

PacMtn Workforce Development Council
Executive Finance Committee Agenda
Friday, September 14, 2018 ▪ 11:00 am – 12:30 pm
PacMtn Offices ▪ John Loyle Room
<https://pacmtn.adobeconnect.com/efc/>
1-888-537-7715 ▪ Passcode: 60526531#



- I. **Welcome & Check-In Items** (Duane Evans)
 - A. Review of EFC Committee Agenda
 - B. Motion to Approve August 2018 EFC Minutes (Attachment #1)
 - C. September 2018 WDC Meeting Agenda Review (Attachment #2)
 - D. Board Chair Comments

- II. **Task Force Updates** (Task Force Leads)
 - A. Discussion: Adult Basic Education & Literacy (ABEL) Charter - Corinne Daffern or Cheryl Fambles (Attachment #3)
 - B. Discussion: Targeted Populations - Kairie Pierce & David Schaffert

- III. **Fiscal Items** (Cheryl Fambles/Bridget Lockling)
 - A. Advisory Approval: Community Outreach Funding Proposal: Greater Grays Harbor Annual Leader's Banquet – Educational Fund Sponsorship (Attachment #4)
 - B. Quarterly Financial Statements and Quarterly Management Reports (*No reports for September, will be set for vote at the October Executive Finance Committee Meeting*)

- IV. **Executive & Administrative Items**
 - A. Discussion: WorkSource Operations Regional Collaborative (WORC) – Progress on Initiatives – Steve Perry (Attachment #5)
 - B. Motion to Approve: One Stop Certification Extension – Corinne Daffern (Attachment #6)
 - C. Discussion: Local Strategic Plan Request Extension - Sean Murphy (Attachment #7)

- V. **Good of the Order & Announcements**

Upcoming Executive Finance Meetings

Date	Location
Friday, October 12, 2018	WS Thurston, John Loyle Room
Friday, November 9, 2018	WS Thurston, John Loyle Room
Friday, December 14, 2018	WS Thurston, John Loyle Room

Proposed 2018 Board Meeting Schedule

Date	Location
Regular WDC Meeting Thursday, September 28, 2018	PacMtn WDC Offices John Loyle Room 1570 Irving St. Tumwater, WA 98512
Regular WDC Meeting Thursday, November 29, 2018	PacMtn WDC Offices John Loyle Room 1570 Irving St. Tumwater, WA 98512 (subject to change)
WDC Year End Celebration Thursday, December 13, 2018	PacMtn Offices, John Loyle Room 1570 Irving St. Tumwater, WA 98512
2019 Board Retreat Thursday, January 24, 2019	Grays Harbor College 1620 Edward P. Smith Dr. Aberdeen, WA 98520

The WDC Board takes action at Regular Meetings. Other gatherings are topic specific and informal.

Executive Finance Committee Members

Name	Business	County	Position
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Vacant			Chair Elect
3. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Member at Large
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Lead
6. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
7. Terri Drexler	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio
8. Derek Epps	Seattle Shellfish	Mason	Industry Representative

PacMtn Workforce Development Council
Executive Finance Committee Minutes
 Friday, August 10, 2018 ▪ 11:00 am – 12:30 pm
 Port Blakely US Forestry 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. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Member at Large
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Lead
6. Kairie Pierce	WA State Labor Council	Regional	Target Populations Committee Co-Lead
7. Terri Drexler	Mason County Commissioner	Mason	Consortium Chair, Ex-Officio
8. Derek Epps	Seattle Shellfish	Mason	Industry Representative

Attendees: Duane Evans, Dr. Jim Minkler, David Schaffert, Commissioner Terri Drexler, Kairie Pierce

Staff: Cheryl Fambles, Vanessa Wasman, Mary Bilderback, Sean Murphy, Steve Perry, Anne Goranson

Excused: Cheryl Heywood, Derek Epps

I. Board Chair Check In

A. The meeting was called to order at 11:02 am. Quorum was established shortly thereafter. The meeting agenda was reviewed and no changes were made. Duane Evans began with his Board Chair Comments, mentioning his call for an Executive Session at the end of the meeting to discuss the CEO annual performance evaluation. He thanked Cheryl for the Board Orientation and Refresher held in Satsop. His report highlighted the Rural America video produced to encourage veterans to come to communities like those in PacMtn, the July Consortium meeting wherein all Board seat nominations were confirmed and the PY18 Budget passed. He congratulated PacMtn for the \$2.4M award to help those affected by the opioid crisis in the region.

B. Motion to Approve the June 2018 EFC Minutes –The minutes from the last EFC meeting were reviewed. *Dr. Jim Minkler motioned to approve the minutes, seconded by Kairie Pierce. **Motion carries.***

II. Task Force Updates

- A. One Stop Committee** – No updates at this time. The updated committee charter will be reviewed at the September EFC meeting.
- B. Business and Sector Engagement (BaSE)** – Sean Murphy presented an update on these activities. In June BaSE hosted a labor force data workshop with a wide audience of interested individuals. In early September, the group will gather again to discuss the update of the Industry Cluster Study. PacMtn is a continuing supporter of the Regional Expo, to be held December 6. It will also focus on the future of work.

III. Fiscal Items

Discussion Item: Washington State Department of Retirement Systems Findings – Cheryl Fambles and Mary Bilderback presented on this topic saying that while the results were mostly satisfactory, one small issue concerning hours and compensation not being correctly reported was raised by the DRS. PacMtn has addressed the issue to the satisfaction of DRS. This process provided a good learning experience with little downside impact for PacMtn's Fiscal Dept.

