



Executive Finance Committee Minutes

3/11/2022 | 1:30p - 3:00p

Join Online: <https://pacmtn-org.zoom.us/j/83346836866?pwd=WGZ3cGRzclUwdFhYb2tYXmhmjUT09>

Meeting ID: 833 4683 6866

Passcode: 032442

Attendees: Alissa Shay, Michael Cade, Steve Rogers, Jacquelin Earley, Cheryl Heywood, Christina Riley, Jennifer Barber, Derek Epps, Lisa Olsen

Staff: William Westmoreland, Wil Yeager, Korbett Mosesly, Arissa De Lima

- I. Welcome and Check-In
 - A. Introductions
 - Michael Cade called the meeting to order at 1:37pm. Self-introductions were made.
- II. Committee & Task Force Updates
 - A. One Stop Operations committee - Cheryl Heywood reported on the Committees work.
 - The Committee is currently working on the WorkSource certification and application. They are also working on service delivery models.
 - William Westmoreland added that at the next meeting, the Committee will be reviewing/updating the MOU and IFA for PY22.
 - B. Adult Basic Education & Literacy (ABEL) - Korbett Mosesly reported on Committees work.
 - Committee has been discussing the population of participants whom the system serves and how ABEL can provide navigation for those who come into WorkSource.
 - A data point that was looked at recently were adult clients that were served and do not have a high school diploma; and how ABEL could partner in providing them services to be stable in the workforce.
 - Committee plans to move to a quarterly meeting schedule.
 - Cheryl Heywood added - In 2018/2019 TRL worked with the state library to obtain a grant to purchase Chromebooks for High School Plus participants to complete their high school diploma or GED.
 - C. Priority Populations - Arissa De Lima reported on Committees work.
 - Committee's currently working on educating new committee members on how the One-Stop functions, services participants are provided and the committee can support it's efforts.
 - D. Business and Sector Engagement (BaSE) - William Westmoreland reported on Committees work.
 - Committee did not move forward with EDA Grant.
 - A working group for the hospitality sector was formed with a kick off meeting scheduled for next week.
- III. Quorum Established
- IV. Action Item: Motion to Approve January 2022 EFC Minutes (Attachment #1)



- Steve Rogers Motioned to Approve 1/14/22 EFC Minutes. Christina Riley Seconded. **Motion Passes.**
- V. Fiscal and Administrative Items
- A. Action Item: Motion to Approve PY21 Budget Modification and Recommendation Do/Do Not Pass for WDC Full Board and Consortium (Attachment #2)
- a. Wil Yeager reviewed PY21 Budget Modifications
 - i. Steve Rogers asked for clarifications regarding unfilled positions.
 - Wil reviewed anticipated reduction in WIOA formula dollars and by leaving the position unfilled, PacMtn will be able to contract the service out when necessary for cost savings.
 - b. Steve Rogers Motioned to Approve PY21 Budget Modification and Recommendation for Do Pass for WDC Full Board and Consortium. Christina Riley Seconded. **Motion Passes**
- B. Action Item: Motion to Approve the Proposed Change in the Title 1 Service Provider and Recommendation for Do/Do Not Pass for WDC Full Board (Attachment #3)
- a. William Westmoreland reviewed the Proposed Change in the Title 1 Service Provider
 - i. Jacqueline Earley asked if there were any penalties if contracts are ended early for current providers.
 - William answered - Contracts for the current service providers are one year contracts with renewals every year and consists of a clause that allows an opt out.
 - ii. Lisa Olsen Motioned to Approve the Proposed Change in the Title 1 Service Provider and Recommend for Do Pass for WDC Full Board. Jacquelin Earley Seconded. **Motion Passes.**
- C. Action Item: Motion to Approve the Purchase of Tacoma Publishing Company Materials and Recommendation for Do/Do Not Pass for WDC Full Board (Attachment #4)
- a. Wil Yeager reviews guidelines for purchase of Tacoma Publishing Company materials.
 - b. Korbett Mosesly reviewed purpose of booklet and the outreach it would have for those individuals with limited or no access to technology.
 - c. No questions from Committee.
 - d. Cheryl Heywood Motioned to Approve the Purchase of Tacoma Publishing Company Materials and Recommendation for Do Pass for WDC Full Board. Derek Epps Seconded. **Motion Passes.**
- VI. Discussion Item - Scheduled Meetings Date/Time Review
- A. Michael Cade reviewed January's EFC Meeting discussion around updating EFC's scheduled meetings.
- Most members prefer moving meetings to Thursday afternoons.



- Committee agrees to move meetings to 2nd Thursday of the month between 2:30p-4:00p
- Arissa De Lima will send out a list of meeting dates and scheduled invites.

VII. Executive Session

- A. There is NO request of Executive Session at this time.

VIII. Good of the Order & Announcements

- A. Lisa Olsen is asking for support for Naselle Youth Camp.
 B. Cheryl Heywood mentioned that the Hawks Prairie Library was opened in February and McCleary Library has extended hours.
 C. William Westmoreland announced that Governor Inslee will be visiting the WorkSource and having a RoundTable Discussion at PacMtn Office on 3/18/2022.

Meeting adjourned at 2:50pm

Submitted by: Arissa De Lima, Executive Assistant to the CEO | WDC Board Secretary

Executive Finance Committee Members

Name	Business	County	Position
1. Alissa Shay	Port of Grays Harbor	Grays Harbor	Board Chair
2. Michael Cade	Thurston Economic Development Council	Thurston	Vice Chair
3. Steve Rogers	Pacific County Historical Society & Museum	Pacific	Treasurer
4. Jacquelin Earley	Sierra Pacific Industries	Mason	Previous Board Chair, Ex Officio
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
6. Christina Riley	Labor and Apprenticeship Representative	Regional	Target Populations Committee Co-Lead
7. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
8. Jennifer Barber	South Puget Sound CC	Thurston	ABEL Committee Lead
9. Derek Epps	Seattle Shellfish	Mason	Business At-Large
10. David Schaffert	Thurston County Chamber of Commerce	Thurston	BaSE Co-Lead



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	OOUR	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 \(SAO\)](#).