



PacMtn WDC Board Meeting

January 25, 2024

2:00p - 4:00p

PacMtn Offices or Virtually via Microsoft Teams

Join via Microsoft Teams

Meeting ID: 265 373 331 647

Passcode: kMHL9m

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 11/16/2023 Board Minutes (Attachment #2)

III. Discussion and Action Items:

- a. **Discussion and Action Item:** Policy Update - WIOA Administrative Policy Expense Reimbursement #3035R1 (Attachment #3)
 - i. **Action Item:** Motion to Approve Update to WIOA Administrative Policy Expense Reimbursement #3035R1
- b. **Discussion Item:** Regional Strategic Plan (Local Plan) Update (Attachment #4)
- c. **Discussion and Action Item:** WWA Response to WorkSource System Policy 1015 (Attachment #5)
 - i. **Action Item:** Motion to support the coordinated response to the WorkSource System Policy 1015 from the Washington Workforce Association, including PacMtn's CEO Signature.
- d. **Discussion and Action Item:** Reappointment of Board Members (Attachment #6)
 - i. **Action Item:** Motion to Approve Reappointment of Board Terms and Recommend Do Pass for the Consortium
 1. Alissa Shay, Port of Grays Harbor, Grays Harbor County Representative, 3 year term - Expiring June 30, 2026
 2. Michael Cade, Thurston County Economic Development Council, Thurston County Representative, 3 year term - Expiring June 30, 2026
- e. **Discussion and Action Item:** Nomination and Motion to Approve New WDC Board



Officers

- i. Action Item: Motion to Approve New WDC Board Chair
- ii. Action Item: Motion to Approve New WDC Board Secretary/Treasurer

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.

There is NO Executive Session requested at this time.

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

2024-2025 WDC Board Members

Name	Employed by/Serving	Represents
1. Vacant <i>Chairperson</i>		
2. Dr. Lorie Thompson <i>Vice-Chairperson</i>	Capital STEM Alliance	K-12 Education <i>Committee Assignment: EFC</i>
3. Vacant <i>Secretary/Treasurer</i>		
<i>Grays Harbor County Representatives</i>		
4. Alissa Shay <i>Previous Chair</i>	Port of Grays Harbor	Business: Logistics Cross Sector <i>Committee Assignment: EFC</i>
5. Vacant		
6. Vacant		
<i>Lewis County Representatives</i>		
7. Richard DeBolt	Lewis County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
8. Peter Lahmann	Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
9. Vacant		
<i>Mason County Representatives</i>		



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10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment: EFC, BaSE
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production Committee Assignment: EFC
12. Vacant		
<i>Pacific County Representatives</i>		
13. Sue Yirku	Pacific County EDC	Business: Economic Development Committee Assignment: BaSE
14. Jeanne Brooks	Azure Strategy	Business: Private Sector Committee Assignment:
15. Jovon Vaughn	Willapa Harbor Chamber	Business: Private Sector Enterprise Committee Assignment:
<i>Thurston County Representatives</i>		
16. Angela White	Olympia Master Builders	Business: Construction Trades Committee Assignment: BaSE
17. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise Committee Assignment: EFC, BaSE
18. Michael Cade	Thurston County EDC	Business: Economic Development Committee Assignment: EFC, BaSE
<i>Regional Representatives</i>		
19. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations Committee Assignment: EFC, Priority Populations
20. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship Committee Assignment: EFC, Priority Populations
21. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
22. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations Committee Assignment: EFC, One-Stop, ABEL
23. Vacant		Basic Education Acquisition (BedA) Committee Assignment:
24. Dr. Bob Mohrbacher	Centralia Community College	Post-Secondary Higher 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. Tricia Wiltse	WA DSHS/DVR	Vocational Rehab Committee Assignment: One-Stop, Priority Populations



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 \(SAO\)](#).

The **4-year Local Plan** draft was completed in late December and will be posted for public input January 8 - February 7. The draft plan is a result of a 14-month process to collect key input from employers, system partners and the public. The plan is required to align to and support the Governor's 4-year State plan known as Talent and Prosperity for All (TAP) and is due to the state's Workforce Board in March of this year. You can access the draft plan, provide feedback, and see of full timeline [here](#). Information on the state's workplan can be found [here](#). These plans are a core requirement of the Workforce Innovations and Opportunities Act (WIOA).

