



**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 Hosenev

**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](http://www.pacmtn.org)

There were no questions on the highlights.

**D. CEO Highlights**

William Westmoreland reviewed the CEO Highlights that can be found at [www.pacmtn.org](http://www.pacmtn.org).

**II. Discussion and Action Items:**

**A. IFA Funding Model**

William and Jason Hosenev 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 Hosenev 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

**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. Vacant			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	WTEC B	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 \(SAO\)](#).