

PacMtn Workforce Development Council

Executive Finance Committee Minutes

Friday, March 8, 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

Attendees: Dr. Jim Minkler, Steve Rogers, Cheryl Heywood, David Schaffert, Commissioner Lisa Olsen, Kairie Pierce (by phone)

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

Excused: Derek Epps, Duane Evans, Jacquelin Earley

I. Welcome & Check In

- A.** The meeting was called to order at 11:03 am. Kairie Pierce joined by phone and quorum was established. Dr. Jim Minkler chaired the meeting in absence of Duane Evans. The committee reviewed the EFC agenda and eliminated the Executive Session for CEO performance review and the Board Chair comments, as the Board Chair was absent.
- B.** Motion to Approve November 2018 EFC Minutes – *Steve Rogers motioned to approve the minutes, Cheryl Heywood seconded.* **Motion Carries.**
- C.** The committee reviewed the upcoming Board Meeting agenda and made no changes, but had a discussion around rotating locations for the Board meetings. It was affirmed that the importance of having meetings in locations around the five counties was essential to explore the diversity of the regions served by PacMtn.
- D.** Cheryl Fambles gave her CEO report and included the Targeted Populations Task Force update highlighting the hiring of Jage Curl as the new Associate Director of Youth, Equity, & Special Populations at PacMtn. He is an excellent hire who is a

graduate of Elma High School and knows the region very well. She also gave a Task Force update for BaSe stating that BaSE is ready for an RFP for cluster analysis.

II. Task Force Updates

- A. One Stop Committee – Cheryl Heywood reported that the committee is on target to reach timeline goals for the June certification. She also shared an update regarding a pilot program for an open lab for DVR clients at WorkSource Thurston. This program has been successful thus far and is in further discussion to add a second location in Mason County.
- B. Targeted Populations Committee – David Schaffert shared that the Committee has not met but stated that it is important to recognize the critical nature of work plans and that there are challenges with connectivity between staff and the Board. The new Associate Director will provide more connection between the two.

III. Fiscal Items

- A. Bridget Lockling gave an update to the State Audit, which wrapped up in mid-February. She stated that the audit went very well and there were no findings. In giving an update to fiscal staff changes, it was noted the Department of Commerce grant decision was integral to decisions around staffing. PacMtn may need to reconfigure the staff structure after the grant decision is finalized on March 15, 2019. *Commissioner Olsen motioned to approve the quarterly financial statements, David Schaffert seconded. Motion Carries.*
- B. Recommendation to approve the PY17 990 tax statement. The materials were reviewed. *Steve Rogers motioned to approve the PY17 990 tax statement, Cheryl Heywood seconded. Motion carries.*
- C. Recommendation to approve:
 - Opioid Use Reduction and Recovery (OURR) Policy
 - On-Site Representation and Customer Referral Policy

The policy materials were reviewed. *Commissioner Olsen motioned to approve both policies, Cheryl Heywood seconded. Motion carries.*

- D. Community Outreach Funding Proposal for Olympic College Youth Camp – it was noted that the board is committed to helping and inspiring young people to be successful. The materials were reviewed. *Steve Rogers motioned to approve the Community Outreach Funding Proposal, Cheryl Heywood seconded. Motion carries.*

IV. Executive & Administrative Items

- A.** WorkSource Collaborative Report – David Schaffert led a discussion of the state of the Collaborative between PacMtn, ESD, and the Thurston Chamber of Commerce. David and Cheryl are planning to meet with staff from ESD to discuss the spirit and intent of the collaborative and where it is headed in the future.
- B.** WorkSource Certification Process – It was noted that all parties involved in the certification process are on track to meet all deadlines for certification.

V. Good of the Order Items & Announcements –

Cheryl Heywood had several announcements:

- WesCare, non-profit supporting veterans is in partnership with Timberland Regional Library.
- The McCleary branch of TRL has expanded access to library cardholders to visit the library during off hours when the library is not staffed. So far, this has been successful with over 60 people utilizing the expanded access.
- The Elma branch of TRL is currently executing a pilot program to offer curbside service for bringing library holds out to customers in their cars. It is going well.
- Kanopy is a service that offers streaming videos of documentaries for TRL library cardholders.

Meeting adjourned at 12:47 pm. Submitted by: Kelly Cobb, Senior Administrative Assistant