



Executive Finance Committee Agenda

05/11/2023 ▪ 2:30-4:00p

Join online via Microsoft Teams

Meeting ID: 263 298 658 574

Passcode: EJvUP4

I. Welcome & Check-In Items

- A. Introductions & Establish Quorum
- B. Action Item: Motion to Approve April 13, 2023 EFC Minutes (Attachment #1)
- C. Board Chair Comments
- D. [CEO Report](#) (Attachment #2)

II. Discussion and Action Items:

- A. Discussion Item: Additional Board Positions
 - a. Tribal Representative
 - b. Accountable Communities of Health
- B. Discussion Item: Pathways to Infrastructure Update

III. Fiscal Items:

- A. Discussion Item: Tax Form 990 (Attachment #3)
- B. Discussion and Action Item: Update Columbia Bank Signers (Attachment #4)
 - i. Action Item: Motion to Approve the Update to the Columbia Bank Signers as presented with Recommendation of Do Pass for the full WDC Board.

IV. Executive Session

The Board can move to close the meeting for select and appropriately limited conversation on matters best conducted in confidence including meeting with an auditor on sensitive financial issues, handling top-level personnel matters including the CEO's compensation and performance review, planning for an important transaction like a real estate deal or a merger, matters where "personal or organizational confidentiality is requested or prudent", dealing in a preliminary way (including investigation) with crisis situations or with allegations of improper conduct by the CEO or a board member - before disclosure to staff or others who ordinarily attend full board meetings. Any specific action requiring a vote will be taken in the public portion of the meeting.

V. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee
- B. Priority Populations Committee
- C. Adult Basic Education & Literacy (ABEL)
- D. Business and Sector Engagement (BaSE)

VI. Good of the Order & Announcements



Proposed 2023 Executive Finance Committee Meetings

Date	Location
June 8, 2023	Hybrid: MS Teams and PacMtn Offices
July 13, 2023	Hybrid: MS Teams and PacMtn Offices
September 14, 2023	Hybrid: MS Teams and PacMtn Offices
October 12, 2023	Hybrid: MS Teams and PacMtn Offices
November 9, 2023	Hybrid: MS Teams and PacMtn Offices
December 7, 2023	Hybrid: MS Teams and PacMtn Offices

Executive Finance Committee Members

Name	Business	County	Position
1. Alissa Shay	Port of Grays Harbor	Grays Harbor	Board Chair
2. Michael Cade	Thurston Economic Development Council	Thurston	Vice Chair
3. Tennille Johnson	WA Employment Security Department	Regional	Treasurer
4. Lynnette Buffington	Greater Grays Harbor	Grays Harbor	Incoming Chair
5. Jacquelin Earley	Sierra Pacific Industries	Mason	Previous Board Chair, Ex Officio
6. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
7. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
8. Christina Riley	Labor and Apprenticeship Representative	Regional	Target Populations Committee Co-Lead
9. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
10. Jennifer Barber	South Puget Sound CC	Thurston	ABEL Committee Lead
11. Derek Epps	Seattle Shellfish	Mason	Business At-Large
12. David Schaffert	Thurston County Chamber of Commerce	Thurston	BaSE 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	WTECB	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 \(SAO\)](#).



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

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The PacMtn region has officially executed its 2024 program year system MOU/IFA update - known as the *One Workforce-PacMtn WorkSource System Partnership Agreement*. This update to the 2020-2024 System MOU/IFA was the result of State level policy changes but also included updates to partner roles and the comprehensive center budget - or the Infrastructure Funding Agreement (IFA). The signature process went beyond the initial state deadline, however negotiations continued and resulted in full execution before further action was required. There will be an immediate release of a small language modification and further clarity on the affiliate site budgets. Though not governed by the IFA, affiliate budgets are referenced in the attachments. The budgets included for the Mason, Grays Harbor and Lewis sites were based upon estimates and did not show all partner contributions. The addendum will be circulated in early May for review and out for signature following the May Executive Finance Committee meeting. The press release and additional information can be found on the [Media](#) page of organization's website.

PacMtn CEO William Westmoreland met with the region's **Federal Reserve** representative in early April to discuss key challenges in the region. The important connection provides local communities the opportunity to share direct input to the Federal Reserve policymakers. Shared in the initial meeting were concerns around financial and digital literacy, child and elder care challenges, lack of impactful housing policy, and the region's growing ALICE (Asset Limited Income Constrained and Employed) population. Anyone wishing to provide information or input for future discussions can connect to our team via PacMtn's [Contact](#) form.

Carolyn Busch, Workforce Innovation Director and Industry Sector Program Coordinator for **Washington State's Department of Commerce**, met with PacMtn staff in early April as a part of her effort to build a stronger connection with Local Workforce Development Boards. The meeting focused on local workforce development efforts, regional challenges, and key industry sectors and efforts to support them. The director noted strong alignment with PacMtn's approach to sector development and our burgeoning Quality Jobs Initiatives. Additionally, the conversation covered upcoming state and federal funding opportunities and potential partnerships with Commerce. Work is underway for a future regional tour giving local employers and partners an opportunity to connect with the Director.

PacMtn's CEO William Westmorland and Business and Sector Engagement Director Naomi Sky visited *Pacific County* in April. The visit was an opportunity to meet with local community

leadership and employers to better understand key challenges for the community. The county's delegation included Sue Yirku - Executive Director of the Pacific County Economic Development Council (PCEDC), Jovon Vaughn - Director of the Willapa Harbor Chamber of Commerce, Shoalwater Bay Indian Tribe and Enterprise leadership, and a tour of Pacific Seafood facility. During the visit, the conversation focused on housing and childcare challenges, the hospitality and food production sectors and current funding opportunities. Workforce investment opportunities include English acquisition skills, work experiences for youth, administrative skills, and others to support the local economy.

