



**Board & Elected Officials Consortium**  
**Annual Fall Retreat**  
 September 28, 2023  
 Little Creek Casino & Resort

- 7:30a - 8:30a      Breakfast & Networking
  
- 8:20a              Welcome - William Westmoreland, PacMtn CEO
  
- 8:30a - 11:15a    Tribal Celebration
  - 8:30a - 9:00a      Welcome & Opening Ceremony: Jeremy Walls & Ray Peters of Squaxin Island Tribe
  - 9:00a - 9:30a      Island Enterprise Presentation: David Burnet, Island Enterprises, Inc., CEO
  - 9:30a - 9:45a      Load Community Vans & Travel
  - 9:45a - 10:45a    Skookum Creek Tobacco Factory Tour
  - 10:45a - 11:15a    Load Community Vans & Travel
  
- 11:30a              Lunch Served
  
- 11:30a - 3:15p    PacMtn Interactive Workshops
  - 11:30a - 11:45a    Anywhere Library: Brenda McGuigan, Timberland Regional Library
  - 11:45a - 12:15p    Labor Market Information: Jason Robertson, J. Robertson & Co. and Aaron Pentland, PacMtn
  - 12:15p - 12:30p    Labor Apprenticeship: Christina Riley, Christina Riley Consulting
  - 12:30p - 1:00p     One Stop Partnership Plan: Jason Hosney, WorkSource PacMtn, One-Stop Operator
  
- 1:00p - 1:15p     Break
  
- 1:15p - 3:15p     Strategic Plan with PointNorth
  
- 3:15p - 3:30p     Break
  
- 3:30p - 4:30p     Board Meeting
  - Agenda Attached



## PacMtn WDC Board Meeting

September 28, 2023

3:30p - 4:30p

Little Creek Casino Resort or Virtually via Microsoft Teams

*Join via Microsoft Teams*

Meeting ID: 297 026 078 195

Passcode: LSeKCA

### I. Welcome & Leadership Reports

- a. Welcome & Self Introductions
- b. Establish Quorum & Review Today's Agenda
- c. Board Chair Comments
- d. CEO Report (Attachment #1)

### 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 6/22/2023 Board Minutes (Attachment #2)
- b. **Action Item:** Motion to Approve PacMtn Program Policy #9500 as presented (Attachment 3)

### III. Discussion and Action Items:

- a. Discussion Item: PacMtn Employee Opinion Survey
- b. Discussion and Action Item: Local System Plan
  - i. Action Item: Motion to Approve the Local System Plan to implement strategies agreed upon in the System MOU as presented.

### IV. Executive Session: Motion to Move to Executive Session to Discuss Personnel Matters

*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.*

The WDC Board will enter to Executive Session for 30 minutes to discuss personnel matters.

### V. Committee & Task Force Updates - Committee Leads



- a. One Stop Committee (One-Stop)
- b. Priority Populations
- c. Business and Sector Engagement (BaSE)
- d. Adult Basic Education & Literacy (ABEL)

VI. Good of the Order & Announcements

**2023-2024 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. <b>VACANT</b> <i>Vice-Chairperson</i>		
3. Tennille Johnson <i>Secretary/Treasurer</i>	Employment Security Department	<i>Wagner-Peyeser Employment Services</i> <i>Committee Assignment: EFC, One-Stop</i>
<i>Grays Harbor County Representatives</i>		
4. Lynnette Buffington <i>Incoming Chair</i>	Greater Grays Harbor	Business: Economic Development <i>Committee Assignment: EFC, BaSE</i>
5. <b>VACANT</b>		
<i>Lewis County Representatives</i>		
6. Richard DeBolt	Lewis County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
7. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
8. <b>VACANT</b>		
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing <i>Committee Assignment: EFC, BaSE</i>
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production <i>Committee Assignment: EFC</i>
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
13. <b>VACANT</b>		
14. <b>VACANT</b>		
<i>Thurston County Representatives</i>		
15. Angela White	Olympia Master Builders	Business: Construction Trades <i>Committee Assignment: BaSE</i>
16. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise <i>Committee Assignment: EFC, BaSE</i>
17. Michael Cade	Thurston County EDC	Business: Economic Development <i>Committee Assignment: EFC, BaSE</i>



