PacMtn WDC Board Meeting
Meeting Minutes
June 23, 2022 | 2:00p

Centralia College – Hanson Boardrooms & Online Via Zoom

Attendees:
Board Members: Alissa Shay, Michael Cade, Steve Rogers, Lynnette Buffington, Bill Sullivan, Jennifer Baria, Derek Epps, Sue Yirku, Lekha Fernandes, Jonathan Pleger, Christina Riley, Cheryl Heywood, Jennifer Barber, Dr. Bob Mohrbacher, Bob Guenther, Jason Reed

Guests: Kat Santana, Megan Fiess, James Helling, Jason Hoseney, Joe Sharp, Brittany Ferry, Dr. Martin Reimer, Kendall King, Dr. Ed Brewster, Teresa McDermott

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Aaron Pentland, Melody Pajaro, Craig Clark, Kelly Fujimoto, Katherine Payne, Korbett Mosesly

I. Welcome & Leadership Reports
   a. Welcome & Self Introductions – Steve Rogers, Board Treasurer called the meeting to order at 2:05pm
   b. CEO Report - William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at www.pacmtn.org.
   c. Establish Quorum & Review Today's Agenda – Quorum was established and meeting agenda was reviewed. There were no changes to or questions regarding 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 4/28/22 WDC Board Minutes (Attachment #1)
   b. Action Item: Motion to Approve Form 990 and Recommendation of Do Pass for Consortium (Attachment #2)
   c. Action Item: As Recommended by the Executive Finance Committee, Motion to Authorize PacMtn's legal Counsel, Paul J Triesch, with Keating Bucklin & McCormack, Inc., P.S. to move forward in its defense of PacMtn by filing a motion for summary judgement in the matter of Blue vs PacMtn, and to reject any current offers for mediation

Bob Guenther motioned to Approve the 4/28/22 WDC Board Minutes, Approve Form 990 with Do Pass for Consortium, and Approve to Authorize PacMtn's legal Counsel, Paul J Triesch, with Keating Bucklin & McCormack, Inc., P.S. to move forward in its defense of PacMtn by filing a motion for summary judgement in the matter of Blue vs PacMtn, and to reject any current offers for mediation motion for summary judgement in the matter of Blue vs PacMtn, and to reject any current offers for mediation. Christina Riley Seconded. **Motion Carries.**

III. Action Item & Discussion

a. Action Item: Motion to Approve PY22 Preliminary Budget as recommended from the Executive Finance Committee and Recommend Do Pass to Consortium (Attachment #3)

- Will Yeager and Melody Pajaro reviewed the PY22 Preliminary Budget and opened for discussion or questions. There were no questions.
- Christina Riley motioned to Approve PY22 Preliminary Budget and recommend Do Pass to Consortium. Derek Epps seconded. **Motion Carries.**

IV. Strategic Discussion

a. One Workforce – William Westmoreland and Jason Hoseney

Jason Hoseney reviewed the One Workforce with the Board. He reviewed understating and principles of the system MOU, regional service delivery goals and WorkSource initiatives. Jason also highlighted WIOA core programs, partners, differences between system and locations and its common measures.

Dr. Brewster questioned if common measure bars move as inflation and the economy moves up and down.

William responded that with maintaining solid relationships with employers and being thoughtful on how we bring funds together to support different communities, the common measure bar can be adjusted.

Questions arose on the next steps for One Workforce.

Jason informed the board that the current focus is on building out relationships with the current partners and looking for those willing and able to convene. William added that with the committed involvement of the partners, PacMtn will be opening up its committees and looking for members to join the teams.

b. One Workforce – Basic Education for Adults and Student Success – Kelli Bloomstrom & Jennifer Barber

Kellie and Jennifer highlighted with the Board the importance of Adult Basic Education programs, what is offered and who the PacMtn ABE programs serve.

c. ABEL Committee Engagement – Jennifer Barber

Jennifer reached out to the Board to recruit ABEL Committee members. She shared current members, what the committee work involves, its initiatives and current meeting topics.

V. Committee & Task Force Updates – Committee Leads

a. Executive Finance Committee (EFC) – No update as Committee minutes are available at www.pacmtn.org
b. One Stop Committee (One-Stop) – Cheryl Heywood reported that the Committee is meeting monthly but there is no update to report until their next meeting.
c. Priority Populations – Jonathan Pleger reported that in their recent meeting, a guest speaker from Valejo Vocation discussed their efforts in bringing successful practices from Pierce County that focuses on case management and mentorship down to the PacMtn Region.
d. Business and Sector Engagement (BaSE) – William Westmoreland reported on behalf of the committee chairs.
    - No meeting since February 2022 Board Retreat with a meeting coming up in May
e. Adult Basic Education & Literacy (ABEL) Jennifer Barber reported in discussion item (IV c) on Committees current work.

VI. Executive Session: Motion to Move to Executive

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.

NO Session is requested at this time.

VII. Good of the Order & Announcements

- Cheryl Heywood announced that Packwood Library would be the 5th TRL to have expanded access beginning 6/28/22. With expanded access, those 18+ will be able to bring their minor dependent.

Meeting adjourned at 4:01p

Submitted by: Arissa De Lima, WDC Board Secretary

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT
PACMTN
building community prosperity

2021-2022 WDC Board Members

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

		Populations
19. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations ***Committee Assignment: EFC, One-Stop, ABEL***
21. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) ***Committee Assignment: EFC, ABEL***
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 ***Committee Assignment: Priority Populations***
26. Paul Vertrees	WA DSHS/DVR	Vocational Rehab ***Committee Assignment: One-Stop, Priority Populations***

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).