



Executive Finance Committee Minutes
6/09/2022 ▪ 2:30 - 4:00

PacMtn WDC John Loyle Conference Room & Online Via Zoom

Attendees: Alissa Shay, Michael Cade, Steve Rogers, Jacquelin Earley, Cheryl Heywood, Jonathan Pleger, Jennifer Barber, Derek Epps, David Schaffert

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:33pm. Quorum was established and self-introductions were made.

B. Action Item: Motion to Approve May 2022 EFC Minutes

Steve Rogers Motioned to Approve May 12, 2022 EFC Minutes. Michael Cade Seconded. Motion Passes.

C. Board Chair Comments

Alissa showed appreciation for the discussion and conversation during the Budget Workshop and is looking forward to discussion on this in the future.

D. CEO Highlights

William Westmoreland reviewed highlights of PacMtn's CEO Report. Full Report can be found at www.pacmtn.org.

II. Discussion Item

A. Discussion Item: Lighthouse HR Consulting Contract Update

William updated the Committee on the current contract and it's efforts

- Employee Survey - Received 100% participation rate with staff. Executive staff found great value in the survey results and comments and intend on producing these annually.
- Employee Packets - Currently in the works on providing an overview of employee's total compensation - including benefits, update to position titles and descriptions.
- Performance Evaluation - Review and training to come after the employee packets are completed.

III. Fiscal Items and Administrative Items

A. Action Item: Review of PY22 Preliminary Budget and Recommendation of Do Pass to full WDC Board and Consortium

- Wil reviewed the PY22 Preliminary Budget with the Committee
- Michael Cade motioned to Approve and Recommend a Do Pass to full WDC Board and Consortium of the PY22 Preliminary Budget. Cheryl Heywood Seconded. David Schaffert abstained from voting. Motion Carries.*

IV. Executive Session

A. No Executive Session requested at this time

V. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee - Cheryl Heywood reported on Committees work.
- MOU/IFA and Certifications is being moved to Fall 2022
- B. Priority Populations Committee - Jonathan Pleger reported on Committees work.
- Committee is working on identifying other CBO's to get out into the communities utilizing our new model
- C. Adult Basic Education & Literacy (ABEL) - William reported on Committees work.
- ABEL is the theme for the upcoming Board meeting. Jennifer Barber and Kelli Bloomstrom (Centralia College) will present on ABEL efforts in our region and how PacMtn's Board can support to drive outcomes
- D. Business and Sector Engagement (BaSE) - David Schaffert reported on Committees work.
- Committee has been having quality participation from its members and is looking to have an in person meeting in Grays Harbor in the next month
 - William added that the BaSE Committee will play a big role and help to support with early success in the new model

Good of the Order and Announcements

None.

Meeting adjourned at 4:00p.

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

Proposed 2022 Executive Finance Committee Meetings

Date	Location
July 14, 2022	Hybrid: Zoom and PacMtn Offices
September 8, 2022	Hybrid: Zoom and PacMtn Offices
October 13, 2022	Hybrid: Zoom and PacMtn Offices
November 10, 2022	Hybrid: Zoom and PacMtn Offices
December 9, 2022	Hybrid: Zoom and PacMtn Offices

Executive Finance Committee Members

Name	Business	County	Position
1. Alissa Shay	Port of Grays Harbor	Grays Harbor	Chair
2. Michael Cade	Thurston Economic Development Council	Thurston	Vice Chair BASE Committee Co-Lead
3. Steve Rogers	Pacific County Historical Society & Museum	Pacific	Treasurer
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. Jonathan Pleger	Morningside	Regional	Priority Populations Committee Co-Lead
6. Christina Riley	Labor and Apprenticeship Representative	Regional	Priority 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 Committee 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	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.

Innovate and be creative.

In all things demonstrate: Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect

Ensure all counties are included.

Honor diverse perspectives.

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 \(SAO\)](#).