



**PacMtn WDC Board Meeting**  
Meeting Minutes  
September 28, 2023 | 3:30p

Little Creek Casino & Resort & Online via Microsoft Teams

**Attendees:**

**Board Members:** Alissa Shay, Tennille Johnson, Lynnette Buffington, Peter Lahmann, Jacquelin Earley, Sue Yirku, David Schaffert, Jonathan Pleger, Christina Riley, Clint Bryson, Cheryl Heywood, Dr. Lorie Thompson, Bob Guenther

**Consortium Members:** Commissioner Sharon Trask, Commissioner Patrick Jerry Doyle, Commissioner Kevin Pine

**PacMtn Staff:** William Westmoreland, Wil Yeager, Arissa De Lima, Megan Fiess, Dan Cooling, Christina Gorman, Aaron Pentland, Melody Pajaro, Lorelei Smith, Naomi Sky, Wes Smith

**Guests:** Christina Chesnut, Jovon Voughn, Kayl Flint, Phyllis Martin, Sean Willey, Joshua – MadCap Marketing

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions – Alissa Shay, Board Chair called the meeting to order at 3:31p
- b. Establish Quorum & Review Today's Agenda – Quorum was established at this time.
- c. Board Chair Comments – Alissa expressed appreciation for the EcSA Legislative Briefing and the PacMtn team being on the leading edge of workforce development. Consortium Chair Comments - Commissioner Trask commented that PacMtn is doing good work and the workshops that have been presented throughout the day provides a pathway in the right direction. She also showed appreciation for Williams leadership of the organization
- 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 6/22/2023 Board Minutes
- b. **Action Item:** Motion to Approve PacMtn Program Policy #9500 as presented
  - i. *Peter Lahmann motioned to Approve items in the Consent Agenda as presented. Clint Bryson seconded. Motion Carries.*

III. Action Item & Discussion

- a. **Discussion Item:** PacMtn Employee Opinion Survey  
Arissa De Lima led this discussion. She provided the board with an overview of the Employee Opinion Survey results. She also outlined PacMtn's recent efforts to address survey responses and to foster workplace culture.



There were no questions on this discussion.

- 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

William Westmoreland led this discussion. He highlighted the One Stop Partnership Plan presentation from earlier in the day that was presented by Jason Hosenev, WorkSource PacMtn One-Stop Operator.

There were no questions from the Board.

- ii. *Bob Guenther motioned to Approve the Local System Plan to implement strategies agreed upon in the System MOU as presented. Jacquelin Earley seconded. Motion carries.*

#### IV. Executive Session.

Alissa declared the Board would need to enter Executive Session at 3:44pm for 30 minutes to discuss a personnel matter. *Lynnette Buffington motioned to move into Executive Session. Jacquelin Earley seconded. Motion carries.*

Those who are not Board or Consortium members cleared the room and virtual space.

The Committee returned from Executive Session at 4:15pm. The Board took no action on the discussion.

No further business was identified.

#### V. Committee & Task Force Updates

- a. Alissa announced that a one page handout has been provided that provides explanation on each Committees current work.

#### VI. Good of the Order & Announcements

Bob Guenther announced that on 10/26/23 at Centralia College there will be a briefing on BDO Zone.

Peter Lahmann announced that on 9/30/23 at the Olympic Flight Museum a 100 year old WWII veteran will be receiving a medal for his service.

Lynnette Buffington shared gratitude to PacMtn for engaging with their Showcase Grays Harbor event. She also announced on 11/28/23, GGHI is partnering with Washington State Department of Commerce to host the Global Entrepreneurship Expo.



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Cheryl Heywood announced that the new TRL website is up and running. They are accepting input and feedback. The website is scheduled to go live on 10/23/23.

Dr. Lorie Thompson announced that on 10/16/23 Career Connect Washington/ESD will be opening the Round 12 Program Builder RFP, with a focus on apprenticeship.

Jacquelin Earley shared appreciation for PacMtn and Wes Smith for joining Elma School District in a tour of some manufacturing pathways. During this, students were able to see their peers in action during a pre-apprenticeship. PacMtn highlighted this tour and shared it widespread on social media. She also thanked Christina Chesnut for bringing her team to the Pacific Logging event, where 2,000 school aged children (grades 5-12) had the opportunity to see an active logging site to learn about what goes on in our forests and being able to have their own opinion on the industry.

Sharon Trask shared that next weekend there is an Octoberfest event in Mason County.

Alissa Shay shared that the Satsop Business Park has an Apprentice Water Plant Operator. She is excited to see apprenticeship programs grow throughout the region.

No further Good of the Order or Announcements.

Meeting adjourned at 4:25p

Submitted by: Arissa De Lima, WDC Board Secretary

### 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>	Wagner-Peyser Employment Service	Business: Employment Security <i>Committee Assignment: EFC, One-Stop</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. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>



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8. Vacant		
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development <b>Committee Assignment: BaSE</b>
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. Vacant		
14. Vacant		
<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>
17. Michael Cade	Thurston County EDC	Business: Economic Development <b>Committee Assignment: EFC, BaSE</b>
<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. Lori Thompson (Nominee)	Capital STEM Alliance	K-12 Education Committee Assignment:
25. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor Committee Assignment: BaSE
26. Jason Reed	WA DSHS/Community Services	TANF-DSHS <b>Committee Assignment: Priority Populations</b>
27. Vacant	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.



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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 \(SAO\)](#).