The PacMtn Board recognized **Chery Heywood, Timberland Regional Library Executive Director**, and longtime board member, as the **2023 Nancie Payne Awardee** for her contributions in serving our community. Nancie Payne was a longstanding Pacific Mountain Workforce Development Council (PacMtn) board member, business owner, and advocate for workers of all abilities. The award recognizes employers demonstrating workplace excellence and customer service, meaningful employee engagement, a constructive, diverse and progressive workforce culture that commit themselves to better business management practices to ensure successful mission achievement. Only PacMtn Board members may make nominations. The award is presented annually at the Regional Economic Forecast & Innovation Expo. Congratulations Cheryl and Team!

In late December, **Lynnette Buffington of Greater Grays Harbor, Inc.(GGHI)** informed the board that she plans to depart GGHI and in turn is stepping down as PacMtn Board's incoming chair. We also learned that **Employment Security Board appointee Tennille Johnson**, PacMtn Board Treasurer/Secretary, was departing the agency at the end of December and would also be stepping down. As a result, the PacMtn board work to fill these key leadership roles as quickly as possible. Board members interested in leadership positions should reach out to past chair Alissa Shay to express interest.

At its December meeting, **Washington Workforce Association (WWA)** elected PacMtn CEO, William Westmoreland as Vice Chair. The Vice Chair position also serves as incoming chair for 2025. The Washington Workforce Association (WWA) is a nonprofit nonpartisan membership organization of the Local Workforce Development Boards (LWDB) of Washington State. Washington Workforce Association provides information, training, tools, and recommendations to policy makers, workforce development professionals, Local

Workforce Development Board members, and the community at large to help make informed decisions about how to invest in workforce strategies.

Doug Mah, of **Dough Mah & Associates**, completed the second and final day of board staff training in December. The two-day training focused on key learning objectives and organizational tasks related to staff support of the board. The training continued work that began earlier in the year related to improving staff orientation to the core LWDB board functions and how it relates to their roles. The intent of the training was to close gaps in understanding the capacity of a LWDB and the intent behind the regulations that support its work. A complete list of LWDB functions, as it relates to WIOA, can be found [here](#).

Stories of Hope and Impact

Shared from our partners at Equus:

“Participant has been enrolled for 7 months. After a period of being disengaged, their Talent Recruiter reached out to them about the youth hospitality cohort. Participant appreciated the opportunity and decided to join in. After completing the training portion, participant has accepted a WEX at a local nonprofit. After completion of his WEX, participant will begin classes at The Evergreen State College and will be seeking unsubsidized employment as he begins his studies in graphic design/information technology.”



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

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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		
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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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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:
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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 \(SAO\)](#).

Date Established: 02/14/2020

Date Last Revised: 01/25/2024

Status:

Supersedes: Policy # 115 R-1

Purpose

This policy is designed to assist employees understand and follow PacMtn's expense reimbursement process.

Policy

Overview

It is the policy of the Pacific Mountain Workforce Development Council (PacMtn) to pay for travel and incidental expenses, including meals, incurred by the PacMtn Board of Directors and/or staff when conducting the business of PacMtn, provided that those expenses have not been purchased on the company credit card or reimbursed by another entity. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Additionally, the specific details regarding the request, approval and allowance for travel and other costs associated with Relocation is outlined and included below.

TRAVEL EXPENSE REIMBURSEMENTS

Business Travel Authorization and Responsibility

PacMtn staff travel overnight and outside of the WDA must be preauthorized in writing by the Chief Executive Officer (CEO) or Chief Financial Officer (CFO).. Supervisors should verify that the travel is reasonable, necessary and within the budget before submitting for authorization.

Routine travel within the WDA and day trips outside of the WDA do not need preauthorization. Within 30 days of completion of the travel, the traveler must submit a Travel Reimbursement form along with supporting documentation to obtain reimbursement of expenses. The Travel Reimbursement form must be signed by the direct supervisor or CEO. In the case of the CEO's business travel, the authorization must be signed by the Board Chair or designee.

Foreign travel is prohibited

Travel Coordinator

In order to streamline and manage travel/overnight arrangements effectively, PacMtn requires all travel bookings to be facilitated through Human Resources. They will be responsible for organizing travel logistics in a manner that ensures efficiency and cost-effectiveness. Exceptions to this can only be made upon receiving written consent from the CEO authorizing another individual to oversee travel bookings. This policy is designed to centralize travel planning, maintain consistency and uphold fiscal responsibility while allowing for flexibility under specific circumstances sanctioned by the CEO.

