



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. Terri Drexler	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: Duane Evans, Jacquelin Earley, Steve Rogers, Cheryl Heywood, David Schaffert
Staff: Cheryl Fambles, Vanessa Wasman, Corinne Daffern, Bridget Lockling

Excused: Dr. Jim Minkler, Kairie Pierce, Derek Epps, Terri Drexler

I. Welcome & Check In

A. The meeting was called to order at 11:12 am and quorum was established at 11:30 pm. David Schaffert joined the meeting by phone and later arriving in person for the remainder of the meeting.

C. Duane gave his Board Chair Report mentioning the recent WWA conference and encouraged Board members to give a report out on their experiences at the conference. He also mentioned the January 2019 WDC retreat and Cheryl Fambles' Distinguished Leader Award. The November WDC Agenda was reviewed and no changes were made. Preparations were made for Employment Security Department Commissioner Suzi Levine joining that meeting. The Committee identified some of the questions to facilitate the discussion with her. Duane reminded the group about the upcoming Regional Expo December 6 at the Little Creek Casino.

D. Motion to Approve the September 2018 EFC minutes – *Steve Rogers motioned to approve the minutes, seconded by Cheryl Heywood. Motion carries.*

II. Task Force Updates

- A. One Stop Committee – Cheryl Heywood reported that the group met on October 4th and discussed brand standardization, current and future states of integrated service delivery, onsite policy recommendations as well as training and core competencies. She also mentioned the beginnings of a shared intranet site for all One Stop partners as well as a developing a dashboard that helps summarize and explain the activities of the committee.

Targeted Populations Committee – David Schaffert gave this report saying that the group met in early October with focused discussion on how does the Committee engage in the One Stop work and goals? How does the Committee leverage Career Connected Learning work for this population? He also said that Craig Clark, Senior Compliance Officer at PacMtn came to the last Targeted Populations meeting and spoke to the group regarding Equal Opportunity updates and information on behalf of the Barrier and Access Solutions Committee (BASC).

Adult Basic Education & Literacy (ABEL) – Corinne Daffern reported that the group hasn't met recently but was included in the last One Stop Committee meeting. Cheryl Heywood said that all Chrome Books within the TRL system are in circulation with patrons and there have been 11 graduates from the HS21 program. Cheryl Fambles mentioned that a representative from the ABEL committee will be named in the future and will sit on the Executive Finance Committee.

Business and Sector Engagement (BaSE) – Cheryl Fambles reported that this committee will be supporting the Regional Expo in December and will be launching an incumbent worker program that will focus on how to train up the existing workforce and also will be having specific discussions on the cluster update.

III. Fiscal Items

- A. Program Year July 1, 2017 – June 30, 2018 Quarterly Financial Statements – Bridget went over the statements reporting that overall organization expenses for the year are about 75% of budgeted. Program Services expenses came in at 71% of budget, contracts ending June 30th came in at target, while most contracts are continuing on into PY18. There are a few contracts that show over expenditures but those contracts have been modified since the last Budget so the new totals are not reflected in the statements. Administrative Services costs are 91% on budget and are on target in all budget areas. *Steve Rogers motioned to approve the quarterly financial statements, seconded by Cheryl Heywood. Motion carries.*

- B. Recommendation to Adopt the PY18 Final Budget – Bridget pointed out the \$3M increase due to the Opioid Reduction and Recovery grant funding and additional incoming funds from the State's Rapid Response Mitigation fund. Administrative budget shows minor changes in salaries and benefits and including increase in the cost of IT equipment and financial software. *Steve Rogers motioned to recommend approval of*

the PY18 Final Budget, seconded by Cheryl Heywood. Motion carries.

C. Change in Camo2Commerce Columbia Bank Signature Card –The change is occurring due to the close out of the Camo2Commerce funds and change in staffing for that program. *Steve Rogers motioned to approve the change in the C2C Columbia Bank Signature Card, seconded by Cheryl Heywood. Motion carries.*

D. Community Outreach Funding Proposals

- Thurston County Chamber Boss of the Year Recognition Event
- Pacific Northwest Apprenticeship Conference

The materials were reviewed. *Steve Rogers motioned to approve both of the Community Outreach Funding Proposals, seconded by Cheryl Heywood. Motion carries.*

IV. Executive & Administrative Items

A. Extension of the Title I Service Provider Request for Proposal (RFP) – Cheryl Fambles and Corinne Daffern reported on this topic recommending delay of the release for RFPs for Title I Service Providers for one year due to the large number of other PacMtn initiatives involving those same providers. There is great momentum in the partners working well together and another year would allow movement forward on some important activities. This additional time also allows greater understanding about what we might need to build into the next RFP. The proposal is that procurement planning would begin in the fall of 2019 with release of the RFP in January 2020. *Steve Rogers motioned to authorize the CEO to execute plans as outlined for extension of the current WIOA Service Providers through June 30, 2020, seconded by Cheryl Heywood. Motion carries.*

V. Good of the Order Items & Announcements –

Cheryl Heywood mentioned Timberland Regional Library’s Veteran’s History Project and the opportunity for patrons to reserve light boxes to help combat Season Effective Disorder in some of the libraries.

David Schaffert reminded the group that Governor Inslee will be the keynote speaker at the next Chamber Forum and congratulated Cheryl on her Distinguished Leader award.

Steve Rogers said that he is a new member of the Pacific County Economic Development Council and that South Bend School Board won 2018 Small School Board of the Year award.

Meeting adjourned at 12:44 pm. Submitted by: Vanessa Wasman, Program Assistant