

# PacMtn Workforce Development Council

## Board Meeting Minutes

June 24, 2021 ▪ 2:00-4:00

Meeting ID: 965 5014 0456

Password: 921095



Join on line:

<https://pacmtnorg.zoom.us/j/97452795058?pwd=NVV2bk1COzJhalU2Z2hQZDFzVWlnZDZl>

### **Board Member Attendees:**

Jennifer Baria, Kelli Bloomstrom, Michael Cade, Jacquelin Early, Bob Guenther, Cheryl Heywood, Peter Lahmann, Jonathan Pleger, Jason Reed, Alissa Shay, Bill Sullivan

**Staff:** Cheryl Fambles, Elton James, William Westmoreland, Wil Yeager, Debra Bowne

**Excused:** Dana Anderson, Sherry Barry, Derek Epps, Grant Lehman, Christina Riley, Steve Rogers, David Schaffert, Paul Vertrees

**Nominees attended:** Lynnette Buffington, Richard DeBolt, Angela White, Sue Yirku

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

- A.** Self-introductions were made. Jacquelin called the meeting to order at 2:00 p.m.
- B.** Quorum was established and the Agenda was reviewed.
- C.** Board Chair Report
  - Jacquelin updated the Board on current CEO recruitment activities. Members of the Operation Next (ON) Committee are Michael Cade, Jacquelin Early, Cheryl Heywood, Lisa Olson, Steve Rogers, David Schaffert, and Alissa Shay. The Committee interviewed two candidates who submitted Letters of Interest in response to the RFI and chose Jeanne Bennett Consulting. Jeanne will reach out to the group in July to begin conversations. Recruiting will occur in the later part of the summer. There will be an overlap in January when the selected CEO begins.
  - The Declaration of Emergency officially ends on June 30, 2021. Credit was given to the Board for their continued commitment throughout that period. \*There are five necessary actions when finding quorum. The list describing those will be shared.
  - The Executive Finance Committee agreed to hold a meeting in August. The Board was asked whether virtual meetings and the Zoom option remains beneficial. Most Board Members agreed that they were and we will continue offering both options.
  - The new Agenda template was pointed out, including reminders for the Board on Conflict of Interest and Ethics.
- D.** CEO Report (Attached-Highlights included:)
  - Staff returning to office June 28. 70% are already back. PacMtn has established and continues to implement solid Covid protocols to protect staff and visitors.
  - Cami Feek has been appointed as the new Commissioner for ESD.
  - Job search for those on Unemployment Insurance recommences July 1 and the WorkSource Center is getting ready for in person services. The labor force is changing in what it needs and wants and there is a need to adjust. The WorkSource Team is considering those conditions as they modify service delivery.
  - With the Consortium's most recent nomination confirmation, all five county EDC's Directors are back on the Board. Excellent regional partnership demonstration.

## 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.

### A. Action Item: Motion to Approve

- Minutes from 3/24/21 Meeting

*Peter Lahmann motioned to approve. Bob Guenther seconded. **Motion carries.***

## III. Action Items & Strategic Discussions

### A. Review of PY21 Preliminary Budget: Executive Finance Committee Recommends DO PASS and offers a **Motion to Approve.**

- Wil shared the details of the Preliminary Final Budget, Budget Memorandum and explained the bubble chart, which highlights the different sections of revenue and expenses.
- PacMtn is in a solid financial position and there are additional, pending opportunities like the request for additional disaster recovery/employment recovery funds and the Thurston County ARPA funding coming through the EDC.
- Administrative costs increased from 18 to 30%. Specific reasons for that increase include: increased facilities costs; PacMtn not providing direct services and shifting Staff oversight, which is an administrative function; and CEO transition costs for on-boarding and one month overlap in January 2022 and PTO pay-out.

*Michael Cade motioned to adopt PY21 Preliminary Budget. Peter Lahmann seconded. **Motion carries.***

### B. PacMtn Learning: 2021 Economic Symposium

- Cheryl highlighted topics discussed during the Symposium such as the PacMtn microsite, business support, Thurston Strong, and childcare support. Vince Kueter and Josh Stovel presented. Links to the presentation are coming and will be shared. Cheryl introduced the Federal Reserve Keynote, Darlene Wilczynski. Ms. Wilczynski acknowledged the importance of connecting Workforce Development and the work of the Federal Reserve System and calling out PacMtn is a tribute to the work being done in this region.