IV. Executive & Administrative Items

A. Discussion Item: High Impact Community Grants – Cheryl presented this item explaining the role of Board Members to notify and encourage smaller community agencies to apply for these funds. PY17 projects are still continuing and have until the end of September to be completed. Some of the many success stories from projects were shared and information on PY18 funding was addressed. There will be two streams of funding with the funding going from \$50K to \$100K, with one source being historical WIOA funds and the other via the Career Connected Learning Grant. The requirements for both streams of funding are different but the timelines for both are the same. The focus continues to be identifying areas of support for youth working in PacMtn's specific sectors. Members were encouraged to let us know if they'd like to participate on the review committee. Another announcement for reviewers will occur when the RFP process is established.

B. Discussion Item: PacMtn Year Ahead Planning Schedule – Cheryl shared the staff's suggested Year Ahead Planning Schedule to give members an idea of the various types of major activities upcoming. Some of these items would have Board involvement or may be heard about in the community. Suggestions, feedback and any other thoughts about this list is encouraged.

V. Learning Spotlight: WorkSource Operations Regional Collaborative (WORC) Update-

Cheryl started by referencing a similar presentation at the Consortium meeting in July. Steve Perry presented on the responsibilities of the One Stop Operator and highlighted the five areas of quality improvement for the local workforce system:

- shared oversight and decision making,
- elevate business as a primary customer of system partners,

- professional development to ensure staff have competencies to provide excellent service,
- develop robust voice of the customer strategy and
- improve integrated service delivery.

He also mentioned there are 21 activities and initiatives designed to make the system better for customers. WorkSource Certification deadline is December 31, 2018, however an extension date is being discussed. He also said that there is lots of positive movement as well as some challenges among the partnership.

VI. Executive Session: Discuss CEO Evaluation – Non EFC members and the CEO left the room as Executive Session was called to discuss the Performance Evaluation for Cheryl Fambles.

VII. Called to Order: At 12:20 pm the EFC reconvened and *Kairie Pierce motioned to authorize the Board Chair to conclude the CEO evaluation as discussed in Executive Session. Dr. Minkler seconded. **Motion passed.***

VIII. Good of the Order Items & Announcements –

Kairie Pierce: The Pacific Northwest Apprenticeship Conference December 4 – 5 at the Tacoma Convention Center.

Dr. Jim Minkler: Upcoming new student housing showcase at Grays Harbor College will feature use of cross laminated timber materials.

Sean Murphy: PacMtn will host a TedX event in November with a specific focusing on bridging transitions, particularly for members of the military and their families.

Meeting adjourned at 12:26 pm.

Submitted by: Vanessa Wasman, Program Assistant

PacMtn Workforce Development Council
Board Meeting Agenda
 Thursday, September 27, 2018 ▪ 1:30 - 4:00 pm
 PacMtn Offices ▪ John Loyle Room
 1570 Irving St. ▪ Tumwater, WA 98512
 Dial: 888-537-7715 Passcode: 60526531#
 Pacmtn.adobeconnect.com/wdc



I. Welcome & Leadership Reports (Board Chair)

- A. Establish Quorum & Review Today's Agenda**
- B. Board Chair Report**
- C. CEO Report (Cheryl Fambles)**

II. Action: Consent Agenda

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

- A. Motion to Approve: June 2018 Board Minutes (Attachment #1)**
- B. Quarterly Financial Statements and Quarterly Management Reports (*No reports for September, will be set for vote at the October WDC Meeting*)**

II. Action Items & Strategic Discussions (Duane Evans)

- A. Action Item: Motion to Approve Board Officer Membership:**
 - Jacquelin Earley – Board Chair - Elect
 - Dr. Jim Minkler – Board Vice Chair
 - Steve Rogers – Board Treasurer

III. Committee & Task Force Updates (Task Force Leads)

- A. Executive Finance Committee – Duane Evans**
- B. One Stop Committee and Motion to Approve Updated Committee Charter – Cheryl Heywood**
- C. Targeted Populations – Kairie Pierce & David Schaffert**
- D. Business and Sector Engagement (BaSE) – Sean Murphy**
- E. Adult Basic Education & Literacy – Corinne Daffern**

IV. Board Learning Feature Topics

- A. Camo2Commerce Reflections and Spouse Ambassador Program (Sean Murphy, 30 min)**
- B. WorkSource Operations Regional Collaborative (Cheryl Fambles, Anne Goranson, David Schaffert, Steve Perry, 30 min)**

Upcoming Meetings

Date	Location
Regular WDC Meeting Thursday, November 29, 2018	Pacific Mountain WDC Offices John Loyle Room 1570 Irving Street Tumwater, WA 98512 (subject to change)
WDC Year End Celebration Thursday, December 13, 2018	PacMtn Offices, John Loyle Room 1570 Irving St. Tumwater, WA 98512
2019 Board Retreat Thursday, January 24, 2019	Grays Harbor College 1620 Edward P. Smith Dr. Aberdeen, WA 98520

The WDC Board takes action at Regular Meetings. Other gatherings are topic specific and informal. Please contact PacMtn offices at 360-704-3568 for confirmation of meeting dates, times and location.

2016 – 2018 WDC Members

Name	Business/Organization	Representation
1. Duane Evans	Port Blakely U.S. Forestry	Business: Wood Products Manufacturing
2. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations
3. Alissa Shay	Port of Grays Harbor	Business: Logistics Cross Sector
4. Dru Garson	Greater Grays Harbor	Business: Economic Development
5. Derek Epps	Seattle Shellfish	Business: Aquaculture/Food Production
6. Jacquelin Earley	Sierra Pacific	Business: Wood Products Manufacturing
7. Steve Rogers	Pacific County Historical Society & Museum	Business: Tourism & Recreation
8. Jim Sayce	Pacific County EDC	Business: Economic Development
9. Michael Cade	Thurston County EDC	Business: Economic Development
10. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise
11. Anne Goranson	Employment Security Dept.	Wagner-Peyser Employment Service
12. Kairie Pierce	WA State Labor Council	Labor Organization
13. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations

