



**PacMtn WDC Board of Directors &  
PacMtn Workforce Consortium Joint Meeting**

Meeting Minutes

February 22, 2024 | 9:00a

Talking Cedar & Online via Microsoft Teams

**Attendees:**

**Board Members:** Michael Cade, Christina Riley, Alissa Shay, Jacquelin Earley, Jovon Vaughn, David Schaffert, Jonathan Pleger, Clint Bryson, Cheryl Heywood, Dr. Carli Schiffner (Nominee), Bob Guenther, Jason Reed, Tricia Wiltse, Jeanne Brooks

**Consortium Members:** Commissioner Sharon Trask, Commissioner Patrick Jerry Doyle, Commissioner Kevin Pine, Commissioner Carolina Mejia, Commissioner Sean Swope

**PacMtn Staff:** William Westmoreland, Wil Yeager, Arissa De Lima, Megan Fiess, Dan Cooling, Christina Gorman, Aaron Pentland, Wes Smith

Guests: Phyllis Martin, Sean Willey, Sam Mitchell, Mei-Ling Taylor, Jason Hosenev, Andrew Garate, Jessie Koons

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions – Michael Cade, Board Chair called the meeting to order at 3:31p
- b. Establish Quorum & Review Today’s Agenda – Quorum was established at this time for the WDC Board and Consortium.
- c. Board Chair Comments – Michael showed his appreciation for all in attendance. He reflected on the Boards work and the positive outlook for the future.
- 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 1/25/2024 Board Minutes
  - i. *Jovon Vaughn motioned to Approve items in the Consent Agenda as presented. Bob Guenther seconded. Motion Carries.*

III. Action Item & Discussion

- a. **Discussion Item:** Board member Nomination and Reappointment of board Terms  
Arissa De Lima led this discussion. She provided the board with an overview of the Board’s composition and its current vacancies.
  - i. Action Item: Motion to Approve Nominee and Recommend Do Pass to the Consortium

*WDC Board - Alissa Shay Motioned to Approve Nominee, Dr. Carli Schiffner to the WDC Board and Recommend Do Pass to the Consortium. Jovon Vaughn seconded. Motion Carries.*



*Consortium – Commissioner Mejia Motioned to Approve and Confirm Nominee, Dr. Carli Schiffner to the WDC Board. Commissioner Pine seconded. Motion carries.*

- ii. Action Item: Motion to Approve Reappointment of Board Member’s Term and Recommend Do Pass to the Consortium

*WDC Board – Bob Guenther Motioned to Approve Reappointment of Jonathan Pleger’s Board Term and Recommended Do Pass to the Consortium. Jacquelin Early seconded. Motion carries.*

*Consortium – Commissioner Mejia Motioned to Approve Reappointment of Jonathan Pleger’s Board term. Commissioner Pine seconded. Motion carries. Jonathan Pleger abstained from this vote.*

There were no questions on this item.

**b. Discussion and Action Item: Regional Strategic Plan**

- i. **Action Item:** Motion to Approve the 2024-2028 Regional Strategic Plan for Submission to the Workforce Training and Education Coordinating Board.

Megan Fiess led this discussion. She shared with the Board that the 30 day public comment period has closed. An addendum to the packet was also reviewed for the updated to the plan. She also went over the remaining timeline with the Board. Megan also reviewed the relationship between workforce development boards and the Workforce Training and Education Coordinating Board in regards to the Regional Strategic Plan.

There were no questions from the Board.

*WDC Board - Jovon Vaughn Motioned to Approve the 2024-2028 Regional Strategic Plan for Submission to the Workforce Training and Education Coordinating Board. Alissa Shay seconded. Motion carries.*

*Consortium – Commissioner Pine Motioned to Approve the 2024-2028 Regional Strategic Plan for Submission to the Workforce Training and Education Coordinating Board. Commissioner Doyle seconded. Motion carries.*

**c. Discussion and Action Item: OneWorkforce-PacMtn WorkSource System MOU/IFA**

- i. **Action Item:** Motion to Approve to move the OneWorkforce-PacMtn WorkSource System MOU into the 3-week negotiation period.

