



PacMtn WDC Board Meeting

Meeting Minutes

January 26, 2023 | 2:00p

PacMtn Offices & Online via Microsoft Teams

Attendees:

Board Members: Michael Cade, Lynnette Buffington, Richard DeBolt, Bill Sullivan, Peter Lahmann, Jennifer Baria, Jacquelin Earley, Sue Yirku, Angela White, David Schaffert, Tennille Johnson, Christina Riley, Cheryl Heywood, Dr. Bob Mohrbacher, Bob Guenther, Jason Reed

PacMtn Staff: William Westmoreland, Wil Yeager, Korbett Mosesly, Arissa De Lima, Melody Pajaro

Guests: Timothy McGann

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Michael Cade, Board Vice-Chair called the meeting to order at 2:06p
- b. Establish Quorum & Review Today's Agenda - Quorum was established and meeting agenda was reviewed. Agenda item III c. moved to after Consent Agenda.
- c. Board Chair Comments - Michael Cade thanked all for attending the meeting and showed appreciation for the Board, Executive Finance Committee and all other committees of the Board and the work they do.
- 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 11/17/2022 Board Minutes

Jacquelin Earley Motioned to Approve items in the Consent Agenda as presented. Christina Riley seconded. **Motion Carries.**

III. Action Item & Discussion

- a. **Discussion and Action Item:** Communication and Advocacy Work
 - i. Doug Mah & Associate LLC, Contract
William reviewed a new contract scope for Doug Mah & Associates LLC that engages local elected officials. As support is shown for legislative activities, input and discussion is asked of the Board as how making PacMtn's support visible. The focus of support will be on workforce development and looking at agendas in the region and how we can support in an appropriate way. This is an opportunity for PacMtn to share what we learn working with job seekers and advocate for resources for them.



Richard DeBolt, Bob Guenther, Dr. Mohrbacher & Cheryl Heywood offered support, guidance, experiences and learning opportunities on engaging with legislative activities.

David Schaffert responded to process of these activities that the Executive Finance Committee can help with conversations on providing input and where feedback needed with report back out to the Board to hold PacMtn and EFC accountable.

- ii. Christina Riley Consulting, LLC Contract Proposal
Christina Riley excused herself from the meeting. William provided background to work experience as a tool used by the workforce development system to develop youth and non-traditional talent. Jacquelin Earley shared her experience in Mason County with an apprenticeship program and its successes. William went on to explain that the contract with Christina Riley Consulting would move alongside with the development of the local plan to integrate work experience.

William opened for discussion.

Bob Guenther showed his support by stating that Christina Riley has served in and understands labor and apprenticeships.

William reviewed the process of the contract with the Board.

- 1. Motion to Approve Christina Riley Consulting LLC Proposal and move to Contract for Work Experiences Education & Integration.

Lynnette Buffington Motioned to Approve Christina Riley Consulting LLC's Proposal and moved to Contract for Work Experiences Education & Integration. Bill Sullivan seconded.
Motion Carries.

Christina Riley abstained from vote.

b. **Discussion Item:** PacMtn Staffing Changes

William Westmoreland updated the Board on PacMtn staffing changes that included resignation of the current Public Directions Director, final interviews of the Director Business and Sector Engagement and recruitment of a Communications Manager. A highlight of the staff changes was a promotion of Jeannie House to the Director of Essential Workforce.



- c. **Discussion Item:** Spring Board Retreat, February 23, 2023
William reviewed the tentative agenda for the Spring Board Retreat, its theme and expectations with the Board.

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

Lynnette Buffington nominated and Motioned to Approve Tennille Johnson to serve as the Board Treasurer/Secretary and as a member of the Executive Finance Committee. Cheryl Heywood seconded. **Motion Carries.**

Tennille Johnson abstained from vote.

Tennille Johnson shared her appreciation for the opportunity to serve on the Board and in this officer position.

William Westmoreland reviewed current Board seat vacancies.

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.
 - i. OneWorkforce Vision and Strategy inclusive of all partners - Functional teams shared out metrics:
 - 1. Business Solutions Team:
 - a. OneWorkforce is in the "pull" system reflecting that this is the first time in 9 years that we have been closest to the "pull" system
 - 2. Community Based Organization Team:
 - a. New WorkSource model demonstrates and utilizes system partners.
 - b. Findings - Those at CBO's have not accessed WorkSource in



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the past.

- c. Trends - Started with CBOs who have need and are now establishing quality partnerships and reviewing new applications
3. Customer Engagement Team:
 - a. Thurston Comprehensive center served 329 individuals; Numbers from 11/2022
 - b. Affiliate sites served 849 individuals; Numbers from 11/2022
- b. Priority Populations - Christina Riley reported on behalf of the committee chairs.
 - i. Reviewed their charter, strategy and intentions with action plans attached to them.
 - ii. Backfilling members and offering a seat at the table.
- c. Adult Basic Education & Literacy (ABEL) - Committee Chair and Senior Staff was not in attendance and will update the Board on Committees work at the next meeting.
- d. Business and Sector Engagement (BaSE) - Michael Cade reported on Committee's work.
 - i. The last meeting was focused on the Quest funding grant.
 - ii. Received updates on short term training cohorts of administrative services, construction pre-apprenticeships, CDL, machine operators, OneWorkforce demand driven partnerships and career connective learning.

VI. Good of the Order & Announcements

- Bob Guenther shared that an apprenticeship program for the utility industry will be presented in April to the state apprenticeship committee.
- Cheryl Heywood announced the following:
 - TRL purchased 1 acre of property in east Lewis County.
 - McCleary TRL opens 2/1/23
 - West Olympia TRL in Capital Mall doubles in size, 2500 sq ft.
 - Dolly Parton Imagination Library - 3 affiliates
- Jacquelin Early shared her experience at WWA's first Hill Climb with William Westmoreland and the opportunity it has presented to connect with other workforce boards in the state.

Meeting adjourned at 3:42p

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>
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 <i>Committee Assignment: EFC, BaSE</i>
<i>Regional Representatives</i>		
16. Tennille Johnson	WA Employment Security Department	Wagner-Peyser Employment Service <i>Committee Assignment:</i>
17. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations <i>Committee Assignment: EFC, Priority Populations</i>



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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:

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 \(SAO\)](#).**