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<i>Regional Representatives</i>		
18. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations <b>Committee Assignment: EFC, Priority Populations</b>
19. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship <b>Committee Assignment: EFC, Priority Populations</b>
20. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
21. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations <b>Committee Assignment: EFC, One-Stop, ABEL</b>
22. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) <b>Committee Assignment: EFC, ABEL</b>
23. Dr. Bob Mohrbacher	Centralia Community College	Post-Secondary Higher Education Committee Assignment:
24. Dr. Lorie Thompson	Capital STEM Alliance	K-12 Education Committee Assignment:
25. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor <b>Committee Assignment: BaSE</b>
26. Jason Reed	WA DSHS/Community Services	TANF-DSHS <b>Committee Assignment: Priority Populations</b>
27. <b>VACANT</b>	WA DSHS/DVR	Vocational Rehab <b>Committee Assignment: One-Stop, Priority Populations</b>

### 2023-2024 Consortium Members

<b>Name</b>	<b>Representing County</b>
Commissioner Sharon Trask <i>Consortium Chair-Chief Local Elected Official</i>	Mason
Commissioner Scott J Brummer	Lewis
Commissioner Patrick "Jerry" Doyle	Pacific
Commissioner Kevin Pine	Grays Harbor
Commissioner Carolina Mejia	Thurston

### Workforce Development Speak (Commonly Used Acronyms)



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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	OOUR	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 \(SAO\)](#).



**PacMtn WDC Board Meeting**  
Meeting Minutes  
June 22, 2023 | 2:00p

PacMtn Offices & Online via Microsoft Teams

**Attendees:**

**Board Members:** Alissa Shay, Tennille Johnson, Lynnette Buffington, Peter Lahmann, Jennifer Baria, Jacquelin Earle, Michael Cade, Jonathan Pleger, Christina Riley, Dr. Bob Mohrbacher, Bob Guenther, Jason Reed

**Consortium Members:** Commissioner, Sharon Trask

**PacMtn Staff:** William Westmoreland, Wil Yeager, Arissa De Lima, Megan Fiess, Dan Cooling, Katherine Payne, Christina Gorman, Aaron Pentland, Emma Seymour

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Alissa Shay, Board Chair called the meeting to order at 2:04p
- b. Establish Quorum & Review Today's Agenda - Quorum was established at this time.
- c. Board Chair Comments - Alissa welcomed attendees and expressed the importance of today's budget review.
- 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).
  - i. Michael Cade commented on the award granted to the Thurston EDC to support food production and processing programs.
  - ii. Lynnette Buffington also commented on the award received in collaboration with Grays Harbor College and Greater Grays Harbor to support their goals in the hospitality and culinary program and events center that will enhance workforce and small business development in the region.

II. Action: Consent Agenda

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- a. **Action Item:** Motion to Approve 4/27/2023 Board Minutes
- b. **Action Item:** Motion to Approve update of Umpqua Bank and OBee Credit Union Signers
- c. **Action Item:** Motion to Approve Administrative Policy #3240 Labor Market Information Management
  - i. *Michael Cade motioned to Approve items in the Consent Agenda as presented. Dr. Mohrbacher seconded. Motion Carries.*

III. Action Item & Discussion

- a. **Discussion Item:** System MOU PY22 Update Amendment  
William led this discussion. He provided the board on background and reviewed



areas of amendment.

There were no questions on this discussion.

- b. **Discussion and Action Item:** Board membership and Officer Vacancy
  - i. **Action Item:** Motion to move nomination of Vice-Chair to the next Board Meeting on July 27, 2023

William discussed current board vacancies. He also announced Michael Cade's resignation from the Vice-Chair of the Board position.

There were no questions for this discussion.

- ii. *Christina Riley motioned to move nomination of Vice-Chair to the next Board meeting on July 27, 2023. Jacquelin Earley seconded. Motion carries.*

- c. **Discussion and Action Item:** Board Member Approval
  - i. **Action Item:** Motion to Approve and Recommend Confirmation to the Consortium

- 1. Dr. Lorie Thompson, Capital STEM Alliance, Regional Network Director, 3 year term.

William introduced the nominee and reviewed her resume with the Board.

Dr. Thompson introduced herself and reviewed her work within the region and her desire to serve on the PacMtn Board.

There were no questions for this item.