14. Dr. Jim Minkler	Grays Harbor College	Post-Secondary Higher Education
15. Mike Hickman	Educational School District #113	K-12 Education
16. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor
17. Paul Vertrees	DSHS/DVR	Vocational Rehab
18. Jason Reed	DSHS/Community Services	TANF-DSHS
19. Dawn Murphy	South Puget Sound Community College	Basic Education Acquisition (BedA): Regional
20. Bob Hitt	Toad Hall Cranberry Farms	Business: Food Production
21. Winfried Danke	Providence St. Peter Hospital	Business: Life Sciences
22. Bill Sullivan	Consultant	Business: Education and Technology Solutions Consultant
23. Diana Murphy	Regional Manager	Business: Staffing
24. Christina Riley	Constructing Marketing Rep	Business: Labor/Apprenticeship
25. Peter Lahmann	Port of Centralia	Business: Economic Development
26. Jennifer Baria	Mason County Economic Development Council	Business: Mason County

MEMORANDUM

TO: PacMtn Executive & Finance Committee

FROM: Corinne Daffern, Associate Director of Workforce Services

SUBJECT: New PacMtn Board Task Force—Adult Basic Education and Literacy

DATE: September 10, 2018

Background

Article XII, Section 4, of the PacMtn Bylaws states that the purpose of Ad-Hoc Task Forces is to establish a workgroup chaired by a member of the Board and comprised of regional subject matter experts in specified areas of knowledge and practice brought together to accomplish a specific objectives. Such external members shall enjoy all the rights of membership on the ad hoc committees, such as voting and reimbursement of business-related expenses. Task Forces shall be chartered and reviewed on a biannual basis. Task Forces may provide recommendation and guidance for which the Board desires specific and focused attention.

Since the beginning of 2016, Adult Basic Education and Literacy (ABEL) partners and the English Language Acquisition Providers of the PacMtn Region have been consistently meeting to discuss issues regarding WIOA implementation. This group, comprised of individuals from community and technical colleges, community based organizations, the State Board of Community and Technical Colleges and other local service providers have met to discuss WIOA, Review of strategic alignment of ABE Plans with local plans, the vision for integration in the One-Stop system, and the ABEL resources and capabilities that can be brought to bear.

There is importance in the Adult Basic Education and Literacy Task force continuing its efforts and spending additional time to implement and integrate ideas and activities into the PacMtn One-Stop System. PacMtn relies on this group to provide reasonable and thoughtful decisions on matters related to adult basic education in our region.

Recommendation: Staff recommends formalizing and elevating the Taskforce to a Board level and appoint a Taskforce Leader that will also be a part of the Executive Finance Committee. The attached ABEL Task Force Charter further describes the work plan, deliverables and timelines. Staff requests affirmation by the PacMtn Board of Directors to approve the Adult Basic Education Taskforce and its charter.

Adult Basic Education Committee/Task Force

Charter

DATE: September 7, 2018

Proposed Term: Through June 2020

Purpose and Responsibilities:

The **Adult Basic Ed and Literacy Task Force** provides recommendations on collaboration opportunities and alignment of services with the WorkSource system to meet the employability needs of its diverse client base.

- As appropriate, ensure Members are afforded opportunity for review and engagement of significant agency and WorkSource recommendations.
- Inform the Board of its progress at monthly Executive-Finance Standing Committee meetings.
- Ensure the training and placement needs of the clients are identified and client referral of needs, goals, skills and barriers to education and employability

Work Plan Deliverables and Timeline:

Brief Task Description	Completion Date
Establish meeting schedule. Committee will meet monthly from now until June 2020	
Provide Navigation guidance and advising services to the staff of the One-Stop system, including navigation, advising and Pathway planners on individual campuses	
Create a platform for broader discussion with ABE and Carl Perkins partners across the region with a focus on priorities for shared responsibility in the one-stop system	
Develop strategies to provide service to academic and culturally diverse populations through multiple access points and multiple modalities of services.	

Meeting and Communication Protocols:

To be established at the November, 2018 meeting. (9:00 to 11:00 – PacMtn, 3rd floor, John Loyle Conference Room)

Adult Basic Education Committee/Task Force

Charter

DATE: September 7, 2018

Initial recommendations:

- Monthly meetings through 2020 to ensure Opportunity Act Compliance
- All meetings are WebEx-Conference accessible
- Communication meeting materials will be initially distributed via email

Membership

Member Name	Organization	Contact
Corinne Daffern— Staff Lead	PacMtn WDC	corinne@pacmtn.org
Kathy Hoover	SPSCC	khoover@spscc.edu
Elaine Williams	Olympic College	ewilliamsbryant@olympic.edu
Diane Smith	Grays Harbor College	diane.smith@ghc.edu
Jon Kerr	State Board for Community Technical Colleges	jkerr@sbctc.edu
Kelli Bloomstrom	Centralia Community College	kelli.bloomstrom@centralia.edu
Elizabeth Iaukea	Washington State Library	Elizabeth.iaukea@sos.wa.gov
Jenny Blumenstein	Sound Learning	jblum@soundlearning.co
Troy Goracke	Policy Advocate	tgoracke@sbctc.edu
Teresa McDermott	Olympic College	tmcdermott@olympic.edu
Dawn Murphy	SPSCC	Dmurphy1@spscc.edu
Steve Perry	WorkSource Operations Regional Collaborative	sperry@esd.wa.gov

COMMUNITY OUTREACH FUNDING PROPOSAL



Date of Application 8/20/2018

APPLICATION COVER SHEET

PROJECT INFORMATION

Project Name: Greater Grays Harbor Annual Leader's Banquet - Educational Fund

Sponsorship _____

Project Date(s): October 12, 2018 Project Location: Event held in Ocean Shores

Amount Requested: \$2500 Date Funds Needed by: October 12th, 2018

Legal Name of Organization Using Proposed Funds: Greater Grays Harbor, Inc.

