

**PacMtn Workforce Development Council**  
Board Meeting Minutes



Elected Official Consortium Members Invited  
Friday, November 13, 2020 ▪ 10:00 am – 12:00 pm

Zoom Meeting Link:

<https://pacmtn-org.zoom.us/j/96161833315?pwd=N2tJbGhsTWRRNWRmQUY3dWlGOE41UT09>

Meeting ID: 961 6183 3315 Passcode: 785619

**Board Member Attendees:**

Michael Cade, Jacquelin Earley, Scott Haas, Peter Lahmann, Jonathan Pleger, Jason Reed, Steve Rogers, David Schaffert, Alissa Shay

**Consortium Member Attendees:**

Commissioner Lisa Olson, Commissioner Sharon Trask

**Staff:** Cheryl Fambles, Elton James, Corinne Watts, Wil Yeager, Debra Bowne

**Excused:**

Dana Anderson, Jennifer Baria, Kelli Bloomstrom, Duane Evans, Bob Guenther, Cheryl Heywood, Grant Lehman, Diana Murphy, Christina Riley, Bill Sullivan, Paul Vertrees

**I. Welcome & Leadership Reports** (Jacquelin Earley)

- A.** Welcome and Self-Introductions - Jacquelin Earley called the meeting to order at 10:00 a.m.
- B.** Establish Quorum & Review Today's Agenda

Quorum was not established (9 members present/12 needed)  
Presentations were made, budget was reviewed but no motion was taken  
(This will be addressed as a separate action at a later date)

**C.** Board Chair Report

Jacquelin thanked everyone for their dedication, how and whenever they could contribute during an extremely busy time  
Vacancies in membership - mentioned flexibility in how to fill and conduct business

**D.** CEO Report

Farewell and appreciation on behalf of the Council to Norton Sweet as Administrator for PacMtn. Moving into Central Sound Regional Director role via comments and accolades from Cheryl, David and Scott. Norton shared final thoughts and appreciation

Cheryl introduced Elton James, Senior Associate Director, Equity and Priority Populations as well as William Westmoreland, Senior Associate Director, Business Engagement and Community Affairs and explained their role within the Organization

Shelley's departure and new EA mentioned

Gratitude to Corinne Watts and Wil Yeager for workload pickup

Announced Regional Forecast & Innovation Expo December 3 and invitation to Board/Consortium Members to register (fees covered by PacMtn)

<https://thurstonedc.com/regional-economic-forecast-innovation-expo/>

Nancie Payne Excellence Award Nominations Winner to be declared at the Expo (info on Expo and Nancie Payne Awards will be sent)

\*Cheryl sent 11/13/20

Mention of COVID protocols in office as well as work from home accommodations

\*Vince's data packet – Send to the Collaborative automatically

Challenges to the region – Unemployed, Youth etc.

Stories of Hope and Impact

Peter Lahmann questions -

Definition of poverty households? Under \$52k?

Basic food household? SNAP/BFET?

## 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.

**No vote**

**Action Item:** Motion to Approve June 2020 Board Minutes Meeting Minutes  
(Attachment 1)

**No vote**

**Action Item:** Motion to Approve June 2020 EFC Minutes Meeting Minutes  
(Attachment 2)

**No vote**

**Action Item:** Motion to Approve Extension of COVID Declaration of Emergency until  
June 30, 2021 (Attachment 3)

**No vote**

## III. **Committee & Task Force Updates** (Task Force Leads)

**A. Executive Finance Committee**  
Discussed in Special Session

**B. One Stop Committee**  
Corinne gave the update Cheryl Heywood on vacation  
Last meeting was the first Thursday in October. Topics included virtual services, updates & SOPs  
One Stop and Priority Populations committees have been combined temporarily  
Elton, Jonathan, Christina will be working together to plan potential separate meetings for

- Priority Pops meetings going forward
- C. Targeted Populations  
See B. above
  - D. Business and Sector Engagement (BaSE)  
William will be working with EDC professionals and business services contractor to determine how to best serve
  - E. Adult Basic Education & Literacy (ABEL)  
Fall quarterly meeting has not been held  
Corinne has met with community colleges individually to discuss how they would like to utilize funds. That work will be underway shortly
  - F. One-Stop Collaborative  
David Schaffert discussed reintegration of ESD staff following UI, facilities changes, specifically WS Thurston, reconfiguration, how to operate within COVID time, DEIC work within WS OPS Teams  
Mentioned service delivery dashboard numbers from previous year to this and the high level within which services, although disrupted, are still being provided

