



Executive Finance Committee Minutes

8/13/2021 ▪ 1:30 – 3:00

Join online:

<https://pacmtn-org.zoom.us/j/81445039517?pwd=R0plam82Q2FGTDZ1WIRjRWVQQ1RJQT09>

Meeting ID: 814 4503 9517

Passcode: 785356

Attendees: Jacquelin Earley, Michael Cade, Steve Rogers, Cheryl Heywood, Christina Riley, Derek Epps, David Schaffert

Staff: Cheryl Fambles, William Westmoreland, Wil Yeager, Arissa De Lima

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Jacquelin called the meeting to order at 1:32pm. Quorum was established.

B. Board Chair Comments – Jacquelin Earley

Operation Next is working closely with Jeanne Bennett Consulting to find candidates as our next CEO. An official press release on Cheryl's retirement was sent out and the CEO job description was finalized this week, posting today. We will be actively recruiting during August and September, conducting interviews in late October.

C. CEO Highlights – Cheryl Fambles

Governor Vaccination Mandate, PacMtn is watching implications of mandate as PacMtn is not a state agency but acknowledge that PacMtn has contracts that pass through ESD. PacMtn has state contracts such as MyJOB Journey Out Beyond, Commerce and DVR employees working under those contracts will be required to be fully vaccinated. Nearly 100% of PacMtn employees are already vaccinated or are willing to do so before the deadline.

Proposed changes to **employee benefits** that came to our attention after the budget was adopted. WA State Long Term Care employee tax will be effective 1/1/2022.

PacMtn is looking to consider adding this as a primary benefit for employees. WA County Insurance Fund (medical coverage) has upcoming changes. PacMtn is waiting formal notice to understand the options and will be reviewing medical plan options.

Salute to our AmeriCorps Members as they are valuable staff in the programs they serve. They will be completing their services soon and one member, Pamela Ward will be returning and continuing serving with MyJOB Journey Out Beyond. We are looking to recruit 3 others. Thank you to Jordan Meyenburg for being our key

staff member and shaping our AmeriCorps program.

II. Action: Consent Agenda

Action Item: Cheryl has requested the PacMtn Policy Updates & Additions item to be moved and approved as part of the Consent Agenda.

*Motion to Approve Minutes from EFC Meeting 6/11/2021 and the Policies noted on the Agenda under Fiscal and Admin Items from Michael Cade. Seconded by Christina Riley. **Motion Carries***

III. Fiscal Items and Administrative Items

A. Action: PacMtn Policy Updates & Additions (Wil Yeager, Attachment #2)

- **Moved to Consent**

B. Action: One Stop Operator Procurement (William Westmoreland, Attachment #3)

Career Teams responded to the published RFP and met or exceeded expectations in all programming areas. William gave a review of Career Teams and their services. Cheryl explained the role of Operator vs. Provider and their responsibilities. Staff recommend approval of Career Teams as new Operator starting 10/1/2021.

*Motion to approve conduct of the procurement process, accept recommendation for PY21-24 One-Stop Operator, initiate the 7 day appeal period and direct staff to begin negotiations with recommended vendor from Michael Cade. Seconded by Steve Rogers. **Motion Carries.***

IV. Committee & Task Force Updates

Committee Leads provided updates on their current areas of focus as they reconvene.

A. One Stop Operations Committee – Cheryl Heywood reported on committee’s work, including review of:

1. **Infrastructure Funding Agreement:** signed and returned.
2. **Why Wait?** Campaign – encourages residents to get started with their job readiness and job search. Mentioned Google Ads vs FaceBook ads and using local celebrities or social media influencers
3. 7 Tribal Nations within the 5 counties – seeking representation on the One Stop Committee
4. Korbett delivered a PowerPoint on **APEX service delivery model** and how it reflects bundled services and integrated service delivery
5. Thurston County Chamber **2021-2022 Business Engagement** PowerPoint– Bundled services for business owners

B. Targeted Populations Committee – Christina Riley

Christina discussed a presentation by Vince Kueter about what the PacMtn region population looks like and how the current strategic plan is still useful as the guide for serving our highest priority populations.

C. Adult Basic Education & Literacy (ABEL)

Cheryl Fambles stated that ABEL has not meet since last update due to summer schedules and leadership transitions.

Cheryl Heywood mentioned that a tentative meeting date is scheduled for 9/14/2021.

