



PacMtn WDC Board Meeting
Meeting Minutes
November 16, 2023 | 3:30p

PacMtn Offices & Online via Microsoft Teams

Attendees:

Board Members: Alissa Shay, Tennille Johnson, Lynnette Buffington, Richard DeBolt, Peter Lahmann, Jacquelin Earley, Derek Epps, Angela White, David Schaffert, Michael Cade, Jonathan Pleger, Cheryl Heywood, Dr. Lorie Thompson, Jason Reed, Jovon Vaughn (Nominee), Jeanne Brooks (Nominee), Tricia Wilste (Nominee)

Consortium Members: Commissioner Sharon Trask

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Katherine Payne, Christina Gorman, Naomi Sky, Wes Smith

Guests: Cadie Dye, Kim Sogge, Lindsey Phillips

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions – Alissa Shay, Board Chair called the meeting to order at 2:08p
- b. Establish Quorum & Review Today's Agenda – Quorum was established and the agenda was reviewed at this time with no questions.
- c. Board Chair Comments – Alissa expressed appreciation to the Board for placing trust in her as her term of Board Chair is expiring. She also reviewed vacant seats on the Board and the importance of filling these seats.
- d. CEO Report – William Westmoreland reviewed highlights from his CEO Report. Full report can be found on the PacMtn website at 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 9/28/2023 Board Minutes
Lynnette Buffington motioned to Approve the items in the Consent Agenda as presented. Jacquelin Earley seconded. Motion Carries.

III. Action Item & Discussion

- a. **Discussion Item:** Program Policy – Federal and State Economic Security for All #9201

Katherine Payne reviewed PacMtn Policy #9201 with the Board. There were no questions on this item.

- i. Action Item: Motion to Approve PacMtn Policy #9201



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Cheryl Heywood motioned to Approve PacMtn Policy #9201. Lori Thompson seconded. Motion carries.

- b. **Discussion and Action Item:** Connection Site Certification
 - i. **Action Item:** Motion to Approve the Connection Site Application for Timberland Regional Libraries

Jason Hosenev led this discussion. He reviewed the Background on certification of sites, the procedures and activities and progress.

There were no questions from the Board.

Cheryl Heywood abstained from this vote. David Schaffert motioned to Approve the Connection Site Application for Timberland Regional Libraries. Lori Thompson seconded. Motion carries.

- c. **Discussion Item:** Regional Strategic Plan Update

Cadie Dye of PointNorth reviewed the slide presentation with the Board on the update of the Regional Strategic Plan.

Alissa and Lynnette showed appreciation for the thought that went into the proposed update to PacMtn's mission and vision.

- d. **Discussion Item:** PY2024-2028 OneWorkforce-PacMtn System partnership Agreement

Jason Hosenev led this discussion. He provided an overview of the MOU/IFA and announced that there will be individual meetings with each partner prior to meeting in an open group. Anticipated timeline of the draft release was also shared during this discussion.

William shared that with the recent update to the MOU/IFA in 2023, there are no significant changes to be expected.

There were no questions on this item.

- e. **Discussion and Action Item:** Nomination and Motion to Approve New WDC Board Vice-Chair

- i. **Action Item:** Motion to Approve New WDC Board Vice Chair

Alissa led this discussion. She reviewed the vacancy of the Board Vice Chair seat and the officer's duties. Alissa announced the nomination of Dr. Lorie Thompson as



Board Vice Chair.

Lynnette Buffington motioned to Approve Dr. Lorie Thompson as the new Board Vice Chair. Pete Lahmann seconded. Motion carries.

IV. Fiscal Items:

a. PY23 Final Budget

- i. **Action Item:** Motion to Approve the PY23 Final Budget as presented and Recommend Do pass to the Consortium

Wil reviewed the PY23 Final Budget with the Board.

Pete queried on EcSA and understanding the thresholds of the above/below 200% levels. The federal poverty guidelines were discussed and shared with the Board.

There were no further questions from the Board.

Peter Lahmann motioned to Approve the PY23 Final Budget and Recommend Do Pass to the Consortium. Lynnette Buffington seconded. Motion carries.

b. Discussion Item: PY23 Q1 – Quarterly Financial Statement

Wil reviewed the PY23 Q1 Quarterly Financial Statement with the Board.

There were no questions on this item.

V. Executive Session.

Alissa declared the Board would need to enter Executive Session at 3:46pm for 20 minutes to discuss a personnel matter. *Cheryl Heywood motioned to move into Executive Session. Pete Lahmann seconded. **Motion carries.***

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

The Committee returned from Executive Session at 4:07pm.

Alissa announced that the Board would like to take action out of Executive Session.

Peter Lahmann motioned to Approve the CEO pay band, contract and salary update as discussed. Cheryl Heywood seconded. Motion carries.

No further business was identified.

VI. Committee & Task Force Updates

- a. Alissa announced that a one page handout has been provided an update to each



Committees current work.

VII. Good of the Order & Announcements

Peter Lahmann announced that on 12/2/23 the Combat Veterans will be having a toy run at the Lacey Mall.

Michael Cade added a reminder that for folks who have not been registered, the Regional Economic Forecast & Innovation Expo is on December 7, 2023.

No further Good of the Order or Announcements.

Alissa Shay thanked all attendees in person and in the virtual space.

Meeting adjourned at 4:09p

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. Vacant <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 Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
8. Vacant		
<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 Committee Assignment:
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production <i>Committee Assignment: EFC</i>



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<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development Committee Assignment: BaSE
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 Committee Assignment: EFC, BaSE
17. Michael Cade	Thurston County EDC	Business: Economic Development Committee Assignment: EFC, BaSE
<i>Regional Representatives</i>		
18. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations Committee Assignment: EFC, Priority Populations
19. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship Committee Assignment: EFC, Priority Populations
20. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
21. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations Committee Assignment: EFC, One-Stop, ABEL
22. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) Committee Assignment: EFC, ABEL
23. Dr. Bob Mohrbacher	Centralia Community College	Post-Secondary Higher Education Committee Assignment:
24. Dr. Lori Thompson	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 Committee Assignment: Priority Populations
27. Vacant	WA DSHS/DVR	Committee Assignment:



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 \(SAO\)](#).