



**Executive Finance Committee Minutes**  
11/09/2023 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

**Attendees:** Alissa Shay, Jacquelin Earley, Lynnette Buffington, Jonathan Pleger, Derek Epps, David Earley, Sharon Trask, Cheryl Heywood  
**Staff:** William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Christina Gorman, Katherine Payne, Melody Pajaro, Megan Fiess, Marco Hernandez, Melody Pajaro  
**Guests:** Jason Hosenev

**I. Welcome & Check-In Items**

**A. Introductions & Establish Quorum**

Alissa Shay called the meeting to order at 2:2:36pm. Quorum established and self-introductions were made.

**B. Action Item: Motion to Approve September 14, 2023 EFC Minutes**

David Schaffert motioned to Approve the September 14, 2023 EFC Minutes as presented. Lynnette seconded. **Motion carries.**

**C. Board Chair Comments**

Alissa shared her appreciation for the Fall Board Retreat and the in depth presentations. She also wanted to thank the Executive Finance Committee for entrusting her as the Board Chair as this will be her last EFC meeting she will be chairing. She also showed appreciation to the PacMtn staff for the work they continue to do.

**D. CEO Report**

William shared highlights from his CEO report. For review of the CEO report please refer to our website [www.pacmtn.org](http://www.pacmtn.org)

**II. Discussion and Action Items:**

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

Katherine Payne led the discussion on this item. She reviewed the purpose of the policy and covered the highlighted items in the memo provided to the committee. Katherine explained that the final policy will be provided at the full board meeting later in the month.

There were no questions of the Committee.

**B. Discussion Item: Nancie Payne Workplace Excellence Award Winner**

William reviewed a brief history of the award with the committee. He announced that Timberland Regional Library has been selected as the Nancie Payne Workplace Excellence Award Winner of 2023. The presentation of the award will take place at the Regional Economic Forecast & Innovation Expo in December.

### **C. Discussion Item: WDC Board Vice-Chair Vacancy**

Alissa led this discussion. She reviewed the current vacancy and the role of the Vice-Chair as outlined in the Bylaws. Alissa opened up nominations to the committee.

Alissa and Lynnette jointly nominated Dr. Lorie Thompson as WDC Board Vice-Chair.

David Schaffert motioned to move the nomination to discussion. Lynnette seconded the motion. **Motion carries.**

William and Alissa went into detail on Dr. Thompson's qualifications as Vice-Chair. There was further clarifying discussion on the process on nominations of vacant Board Officer positions. It clarified that any nomination outcome of EFC will be brought before the full board and nominations will be open at the full board meeting as well.

David Schaffert motioned to Support the Nomination of Dr. Lorie Thompson as WDC Vice-Chair. Lynnette Buffington seconded the motion. **Motion carries.**

## **III. Fiscal Items:**

### **A. Discussion and Action Item: PY23 Final Budget**

Wil led this discussion. He reviewed the Memorandum and handouts on the PY23 Final Budget with the Committee. He reviewed the highlights of each budget section.

Jonathan Pleger queried on which programs or projects the CDBG dollars fund. Wil explained the funding is used towards standing up personnel and training for food banks and food distribution operations.

David asked for a reminder of the resources that Thurston County Jail receives. Wil explained that funds from the Treatment Sales Tax and PREP funds the programs in Thurston County Jail.

There were no further questions from the Committee.

**Action Item:** Motion to Approve the PY23 Final Budget as presented and Recommend a Do Pass to the full WDC Board and Consortium

Lynnette motioned to Approve the PY23 Final Budget as presented with a Recommendation for a Do Pass to the full WDC Board and Consortium. Jonathan Pleger seconded. David Schaffert abstains from the vote due to the Thurston County Chamber's contract with PacMtn. **Motion Carries.**

**B. Discussion and Action Item: PY23 Q1- Quarterly Financial Statement**

Melody led this discussion. She reviewed in PY23 Q1 Quarterly Financial Statement with the Committee.

Committee members showed appreciation of the breakdown of the Financial Statement and explanations of funds.

There were no questions from the Committee on this item.

**IV. Executive Session**

Alissa declared the Committee would need to enter Executive Session at 4:08p for 15 minutes to discuss personnel matters. Lynnette Buffington motioned to move into Executive Session. Cheryl Heywood seconded. **Motion Carries.**

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

The Committee returned from Executive session at 4:25pm.

Alissa announced that there is no action coming out of Executive Session.

**V. Committee & Task Force Updates (Committee Leads)**

- A.** One Stop Operations Committee - Megan reported on the Committees work on behalf of the Committee Chair. The committee reviewed draft applications for TRL as a connection site to be brought before the full WDC Board. The Committee will be taking November off and will reconvene in December.
- B.** Priority Populations Committee - Jonathan Pleger reported on the Committees work. Last month's meeting reviewed the ALICE planning updates and had a presentation from the Housing Authority of Thurston County to better connect them to PacMtn's work.
- C.** Adult Basic Education & Literacy (ABEL) - No Report.
- D.** Business and Sector Engagement (BaSE) - No Report.

**Good of the Order and Announcements**

Lynnette shared Greater Grays Harbor's Global Entrepreneurship Month event on November 28.

Jacquelin announced that this is her last Executive Finance Committee meeting as her term of previous chair is ending. She showed appreciation for the Committee and

their work together.

Meeting adjourned at 4:31p.

Submitted by: Arissa De Lima, Chief of Staff | WDC Board Secretary

### Executive Finance Committee Members

Name	Business	County	Position
1. Alissa Shay	Port of Grays Harbor	Grays Harbor	Chair
2. Vacant			Vice Chair
3. Tennille Johnson	WA Employment Security Department	Regional	Treasurer
4. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
5. Jonathan Pleger	Morningside	Regional	Priority Populations Committee Co-Lead
6. Christina Riley	Labor and Apprenticeship Representative	Regional	Priority Populations Committee Co-Lead
7. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
8. Jennifer Barber	South Puget Sound CC	Thurston	ABEL Committee Lead
9. Derek Epps	Seattle Shellfish	Mason	Business At-Large
10. David Schaffert	Thurston County Chamber of Commerce	Thurston	BASE Committee Co-Lead
11. Michael Cade	Thurston Economic Development Council	Thurston	BASE Committee Co-Lead

### Workforce Development Speak (Commonly Used Acronyms)

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

## PacMtn Board Member Values

Customer needs are priority #1.

Innovate and be creative.

In all things demonstrate: Integrity, honesty, transparency, personal excellence, constructive self-assessment, continuous self-improvement, and mutual respect

Ensure all counties are included.

Honor diverse perspectives.

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