

**PacMtn Workforce Development Council**  
 Executive Finance Committee Minutes  
 Friday, May 11, 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:** Jim Larson, Peter Lahmann, Dr. Jim Minkler, Cheryl Heywood, David Schaffert (phone), Kairie Pierce (phone)

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

**Excused:** Duane Evans, Derek Epps

**I. Board Chair Check In**

**A.** The meeting was called to order at 11:00 am and quorum was established. The agenda was presented and no changes were made. Peter Lahmann chaired the meeting, mentioning Chair Duane Evan’s absence.

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

**C.** Cheryl then presented her CEO Report. The CEO Report can be found on our website.

**II. Task Force Updates**

**A.** Targeted Populations –Kairie Pierce mentioned two new members to the committee; WDC Board Member from Grays Harbor Diana Murphy and Jon Hurd from Lakeside Industries. No other updates at this time.

**B.** One Stop Committee –EFC briefly reviewed the Task Force’s new charter explaining that the changes were mostly made within the work plan deliverables and timeline. A final charter will be presented at the full Board meeting in June.

### III. Fiscal Items

A. Action Item: PY17 Mid-Year Budget Modification – Bridget explained that budget modifications are to capture changes in the budget since the adoption of the final budget in November. She said the modification reflects increased revenue by almost \$3.5M and that this is due in large measure to the extension of Camo2Commerce, expansion of the MyJOB grant to include more students and that the Summer Internship through the Dept. of Vocational Rehab was renewed and increased from the previous year. The expenditure side reflects required adjustments in staffing to carry out the requirements of the new projects and an updated to the purchase order system. *Jim Larson motioned to approve the PY17 Final Mid-Year Budget Modification with do pass recommendation to the Consortium and Board, seconded by Cheryl Heywood. **Motion carries.***

B. Action Item: Community Outreach Funding Proposal – Shelton School District Business Plan Competition. The group reviewed the application for these funds and *Jim Minkler motioned to approve the Community Outreach Funding Proposal for the Shelton School District Business Plan Competition, seconded by Jim Larson. **Motion carries.***

C. Action Item: Bank Signer Change – No discussion. *Jim Larson motioned to approve the removal of Karen Kalish/Addition of Kim Baker to Columbia Bank signature card 0137 account, seconded by Cheryl Heywood. **Motion carries.***

D. Discussion: PY18 Budget Workshop Review – Bridget described the purpose of the upcoming budget workshop on May 24<sup>th</sup> as an informative and interactive way to align strategies as per PacMtn's Strategic Plan, to allow Board members to share ideas, focus on activities, and explain the system as an overview. Following the workshop, Bridget will work with senior staff to take the ideas from the members and weave them into a budget proposal. The draft Preliminary budget will be presented for recommendation to adopt at the Executive Finance Committee meeting June 8 The full Board will vote on the PY18 Preliminary Budget June 26.

### IV. Executive & Administrative Items

A. Action Item: Approval of Provisional WorkSource Connection Site Certifications – Corinne Daffern presented this item citing recommendation by the Certification Team to confirm the Community Services Office in South Bend, WA as a Provisionally Certified Connection Site. Establishing a new connection site at this location will increase collaboration, bring more resources to support employment opportunities for Pacific county residents, especially for TANF, SNAP and WorkFirst customers. *Cheryl Heywood motioned to approve the provisional certification of the WorkSource Connection site in South Bend, WA for the period of June 1, 2018-June 30, 2019, seconded by Jim Larson. **Motion carries.***

B. Discussion: New PacMtn Website – Julie Baxter presented the new website highlighting areas of the website most pertinent to them.

## **Good of the Order Items & Announcements** –

Jim Minkler stated that the Pathways to Prosperity event in Grays Harbor was successful. Their group was pleased with the rural focus and they are looking forward to further discussion on how career connected learning, specifically pre-apprenticeship can be implemented for Grays Harbor youth.

Kairie Pierce and talked about a successful meeting with various apprenticeship coordinators that discussed career connected learning opportunities. Pete Lahman suggested a change in terminology from “pre-apprenticeship” to “apprenticeship preparation” projects/programs.

Peter Lahmann invited members to Armed Forces Day on May 19<sup>th</sup> at the McChord Air Museum. Camo2Commerce will support the event.

Cheryl Heywood called attention to TRL’s summer reading program getting ready to launch.

Meeting adjourned at 12:20 pm, submitted by: Vanessa Wasman, Administrative Assistant