



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

PacMtn WDC John Loyle Conference Room & Online Via Microsoft Teams

Attendees: Alissa Shay, Michael Cade, Cheryl Heywood, Jonathan Pleger, Sharon Trask, Derek Epps, David Schaffert
Staff: William Westmoreland, Wil Yeager, Arissa De Lima

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:32pm. Quorum was established and self-introductions were made.

B. Action Item: Motion to Approve September 8, 2022 EFC Minutes

*David Shaffert Motioned to Approve September 8, 2022 EFC Minutes. Sharon Trask Seconded. **Motion Passes.***

C. Board Chair Comments

No Board Chair Comments at this time.

D. CEO Highlights

William Westmoreland reviewed the CEO Highlights that can be found at www.pacmtn.org.

II. Action Items

A. Nancie Payne Workplace Excellence Award Nomination

William highlighted the work of Nancie Payne and the history of the award. He encouraged the Board to look into their communities and submit a nomination for a business they feel exhibits Workplace Excellence.

B. Action Item: BaSE Committee Charter Review

David Schaffert and Michael Cade reviewed the BaSE Charter with the Committee.

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.

*Cheryl Heywood motioned to Approve 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. Derek Epps seconded. **Motion Passes***

David inquired on understanding of process of updating WDC By Laws for education of the Committee.

William Westmoreland explained requirements of Executive Finance and Priority Populations as established standing committees per legislation. Recognition of demand occupations and demand driven systems requires consistent input lead to BaSE Committee's request.

C. PacMtn WDC Board of Directors Vacancies

William first announced that Steve Rogers, Board Treasurer/Secretary has resigned. PacMtn would like to recognize his contribution to the PacMtn Board and will inform the committee on how we will celebrate him. He reviewed an additional vacancy and address that this is an ESD seat and we expect to have it filled prior to the end of the year.

In regards to the open Board Treasure/Secretary seat, it was explained that protocol is for this seat to be voted on and appointed at the last full Board meeting of the year, November 17, 2022.

III. Executive Session

A. No Executive Session requested at this time

IV. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee - Cheryl Heywood reported on Committees work.
- Site Certifications are in process. Site visit applications will be reviewed with Board in November.
- B. Priority Populations Committee - Jonathan Pleger reported on Committees work.
- October's meeting is being postponed. Chairs and staff support will come to the next meeting with a model on how Committee will navigate moving forward without duplicating efforts.
- C. Adult Basic Education & Literacy (ABEL) - Committee Chair was not present. Will send out communication about Committee's work.
- D. Business and Sector Engagement (BaSE) - David Schaffert reported on Committees work.
- Committee got a briefing from Christina Chestnut on demand sector and career paths that included handouts and a toolkit.

Good of the Order and Announcements

Chery Heywood announced that TRL as begun in person story times in their libraries. She also informed the committee that kitchen tools may now be checked out at the Montesano location.

David recapped the kickoff of the Future of Work Summit which was catered to employers with good pipelines to education. Main point was to get employers thinking differently on how the gain their workforce.

Meeting adjourned at 3:35p.

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

Proposed 2022 Executive Finance Committee Meetings

Date	Location
November 10, 2022	Hybrid via Microsoft Teams & PacMtn Offices
December 9, 2022	Hybrid via Microsoft Teams & 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.

Ensure all counties are included.
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 \(SAO\)](#).