Compensation for Nonexempt Employees for Travel Time follows Federal Labor Standards Act (FLSA)

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One-Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct (not count) time the employee would normally spend commuting to the regular work site. Example: A Tumwater employee that normally spends ½ hour traveling from his/her home to his/her work site that begins at 8:00am is required to attend a meeting in Seattle that begins at 8:00 am. He/She spends three hours traveling from his/her home to Seattle. Thus, the employee is entitled to 2 ½ hours (3 hours less ½ hour normal home to work time) pay for the trip to Seattle. The return trip should be treated in the same manner.

Travel That is All in the Day's Work: Time spent by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is considered as travel away from home. It is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Wage and Hour does not consider as hours worked that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Example – An employee who is regularly scheduled to work from 9 am to 6 pm is required to leave on a Sunday at 3pm to travel to an assignment in another state. The employee, who travels via airplane, arrives at the assigned location at 8pm. In this situation the employee is entitled to pay for 3 hours (3pm to 6pm) since it cuts across his/her normal workday, but no compensation is required for traveling between 6pm and 8pm. If the employee completes his/her assignment at 6pm on Friday and travels home that evening none of the travel time would be considered as hours worked.

Conversely, if the employee traveled home on Saturday between 9am and 6pm the entire travel time would be hours worked.

Driving Time – Time spent driving a vehicle (either owned by the employee, the driver or a third party) at the direction of the employer transporting supplies, tools, equipment or other employees is generally considered hours worked and must be paid for. If employers are using nonexempt employees to perform the driving, they may establish a different rate for driving from the employee's normal rate of pay. For example, if you have an equipment operator who normally is paid \$20.00 per hour you could establish a driving rate of \$13.50 per hour and thus reduce the cost for the driving time. The driving rate must be at least the minimum wage. However, if you do so you will need to remember that both driving time and other time must be counted when determining overtime hours and overtime will need to be computed on the weighted average rate.

Riding Time - Time spent by an employee in travel, as part of his/her principal activity, such as travel from job site to job site during the workday, must be counted as hours worked. Where an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and to carry tools, the travel from the designated place to the work place is part of the day's work, and must be counted as hours worked regardless of contract, custom, or practice. If an employee normally finishes his/her work on the premises at 5 p.m. and is sent to another job, which he/she finishes at 8 p.m. and is required to return to his/her employer's premises arriving at 9 p.m., all the time is working time. However, if the employee goes home instead of returning to his/her employer's premises, the travel after 8 p.m. is home-to-work travel and is not hours worked.

The operative issue regarding riding time is whether the employee is required to report to a meeting place and whether the employee performs any work (i.e. receiving work instructions, loading or fueling vehicles etc.) prior to riding to the job site. If the employer tells the employees that they may come to the meeting place and ride a company provided vehicle to the job site and the employee performs no work prior to arrival at the job site, then such riding time is not hours worked. Conversely, if the employee is required to come to the company facility or performs any work while at the meeting place then the riding time becomes hours worked that must be paid for. In my experience when employees report to a company facility there is the temptation for managers to ask one of the employees to assist with loading a vehicle, fueling the vehicle or some other activity, which begins the employee's workday and thus makes the riding time compensable. Therefore, employers should be very careful that the supervisors do not allow these employees to perform any work prior to riding to the job site. Further, they must ensure that the employee performs no work (such as unloading vehicles) when he returns to the facility at the end of his/her workday in order for the return riding time to not be compensable. Recently, an employer told me that in an effort to prevent the employees performing work before riding to a job site he/she would not allow the employees to enter their storage yard but had the supervisor pick them employees up as he/she began the trip to the job site. In the afternoon the employees were dropped off outside of the yard so they would not be performing any work that could make the travel time compensable.

Volunteer activities: Team-building opportunities must be paid if the activity is deemed mandatory for non-exempt employees. But if an employee volunteers at a company event (and is not REQUIRED to volunteer), the time isn't compensable.

Attendance at social events: Employers who host happy hours or networking events must pay non-exempt workers for attending, if their presence is required. If the event is optional, employees aren't entitled to pay, even if they attend.

Training and seminars: Attendance at such events is considered working time, unless all the following conditions are met, according to the FLSA:

Attendance is outside of the employee's regular working hours

Attendance is voluntary

The course, lecture or meeting isn't directly related to the employee's job

The employee does not perform any productive work during such attendance

Travel hours are not reimbursable for training and seminars when attendance is voluntary.

Personal funds

PacMtn members and/or staff should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See the Procedures section for details. PacMtn reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Expenses paid for using personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted to the Fiscal Department.

Vacation concurrently with business travel

In such cases by which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the preauthorized in writing by the CEO or CFO. PacMtn will not prepay any personal expenses with the intention of being paid back later, nor will any personal expenses be reimbursed.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the CEO or by the Chief Financial Officer. Exceptions related to the CEO's expenses must be submitted to the Board Chair or designee for approval. PacMtn will make every effort to review and approve any exceptions expeditiously.