In the early part of PY2022, PacMtn undertook an effort to better understand staff needs in two key areas - ***Compensation and Culture***. Working with a Human Resources consultant, PacMtn surveyed staff for direct input and launched a wage and compensation analysis. The survey presented several key opportunities to impact culture and some key considerations around compensation competitiveness. The wage and compensation analysis resulted in reclassification of some staff, consolidation of workloads, and updating of job descriptions. As a result of the work, PacMtn moved to a performance-based evaluation model for reviews and compensation considerations vs the "cost of living, time-in and bonus" model. The approach allowed team members the opportunity to develop new skills, increase their work contributions and to have clear goals to achieve that would impact their total compensation. A significant number of staff developed measurable skill improvements and expanded their job duties during the year, resulting in increases in their base wages, small cash bonuses, and even promotions. Further, all staff members have met the requirements for a year-end cash bonus and all will receive a raise. PacMtn will survey staff again in May to understand progress made in these areas and learn more on where to focus future efforts.

Work is under way for the **PY2024 Budget**. During the April combined board and consortium meeting, PacMtn CFO Wil Yeager and CEO William Westmoreland facilitated the annual budget workshop to share key budget considerations and provided an opportunity for input into the forming of the budget development. The initial budget will be presented to at the Executive Finance Committee meeting in June. The final initial budget will be presented for action at the June board meeting. Thoughts and input for the upcoming year can be shared with our team via PacMtn's [Contact](#) form.

Stories of Hope and Impact

Shared from our Business Services partner – Thurston County Chamber of Commerce:

We have strengthened our partnership with Olympia Master Builders, and they have agreed to support us in upcoming hiring events to find living-wage jobs for ANEW Construction Boot camp graduates. We had a large turnout for the hiring events following our CDL Training. Business included: Bekins NW, Crown Distributing of Aberdeen, Grays Harbor Transit, Intercity Transit, LeMay, Harbor Wholesale, Yellow, Mason County Public Works, Swift/Knight Transportation, Sierra Pacific Industries and Harbor Wholesale.

- We successfully placed a WEX intern into her desired position within the medical sector.
- There was a total of 11 graduates from our CDL trainings in January and February.
- There were five graduates from this program year's first ANEW Pre-Apprenticeship Construction Bootcamp.
- We began our March – May Bootcamp with 11 participants.
- WEX funds were used for boot camp participants, which means participants were paid \$18 an hour while in training.
- Three houseless individuals participated, or are currently participating, in the construction bootcamp.
- Two non-binary participants graduated in our first cohort, both of whom expressed their initial hesitation to join a program in a male-dominated field.
- One of the cohort participants was so impressed with ANEW's program, that he applied for a job with the organization after graduation.



MEMORANDUM

To: PacMtn Executive Finance Committee Members

From: William Westmoreland, CEO
Wil Yeager, CFO

Date: May 11th, 2023

Subject: Tax Form 990

May 15th is the extended due date for PacMtn's 990 filing for Program Year 21 ended June 2022.

As prescribed by IRS rules regarding Form 990 section B policies and PacMtn policy. PacMtn provides to all voting members of the board a copy of our final Form 990 (including required schedules) either electronically or in paper prior to our May 15th filing.

A copy of the 990 has been forward to all members of the board via email.

Additionally, PacMtn as part of our policy when able provides to the Executive Finance Committee (EFC) an opportunity for review and comment prior to filing. We were not able to have it available for review prior to our May 11th EFC meeting but will have it available for comment in our June 8th EFC meeting.



MEMORANDUM

To: PacMtn Executive Finance Committee Members

From: William Westmoreland, CEO
Wil Yeager, CFO

Date: May 11th, 2023

Subject: Update to Columbia Bank Signers

At times, PacMtn will need to update bank signers due to staff changes, etc. PacMtn is requesting an update to the authorized bank signers at Columbia Bank. We will be removing Korbett Mosesly as a signer due to his departure at the end of May. To ensure there are adequate bank signers on these accounts, we are requesting approval to add Megan Fiess, Chief Development Officer and Arissa De Lima, Chief of Staff to the accounts indicated on the attached summary.

Recommending Motion to Approve

We recommend a motion to Approve the Update to the Columbia Bank Signers as presented with Recommendation of Do Pass the full WDC Board.



05/2023

Current Columbia Bank Signers

Acct ending 8396- Restricted Funds

William Westmoreland
Korbett Mosesly

Acct ending 0137- Tumwater

William Westmoreland
Korbett Mosesly

Acct ending 0129 - Sweep

William Westmoreland
Korbett Mosesly

Board Action to Add Signers to Bank Accounts

Acct ending 8396- Restricted Funds

Megan Fiess
Arisa De Lima

Acct ending 0137- Tumwater

Megan Fiess
Arisa De Lima

Acct ending 0129 - Sweep

Megan Fiess
Arisa De Lima

Board Action to Remove Employee from Bank Account

Acct ending 8396- Restricted Funds

Korbett Mosesly

Acct ending 0137- Tumwater

Korbett Mosesly

Acct ending 0129 - Sweep

Korbett Mosesly

PacMtn's mission is to lead dynamic regional workforce development that enhances economic success

1570 Irving Street SW, Tumwater WA 98512 | www.pacmtn.org



Final Bank Accounts after all activity

Acct ending 8396- Restricted Funds

William Westmoreland
Megan Fiess
Arisa De Lima

Acct ending 0137- Tumwater

William Westmoreland
Megan Fiess
Arisa De Lima

Acct ending 0129 - Sweep

William Westmoreland
Megan Fiess
Arisa De Lima

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