

PacMtn Workforce Development Council  
Board Meeting Minutes  
February 24, 2022 | 9:00am



PacMtn WDC - Aberdeen's Rotary Log Pavilion and Online Via Zoom

**Board Member Attendees:** Alissa Shay, Lynnette Buffington, Julianne Hanner, Richard DeBolt, Bill Sullivan, Peter Lahmann, Jennifer Baria, Jacquelin Earley, Derek Epps, Steve Rogers, David Schaffert, Lekha Fernandes, Jonathan Pleger, Christina Riley, Clint Bryson, Cheryl Heywood, Dr. Bob Mohrbacher, Bob Guenther, Paul Vertrees

**Elected Officials Consortium:** Commissioner Sharon Trask, Commissioner Lisa Olsen, Commissioner Kevin Pine

**Staff:** William Westmoreland, Wilford Yeager, Elton James, Korbett Mosesly, Arissa De Lima, Kim Baker, Kelly Fujimoto, Leon Ross, Kendra Moore

**Guests:** Jason Hosenev, Megan Fiess

I. Welcome

- A. Welcome - Alissa Shay called the meeting to order at 8:44am.
- B. Establish Quorum & Review Board Meeting Agenda - Quorum was established and agenda was reviewed. There were no changes or questions for the agenda.

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 these items on the Consent Agenda:
  - Minutes from the 11/28/2021 Board Meeting (Attachment #1)
  - One Stop Operator Procurement - Selection Approval (Attachment #2)
  - Update of Bank Signers - Columbia Bank (Attachment #3)

Lisa Olsen Motioned to approve the items listed on the Consent Agenda. Lekha Fernandes seconded the motion. **Motion Carries.**

III. Administrative Item

- A. Action Item: CEO - Selection Approval
  - Motion to Approve the Operation Next Committee's recommendation for selection of PacMtn's CEO

Bob Guenther motioned to approve the Operation Next Committee's recommendation for selection of PacMtn's CEO. Lekha Fernandes seconded the motion. **Motion carries.**

IV. Executive Session: Motion to Move to Executive Session

*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.*

There has been NO Executive Session requested at this time.

Alissa Shay called for announcements or questions for the staff. There were none.

Meeting adjourned at 8:53am

Submitted by: Arissa De Lima, WDC Board Secretary

### 2021-2022 WDC Board Members

Name	Employed by/Serving	Represents
1. Alissa Shay <i>Chairperson</i>	Port of Grays Harbor	Business: Logistics Cross Sector <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>
<i>Grays Harbor County Representatives</i>		
4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development <i>Committee Assignment: BaSE</i>
5. Julianne Hanner (Nominee)	Hanner Enterprises	Business: Private Enterprise Committee Assignment:
<i>Lewis County Representatives</i>		
6. Richard DeBolt	Lewis County EDC	Business: Economic Development Committee Assignment:
7. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business <i>Committee Assignment: Priority Populations</i>
8. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment:
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	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 <b>Committee Assignment: EFC, Priority Populations</b>
19. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations <b>Committee Assignment: EFC, One-Stop, ABEL</b>
21. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) <b>Committee Assignment: EFC, ABEL</b>
22. Dr. Bob Mohrbacher	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 <b>Committee Assignment: Priority Populations</b>
26. Paul Vertrees	WA DSHS/DVR	Vocational Rehab <b>Committee Assignment: One-Stop, Priority Populations</b>

### Workforce Development Speak (Commonly Used Acronyms)

<b>ABE</b>	Adult Basic Education	<b>IFA</b>	Infrastructure Funding Agreement
<b>CBO</b>	Community Based Organizations	<b>ITA</b>	Individual Training Account
<b>CJ</b>	Community Jobs	<b>MOU</b>	Memorandum of Understanding
<b>CLEO</b>	Chief Local Elected Official	<b>MyJOB</b>	My Journey Out Beyond
<b>CSO</b>	Community Service Offices	<b>OJT</b>	On the Job Training
<b>DOL</b>	Department of Labor	<b>OURR</b>	Opioid Use Reduction & Recovery
<b>DSHS</b>	Department of Social and Health Services	<b>TAA</b>	The Trade Adjustment Assistance
<b>DVR</b>	Division of Vocational Rehabilitation	<b>TANF</b>	Temporary Assistance for Needy Families
<b>ESD</b>	Employment Security Department	<b>WDA</b>	Workforce Development Areas
<b>DW</b>	Dislocated Worker	<b>WEX</b>	Work Experience
<b>ESD 113</b>	Educational Service District - Capital Region	<b>WIOA</b>	Workforce Innovation & Opportunity Act
<b>ETPL</b>	Eligibility Training Provider List	<b>WTECB</b>	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 \(SAO\)](#).