



Executive Finance Committee Minutes

09/14/2023 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Alissa Shay, Jacquelin Earley, Lynnette Buffington, Sharon Trask, Tennille Johnson, Jacquelin Earley, David Earley, Cheryl Heywood

Staff: Wil Yeager, Arissa De Lima, Dan Cooling, Christina Gorman, Katherine Payne, Melody Pajaro, Naomi Sky

Guests: Jason Hosenev

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:38pm. Quorum established and self-introductions were made.

B. Action Item: Motion to Approve June 8, 2023 EFC Minutes

Sharon Trask motioned to Approve the June 8, 2023 EFC Minutes as presented. David Schaffert seconded. **Motion carries.**

C. Board Chair Comments

Alissa shared that she attended the Economic Security for All Legislative meeting yesterday with many other PacMtn Board Members and Staff. She showed gratitude for the work PacMtn is doing to achieve results in the state.

D. CEO Report

William was not able to join the meeting today. For review of the CEO report please refer to our website www.pacmtn.org

II. Discussion and Action Items:

A. American Rescue Plan Act (ARPA) On the Job training (OJT) Policy #9500

Katherine Payne led the discussion on this item. She reviewed the policy with the committee and the items it outlined.

Jacquelin queried if the forest industry was included in the umbrella of agriculture labor. Katherine clarified that the contract spoke to food, crop production, livestock production, shell fish and/or animal slaughter/processing.

There were no further questions of the Committee.

Action Item: Motion to Approve PacMtn Program Policy #9500 as presented with Recommendation to the full WDC Board.

David Schaffert Motioned to Approve PacMtn Program Policy #9500 as presented with Recommendation to the full WDC Board. Cheryl Heywood seconded. **Motion Carries.**

B. Discussion Item: Local System Plan

Jason Hosenev, One-Stop Operator led this discussion. It was explained that an in depth presentation will be on the Fall Board Retreat Agenda. He continued to outline the One Workforce, Demand Driven System.

Tennille Johnson queried on a tool that would provide connection to resources for partners so that the removal of employment barriers can be focused on.

Jason answered that the WorkSource managers and supervisors are working on a list of resources for ease of access and the Community CarePort HUB is the organization that we can make a referral to and they will make the most appropriate connection. We can use a combination of utilizing the information and relationships that already exist in the current offices and the Community CarePort HUB support to fill in any gaps.

III. Fiscal Items:

A. Discussion and Action Item: Transfer of funds from Dislocated Worker Funding (DW) to Adult Funding (Adult) for PY23-PY24 WIOA formula Employment Security Department (ESD)

Wil led this discussion. He reviewed the Memorandum with the Board that outlines the process of the transfer of funds.

There were no questions from the Committee.

Action Item: Motion to Approve the Transfer of funds from DW to Adult for PY23-PY24 WIOA formula ESD Contract #K7992 ESD Policy 5401, revision 3 as presented.

Lynnette motioned to Approve the Transfer of funds from DW to Adult for PY23-PY24 WIOA formula ESD Contract #K7992 ESD Policy 5401, revision 3 as presented. Sharon 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 - Cheryl Heywood reported that the committee has been

- meeting on the topic that was covered by Jason Hosenev during this meeting. They have also been working on certification of connection sites.
- B. Priority Populations Committee - Dan Cooling reported on the Committees work. Their next meeting will be discussions around the Local Plan, the ALICE data and convening partners and participants within the community on how we can work together as a taskforce.
 - C. Adult Basic Education & Literacy (ABEL) - Cheryl Heywood reported that the Committee has been on a pause.
 - D. Business and Sector Engagement (BaSE) - David Schaffert reported on the Committees work. There have been discussions around the Local Plan and will bring in Christina Riley to speak to apprenticeships at their next meeting.

Good of the Order and Announcements

Cheryl Heywood announced Thurston County Chamber and Nisqually Indian Tribe received a 2 year grant to continue digital literacy classes. TRL’s digital literacy platform, North Star is used for these classes and many of the components of this platform has been converted into Spanish. There will be a panel session on this during the WWA Stronger Together conference.

Meeting adjourned at 3:15p.

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. Vacant			Vice Chair
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
11. Michael Cade	Thurston Economic Development Council	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 \(SAO\)](#).