committing the necessary time can often take away from important business activities and the distances required to travel are limiting. There are currently 4 vacancies in the business/private sector seats. The recommended action approves modification to the By-laws that County specific appointments of business/private sector representatives move from three (3) to two (2) per county. *Michael Cade motioned to approve the WDC By-Law Modification, seconded by Kairie Pierce. Motion carries.*

B. Enhancing Board Engagement – This portion of the meeting began with a Power Point presentation on What Is Meaningful Board Engagement? The PPT is included in these notes. A lively discussion on why various Board members are serving on the WDC followed. Board Member made suggestions and offered ideas on how they can get the most out of their experience on the PacMtn WDC. Suggestions included:

- breaking the members into small groups to help come up with ways to solve problems in their community,
- finding ways to have some social time or more fun together (especially during the Board retreats),
- have more knowledge of what’s happening within the WorkSources,
- would like more hands on work, doing a deeper dive into education in efforts to reach out to academic counter parts on what PacMtn is doing.
- tell more about the people behind the reports via success stories.

Based upon a prior suggestion an elevator speech and simple PacMtn program infographics were developed so Members could use them with their colleagues and other community leaders to tell the story of PacMtn.

Following the discussion was the introduction of the Board Engagement Query.

Members were asked to fill out the query to determine whether PacMtn is fostering an environment that promotes active engagement. The information will be used to help design greater opportunities for engagement.

- C. Infrastructure Funding Agreement (IFA) for One Stop System Process & Timelines – Cheryl led this discussion by explaining that the IFA is an agreement among partners on the operating budget of the One Stop centers that establishes a financial plan to which the One Stop partners, CEO and WDC have agreed to in order to achieve their goals of delivering services to the local area. The IFA includes costs of providing career services, optional shared operating costs and a cost sharing agreement. The IFA, system budgets and cost sharing agreements must be in place by December 2017.

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

- A. Kairie Pierce announced the Empower Women's Conference coming up March 2018.
- B. Cheryl Heywood mentioned a virtual reality program called Oculus that some of the libraries will be offered to patrons. She also mentioned that IT bus passes will be sold at the Thurston TRL and that they will be launching a Microsoft Office certification test site at TRL as well. She reported TRL's use of Gail Analytics that offers on demand data driven decision making information.
- C. Dr. Minkler announced the Latino Youth Summit at Grays Harbor College (GHC) on October 6 that featured various workshops regarding immigration updates, careers in law enforcement, applying for college and more. He also said that GHC will be hosting 40 nursing students from Japan during the month of October.
- D. Michael Cade said the agenda for the Regional Expo in December is in the works and mentioned some interesting information regarding the Skookumchuck Wind Farm.

Meeting adjourned at 4:19 pm

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