

WDC Board Meeting Minutes

Thursday, June 27, 2019 ▪ 1:30 – 4:00 pm

South Puget Sound Community College ▪ Lacey
Campus

Online and by Phone



Board Member Attendees: Dr. Jim Minkler, Jason Reed, Bill Sullivan, Bob Guenther, Steve Rogers, Peter Lahman, Alissa Shay, Dru Garson, Michael Cade, Jonathan Pleger, David Schaffert, Scott Haas, Paul Vertrees, Jacquelin Earley, Duane Evans, Diana Murphy

Staff: Cheryl Fambles, Bridget Lockling, Jaime Britton, Jennica Machado, Jessica Mason, Kelly Cobb, Wil Yeager

By Phone: Grant Lehman, Kelli Bloomstrom, Derek Epps, Agnes Balasa

Excused: Jennifer Baria, Jim Sayce, Christina Riley, Cheryl Heywood

I. Welcome & Leadership Reports

- A. Welcome & Self Introductions – Duane Evans called the meeting to order at 1:33pm. Cheryl Fambles introduced Jennica Machado, Strategic Initiative Navigator; Jessica Mason, Communications Specialist; Jaime Britton, Finance & Administrative Services Coordinator; and Wil Yeager, Project Director at ResCare.
- B. Establish Quorum & Review Today's Agenda – Quorum was established, and the agenda was reviewed. There were no changes made to the agenda. Duane gave an update to the Board regarding his new position at Port Blakely. He is stepping down as Board Chair. Jacquelin Earley will be stepping in as Board Chair.
- C. Board Chair Report – **Action Item: Motion to Approve New Board Chair, Jacquelin Earley. Dr. Jim Minkler motioned to approve; motion was seconded. Motion Carries.**
- D. CEO Report – Cheryl handed out her CEO Report and highlighted a letter from ESD regarding data management. She shared stories about the MyJOB graduation and a success story.
- E. Outgoing Board Member Appreciation – Cheryl thanked the outgoing Board Members: Mike Hickman, Kairie Pierce, Bob Hitt, Anne Goranson, Dawn Murphy, and Winfried Danke. She introduced Board nominees and gave a bit of information regarding their background.

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. Action Item: Motion to Approve

- Minutes from March 2019 Meeting
- WIOA Policy Modifications Recommended for Approval from Executive Finance Committee
- Quarterly Financials (Quarter ending March 31, 2019)
- Check Signer (Add Jacquelin Earley, remove Duane Evans from main checking account)

Steve Rogers motioned to approve Consent Agenda; motion was seconded. Motion Carries.

III. Action Items & Strategic Discussions

A. PY19 Preliminary Final Budget as recommended at the June 14, 2109 Executive Finance Committee Meeting – Bridget began the discussion regarding the PY19 budget with information about the different grants, which was provided in the agenda packet. Cheryl Fambles affirmed that the recommendations from the Board at the May 2019 Budget Workshop were included in the Preliminary Budget. Bridget gave a detailed account of the administrative operations budget, including cost of living adjustments, staff development funds, accounting software updates, and FTEs for IT and Contracts.

Jim Minkler motioned to approve the PY19 Preliminary Final Budget; the motion was seconded. Motion carries.

B. Review: WorkSource One-Stop Certification as Approved by One-Stop and Executive Finance Committees – Cheryl Fambles introduced Agnes Balassa, who walked the Board through the memo which provided an overview of the recommendations for certification. Agnes explained that at the core of the certification process was the voice of the customer and that quarterly checkpoints for the next certification in 3 years would be integral to continuously improving and maintaining accessibility. Board members commended the certification crew for a job well done and agreed that the process is a great learning experience and opportunity for continued improvement.

IV. Committee & Task Force Updates

- A.** Executive Finance Committee – Minutes are available on the PacMtn website.
- B.** One-Stop Committee – One-Stop Certification is now complete.
- C.** Business and Sector Engagement (BaSE) – no news currently.
- D.** Targeted Populations – David Schaffert explained that the Targeted Populations Committee is in the strategic plan development phase and a charter reset. It is important to align the committee with Board direction. The Committee is currently

looking for a new Co-Chair and David is happy to talk to any Board members who are interested.

- E.** Adult Basic Education & Literacy (ABEL) - Kelli Bloomstrom will be the new chair of the ABEL Committee.

IV. Good of the Order & Announcements:

- A.** Bob Guenther spoke about several projects underway in Lewis County.
- B.** Michael Cade thanked the Board for setting the pace for Agricultural innovation in the PacMtn region.
- C.** Cheryl Fambles announced the dedication of a conference room at the PacMtn offices to Mike Kennedy.

Meeting adjourned at 3:29 pm

Submitted by Kelly Cobb, Senior Administrative Assistant