



Executive Finance Committee Minutes 9/10/2021 ▪ 1:30 - 3:00

Join online:

<https://pacmtn-org.zoom.us/j/81445039517?pwd=R0plam82Q2FGTDZ1WlRjRWVQQ1RJQT09>

Meeting ID: 814 4503 9517

Passcode: 785356

Attendees: Jacquelin Early, Steve Rogers, Christina Riley, David Shaffert, Alissa Shay, Jennifer Barber, Michael Cade, Lisa Olson

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. Active recruiting with live posting and continued outreach is on way. Numerous applications have been received and short phone interviews have been conducted to narrow candidate selection. Operation next is scheduled to meet 9/10/2021 in the afternoon.

Note that **No Executive Session** is requested at this time.

C. CEO Highlights – Cheryl Fambles

2021 Nancie Payne Award process of selection will begin in early October. Please contact Arissa De Lima if you would like to serve on the Review Committee.

2021 Economic Forecast and Innovation EXPO will be held on December 2, 2021 at Great Wolf Lodge.

Reduction in Force (RIF) for My Journey Out Beyond (MyJOB) program effective September 15, 2021.

PacMtn Mandatory Vaccination Policy – Effective Oct 18, 2021 PacMtn will implement a mandatory Covid-19 vaccination policy as a condition of employment. This also includes our contractors. Exemptions will be evaluated on a case by case basis.

There has not been much of a resistance with the policy within the PacMtn

employees. We have been receiving great support.

II. Action: Consent Agenda

Action Item: *Motion to Approve Minutes from EFC Meeting 8/13/2021 (Attachment #1) from Alissa Shay. Seconded by Christina Riley. Motion Carries*

III. Fiscal Items and Administrative Items

A. Information Only: Review of PY20 WIOA Compliance Monitoring Report (Attachment #2) by Cheryl Fambles. In conclusion of report, there have been no findings for PacMtn.

B. Action: Proposal to Change Health Insurance (Wil Yeager, Attachment #3) Wil Yeager reviewed Public Employees Benefits Board Health Insurance coverage and benefits for employees. Costs will be included in the final budget presented to Board.

Motion to authorize signing of the proposed Resolution from Alissa Shay. Seconded by Christina Riley. Motion Carries.

Cheryl Fambles asked Wil Yeager to update Board on State's Long Term Care Tax effective January 2022. Law allows employer to cover costs for employees, PacMtn's cost would be roughly \$9,000. Due to the minimal financial implication and the opportunity to "transition" the impact into employee paychecks PacMtn is strongly considering covering costs as an employee benefit. Such benefits are becoming increasingly attractive to job seekers and qualified candidates.

IV. Committee & Task Force Updates

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

A. One Stop Operations Committee – William Westmoreland reported on Committee's work.

1. Laurie Thomas from ESD 113 attended the last meeting as a guest and will start participating. She discussed merger of different STEM related committees & entities in the community.
2. Discussed sudden closure of WorkSource Thurston's Comprehensive Center; ESD's & PacMtn's reaction. Discussed in detail immediate ramifications and connecting with community outside of comprehensive center. Ongoing topic for the OSO Committee.
3. One-Stop Operator—that recent procurement—should conclude contract negotiations in the next few business days.

B. Priority Populations Committee – Christina Riley reported on Committee's work.

1. Committee has been working on completing Charter and Strategic Plan.
2. Cheryl Fambles mentioned that Priority Populations and all Committees when working on Strategic Plans, opens great opportunity to bring on new committee members.

C. Business and Sector Engagement (BaSE) – William Westmoreland reported on

Committee.

1. William and Allie Bair from the Thurston County Chamber will be meeting to discuss the upcoming Committee meeting agenda - Items included will be an upcoming grant opportunity and update of the charter.

D. One-Stop Operator (The Collaborative) - David Schaffert reported.

1. Not much to report as the Collaborative winds down and the new One-Stop Operator is close to onboarding. The Collaborative's role at this point is to make sure we can successfully transition, not lose too much momentum and the new One Stop Operator is supported.

E. Adult Basic Education & Literacy (ABEL) - Jennifer Barber reported on Committee.

1. There has been no meeting since June. Next meeting later in the month.

V. Executive Session: Motion to Move to Executive Session

No Session is requested at this time.

VI. Good of the Order Items & Announcements

1. Cheryl Fambles welcomed ideas for activities/ideas/topics for upcoming WDC Board meeting.
 - a. Update of WDC Programs
2. Christina Riley discussed National Bus Driver Shortage and discussion with Chehalis School District.
3. Alissa Shay shared that a new customer leasing a large space in the park, Lynch Creek Farm and will be hiring seasonal work from October to December; 120 jobs.
4. Lisa Olson & William Westmoreland discussed construction boot camp in Long Beach. Recruitment is approaching 15 participants.

Meeting adjourned at 2:36pm. 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

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 & 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 \(SAO\)](#).