- 2. *Bob Guenther motioned to Approve and Recommend Confirmation to the Consortium. Dr. Mohrbacher seconded. Motion Passes.*

#### IV. Fiscal Items:

- a. **Discussion and Action Item:** PY2023 Preliminary Budget
  - i. **Action Item:** Motion to Approve the PY2023 Preliminary Budget and Recommend a Do Pass to the Consortium

Wil led this discussion and reviewed the PY2023 Preliminary Budget with the Board.

Q&As regarding the PY2023 Preliminary Budget -

Bob Guenther queried about support and/or training that can developed for the various National Forest careers in our region.

Wil reviewed areas of funding where dollars can be used for support. Megan and Dr. Mohrbacher mentioned different opportunities that can be developed for this.



Jonathan Pleger queried on COLA for PacMtn staff.

Wil explained that COLA has not been considered in the budget for PY23. While they have not taken out of consideration, PacMtn evaluations, salary increases and bonuses has moved to a performance-based structure. If there is an influx in COLA, PacMtn will reevaluate and bring to the board as appropriate.

Michael Cade showed deep appreciation to PacMtn Staff for preparation and review on budget multiple times a year.

There were no further questions on this item.

1. *Michael Cade motioned to Approve and Recommend Confirmation to the Consortium. Jacquelin Earley seconded. Motion Passes.*

V. Executive Session.

No Session Requested at this time.

VI. Committee & Task Force Updates

- a. One Stop Committee (One-Stop) – Megan reported on the committee’s work on behalf of the Committee Chair.
  - i. Guest speaker on digital literacy
  - ii. One Stop Operator (OSO) – presentation on general operations
- b. Priority Populations – Jonathan Pleger reported on the committees work.
  - i. June meeting was canceled and will resume with a combined Committee meeting in July.
- c. Adult Basic Education & Literacy (ABEL) – Arissa reported on behalf of the Committee Chair.
  - i. June meeting was canceled and will resume with a combined Committee meeting in July.
- d. Business and Sector Engagement (BaSE) – Megan Fiess reported on behalf of the Committee Chair.
  - i. Recent work has been on the LMI Policy approved at the Board meeting today.
  - ii. Committee reviewed charter to ensure it is in alignment to work of the Board. If updates are recommended, will bring to the Board for approval.
  - iii. Presentation from the Olympia Career Hub
  - iv. Committee with host a joint Committee meeting with guest speaker in July.

VII. Good of the Order & Announcements

Dr. Mohrbacher announced the Centralia College is running an 8-week summer only construction trade program that will be offered in July.





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Lynnette Buffington shared that Greater Grays Harbor received a grant from the Association of Chamber of Commerce Executives to study career trajectory and wage increase in rural and low-income workers.

Jacquelin Earley announced that 3 AJAC students from Elma High School are currently in Georgia competing in Skills USA.

Michael Cade mentioned that on Dec. 7 the Regional Expo will be held at Great Wolf Lodge. They are currently looking for topics that attendees would like to hear about.

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. He also mentioned that on 7/1 Rainer will be having their Patriotic Day event and on 7/4 Centralia will hold their 4<sup>th</sup> of July parade.

No further Good of the Order or Announcements.

Meeting adjourned at 3:28p

Submitted by: Arissa De Lima, WDC Board Secretary

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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. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
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26. Jason Reed	WA DSHS/Community Services	TANF-DSHS <b>Committee Assignment: Priority Populations</b>
27. <b>Vacant</b>	WA DSHS/DVR	<b>Committee Assignment:</b>



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

PacMtn was successful in securing a **Congressional Appropriation** to support the WorkEx and the A&P programs at Joint Base Lewis McCord. Senator Murray shared the news with PacMtn in late July. The \$1.5 million will be used to expand access to these highly successful military transition programs. WorkEx connects transitioning service members with civilian internships prior to separation, giving them the opportunity to gain relevant work experience to support their transition to post-service employment. The A&P program helps prepare transitioning service members to be successful in key aviation exams that can position them well for high-wage aircraft maintenance employment. Learn more at <https://pacmtn.org/investments/military/>.

PacMtn staff have been working with **PointNorth Consulting** to prepare for the fall retreat September 28, 2023 and the Local Plan - which is due in March 2024. The retreat will be held at the Little Creek Resort and Casino and will afford the Board and Consortium members the opportunity to support the development of the Local Plan. The 4-year plan sets the framework for systems partners to operate the system 2024-2027. To learn more about the Plan and to provide input, visit <https://pacmtn.org/governance/strategic-plan/>.

