Executive Finance Committee Minutes  
11/05/2021 • 1:30 – 3:00

Join online: https://pacmtn-org.zoom.us/j/89531884989?pwd=NDgwcytGZ1zIzdBzTM1zMzM3M0NzZz09

Meeting ID: 895 3188 4989  
Passcode: 259928

Attendees: Jacquelin Earley, Steve Rogers, Alissa Shay, Jonathan Pleger, Lisa Olson, Jennifer Barber, Derek Epps

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 announced that the Operation Next (ON) Committee leading the search for the next CEO is continuing discussions. They are close to moving forward candidate negotiations. The Committee hopes to make a public announcement by the end of November.

   C. CEO Highlights  
      • Review – 2021 Nancie Payne Award Nomination  
         Cheryl Fambles reviewed the nomination for the Long Beach Merchants Association to receive the 2021 Nancie Payne Award. Other highlights discussed were Duane Evans, former Board Chair, gift of $5,000 to the Special Assistance Fund, Thurston Strong and City of Olympia contribution of nearly $2mil for community-based employment placements, Fambles Retirement party January 28, 2021 and National Association of Workforce Boards Forum (NAWB) Forum April 11 – 14, 2022. Full CEO Highlights can be found at pacmtn.org.

II. Action: Consent Agenda  
   Action Item: Motion to Approve these items on the Consent Agenda:  
      • Minutes from EFC Meeting 9/10/2021 (Attachment #1)  
      • Minutes from EFC Meeting 10/28/2021 (Attachment #2)  
      • PacMtn Policy Updates and Additions (Attachment #3)  

   Steve Rogers Motioned to approve items on the Consent Agenda.
Derek Epps seconded. **Motion Passes.**

### III. Fiscal Items and Administrative Items

#### A. Action Item: Motion to Approve PY21 Final Budget (Attachment #4)

Wil Yeager reviewed Program Year 2021 Final Budget.

*Lisa Olson Motioned for a DO PASS for the PY21 Final Budget and recommendation to move it forward to the full Board at the 11/18/21 Board Meeting. Michael Cade Seconded: Motion Carries.*

### IV. Executive Session: Motion to Move to Executive Session

No Session is requested at this time.

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

#### A. One Stop Operations Committee – William Westmoreland reported on Committees work.

1. Committee meetings have been moved to 3rd Thursdays of the month
2. New One Stop Operator, Jason Hoseney was introduced

#### B. Priority Populations Committee – Jonathan Pleger reported on Committees work.

1. October 2021 meeting was rescheduled, next meeting will be held 11/2021

#### C. Adult Basic Education & Literacy (ABEL) – Jennifer Barber reported on Committees work.

1. October 2021 meeting was rescheduled, next meeting will be held 11/2021

#### D. Business and Sector Engagement (BaSE) – William Westmoreland reported on Committees work.

1. Discussed EDA Grant the Committee is working on
2. Next meeting will be held later this month

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Meeting adjourned at 2:30pm. Submitted by: Arissa De Lima, Executive assistant to the CEO | WDC Board Secretary

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### Proposed 2021 Executive Finance Committee Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>Hybrid: Zoom and PacMtn Offices</td>
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### Executive Finance Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Business</th>
<th>County</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jacqueline Earley</td>
<td>Sierra Pacific Industries</td>
<td>Mason</td>
<td>Chair</td>
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<tr>
<td>2. Michael Cade</td>
<td>Thurston Economic Development Council</td>
<td>Thurston</td>
<td>Vice Chair</td>
</tr>
</tbody>
</table>
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  Labor and Apprenticeship Representative  Regional  Targeted 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

**Workforce Development Speak (Commonly Used Acronyms)**

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

Customer needs are priority #1.  
Ensure all counties are included.  
Innovate and be creative.  
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).