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
      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; Jaquelin 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 looks 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

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<tr>
<th>Name</th>
<th>Business</th>
<th>County</th>
<th>Position</th>
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<tr>
<td>1. Alissa Shay</td>
<td>Port of Grays Harbor</td>
<td>Grays Harbor</td>
<td>Chair</td>
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<td>2. Michael Cade</td>
<td>Thurston Economic Development Council</td>
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<td>BASE Committee Co-Lead</td>
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<td>3. Tennille Johnson</td>
<td>WA Employment Security Department</td>
<td>Regional</td>
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<td>4. Cheryl Heywood</td>
<td>Timberland Regional Library</td>
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<td>5. Jonathan Pleger</td>
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<td>6. Christina Riley</td>
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<td>7. Sharon Trask</td>
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<td>8. Jennifer Barber</td>
<td>South Puget Sound CC</td>
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<td>9. Derek Epps</td>
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<td>10. David Schaffert</td>
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**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).