Results from **PacMtn's Annual Employee Survey** show continued progress on organizational culture, compensation, and employee morale. Significant gains were made related to employee development and pace of change. Additionally, staff reported that they are happy with their total compensation, direct supervision, and their workloads. There is opportunity for improvement with executive team communication, strategic initiatives, and individual salaries. These categories saw improvement, all reporting below 50% in the previous survey - with all at or above 60%, but all three remain below the 80% target. Work is afoot to improve overall communication and engagement around the strategic initiatives including implementation of organizational goals and the use of a new project management system. The effort is to connect everyone's individual goals and work to the overall goals of the organization. Additionally, our annual salary survey identified some potential salary gaps that have been closed. PacMtn will continue these surveys for the foreseeable future.

PacMtn is excited to Welcome two new **ESD Administrators** in the region Phyllis Martin and Sean Wiley. Phyllis is new to ESD and brings experience from Texas - a system that is known in the Workforce Development world for its effective Integrated Service Delivery system. We're already seeing the impact depth of her experience in action. Sean in an internal promotion for ESD. He brings a wealth of knowledge and community experience to the role. We're excited to see where their leadership takes the system.

In early April, William Westmoreland attended **DOL's Employment Training Administration Region 4 & 6 Convening** in San Diego; the first post-pandemic event for ETA. The agenda was packed with opportunities to learn about the direction of ETA including information about WIOA reauthorization, funding opportunities, and technical information related to

delivering services in the One-Stop system. Notable amongst the wealth of information was a loosening of the definition for “marketing” - a term practitioners avoid for fear of disallowed costs. Old ideas of what was disallowed have been clarified and deemed allowable. This will have significant impact on outreach and opens new channels to pursue job seekers.

The One-Stop Committee has tasked the WorkSource System to establish an **Annual Work Plan** as outlined in the System Memo of Understanding and Infrastructure Funding Agreement (MOU). The plan will operationalize the vision set in the MOU and provide clarity around how the system will function. This planning effort is led by the One-Stop Operator and developed by the Partner Coordination Team. The plan will be advanced by the committee to the Executive Finance Committee who will approve the plan for advance to the full board for consideration at the Fall retreat.

**Community Visit Series:** PacMtn staff recently visited Mason and Lewis Counties. The Mason visit was hosted by Jennifer Baria of EDC Mason (Board Member). The day included a meeting with Commissioner Sharon Trask (PacMtn’s Chief Elected Official), Jaquelin Earley of Sierra Pacific Industries (Board Member) and staff. The group toured two local employers - Ridgeway Motorsports venue and Thermedia to learn more about their operations and the challenges these employers face when securing talent with the current market conditions. Jennifer also shared some key strategies that county is pursuing regarding economic and community development and we discussed how best PacMtn can support their efforts.

The Lewis County visit was hosted by Richard DeBolt of Economic Alliance of Lewis County (Board Member) and included Bob Guenther of Thurston-Lewis-Mason Labor Council (Board Member), Christina Riley of Christina Riley Consulting (Board Member), Peter Lahmann, Port Commissioner (Board Member) and Commissioner Scott Brummer (Consortium Member).

The group visited Shelton Structures and Sorenson Transportation to learn more about their specific challenges and their unique needs. Richard’s team also updated PacMtn on their efforts and how best PacMtn can support their work.

The Grays Harbor community visit is booked for October and we are in the works of scheduling Thurston County’s visit for later in the year.

Each fall, PacMtn honors a local employer that embodies the spirit of **Nancie Payne**, who was a tireless advocate for people with learning disabilities. This award will recognize workplace excellence and customer service, meaning full employee engagement, a constructive, diverse and progressive workforce culture and organizations that commit themselves to better business management practices to ensure successful mission achievement. PacMtn Board members have the opportunity to nominate one recipient from their region. The

Executive Finance Committee (EFC) will select the grand prize winner from the nominees, and all will be recognized that the Regional Economic Forecast & Innovation EXPO in December.