Procedures

OTHER EXPENSE REIMBURSEMENTS

Permissible prepaid travel expenses

Before the preauthorized travel, PacMtn may issue prepayments for airfare, lodging, rail transportation, rental vehicles, conference registration fees, and travel advances. Prepaid travel expenses will be on an actual, reasonable expense basis in accordance with the requirements of this policy.. Applicable procedures and methods of payments for these prepayments follow.

1. Airfare
 - a. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.
 - b. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not permissible. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.
 - c. Airfare may be purchased using a PacMtn credit card provided there is written authorization from the CEO or CFO and a completed Purchase Order.
2. Lodging
 - a. Travelers are expected to obtain the lowest available lodging that reasonably meets business travel needs.
 - b. Travelers are encouraged to book lodging at least 30 days in advance to avoid premium lodging pricing.
 - c. Lodging may be purchased using a PacMtn credit card provided there is written authorization from the CEO or CFO and a completed Purchase Order.
3. Rail transportation
 - a. Rail transportation may be purchased using a PacMtn credit card provided the cost does not exceed the cost of the least expensive airfare. There also must be written authorization from the CEO or CFO and a completed Purchase Order.
4. Rental vehicles
 - a. Rental vehicles may be purchased using a PacMtn credit card provided the cost is more economical than any other type of public transportation or if the destination is not otherwise accessible. There also must be written authorization from the CEO or CFO and a completed Purchase Order.
5. Conference registration fees
 - a. Conference registration fees may be purchased with a PacMtn credit card or check through the finance department with a completed and signed Purchase Order.
 - b. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees.

Reimbursements

1. Meals and Refreshments
 - a. Coffee, soda, water, light refreshments, etc. may be provided at any scheduled PacMtn Board or Committee meeting. A copy of the itemized receipt, meeting agenda and sign-in sheet must be provided for reimbursement of these expenses.

- b. An appropriate meal may be provided during or before any PacMtn Board or Committee meeting scheduled during the normal mealtime and/or to accommodate travel. A copy of the itemized receipt, meeting agenda and sign-in sheet must be provided for reimbursement of these expenses.
- c. When a meal is not provided, PacMtn members or staff conducting PacMtn business may be reimbursed for meals as detailed below.
- d. Meals and refreshments are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary worksite. Meal reimbursements are at reasonable, actual costs when in approved travel status during normal mealtimes. Breakfast and dinner meals should only be claimed if travel is at least two hours before or after regularly scheduled working hours.
- e. In addition to meals, reimbursable incidental expenses such as laundry, dry cleaning and service tips (e.g. housekeeping) are covered.
- f. If a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the cost for that meal may not be reimbursed. A detailed schedule of the meals provided at the conference must accompany the reimbursement request.

2. Lodging

- a. Reimbursement for lodging is to be on an actual expense basis, as evidenced by an itemized receipt. Standard rooms should be booked when possible. Executive level or suites should not be booked and will not be reimbursed. If PacMtn members or staff wish to stay in upgraded accommodations reimbursement will only be allowed at the rate for a standard room. Lodging should be selected based on convenience to the traveler in relation to the nature of the business trip as long as the rates are reasonable for the given area. (The CEO or CFO may authorize an exception to this policy when lodging cannot be secured at the published rate and/or the lodging is in conjunction with a meeting held at the same location.)
 - i. Reimbursement for lodging expenses incurred at a facility within 50 miles of a PacMtn member or staff residence/office is not allowed except under at least one of the following conditions: An overnight stay is required to avoid having to drive back and forth to meetings on consecutive days.
 - ii. An overnight stay is required to avoid driving in severe inclement weather.
 - iii. An overnight stay is required to accommodate an early morning flight departure before 10:00 AM.
- b. The Travel Reimbursement form is required for lodging reimbursement.

