

Executive Finance Committee Minutes

3.12.2021 ▪ 1:30-3:00

Meeting ID: 953 4345 3510

Passcode: 306748

Join online:

<https://pacmtn->

[org.zoom.us/j/95343453510?pwd=a1NvbTJ5S0JVZ1BrdTJWWkxMSXcyZz09](https://pacmtn-org.zoom.us/j/95343453510?pwd=a1NvbTJ5S0JVZ1BrdTJWWkxMSXcyZz09)



Attendees: Jacquelin Earley, Michael Cade, Steve Rogers, Alisha Shay, Cheryl Heywood, Jonathan Pleger, Christina Riley, Lisa Olson, Derek Epps

Staff: Cheryl Fambles, William Westmoreland, Wil Yeager, Elton James, Kim Baker

Guests: David Schaffert, One-Stop Collaborative

Excused: Kelly Bloomstrom

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

A. Introductions & Establish Quorum

Jacquelin called the meeting to order at 1:32, quorum was established.

B. **Action Item:** June 2020 Minutes

Motion to Approve June 2020 EFC Minutes-Motion to approve from Christina Riley

Motion Carries

Board Chair Comments

- Emergency Declaration Status
 - Memo was presented outlining the items that were approved with consultation for specific administrative actions taken when we were unable to establish quorum.
 - Attached was as list was of those activities for review things like change of bank signers.

- Schedule

Keeping meetings virtual until June. Meeting schedules were established and confirmed for Executive Finance Committee and WDC Board Meetings.

EFC- May 14-Budget Workshop 1:30-3:00, June 11- 1:30-3:00, September 10- 1:30-3:00 and November 5- 1:30-3:00.

WDC Board Meetings- March 25- 2:00-4:00, June 24- 2:00-4:00, September 23- 2:00-4:00, November 18- 2:00-4:00.

- Report on the WA Workforce Association convening of board chairs and chief local elected officials. 9 CEO's and 9 elected officials attend along with 6 board chairs.

C. CEO Report

- Three new Board Members have joined as Nominees and will be confirmed by the Consortium in April.
- Invited those who wanted to attend the conference on March 16th and 17th.

II. Executive & Administrative Items

A. CEO Retirement and Succession Planning

- Cheryl shared and spoke about the succession plan document.
 - Recommendations to find an outside firm to help. Jennie Bennett who has experience in this field was discussed as well as CARIS recruiting firm.
 - Michael Cade discussed CARIS has helped with many recruitments locally.
 - It was recommended that a group be appointed by the EFC to act as a sub committee to oversee the recruitment effort.

B. WIOA Services Procurement Update

William reported out on the recommendation for approval of the Title 1 Service provider. Prior to the report and recommendation David Schaffert (guest representing the Collaborative) was asked to leave the meeting. Michael Cade excused himself from voting as he sits on the chamber's board.

Two questions were raised during the discussion. The first was timing on the presentation. It was not ready prior to the distribution on the EFC pack so it was not included for review prior to the meeting. This was largely due to the timing and impact of covid-19. Future recommendations will have a larger window of consideration.

The second question was related to the "competitiveness" of respondents against an incumbent. William and Wil both offered input, focusing on PacMtn's approach to procurement and that the best we could offer was in terms of a level playing field was same rules, questions, and opportunities for all entities responding. It was up to the respondents to form the appropriate partnerships with employers and local organizations to be more competitive.

After review of the recommendation and discussion regarding (see attached memo) a Motion was made to approve Thurston Chamber of Commerce as the WIOA business services contractor. Alisha Shay motion Cristian Riley second. **Motion Carries.** David Schaffert was invited back to the meeting.

III. Fiscal Items (Wil Yeager)

A. Action Items:

- Review of Quarterly Financial Reports
 - Question was asked regarding COVID spending and reimbursement from government funding and if we could seek that. It was discussed that WIOA covered the costs. No other issues were raised regarding the financials.
Motion to approve Christina Riley second Derek Epps. **Motion Carries.**
- Monitoring and Audit Update
 - Request for members to attend exit conference with SAO on March 30th at 8:30 am and a Zoom meeting would be sent out to the board.

IV. Committee & Task Force Updates (Committee Leads)

No reports taken from the committees.

- A. One Stop Committee
- B. Targeted Populations Committee
- C. Adult Basic Education & Literacy (ABEL)
- D. Business and Sector Engagement (BaSE)
- E. One-Stop Operator (The Collaborative) Report

V. Good of the Order, Announcements & Adjourn

- Cheryl Haywood announced the change from Lynda.com to Linked in Learning

Meeting adjourned at 3:07 pm. Submitted by Kim Baker, Administrative Assistant

Proposed 2020-2021 Executive Finance Committee Meetings

Date	Location

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. Alisha 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. Kelli Bloomstrom	Centralia College	Lewis	ABEL Committee Lead
10. Derek Epps	Seattle Shellfish	Mason	Business At-Large

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