CONTACT INFORMATION

Sponsoring PacMtn Board Member Making This Request: Dru Garson

Contact Person for this Project: Dru Garson Title: CEO

Mailing Address: 506 Duffy St. Aberdeen, WA 98520

Email Address: dru@graysharbor.org Telephone: 360-532-7888

Application Instructions

Please complete the Application Cover Sheet and attached questions. Send completed application to Vanessa@pacmtn.org. Applications are funded on a first come, first served basis within the applicable program year. To accommodate more projects, maximum award will not exceed \$2,500. Projects may be partially funded to allow a wider distribution of funds. Please submit applications at least one month prior to project. Applications will not be accepted after the event has occurred. **Applications will be reviewed and approved by the Executive Finance Committee monthly.**

Proposal Guidelines

- All funding must follow, enhance, or promote the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*
- Proposals must adhere to allowable cost guidance per state and federal regulations.
- Funds are not: direct service funds for clients; funds to benefit individual Board Members who want to participate in training or conferences *unless* they are specifically presenting and can uniquely represent PacMtn on high profile activities; or included within other PacMtn budget commitments.

Approved Proposals

Invoices for approved projects must be submitted to PacMtn at least 2 weeks in advance of date needed by. Please reference on invoice "Community Outreach Project" followed by project name. Send invoices to Jaime@pacmtn.org.

****A final summary must be provided detailing what happened and reporting measurable or noteworthy outcomes within 30 days of event completion.****

APPLICATION QUESTIONS

1. Why and how does this project benefit the “brand”, mission, and priorities of PacMtn?

Greater Grays Harbor, Inc. (GGHI) is proud to support entrepreneurship and career and technical education opportunities for high school students in Grays Harbor County through our GGHI Educational Fund. This fund, managed under the authority of the GGHI Board of Directors, helps students acquire and develop entrepreneurial qualities and can provide considerable career and technical educational training to help our youth acquire the skills necessary to succeed and thrive within Grays Harbor County.

This year, our Educational Fund supported four beneficial programs in our county (through grants up to \$2500):

- Aberdeen Rotary Business Week
- Aberdeen Skills USA
- Ocosta Robotics
- Grays Harbor Youth Works

Aberdeen Rotary Business Week –200+ Aberdeen High School Juniors (11th grade), participated in 2018 and learned the basics of entrepreneurship – including basic marketing and business strategy.

Aberdeen Skills USA – The Aberdeen High School delegation competed in a national competition in Louisville, KY and was comprised of 9 students from Aberdeen, Hoquiam, and Montesano. Students gained valuable experience through their participation in a national competition in areas such as automotive technology, nurse assisting, audio production, HVAC and refrigeration, and entrepreneurship.

Ocosta Robotics – This year, GGHI provided funding to help the Ocosta Robotics program upgrade their equipment to allow them to spend more time training 7th and 8th grade students. Funding was provided to upgrade their classroom and shop facilities to accommodate training the students and introduce them to the necessary metals fabrication methods. This will allow the younger students to take part in metals fabrication training and robot building from the time they join the team.

Grays Harbor Youth Works – Career Pathway Day was coordinated with several partners and involved 130 students from Elma and Oakville High School. The purpose of the program was to introduce the students to youth apprenticeships, tour various companies, and explore potential career paths and opportunities.

All of these activities help our youth learn about career pathways and opportunities and acquire valuable and marketable skills that can help them gain employment within Grays Harbor. Each project conforms nicely to the PacMtn Mission – *To lead dynamic regional workforce development that enhances economic success.*

2. How will the PacMtn brand/logo be displayed or represented in this Community Outreach effort?

If we are provided enough lead time, we can incorporate the Pac Mountain Logo into our written program that is provided to each attendee. We also would be more than willing to have a Pac Mtn representative address the 260+

attendees during our Raise the Paddle portion of our event that supports our Educational Fund. We can allow five minutes for a Pac Mtn representative to talk about the need for workforce development training and opportunity, how it impacts young peoples' lives, and the great work that you are doing, especially within Grays Harbor. We also plan on asking a young adult involved in one of our funded programs to address the audience and discuss how their program they participated in impacted their career decision or desire to obtain additional educational opportunities. The Pac Mtn. representative can introduce the young adult for this portion too, if desired.

3. How would the funds be used? Please be specific.

The funds would be used to sponsor our event and would be added to our Educational Fund reserves. A \$2500 sponsorship would directly fund a request from an organization to provide career and technical educational opportunities for high school students. Ideally, it would be able to help an organization in one of our rural, outlying areas build capacity for their program and assist in their efforts to support their local youth.

4. Do the funds align with and support one or more of the six industry clusters? If so, explain.

- IT/Telecom Tourism & Recreation Food Production Life Sciences
 Chemical Products & Plastics Manufacturing Wood Products & Paper Manufacturing

Yes, they align with all of the industry clusters. Business and entrepreneurship education spans all clusters and is essential for youth that would like to pursue financial or management careers within any of our clusters.

Additionally, our technical programs and Career Pathway projects (STEM, Robotics, etc...) also introduce students to many careers and programming that they may not have considered as potential career pathways. Our goal is to provide students with a chance to learn more about what careers are available within their local community.