#### IV. Action Items & Strategic Discussions

- A. **Action Item:** Motion to Approve PY20 Final Budget and Recommendation Do/Do Not Pass for Consortium (Attachment 4)  
Wil – In November 6, 2020 Memo (Revenue forecast of \$13,110,198 is incorrect. S/B \$13,079,378 Decrease of \$273,307 is correct)  
Discussed PY20 final budget themes, administrative operations budget, summary of revenues, prelim to current budget comparisons

**Advisory vote – Sharon Trask**

**Peter moved to accept the final budget as an advisory vote**

**Peter motioned - Sharon seconded**

\*Suggestion from Peter - Notify the Board that an advisory role in the affirmative occurred during the meeting

- B. **Information Only:** WIOA Service Provider Procurement Initiated (Attachment 5)  
Business Services and Youth in December, 2020

- V. **Motion and Vote:** Adjourn into Executive Session to discuss Personnel Matter

**Peter motioned**

**All were in favor**

I stopped the recording here at 11:10 a.m.

- VI. **Good of the Order & Announcements**

### 2019-2020 WDC Members

Name	Business/Organization	Representation
1. Duane Evans	Port Blakely U.S. Forestry	Business: Wood Products Manufacturing
2. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations
3. Alissa Shay	Port of Grays Harbor	Business: Logistics Cross Sector
4. Vacant	Greater Grays Harbor	Business: Economic Development
5. Vacant	Mason County	Business:
6. Jacquelin Earley	Sierra Pacific	Business: Wood Products Manufacturing
7. Steve Rogers	Pacific County Historical Society & Museum	Business: Tourism & Recreation
8. Vacant	Pacific County	Business: Economic Development
9. Michael Cade	Thurston County EDC	Business: Economic Development
10. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise
11. Scott Haas	Employment Security Dept.	Wagner-Peyser Employment Service
12. Sherry Barry	Twin Harbors Labor Council	Labor Organization
13. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations
14. Vacant	Grays Harbor College	Post-Secondary Higher Education
15. Dr. Dana Anderson	Educational School District #113	K-12 Education
16. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor
17. Paul Vertrees	DSHS/DVR	Vocational Rehab
18. Jason Reed	DSHS/Community Services	TANF-DSHS
19. Kelli Bloomstrom	Centralia College	ABE: Regional
20. Grant Lehman	Jack's Country Store	Business: Private Sector Enterprise
21. Vacant	Thurston County	Business:
22. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business
23. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development
24. Diana Murphy	Intermountain Staffing	Business: Staffing
25. Jennifer Baria	Mason County EDC	Business: Economic Development
26. Christina Riley	Construction Marketing Rep	Labor-Apprenticeship

### Workforce Development Speak (Commonly Used Acronyms)

<b>ABE</b>	Adult Basic Education	<b>IFA</b>	Infrastructure Funding Agreement
<b>CBO</b>	Community Based Organizations	<b>ITA</b>	Individual Training Account
<b>CJ</b>	Community Jobs	<b>MOU</b>	Memorandum of Understanding
<b>CLEO</b>	Chief Local Elected Official	<b>MyJOB</b>	My Journey Out Beyond
<b>CSO</b>	Community Service Offices	<b>OJT</b>	On the Job Training
<b>DOL</b>	Department of Labor	<b>OURR</b>	Opioid Use Reduction & Recovery
<b>DSHS</b>	Department of Social of Health Services	<b>TAA</b>	The Trade Adjustment Assistance
<b>DVR</b>	Division of Vocational Rehabilitation	<b>TANF</b>	Temporary Assistance for Needy Families
<b>ESD</b>	Employment Security Department	<b>WDA</b>	Workforce Development Areas
<b>DW</b>	Dislocated Worker	<b>WEX</b>	Work Experience
<b>ESD 113</b>	Educational Service District – Capital Region	<b>WIOA</b>	Workforce Innovation & Opportunity Act
<b>ETPL</b>	Eligibility Training Provider List	<b>WTEC B</b>	Workforce Training & Education Coordinating Board
<b>PUA</b>	Pandemic Unemployment Assistance	<b>PEUC</b>	Pandemic Emergency Unemployment Compensation
<b>GADGET</b>	Gainful and Dependable Education Training	<b>WING</b>	Wrap Around Instruction for Navigating Gateways
<b>UI</b>	Unemployment Insurance		