3. Airfare

- a. PacMtn members and staff are expected to utilize the most economical means for travel. Use of a common carrier (airline, train, bus, etc.) will be reimbursed at the lowest rate documented by a fare comparison. Air travel requires prior approval from a supervisor and an original itemized airline receipt, an e-ticket receipt/statement or an internet receipt/statement must be provided for all reimbursement requests.
- b. Travelers are encouraged to book flights at least 30 days in advance to avoid premium

airfare pricing. First-class tickets are not reimbursable. Coach class or economy tickets must be purchased with a flight time totaling less than five consecutive hours excluding layovers. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating

- c. Scheduled arrival time should occur at a time that ensures availability to ground transportation, meals, and hotel check-in.
4. Rail transportation
 - a. PacMtn will reimburse for rail transportation provided the cost does not exceed the cost of the least expensive airfare.
 - b. Members and staff must provide an original itemized receipt, original e-ticket receipt/statement or internet receipt/statement. The receipt must show the method of payment and indicate the payment was made.
 5. Personal vehicles
 - a. PacMtn requires a valid driver's license issued within the United States and personal automobile insurance for expenses to be reimbursed.
 - b. Reimbursement for use of personal vehicles is based on the U.S. General Services Administration annual POV mileage rate.
 6. Rental vehicles
 - a. Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original itemized receipts are required.
 - b. PacMtn authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements and restrictions must be followed. Original itemized receipts are required.
 - c. When vehicle rentals are necessary, PacMtn's insurance policy has coverage in place for hired auto liability. As the coverage is listed under the organization name, the vehicle should be rented in the name of the organization in lieu of the traveler's name, otherwise the coverage is void. All other insurance premiums will not be reimbursed.
 - d. Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates
 7. Miscellaneous Travel Expenses

Miscellaneous travel expenses essential to the transaction of official PacMtn business are reimbursable. Reimbursable expenses include:

 - Taxi fares (including customary tips or gratuities, not to exceed 15% (rounded up to the nearest whole dollar), motor vehicle rentals, ferry, and bridge tolls.
 - Parking fees.
 - Registration fees required in connection with attendance at approved

conventions, conferences, and official meetings.

- Purchase of supplies in an emergency is allowable.
- Rental of room in a hotel or other place that is used to transact official business.
- Charges for necessary office administrative support, when authorized by the Chief Executive Officer or designee. Fees paid for fax services or internet access.
- The actual cost of laundry and/or dry-cleaning expenses, as evidenced by an itemized receipt, is authorized for employees or PacMtn members in continuous travel status for five or more working days. The cost of personal care attendant services, which are required by disabled employees or PacMtn members for them to travel, will be allowed as a miscellaneous travel expense. Such costs may include:
 - Fees and travel expenses of the attendant.

Baggage handler charges or gratuities but only if baggage handling services are required because the assignment has required him/her to transport large amounts of equipment or supplies; or if baggage handling services are required to comply with the Americans With Disabilities Act.

8. Business telephone calls will be allowed as a miscellaneous travel expense. Dial up access to business email or other business program is allowable. However, the employee/PMWDC member is responsible to inquire to ensure associated telephone charges are not unreasonable. A brief (10 minutes or less) daily phone call to home while in travel status to check on the welfare of family members is allowable. For expenses to be reimbursed, the following must be provided:

- a. Itemized receipts or individual certification in the event a receipt is not available. Lost receipt form see attachment.
- b. Documentation of travel by use of the Travel and Reimbursement forms, including the date of trip, reason for trip, location and miles traveled, and schedule or agenda must be submitted within 30 days of completion of the travel and advance approval if travel is out of the boundaries of the five counties comprising the Pacific Mountain Workforce Investment Area.
- c. Reconciliation of travel advances by use of the Travel and Reimbursement forms, including the date of trip, reason for trip, location and miles traveled, and schedule or agenda must be submitted within 30 days of completion of the travel.
- d. Approval, as follows:
 - i. Out of area travel must be approved in advance.
 - ii. Employee reimbursement must be approved by the supervisor
 - iii. PacMtn member reimbursement shall be approved by the CEO or designee.
 - iv. CEO reimbursement shall be approved by the PacMtn Chair or designee.

9. The CFO or designee shall review requests for expense reimbursement to assure that reimbursement is only for allowable, reasonable costs within this policy.

10. Unallowable Expenses

Certain travel expenses are considered as personal and may be associated with business travel and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:

- Valet or room services, entertainment expenses, movie rentals and other items of similar nature.
- Any tips or gratuities, associated with personal expenses such as entertainment, concierge, etc.
- Parking fines, traffic violations, medical and hospital services incurred while on PacMtn business.
- Transportation costs between a place of residence and place of business.
- Alcoholic beverages.
- Airline upgrades.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Other expenses not directly related to the business travel.

11. An expense reimbursement file shall be maintained for PacMtn employees and members.

RELOCATION COSTS AND REIMBURSEMENT

Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than 12 months) of an existing employee or upon recruitment of a new employee.

Relocation costs are allowable, and if approved or offered by PacMtn, are subject to the limitations described in 2 CFR 200.464. paragraphs (b), (c), and (d).