## Stories of Impact and Meaning

### Shared from the PREP program:

I'm happy to share this success story. We have a client that showed great promise in the classroom setting. Amongst his peers, he was widely respected. His attitude was that of a great team player. His willingness to support and help others was refreshing. Once he was released, he reached out to thank PREP for providing the training as well as support services provided. We connected for our first in-person 1 on 1 meeting, he displayed a level of respect that was appreciated. It was then I knew we had a Unicorn.

Once he received all of the necessary documentation to start working he hit the ground running. There was a day I met him at an appointment to make sure there were no problems. He informed me of an interview for his main targeted job. It looked like he was not going to be done in-time to make the interview. I stepped out to take a call, I came back in and noticed he was on the phone. He looks up and said, "I'm interviewing right now". This was taking place in the waiting area while the other customers listened in. He was very determined to make the interview. I'm happy to see that he used all of the tools and information provided. Being that he used these skills. He had options, all of them were jobs that normally our clients fail to get. He was able to secure employment that pays a good wage and some benefits. I shared with him that he was able to do something many has tried and failed. He was very proud of himself.

### Shared from our Partners at Equus:

Beth enrolled in WIOA Dislocated Worker and WA State EcSA services after losing her previous job due to a layoff. She had a specific goal in mind for employment: to create a small business serving senior citizens in our community. During her enrollment, she completed a Peer Navigation Certification training and earned her Peer Counselor credential. With the help of her TR, Beth had a Work Experience (WEX) at Senior Support Center for South Sound. While in her WEX, Beth was also referred to Washington Center for Women in Business, Enterprise for Equity and SPSCC's entrepreneurship programs.



# CEO Report

Summer 2023

With all of the training and services she received, Beth is now serving seniors through her small business. She has applied to be a service provider for insurance billing, hired an assistant and is utilizing a marketing professional to continue growth of her small business.

She utilized EcSA incentives earned for Achieving a Credential, Completing 120 Work Hours, Achieving a Self Sufficient Wage and completing seven (7) financial literacy and planning courses. In total, she earned \$3,900 and utilized the incentives to support herself during her training and business set up.



## MEMORANDUM

To: Executive Finance Committee

Date: September 7, 2023

Subject: Program Policy: ARPA OJT #9500

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### **Purpose**

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) facilitated by the American Rescue Plan Act of 2021 provides state, local, and Tribal governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery.

Specifically, ARPA provides that SLFRF funds may be used to respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

This policy provides guidance and allowances on activities and services under the American Rescue Plan Act to include employer wage disbursements locally referred to as On the Job Training Services.

PacMtn is allowing the use of employer wage disbursements, also known as On the Job Training services. On the Job Training is defined as a training provided by an employer to a paid participant while engaged in productive work in a job that improves knowledge or skills essential to the full and adequate performance of the job.

On the Job Trainings provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training.

### **Recommendation and/or Recommended Motion**

- Motion to recommend to the WDC Board to approve PacMtn Program Policy #9500.

### **Attachments**

•**Draft** American Rescue Plan Act : OJT Policy; August 23, 2023; Developed by : Katherine Payne – Director of Integrity and Compliance. The following attachment provides draft policy language with specific criteria and detail relating to ARPA funding and allowable services such as employer disbursements/On the Job Training services.



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**Type:** Program Policy

**Date Established:** 08/23/2023

**Date Last Revised:** N/A

**Date Posted to Website:** N/A

**Status:** Draft

**Supersedes:** N/A

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## **Purpose**

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) facilitated by the American Rescue Plan Act of 2021 provides state, local, and Tribal governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery.

This policy provides guidance and allowances on activities and services under the American Rescue Plan Act. Specifically, ARPA provides that SLFRF funds may be used to respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

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## **Policy**

PacMtn allows the use of employer wage disbursements, also known as On the Job Training services to support households and small businesses to recover from negative economic impacts caused by the pandemic.

This policy provides guidance regarding the limitations and eligibility of individuals to participate in On-the-Job Training (OJT) opportunities. OJT opportunities provide structured training for participants to gain the knowledge and skills to be competent in the job for which they are hired and lead to stable employment.

On the Job Training is defined as a training provided by an employer to a paid participant while engaged in productive work in a job that improves knowledge or skills essential to the full and adequate performance of the job. On the Job Trainings provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training.

On the Job Trainings are limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience, and the service strategy of the participants, as appropriate.

Congress specified two types of ineligible uses of funds: funds may not be used for deposit into any pension fund or, for states and territories only, to directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation.