D. Business and Sector Engagement (BaSE)

Michael Cade reviewed their last meeting on 7/28/21. He discussed how the purpose of the meeting was to set the tone and environment for conversation, understanding the business needs of workforce development in different communities and why this committee is needed. They also opened up thoughts on what the members want to receive from the Committee and what the urgent needs are for data, resources, access, dialogue etc...

David Schaffert added that the meeting was a success in rejuvenating business and employer interest from across the PacMtn region.

Michael mentioned that the Innovation Expo is scheduled for December and there is additional discussion on how to get participation and involvement.

Cheryl Fambles discussed committees work in collective impact and building a way for the region to work closely together.

E. One-Stop Operator (The Collaborative) Report

David Schaffert reviewed three items for committee. First, how to insure critical information about how services in PacMtn region get passed to the next One-Stop Operator. Second, evaluating performance for current operations; how we are delivering services during pandemic with specific attention, problemsolving and support where needed. Lastly, understanding what WorkSource's delivery of service look like into the future.

V. Executive Session: Motion to Move to Executive Session

Jacqueline declared the Committee would need to enter Executive Session at 2:32pm for 30 minutes to discuss possible litigation and CEO personnel matter. *Michael Cade motioned to enter Executive Session; Derek Epps seconded. Motion Carries.*

The Committee returned from Executive Session at 3:05pm.

Motion to extend Executive Session 15 minutes by Steve Rogers at 3:06pm. Seconded by Christina Riley. Motion Carries.

The Committee returned from Executive Session at 3:19pm.

Motion to increase CEO Compensation for PY 2021; 1.5% Cost of Living, 2% Program Year (Year 9 for Cheryl Fambles), 4% Performance and 1x Bonus of \$30,000 by Steve Rogers. Seconded by Michael Cade. Motion Carries.

The Board expressed appreciation of Cheryl Fambles' work and dedication.

VI. Good of the Order Items & Announcements

Steve Rogers announced that Pacific County population has increased 13%.

Meeting adjourned at 3:23pm.

Proposed 2021 Executive Finance Committee Meetings

Date	Location
September 10, 2021	Hybrid: Zoom and PacMtn Offices
November 5, 2021	Hybrid: Zoom and PacMtn Offices

Executive Finance Committee Members

Name	Business	County	Position
1. Jacquelin Earley	Sierra Pacific Industries	Mason	Chair
2. Michael Cade	Thurston Economic Development Council	Thurston	Vice Chair
3. Steve Rogers	Pacific County Historical Society & Museum	Pacific	Treasurer
4. Alissa Shay	Port of Grays Harbor	Grays Harbor	Incoming Board Chair
5. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
6. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
7. Christina Riley	National Laborers Employers Cooperation Education Trust	Regional	Target Populations Committee Co-Lead
8. Lisa Olson	Pacific County Commissioner	Pacific	Consortium Chair, Ex Officio
9. Jennifer Barber	South Puget Sound CC	Thurston	ABEL Committee Lead
10. Derek Epps	Seattle Shellfish	Mason	Business At-Large
11. David Schaffert	Thurston County	Thurston	One Stop Committee

Workforce Development Speak (Commonly Used Acronyms)

ABE	Adult Basic Education	IFA	Infrastructure Funding Agreement
CBO	Community Based Organizations	ITA	Individual Training Account
CJ	Community Jobs	MOU	Memorandum of Understanding
CLEO	Chief Local Elected Official	MyJob	My Journey Out Beyond
CSO	Community Service Offices	OJT	On the Job Training
DOL	Department of Labor	OURR	Opioid Use Reduction & Recovery
DSHS	Department of Social of Health Services	TAA	The Trade Adjustment Assistance
DVR	Division of Vocational Rehabilitation	TANF	Temporary Assistance for Needy Families
ESD	Employment Security Department	WDA	Workforce Development Areas
DW	Dislocated Worker	WEX	Work Experience
ESD 113	Educational Service District – Capital Region	WIOA	Workforce Innovation & Opportunity Act
ETPL	Eligibility Training Provider List	WTECB	Workforce Training & Education Coordinating Board

Board Reminders

- Attachment 1 – CEO Highlights
- Attachment 2 – PacMtn Policy Updates & Additions
- Attachment 3 – One Stop Operator Procurement