Executive Finance Committee Minutes  
11/10/2022 • 2:30 – 4:00

Online Via Microsoft Teams

Attendees: Alissa Shay, Michael Cade, Cheryl Heywood, Sharon Trask, Derek Epps, David Schaffert, Jacquelin Earley  
Staff: William Westmoreland, Wil Yeager, Arissa De Lima  
Guests: Jason Hoseney

I. Welcome & Check-In Items
   A. Introductions & Establish Quorum  
      Alissa Shay called the meeting to order at 2:34pm. Quorum was not established at this time and the meeting moved onto self-introductions were made.

   B. Board Chair Comments  
      There were no Board Chair comments.

   C. CEO Highlights  
      William reviewed highlights of the CEO report. The full report can be found on our website  
      www.pacmtn.org  
      There were no questions on the highlights.

   D. CEO Highlights  
      William Westmoreland reviewed the CEO Highlights that can be found at  

II. Discussion and Action Items:
   A. IFA Funding Model  
      William and Jason Hoseney reviewed the funding model with the Committee. William started the discussion with background of the IFA and how the budgets were calculated. He then moved in to allocations and the IFA Funding model.

      Jacquelin queried on who will be overseeing the quality of participants. William explained that as a subrecipient and contract holder, Equus manages and is responsible for eligibility requirements.

      Jason Hoseney continued the discussion with MOU/IFA relationship between the core partners.

      William explained that the next update of the MOU/IFA will include a lease renewal in 2025
and what that looks like. Updating space in 2025 will have significant impacts on lowering the IFA.

Quorum was established at 3:24pm

Alissa moved back to Item I. B - Motion to Approve October 13, 2022 EFC Minutes. Sharon Trask motioned to Approve the October 13, 2022 EFC Minutes. Michael Cade seconded. Motion carries.

B. Discussion Item: Nancie Payne Workplace Excellence Award Winner

William discussed the history of the Nancie Payne Workplace Excellence Award and announced to the Committee that PacMtn staff has selected OceanaSpa as this year’s winner. Alissa shared her thoughts on why she nominated OceanaSpa for the award.

C. Action Item: Motion to Approve Site Certification Applications

William and Jason led the discussion on the Site Certification Applications. Jason explained that the last certificates were done in 2019 and what the process included. Cheryl Heywood also added that the One-Stop Committee was heavily involved in the entire completion of this process.

Sharon Trask motioned to Approve Site Certification Applications as presented. Sharon Trask seconded. Motion carries.

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.
   • Majority of the Committee’s work was on the Site Certifications discussed today.

B. Priority Populations Committee – Arissa De Lima reported that there was no meeting this past month to report on.

C. Adult Basic Education & Literacy (ABEL) - Jennifer Barber reported on Committees work.
   • Committee has been inviting guest speakers from different CBOs and partners on their current work in the PacMtn communities and how the Committee, PacMtn, CBOs and partners can collaborate.

D. Business and Sector Engagement (BaSE) - David Schaffert reported that there has not been a meeting this past month to report on.

**Good of the Order and Announcements**
Chery Heywood announced that TRL is working on a Dolly Parton Imagination Library. She also wanted to announce that she met with Oscar Sanchez out of ESD 112/113 that is the Student Migrant Coordinator. PacMtn region has 6200 migrant students.

Michael Cade shared the Chutes and Ladders Session he will be holding at the Expo next month.

Jennifer Barber announced that SPSCC is starting enrollment for the new quarter next week.

Meeting adjourned at 4:02pm.
Submitted by: Arissa De Lima, Chief of Staff | WDC Board Secretary

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<tr>
<th>Name</th>
<th>Business</th>
<th>County</th>
<th>Position</th>
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<tbody>
<tr>
<td>1. Alissa Shay</td>
<td>Port of Grays Harbor</td>
<td>Grays Harbor</td>
<td>Chair</td>
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<tr>
<td>2. Michael Cade</td>
<td>Thurston Economic Development Council</td>
<td>Thurston</td>
<td>Vice Chair, BASE Committee Co-Lead</td>
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<td>3. Vacant</td>
<td></td>
<td></td>
<td>Treasurer</td>
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<td>4. Cheryl Heywood</td>
<td>Timberland Regional Library</td>
<td>Regional</td>
<td>One Stop Committee Lead</td>
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<td>5. Jonathan Pleger</td>
<td>Morningside</td>
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<td>Priority Populations Committee Co-Lead</td>
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<td>6. Christina Riley</td>
<td>Labor and Apprenticeship Representative</td>
<td>Regional</td>
<td>Priority Populations Committee Co-Lead</td>
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<td>7. Sharon Trask</td>
<td>Mason County Commissioner</td>
<td>Mason</td>
<td>Consortium Chair, Ex Officio</td>
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<td>8. Jennifer Barber</td>
<td>South Puget Sound CC</td>
<td>Thurston</td>
<td>ABEL Committee Lead</td>
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<td>9. Derek Epps</td>
<td>Seattle Shellfish</td>
<td>Mason</td>
<td>Business At-Large</td>
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<td>10. David Schaffert</td>
<td>Thurston County Chamber of Commerce</td>
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<td>BASE Committee Co-Lead</td>
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<td>MyJob</td>
<td>My Journey Out Beyond</td>
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<td>The Trade Adjustment Assistance</td>
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<td>Workforce Innovation &amp; Opportunity Act</td>
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<td>Eligibility Training Provider List</td>
<td>WTEC B</td>
<td>Workforce Training &amp; Education Coordinating Board</td>
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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 (SAQ).