Relocation costs allowed and approved for reimbursements must be as follows:

- The move is for the benefit of the PacMtn as the employer
- Reimbursement to the employee is in accordance with PacMtn policy and consistently adhere to by PacMtn.
- The reimbursement does not exceed the employee's actual (or reasonably estimated) expenses

Relocation cost and reimbursement may include:

- The costs of transportation of the employee, members of his or her immediate family and his household, and personal effects to the new location.
- The costs of finding a new home, such as advance trips by employees and spouses to locate living quarters and temporary lodging during the transition period, up to maximum period of 30 calendar days.

- The continuing costs of ownership (for up to six months) of the vacant former home after the settlement or lease date of the employee's new permanent home, such as maintenance of buildings and grounds (exclusive of fixing-up expenses), utilities, taxes, and property insurance.

Other necessary and reasonable expenses normally incident to relocation, such as the costs of canceling an unexpired lease, transportation of personal property, and purchasing insurance against loss of or damages to personal property. The cost of canceling an unexpired lease is limited to three times the monthly rental.

- Allowable relocation costs for new employees are limited to those described above

When relocation costs incurred incident to the recruitment of new employees have been charged to a Federal award and the employee resigns for reasons within the employee's control within 12 months after hire, PacMtn will refund or credit the Federal Government for its share of the cost.

The following costs related to relocation are unallowable:

- Fees and other costs associated with acquiring a new home
- A loss on the sale of a former home
- Continuing mortgage principal and interest payments on a home being sold
- Income taxes paid by an employee related to reimbursed relocation costs

References

Travel Cost 2 CFR 200.464 paragraphs (a), (b), (c), (d), (e) and (f)
Relocation Costs of Employees 2 CFR 200.464 paragraphs (a), (b), (c), and (d)
ESD Policy 5413 Revision 1 Section 3 ii (1)

DATE APPROVED: February 14, 2020, 8/01/2022

Direct Inquiries to:
Pacific Mountain Workforce Development Council
201 5th Ave SW Suite 401 Olympia, WA 98501
Telephone: (360) 515-5134
Email: 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

Subject: Regional Strategic Plan

Date: 01/25/2024

Background

In 2023, PacMtn will develop a Regional Strategic Workforce Plan for the next four years. This local plan will serve as a blueprint for shaping a successful future for the region’s workforce. The planning process is designed to assess the current landscape across the PacMtn region, identify opportunities, and set a clear direction for collective efforts. Our goal is to build a regional workforce development system that serves employers and job-seekers and strives to grow our economy by training workers for the jobs of tomorrow.

The local plan will serve as a guiding document that outlines priorities, objectives, and strategies for PacMtn over the next four years. It will provide a framework for decision-making, resource allocation, and collaboration across all of PacMtn’s partners. By developing this plan we can maximize the impact of our work and create sustainable pathways to prosperity for job-seekers and businesses alike.

What to expect

PacMtn believes that inclusive community engagement is vital to building a local plan that represents our region. Throughout this process, PacMtn will actively seek input from job-seekers, employers, and partners in the Regional Workforce System to understand current challenges and opportunities in our region and potential strategies or solutions to address those challenges.

Next Steps

July 2023	Planning process kick-off
July - November 2023	Community Engagement Phase
September - November 2023	Local Plan development
November 2023	Draft Local Plan complete

January 2024	Public Comment Period & Draft Local Plan to EFC
January - February 2024	Public Comment Period January 8-February 7 Present 20024-2008 Local Plan + MOU to PacMtn EFC, Board and Consortium for Approval.
April 10, 2024	Draft Local Plan Due to State Workforce Board & ESD.
April 17, 2024	State comments on draft local plans transmitted to LWDB's following review.
May 15, 2024	Final, signed local plans due to the Workforce Board and ESD.
May 27-28, 2024	Workforce Board takes action on local plans on behalf of the Governor.
June 2024	Local plans approved by the Governor.
June 28, 2024	Local Chief Elected Officials and LWDBs notified by Workforce Board of Governor approval of their local plans (official correspondence to follow).



MEMORANDUM

To: PacMtn Board of Directors
Date: January 25, 2024
Subject: WWA Response to WorkSource System Policy 1015

Background

The state workforce board has put forward a draft policy for [Procurement and Selection of One-Stop Operators and Service Providers](#) and it is currently out for public comment. There are several issues with the policy, prompting the Washington Workforce Association and its members to push back on the policy.

