

## **PacMtn Workforce Development Council**

### **WDC Meeting Minutes**

Thursday, September 27, 2018 ▪ 1:30 – 4:00 pm

PacMtn Offices ▪ John Loyle Room

1570 Irving St ▪ Tumwater, WA 98512

Dial: 888-537-7715 Passcode: 60526531#

[Pacmtn.adobeconnect.com/wdc](http://Pacmtn.adobeconnect.com/wdc)



**Board Member Attendees:** Duane Evans, Dru Garson, Derek Epps (phone), Steve Rogers, Michael Cade, Anne Goranson, Dr. Jim Minkler, Bob Guenther, Paul Vertrees, Jason Reed, Bill Sullivan, Diana Murphy, Christina Riley (phone), Jennifer Baria (phone)

**Absent:** Alissa Shay, Jonathan Pleger, Jacquelin Earley, Jim Sayce, David Schaffert, Kairie Pierce, Cheryl Heywood, Mike Hickman, Dawn Murphy, Bob Hitt, Winfried Danke, Peter Lahmann

**Staff:** Cheryl Fambles, Sean Murphy, Vanessa Wasman, Mike Johnson,

#### **I. Welcome & Leadership Reports**

**A.** The meeting was called to order at 1:35 pm and quorum was established at 1:50 pm. The agenda was reviewed and no changes were made.

**B.** Board Chair Report – Duane presented his Board Chair Report, mentioning the PY18 Preliminary Final Budget was approved at the July Consortium meeting as well as the appointment of new and continuing WDC Board members. He also mentioned that PacMtn leadership is making their rounds at County Commission meetings and encouraged members to attend the meetings that are scheduled in their area. The 3<sup>rd</sup> Annual Nancie Payne Award and new business cards for members was also announced. He recommended the 2018-2020 Slate of Officers and gave his appreciation to Jim Larson and Peter Lahmann's years of service as Vice Chair and Treasurer of the WDC.

**C.** CEO Report – Cheryl gave her CEO Report and can be found on our website.

#### **II. Consent Agenda**

**A.** Approval of the June 2018 Board Minutes – At this time, another Board member arrived allowing the group to reach quorum and move forward with the votes set for the agenda. *Bob Guenther motioned to approve the June 2018 Board Minutes, seconded by Bill Sullivan. Motion carries.*

#### **III. Action Items & Strategic Discussions**

**A.** Action Item: Motion to Approve Board Officer Membership:

- Jacquelin Earley – Board Chair – Elect
- Dr. Jim Minkler – Board Vice Chair
- Steve Rogers – Board Treasurer

Members spoke about their past and current experience with PacMtn and why they are

interested in becoming a Board Officer with PacMtn. Duane Evans read Jacquelin Earley's statement in her absence. *Bob Guenther motioned to approve the recommended Board Officers, seconded by Diana Murphy. Motion carries.*

**IV. Committee & Task Force Updates:**

**A. Executive Finance Committee –** Duane gave a debrief of the August Executive Finance Meeting which covered Task Force updates, projects and progress of the One Stop Operator Collaborative, and the audit findings from the Washington State Department of Retirement Systems. The EFC meeting also included the approval of the Community Outreach Funding for Scholarships for the Greater Grays Harbor Leader's Banquet. An Executive Session was called to discuss the evaluation of the Chief Operating Officer.

**B. One Stop Committee and Motion to Approve Updated Committee Charter –** Cheryl Fambles presented on this topic and reviewed the charter stating this committee provides recommendation and policy guidance for the One Stop System and activities related to workforce service delivery and programs. There was good discussion on the certification process and its timeline. *Dr. Jim Minkler motioned to approve the updated One Stop Committee Charter, seconded by Christina Riley. Motion carries.*

**C. Local Strategic Plan Extension Request –** Sean Murphy reviewed the staff memo, explaining that the 2016-2020 Regional Strategic Plan was due for an update as required by WIOA. The deadline for this update is October 8, 2018 and requires three specific questions to be addressed in a five page document. In order to meet the requirements noted in the staff report, PacMtn requested an extension for completing the report and feedback from the Board on the required questions. The extension was turned in the first week in October.

**D. Business and Sector Engagement (BaSE) –** Sean Murphy gave a brief update on this work group reporting that at the last gathering, the group analyzed and had good discussion concerning workforce data. The group will be used to establish criteria and evaluate the requirements for the upcoming Cluster Study update.

**E. Adult Basic Education and Literacy (ABEL) Charter –** Cheryl Fambles presented the memo on a new PacMtn Board Task Force starting with some background on PacMtn bylaws that state the purpose of Ad-Hoc task forces and the inception of ABEL. The charter was presented and described the work plan, deliverables and timeline. The report recommends formalizing and elevating the Taskforce to a Board level and appoint a Taskforce Leader who will also be a member of the Executive Finance Committee. *Dr. Jim Minkler motioned to approve the Adult Basic Education Task Force and its charter, seconded by Anne Goranson. Motion carries.*

**V. Board Learning Feature Topics:**

**A. WorkSource Operations Regional Collaborative –** Cheryl Fambles and Anne Goranson presented background regarding WIOA and its establishment of a very complex and complicated set of activities and relationships in the governance of the local

workforce system. They described the Collaborative which includes Employment Security Regional Director, PacMtn CEO and Thurston County Chamber and together they have executed an agreement between all parties to carry out the duties of the One Stop Operator, while the WorkSource Systems Manager's role is to carry out the day-to-day duties. The group's activities, progress, WorkSource certification and quality improvement plans were described as well as unique challenges and impacts on service delivery.

B. Camo2Commerce (C2C) Reflections and Spouse Ambassador Program – Sean Murphy noted C2C is coming to an end after nearly \$12.5 mil investment and 5 years of service at JBLM. He presented on this topic starting off by showing a preview of Hiring America's Living in Rural America Video followed by a presentation describing performance measures and successful outcomes of the C2C and Spouse Ambassador program. Both the video and presentation can be found on our website in their entirety.

#### **VI. Good of the Order & Announcements:**

Bob Guenther and others discussed development of training opportunities that could enhance the pipeline for those in the industrial mechanic, millwright or related occupations. The group discussed how to better implement these opportunities and how best to include the Quinault Nation into the conversations.

Meeting adjourned at 3:56 pm

**Submitted by: Vanessa Wasman, Administrative Assistant**