



Executive Finance Committee Minutes
05/11/2023 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Alissa Shay, Michael Cade, Tennille Johnson, Jacquelin Earley, David Schaffert, Cheryl Heywood, Jennifer Barber, Derek Epps

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

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 April 13, 2023 EFC Minutes

David Schaffert motioned to Approve the April 13, 2023 EFC Minutes as presented. Cheryl Heywood seconded. **Motion carries.**

C. Board Chair Comments

Alissa showed her appreciation or last month's Board Meeting and the increase of in person attendance.

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: Additional Board Positions

William led the discussion on this item. He started with a review of current vacancies and the composition of the Board of Directors. Ensuring there is direct representation of the tribal community and communities of health would bring a diversity of voices and perspectives to the discussions within the Board and its subcommittees.

A review of current positions in relation to compliance will be presented at the next EFC or Board meeting.

B. Discussion Item: Pathways to Infrastructure Update

William started with reviewing the legislative bills and efforts that were just put in place and how they are approaching resourcing the development of sectors and related occupations align. The current funding opportunities available is focused on scaling up work related to

infrastructure.

The state decided to do a joint application on this with the local WDCs. PacMtn has decided not to join this joint application.

PacMtn has been in discussion around broadband and emerging technologies. PacMtn will begin a grant application using the scaling effort which will allow an application of \$2.5-5M for up to 60 months. There is an opportunity during this timeframe to add additional requests for resources through partner organizations.

III. Fiscal Items:

A. Discussion Item: Tax Form 990

Wil led this discussion. He reviewed the memo in regards to the Tax Form 990 that was emailed to all Board members prior.

There were no questions on this item.

B. Discussion and Action Item: Update to Columbia Bank Signers

Wil reviewed the update to the Columbia Bank Signers with the Committee. An announcement of Korbett Mosesly's departure from PacMtn at the end of May was made. There were no questions.

- i. Motion to Approve the Update the Columbia Bank Signers as presented with Recommendation of Do Pass for the full WDC Board.
 - a. Jacquelin Early motioned to Approve and Recommend Do Pass for the WDC Full Board and Consortium. Cheryl Heywood 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 - Cheryl Heywood reported that the committee will be meeting next Thursday.
- B. Priority Populations Committee - Dan Cooling reported on the Committees work. They have been in discussion on the Quality Jobs Initiatives and focusing on housing and convening stakeholders around that.
- C. Adult Basic Education & Literacy (ABEL) - The Committee Lead was not in attendance but an update will be provided at the next meeting.
- D. Business and Sector Engagement (BaSE) - David Schaffert reported that the Committee's work. They have been in discussion on the WSU Extension on broadband, federal infrastructure resources and regional labor market information.

Good of the Order and Announcements

Cheryl Heywood announced that the anywhere library is solidifying their routes in Thurston County and will be running in June/July of this year.

William shared that he will be on vacation from 5/22/23-6/2/23.

Meeting adjourned at 3:26p.

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.

In all things demonstrate: Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect

Ensure all counties are included.

Honor diverse perspectives.

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 \(SAO\)](#).