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## **Policy Guidelines**

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### **Participant Eligibility**

Individuals must meet both criteria below:

- OJT employees must have individually or been apart of a household that experienced unemployment, experienced food or housing insecurity, or is low or moderate – income experienced negative economic impacts resulting from the pandemic.
- OJT may be provided for participants who are either unemployed or underemployed individuals to include individuals who want and are available for work, including those who have looked for work sometime in the past 12 months or who are employed part time but who want and are available for full-time work.

### **Employer Eligibility**

- The OJT employer must be located in Thurston County within the agricultural sector in the any of the following areas: crop production, livestock production, shellfish, or animal slaughter and processing.
  - The OJT employer must have been in operation prior to the COVID-19 pandemic.
  - The OJT employer must be registered with the Internal Revenue Service (IRS) and have an account with the Washington State Employment Security Department for Unemployment Insurance and carry Workman’s Compensation Insurance.
  - The employer must be financially solvent and have an adequate payroll record keeping systems that tracks hours worked, gross pay, deductions and net pay.
  - An OJT agreement will not displace any currently employed worker or alter current workers’ promotional opportunities. Nor will an OJT agreement be made with an employer who has terminated any regular employee or otherwise reduced the workforce in order to hire OJT employees.
  - The employer must not have workers currently in a layoff status or be involved in a labor dispute.
  - The OJT agreement must not impair existing contracts for services or collective bargaining agreements. When an OJT agreement would be inconsistent with a collective bargain, the appropriate labor organization, and OJT employer must provide written concurrence before the OJT can begin.
- Additionally, the OJT agreement may not assist, promote nor deter union organizing.
- The prospective OJT employer must meet the existing “pattern of failure” requirements.
  - The Employer must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age.

### **The OJT Contract**

Every OJT opportunity will include a contract (agreement) with the OJT employer and a Training Plan for the employee. The contract must include the requirements of ARPA rules and regulations; the occupation, skills and competencies to be learned; and the length of time the training will be provided.

## Cost Per Participant

- OJT Contracts may not exceed a total reimbursement of 50% designated in the OJT contract with approval by the respective PacMtn Representative.
- OJT Contracts may not exceed a total wage rate designated in the OJT contract with approval by respective PacMtn Representative.
- The OJT will last up to 12 months or the expending of OJT funds (whichever comes first).
- Participant working hours may not exceed 40 hours a week. Overtime wage reimbursement is not permitted.

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## Definitions

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On the Job Training: Training provided by an employer to a paid participant while engaged in productive work in a job that improves knowledge or skills essential to the full and adequate performance of the job; provides a percentage of wage reimbursement to the employer.

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## References

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American Rescue Plan Act of 2021. (2021) Public Law No 117-2, 135 Stat. 4. Retrieved from <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

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## DATE APPROVED: TBD

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**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**201 5<sup>th</sup> AVE. Ste. 401 Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.



## MEMORANDUM

To: PacMtn WDC Board of Directors

Date: September 28, 2023

Subject: PacMtn Employee Opinion Survey

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In 2022, PacMtn leadership committed to focusing on its workplace culture. To guide efforts in this, PacMtn has established a contract with an HR consultant. Since the launch of the first Employee Opinion Survey last year, there have been annual salary analysis with adjustments where necessary, updated job titles and descriptions, organizational restructure and emphasis on professional development. It has been determined that Annual Employee Opinion Surveys will provide employees with consistent opportunities to have their voices heard on a larger scale.

We share an overview below of the trends observed.

### Trends Observed:

#### What is going well?

1. Relationship between supervisor and employee: In general, the relationship between employees and their direct supervisor is going well. Overall, they feel they are heard, and have adequate communication with their supervisor.
2. Relationships with coworkers: Employees love coming to work and being a part of their team. They see value in their teammates and are happy to work together towards goals.
3. Work schedule: A majority of employees are content work their work schedule, some desire more flexibility to work from home. However, a majority of employees state their preferred means of communication is in person.
4. Reaction of Change/Pace of Change: Employees report an improvement in their reaction to the pace of change, as compared to last year's results.
5. Workloads/Capacity: Workloads and capacity appear to be balanced overall. Overall there were positive increases in data in regard to employees feeling they have a reasonable amount of work.
6. Benefits: Employees are overall satisfied with their benefits package.
7. Employee development: This has been a large improvement area for PacMtn. Employees generally now feel that employee development is promoted, and that there is opportunity for the future. 100% of employees think skill enhancement/professional education is promoted (in general).
8. Role Clarification: A majority of employees feel that their role has been clearly explained to them and that they understand it now. However, 40% of employees still do not feel they have enough adequate training specific for their role.

