



## PacMtn WDC Board Meeting

Meeting Minutes

January 25, 2024 | 2:00p

PacMtn Offices & Online via Microsoft Teams

### Attendees:

**Board Members:** Vice Chair-Dr. Lorie Thompson, Alissa Shay, Peter Lahmann, Jacquelin Earley, Sue Yirku, Jeanne Brooks, Jovon Vaughn, David Schaffert, Michael Cade, Jonathan Pleger, Christina Riley, Clint Bryson, Cheryl Heywood, Bob Guenther, Jason Reed, Tricia Wiltse

**Consortium Members:** None

**PacMtn Staff:** William Westmoreland, Arissa De Lima, Dan Cooling, Katherine Payne, Christina Gorman, Melody Pajaro, Megan Fiess, Wes Smith, Jeannie House

**Guests:** Sam Michell, Kayl Flint, Dr. Carli Schiffner

### I. Welcome & Leadership Reports

- a. Welcome & Self Introductions – Dr. Lorie Thompson, Vice Chair called the meeting to order at 2:03p
- 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 – There were no comments at this time.
- 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 11/16/2023 Board Minutes  
Bob Guenther motioned to approve the items in the Consent Agenda as presented.  
Peter Lahmann seconded. **Motion Carries.**

### III. Discussion & Action Items

- a. **Discussion and Action Item:** Policy Update – WIOA Administrative Policy Expense Reimbursement #3035R1

Arissa De Lima reviewed the changes made to WIOA Administrative Policy Expense Reimbursement #3035R1.

William further explained the difficulty of managing within per diem due to current economic conditions in our region.

There were no questions on this item.



- i. **Action Item:** Motion to Approve WIOA Administrative Policy Expense Reimbursement #3035R1  
Javon Vaughn motioned to approve WIOA Administrative Policy Expense Reimbursement #3035R1. Michael Cade seconded. **Motions carries.**

b. **Discussion Item:** Regional Strategic Plan (Local Plan) Update

Megan Fiess led this discussion. She reviewed updates to the Regional Strategic Plan and that comments have been received and acknowledged. Megan shared that the public comment period will close at 11:59pm on February 6, 2024, with updates available on February 7, 2024.

The Board will receive a staff memo with all the public comments documented including the final draft at the Winter Board Retreat on February 22, 2024.

William showed his appreciation for the team that worked on the Local Plan and their dedicated time and efforts made in this.

Jacquelin Earley queried about the state plan being drafted now and how it will impact our plan.

William reviewed that priorities and goals were shared by the state and PacMtn received guidance on what to write to. PacMtn has participated in providing input for the state plan and expects the process to go through easily.

Megan mentioned that Point North has gone through both state and local draft plans and provided guidance on where we should focus more in labor market information and regional analysis section around green jobs. Megan will be meeting with them this week.

- c. **Discussion and Action Item:** WWA Response to WorkSource System Policy 1015
  - 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.

William led the discussion and reviewed items outline in the Memo received by the Board.

There were no questions on this item.

Jacquelin Earley motioned to Approve to support the coordinated response to the WorkSource System Policy 1015 from the Washington Workforce Association,



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including PacMtn's CEO Signature. Alissa Shay seconded. Motion carries.

- 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, 2026William leads the discussion. Jacquelin Earley Motioned to Approve Reappointment of Board Terms and Recommend Do Pass for the Consortium. Cheryl Heywood seconds. Alissa Shay and Michael Cade Abstain.

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

Alissa led this discussion by explaining the Board Chair duties and qualifications. She nominated Michael Cade. She then suggests he fills the full two year seat of the Board Chair. She then suggested that Michael would identify an incoming chair to nominate by the end of 2024 as outlined by the Bylaws. This would provide one year of mentorship to an elected incoming chair.

Lorie asks if it is traditional practice but not policy that someone be mentored for a year before becoming chair.

William explained that the officer position of an incoming chair is in described in the Bylaws but making the choice to be nominated for the incoming chair is seen as a mentoring process. He also mentioned that previous leadership aides the current chair to identify current Board members that would be interested in the Chair position and take time to discuss the expectations and responsibilities.