**Community Outreach Grants
Tracking Sheet
PY17**



Date of Request	Requesting Board Member	Organization Using Funds	Project Name	Amount Requested	Date of Activity	Date of EFC Review and Outcome	Date of Follow Up Report
1/20/2017	Lynn Longan	Olympic College, Shelton Branch	Youth Entrepreneurship Camp	\$1,500	August 2017	Application submitted prior to change in EFC Review process	Sept. 2017
3/14/2017	Jim Sayce	Pacific County Economic Development Council	Fielding Work	\$800	Summer/Fall 2017	Application submitted prior to change in EFC Review process	Request for follow up submitted
4/5/2017	Jim Larson	Morningside	Morningside Ride Sponsorship	\$1,000	September 2017	Application submitted prior to change in EFC Review process	3/20/2018
9/21/2017	Dru Garson	Greater Grays Harbor, Inc	Greater Grays Harbor Annual Leader's Banquet Educational Fund	\$2,500	October 2017	October 2017	3/2/2018
1/3/2018	Kairie Pierce	Laborers-Employers Cooperation and Education Trust	Olympic Region Skills USA Carpentry Competition	\$2,500	January 2018	January 2018	3/8/2018
1/19/2018	Jacquelin Earley	Olympic College Foundation	Youth Entrepreneurship Camp (PY18 Request)	\$2,500	July 2018	Approved at EFC Review March 2018	7/23/2018

Date of Request	Requesting Board Member	Organization Using Funds	Project Name	Amount Requested	Date of Activity	Date of EFC Review and Outcome	Date of Follow Up Report
January 2018	Jacquelin Earley	Mason County EDC	Shelton School District Business Plan Competition	\$2,500	May 17, 2018	Approved at May 11 EFC	Requested to Karin Leaf on 5.22.18
3/23/2018	Christina Riley	New Market Skills Center Foundation	Try A Trade	\$2,000	March 2018	Approved via Email by Members, Kairie Pierce, Cheryl Heywood, Jim Minkler 4/9/18 and 4/10/18	Late March 2018
4/6/18	Dru Garson	Greater Grays Harbor, Inc	State of Grays Harbor	\$1,000	June 1, 2018	Approved via Email by Members, Kairie Pierce, Cheryl Heywood, Jim Minkler 4/9/18 and 4/10/18	Follow up needed
5/18/2018	Jim Larson	Morningside	2018 Morningside Ride Sponsorship	\$1,000	July 1, 2018	Approved at EFC 6/8/2018 meeting. Note of approval sent to Laurie A. Invoice sent to Vanessa and forwarded to Fiscal 6.11.18	Follow up needed after activity
6/29/2018	Dr. Jim Minkler	Grays Harbor College	Concurrent Enrollment Branding	\$2,000	August 2018	Approved bvia Email by EFC members July 2018. Result sent to Lucas Rucks for invoicing.	Follow up needed after activity
8/20/2018	Dru Garson	Greater Grays Harbor, Inc	Greater Grays Harbor Annual Leader's Banquet	\$2,500	October 12, 2018	To be approved at September 2018 EFC	Follow up needed after activity

STAFF MEMORANDUM

TO: Executive Finance Committee
FROM: Steve Perry, WorkSource Systems Manager
SUBJECT: Discussion Only—One-Stop Operator Progress
DATE: September 6, 2018

Background

Federal workforce legislation, Workforce Innovation and Opportunity Act of 2014, establishes a very complex and complicated set of activities and relationships in the governance of the local workforce system. Because the American Job Center Network/One-Stop system, known as WorkSource in WA is the primary delivery system for services it has its own specific set of requirements which are similarly complicated.

The Executive Finance Committee has had multiple conversations about the One-Stop Operator since the provider of One-Stop Operator services is accountable to the Board. The Exec Finance Committee reviewed and approved the procurement that assigned those responsibilities to the WorkSource Operational Regional Collaborative (Collaborative).

The Collaborative includes Employment Security Regional Director, PacMtn CEO and Thurston Chamber CEO and together they executed an agreement between the parties to carry out the duties of the One-Stop Operator. They hired a WorkSource Systems Manager to carry out the day-to-day duties. PacMtn contracts with ESD and Thurston Chamber to provide the services. ESD shares the cost of the Systems Manager. This innovative public- private partnership creates shared responsibility and a unique leadership perspective that will enhance customer service, innovation and performance.

Activities and Progress

PacMtn WorkSources are working hard to establish themselves as valuable community resources for job preparation, employment and training. The existing service levels are adequate and meet performance requirements, but the region has committed to a higher level of performance. The WorkSource partners initiated a number of actions and projects set to improve the delivery of services. Chief amongst those is the pursuit of full WorkSource certification.

WorkSource Certification and Quality Improvement Plans: WIOA requires Local Workforce Development Boards establish criteria and procedures to be used to evaluate and certify WorkSource One-Stop (Comprehensive, Affiliate, Connection) sites for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. These sites are the places where the range of WIOA and other workforce services are to be delivered.

The focus of improvement efforts has been on these priorities:

- Shared governance and decision-making
- Professional development
- Voice of the Customer and advocacy for the dual customer
- Integration and alignment of efforts and programs for the betterment of customer outcomes
- Solutions that serve business and industry needs

Integrated Service Delivery: A number of process improvement and initiatives are focused on building staff and process infrastructures that encourages greater alignment. As a region we need to work better together, streamline activity, document standard procedures and set clear expectations. Examples of this work include:

- A new operational governance model to facilitate shared responsibility, improve customer experiences, and outcome across the region
- Improved change management, project management and communication structures
- Standardized customer triage, intake, and outreach processes
- Professional development for frontline staff, mid-managers

Envisioning a New Operating State: With the guidance of an organizational consultant we have a new alignment and operational model that promises better alignment of executive and agency priorities, better structures for communication that promote understanding and engagement, and promotes shared commitment to quality customer experiences.

Unique Challenges and Impacts on Service Delivery: Quality improvement efforts over the past year are providing heightened awareness of the challenges and pain points unique to the One-Stop partnerships. Some of these include general unease with significant change, competition for service contracts in the region, competing priorities and misaligned agency initiatives that starve improvement efforts by pulling staff away from shared system goals, focus on silo funding and program needs distracting from regional aspirations of quality.