In short, the policy usurps local authority related to youth procurement and provides vague direction on LWDBs (Local Workforce Boards) ability to provide direct service. The current federal law allows LWDBs to provide direct services for Youth and/or fund other entities to provide services without procurement. Under the proposed policy, the state workforce board would eliminate local authority to make this determination and require procurement for all Youth services. Staff is driving this under "Governor Authority" but at the meeting to codify it (ahead of a public comment no less), it was clear that most of the board members questioned this, and it failed to move to motion (lead by Labor, OSPI and Employer support).

Full list of concerns:

- **Youth Services:**
 - Adhere to [20 CFR 681.400](#) (a) & (b), which explicitly allow local boards to directly deliver all youth services without competitive procurement or Governor approval/agreement.
 - Repeal section 3.d.iii A-F from the policy, as it violates federal law without justification.
 - All references to youth service direct delivery should be removed from Attachment A - Application, as no such application is required under federal regulation.
- **Career Services for Adults & Dislocated Workers:**
 - The policy fails to identify standards by which direct delivery applications for adult and dislocated worker career services will be evaluated. This makes decisions subject to arbitrary and capricious challenges unrelated to past performance. Evaluation standards must be added so local areas are clear on



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what they must meet to obtain approval to directly deliver services. The criteria are listed but void of any standards.

- Determinations for approval need to align with requirements outlined in the approved policy and adhere to the published criteria. Instructions in past approval letters to local boards received from the Governor and the WTECB have not adhered to the requirements outlined in the current policy or this proposed policy. The approval letters have included stipulations and additional requirements that are not outlined in the policy and do not reflect local performance or track record.
- **Evaluation/Monitoring:**
 - Strike the requirement for an outside entity to perform an additional layer of internal monitoring. This adds administrative burden and costs when appropriate firewalls and internal controls can instead be appropriately applied. Agencies that receive these funds are required to have a single audit and to prepare for those audits prudent fiscal and management practices of internal monitoring already occur.
 - The state Employment Security Department monitors compliance with their directly delivered programs such as TAA, Wagner Peyser & others, so clearly there is precedence and procedure and would add redundancy.

Supporting information:

- Link to the related [CFR 681.400 \(a\)](#) - *The grant recipient/fiscal agent has the option to provide directly some or all of the youth workforce investment activities.* (this is the law empowering LWDBs in determining its approach - first option direct).
 - In this case, PacMtn is the grant recipient/fiscal agent for Youth services
- Recording of the December State Workforce Board meeting can be found [here](#). Points of interest in the recording (time noted) related to the policy in question:
 - 4:56 - Starting point of the conversation, the core team was made up of staff and LWDB leadership
 - 5:05 - Staff dig into the concerns from LWDBs that didn't land in the policy
 - 5:18 - Lisa Romine, Skill Source LWDB Executive Director, offers the LWDB rebuttal

Recommendations

Staff recommends that PacMtn sign the attached WWA letter (draft) and co-sign with peers - to be signed before public comment period closes:

Motion to Support the coordinated response to the WorkSource System Policy 1015 from the Washington Workforce Association, including PacMtn's CEO Signature.

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PacMtn's mission is to lead dynamic regional workforce development that enhances economic success

201 5th Ave SW Suite 401 Olympia, WA 98501 | www.pacmtn.org



Jan. 12, 2024

Local Workforce Development Board concerns and recommendations on [WorkSource System Policy 1015](#)

Dear Workforce Training and Education Coordinating Board Chairs:

On behalf of Washington's 12 Local Workforce Development Boards (Local Boards), which comprise the Washington Workforce Association (WWA), we would like to offer our collective comments and perspective on the [WorkSource System Policy 1015](#) currently being considered by the Workforce Training and Education Coordinating Board (WTECB). The policy, if adopted, would govern procurement and selection of One-Stop Operators and service providers.

We believe the policy directly conflicts with the federal Workforce Innovation & Opportunity Act (WIOA) that provides clear guidance to reduce redundancies and excessive administrative burden that negatively impacts local service delivery. The effects of the proposed policy elements include greater inequities, new and unnecessary costs and burden, and undermining of Local Board authority that would hinder performance and service delivery.

Locally driven leadership is one of the greatest strengths of WIOA. Added administrative requirements through policies like this one only serves to undermine local decision making in determining the best fit for service delivery that meets the needs within the diverse regions across Washington state. The Washington Workforce Association opposes any move that leads to the erosion of local authority over workforce development matters in our state. Here are some facts that demonstrate why the policy is redundant and unnecessary:

- Federal law clearly allows for local determination of how to approach youth services. Local boards and local elected officials should retain their authority (as provided in federal regulation) to determine how best to deliver those services.
- Adult and Dislocated worker career services both clearly require governor approval of direct delivery. However, the policy must be written to provide local boards with clear instruction and pertinent evaluation measures while eliminating excessive administrative burden.

