

Executive Finance Committee Agenda

Friday April 10, 2020 11:00 am – 12:30 pm

Mike Kennedy Conference Room 1570 Irving St SW •

Tumwater, WA 98512

Zoom Meeting 888-475-4499

Meeting ID: 441 447 443

Join online: <https://zoom.us/j/441447443>



Member List:

Name	Business	County	Position
1. Jacquelin Earley	Sierra Pacific Industries	Mason	Chair
2. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Vice-Chair
3. Steve Rogers	Pacific County Historical Society & Museum	Pacific	Treasurer
4. Duane Evans	Port Blakely US Forestry	Lewis	Industry Representative
5. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
6. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
7. Christina Riley	National Laborers Employers Cooperation Education Trust	Regional	Target Populations Committee Co-Lead
8. Lisa Olson	Pacific County Commissioner	Pacific	Consortium Chair, Ex Officio
9. Michael Cade	Thurston Economic Development Council	Thurston	Economic Development
10. Kelli Bloomstrom	Centralia College	Lewis	ABEL Committee Lead

Attendees: Jacquelin Earley, Dr. Jim Minkler, Steve Rogers, Cheryl Heywood, Jonathan Pleger, Christina Riley, Lisa Olsen, Michael Cade, Kelli Bloomstrom

Staff: Chery Fambles, Abigail Blue, Corinne Watts, Wil Yeager, Shelley Buresh

Guests: David Schaffert

Excused: Duane Evans

I. Welcome & Check-In Items

- A.** Introductions & Establish Quorum - Jacquelin called the meeting to order at 11:00am, quorum was established.
- B.** Proposed modification to Agenda - Adding Agenda Item IIIC Declaration of Emergency Covid 19. On screen and emailed to the Committee.

- C. Motion to Approve February 2020 EFC Minutes - *Motion to approve from Cheryl Heywood and seconded by Michael Cade. Motion carries.*

- D. Board Chair Comments - Welcome Shelley Buresh New Executive Assistant. Well Wishes for Steve Rogers - spent time in St. Pete's in March and now recovering well and at home. Talked about Governing in the Era of Covid 19 and going virtual. Cancelled April 23 Board of Directors meeting and that current Board vacancies and to expect more vacancies in the future due to Covid 19.

- E. CEO Report - Corona Virus Update: Cheryl gave in depth information on her report Covid 19 Edition (1) and talked about how PacMtn is deemed an essential service and able to deliver service in a virtual world while maintaining social distancing. The PacMtn website has been worked on by Abigail refining the site allowing job seekers and businesses to move around easily. Shout out to ESD and website ESD.WA.Gov. Cheryl reviewed data on Unemployment Insurance Claims and a deep dive into the full-service restaurants 100% loss, hotels, motels and other accommodation industry 70% downturn. Discussion around Washington hospital snapshot chart for Washington and how we are running at the bottom of the graph and are maintaining a low incidence compared to the projected. This is a positive sign we are doing well. Abigail can send a link to the website to show more economic information.

II. Fiscal Items

- A. Discussion Item - We will have a senior accounting team vacancy. We will be losing Jaime Britton to Morningside and are looking to replace her position. We wish her well.

- B. Information Only – attached is a copy of the first page of the 990-tax return that we will be filing.

- C. Update Status of Community Jobs Program – no update given.

- D. Motion to approve the PY19 Proposed Budget Modifications - A budget memorandum was sent out. Wil explained why we are doing the final budget modification and would like to get the modifications complete and approved so that the money can be allocated out. He reviewed the items in the budget using the comparison showing the movement of money, layoffs and reallocations of funds. *Jim Minkler motioned to approve the budget modifications, seconded with Michael Cade abstaining. - Motion carries.*

III. Executive & Administrative Items

- A. Motion to approve and proceed to contract Adult and Dislocated Worker Service Providers - Corinne reviewed the process in reviewing the proposals. We received 3 technical proposals that were close in quality of service and cost. And other factors to consider is it will take a new contractor time to understand the local context and extra work and time to create an onboarding process and get the new contractor up to speed to hit the ground running. PacMtn staff recommend to begin contract negotiations with Career Path Services who would be awarded the initial contract beginning July 1, 2020 and an option for extension to June 30, 2024 at the discretion of the WDC. *Michael Cade motioned to approve and seconded – Motion*

carries.

- B.** Review of the withdrawal of Special Population, RFP - Corinne gave a brief history of the original RFP. Due to Covid 19 the region is best served by cancellation of the WIOA Adult Services Serving Priority Populations RFP released on February 24, 2020 and will continue to increase service levels for priority populations in our region and the goal of reducing poverty across the region.
- C.** Recommendation to approve new policy and declaration added to agenda - Declaration of an Emergency and adoption of an Emergency for Covid 19. Cheryl reviewed the memorandum, use and need for a Policy for Emergency Declaration and the Declaration of Emergency with a *motion from Christina on Policy and seconded. Motion from Michael on Declaration and seconded*– **Motion Carries**

IV. Committee & Task Force Updates

- A.** One Stop Committee - Did not meet. The next meeting will be combined with the Targeted Populations Committee on May 7th.
- B.** Targeted Populations Committee - Combining with the One Stop Committee for next meeting and would like to hear on priority populations and disparity, those with the greatest need. Have not met since February 11th.
- C.** Adult Basic Education & Literacy (ABEL) - Kelli update on what is happening in each of the different business areas due to Covid 19.
- D.** Business and Sector Engagement (BaSE) - Abigail during Covid 19, there is an increased need in response. Talked about the different areas of need among businesses and where to get that help. Lots of collaboration and good work. Good work being done that is impactful during this time.
- E.** One-Stop Operator (The Collaborative) Report - David reminded everyone that the Collaborative is made up of 3 agencies. Everything went virtual and all partners moved quickly to get virtual services up and running.

V. Good of the Order, Announcements & Adjourn

Cheryl Heywood – Library cards will be issue electronically for 3 months– 740 cards issued. Library is maintaining WIFI allowing use in the parking lots from 6 am to 12 am to those that may need it. Electronic librarian is available from 12 to 5, look at landing page many available resources. ESD 113 has imbedded maps on websites showing Bus Services, Food Banks, Childcare services, TRL locations will be added to the maps.

Jim Minkler – 4 colleges in state looking to access chair funding site to help students in need large amount available. WIOA adult, dislocated & Youth might be able to access partnership.

Meeting adjourned at 12:55pm. Submitted by: Shelley Buresh, Executive Administrative Assistant.

