

**PacMtn Workforce Development Council**  
**Year End Meeting Agenda**  
Thursday, December 13, 2018 ▪ 1:00 - 4:00 pm  
Thurston Economic Development Council  
Room 188  
4220 6<sup>th</sup> Ave SE ▪ Lacey, WA 98503



**I. Welcome & Leadership Reports (Steve Rogers)**

- A. Establish Quorum & Review Today's Agenda
- B. Self-Introductions (Name & Agency)
  - If you could go on a winter vacation anywhere in the world for one week with no financial limitations, where would you go and why?
- C. Proposed 2019 Governance Meeting Schedule

**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. Approval of November 2018 Board Minutes (Attachment #1)

**III. Board Learning Feature Topics**

- A. Reflections from November WDC Meeting with Special Guest Employment Security Dept. Commissioner Suzi LeVine
  - What did you learn from the Commissioner?
  - What other questions would you ask her if you had the chance?
- B. 2018 Regional Economic Expo
  - Thoughts from EDC Directors: What were your goals? Were those goals met? What would you do differently next year?
  - Feedback from participants: Any new epiphanies?

**IV. Good of the Order & Announcement**

**V. Adjourn**

**VI. Holiday Year End Celebration and PacMtn WDC Games!**

### **2019 WDC Meeting Schedule**

<b>Date</b>	<b>Location</b>
<b>WDC Retreat Thursday, January 24, 2019</b>	<b>Grays Harbor College 1620 Edward P. Smith Drive Aberdeen, WA 98520</b>
<b>Thursday, March 28, 2019</b>	<b>TBD</b>
<b>Thursday, May 23, 2019</b>	<b>TBD</b>
<b>Thursday, June 27, 2019</b>	<b>TBD</b>
<b>Thursday, July 25, 2019</b>	<b>TBD</b>
<b>Thursday, September 26, 2019</b>	<b>TBD</b>
<b>Thursday, November 28, 2019</b>	<b>TBD</b>
<b>WDC Year End Celebration Thursday, December 13, 2019</b>	<b>TBD</b>

### **2017 – 2019 WDC Members**

<b>Name</b>	<b>Business/Organization</b>	<b>Representation</b>
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	Education Technology Solutions Consultant	Business: Private Business
23. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development
24. Diana Murphy	Intermountain Staffing	Business: Staffing
25. Jennifer Baria	Mason County EDC	Business: Economic Development
26. Christina Riley	Construction Marketing Rep	Labor-Apprenticeship

**PacMtn Workforce Development Council**  
 Executive Finance Committee Minutes  
 Friday, November 9, 2018 ▪ 11:00 am – 12:30 pm  
 PacMtn WDC Offices ▪ John Loyle Room  
 Online and by Phone



**Member List**

<b><u>Name</u></b>	<b><u>Business</u></b>	<b><u>County</u></b>	<b><u>Position</u></b>
1. Duane Evans	Port Blakely US Forestry	Lewis	Chair
2. Jacquelin Earley	Sierra Pacific Industries	Mason	Chair Elect
3. Dr. Jim Minkler	Grays Harbor College	Grays Harbor	Vice Chair
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. David Schaffert	Thurston County Chamber	Thurston	Targeted Populations Committee Co-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
9. Steve Rogers	Pacific County Historical Society & Museum	Pacific	Treasurer

**Attendees:** Duane Evans, Jacquelin Earley, Steve Rogers, Cheryl Heywood, David Schaffert

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

**Excused:** Dr. Jim Minkler, Kairie Pierce, Derek Epps, Terri Drexler

**I. Welcome & Check In**

**A.** The meeting was called to order at 11:12 am and quorum was established at 11:30 pm. David Schaffert joined the meeting by phone and later arriving in person for the remainder of the meeting.

**C.** Duane gave his Board Chair Report mentioning the recent WWA conference and encouraged Board members to give a report out on their experiences at the conference. He also mentioned the January 2019 WDC retreat and Cheryl Fambles' Distinguished Leader Award. The November WDC Agenda was reviewed and no changes were made. Preparations were made for Employment Security Department Commissioner Suzi Levine joining that meeting. The Committee identified some of the questions to facilitate the discussion with her. Duane reminded the group about the upcoming Regional Expo December 6 at the Little Creek Casino.

