



Executive Finance Committee Agenda 10/13/2022 ▪ 2:30-4:00p

Join online via Microsoft Teams
Meeting ID: 255 482 121 743
Passcode: mQizVD

I. Welcome & Check-In Items

- A. Introductions & Establish Quorum
- B. **Action Item:** Motion to Approve September 8, 2022 EFC Minutes (Attachment #1)
- C. Board Chair Comments
- D. CEO Highlights

II. Discussion and Action Items:

- A. Nancie Payne Workplace Excellence Award Nominations (Attachment #2)
- B. BaSE Committee Charter Review (Attachment 3)
 - a. Request to update PacMtn WDC By Laws to remove BaSE Committee as an Ad-Hoc committee and add as a standing committee
 - b. Action Item: Motion to move forward in updating PacMtn WDC By Laws to remove the Business and Sector Engagement Committee as an Ad-Hoc committee and add as a standing committee
- C. PacMtn WDC Board of Directors Vacancies
 - a. Secretary/Treasurer
 - i. Resignation of Steve Rogers
 - b. ESD - Regional Representative

III. 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.

NO Executive Session Requested at this time

IV. Committee & Task Force Updates (Committee Leads)

- D. One Stop Operations Committee
- E. Priority Populations Committee
- F. Adult Basic Education & Literacy (ABEL)
- G. Business and Sector Engagement (BaSE)

V. Good of the Order & Announcements

Proposed 2022 Executive Finance Committee Meetings

Date	Location
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	Board Chair
2. Michael Cade	Thurston Economic Development Council	Thurston	Vice Chair
3.			Treasurer
4. Jacquelin Earley	Sierra Pacific Industries	Mason	Previous Board Chair, Ex Officio
5. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
6. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
7. Christina Riley	Labor and Apprenticeship Representative	Regional	Target Populations Committee Co-Lead
8. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
9. Jennifer Barber	South Puget Sound CC	Thurston	ABEL Committee Lead
10. Derek Epps	Seattle Shellfish	Mason	Business At-Large
11. 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	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 \(SAO\)](#).



Executive Finance Committee Minutes
9/08/2022 ▪ 2:30 - 4:00

PacMtn WDC John Loyle Conference Room & Online Via Microsoft Teams

Attendees: Alissa Shay, Michael Cade, Steve Rogers, Jacquelin Earley, Cheryl Heywood, Christina Riley, Sharon Trask, Derek Epps, David Schaffert

Staff: Wil Yeager, Arissa De Lima, Katherine Payne, Melody Pajaro, Justin Cariasini

Guest: Teresa McDermott

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:34pm. Quorum was established and self-introductions were made.

B. Action Item: Motion to Approve June 9 EFC Minutes

Cheryl Heywood Motioned to Approve June 9, 2022 EFC Minutes. Sharon Trask Seconded. Motion Passes

C. Board Chair Comments

Alissa applauded the efforts of the cohort in Grays Harbor and was in attendance at the graduation held at Grays Harbor College. She mentioned that there were a total of 8 graduates and all 8 obtained employments after graduation.

D. CEO Highlights

William Westmoreland was not in attendance. Wil Yeager announced that the CEO highlights are available at www.pacmtn.org. He also addressed the board to inform them that a litigation that PacMtn was involved with has been dismissed.

II. Action Items

A. Action Item: Update Columbia Bank Signers

Wil Yeager reviewed the updated of bank signers document with a request to close a bank account that is no longer needed for PacMtn.

Steve Rogers Motioned to Approve the Update of PacMtn's Columbia Bank Signers and Recommends Do Pass to full WDC Board. Jacquelin Earley seconded. Motion Passes.

B. Action Item: ABEL Taskforce Charter Review

Teresea McDermott, ABLE Committee spokesperson in absence of taskforce Chair, Jennifer Barber shared and reviewed the ABEL Taskforce's Charter with the Committee.

Committee was unsure if this charter needed approval from the EFC. If an action for approval is necessary, the ABEL Committee will bring the charter to the full WDC Board for review and action. ***No action taken at this time.***

III. Fiscal Items and Administrative Items

A. Action Item: PacMtn Policy Updates and Additions

Katherine Payne and Wil Yeager reviewed new policies #3175 and #9200 and update of policy #6200 with the Committee. Policy #5000 was also reviewed for informational purposes and Committee Approval was not needed. There were no questions posed on the policies.

Michael Cade Motioned to Approve Policy #3175, #920 & 620 with recommendation of Do Pass to the full WDC Board. Christina Riley seconded. Motion Passes.

B. Review of PY22 Final Budget and Recommendation of Do Pass to full WDC Board and Consortium

Wil reviewed the PY22 Final Budget with the Committee. With minimal changes from the PY22 Preliminary Budget presented in a prior committee meeting, there were no questions.

Sharon Trask motioned to Approve and Recommend a Do Pass to full WDC Board and Consortium of the PY22 Final Budget. Derek Epps Seconded. 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.

- 5 Functional Teams have been created; Customer Engagement, Community Partners, QA/Finance, Business and Communications.

B. Priority Populations Committee - Christina Riley reported on Committees work.

- During the last meeting, Thurston County Chamber spoke about the cohorts in the region, upcoming opportunities and how the committee can support these cohorts.

C. Adult Basic Education & Literacy (ABEL) - Teresa McDermott reported on Committees work.

- ABEL has been working on the update of their current charter and embodying additional members to the committee.

D. Business and Sector Engagement (BaSE) - David Schaffert reported on Committees work.

- Committee is working on proposing to the Board to make the BaSE Committee a standing committee and removing it from ad-hoc status. This will require a change in PacMtn ByLaw that have to be reviewed and further discussed.
- Next meeting will be used in the start of drafting a new charter.
- Michael spoke in support of having committee meetings in person and moving out of virtual attendance.

