



PacMtn WDC Board Meeting
Meeting Minutes
September 22, 2022 | 3:15p

South Puget Sound Community College Lacey Campus & Online Microsoft Teams

Attendees:

Board Members: Alissa Shay, Michael Cade, Lynnette Buffington, Richard DeBolt, Bill Sullivan, Peter Lahmann, Jennifer Baria, Jacquelin Earley, Angela White, David Schaffert, Jonathan Pleger, Christina Riley, Clint Bryson, Cheryl Heywood, Jennifer Barber, Dr. Bob Mohrbacher, Jason Reed

Elected Officials Consortium: Commissioner Sean Swope, Commissioner Kevin Pine, Sara Develle for Commissioner Carolina Mejia

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Kelly Fujimoto, Kellie Hale, Justin Cariasini, Korbett Mosesly, Craig Clark, Katherine Payne, Aaron Pentland

Guest: Doug Mah, Jason Hoseneay, Christina Goreman, Kendall King, Cheryl Fambles

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Alissa Shay, Board Chair called the meeting to order at 3:20p.
- b. Establish Quorum & Review Today's Agenda - Quorum was established and meeting agenda was reviewed. There were no changes to or questions regarding the agenda.
- c. Action Item: Motion to Approve 6/23/2022 Meeting Minutes

Lynnette Buffington Motioned to Approve the 6/23/2022 Board Minutes.
Jacquelin Earley Seconded. **Motion Carries.**

d. Board Chair Comments

- i. Special Announcement - Guest Cheryl Fambles addressed the Board and informed them that the litigation that PacMtn was involved with has been dismissed.
- ii. Purpose Driving Leader Recognition - Board Chair, Alissa Shay and former Board Chair, Jacquelin Early presented Cheryl Fambles with the Purpose Driven Leader, Proclamation of Appreciation
- e. CEO Report - William Westmoreland referred the PacMtn website (www.pacmtn.org) for his full report.

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: Update Columbia Bank Signers
- b. Action Item: Motion to Approve PacMtn Policy Updates and Additions



Michael Cade Motioned to Approve Action Items listed on the Consent Agenda. Jacquelin Earley Seconded. **Motion Carries.**

III. Fiscal and Administrative Items

- a. Action Item: Motion to Approve PY22 Final Budget as recommended from the Executive Finance Committee and Recommend Do Pass to Consortium

Wil Yeager reviewed the Final Budget update as outlined in the attached Memorandum.

Lynnette Buffington mentioned that there will be discussion happening on the state opioid settlement funds from a class action lawsuit and who will be administering the funds and if workforce development should have a seat at that table.

Lynnette Buffington Motioned to Approve PY22 Final Budget and Recommend Do Pass to the Consortium. Dr. Bob Mohrbacher Seconded. **Motion Carries.**

IV. 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.

V. Committee & Task Force Updates - Committee Leads

- a. Executive Finance Committee (EFC)
- b. One Stop Committee (One-Stop) - Cheryl Heywood on the committee's work.
 - i. Site certifications due in November and are on timeline track.
 - ii. Working on update of the MOU and IFA
- c. Priority Populations - Jonathan Pleger reported on committee's work:
 - i. Spending time to align committee to Charter
 - ii. Member recruitment
 - iii. Action items and making an impact without duplicating efforts
 - iv. Next meeting - Discussion on High School and Beyond program
- d. Business and Sector Engagement (BaSE) - Michael Cade and David Schaffert reported that in next week's meeting, the committee will be focusing on:
 - i. Demand sector career pathways
 - ii. Emerging industries



- iii. Finalization of charter
- e. Adult Basic Education & Literacy (ABEL) Jennifer Barber reported on the committee's work.
 - i. Committee has been working on an update of their charter.
 - ii. Guest speakers from different CBO's and partners in each meeting to help committee understand how to better connect to the community.

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VII. Good of the Order & Announcements

- William announced PacMtn's Letter of Intent of a new leased space in downtown Olympia
 - Lynnette Buffington
- Meeting adjourned at 4:00p

Submitted by: Arissa De Lima, WDC Board Secretary

2021-2022 WDC Board Members

| Name | Employed by/Serving | Represents |
|-----------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------|
| 1. Alissa Shay <i>Chairperson</i> | Port of Grays Harbor | Business: Logistics Cross Sector <i>Committee Assignment: EFC</i> |
| 2. Michael Cade <i>Vice-Chairperson</i> | Thurston County EDC | Business: Economic Development <i>Committee Assignment: EFC, BaSE</i> |
| 3. Steve Rogers <i>Secretary/Treasurer</i> | Pacific County Historical Society & Museum | Business: Tourism & Recreation <i>Committee Assignment: EFC</i> |
| <i>Grays Harbor County Representatives</i> | | |
| 4. Lynnette Buffington | Greater Grays Harbor | Business: Economic Development <i>Committee Assignment: BaSE</i> |
| 5. Julianne Hanner | Hanner Enterprises | Business: Private Enterprise Committee Assignment: |
| <i>Lewis County Representatives</i> | | |
| 6. Richard DeBolt | Lewis County EDC | Business: Economic Development Committee Assignment: |
| 7. Bill Sullivan | Education Technology Solutions Consultant | Business: Private Business <i>Committee Assignment: Priority Populations</i> |



building community prosperity

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|----------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------|
| 8. Peter Lahmann | Port of Centralia Port Commissioner | Business: Economic Development Committee Assignment: One-Stop, Priority Populations |
| <i>Mason County Representatives</i> | | |
| 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 |
| <i>Pacific County Representatives</i> | | |
| 12. Sue Yirku | Pacific County EDC | Business: Economic Development Committee Assignment: BaSE |
| 13. Grant Lehman | DaVita Kidney Care | Business: Healthcare Committee Assignment: |
| <i>Thurston County Representatives</i> | | |
| 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 |
| <i>Regional Representatives</i> | | |
| 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 |



2021-2022 Consortium Members

| Name | Representing County |
|-----------------------------------------------------------------------------------|----------------------------|
| Commissioner Sharon Trask <i>Consortium Chair-Chief Local Elected Official</i> | Mason |
| Commissioner Lisa Olsen | Pacific |
| Alternate: Commissioner Sean D Swope | Lewis |
| Commissioner Kevin Pine | Grays Harbor |
| Commissioner Carolina Mejia | Thurston |

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 \(SAO\)](#).