Next Steps: Over the past year, WorkSource partners have been working on foundational elements to support WIOA's vision for the One-Stop system. Some of these elements are in place. Many more are under development. For this, we can be proud. Looking forward, we must continue to build on the investments of the past year. This should include:

- Deployment of the new operational model, including acquiring any additional resources needed to support the model
- Increased alignment of strategic and agency-specific initiatives
- Continued use of the WorkSource certification process to align change efforts
- Increased communication to promote shared understanding and commitment
- Intentional reflection and celebration moments to mark progress in the system

To: Executive Finance Committee
From: Corinne Daffern
Date: September 10, 2018
Regarding: Certification Recommendations

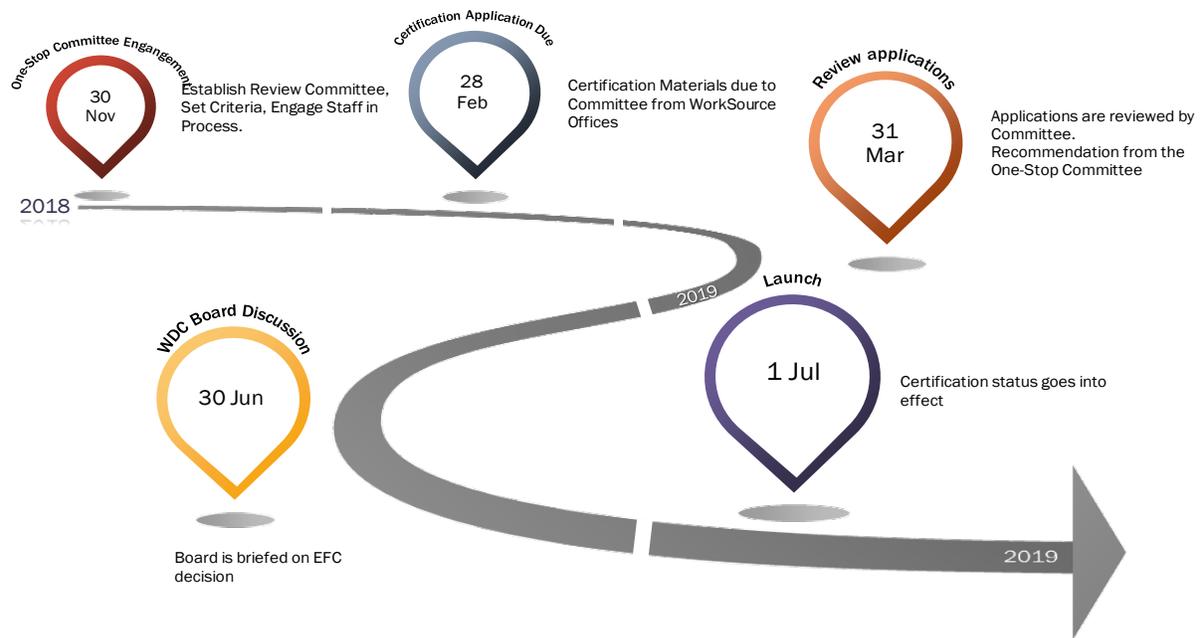
In October of 2017, the Executive Finance Committee, at the recommendation of the WorkSource Certification Review Committee, approved the provisional certification of all WorkSource Center, Affiliate and Connection site applications in the PacMtn Region through December 31, 2018.

From 1/1/18 thorough present, WorkSource staff and site leadership have been working on a qualitative approach for improving expectations addressed in the certification application for WorkSource offices. At the direction of the WorkSource Certification Review Committee, and the WorkSource Operations Regional Collaborative, staff used the last several months focused on quality improvement initiatives in three main categories: integration, voice of customer and professional development. These priorities are the same for all offices, all partners, and all staff, which means the entire region is beginning to move in the same direction.

As December 31st is fast approaching, the need for an extension of provisional certification is warranted. There is a necessity for the One Stop Committee to further discuss how the offices will be evaluated based on the certification categories that were named priorities. The Committee will review the criteria for evaluation, the ranking system used from the initial application, and decide on what is needed as evidence for each office to receive full certification.

To allow the time for the Committee and Certification Review Team to engage in a thoughtful process, and to also better guide staff as they complete their requested information, I am asking for an extension of provisional certification to June 30, 2019. This extension should allow for a more thorough and thoughtful approach for the certification process, and set clearer expectations for staff.

PacMtn WDC is contracting with Agnes Balassa to help facilitate discussion for the One Stop Committee and the Certification Review Committee around the history of the site applications, the initial response of the review committee, and the review of progress made in each office. Together they will determine the criteria what the revised applications should require. The Collaborative supports moving forward with this recommendation. Below is a proposed timeline for your review.



Revised Timeline for Certification

Date	Milestone Title	Description or Activity
11/30/2018	One-Stop Committee formally engaged	Establish Review Committee, Set Criteria, Engage Staff in Process.
12/31/2018	Connection Site Update	Annual Reports are due from Connection Sites.
2/28/2019	Revised Certification Applications Due	Certification Materials due to Committee from WorkSource Offices
3/31/2019	Review applications	Applications are reviewed and recommendations received from the One-Stop Committee
4/30/2019	EFC to Approve	Executive Finance Committee to approve certification status for Comprehensive, Affiliate and Connection Sites
6/30/2019	WDC Board Discussion	Board is briefed on EFC decision
7/1/2019	Launch	Certification status goes into effect

Next Steps and Recommended Motion for Executive Finance Committee

Executive Finance Committee approval to move forward with the recommendation to extend provisional certification of all WorkSource Center and Affiliate Sites to 6/30/2019.

All PacMtn WorkSource sites will continue work on the steps required to achieve full certification. Site leadership, at the direction of the WorkSource Operations Regional Collaborative, will meet the request of the One Stop Committee and PacMtn Certification Review committee.

