

PacMtn Workforce Development Council
Executive Finance Committee Minutes
Friday, June 8, 2018 • 11:00 am – 12:30 pm
PacMtn Offices, 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
10. Derek Epps	Seattle Shellfish	Mason	Industry Representative

Attendees: Duane Evans, Peter Lahmann, Jim Larson, Dr. Jim Minkler, Cheryl Heywood, David Schaffert, Commissioner Terri Drexler, Kairie Pierce (phone), Derek Epps (phone)

Staff: Bridget Lockling, Corinne Daffern, Vanessa Wasman

Excused: None

I. Board Chair Check In

A. The meeting was called to order at 11:05 am and quorum was established. Duane began his Chair report noting this is Peter Lahmann’s last meeting as he would not be attending the June 28th WDC Board meeting. The group today would be honoring Peter in appreciation of his service on the PacMtn Board. Cheryl Fambles was excused from today’s meeting as she was making a presentation to the Federal Reserve Bank senior managers on PacMtn and rural economies. The agenda was presented and no changes were made. Introductions were made among the group, including Mary Bilderback as PacMtn’s new Senior Accounting Specialist.

B. Motion to Approve the May 2018 EFC Minutes - *Jim Larson motioned to approve the minutes, seconded by Peter Lahmann. **Motion carries.***

C. The June 28th WDC meeting agenda was reviewed with no changes made. Kairie Pierce requested that David Schaffert be listed as co-lead on the Targeted Populations Task Force Committee noted on the agendas. These changes have been made.

D. The July 27th Consortium meeting agenda was also reviewed and no changes made.

II. Fiscal Items

- A. Action Item: PY18 Preliminary Budget Recommendation – Bridget proposed the budget for 2018 Program Year beginning on July 1, 2018. She reminded the group that this version of the budget provides a starting point for an operational budget to begin a new program year. Since actual grant awards have not yet been determined, revenue and expenses are based on estimates and assumptions. New projects are not yet fully developed so funding has been marked with details to be developed. The final version of the budget will be presented in the fall to show actual grant dollars, carry in as well as actual contract and project expenses. There were some questions and some discussion on a variety of topics including dislocated worker funding, and any possible refunding of the C2C program. *Peter Lahmann motioned to approve the PY18 Preliminary Budget, seconded by Cheryl Heywood. **Motion carries.***
- B. Action Item: Quarterly Financial Statements – Bridget presented on the 3rd Quarter Financial Statements that reflect activity through March 31, 2018 and show the most recently approved budget modification. No major concerns in expenditures and we are on target to hit obligations on WIOA formula grants and administrative operations are 92% on target. Some subcontractor expenses are behind and contractors are focusing on spending soon to expire grant funds so that continuing funds will be available next program year. The Statement of Financial Position shows losses regarding MyJOB and WorkFirst programs due to major program and staffing changes but significant earnings in PY16 offsets those losses. We have started program changes to address WorkFirst losses due to fewer participants needing services. No further losses are anticipated. *Jim Larson motioned to approve the Quarterly Financial Statements, seconded by David Schaffert. **Motion carries.***

III. Task Force Updates

A. One Stop Committee – Last meeting was June 7 and consisted of updates on WorkSource to quality improvement initiatives used for certification, Timberland Regional Library Connection sites, the HS21+ program and other regional workforce system happenings. The system is moving toward better overall alignment.

B. Targeted Populations Committee – Next meeting on June 12th and will focus on Division of Vocational Rehab (DVR) and the Order of Selection process that limits those DVR is serving and what WorkSource can do to help.

IV. Executive & Administrative Items

A. Action Item: Approval of Community Outreach Funding Proposal: 2018 Morningside Ride Sponsorship – *David Schaffert motioned to approve the 2018 Morningside Ride Sponsorship, seconded by Peter Lahmann. **Motion carries.***

B. Action Item: Infrastructure Funding Agreement Update and Process for Approval Corinne presented the Recommendation for One Stop Memorandum of Understanding and Infrastructure Funding Agreement 2018 Approval by explaining the IFA and MOU and the work history of this project. The memo describes partner inclusion, better use of meetings, counting participants, factors for cost sharing, increasing collaboration, in-kind investments as well as the PY18 PacMtn MOU and its attachments as well as next steps in the project. *Peter Lahmann motioned to approve the One Stop Memorandum of Understanding to be in place from July 1, 2018 to June 30, 2020 and Infrastructure Funding Agreement to be in place from July 1, 2018 to June 30, 2019 seconded by Cheryl Heywood. **Motion carries.***

C. Discussion Item: WorkSource Certification Quality Improvement Update – Corinne also presented on this item that describes the updates on this activity saying that all sites have been diligently working on quality improvement plans in order to bring them to full certification by December 31st, 2018. She outlined the chart that describes the activities, timeline, progress, milestones and challenges. The focus is also on businesses and not just customers and that we are ensuring to adequately move the customer to the right resource which requires staff training and funds.

Good of the Order Items & Announcements –

Cheryl Heywood mentioned that Timberland Regional Library is redesigning their website.

Peter Lahmann announced the 20th Anniversary Olympic Flight Museum Air Show happening on June 16-17th.

Jim Larson mentioned that the Morningside Summer Youth Internship signs up are happening now in Thurston and Lewis counties.

Dr. Jim Minkler mentioned that Grays Harbor College will soon be launching a Bachelor's Degree program.

Farewell to Peter Lahmann, Duane presented the certificate, award and card. Members enjoyed food, cake and beverages.

Meeting adjourned at 12:23 pm, submitted by: Vanessa Wasman, Program Assistant