- i. **Action Item:** Motion to Approve New WDC Board Chair  
Alissa Shay motioned to Approve Michael Cade as WDC Board Chair. Cheryl Heywood seconded. Michael Cade abstains. **Motion passes.**
- ii. **Action Item:** Motion to Approve New WDC Board Secretary/Treasurer  
Cheryl Heywood Motioned to Nominate Christina Riley as WDC Board Secretary/Treasurer. Pete Lahmann Seconds. Christina Riley abstains. **Motion Passes.**

#### IV. Executive Session.

No Executive Session requested at this time



- V. Committee & Task Force Updates- Referred to Handout
  - 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

Cheryl Heywood shared that the TRL board of trustees has allocated \$2.21 billion for the construction of a new library in Randell, with the aim of completing it by December. Additionally, in 2023, a total of 1.9 million ebooks and audiobooks were borrowed, ranking us among the top 55 libraries globally. The Aberdeen library is set to undergo significant renovation work this year.

Bob Guenther announced that Lewis County Transit is constructing a hydro refuel station, employing apprenticeship utilization. An announcement is scheduled for tomorrow regarding the biodiversity opportunity zone for biofuels.

Jovon Vaughn started to share and spread awareness of Ilwaco Landing fire earlier in the week. Sue Yirku continued the discussion around current challenges and resources the community is seeking.

William reminded the Board that the upcoming Board Retreat on February 22, 2024 will be held at Talking Cedar in Rochester.

Jacquelin showed appreciation for the PacMtn staff that attended the apprenticeship graduation at Elma High School.

Meeting adjourned at 3:28p

Submitted by: Arissa De Lima, WDC Board Liaison

**2023-2024 WDC Board Members**

Name	Employed by/Serving	Represents
1. Alissa Shay <b>Chairperson</b>	Port of Grays Harbor	Business: Logistics Cross Sector <b>Committee Assignment: EFC</b>
2. <b>Vacant</b> <b>Vice-Chairperson</b>		
3. Tennille Johnson <b>Secretary/Treasurer</b>	Wagner-Peyser Employment Service	Business: Employment Security <b>Committee Assignment: EFC, One-Stop</b>



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<i>Grays Harbor County Representatives</i>		
4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development <b>Committee Assignment: BaSE</b>
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 <b>Committee Assignment: One-Stop, Priority Populations</b>
8. <b>Vacant</b>		
<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. <b>Vacant</b>		
14. <b>Vacant</b>		
<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	Capital STEM Alliance	K-12 Education Committee Assignment:



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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. <b>Vacant</b>	WA DSHS/DVR	<b>Committee Assignment:</b>

### Workforce Development Speak (Commonly Used Acronyms)

<b>ABE</b>	Adult Basic Education	<b>IFA</b>	Infrastructure Funding Agreement
<b>CBO</b>	Community Based Organizations	<b>ITA</b>	Individual Training Account
<b>CJ</b>	Community Jobs	<b>MOU</b>	Memorandum of Understanding
<b>CLEO</b>	Chief Local Elected Official	<b>MyJOB</b>	My Journey Out Beyond
<b>CSO</b>	Community Service Offices	<b>OJT</b>	On the Job Training
<b>DOL</b>	Department of Labor	<b>OURR</b>	Opioid Use Reduction & Recovery
<b>DSHS</b>	Department of Social of Health Services	<b>TAA</b>	The Trade Adjustment Assistance
<b>DVR</b>	Division of Vocational Rehabilitation	<b>TANF</b>	Temporary Assistance for Needy Families
<b>ESD</b>	Employment Security Department	<b>WDA</b>	Workforce Development Areas
<b>DW</b>	Dislocated Worker	<b>WEX</b>	Work Experience
<b>ESD 113</b>	Educational Service District – Capital Region	<b>WIOA</b>	Workforce Innovation & Opportunity Act
<b>ETPL</b>	Eligibility Training Provider List	<b>WTECB</b>	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



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