**D.** Motion to Approve the September 2018 EFC minutes – *Steve Rogers motioned to approve the minutes, seconded by Cheryl Heywood. Motion carries.*

## II. Task Force Updates

- A. One Stop Committee – Cheryl Heywood reported that the group met on October 4<sup>th</sup> and discussed brand standardization, current and future states of integrated service delivery, onsite policy recommendations as well as training and core competencies. She also mentioned the beginnings of a shared intranet site for all One Stop partners as well as a developing a dashboard that helps summarize and explain the activities of the committee.

Targeted Populations Committee – David Schaffert gave this report saying that the group met in early October with focused discussion on how does the Committee engage in the One Stop work and goals? How does the Committee leverage Career Connected Learning work for this population? He also said that Craig Clark, Senior Compliance Officer at PacMtn came to the last Targeted Populations meeting and spoke to the group regarding Equal Opportunity updates and information on behalf of the Barrier and Access Solutions Committee (BASC).

Adult Basic Education & Literacy (ABEL) – Corinne Daffern reported that the group hasn't met recently but was included in the last One Stop Committee meeting. Cheryl Heywood said that all Chrome Books within the TRL system are in circulation with patrons and there have been 11 graduates from the HS21 program. Cheryl Fambles mentioned that a representative from the ABEL committee will be named in the future and will sit on the Executive Finance Committee.

Business and Sector Engagement (BaSE) – Cheryl Fambles reported that this committee will be supporting the Regional Expo in December and will be launching an incumbent worker program that will focus on how to train up the existing workforce and also will be having specific discussions on the cluster update.

## III. Fiscal Items

- A. Program Year July 1, 2017 – June 30, 2018 Quarterly Financial Statements – Bridget went over the statements reporting that the overall budget is 70% on target and still continuing with overages due to contract amendments. Administrative costs are 91% on budget and that we are on target in all budget areas. *Steve Rogers motioned to approve the quarterly financial statements, seconded by Cheryl Heywood. Motion carries.*

- B. Recommendation to Adopt the PY18 Final Budget – Bridget pointed out the \$3M increase due to the Opioid Reduction and Recovery grant funding and additional incoming funds from the State's Rapid Response Mitigation fund. Administrative budget shows minor changes in salaries and benefits and including increase in the cost of IT equipment and financial software. *Steve Rogers motioned to recommend approval of the PY18 Final Budget, seconded by Cheryl Heywood. Motion carries.*

- C. Change in Camo2Commerce Columbia Bank Signature Card –The change is occurring due to the close out of the Camo2Commerce funds and change in staffing for that

program. *Steve Rogers motioned to approve the change in the C2C Columbia Bank Signature Card, seconded by Cheryl Heywood. Motion carries.*

**D. Community Outreach Funding Proposals**

- Thurston County Chamber Boss of the Year Recognition Event
- Pacific Northwest Apprenticeship Conference

The materials were reviewed. *Steve Rogers motioned to approve both of the Community Outreach Funding Proposals, seconded by Cheryl Heywood. Motion carries.*

**IV. Executive & Administrative Items**

**A. Extension of the Title I Service Provider Request for Proposal (RFP) – Cheryl Fambles and Corinne Daffern reported on this topic recommending delay of the release for RFPs for Title I Service Providers for one year due to the large number of other PacMtn initiatives involving those same providers. There is great momentum in the partners working well together and another year would allow movement forward on some important activities. This additional time also allows greater understanding about what we might need to build into the next RFP. The proposal is that procurement planning would begin in the fall of 2019 with release of the RFP in January 2020. *Steve Rogers motioned to authorize the CEO to execute plans as outlined for extension of the current WIOA Service Providers through June 30, 2020, seconded by Cheryl Heywood. Motion carries.***

**V. Good of the Order Items & Announcements –**

Cheryl Heywood mentioned Timberland Regional Library’s Veteran’s History Project and the opportunity for patrons to reserve light boxes to help combat Season Effective Disorder in some of the libraries.

David Schaffert reminded the group that Governor Inslee will be the keynote speaker at the next Chamber Forum and congratulated Cheryl on her Distinguished Leader award.

Steve Rogers said that he is a new member of the Pacific County Economic Development Council and that South Bend School Board won 2018 Small School Board of the Year award.

Meeting adjourned at 12:44 pm. Submitted by: Vanessa Wasman, Program Assistant