The WWA requests the following changes be made to this draft policy:

Youth Services:

- Adhere to [20 CFR 681.400](#) (a) & (b): which explicitly allow Local Boards to directly deliver all youth services without competitive procurement OR Governor approval/agreement.
- Repeal section 3.d.iii A-F from the policy, as it applies to direct delivery. This section unnecessarily overrides federal law.
- All references to youth service direct delivery should be removed from Attachment A – Application. No such application is required under federal regulation.

Career Services for Adults & Dislocated Workers – clarify or remove all provisions for the following reasons:

- The policy fails to identify standards by which direct delivery applications for Adult and Dislocated Worker career services will be evaluated. This makes decisions subject to arbitrary and capricious challenges unrelated to past performance. Evaluation standards must be added so local areas are clear what they must meet to obtain approval to directly deliver services. The criteria are listed but void of any standards.
- Determinations for approval need to align with requirements set forth in the approved policy and adhere to the published criteria. Instructions in past approval letters to Local Boards received from the governor and the WTECB have not adhered to the requirements outlined in the current policy or this proposed policy. The approval letters have included stipulations and additional requirements that are not outlined in the policy, and do not reflect local performance or track record.

Evaluation/Monitoring – strike the requirement for the following reasons:

- It creates an outside entity to perform an additional layer of internal monitoring.
- It adds administrative burden and cost when appropriate firewalls and internal controls can instead be appropriately applied. Any competent entity administering prudent fiscal and management practices will perform internal monitoring no matter how many external monitors examine its operations.
- The state Employment Security Department already monitors compliance of their own directly delivered programs such as TAA, Wagner Peyser & others, so clearly there is precedence and procedure and would add redundancy.

WWA and its members are grateful for our strong relationship with the WTECB and other system partners. We know that workforce development systems can be complicated and have the added element of being incredibly diverse because each region of the state has different needs. This policy, while well intentioned, is one we believe is unnecessary and would add additional administrative burden and costs at a time when Local Boards are already stretched thin.

We appreciate the opportunity to provide input on this policy and we ask that you accept the changes requested above, if this policy is to move forward.

Sincerely,

John Traugott, Washington Workforce Association Executive Director

William Dowling, Workforce Development Board Director
Clallam, Jefferson, and Kitsap Counties

William Westmoreland, Workforce Development Board Director
Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties

Marissa Cahill, Workforce Development Board Director
Whatcom, Skagit, Island, and San Juan Counties

Joy Emory, Workforce Development Board Director
Snohomish County

Marie H. Kurose, Workforce Development Board Director
King County

Katie Condit, Workforce Development Board Director

Pierce County

Miriam Halliday, Workforce Development Board Director
Clark, Cowlitz, and Wahkiakum Counties

Lisa Romine, Workforce Development Board Director
Adams, Chelan, Grant, Douglas, and Okanogan Counties

Amy Martinez, Workforce Development Board Director
Kittitas, Klickitat, Skamania, and Yakima Counties

Rod Van Alyne, Workforce Development Board Director
Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla, and Whitman Counties

Cynthia Garcia, Workforce Development Director
Benton and Franklin Counties

Mark Mattke, Workforce Development Board Director
Spokane County



MEMORANDUM

To: PacMtn Board of Directors
Date: January 25, 2024
Subject: Continuing Board Member Nominations

Background

PacMtn's Workforce Board follows the requirements called out in the federal law. We have 26 members with a majority that are representatives of business in the local area. Each County Commission appoints 3 of those Members. Those business representatives are to:

- (i) be owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

Additionally, there are members appointed that represent important agency stakeholders and content experts needed to conduct the work of a Council. Those are Members that represent Apprenticeship, Employment Security and mission-aligned community based organizations, for example. Our By-laws detail that Board appointments are staggered for 2, 3 or 4 years. Once appointed, the subsequent appointments (for a maximum of 3 terms) are for three years. All terms begin on the first day of July and shall end on the last day of June.

Current Members requesting reappointment to the PacMtn Board of Directors are:

- Alissa Shay, Port of Grays Harbor, Grays Harbor County Representative
- Michael Cade, Thurston County Economic Development Council, Thurston County Representative

Applicant renewal materials are available for your review.

Recommendation and/or Recommended Motion

Move to Approve Reappointment to Board of Directors Terms as presented and Recommend Do Pass to the Consortium

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