

Elected Official Consortium Meeting Minutes

Thursday, November 30, 2023

1:00p – 3:00p



PacMtn WDC Offices & Online via Microsoft Teams

Elected Officials Attendees: Commissioner Sharon Trask, Commissioner Kevin Pine, Commissioner Scott Brummer

Board Members: Alissa Shay

Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Christina Gorman, Dan Cooling, Naomi Sky

I. Convene: Welcome

- a. Self-Introductions & Establish Quorum – Commissioner Trask called the meeting to order at 1:03p. Quorum was established.
- b. Review of Today's Agenda – Agenda was reviewed with no questions.
 - *Commissioner Pine motioned to Approve the Agenda as presented. Commissioner Brummer seconded. Motion Carries.*
- c. Chair Comments - Commissioner Trask did not have any Chair comments at this time.
- d. CEO Report – William reviewed highlights of the CEO report. The full report can be found on our website 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 June 29, 2023 Consortium Minutes
 - o *Commissioner Brummer motioned to Approve. Seconded by Commissioner Pine. Motion Carries*

III. Action or Discussion Items

- a. Discussion and Action: Confirm Board Nominees and Reappoint Board Membership
 - i. Discussion: Review Appointment Process and Vacancies
William discussed the current Board composition and vacancies. He has also reviewed the process to be confirmed to the Board and renewal of terms.
 - ii. Action Item: Motion to Approve and Confirm Nominee to the WDC Board
 - o *Commissioner Pine motioned to Approve and Confirm Nominees to the WDC Board as presented. Commissioner Brummer seconded. Motion Carries.*
 - iii. Discussion & Action Item: Board Member Approval

- *Commissioner Brummer motioned to Reappoint Christina Riley to the WDC Board as presented. Commissioner Brummer seconded. Motion Carries.*
 - b.** Discussion Item: Interlocal Agreement Amendment
Arissa De Lima led the discussion. She outlined when the Interlocal Agreement was created and amended. She moved the discussion over to focus on the Operating Practices that were adopted in 2017. Recommendation to amend the Operating Practices to reflect clarification surrounding the election process and term of the Consortium Board Chair. Consortium agreed on the amendment. This will be drafted, sent out to the full Consortium in writing and voted on at the next Consortium Meeting.
 - c.** Discussion and Action: Consortium Chair
 - i. Discussion: Review Selection of Consortium Chair and Term
 - ii. Action Item: Motion to Approve Consortium Chair for 2 Year Term
 - *Commissioner Brummer motioned to Approve and Reappoint Commissioner Sharon Trask as the Consortium Chair with term ending December 2024 as presented. Commissioner Pine seconded. Motion Carries.*

IV. Fiscal Items:

- a.** Discussion and Action Item: PY23 Final Budget
 - i. Action Item: Motion to Approve PY23 Final Budget as presented
Wil Yeager led the discussion. He reviewed the PY23 Final Budget with the Consortium. There were no questions on this item.
 - *Commissioner Brummer motioned to Approve the PY2023 Final Budget. Seconded by Commissioner Brummer. Motion Carries.*
- b.** Discussion Item: PY23 Q1 – Quarterly Financial Statement
Wil Yeager led the discussion. He reviewed the PY23 Final Budget with the Consortium.
Commissioner Brummer queried on the accounting system software that PacMtn switched over to that was used to produce the Financial Statement.
Wil discussed the new product and the training that took place to use it efficiently. All commissioners showed appreciation for this review of the organization finances. There were no further questions.

V. Discussion & Deliberation: Good of the Order & Public Comment

- Commissioner Pine and Commissioner Brummer congratulated Commissioner Trask on another term as Consortium Chair. They both shared their appreciation for her leadership as Chair.

Meeting adjourned at 2:09p

Submitted by: Arissa De Lima, WDC Board Secretary

2023-2024 Consortium Members

Name	Representing County
Commissioner Sharon Trask Consortium Chair-Chief Local Elected Official	Mason
Commissioner Patrick "Jerry" Doyle	Pacific
Commissioner Scott J Brummer	Lewis
Commissioner Kevin Pine	Grays Harbor
Commissioner Carolina Mejia	Thurston

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 and 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