## IV. Committee & Task Force Updates (Task Force Leads)

### A. Executive Finance Committee

- All Board Members must serve on one committee. BaSE Committee will see some significant changes. ABEL will also change. The One Stop Committee will have direct oversight to the One Stop Operator this fall, an advisory role – conduit to the Board. Bob Guenther asked that the Committee rosters be sent.

### B. One Stop Committee

- Cheryl Heywood – One Stop RFP/Procurement is out. New Operator will be in place October 1. The Committee will soon be looking at the WorkSource certification process—including the Connection sites. The IFA/MOU is complete and ready to send out for signatures. Take a look at PacMtn’s new microsite <https://worksourcepacmtn.org/>

### C. Priority Populations

- Jonathan Pleger – The Committee is meeting monthly. Currently, they are in the process of compiling connections. A new Committee member application has been developed. William presented earlier this month on Changes to the Local Integrated Strategic Plan. Vince will be presenting in July on the topic, “*The most prevalent barriers in the PacMtn region: What the data tells us*”. The next task will be Charter review.

### D. Business and Sector Engagement (BaSE)

- William – Reforming the group and thinking about how to approach sectors and leverage funding. Set aside 100K for Cohort based training. IWT dollars – how to align sector work? Set aside Business Services dollars and set aside 35K for Cluster study.

**E. Adult Basic Education & Literacy (ABEL)**

- Kelli – The Committee is meeting monthly. They have reviewed the Charter. Korbett gave a presentation on the topic, “*How folks navigate through WorkSource*”. Working on getting Jennifer on board as the new Committee lead.

**F. One-Stop Operator (The Collaborative)**

- Cheryl – Discussed Collaborative document (attached) and Next Steps from page 5.

Discussion: Revitalization of Committees (*Senior Staff*)

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

- Bob – Early Learning Center & Museum
- Cheryl H – The libraries are at 50% capacity. Libraries are a fantastic partner.
- Peter – Dozer Days at the Puyallup Fairgrounds this weekend. Come join.
- Peter – Randy Mueller – CEO for Port of Chehalis is stepping down. Need to keep the working relationship on our radar. Are there referrals for the job?

Meeting adjourned at 3:27 pm. Submitted by Debra Bowne, Program Assistant III

**2020-2021 WDC Members**

<b>Name</b>	<b>Business/Organization</b>	<b>Representation</b>
1. Richard DeBolt	Lewis County EDC	Business: Economic Development
2. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations
3. Alissa Shay	Port of Grays Harbor	Business: Logistics Cross Sector
4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development
5. Derek Epps	Mason County	Business: Seattle Shellfish
6. Jacquelin Earley	Sierra Pacific	Business: Wood Products Manufacturing
7. Steve Rogers	Pacific County Historical Society & Museum	Business: Tourism & Recreation
8. Sue Yirku	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. Vacant	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		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. Jennifer Barber	South Puget Sound Community College	ABE: Regional
20. Grant Lehman	Jack's Country Store	Business: Private Sector Enterprise
21. Angela White	Thurston County	Business: Construction Trades
22. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business
23. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development
24. Vacant	Grays Harbor County Rep	Business:
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>WTECB</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		

### PacMtn WDC Board Member Values

**Customer needs are priority #1. Ensure all counties are included.**

**Innovate and be creative. Honor diverse perspectives.**

**In all things demonstrate: Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect**

***Duty of Attention** = Full participation and Practical inquiry*

***Duty of Allegiance** = Address conflict of interest & confidentiality, care about funding sources & potential opportunities*

***Duty of Agreement** = abide by Federal, State & Local laws and PacMtn mission, vision, values, services, policies & programs*

### Board Member Reminders

***Conflict of Interest:** In accordance with the Workforce Innovation and Opportunity Act and the standards of honorable business practice. Workforce Development Council members (WDC), as well as members of WDC Committees and Task Forces, who directly represent, are employed by, or act as consultants to organizations or agencies having business before the Council shall not vote on any matter or issue regarding said organization or agency. Any member having a conflict of interest will declare the conflict prior to any discussion on the matter and must recuse themselves from any formal action related to the conflict.*

***Concern about misuse of public resources:** PacMtn Board of Directors takes seriously all matters of fiscal integrity and the ethical and lawful conduct of its business. Any concerns about fraud, abuse or unethical conduct should be reported to a Board Officer, the CEO or the [State Auditor's Office \(SAO\)](#).*