

**Executive Finance Committee Meeting Minutes**  
 Friday, January 10, 2020 ▪ 11:00 am – 12:30 pm  
 PacMtn WDC Offices ▪ Mike Kennedy Conference 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. 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. Derek Epps        | Seattle Shellfish                                       | Mason                | Industry Representative                |
| 10. Kelli Bloomstrom | Centralia College                                       | Lewis                | ABEL Committee Lead                    |

**Attendees:** Jonathan Pleger, Steve Rogers, Cheryl Heywood, Commissioner Lisa Olsen

**Staff:** Cheryl Fambles, Abigail Blue, Wil Yeager, Corinne Watts, Kelly Cobb

**Guests:** David Schaffert

**Excused:** Jacquelin Earley, Dr. Jim Minkler, Duane Evans, Christina Riley, Derek Epps, Kelli Bloomstrom

**I. Welcome & Check In**

**A.** Introductions & Establish Quorum: Steve Rogers facilitated introductions in the absence of Chair Jacquelin Earley and called the meeting to order at 11:05am. Quorum was not established.

**B.** Motion to Approve November 2019 EFC Minutes - **Approval of minutes will be moved to the next meeting.**

**C.** Board Chair Comments – Board Chair is absent.

**D.** CEO Report - Cheryl Fambles introduced the additional Rapid Response funding to facilitate services due to the closure of Ostrom’s Mushroom Farm. PacMtn was awarded \$630,000 in rapid response funding. Corinne gave some details about the assistance that will be given to folks that are scheduled to be laid off due to the

closure of the farm. Cheryl Heywood gave some information regarding how staff at TRL can offer assistance to people who are non-English speakers. Cheryl introduced Abigail Blue, new Senior Associate Director of Strategic Engagement and gave some updates on PacMtn operations.

## II. Fiscal Items

**A. Action Item: Motion to Approve Quarterly Financials:** Wil Yeager introduced the quarterly financials and gave a description of the financial movement within the organization. He explained that IT services have been moved in-house rather than having an external contractor. The net savings of terminating the contract and moving IT in-house is approximately \$3000 per month.

**Approval of Quarterly Financials moved to next meeting**

**B. Action Item: Recommendation to approve Community Outreach Grant Funding Proposals:**

- Morningside: Jonathan Pleger gave some information regarding the Morningside application for creating a video.
- Skills USA: Wil & Cheryl gave background about this event.
- ***The Committee is comfortable moving forward as this vote is advisory in nature. Approved.***

**C. Action Item: Motion to Approve Banking Changes: Approval of banking changes moved to next meeting**

**D. Action Item: Motion to Approve Administrative Policy: Records Retention & Public Access: Approval of policy moved to next meeting.**

## III. Executive & Administrative Items

**A. Review of Board Retreat –** Abigail gave an overview of the upcoming Board Retreat, giving a brief outline of the agenda.

- Breakfast/Network
- PacMtn year in review
- Deep Dive into PacMtn programs
- Workplan – Strategic Plan
- OURR Alliance Program highlight / testimonials
- Lunch
- Strategic Planning for upcoming year
  - Industry & Occupation Study
  - Priority Populations
  - Regional Strategic Plan – WWA
- Workplan development

- B.** Upcoming Procurement Needs: Corinne introduced a memo outlining the Upcoming Procurement/Review Process. She gave a timeline of the upcoming procurements and described which RFP's will be released to the public via the PacMtn website. The review committee would like all procurement at PacMtn to maintain a highly ethical and fair process that is transparent. She asked that Committee members be part of a review group for upcoming RFP's. Cheryl added that Board members may have staff that are experts in their fields that may be able to assist in reviewing RFP's that align with their expertise.

#### **IV. Task Force Updates**

Cheryl gave an overview of how important it is for Board engagement especially in reference to establishing quorum. Michael Cade has agreed to join the Executive Finance Committee in lieu of Derek Epps, who can no longer attend meetings. She discussed different ideas about how to engage Board members in participation.

Commissioners can host a briefing with their appointed Board members to check in.

#### **Next Consortium meeting: Discussion on Board engagement**

**A.** One Stop Committee – the Committee did not meet in December or January. The Committee may join with the Priority Populations Committee

**B.** Targeted Populations Committee – Narrowed down focus

- Disabilities
- Youth
- Justice-involved
- Veterans

**C.** Adult Basic Education & Literacy (ABEL) – next scheduled meeting is in February.

**D.** Business and Sector Engagement (BaSE) – The Industry & Occupational Study has been wrapped up and will be presented to the full Board at the upcoming retreat. In the next year, the Committee is thinking about how to operationalize the data. The Committee is also focused on the upcoming Strategic Plan and Committees will be involved in that process.

**E.** One-Stop Operator (The Collaborative) Report – David introduced the Collaborative memo which gave an overview of activities & progress of the committee. The focus is on business members using the WorkSource system.

David also gave an overview of the new Tables' Ready system being utilized at WorkSource.

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

- Cheryl Heywood announced that Timberland Regional Library has gone fine free! The library is also heavily involved in the US Census and has just

received a large grant to assist with the Census. TRL also made it into the December 30<sup>th</sup> edition of Forbes magazine for going fine free.

- Rural Transit is going fine free.
- TRPC – new health clinic and health center in Nisqually. Taking a survey on how to assist in transportation needs.

Meeting adjourned at 12:29 pm. Submitted by: Kelly Cobb, Senior Administrative Assistant