



Executive Finance Committee Minutes
04/13/2023 ▪ 2:00 - 3:30p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Alissa Shay, Michael Cade, Tennille Johnson, Jonathan Pleger, Commissioner Sharon Trask, Derek Epps, David Schaffert

Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Melody Pajaro, Megan Fiess

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:04pm. Quorum established and self-introductions were made.

B. Action Item: Motion to Approve March 9, 2023 EFC Minutes

Commissioner Trask motioned to Approve the March 9, 2023 EFC Minutes as presented. Jonathan Pleger seconded. **Motion carries.**

C. Board Chair Comments

None at this time.

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: MOU PY22 Update Potential Impasse

William led the discussion on this item. He reviewed that as of the February Board Retreat the MOU has been open for input. Currently all partners have signed with the exception of ESD. There has been discussion with ESD on negotiation of the MOU language.

William and ESD is hopeful there will not be an Impasse but an agreement in the next week or so. If the IFA budget is accepted as is with ESD, there will be a signature and amendment to the MOU language. If the negotiation goes beyond 5/1/2023, the State Workforce Board will take over the process, lead and make a determination.

B. Discussion and Action Item: PacMtn Participation in the Washington State Department of Retirement Systems, Deferred Compensation Program

Wil explained the Washington State Department of Retirement Systems, Deferred

Compensation Program. He express how PacMtn's participation would offer employees a vaster opportunity. He also explained that there may in the future be an opportunity for an employee match or employee contribution for bonus pay.

There were no questions on this item.

- i. Motion to Approve PacMtn's participation in the Washington State Department of Retirement Systems, Deferred Compensation Program and Recommend Do Pass for WDC Full Board
 - a. Commissioner Trask motioned to Approve and Recommend Do Pass for the WDC Full Board. Jonathan Pleger seconded. **Motion Carries.**

C. Discussion and Action Item: 2023 Amendment of By Laws

Arisa De Lima reviewed suggested changes to the By Laws and timeline associated with these changes.

Commissioner Trask queried on how often PacMtn will reach out to inactive Board Members.

Arisa mentioned that there will be regularly sent emails, phone calls and/or notifications sent to an inactive Board Member before their attendance is brought before EFC and the full Board.

William and Alissa also discussed PacMtn's CEO responsibility to engage and develop relationships with the Board Members. This is to include a defined Board Onboarding process and continued connection.

- i. Motion to Approve and Recommend a Do Pass for WDC Full Board and Consortium.
 - a. Commissioner Trask motioned to Approve and Recommend Do Pass for the WDC Full Board and Consortium. Michael Cade seconded. **Motion Carries.**

III. Fiscal Items:

A. Discussion and Action Item: PY22 Budget Modification

Wil reviewed the PY22 Budget Modification with the Committee. There were no questions.

- i. Motion to Approve the PY22 Budget Modification and Recommend Do Pass for the WDC Full Board and Consortium.
 - a. Jonathan Pleger motioned to Approve and Recommend Do Pass for the WDC Full Board and Consortium. Commissioner Trask seconded. **Motion Carries.**

IV. Executive Session

There is NO Executive Session requested at this time.

V. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee - The Committee's Lead as not in attendance. There will

- be an update at the next Board meeting.
- B. Priority Populations Committee - Jonathan Pleger reported on the Committees work. There will be a meeting next Tuesday with a conversation around housing and wrap around support services.
 - C. Adult Basic Education & Literacy (ABEL) - Arissa De Lima reported that the Committee's last meeting had to be canceled due to scheduling conflicts but the Committee will resume at the end of this month.
 - D. Business and Sector Engagement (BaSE) - David Schaffert reported that the Committee's next meeting will be geared to align partners with PacMtn's needs. They will also be going over the Quest Grant and looking forward.

Good of the Order and Announcements

William shared that he was invited to participate in a Recompete roundtable with the US Assistant Secretary of Commerce and what that discussion focused on.

Meeting adjourned at 3:35p.

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. 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)

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.

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 \(SAO\)](#).