



Executive Finance Committee Minutes
01/12/2023 ▪ 2:30 - 4:00

PacMtn Office & Online Via Microsoft Teams

Attendees: Alissa Shay, Michael Cade, Cheryl Heywood, Sharon Trask, David Schaffert, Jacquelin Earley, Jonathan Pleger, Jennifer Barber
Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Kelly Fujimoto, Dan Cooling

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:36pm. Quorum established and self-introductions were made.

B. Action Item: Motion to Approve November 10, 2022 EFC Minutes

Sharon Trask motioned to Approve the November 10, 2022 EFC Minutes as presented. Jacquelin Earley seconded. Motion carries.

Sharon Trask motioned to Approve the November 10, 2022 EFC Minutes as presented. Jacquelin Earley seconded. Motion carries.

C. Board Chair Comments

There were no Board Chair comments.

D. CEO Report

William reviewed highlights of the CEO report. The full report can be found on our website www.pacmtn.org

II. Discussion and Action Items:

A. Discussion Item: Spring Board Retreat

William led the discussion on the Spring Board Retreat with the Committee. He reviewed the areas of focus of the retreat and how it will set the activities around how the local plan will be developed and its impact on the System MOU. This will included a report out from Doug Mah of Doug Mah & Associates, LLC and facilitation from PointNorth. He also announced that guest speaker for the Retreat will be Jon Tunheim, Thurston County Prosecuting Attorney.

Alissa Shay discussed the short-term items from Doug Mah's Fall 2022 Board Retreat report out. It was confirmed that the Spring 2023 Retreat's focus was aligned with these items.

B. Discussion Item: Board of Directors Secretary/Treasurer Vacancy

William discussed the vacancy of the Board of Directors Secretary/Treasurer and that there will be an action item at the January 26, 2023 Board Meeting for nominations.

C. Discussion Item: Quest NDWG Grant

William reviewed this grant with the Committee. He discussed how the funding will support the Development Team and that the three identified sectors (Food & Accommodation, Food Production & Specialty Manufacturing) have a dedicated resource to support their engagement in the system.

This grant has opportunity to meaningfully fund activities in the communities that will support the three identified sectors. The resource for the Development Team will be used to define careers/occupations, career pathways and what it takes to be successful in these sector occupations. These will be cultivated and added to the catalogue of career pathways within the system that we align job seekers to.

D. Discussion Item: MOU/IFA PY22 Update

William started this discussion with an update on the progress on the MOU language. It is estimated that the MOU will be sent out for circulation of signatures in February. The discussion moved on to the IFA. Main drivers of the IFA are the approach to WS Thurston's 2nd floor lease, shared costs & the membership model. There has been positive feedback about the updated of the MOU language and IFA model.

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 that there was no meeting in December.
- B. Priority Populations Committee - Jonathan Pleger reported that the committee took a few months off but are meeting this month to review Charter and start to discuss actions of committee.
- C. Adult Basic Education & Literacy (ABEL) - Arissa De Lima reported that there was no meeting in December but committee will resume at the end of this month.
- D. Business and Sector Engagement (BaSE) - David Schaffert reported that the committee meets quarterly so there will be no monthly report outs but will share results of activities and outcomes at each Board meeting.

Good of the Order and Announcements

Chery Heywood announced that she was invited to speak to the Policy Council at ESD113. The

council would like her to present on early learning resources, GED, ESL and workforce development.

Michael Cade wanted to share and celebrate that Cheryl Heywood and TRL has been recognized by the Lacey Chamber of Commerce.

Meeting adjourned at 3:59p.

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.

In all things demonstrate: Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect

Ensure all counties are included.

Honor diverse perspectives.

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 \(SAO\)](#).