

## PacMtn Workforce Development Council

Executive Finance Committee Minutes

Friday, May 10, 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	Adult Basic Education and Literacy

**Attendees:** Steve Rogers, Dr. Jim Minkler, Kelli Bloomstrom, Jacquelin Earley, Commissioner Lisa Olsen, Cheryl Heywood, David Schaffert, Duane Evans (by phone)

**Staff:** Cheryl Fambles, Bridget Lockling, Jaime Britton, Sean Murphy, Jage Curl, Kelly Cobb

**Excused:** Derek Epps, Kairie Pierce

#### **I. Welcome & Check In**

**A.** The meeting was called to order at 11:04 and quorum was established. Jacquelin Earley chaired the meeting as Duane Evans joined the meeting by phone. The committee reviewed the EFC agenda.

**B.** Motion to Approve March 2019 EFC Minutes – *Steve Rogers motioned to approve the minutes, motion was seconded. Motion Carries.*

**C.** Board Chair Comments – Duane and Cheryl gave an update on the Elected Officials Consortium meeting held in March in Lewis County. It was reported that the focus was on the introduction of the group to Commissioner Sharon Trask from Mason County and Jage Curl, Associate Director of Youth, Equity, and Special Populations.

**D.** Cheryl Fambles welcomed Kelli Bloomstrom, Board Nominee for Adult Basic Education and Literacy. Kelli joins the Board as Dean of Transitional Education at Centralia College. She is from rural Lewis County and is passionate about connecting people in the community to resources for education and finding meaningful work. Cheryl also introduced Jaime Britton, who will be assist while Bridget transitions to her new job.

- E. Budget Workshop Review & Preparation – Cheryl gave a brief overview of the content and schedule for the budget workshop at 1pm.

## II. Task Force Updates

- A. One Stop Committee – Cheryl Heywood reported on the One-Stop Certification process. She stated that professional development was a large part of the discussion at the last One Stop meeting. It is the committee’s intention to have a discussion with the partners regarding the improvements the committee requested so that the committee can review and bring forward any recommendations.
- B. Targeted Populations Committee – David Schaffert shared that the committee is in the process of a reboot and are working on streamlining the work from an operational standpoint so that there is good communication between the committee and the Board on strategic matters.
- C. Adult Basic Education & Literacy (ABEL) – Cheryl explained that she and Corinne will work with Kelli to identify both board members and community members to join the committee. Look for this to happen early summer. This will be an opportunity to revisit the charter and reevaluate the parameters of the committee.
- D. Business and Sector Engagement (BaSE) – Sean gave an update on the cluster analysis. An RFP was awarded and May 22<sup>nd</sup> is the scheduled kick-off date with EDC and business leaders from each county. Evaluating the indicators that determine the industries we want to target along with identifying a way to focus on emerging sectors will be a large part of the work.

## III. Fiscal Items

- A. Bridget Lockling gave an update to the quarterly financials, which included an overview of each grant. The Committee reviewed the materials. *Cheryl Heywood motioned to approve the quarterly financials, the motion was seconded. Motion carries.*
- B. Recommendation to approve the PY18 Budget Modification. The materials were reviewed. *Steve Rogers motioned to approve the PY18 Budget Modification, motion was seconded. Motion carries.*
- C. Recommendation to approve Bank Signer – Jage Curl. *Jim Minkler motioned to approve Jage Curl as Bank Signer, motion was seconded. Motion carries.*
- D. Recommendation to approve Community Outreach Grants:
- Try a Trade – New Market Skills Center
  - Skills USA National Competition – Centralia High School
  - Greater Grays Harbor, Inc. – State of Grays Harbor Event

The Committee reviewed the materials for each grant request. *Jim Minkler motioned to approve the Try a Trade New Market Skills Center Grant, motion*

*was seconded. **Motion Carries.** David Schaffert motioned to approve the Skills USA, Centralia High School grant, motion was seconded. **Motion Carries.** Jim Minkler recused himself from voting for the Greater Grays Harbor, Inc. grant. Commissioner Lisa Olsen motioned to approve the Greater Grays Harbor, Inc. grant, motion was seconded. **Motion carries.***

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

As the Board's Librarian committed to sharing knowledge, Cheryl Heywood made a recommendation book. Jacquelin Earley appreciated the acronym list as an important way to help Members learn the work. Bridget Lockling described her new position.

Meeting adjourned at 12:23pm. Submitted by: Kelly Cobb, Senior Administrative Assistant