



## Executive Finance Committee Minutes

02/08/2024 ▪ 2:30 – 4:00p

PacMtn Offices & Online Via Microsoft Teams

**Attendees:** Michael Cade, Dr. Lorie Thompson, Alissa Shay, David Schaffert, Sharon Trask, Johnathan Pleger, Christina Riley, Derek Epps

**Staff:** William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling, Christina Gorman, Melody Pajaro, Megan Fiess

**Guests:** Sean Wiley

### I. Welcome & Check-In Items

#### A. Introductions & Establish Quorum

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

#### B. Action Item: Motion to Approve November 9, 2023 EFC Minutes

*Sharon Trask motioned to Approve the November 9, 2023 EFC Minutes as presented. David Schaffert seconded. **Motion carries.***

#### C. Board Chair Comments

Michael showed appreciation to Alissa during her time as Board Chair and for creating an environment for meaningful conversation.

#### 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 & Action Item:** Board Member Nomination and Reappointment of Board Terms

Arissa De Lima reviewed current Board Member updates and vacancies.

##### i. **Action Item:** Motion to Approve Nominee and Recommended Do Pass to the WDC Board and Consortium

- Dr. Carli Schiffner, Grays Harbor College, President, 3 year term-Expiring June 30, 2026

*Sharon Trask Motioned to Approve Nominee and Recommend Do Pass to the WDC Board and Consortium. Christina Riley Seconded. **Motion Carries.***

##### ii. **Action Item:** Motion to Approve Reappointment of Board Member's Term and

Recommend Do Pass to the WD Board and Consortium

- Jonathan Pleger, Morningside, CEO, 3 year term- Expiring June 30, 2026

*Sharon Trask Motioned to Approve Nominee and Recommend Do Pass to the WDC Board and Consortium. David Schaffert Seconded. **Motion Carries.***

**B. Discussion & Action Item:** Regional Strategic Plan

Megan reviewed the Regional Strategic Plan and public comments with the Board. Please refer to our website [www.pacmtn.org](http://www.pacmtn.org) for comments.

- iii. **Action Item:** Motion to Approve the Regional Strategic Plan Recommended Do Pass to the WDC Board

*Christina Riley Motioned to Approve the Regional Strategic Plan and Recommend Do Pass to the WDC Board. Lorie Thompson Seconded. **Motion Carries.***

**C. Discussion Item:** One Workforce System MOU/IFA

William leads the discussion reviewing the current standings of the MOU/IFA and next steps which include action will being taken at the next full WDC Board meeting.

**III. Fiscal Items:**

**A. Discussion and Action Item:** PY23 Q2- Quarterly Financial Statement

Melody reviewed the financial statements with the Board. Wil adds that the Fiscal Team will work on the presentation of the financials to the Board and tailor to the Board's needs.

Suggestions included a one page summary with performance included.

**IV. Executive Session**

No Executive Session at this time

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

- A.** One Stop Operations Committee – Committee has been working on the execution of the One Workforce System MOU/IFA as outlined in the meeting memo.
- B.** Priority Populations Committee – Committee has not met recently.
- C.** Adult Basic Education & Literacy (ABEL) – Committee has not met recently.
- D.** Business and Sector Engagement (BaSE) – Committee's next meeting will be used to visit a local business in the region with a briefing on leadership.

**Good of the Order and Announcements**

Michael Cade states he enjoyed his day spent at a conference with food producers with the Northwest Ag Center at Tumwater Craft District. He emphasized the need to establish a system where growers cater to the local community while ensuring their integration into the workforce system and amplifying their voices. Additionally, he extended appreciation to PacMtn for their contributions.

Meeting adjourned at 4:05p.

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

**Executive Finance Committee Members**

<b>Name</b>	<b>Business</b>	<b>County</b>	<b>Position</b>
1. Michael Cade	Thurston Economic Development Council	Thurston	Board Chair
2. Dr. Lorie Thompson	Capital STEM Alliance	Regional	Vice Chair
3. Christina Riley	Labor and Apprenticeship Representative	Regional	Treasurer
4. Alissa Shay	Port of Grays Harbor	Grays Harbor	Incoming Chair
6. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
7. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
9. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
<b>10. Vacant</b>			ABEL Committee Lead
11. Derek Epps	Seattle Shellfish	Mason	Business At-Large
12. David Schaffert	Thurston County Chamber of Commerce	Thurston	BaSE Co-Lead

**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.  
Innovate and be creative.**

**Ensure all counties are included.  
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 \(SAO\)](#).