MEMORANDUM

To: PacMtn EFC Members

From: Sean Murphy, Associate Director of Strategic Initiatives

Date: September 10, 2018

Subject: Local Workforce Development Plan 2-Year Update

ACTION SUMMARY:

During the summer of 2016, PacMtn had our [2016-2020 Regional Strategic Plan](#) reviewed and provisionally approved by the State Workforce Board (WTECB). Per the requirement of WIOA, each local board must complete a two-year local strategic plan update. The update is due by Monday, October 8th. See attached draft.

BACKGROUND:

WTECB requires, pursuant to WIOA, that Local Boards complete a two-year update of local workforce strategic plans. Just like with the state plan update, two-year updates of local workforce development plans are only expected to address minor course corrections from the first edition of local plans under WIOA, provisionally approved in summer 2016.

WTECB has asked PacMtn to focus on answering 3 questions, to be narratively addressed and limited to a maximum of 5 total pages. Since 2016:

1. How has the local board coordinated business engagement in their area, including engagement small employers and employer's in-demand industry sectors?
2. How has the local board facilitated access to services for all jobseekers and employers in their workforce system, including rural and remote areas?
3. How has the local board leveraged their network of workforce system partners to improve the customer service experience for jobseekers and employers?

Local boards were encouraged to highlight successes in their responses or identify where policy reforms might alleviate barriers to success.

In order to meet the requirements, PacMtn requested an extension for completing the report (Oct. 8). Initially drafted by PacMtn staff, the report has been sent to WORC for feedback, and has since been sent to PacMtn Board Committees for additional feedback (due Monday, Sept 17th). The final document will be available for Board review prior to the meeting on September 27th.

PROPOSED ACTIONS: *Discussion Only*

MEMORANDUM

To: Eleni Papadakis, Executive Director
State Workforce Board
From: Cheryl Fambles, CEO
Subject: PacMtn Strategic Plan Update
Date: August 28, 2018

Pursuant to the requirement that Local Boards do a two-year update of local workforce development plans we offer this Memo. The Memo contains valuable hyperlinks that offer additional information for consideration and edification of the region's efforts. The region continues to be challenged by the same workforce and economic factors identified when the plan was first written. **Therefore, PacMtn validates each of the Goals and Approaches noted below with the following thoughts and modifications called out and highlighted.**

2016 – 2020 PacMtn Regional Goals

- Develop regional sector partnerships with target industry clusters: Strongest emphasis on all manufacturing-- including Wood Products, IT-Tech, Life Sciences and Tourism-Recreation.
- Develop the "PacMtn and WorkSource Brands" focused on mission, services and results seen as adding value to the community and opening doors to new funding sources and leveraging partnerships.
- Develop strategic partnerships and collaborations that expand the PacMtn mission and facilitate Board Member leadership in regional economic success.
- Develop programming and innovative solutions to assist designated special and targeted populations enhance job skills and secure and maintain employment.

Approaches – How We Will Achieve our Goals

- Establish Board membership reflective of our diverse geographies and stakeholders.
 - **Work closely with Elected Official Consortium to confirm specific membership needs. Intensify Board Member engagement in their own sphere of influence—equip them to act as ambassadors. Revise the Board Orientation and Refresher Training.**
- Adopt and update target industry clusters and associated workforce development strategies.
- Use data to identify employer needs, skill gaps and occupational growth opportunities.
- Engage employers and service delivery partners to develop effective and innovative placement programs.
- Create a fully integrated One-Stop service delivery center to streamline job and training placements.
- Increase use of technology to enhance service access and delivery speeds.
- Work with partners and other existing communities entities i.e. libraries to ensure adequate broadband coverage and access
- Continued advocacy with ESD on development of an adequate MIS and job matching system

- Develop employment and training opportunities for all, maximizing opportunity for youth and adults with barriers to employment.
 - Board identification of select high barrier populations---youth and adults who are challenged in employment because of:
 - a disability
 - prior justice involvement
 - homelessness
 - addiction
- Develop cross-regional strategies to build a more resilient and vibrant economic base.
- Support economic development partners in strategies that are localized.
- Ensure alignment and compliance with federal and state workforce development requirements and priorities.
- Maintain a robust Rapid Response team to assist with recovery following large job losses.
- Expand services to assist microenterprise and entrepreneurs

Responses to Strategic Plan Update Questions

How has the local board coordinated business engagement in their area, including engagement small employers and employers in-demand industry sectors?

PacMtn has strongly emphasized the crucial role of business in workforce development and community prosperity. We are working to ensure small employers and in-demand industry sector employers are engaged. The following actions coordinated by the board support this engagement:

- Streamlining the way the regional WorkSource system engages with business, the **recent redesign of Business Solutions** provides greater access to basic services for businesses through redesigned avenues and targeted services to increase efficiency and effectiveness for a larger number of businesses throughout the region.
 - **Workforce Plans** are now a service offering providing businesses with a clear customized tool and guidance on their current and future workforce needs.
 - **Employer Data Reports** provide employers another data-driven resource. These reports provide Region, Industry, and Employer-specific data in a custom report businesses can use to determine competitive wages, industry alignment, or other workforce related decisions.
 - **Intensified Business Training and Competency** for all WorkSource staff
- By continuing to use **Sector Strategy** to align system-wide efforts to the [major in-demand sectors](#) in the region, business-driven efforts targeting specific industry needs are flourishing. **Industry Sector Roundtables** for each of the six major sectors continue to develop both business engagement and inter-industry relationships, providing a robust space for businesses to determine and drive the efforts most needed to support their workforce needs.
- In an effort to provide a pipeline for employment into the health care industry in response to employer concerns about availability of certified entry-level health care professionals, PacMtn has partnered with area training providers for a rural/non-urban **Healthcare Upskill/Backfill** demonstration project.

Ongoing programming is resulting in increased employer engagement and strengthened employer relationships, development of a new Health Care Aide certification, and increased availability of entry-level health care professionals.

