

PacMtn Workforce Development Council  
Board Meeting Minutes  
November 18, 2021 2-4 pm



PacMtn WDC – John Loyle Conference Room and Online Via Zoom

**Board Member Attendees:** Jacquelin Earley, Michael Cade, Steve Rogers, Alissa Shay, Lynnette Buffington, Richard DeBolt, Bill Sullivan, Peter Lahmann, Derek Epps, Sue Yirku, David Schaffert, Lekha Fernandes, Christina Riley, Clint Bryson, Jennifer Barber, Dr. Bob Mohrbacher, Jason reed, Paul Vertrees

**Staff:** Cheryl Fambles, William Westmoreland, Elton James, Arissa De Lima

**Guests:** Jason Hosenev, Dolly Tardiff

I. Welcome & Leadership Reports (Board Chair)

- A. Welcome and Self Introductions – Jacquelin Earley called the meeting to order at 2:03pm. Jacquelin introduced Board Nominee, Clint Bryson and self-introductions were made.
- B. Establish Quorum & Review Today’s Agenda – Quorum was established and agenda was reviewed. There were no changes or questions for the agenda.
- C. Board Chair Report –
  - a. Jacquelin announced and congratulated William Westmoreland as PacMtn’s next CEO. Alissa, Michael Cade and Cheryl Heywood of the Operation Next (ON) Committee discussed the process of choosing the next CEO. William thanked the Board for the thoroughness of the process and expressed his commitment and vision for PacMtn.
  - b. Jacquelin stated that this will be her last Board Meeting as Board Chair and that Alissa Shay will be taking her role as new Board Chair. She will remain on the Board and Executive Finance Committee and also assisting Alissa through the transition. Alissa has sat as the Incoming Chair for the last year and served on the Board representing Grays Harbor County nearly 8 years.
- D. CEO Report – Cheryl acknowledged this as her last WDC Board Meeting and reviewed her CEO Report. She highlighted her support for William as he moves into the CEO position, her Retirement Celebration in January 2022 and the 2021 Regional Economic Forecast and Innovation EXPO where the Long Beach Merchants Association received the 2021 Nancie Payne Workplace Excellence Award. The full CEO Report can be found on our website, pacmtn.org.

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.*

- A. Action Item: Motion to Approve
  - Minutes from 9/23/2021 MeetingRichard DeBolt motioned to approve Consent Agenda; Motion was seconded by Lynnette Buffington. **Motion Carries**

### III. Action Items & Strategic Discussions

#### A. Action Item: Approval of PY21 Final Budget

- Two weeks prior Executive Finance reviewed the PY 21 Final Budget and voted DO PASS.
- Following WDC Board action the Elected Official Consortium will vote December 10, 2021.

Wil Yeager reviewed the PY21 Final Budget with all materials found in the Board packet.

Peter Lahmann motioned to approve the PY21 Final Budget; Motion was seconded by Bill

Sullivan. **Motion Carries**

#### B. Discussion Only: One Stop System Operations – William Westmoreland

William Westmoreland provided an overview of One-Stop-WorkSource Operations where he reviewed the system MOU, system elements and introduced the new Operator, Jason Hoseneay.

Jason reviewed the role of the Operator.

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

- A. Executive Finance Committee (EFC)
- B. One Stop Committee (One-Stop)
- C. Priority Populations
- D. Business and Sector Engagement (BaSE)
- E. Adult Basic Education & Literacy (ABEL)

Jacquelin announced that an update on the Committee & Task Forces have been included in the WDC Board Agenda packet. There were no additional comments from the Committee Chairs nor any questions from the Board.

