

PacMtn Workforce Development Council
Executive Finance Committee Minutes
 Friday, March 9, 2018 • 11:00 am – 12:30 am
 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: Peter Lahmann (phone), Dr. Jim Minkler (Adobe Connect), Cheryl Heywood (phone), David Schaffert (Adobe Connect), Commissioner Terri Drexler (Adobe Connect), Kairie Pierce (Adobe Connect)

Staff: Cheryl Fambles, Bridget Lockling, Vanessa Wasman

Excused: Duane Evans, Jim Larson, Derek Epps

I. Board Chair Check In

A. The meeting was called to order at 11:02 am and quorum was not fully established at first. Cheryl made the request to lead the meeting unless one of the other members wished to lead. The group agreed that Cheryl and Bridget could facilitate the meeting since all members were participating either by phone or online and that Board Chair Duane Evans was absent. The agenda was presented and no changes were made at this time. Cheryl began with Board Chair comments on behalf of Duane saying that Duane was attending his last class for his MBA program. Cheryl then presented on her CEO Report and can be found on our website.

B. At this time, Dr. Jim Minkler arrived to the group by phone and online establishing quorum. The group then moved to the approval of the January 2018 EFC minutes, *Peter Lahmann motioned to approve the minutes, seconded by David Schaffert. Motion carries.*

C. Cheryl went on to review the March 2018 WDC and Consortium agendas, saying that the meeting would be held at St. Martin's College and described the learning topic of Off Planet Research and that we would be following up on the material that came from the January Board Retreat regarding WDC collaboration with EDCs as a focal topic. She also mentioned that the Consortium would be approving two new Board members and also approving the continuation of the terms of three other Board members.

At this time, the agenda was changed slightly to move Section III Fiscal Items before Section II Task Force Updates so that the action items would come first because one member had to leave the meeting early which would affect quorum. Topics C and D under Section III were also swapped so that the action items would be taken care of first.

II. Fiscal Items

A. Action Item: Motion to Approve Quarterly Financial Statements – Bridget began by saying there are no concerns about expenditures with the exception of an overage of state audit fees in that audits were done on programs that were not needed and went outside their typical scope and depth causing the auditors to take more time than needed and thus created more expense for PacMtn. Audit exit conference is scheduled for March 29th. She also mentioned the Commerce program restructure and staff layoff due to fewer TANF clients needing the program as well as new legislation on age limits for this program affecting overall reduction in net assets. *Peter Lahmann motioned to approve, seconded by Cheryl Heywood.* **Motion carries.**

B. Action Item: Motion to Approve PY16 990 Tax Return – Bridget briefly went over the main 990 packet indicating these were the final numbers for PY16. The rest of the schedules provide supporting documentation to the numbers and processes involved. There were no changes to the 990 form or schedules so the numbers were the only thing that needed to be updated from last year. An extension was filed so the 990 isn't due to the IRS until May 15th. The extension is always filed to make sure the financials of the organization have been audited prior to completing and submitting the tax documents. *Peter Lahmann motioned to approve, seconded by David Schaffert.* **Motion carries.**

C. Action Item: Motion to Approve Community Outreach Funding Proposal: Youth Entrepreneurship Camp – This project was briefly described and it was mentioned that it is a popular activity that PacMtn is proud to support. *Jim Minkler motioned to approve, seconded by Peter Lahmann.* **Motion carries.**

III. Task Force Updates

A. One Stop Committee – Cheryl Heywood reported that the group met in early February and will continue to meet monthly and are inviting WorkSource support staff to the meetings. Purpose and responsibilities noted in the charter will be updated for EFC and Board approval in fall.

B. Adult Basic Education and Literacy – Cheryl Heywood also provided an update on this committee saying that they met on March 8 and the initiative that the State Board of Technical Colleges has \$100K in funds for colleges to apply for the High School 21+ program within the colleges and have until the end of April to apply. Cheryl Heywood mentioned that TRL would be work with the awarded college to provide Chrome books and teachers will meet with HS 21+ students at various TRL locations. Dr. Minkler also mentioned that Grays Harbor College will be conducting forums in Pacific County about the HS 21+ program.

C. Targeted Populations – The charter has been updated with focus on disabled populations, homeless populations and youth with criminal justice issues and will be reviewed for approval at the March WDC meeting.

IV. Executive & Administrative Items

A. Discussion: Review of January WDC Retreat Notes – Cheryl began the conversation by saying we had great feedback on the youth stories and how better to serve them. She went on to say that Sytease Geib of Thurston County Chamber, Jason Robertson, Sean Murphy and Cheryl met and developed a list of thoughts about actions and activities that could be undertaken to leverage and build stronger connections with business agents, economic development entities, and economic development councils and how these initiatives could be built into the budget. These ideas will also be packaged as ideas for the other county EDCs as well. The discussion included about how do Associate Development Organizations (ADO) communicate with legislature and that the WDC can help provide materials about our role. It was also mentioned to edit the title of #4 in the document to say Support a Regional PacMtn Economic Development District. PacMtn will also make sure that our strategic plan data elements will work into the Community Economic Development Study (CEDS) plan. #5 was discussed on how to better engage with business and industry and that EDCs could co-host as they choose. #6 was discussed saying that PacMtn to come to EDC and talk about the role of the WDC with facilitation by representing Board members. The topic of Opportunity Zones was mentioned and PacMtn is doing some analysis on this in collaboration with Mason County Commissioner Drexler.

V. Good of the Order Items & Announcements –

Peter Lahmann mentioned that he will not be in attendance to the WDC meeting later this month and also the Executive Finance meeting in April.

Meeting adjourned at 12:34 pm, submitted by: Vanessa Wasman, Administrative Assistant