Executive Finance Committee Minutes
9/10/2021 • 1:30 – 3:00

Join online:
https://pacmtn.
org.zoom.us/j/81445039517?pwd=R0plam82Q2FGTDZ1WIrjRWVQQ1RJQT09
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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>November 5, 2021</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. Jacquelin 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>
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<td>3. Steve Rogers</td>
<td>Pacific County Historical Society &amp; Museum</td>
<td>Pacific</td>
<td>Treasurer</td>
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<td>4. Alissa Shay</td>
<td>Port of Grays Harbor</td>
<td>Grays Harbor</td>
<td>Incoming Board Chair</td>
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<tr>
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(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).