

PacMtn Workforce Development Council

Board Meeting Minutes

3.25.2021 ▪ 2:00-4:00

Meeting ID: 974 5279 5058

Password: 283973



Join on line:

<https://pacmtnorg.zoom.us/j/97452795058?pwd=NVV2bkICQzJhalU2Z2hQZDFzVWIndz09>

Board Member Attendees:

Jonathan Pleger, Alissa Shay, Derek Epps, Jacquelin Early, Steve Rogers, Michael Cade, David Schaffert, Scott Hass, Sherry Barry, Cheryl Heywood, Bob Guenther, Paul Vertrees, Jason Reed, Kelli Bloomstrom, Bill Sullivan, Peter Lahmann, Diana Murphy, Jennifer Baria, Christina Riley

Consortium Member Attendees:

Commissioner Lisa Olson

Staff: William Westmoreland, Wil Yeager, Elton James, Kim Baker and Marc Hannon

Excused: Grant Lehman, Cheryl Fambles, Dana Anderson and Jennifer Baria

Nominees attended: Lynnette Buffington and Sue Yirku

I. Welcome & Check- In Items

A. Introductions & Establish Quorum- Jacquelin called the meeting to order at 2:11 pm

Jacquelin thanked Michael Cade coming in as Vice Chair and Alissa Shay, incoming Board chair for stepping forward in these leadership roles. Introductions were made and Jacquelin welcomed Lynnette Buffington and Sue Yirku as new nominees.

Quorum was established

B. Board Chair Report

- **Emergency Declaration Status**
Jacquelin discussed Emergency Declaration status and approval items. Memo was presented outlining the items that were approved with consultation for specific administrative actions taken when we were unable to establish quorum. The list of the items that have been approved was supplied in the attached packet. Activities for review were things like change of bank signers. Jacquelin asked if there were any questions or comments. No questions or comments were made.
- **Schedule**
- Keeping meetings virtual until June. Meeting schedules were established and confirmed WDC Board Meetings.
Board Meetings- June 24- 2:00-4:00, September 23- 2:00-4:00, November 18- 2:00-4:00.
- Commissioner Lisa Olsen had a comment regarding the November 18th Board Meeting asking if it ends up that we meet in person that we celebrate as it is her

birthday.

- 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

- Included into packet and asked if any questions that you reach out to Cheryl directly.
- Reminded the Board of the CEO succession plan and finding replacement for Cheryl
 1. As a Board have a defined vision on what kind of leader the Board is looking for
 2. Agree on what our job description should reflect so message is clear on the vision what Pac Mtn. should look like.

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.

Action Item: Action item added as there is November 2020 minutes that still needed approved.

Motion to Approve November 2020 which included June 2020 minutes-Motion to approve from Lisa Olsen and Cheryl Heywood second the motion. **Motion carries.**

Strategic Discussions

A. COVID-19 Update

- Wil reported on the Emergency Declaration memo (attached) list of actions that were taken and signed off. Included; PY20 final budget, change of bank signers, extension of the Declaration, extension of IFA/MOU, and Collaborative Agreement.

B. WIOA Procurement Updates

- William reported just finished up procurement process for WIOA Business Services and we awarded the renewal of Thurston County Chamber of Commerce. The window of appeal is open and contract negotiations will begin in the first week of April.

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

A. One Stop Committee

- Cheryl Heywood reported that this committee will be meeting next Thursday 4/1

B. Targeted Populations Committee

- Jonathan Pleger reported that this committee will regroup on April 14th

C. Adult Basic Education and Literacy (ABEL)

- Kellie Bloomstrom reported that they will revisit on April 20th.

D. Business and Sector Engagement (BaSE)

- No report out

E. One- Stop Operator (The Collaborative) Report

- David Schaffert talked about the One Stop Operator procurement that will be coming up and spoke to the memo in the packet (attached).

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

- Cheryl Heywood announced the change from Lynda.com to Linked in Learning. On April 1st access to Library's will be open with limited access. Library at the Capital Mall to open on June 1st 2021. There is some remodeling being done at some library locations and mobile Library's for rural areas.

- Bob Gunther a new children’s museum in Lewis County. A new Cyber Security program –Registered Apprentice program.
- Wil reminded everyone the request for members to attend exit conference with the State Auditor’s Office on March 30th at 8:30.

Meeting adjourned at 3:01 pm. Submitted by Kim Baker, Administrative Assistant

2020-2021 WDC Members

Name	Business/Organization	Representation
1. Richard DeBolt (nominee)	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 (nominee)	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 (nominee)	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. Angela White (nominee)	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. 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)

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
PUA	Pandemic Unemployment Assistance	PEUC	Pandemic Emergency Unemployment Compensation
GADGET	Gainful and Dependable Education Training	WING	Wrap Around Instruction for Navigating Gateways
UI	Unemployment Insurance		

PacMtn 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 \(SAO\)](#).*