



Executive Finance Committee Minutes
 10/28/2021 ▪ 3:30 - 4:30p

Attendees: Jacquelin Early, Michael Cade, Alissa Shay, Steve Rogers, Derek Epps
Staff: Cheryl Fambles, Wil Yeager, Arissa De Lima
Guests: Kumau Williams, Paul Triesch

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Jacquelin called the meeting to order at 3:38pm. Quorum was not met, but the Board intends no action. Introductions will be done in E-Session.

II. Executive Session: Motion to Move to Executive Session

Jacqueline declared the Committee would need to enter Executive Session at 3:39 pm for 1 hour to discuss pending litigation. *Michael Cade motioned to enter Executive Session; Alissa Shay seconded. Motion Carries.*

The Committee returned from Executive Session at 4:36pm. The Board took no action on the discussion.

No further business was identified.

Meeting adjourned at 4:36pm. Submitted by: Arissa De Lima, Executive Assistant to the CEO
 | WDC Board Secretary

Proposed 2021 Executive Finance Committee Meetings

Date	Location
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

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

5. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
6. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
7. Christina Riley	Labor and Apprenticeship Representative	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

PacMtn Board Member Values

**Customer needs are priority #1.
Innovate and be creative.**

**Ensure all counties are included.
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 \(SAO\)](#).