### V. Executive Session: Motion to Move to Executive Session to Discuss Pending Litigation

*The Board can move to close the meeting for select and appropriately limited conversation on matters best conducted in confidence including meeting with an auditor on sensitive financial issues, handling top-level personnel matters including the CEO's compensation and performance review, planning for an important transaction like a real estate deal or a merger, matters where "personal or organizational confidentiality is requested or prudent", dealing in a preliminary way (including investigation) with crisis situations or with allegations of improper conduct by the CEO or a board member – before disclosure to staff or others who ordinarily attend full board meetings. Any specific action requiring a vote will be taken in the public portion of the meeting.*

Jacqueline declared the Committee will enter Executive Session for 20 minutes to discuss pending litigation, where there will be discussion only and no action will be taken. Michael Cade motioned to enter Executive Session; Christina Riley seconded. Motion Carries. WDC Board entered Executive Session at 3:41pm and all extraneous staff and guest departed.

The WDC Board returned from Executive Session at 3:59pm. The Board took no action on the discussion.

### VI. Good of the Order & Announcements

Peter Lahmann shared that the Combat Veteran's Motorcycle Group will hold their Annual Toy Drive on December 4.

Cheryl Heywood shared the North Star Digital Literacy platform that is offered on the TRL website, West Olympia demonstration site and the opening of a TRL location in Hawks Prairie in February 2022.

Michael Cade thanked Jacquelin Earley for her service and leadership during her term as Board Chair.

Meeting adjourned at 4:02pm

Submitted by: Arissa De Lima, WDC Board Secretary

### 2021-2022 WDC Members

Name	Employed by/Serving	Represents
1. Jacquelin Early <i>Chairperson</i>	Sierra Pacific Industries	Business: Wood Products Manufacturing <i>Committee Assignment: EFC</i>
2. Michael Cade <i>Vice-Chairperson</i>	Thurston County EDC	Business: Economic Development <i>Committee Assignment: EFC, BaSE</i>
3. Steve Rogers <i>Secretary/Treasurer</i>	Pacific County Historical Society & Museum	Business: Tourism & Recreation <i>Committee Assignment: EFC</i>
4. Alissa Shay <i>Incoming Chair</i>	Port of Grays Harbor	Business: Logistics Cross Sector <i>Committee Assignment: EFC</i>
<i>Grays Harbor County Representatives</i>		
5. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development <i>Committee Assignment: BaSE</i>
6. <b>Vacant</b>		
<i>Lewis County Representatives</i>		
7. Richard DeBolt	Lewis County EDC	Business: Economic Development Committee Assignment:
8. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business <i>Committee Assignment: Priority Populations</i>
9. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
<i>Mason County Representatives</i>		
10. Jennifer Baria	Mason County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production <i>Committee Assignment: EFC</i>
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
13. Grant Lehman	DaVita Kidney Care	Business: Healthcare Committee Assignment:
<i>Thurston County Representatives</i>		
14. Angela White	Olympia Master Builders	Business: Construction Trades Committee Assignment:
15. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise <i>Committee Assignment: EFC, BaSE</i>
<i>Regional Representatives</i>		
16. Lekha Fernandes (Nominee)	WA Employment Security Department	Wagner-Peyser Employment Service <i>Committee Assignment: One-Stop</i>
17. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations <i>Committee Assignment: EFC, Priority Populations</i>
18. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship <i>Committee Assignment: EFC, Priority Populations</i>
19. Clint Bryson (Nominee)	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations <i>Committee Assignment: EFC,</i>

		<i>One-Stop, ABEL</i>
21. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) <i>Committee Assignment: EFC, ABEL</i>
22. Dr. Bob Mohrbacher (Nominee)	Centralia Community College	Post-Secondary Higher Education Committee Assignment:
23. Dr. Dana Anderson	Capital Educational School District #113	K-12 Education Committee Assignment:
24. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor Committee Assignment:
25. Jason Reed	WA DSHS/Community Services	TANF-DSHS <i>Committee Assignment: Priority Populations</i>
26. Paul Vertrees	WA DSHS/DVR	Vocational Rehab <i>Committee Assignment: One-Stop, Priority Populations</i>

### 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. 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 \(SAO\)](#).