



PacMtn WDC Board Meeting

Meeting Minutes

November 17, 2022 | 2:00p

PacMtn Offices & Online via Microsoft Teams

Attendees:

Board Members: Alissa Shay, Michael Cade, Lynnette Buffington, Julianne Hanner, Bill Sullivan, Jacquelin Earley, Derek Epps, Sue Yirku, David Schaffert, Cheryl Heywood, Jennifer Barber, Jason Reed, Clint Bryson, Jennifer Baria, Tennille Johnson (Nominee)

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Kelly Fujimoto, Korbett Mosesly

Guests: Dough Mah, Jason Hoseneey, Charles Botts

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Alissa Shay, Board Chair called the meeting to order at
- 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. Board Chair Comments
- d. CEO Report - William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at www.pacmtn.org.

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:** Motion to Approve 9/22/22 WDC Board Minutes
- b. **Action Item:** Motion to Approve the Site Certification Applications

Lynnette Buffington Motioned to Approve items in the Consent Agenda as presented. Derek Epps seconded. **Motion Carries.**

III. Action Item & Discussion

- a. **Discussion Item:** Fall Retreat Review and Summary

Doug Mah reviewed his Fall Retreat Summary and Observations with the Board. He focused on the three general themes or goals from the group discussion that was held and short-term actions and recommendations.

Alissa Shay commented that she will follow up with William and the Executive Finance Committee to come up with an action plan on how the Board will approach the recommendations.

- b. **Action Item:** Motion to Approve and Recommend Confirmation to the full Board
William introduced Board Member Nominee, Tennille Johnson.



Jennifer Barber Motioned to Approve and Recommend Confirmation to the full Board. Clint Bryson seconded. **Motion Carries.**

c. **Action Item:** Nomination and Motion to Approve New Board Treasurer/Secretary

William reviewed vacancy of Board Treasurer/Secretary. No nomination was made.

Michael Cade Motioned to move Action Item to the next Board meeting. Jacquelin Earley seconded. **Motion Carries.**

d. **Discussion Item:** IFA Funding Model

William and Jason Hosenev reviewed the IFA Funding Model with the Board.

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. One Stop Committee (One-Stop) - Cheryl Heywood reported on the committee's work.
 - The Committee has been working on the MOU/IFA and the Site Certification Applications.
- b. Priority Populations - Arissa De Lima reported on behalf of the committee chairs.
 - November's Meeting was postponed and will pick up in January.
- c. Business and Sector Engagement (BaSE) - David Schaffert reported on Committee's work.
 - Last quarterly meeting was held in September where they have adopted a new charter.
- d. Adult Basic Education & Literacy (ABEL) Jennifer Barber reported on Committee's work.
 - Committee will be meeting later this month. Meetings have consisted of various speakers from CBOs and partners.

VI. Proclamation of Appreciation



- a. Prosperity Driven Leader
- b. Dedicated Servant Leader

William reviewed Proclamations for Kim Baker and Steve Rogers. Alissa expressed gratitude for both Kim and Steve and their service to PacMtn.

VII. Good of the Order & Announcements

- Alissa Shay shared that the Nancie Payne Workplace Excellence Award will be presented to Oceana Spa at the Regional Innovation Expo in December.
- Lynnette Buffington announced that Greater Grays Harbor was awarded a Small Business Innovation grant which will fund bookkeeper education.

Meeting adjourned at 3:28p

Submitted by: Arissa De Lima, WDC Board Secretary

2022-2023 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. Vacant <i>Secretary/Treasurer</i>		<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>
8. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment:
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production <i>Committee Assignment: EFC</i>
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>



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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. Tennille Johnson (Nominee)	WA Employment Security Department	Wagner-Peyser Employment Service Committee Assignment:
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. Vacant	WA DSHS/DVR	Committee Assignment:

2022-2023 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



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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 \(SAO\)](#).