



**Executive Finance Committee Minutes**  
03/09/2023 ▪ 2:30 - 4:00

PacMtn Office & Online Via Microsoft Teams

**Attendees:** Alissa Shay, Michael Cade, Tennille Johnson, Jacquelin Earley, Cheryl Heywood, Christina Riley, Jennifer Barber, Derek Epps, David Schaffert  
**Staff:** William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Melody Pajaro, Megan Fiess, Korbett Mosesly

**I. Welcome & Check-In Items**

**A. Introductions & Establish Quorum**

Alissa Shay called the meeting to order at 2:33pm. Quorum established and self-introductions were made.

**B. Action Item: Motion to Approve January 12, 2023 EFC Minutes**

Christina Riley motioned to Approve the January 12, 2023 EFC Minutes as presented. Jacquelin Earley seconded. **Motion carries.**

**C. Board Chair Comments**

Alissa showed appreciation for the Board Retreat, the work that came out of it and the Keynote by Jon Tunheim.

**D. CEO Report**

William reviewed highlights of the CEO report. The full report can be found on our website [www.pacmtn.org](http://www.pacmtn.org)

He also mentioned that the CEO report will be moving to a blog mode available on our website. More to come soon.

**II. Discussion and Action Items:**

**A. Discussion Item: Incoming Board Chair Vacancy**

William led the discussion on the Incoming Board Chair Vacancy. He discussed terms for Board Chair, Past Chair and Incoming Chair.

Alissa discussed past process of an Incoming Chair and welcomed feedback. David Schaffert wanted to ensure that enough support was provided from the committee for nomination of Incoming Chair. Alissa went on with the discussion in explaining that any vacancy on the Board should be filled thoughtfully with possibility of that member serving on various Committees and/or a seat in office.

Alissa continued the discussion with a suggestion for nomination of current member,

Lynnette Buffington of Greater Grays Harbor as Chair-Elect and welcomed feedback. David supported a nomination for Lynnette. Discussion continued regarding ADO's on the board and in office and partnership.

**Action Item:** Motion to Accept Nomination and Recommend Approval of Lynnette Buffington as Board Chair-Elect.

David Schaffert motioned to Accept Nomination and Recommend Approval of Lynnette Buffington as Board Chair-Elect. Jacquelin Earley seconded. **Motion carries.**

#### **B. Discussion Item: 2023 Amendment of By Laws**

William led the discussion of the 2023 Amendment of By Laws. The main amendments of the By Laws will be to add the Business and Sector Engagement Committee as a standing Committee, update EFC's role as recommend for hire of the CEO and addition of Board member attendance language. The process of amending the By Laws were reviewed and discussion was open for feedback.

William outlined importance of adding Board member attendance language to ensure that all regions are well represented.

Feedback provided was:

- A courtesy warning should be given to Board members with attendance issues.
- Added language around excused/extended absences.
- If removal is nearing, suggestion of language that Board *may* remove..... for flexibility and discretion.
- Revisit of Board duties and responsibilities.
- OnBoarding reoffered to Board Members.

Jaquelin Earley queried on if proxies are able to be counted in vote. It was clarified that proxies are unable to be counted in votes on the Board.

### **III. Executive Session**

Alissa declared the Committee would need to enter Executive Session at 3:30pm for 30 minutes to discuss CEO personnel matters. Christina Riley motioned to enter Executive Session; Jacquelin Earley seconded. **Motion carries.**

The Committee returned from Executive Session at 4:00pm. The Board took no action on the discussion.

No further business was identified.

### **IV. Committee & Task Force Updates (Committee Leads)**

- A.** One Stop Operations Committee - William reported on the Committee's work. The last meeting there were questions around the demand occupation list and how career

- pathways are set. A response should be drafted ahead of the next meeting. This work will be worked on during the development of the local plan.
- B. Priority Populations Committee - Christina Riley reported that she had technical issues during the meeting and was not able to attend.
  - C. Adult Basic Education & Literacy (ABEL) - Jennifer Barber reported that in the last meeting there were discussions regarding the PY22 Update of the System MOU and what referral processes look like between agencies and discussion on an RFP setting up an education system in the Thurston County Jail.
  - D. Business and Sector Engagement (BaSE) - David Schaffert reported that the committee met in January around the Quest RFP. There were greater conversations on BaSE and connecting various partnerships around different activities occurring throughout the region in training cohorts.

**Good of the Order and Announcements**

William shared that Carolyn Busch of Commerce will be visiting PacMtn to gather information around how the Board engages ADOs and what the business climate looks like. He will also be joining in on the Listening Session of Asst Secretary of Commerce, Castillo.

David shared appreciation and celebrated Korbett Mosesly for his briefing on EcSA and its incentive approach.

Meeting adjourned at 4:10p.

Submitted by: Arissa De Lima, Chief of Staff | WDC Board Secretary

**Executive Finance Committee Members**

<b>Name</b>	<b>Business</b>	<b>County</b>	<b>Position</b>
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. Tennille Johnson	WA Employment Security Department	Regional	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)**

<b>ABE</b>	Adult Basic Education	<b>IFA</b>	Infrastructure Funding Agreement
<b>CBO</b>	Community Based Organizations	<b>ITA</b>	Individual Training Account
<b>CJ</b>	Community Jobs	<b>MOU</b>	Memorandum of Understanding
<b>CLEO</b>	Chief Local Elected Official	<b>MyJob</b>	My Journey Out Beyond
<b>CSO</b>	Community Service Offices	<b>OJT</b>	On the Job Training
<b>DOL</b>	Department of Labor	<b>OURR</b>	Opioid Use Reduction & Recovery
<b>DSHS</b>	Department of Social of Health Services	<b>TAA</b>	The Trade Adjustment Assistance
<b>DVR</b>	Division of Vocational Rehabilitation	<b>TANF</b>	Temporary Assistance for Needy Families
<b>ESD</b>	Employment Security Department	<b>WDA</b>	Workforce Development Areas
<b>DW</b>	Dislocated Worker	<b>WEX</b>	Work Experience
<b>ESD 113</b>	Educational Service District - Capital Region	<b>WIOA</b>	Workforce Innovation & Opportunity Act
<b>ETPL</b>	Eligibility Training Provider List	<b>WTEC B</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 \(SAO\)](#).