



PacMtn WDC Consortium Meeting

3/28/2024

1:00p – 3:00p

PacMtn Offices or Virtually via Microsoft Teams

Join via Microsoft Teams

Meeting ID: 227 848 515 001

Passcode: 5KxdPc

I. Convene: Welcome – Consortium Chair

- 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 11/30/2023 Consortium Meeting Minutes (Attachment #2)
- b. **Action Item:** Motion to Approve 2/22/2024 Consortium Board Retreat Meeting Minutes (Attachment #3)

III. Action Item & Discussion

- a. **Discussion Item:** Integrated Service Delivery Model (Attachment #4)
- b. **Discussion and Action Item:** Reappointment of Board Member Terms (Attachment #5)
 - i. **Action Item:** Motion to Approve Reappointment of Board of Directors Terms as presented.
 1. Alissa Shay, Port of Grays Harbor, Grays Harbor 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
- c. **Discussion and Item:** Operating Practices Pacific Mountain Workforce Consortium 2024 Amendment (Attachment #6)
 - i. **Action Item:** Motion to Approve and Adopt the Operating Practices of the Pacific Mountain Workforce Consortium 2024 Amendment as presented.

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



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)

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

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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 \(SAO\)](#).

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.

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- a. Action Item: Motion to Approve June 29, 2023 Consortium Minutes
 - *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
 - *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)

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ESD 113	Educational Service District – Capital Region	WIOA	Workforce Innovation & Opportunity Act
ETPL	Eligibility Training Provider List	WTECB	Workforce Training & Education Coordinating Board



**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.

II. Action: Consent Agenda

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

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MEMORANDUM

To: PacMtn Consortium

Date: March 28, 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

Recommendation of Do Pass by the full WDC Board of Directors during 01/25/2024 Board Meeting.

Move to Approve Reappointment of Board of Directors Terms as presented.

**** Page Numbers will populate starting on the second page**



**OPERATING PRACTICES
PACIFIC MOUNTAIN WORKFORCE CONSORTIUM
GRAYS HARBOR, LEWIS, MASON, PACIFIC, and THURSTON COUNTIES**

March 2024

Purpose: The five Counties including Grays Harbor, Lewis, Mason, Pacific and Thurston have formed the Pacific Mountain Workforce Consortium per RCW 39.34 Interlocal Cooperation Act in November 2010 for the purpose of delivery of workforce development programs, in the five-county region, funded primarily, but not exclusively, by the Workforce Innovation and Opportunity Act (WIOA) or subsequent federal employment and training legislation.

Membership: Each County will appoint one County Commissioner and one alternate member to the Consortium Board. The Consortium Board shall constitute the role of the Chief Elected Official in accordance with Section 107 of the Workforce Innovation and Opportunity Act.

Powers and Duties: The members of the Consortium Board will act as the Chief Elected Official per WIOA. This includes:

- Appoint Workforce Development Council members, all based on nominating representatives from each County, following the provisions of the WIOA and any successor legislation.
- Assume the federally required fiduciary liability for WIOA funds.
- Certify that the Consortium and Council meet all requirements, federal and state, for designation as the Local Workforce Development Area.

The Workforce Development Council AND the Pacific Mountain Workforce Consortium will together:

- Develop a Strategic Plan pursuant to criteria established by US Department of Labor, Washington State Workforce Training and Education Coordinating Board, and the Employment Security Department.

Consortium Board shall be transmitted to each County Commission and maintained by the Pacific Mountain Workforce Development Council.

Officers and Duties:

- The Consortium Board shall elect a Chair. The Chair will be elected in December of even numbered years and serve for the following two (2) calendar years.
- The Chair will preside at meetings and will confirm actions taken by the Chief Elected Official.
- There shall be no other officers of the Consortium.

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