Megan Fiess led this discussion. She shared background of the MOU/IFA with the Board. Megan reviewed some language changes and updated that were made and the purpose of the



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changes. She then discussed the remaining timeline to reach consensus and achieve a fully executed MOU/IFA. Individual meetings were offered if clarification on the MOU/IFA are needed from any of the Board.

Questions from the Board:

Jason Reed queried if 1:1 were scheduled for the weekly feedback sessions.

Megan explained that partners that are part of the MOU are able to schedule 1:1s with staff during this period.

Sam Mitchell of ESD shared that ESD may get close to the end of the 30 day period for signing due to their lengthy review process.

*WDC Board - Jovon Vaughn Motioned to Approve to move the OneWorkforce-PacMtn WorkSource System MOU into the 3-week negotiation period. Bob Guenther seconded. Motion carries.*

#### IV. Executive Session.

There has been NO Executive Session Requested at this time.

#### V. Committee & Task Force Updates

- a. Michael announced that a one page handout has been provided that provides explanation on each Committees current work.

#### VI. Good of the Order & Announcements

Cheryl Heywood announced that TRL hired staff in Lewis County to lead the Anywhere Library, expanded access was added to the Salkum library, the American Heart Association donated 22 blood pressure monitoring kits to have at TRLs rural libraries and mobile services and TRL hired staff for Grays Harbor County for their Anywhere Library.

Jacquelin Earley shared that there was a recent graduation of CDL drivers through a Grays Harbor College program where 100% of their graduates passed their skills test.

Bob Guenther shared the Cyber Security apprenticeship program through the IBEW77 is awaiting approval of the program to offer statewide.

Michael announced that a year ago an Economic Develop District was created to include Thurston, Mason, Grays Harbor and Pacific counties. They are currently working on their Community Economic Development Strategies. Once this is approved, he will bring it to the WDC Board for awareness.

No further Good of the Order or Announcements.



Meeting adjourned at 10:19a

Submitted by: Arissa De Lima, WDC Board Secretary

### 2024-2025 WDC Board Members

Name	Employed by/Serving	Represents
1. Michael Cade <i>Chairperson</i>	Thurston County EDC	Business: Economic Development <i>Committee Assignment: EFC, BaSE</i>
2. Dr. Lorie Thompson <i>Vice-Chairperson</i>	Capital STEM Alliance	K-12 Education <i>Committee Assignment: EFC</i>
3. Christina Riley <i>Secretary/Treasurer</i>	Labor and Apprenticeship Representative	Labor-Apprenticeship <i>Committee Assignment: EFC, Priority Populations</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>		
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing <i>Committee Assignment: EFC, BaSE</i>
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production <i>Committee Assignment: EFC</i>
12. Vacant		
<i>Pacific County Representatives</i>		
13. Sue Yirku	Pacific County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
14. Jeanne Brooks	Azure Strategy	Business: Private Sector Committee Assignment:
15. Jovon Vaughn	Willapa Harbor Chamber	Business: Private Sector Enterprise Committee Assignment:



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<i>Thurston County Representatives</i>		
16. Angela White	Olympia Master Builders	Business: Construction Trades <b>Committee Assignment: BaSE</b>
17. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise <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. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Vacant	Employment Security Department	Wagner Peyser Employment Service <b>Committee Assignment:</b>
21. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations <b>Committee Assignment: EFC, One-Stop, ABEL</b>
22. Vacant		Basic Education Acquisition (BedA) <b>Committee Assignment:</b>
23. Dr. Carli Schiffner (Nominee)	Grays Harbor College	Post-Secondary Higher Education Committee Assignment:

### 2024 Consortium Members

Name	Representing County
Commissioner Sharon Trask <i>Consortium Chair-Chief Local Elected Official</i>	Mason
Commissioner Patrick "Jerry" Doyle	Pacific
Commissioner Sean Swope	Lewis
Commissioner Kevin Pine	Grays Harbor
Commissioner Carolina Mejia	Thurston



**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

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