



PacMtn WDC Board Meeting
Meeting Minutes
February 23, 2023 | 9:30a

Alderbrook Resort & Online via Microsoft Teams

Attendees:

Board Members: Alissa Shay, Michael Cade, Tennille Johnson, Lynnette Buffington, Peter Lahmann, Jacquelin Earley, David Schaffert, Jonathan Pleger, Christina Riley, Jennifer Barber, Jason Reed, Cheryl Heywood, Bob Guenther

Consortium Members: Commissioner, Sharon Trask, Commissioner Carolina Mejia, Commissioner Scott J Brummer, Commissioner Patrick Doyle, Commissioner Kevin Pine

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Naomi Sky, Erin Ward, Megan Fiess, Emma Seymour

Guests: Jason Hosenev, Christina Chesnut, Andrew Garate, Pamela Ward

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Alissa Shay, Board Chair called the meeting to order at 9:38a
- b. Establish Quorum & Review Today's Agenda - Quorum was not established at this time. The meeting agenda was reviewed with no questions or changes.
- c. Board Chair Comments - Alissa welcomed Tennille Johnson as PacMtn WDC's new Board Secretary/Treasurer.
- 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

This item was moved to after III. Action Item & Discussion

III. Action Item & Discussion

- a. **Discussion Item:** PacMtn Staffing Updates
William reviewed updates to PacMtn's current staffing to include new employees and promotions.
 - Emma Seymour - New Communications Manager
 - Naomi Sky - New Business and Sector Engagement Director
 - Megan Fiess - New Chief Development Officer

 - Jeannie House - Promotion to Director of Essential Workforce



- Arissa De Lima - Elevated Chief of Staff role

- b. **Discussion Item:** PacMtn Policy Revision
Wil Yeager reviewed the Policy Revision with the Board. This revision does not require Board action.
There were no questions or comments on this item.

Quorum was established at this time.

- c. **Discussion and Action Item:** Official Kickoff of PY2020-2024 One Workforce PacMtn WorkSource System MOU Negotiations.
William led the discussion. He started with the review of the MOU/IFA process and discussed informational and input session held up until this point. Next, he discussed changes that were made to the MOU language and IFA as outlined in the Memorandum to the Board. Lastly, William reviewed the next steps and timelines for the draft release, feedback sessions and signatures.
The discussion was opened up to questions.

Jacquelin Earley queried on new partners that are utilizing space at the WorkSource Thurston Comprehensive Center (WS Thurston).

William clarified that he, Jason Hosney and Chris Skinner have been collaborating on how to best utilize space at WS Thurston. By reworking the IFA and looking closing at the current space it was apparent that in using the same footprint but reducing the headcount, space was freed up for partners to have a greater presence.

Jonathan Pleger asked for clarification on the current MOU term in relation to the Local Plan.

William explained that the current MOU term aligns with the Local Plan, July 2020-June 2024. This language update to the MOU will carry through the current term and expire in June 2024. A new MOU will be written in conjunction with the Local Plan. The IFA will be reviewed with partners every year.

Action Item: Motion to move PY2020-2024 One Workforce-PacMtn WorkSource System MOU into the 3-week negotiation period.

Jacquelin Earley Motioned to move PY2020-2024 One Workforce-PacMtn WorkSource System MOU into the 3-week negotiation period. Christina Riley seconded the motion. Motion carries.



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Peter Lahmann Motioned to Approve the 1/26/2023 Board Minutes. Lynnette Buffington seconded. Motion carries.

IV. Executive Session.

No Session Requested at this time.

V. Committee & Task Force Updates

Handouts were provided for Committee & Task Force Updates

VI. Good of the Order & Announcements

Pete Lahmann shared the Patriotic Day Celebration at Pioneer School on 3/4/23

Bob Guenther announced that he attended STEM Alliance conference yesterday. The highlight of the conference was the IBEW presented their proposed apprenticeship for cybersecurity. This presentation and proposed apprenticeship developed from the opportunity PacMtn provided to have a seat at the table during Governor Inslee's visit to PacMtn in 2022.

Bob also shared that Lewis County Alliance has applied for a BDO Zone - Bio Economy Opportunity. This will be cover a 75 mile area that will utilize forest waste in a productive manner.

Cheryl Heywood shared that Timberland Regional Library will be applying for \$1.6M from Patty Murray's Congressional Directed Spending for Fiscal Year 2024.

She also announced that TRL is working with Lori Thompson of the Capital STEM Alliance on producing a One-Day summit on various Human Services topics such as mental health and workforce development on or around 5/25/23.

No further Good of the Order or Announcements.

Meeting adjourned at 10:50a

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. Tennille Johnson <i>Secretary/Treasurer</i>		Wagner-Peyser Employment Service <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>



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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 Committee Assignment: Priority Populations
8. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development Committee Assignment: One-Stop, Priority Populations
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development Committee Assignment: BaSE
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment:
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production Committee Assignment: EFC
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development Committee Assignment: BaSE
13. Grant Lehman	DaVita Kidney Care	Business: Healthcare Committee Assignment:
14. Vacant		
<i>Thurston County Representatives</i>		
15. Angela White	Olympia Master Builders	Business: Construction Trades Committee Assignment:
16. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise Committee Assignment: EFC, BaSE
<i>Regional Representatives</i>		
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:



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25. Jason Reed	WA DSHS/Community Services	TANF-DSHS <i>Committee Assignment: Priority Populations</i>
26. Vacant	WA DSHS/DVR	<i>Committee Assignment:</i>

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



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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 \(SAO\)](#).