9. Board of Directors Engagement: Overall, employees see the importance of and the improvement in engagement with the board. However, 40% of employees do not feel informed about the board meetings and topics discussed within the board meetings.

#### What needs improvement?

1. Communication: Communication in general, and most specifically communication from executive leadership trends as needing improvement. Specifically, 40% of employees did not think the Programs changes moving from direct service delivery to strategic relationship management were communicated effectively.
2. Strategic Initiatives Implementation: Some improvement can be made when executive leadership plans and implements strategic initiatives. For example, 40% of employees do not think the Programs changes moving from direct service delivery to strategic relationship management were well thought out or planned effectively.
3. Salary: Some employees are still not satisfied with their salary at PacMtn. However, this is a positive trend from last year- 40% of employees are dissatisfied with their salary as compared to last year at 60%.

#### Activities and Progress

Future activities to promote workplace culture include Community Service Days as a whole organization, continued team building activities throughout the year and an introduction of a cafeteria plan to increase our benefits package.

***\*\* Page Numbers will populate starting on the second page***



## MEMORANDUM

To: PacMtn WDC Board of Directors

Date: September 28, 2023

Subject: Local System Plan

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### Background

In response to the 2023-2024 Memorandum of Understanding (MOU), the Partner Coordination Team has developed a Local System Plan to implement the strategies agreed upon in the MOU.

### Activities and Progress

The local system plan has been presented in full during the 2023 Fall Board Retreat. The local plan features our approach to integrate local workforce activities including:

- Documentation of customer participant status and activity
- Recruitment
- Enrollment
- Training
- Support
- Connection to employment
- Follow-Up

### Recommendation and/or Recommended Motion

We recommend a motion to Approve the Local System Plan to implement strategies agreed upon in the System MOU as presented.

***\*\* Page Numbers will populate starting on the second page***



# Committee & Task Force Updates

## September 2023

**One Stop Committee (One-Stop)** - In August, the Committee discussed the local planning process and provided input. The committee was also briefed on the One-Workforce annual workplan by the WorkSource Operator. The committee by consensus moved the annual plan to Executive Finance. The One-Stop Chair briefed the Executive Finance Committee in September on the annual work plan and will present at the board retreat, seeking final board approval at the board meeting. In September, the One-Stop Committee discussed WorkSource Connection Site Certification for all Timberland Regional Libraries in the PacMtn region. The committee will review the application in October and take action, as well as provide input on updated charter language and layout expectations for convening for the remainder of PY23 into PY24. Looking forward, the Committee will take off November and December, reconvening in January where they will review the updated committee charter and work plan, and will take action.

**Priority Populations Committee** - At the recent Committee meeting, the Priority Population Committee welcomed several new partners, including Jay Kanng, Lynn Flaising, Nicole Barr, Stacy Hicks, Steve Stalker, and Cheryl Heywood. The committee engaged in a significant discussion surrounding the ALICE population in the PacMtn region. We are now focusing on convening key stakeholders to aid in our forward planning and to gather feedback from individuals currently in the ALICE population.

**Business and Sector Engagement Committee (BaSE)** - The Committee has held monthly sessions since March, with every meeting highlighting a community collaborator who provides valuable insights and notable achievements related to workforce development. In July, BaSE organized a combined meeting with all PacMtn Committees and welcomed special guest Donny Jones from West Virginia to discuss the prevailing best practices in their area. There has been a growth in attendance at BaSE meetings and we expect to continue seeing an increase in committee members as we build upon progress in 2024. The focus of this month's meeting was the 4-year Regional Strategic Plan, and in October, we will hold our final meeting of 2023 to strategize for 2024.

**Adult Basic Education & Literacy (ABEL)** - Currently the Committee is on hold. We are in the process of scheduling a meeting with all of the college presidents and other contracted services providers to engage on the local planning process, revise the committee charter, and align the committee's work plan to the local plan. We anticipate meeting in October and then reconvening after the first of the year.