

**PacMtn Workforce Development Council**  
**Executive Finance Committee Minutes**  
**Friday, January 12, 2018 • 8:30 am – 10:00 am**  
**PacMtn 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. 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
10. Derek Epps	Seattle Shellfish	Mason	Industry Representative

**Attendees:** Peter Lahmann, Dr. Jim Minkler, Cheryl Heywood, David Schaffert, Derek Epps (by phone)

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

**Excused:** Duane Evans, Kairie Pierce, Jim Larson, Commissioner Terri Drexler

**I. Board Chair Check In**

**A.** The meeting was called to order at 8:34 and quorum was not established, however David Schaffert arrived during the Task Force updates and quorum was then established. The agenda was reviewed and no changes were made.

**B.** CEO Report – Cheryl gave her report that began with the announcement of the Camo2Commerce grant being extended with the help of Senator Patty Murray. She also mentioned that the American Job Center located at Joint Base Lewis McChord is still underway with Employment Security picking up much of this work. Cheryl then moved to discussion of the WDC Retreat Agenda and reviewed its contents. She also mentioned the new Board Member nominees, and that work is being done by Commissioner Gary Stamper to recruit for Board members out of east Lewis County and that Board member assignments and term expiration letters will be forthcoming.

## II. Task Force Updates

A. One Stop Committee – Cheryl Fambles started by saying that the task forces are ad hoc with the exception of the Executive Finance Committee as per PacMtn by-laws and the Youth and Specialized Populations committee is a standing committee as per the federal legislation of WIOA. Corinne Daffern gave an update on the One Stop Committee mentioning the history of the One Stop Operator transitioned from PacMtn to the WorkSource Operations Regional Collaborative (WORC) and the current certification status wherein sites are currently moving from provisional certification to full certification. She also reported that Infrastructure Funding Agreement (IFA) 2.0 will be forthcoming as the group moves forward with that process and that the redesign of the system is a heavy load but crucial for the region.

B. Adult Basic Education and Literacy – Corinne reported on this committee stressing the importance in bringing education and literacy to the table to help further integrate them into the workforce system. She mentioned a pilot project called High School 21 Plus which is a competency based high school diploma program for adult learners 21 and older who do not have a high school diploma. Timberland Regional Library will be obtaining devices from area colleges for patrons to utilize this program which is planned to launch in September 2018.

C. Youth and Specialized Populations – David Schaffert said that the charter for this group is being updated. Review of the updated charter will be on the agenda for the March Board meeting for approval. Committee member participation and engagement was also discussed at the committee's last meeting during the second week of January.

Following the Task Force updates, quorum was established with David Schaffert's arrival and the group reviewed the November 2017 EFC minutes and *David Schaffert motioned, seconded by Jim Minkler to approve the minutes. Motion carries.*

## III. Fiscal Items

A. Action Item: Quarterly Financial Statements – Bridget began by saying the statements reflect activity through September 30, 2017 and that expenditures are mostly on track, this early in the program year most deviations are due to timing of activities. For example, contractor expenses could show under expenditures because fall quarter tuition hasn't yet been received. Peter Lahmann asked if carry forward funds will be spent and Bridget answered that yes. Bridget also said that the State Auditor's office is scheduled to complete PacMtn's annual audit from January 16<sup>th</sup> - 26<sup>th</sup>. *Cheryl Heywood motioned to approve, seconded by David Schaffert. Motion carries.*

B. Tracking and Reporting of Reserve Fund - Bridget moved this item from the fourth item in the Fiscal section of the agenda to the second item and explained the reserve fund as a buffer or fail save reserve in the event of company closure. She also

outlined history of Reserve Fund and discussed Revenue Earned Grants. The question was posed if there a policy about unrestricted funds, Bridget answered yes.

C. Action Item: Opening of new CD Account – Bridget introduced the plan to open a new CD account for a short duration to continue a return on investment and have access and flexibility to cover both major unforeseen needs and slight anomalies. Deposit of at least \$25,000, but no more than \$75,000 into the new account. *Jim Minkler motioned to approve the opening a new 13 month up to \$75,000 CD Account, seconded by Cheryl Heywood. Motion carries.*

D. Action Item: Community Outreach Funding Proposal, Olympic Region Skills USA Carpentry Competition, Shelton High School – The skills competition allows youth in the PacMtn region to demonstrate their carpentry skills while apprenticeship coordinators in the construction industry judge the competition and are able to evaluate students that may be interested in joining the trades. *David Schaffert motioned to approve the Community Outreach Funding Proposal, seconded by Jim Minkler. Motion carries.*

#### IV. Executive & Administrative Items

A. Status Update: Cammo2Commerce Update – Discussed during Cheryl’s CEO Report under Section I Item B.

B. WDC Retreat Agenda and Logistics – Discussed during Cheryl’s CEO Report under Section I Item B.

C. Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA) Update – Corinne provided the update saying that PacMtn did submit the IFA and are continuing to collect signatures. WIOA allows for the required partners to create an operational budget and cost sharing plan for each site and that the WDC will roll them up to create a system budget for each region that will have the required IFA which will include costs of providing services, and other optional shared operating costs. On March 22, 2018 partnership will come together for additional discussions about the IFA to evaluate numbers, discuss the PY18 budget, in kind contributions and additional system costs and any additional concerns for the PY18 budget. This work will be another demonstration of continuous improvement embraced by PacMtn.

D. Consortium By-Law Action – The PacMtn Consortium was approached in early summer regarding waning member engagement and participation. To address the challenges in participation and engagement, the idea of reducing the required numbers of seats while still maintaining the 51% of business reps as per WIOA was introduced. Because of the longstanding vacancies and waning participation, the WDC voted to lessen the number of seats membership seats. Members of the

Consortium wanted another chance at filling the vacancies and thus did not approve the final bylaw change at their November 2017 meeting and will look at this topic again at their March 2018 meeting.

**E. Action Item: WIOA Participant Follow Up Policy** – This policy brings PacMtn into alignment with state policy that communicates local policy regarding activities that constitute follow up services for those participants who are exiting the WIOA Adult and Dislocated Worker program. *Dr. Minkler motioned to approve the WIOA Participant Follow Up Policy, seconded by Cheryl Heywood. Motion carries.*

**F. Proposed WDC 2018 Board Meeting Schedule** – was reviewed and if there are any scheduling conflicts to please call them out. No conflicts noted.

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

Cheryl Heywood said that Timberland Regional Library will be selling bus passes at (all?) locations and will be celebrating TRL's 50<sup>th</sup> anniversary, as well as unveiling a new service point in Hawks Prairie.

New Bill 1277 or 1278 for rural workforce development, short term certified funding, described by Dr. Jim Minkler

Meeting adjourned at 10:03 am, submitted by: Vanessa Wasman, Administrative Assistant