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## PacMtn WDC Board Meeting & Budget Workshop

Meeting Minutes

April 27, 2023 | 2:00p

PacMtn Offices & Online via Microsoft Teams

### Attendees:

**Board Members:** Alissa Shay, Michael Cade, Tennille Johnson, Richard DeBolt, Peter Lahmann, Jennifer Baria, Jacquelin Earle, Derek Epps, Angela White, David Schaffert, Jonathan Pleger, Christina Riley, Cheryl Heywood, Jennifer Barber, Bob Guenther

**Consortium Members:** Commissioner, Sharon Trask, Commissioner Scott J Brummer

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

**Guests:** Yolanda Hewitt, Sara Develle, Cadie Dye, Kim Sogge

### I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Alissa Shay, Board Chair called the meeting to order at 2:06p
- b. Establish Quorum & Review Today's Agenda - Quorum was established at this time for the Board. Quorum was not met for the Consortium. The meeting agenda was reviewed with no questions or changes.
- c. Board Chair Comments - Alissa welcomed in person attendees and showed appreciation for the Boardroom and its scenic views.
- d. CEO Report - William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at [www.pacmtn.org](http://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 2/23/2023 Board Minutes
- b. **Action Item:** Motion to Approve PacMtn's Participation in the Washington State Department of Retirement Systems, Deferred Compensation Program
  - i. Christina Riley motioned to Approve items in the Consent Agenda as presented. Michael Cade Seconded. Motion Caries.

### III. Action Item & Discussion

- a. **Discussion Item:** Strategic Planning with Point North  
Cadie Dye of PointNorth led this discussion. She reviewed the draft timeline for the development of the Local Plan. She covered estimated dates and expectations of activities that included gaps analysis, community engagement, strategic plan



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development, strategic planning meetings with the core team and it's alignment to the scheduled Board Meetings.

- b. **Discussion and Action Item:** Nomination & Approval of Incoming Chair
  - i. **Action Item:** Motion to Approve Lynnette Buffington as PacMtn WDC Incoming Board Chair

William led this discussion. He reviewed Lynnette's current position on the Board. He reviewed that this nomination was brought forward at the last Executive Finance Committee and recommended for approval to the full Board.

There were no questions for this item.

- 1. Commissioner Trask motioned to Approve Lynnette Buffington as PacMtn WDC Incoming Board Chair. Cheryl Heywood seconded. Motion Passes.

- c. **Discussion and Action Item:** 2023 Amendment of By Laws
  - i. **Action Item:** Motion to Approve the 2023 Amendment of By Laws and Recommend a Do Pass to the Consortium

William led this discussion with Arissa verifying ByLaw dates and information. He reviewed the changes to the By Laws and reasoning's for them.

There were no questions for this item.

- 1. Christina Riley motioned to Approve the 2023 Amendment of By Laws and Recommend a Do Pass to the Consortium. David Schaffert seconded. Motion Passes.

#### IV. Fiscal Items:

- a. **Discussion and Action Item:** PY22 Budget Modification
  - i. **Action Item:** Motion to Approve and Recommend a Do Pass to the Consortium

Wil led this discussion. He reviewed the PY22 MOD Budget Memorandum with the Board.

Bob Guenther queried about the Incumbent Worker Funds and its relation to a cybersecurity apprenticeship.

Megan discussed options for funding opportunities for this apprenticeship.

Derek Epps queried if the funding included aquaculture sector employment.

Megan reviewed that the Quest funding received could be an option.

Yolanda Hewitt queried on how and where does the funding effect WorkSource.

Wil and William reviewed the budget and which funding streams are used to



fund the different programs and WorkSource.

There were no further questions on this item.

1. Commissioner Trask motioned to Approve the PY22 Budget Modification and Recommend a Do Pass to the Consortium. Jonathan Pleger seconded. Motion Passes.

b. **Discussion Item:** PY23 Preliminary Budget Discussion

Wil reviewed the PY23 Preliminary Budget Discussion Overview document with the Board.

\*See Q&A Document Attached

Alissa queried when the PY22 Budget will be presented.

Arissa explained that this will be first presented at the June EFC meeting and full board meeting.

There were no further questions on this item.

V. Executive Session.

No Session Requested at this time.

VI. Committee & Task Force Updates

- a. One Stop Committee (One-Stop) - Cheryl Heywood reported on the committee's work.
  - i. WSU Extension speaker - Director for Statewide Equity. He also oversees Broadband Action Team. Digital Equity Plan must be submitted by 6/14/23 for each county for broadband expansion.
  - ii. MOU/IFA are now in place
  - iii. Discussed functional team reports and system dashboard that will be live on PacMtn website on 5/1/23.
- b. Priority Populations - Jonathan Pleger reported on the committees work.
  - i. Discussion on housing needs in last two meetings. Collection of resources for continued efforts.
- c. Adult Basic Education & Literacy (ABEL) - Dan Cooling reported on behalf of the Committee Chair.
  - i. Discussion around connections and referrals between the colleges.
- d. Business and Sector Engagement (BaSE) - Megan Fiess reported on behalf of the Committee Chair.
  - i. Discussion around various funding coming out - Pathways to Infrastructure, Quality Jobs Initiatives, etc.
  - ii. Working on policy around Labor Market Information Management to be presented to the Board.



iii. Quarterly meetings moved to monthly meetings through Sep 2023.

VII. Good of the Order & Announcements

Pete Lahmann shared WA Dept. of Veterans Affairs has a Digital Navigator Grant - Provides laptop and/or iPhone will all fees paid for 2 years to a service member, veteran or their family member if certain criteria is met.

Bob Guenther announced that he attended the East Lewis County Chamber meeting and their efforts align with work of PacMtn and partners.

Cheryl Heywood shared that West Olympia doubled in size with a grand opening in May. Also shared that on May 25 from 9a-12p, Moving Forward Together event in partnership with Capital STEM Alliance.

No further Good of the Order or Announcements.

Meeting adjourned at 4:17p

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>
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 <i>Committee Assignment: Priority Populations</i>
8. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>



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10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment:
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production <b>Committee Assignment: EFC</b>
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development <b>Committee Assignment: BaSE</b>
13. Grant Lehman	DaVita Kidney Care	Business: Healthcare Committee Assignment:
14. <b>Vacant</b>		
<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 <b>Committee Assignment: EFC, BaSE</b>
<i>Regional Representatives</i>		
17. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations <b>Committee Assignment: EFC, Priority Populations</b>
18. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship <b>Committee Assignment: EFC, Priority Populations</b>
19. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations <b>Committee Assignment: EFC, One-Stop, ABEL</b>
21. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) <b>Committee Assignment: EFC, ABEL</b>
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:
25. Jason Reed	WA DSHS/Community Services	TANF-DSHS <b>Committee Assignment: Priority Populations</b>
26. <b>Vacant</b>	WA DSHS/DVR	<b>Committee Assignment:</b>



### 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 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 \(SAO\)](#).