

PacMtn Workforce Development Council

Executive Finance Committee Minutes

Friday, June 14, 2019 ▪ 11:00 am – 12:30 pm

PacMtn WDC Offices ▪ John Loyle Room

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. 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. Lisa Olsen	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
10. Kelli Bloomstrom – Nominee	Centralia College	Lewis	Basic Education Acquisition

Attendees: Steve Rogers, Jacquelin Earley, Cheryl Heywood, Duane Evans, David Schaffert (by phone)

Staff: Cheryl Fambles, Bridget Lockling, Corinne Daffern, Jaime Britton, Kelly Cobb

Guest: Scott Haas, SW Coastal Regional Director, Employment Security Department

Excused: Derek Epps, Kairie Pierce, Commissioner Lisa Olsen, Dr. Jim Minkler

I. Welcome & Check In

A. Jacquelin Earley agreed to chair and called the meeting to order at 11:03am. **David Schaffert joined shortly thereafter by phone and quorum was established.** Cheryl Fambles introduced Scott Haas, SW Coastal Regional Director, Employment Security Department.

Scott introduced himself as a Marine Corps Veteran with 19 years of private industry experience. His last role offered him the opportunity to work with Camo 2 Commerce program and he also served on the WorkForce Central WDC Board in Pierce County. Scott's role as SW Coastal ESD Regional Director makes him a member of the One-Stop Collaborative. All other members of the Committee introduced themselves.

B. The Committee reviewed the agendas for the EFC Meeting and the upcoming June 27th Board Meeting. There were no changes made. Cheryl Fambles gave a brief overview of the changes in Board members, some of whom will be at the June meeting.

C. Action Item: Motion to Approve May 2019 EFC Minutes – **Cheryl Heywood motioned to approve the May 2019 EFC minutes; Steve Rogers seconded. Motion Carries.**

D. Board Chair Comments – Duane Evans gave an update of his new position at Port Blakely, which will be requiring more of his time and requires extensive international travel. He will continue on the Board, but will be stepping down as chair, with Jacquelin Earley chairing the Board and EFC through December 2021. The Board will formally vote on the new Chair at the June 27th Board Meeting.

E. CEO Report – Cheryl handed out her report and talked about the personnel searches for the Director of Finance position, and the MyJOB Manager position. She also shared success stories of participants in several programs at PacMtn.

II. Fiscal Items

A. Quarterly Financials – Bridget Lockling gave a review of the quarterly financials and stated that there are no concerns in any areas. She confirmed that the budget materials reflect the final budget and the year-end financial statements will reflect the modified budget. *Motion to approve was tabled as an error was recognized in the spreadsheet. Jaime Britton corrected and reprinted the quarterly financials.* After a reprint of the corrected materials, Jacquelin takes the motion to approve. **Cheryl Heywood motioned to approve quarterly financials; Duane Evans seconded. Motion Carries.**

B. Policy Changes – Bridget gave an overview of the policy changes as presented in the materials. She explained that the policy changes at the State and Federal level require PacMtn to change and/or update certain vocabulary in existing policies. The Committee reviewed the materials and had no concerns. **Steve Rogers motioned to approve policy changes; Cheryl Heywood seconded. Motion Carries.**

C. PY19 Preliminary Budget – Cheryl explained how the budget approval process works, beginning with discussion and recommendation from the Executive Finance Committee, moving to the full Board of Directors for approval, and then to the Elected Officials Consortium for final approval and adoption. Bridget Lockling went over the printed materials including all grants and expected revenues. She stated that the budget reflects an expected revenue dollar amount exceeding \$12 million. Even as the Preliminary Budget was being finalized additional funding arrived. This was often the case and the Final PY19 Budget would likely be higher when it was approved in the late fall. The Preliminary Budget allows operations to continue while fund reconciliations and allocations are not yet confirmed. There was in-depth discussion around expenses. It was noted that direct services to customers are where most expenses are incurred.

Recommendations from the Board at the May Budget Workshop are included in the

proposed preliminary budget. The Committee discussed the proposed administrative budget, including cost of living increases for staff, merit raises, staff professional development and training, updating software, funding of AmeriCorps positions and new vehicle leases. ***Cheryl Heywood motions to approve the PY19 Preliminary Budget; Steve Rogers seconded. Motion Carries.***

III. Committee & Task Force Updates

A. One Stop Committee – Corinne Daffern and Cheryl Heywood gave an overview of the One-Stop Certification and WorkSource Recommendation Staff Report. They both gave a strong recommendation for the motion to approve and noted that this certification will be across all regional locations. The Committee discussed the noted improvement of the customer experience and commended the team that worked on the certification process. ***Steve Rogers motioned to approve the One Stop Certification for the one Comprehensive and four Affiliate Sites; Duane Evans seconded. Motion carries.***

Steve Rogers motioned to approve the Connection Site Certification. Cheryl Heywood recused herself from voting. Duane Evans seconded. Motion Carries.

Meeting adjourned at 12:41pm

Submitted by Kelly Cobb, Senior Administrative Assistant.