

## **PacMtn Workforce Development Council**

### **WDC Meeting Minutes**

**Thursday, June 28, 2018 ▪ 1:30 – 4:00 pm**

**Centralia Timberland Regional Library**

**110 S. Silver Street ▪ Centralia, WA 98531**

**Dial: 888-537-7715 Passcode: 60526531#**

**Pacmtn.adobeconnect.com/wdc**



**Board Member Attendees:** Jim Larson, Alissa Shay (phone), Jacquelin Earley, Steve Rogers, Jim Sayce, Michael Cade, David Schaffert, Kairie Pierce, Cheryl Heywood, Dr. Jim Minkler, Mike Hickman, Bob Guenther, Paul Vertrees, Jason Reed, Bill Sullivan (phone), Dawn Murphy, Christina Riley, Jonathan Pleger (nominee)

**Absent:** Duane Evans, Peter Lahmann, Dru Garson, Derek Epps, Anne Goranson, Bob Hitt, Winfried Danke, Diana Murphy

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

**Guests:** Megan Johnston

#### **I. Welcome & Leadership Reports**

- A. The meeting was called to order at 1:35 pm and quorum was established. The agenda was reviewed and no changes were made.
  
- B. Board Chair Report – Jim Larson officiated the meeting in Chair Duane Evans' absence and began the Board Chair report by reading Duane's thank you message to Jim. He announced the upcoming PacMtn Consortium meeting scheduled for July 27 and some of the items the Commissioners will approve at the meeting as well as the learning topic opportunity about the WorkSource Operations Regional Collaborative (WORC). He also mentioned Dr. Jim Minkler and Steve Rogers' agreement to serve as Vice Chair and Treasurer to the WDC Board. The Board will vote on the matter in September. The group was reminded about the upcoming Board Orientation and Refresher coming up on July 26<sup>th</sup> in Satsop. The Chair Report was concluded by giving a brief report out on the June 8 Executive Finance Committee meeting saying the following items were reviewed and recommended for approval: PY18 Preliminary Budget, Quarterly Financial Statements, Community Outreach Funding for the Morningside Ride Sponsorship, the Infrastructure Funding Agreement (IFA) & Memorandum of Understanding (MOU). Both Pete Lahmann and Jim Larson were thanked for their service as Board Officers.
  
- C. CEO Report – Cheryl gave her CEO Report can be found on our website.

## II. Consent Agenda

A. Approval of the March 2018 Board Minutes and Approval of the 3<sup>rd</sup> Quarter Financial Statements – *Michael Cade motioned to approve the Minutes and the Financial Statements, seconded by Bob Guenther. Motion carries.*

## III. Action Items & Strategic Discussions

A. Motion to Approve: PY18 Preliminary Final Budget as Approved at the June 8, 2018 Executive Finance Committee Meeting – Bridget started by discussing the budget comparison information pages saying that details can be found in the comments section next to each line item. Some discussion occurred on administrative costs and Bridget confirmed they stay below 20% and cover administrative office operations, One Stop Operator, system support and development as well as American Job Center support. Some discussion occurred on grant reports upon closeout of the grants and that there is a report on grant deliverables after the grant project has been completed. There was also brief discussion on the budget increases and decreases with each year and those can be found in the budget comparison pages. *Jim Sayce motioned to approve the PY18 Preliminary Final Budget, seconded by Steve Rogers. Motion carries.*

## IV. Committee & Task Force Updates:

- A. One Stop Committee – Cheryl Heywood said that the group has been meeting monthly and have recently updated the charter. The Task Force is also working to deepen understanding regarding WorkSource partnerships and the issues confronting the new and ongoing working relationships.
- B. Targeted Populations – David Schaffert said the group focused on the Division of Vocational Rehab and the Order of Selection process to learn how the local workforce system can fill in gaps to provide better support to customers. Next meeting is scheduled for August.
- C. Business and Sector Engagement (BaSE) – Cheryl Fambles described how this group functions to create an opportunity for engaged business and economic development leaders to guide and support the work of Council to meet their own workforce needs, while also making the best use of their limited time. She mentioned yesterday's labor market trends meeting that PacMtn hosted was very successful and informative. She also said the committee will focus on better engagement on rural business and industry and deeper conversations on cluster studies will occur in the fall including discussions on data regarding meeting the needs of micro-regions.

V. Board Learning Feature Topic: Life Science Upskill/Backfill Initiative (UBI) Project Corinne Daffern presented on this topic that discussed the goals of this initiative designed to help businesses grow their workforce, increase their number of skilled workers, allow current employees to see an increase in their income and allow unemployed or underemployed individuals to secure employment at livable wages in

participating employer sites. The partners (Morton General Hospital, Heritage House, Providence Mother Joseph, Providence St. Peter's Hospital, Centralia College East, Aberdeen School District in partnership with Grays Harbor College, and South Puget Sound Community College ) involved in this health care-focused project as well as performance metrics were described and a Power Point presentation on the project was shown as well as a video that shows Certified Nursing students from the Mother Joseph Care Center describing their work and passion for what they do.

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

Bob Guenther mentioned that the Trans Alta team is analyzing data on how to get fundamental skills and apprenticeship opportunities in Lewis county schools to better prepare students for work and also mentioned the idea of a mobile unit that would go around to schools with the goal of helping students to prepare for the iron workers industry or apprenticeships.

Jim Sayce mentioned that he was recently appointed to the Washington State Dept. of Natural Resources committee known as The Solutions Table in which he represents economic interests.

Cheryl Heywood announced that Timberland Regional Libraries is receiving a \$10K grant to be used towards Early Learning Development.

Kairie Pierce mentioned the Washington State Labor Council's Annual Conference will be on July 17-19 as well as the Pacific Northwest Apprenticeship Conference taking place this December.

Meeting adjourned at 3:13 pm

The meeting was then followed by a recognition and celebration of retiring Board Vice Chair and Morningside CEO, Jim Larson where members socialized amongst one another and enjoyed light refreshments.

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