Good of the Order and Announcements

Chery Heywood announced that TRL and City of Olympia is working on the second 2 year renewal of the location at Capital Mall.

Commissioner Trask announced that there was notification of Governor Inslee's Emergency Powers ending 10/31/22.

Meeting adjourned at 3:36p.

Submitted by: Arissa De Lima, Chief of Staff | WDC Board Secretary

Proposed 2022 Executive Finance Committee Meetings

Date	Location
October 13, 2022	Hybrid via Microsoft Teams & PacMtn Offices
November 10, 2022	Hybrid via Microsoft Teams & PacMtn Offices
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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
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NANCIE PAYNE WORKPLACE EXCELLENCE ORGANIZATIONAL PROFILE AND SURVEY



Nancie Payne, Ph.D., was the President of the Learning Disabilities Association of America (LDA) and served at various levels of the organization whose sole purpose was to improve the lives of individuals with learning disabilities. Nancie was a sought-after speaker and professional development trainer across the United States and Canada in the field of adult special needs learning.

Nancie's professional experience involved workforce, welfare, education, and rehabilitation. She was founder and President of Payne & Associates and the Northwest Center for the Advancement of Learning, is internationally recognized for more than thirty years of work in organizational development, human resources, adult and postsecondary education and workforce-based services. She also served on the Board of Directors for Pacific Mountain Workforce Development Council and was an administrative and fiscal agent in workforce development. Nancie has written numerous articles and book chapters on facilitating learning, assessment of special needs, transition to employment and workplace accommodations. She was involved in other organizations outside LDA including Commission on Adult Basic Education (COABE), Washington State Business Leadership Network, Pacific Mountain Workforce Development Council (PacMtn), and the Thurston County Economic Development Council. Nancie brought her deep insight and knowledge to all her work.

Pacific Mountain Workforce Development Council has developed the Nancie Payne Workplace Excellence Award in honor of Nancie. The award will recognize workplace excellence and customer service, meaningful employee engagement, a constructive, diverse, and progressive workforce culture and organizations that commit themselves to better business management practices to ensure successful mission achievement.

Each Board member within the region will have an opportunity to nominate one recipient. The nominee's referral is sent to the PacMtn Executive Finance Committee for selection of the grand prize winner. Upon nomination, all nominees are awarded honorable mention, with one of the nominees being selected for the grand prize of \$1,000 to be used for employee development, enjoyment, and acknowledgment.

Nomination is to be completed and submitted by 5 pm on October 27, 2022.

Final awardee will be chosen on Friday, November 10, 2022, and announced at the Regional Expo in December.

Nomination Form: (Nominating EDC to complete submission)

» Nominations are to be sent to arissa@pacmtn.org or mailed directly to the PacMtn office:

Pacific Mountain WDC
Attention: Arissa De Lima
1570 Irving St SW
Tumwater, WA 98512

QUESTIONS

1. Nomination Made By:

2. Organization Name of Nominee:

3. Lead (Name & Title):

4. Phone:

5. Email:

6. Address, City, County, State, Zip:

QUESTIONS CONTINUED

7. Type of Organization:

Public

Private

Non-Profit

8. Number of Employees:

9. Year Organization was Founded:

10. Brief Description of Organization and why they should be considered for the grand prize award: *Nomination should take into consideration: Diversity of workplace, positivity of workplace for staff and managers, overall reputation of the organization, how employees are compensated for a job well done, etc.*

BUSINESS & SECTOR ENGAGEMENT TASK FORCE (BASE) CHARTER

2022-2023

PROJECT	
Name	<i>Business & Sector Engagement Committee (BaSE)</i>
Description	<i>To convene leaders across the region to organize and drive economic & workforce development. Industry-led, community-supported collaborative that strengthen local economies and prepare and connect the region's talent pipeline to careers in in-demand industries.</i>
Organization	<i>PacMtn Workforce Development Council</i>

PURPOSE
<ul style="list-style-type: none">• Receive feedback from, and provide input to, regional partners regarding sector-based workforce and economic development needs across the PacMtn Region• Use partner feedback to set direction of existing Business Services Team (e.g., the development of cohort-based trainings, etc.)• A venue to collaborate and strategize on shared priorities and collective action to strengthen local sectors.• Coordinate access to education, workforce and economic development and other key stakeholders in one place.

OBJECTIVE
<ul style="list-style-type: none">• Regularly assess regionally employer needs in order to best develop jobseeker talent to align with demand.• Obtain funding to support data-driven projects across the region, especially in the sectors of food production, forest and wood products, healthcare, specialty manufacturing & logistics, IT & telecom, and hospitality & tourism.• Opportunities for economic and workforce development, education, government, and other key stakeholders to leverage funds and efforts.• Collaborate and break down silos.• Work with industry in a coordinated way.• Assess the current credentialing and training opportunities in the region to ensure alignment.

COMPOSITION
<ul style="list-style-type: none">• Committee members will include economic development partners, private-sector employers, and identified industry-sector representatives and PacMtn board members from across the PacMtn Region.

ROLES & RESPONSIBILITIES
<ul style="list-style-type: none">• Hold quarterly meetings.• Report back findings and decisions to full PacMtn WDC Board of Directors.• Share information with partners as needed.

PRIMARY RESPONSIBILITIES

Analyze data (Cluster Study) that outlines in-demand, balanced, and not-in-demand occupations within the PacMtn recognized sectors.

Use this data to develop a list of recommendations for programming to PacMtn Workforce Development Council.

Analyze implemented programming and provide industry-specific feedback that the BST will utilize for future program planning and adjustments.