- **Military Spouse Programming for Small Business Entrepreneurship**- As part of a partnership with Economic Development Councils, Veteran Business Outreach Center, and a Community Development Financial Institution, military spouse entrepreneurs now have access to cohort-based programming with military-lifestyle specific resources for developing out a small business.
- With an aim of **greater engagement with Economic Development Councils**, PacMtn has taken on a number of initiatives including hosting regional discussions on relevant economic data and workforce trends, providing support around data analytics, and strengthening connections between Business Solutions and EDCs.

How has the local board facilitated access to services for all jobseekers and employers in their workforce system, including rural and remote areas?

- Focusing on youth and young adult employment preparation and training in highly rural and remote areas, the [High Impact Community Grant](#) program provides a much-needed funding source for community-driven programs in rural spaces of the region.
- **DVR Summer Program**- Envisioning a system where all youth ages 16-21 in the region are supported through a comprehensive and integrated education and training system, PacMtn partners with area agencies to develop and lead successful workforce development strategies for youth with active IEP/504 plans. This internship program includes work experience, employment, preparation for postsecondary education and/or connection to industry-focused education and training programs with a focus on rural and remote youth.
- **Expanding the WorkSource system** by taking services into the community and utilizing existing and trusted community-based organization is a philosophy that drives all projects and activities. Evidence of this work is the partnership with [Timberland Regional Library \(TRL\)](#) wherein those 27 libraries are the newest WorkSource Connection sites throughout the region. This expands the footprint of WorkSource to rural areas of the region and provides valuable workforce development resources to rural and remote customers.
 - Additional opportunities to partner with TRL have emerged through the **Career Connected Learning Initiative and High School 21+** efforts regionally. TRL is providing space for disengaged out-of-school youth to reengage with alternative education and employment readiness programs in their libraries, a much-needed service in the region's rural spaces.
- Programming for incarcerated youth and adults include [My Journey Out Beyond \(MyJOB\)](#) and [Preparation for Reentry Employment Program \(PREP\)](#), respectively. MyJOB provides incarcerated youth employment readiness training and soft skill development in three juvenile rehabilitation facilities in the state. PREP provides employment preparation, support services, and employment resources to adults in the Early Release program in the Thurston County jail. Both programs are focused on providing participants the skills and resources they need to acquire employment upon release from incarceration.

- [Veterans in Rural America](#) – In partnership with Hiring America, a video segment showcasing veterans in the rural parts of the region was developed to show veterans the value of returning to rural spaces for employment and continuing service opportunities after transition out of the military.
- A product of the Sector Industry Roundtables, the recently launched [Log Truck Driving Certificate program](#) was specifically designed with and for businesses to meet in-demand industry needs, particularly in rural areas of the region where this occupation is prevalent. This program is a success model for how sector strategies drive business engagement to address specific industry needs with a tailored approach.
- Recent efforts to support the **Childcare and Early Childhood Education Industry** provided learning opportunities around the nuances and importance of engaging businesses in program development. Despite statewide standards and training tracks, details in employer needs around workforce needs gave the organization a chance to step back and reassess how to more effectively address this crucial industry's needs in the region. Conversations continue around how best to engage and support this industry with employers, training partners, and industry associations.
- With an aim to provide easily accessible information for job seekers and employers, the organization recently undertook a redesign of the [PacMtn website](#) and development of regionally-focused [Career Pathways Suite](#) of materials to communicate entry points and potential next-step options for job seekers to understand what is needed to find employment in the sector.

How has the local board leveraged their network of workforce system partners to improve the customer service experience for jobseekers and employers?

Expanded Service Delivery System

In January of 2018, PacMtn WDC expanded its WorkSource system to a more distributed service delivery model, allowing service providers, customers, clients and content to be located in different, non-centralized locations so that service provision can occur independent of time and place and can further utilize multi-modalities including web-based instruction, streaming video conferencing, face-to-face classroom/counseling time, distance learning through video, or other combinations of electronic and traditional methods. PacMtn's distributed service design should increase access to the full range of services available in our region, whether residents are looking to find jobs, build basic educational or occupational skills, earn a post-secondary certificate or degree, or obtain guidance on how to make career choices.

Integrated Service Delivery

Each WorkSource has committed to a quality improvement plan intended to facilitate action plan that will improve outcomes established by the One-Stop Operator. That One-Stop Operator is a 3 member Collaborative with executive representation from the regional Chamber of Commerce, Employment Security and PacMtn. The Collaborative drives change and integration focusing on these priorities:

- Shared governance and decision-making
- Professional development
- Voice of the Customer and advocacy for the dual customer
- Integration and alignment of efforts and programs for the betterment of customer outcomes
- Solutions that serve business and industry needs

In addition to meeting federal requirements for physical accessibility at all WorkSource Sites, co-locating services where possible, offering services at existing and trusted community-based organization and using appropriate referrals, the WDC and WorkSource Partners have implemented the following strategies to increase access for those with barriers to employment:

- *Assign the responsibilities of the state required Accessibility Subcommittee to the Youth and Specialized Populations Committee* to gather input from a broad spectrum of populations with barriers to employment and identify physical and programmatic barriers, recommend expansions of services to improve access for all jobseekers from all backgrounds, ensure more job seekers can connect to services and become employed.
- *Increase Use of Technology to remove barriers for job seekers* and allow for seamless, universal, and remote access to education, training, and other workforce development services. The WorkSource Centers and Affiliated Sites currently have wireless internet available to customers in order to improve access to technology, including adaptive technology used by job seekers on their own devices. The region anticipates continued growth in this area.
- *Co-enroll job seekers as part of an integrated service delivery strategy* that leverages more resources to help job seekers reach their career goals, and helps WorkSource Partners work together in functional teams to make the best use of the skills of staff providing services at WorkSource sites.