

Executive Finance Committee Meeting Minutes
 Friday, February 14, 2020 ▪ 11:00 am – 12:30 pm
 PacMtn WDC Offices ▪ Mike Kennedy Conference Room
 Online and by Phone



Member List

<u>Name</u>	<u>Business</u>	<u>County</u>	<u>Position</u>
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	Targeted Populations Committee Co-Lead
8. Lisa Olsen	Pacific County Commissioner	Pacific	Consortium Chair, Ex Officio
9. Michael Cade	Thurston EDC	Thurston	Economic Development
10. Kelli Bloomstrom	Centralia College	Lewis	ABEL Committee Lead

Attendees: Jacquelin Earley, Christina Riley, Michael Cade, Lisa Olsen, Cheryl Heywood, Duane Evans (by phone), Jonathan Pleger

Staff: Cheryl Fambles, Abigail Blue, Jage Curl, Corinne Watts, Wil Yeager, Kelly Fujimoto

Guests: David Schaffert

Excused: Steve Rogers, Jim Minkler, Kelli Bloomstrom

I. Welcome & Check In

A. Introductions & Establish Quorum: Jacquelin called the meeting to order at 11:04am, quorum was established.

B. Motion to Approve November 2019 and January 2020 EFC meeting minutes - Cheryl Heywood motioned to approve the minutes; Christina Riley seconded. Motion carries.

C. Board Chair Comments – Jacquelin welcomed Michael Cade to the EFC. She gave a brief overview of the about the layoffs at Seattle Shellfish in Mason County and announced that Thurston Chamber of Commerce staff member Megan Feiss was sworn in to the Shelton City Council.

D. CEO Report - Cheryl introduced Immanuel Garraway, Workforce Development Lead

for the MyJOB program, and thanked him for his service to PacMtn. She referenced her CEO memo gave some more in-depth information regarding the closing of TransAlta and Seattle Shellfish and discussed PacMtn's response to these layoffs. She recognized the service of the AmeriCorps members on MLK Day.

II. Fiscal Items

A. Wil discussed the exit conference from the State Audit and announced that there were no findings. This is the second year in a row that the audit had no findings which means that PacMtn will receive a discount on the costs for the next audit. Reports have been published and a link with the information will be made available to the Board, including financial statements.

Wil introduced the quarterly financial statements. He talked about the budget modification and grants coming in. PacMtn is at expected levels for the quarter. New incumbent worker training is also underway.

PacMtn is in a strong financial position. *Commissioner Olsen motioned to approve the quarterly financials; Michael Cade seconded. Motion carries.*

B. Wil introduced the document to make banking changes to the PacMtn account by adding Abigail Blue and Jacquelin Earley and removing Sean Murphy and Duane Evans. *Cheryl Heywood motions to approve banking changes; Michael Cade seconded. Motion carries.*

C. Wil introduced the 3 policies to be approved by the EFC and referenced the materials in the agenda packet with discussion from the Committee. Those policies are:

- Administrative Policy: Records Retention & Public Access
- Expense Reimbursement Policy
- Data Security Policy

Jonathan Pleger motions to approve all three policies; Cheryl Heywood seconded.

Motion Carries.

III. Executive & Administrative Items

A. Community Jobs Program Analysis – Wil introduced the memo regarding the Community Jobs program. He explained how the programs work and the funding sources of the 2 programs under the Department of Commerce. Federal law changed and eliminated requirements of participation in the program for people on TANF. Exemptions exist for people with children under 3 creating drastic changes in eligibility of program participants. Because of this, the program received less referrals from DSHS.

Jage Curl has been able to reach out to people at DSHS and the Community Jobs program has already seen an increase in billings. Commerce staff will also be BFET

providers. The Community Jobs programs does not have to rely on referrals for the BFET program. Staff training e.g. positive psychology, intensive case management are being implemented.

- B.** Jage introduced the Strategic Plan for the Priority Populations Committee – the name has changed from Targeted Populations Committee. The Committee incorporated the updated sector data into their plan and it was noted that the most recent version of the plan will have the changed title. *Jonathan Pleger motions to approve the plan with noted changes of title and include an amended attachment; Cheryl Heywood seconded. Motion carries.*
- C.** CEO Succession Planning – Cheryl Fambles introduced her succession plan memo. There is a need for a thoughtful plan for her succession. Cheryl’s goal is that the next CEO steps in confident to move the organization. Cheryl’s recommendations for recruitment include assigning ELT members focal responsibility for reminding and prompting the larger organization as needed. There is a need for EFC to form a comprehensive process to understand the candidate that is the best fit. Cheryl is recommending that the Committee allocates some money for a talent acquisition advisor and that the Board will form a smaller committee consisting of four Board officers, the Chair of the Elected Officials Consortium, and two other positions determined by the Chair of the Board.

IV. Task Force Updates

- A.** One Stop Committee – Cheryl Heywood gave the update of the One Stop Committee. They met with the Priority Populations committee and would like to combine the Committees in the future. There would be a need to meet separately in the first hour and then join together in the second hour. Members like to see more continuity and overlap with both committees. The Chairs of the Committees will discuss the combination of the two and will revisit the idea.
- B.** Targeted Populations Committee – Jonathan would love to combine the committees.
- C.** Adult Basic Education & Literacy (ABEL) – next meeting is April 1st.
- D.** Business and Sector Engagement (BaSE) EDC Directors drive this committee. There is a desire to get the sector data in the community.
- E.** One-Stop Operator (The Collaborative) Report – David reminded everyone that the Collaborative is made up of representatives from three agencies and that the group is under contract. Agnes Balassa is the Project Manager. This group is accountable to the board. He talked about Tables Ready which is a software / tracking database – it has now been implemented. The software will provide more robust data and can identify gaps. Expectation of connection sites is on the agenda for the next meeting.

V. Good of the Order Items & Announcements –

- Michael – Cheryl was panelist and did a wonderful job.
- Cheryl Heywood – TRL will be assisting with the U.S. Census. This is the

first time TRL has participated in the Census. Upcoming presentations have been sent to staff. 29 % of the state budget is reliant on the head count. Dedicating computers in the library to be used for the census.

Meeting adjourned at 12:50pm. Submitted by: Kelly Fujimoto, Senior Administrative Assistant