

**PacMtn Workforce Development Council**  
**Executive Finance Committee Minutes**  
 Friday, August 10, 2018 ▪ 11:00 am – 12:30 pm  
 Port Blakely US Forestry Offices  
 Online and by Phone



**Member List**

<b><u>Name</u></b>	<b><u>Business</u></b>	<b><u>County</u></b>	<b><u>Position</u></b>
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Vacant			Chair Elect
3. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Member at Large
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Lead
6. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
7. Terri Drexler	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio
8. Derek Epps	Seattle Shellfish	Mason	Industry Representative

**Attendees:** Duane Evans, Dr. Jim Minkler, David Schaffert, Commissioner Terri Drexler, Kairie Pierce

**Staff:** Cheryl Fambles, Vanessa Wasman, Mary Bilderback, Sean Murphy, Steve Perry, Anne Goranson

**Excused:** Cheryl Heywood, Derek Epps

**I. Board Chair Check In**

**A.** The meeting was called to order at 11:02 am. Quorum was established shortly thereafter. The meeting agenda was reviewed and no changes were made. Duane Evans began with his Board Chair Comments, mentioning his call for an Executive Session at the end of the meeting to discuss the CEO annual performance evaluation. He thanked Cheryl for the Board Orientation and Refresher held in Satsop. His report highlighted the Rural America video produced to encourage veterans to come to communities like those in PacMtn, the July Consortium meeting wherein all Board seat nominations were confirmed and the PY18 Budget passed. He congratulated PacMtn for the \$2.4M award to help those affected by the opioid crisis in the region.

**B.** Motion to Approve the June 2018 EFC Minutes –The minutes from the last EFC meeting were reviewed. *Dr. Jim Minkler motioned to approve the minutes, seconded by Kairie Pierce. **Motion carries.***

## **II. Task Force Updates**

- A. One Stop Committee** – No updates at this time. The updated committee charter will be reviewed at the September EFC meeting.
- B. Business and Sector Engagement (BaSE)** – Sean Murphy presented an update on these activities. In June BaSE hosted a labor force data workshop with a wide audience of interested individuals. In early September, the group will gather again to discuss the update of the Industry Cluster Study. PacMtn is a continuing supporter of the Regional Expo, to be held December 6. It will also focus on the future of work.

## **III. Fiscal Items**

Discussion Item: Washington State Department of Retirement Systems Findings – Cheryl Fambles and Mary Bilderback presented on this topic saying that while the results were mostly satisfactory, one small issue concerning hours and compensation not being correctly reported was raised by the DRS. PacMtn has addressed the issue to the satisfaction of DRS. This process provided a good learning experience with little downside impact for PacMtn's Fiscal Dept.

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

**A. Discussion Item: High Impact Community Grants** – Cheryl presented this item explaining the role of Board Members to notify and encourage smaller community agencies to apply for these funds. PY17 projects are still continuing and have until the end of September to be completed. Some of the many success stories from projects were shared and information on PY18 funding was addressed. There will be two streams of funding with the funding going from \$50K to \$100K, with one source being historical WIOA funds and the other via the Career Connected Learning Grant. The requirements for both streams of funding are different but the timelines for both are the same. The focus continues to be identifying areas of support for youth working in PacMtn's specific sectors. Members were encouraged to let us know if they'd like to participate on the review committee. Another announcement for reviewers will occur when the RFP process is established.

**B. Discussion Item: PacMtn Year Ahead Planning Schedule** – Cheryl shared the staff's suggested Year Ahead Planning Schedule to give members an idea of the various types of major activities upcoming. Some of these items would have Board involvement or may be heard about in the community. Suggestions, feedback and any other thoughts about this list is encouraged.

## **V. Learning Spotlight: WorkSource Operations Regional Collaborative (WORC) Update-**

Cheryl started by referencing a similar presentation at the Consortium meeting in July. Steve Perry presented on the responsibilities of the One Stop Operator and highlighted the five areas of quality improvement for the local workforce system:

- shared oversight and decision making,
- elevate business as a primary customer of system partners,

- professional development to ensure staff have competencies to provide excellent service,
- develop robust voice of the customer strategy and
- improve integrated service delivery.

He also mentioned there are 21 activities and initiatives designed to make the system better for customers. WorkSource Certification deadline is December 31, 2018, however an extension date is being discussed. He also said that there is lots of positive movement as well as some challenges among the partnership.

**VI. Executive Session:** Discuss CEO Evaluation – Non EFC members and the CEO left the room as Executive Session was called to discuss the Performance Evaluation for Cheryl Fambles.

**VII. Called to Order:** At 12:20 pm the EFC reconvened and *Kairie Pierce motioned to authorize the Board Chair to conclude the CEO evaluation as discussed in Executive Session. Dr. Minkler seconded. **Motion passed.***

**VIII. Good of the Order Items & Announcements –**

Kairie Pierce: The Pacific Northwest Apprenticeship Conference December 4 – 5 at the Tacoma Convention Center.

Dr. Jim Minkler: Upcoming new student housing showcase at Grays Harbor College will feature use of cross laminated timber materials.

Sean Murphy: PacMtn will host a TedX event in November with a specific focusing on bridging transitions, particularly for members of the military and their families.

Meeting adjourned at 12:26 pm.

Submitted by: Vanessa Wasman, Program Assistant