



Executive Finance Committee Agenda 02/08/2023 ▪ 2:30-4:00p

Join online via Microsoft Teams
Meeting ID: 259 253 702 687
Passcode: RGxJmV

I. Welcome & Check-In Items

- A. Introductions & Establish Quorum
- B. Action Item: Motion to Approve November 9, 2023 EFC Minutes (Attachment #1)
- C. Board Chair Comments
- D. [CEO Report](#) (Attachment #2)

II. Discussion & Action Items:

- A. Discussion & Action Item: Board Member Nomination and Reappointment of Board Terms (Attachment #3)
 - i. Action Item: Motion to Approve Nominee and Recommend Do Pass to the WDC Board and Consortium
 - Dr. Carli Schiffner, Grays Harbor College, President, 3 year term - Expiring June 30, 2026
 - ii. Action Item: Motion to Approve Reappointment of Board Member's Term and Recommend Do Pass to the WDC Board and Consortium
 - Jonathan Pleger, Morningside, CEO, 3 year term - Expiring June 30, 2026
- B. Discussion & Action Item: [Regional Strategic Plan](#) (Attachment #4)
 - i. Action Item: Motion to Approve the 2024-2028 Regional Strategic Plan with Recommendation of Do Pass to the full WDC Board and Consortium
- C. Discussion & Action Item: [One Workforce System MOU/IFA](#) (Attachment #5)
 - i. Action Item: Motion to Approve the Draft 2024-2028 One Workforce System MOU/IFA with Recommendation of Do Pass to the full WDC Board.

III. Fiscal Items:

- A. Discussion Item: PY23 Q2 - Quarterly Financial Statement (Attachment#6)

IV. Executive Session

The Board can move to close the meeting for select and appropriately limited conversation on matters best



conducted in confidence including meeting with an auditor on sensitive financial issues, handling top-level personnel matters including the CEO's compensation and performance review, planning for an important transaction like a real estate deal or a merger, matters where "personal or organizational confidentiality is requested or prudent", dealing in a preliminary way (including investigation) with crisis situations or with allegations of improper conduct by the CEO or a board member - before disclosure to staff or others who ordinarily attend full board meetings. Any specific action requiring a vote will be taken in the public portion of the meeting.

There has been NO Executive Session requested at this time.

V. Committee & Task Force Updates (Committee Leads)

- A.** One Stop Operations Committee
- B.** Priority Populations Committee
- C.** Adult Basic Education & Literacy (ABEL)
- D.** Business and Sector Engagement (BaSE)

VI. Good of the Order & Announcements

Executive Finance Committee Members

<u>Name</u>	<u>Business</u>	<u>County</u>	<u>Position</u>
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
10. Vacant			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)

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

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 \(SAO\)](#).



Executive Finance Committee Minutes

09/14/2023 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Alissa Shay, Jacquelin Earley, Lynnette Buffington, Sharon Trask, Tennille Johnson, Jacquelin Earley, David Earley, Cheryl Heywood

Staff: Wil Yeager, Arissa De Lima, Dan Cooling, Christina Gorman, Katherine Payne, Melody Pajaro, Naomi Sky

Guests: Jason Hosenev

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Alissa Shay called the meeting to order at 2:38pm. Quorum established and self-introductions were made.

B. Action Item: Motion to Approve June 8, 2023 EFC Minutes

Sharon Trask motioned to Approve the June 8, 2023 EFC Minutes as presented. David Schaffert seconded. **Motion carries.**

C. Board Chair Comments

Alissa shared that she attended the Economic Security for All Legislative meeting yesterday with many other PacMtn Board Members and Staff. She showed gratitude for the work PacMtn is doing to achieve results in the state.

D. CEO Report

William was not able to join the meeting today. For review of the CEO report please refer to our website www.pacmtn.org

II. Discussion and Action Items:

A. American Rescue Plan Act (ARPA) On the Job training (OJT) Policy #9500

Katherine Payne led the discussion on this item. She reviewed the policy with the committee and the items it outlined.

Jacquelin queried if the forest industry was included in the umbrella of agriculture labor. Katherine clarified that the contract spoke to food, crop production, livestock production, shell fish and/or animal slaughter/processing.

There were no further questions of the Committee.

Action Item: Motion to Approve PacMtn Program Policy #9500 as presented with Recommendation to the full WDC Board.

David Schaffert Motioned to Approve PacMtn Program Policy #9500 as presented with Recommendation to the full WDC Board. Cheryl Heywood seconded. **Motion Carries.**

B. Discussion Item: Local System Plan

Jason Hosenev, One-Stop Operator led this discussion. It was explained that an in depth presentation will be on the Fall Board Retreat Agenda. He continued to outline the One Workforce, Demand Driven System.

Tennille Johnson queried on a tool that would provide connection to resources for partners so that the removal of employment barriers can be focused on.

Jason answered that the WorkSource managers and supervisors are working on a list of resources for ease of access and the Community CarePort HUB is the organization that we can make a referral to and they will make the most appropriate connection. We can use a combination of utilizing the information and relationships that already exist in the current offices and the Community CarePort HUB support to fill in any gaps.

III. Fiscal Items:

A. Discussion and Action Item: Transfer of funds from Dislocated Worker Funding (DW) to Adult Funding (Adult) for PY23-PY24 WIOA formula Employment Security Department (ESD)

Wil led this discussion. He reviewed the Memorandum with the Board that outlines the process of the transfer of funds.

There were no questions from the Committee.

Action Item: Motion to Approve the Transfer of funds from DW to Adult for PY23-PY24 WIOA formula ESD Contract #K7992 ESD Policy 5401, revision 3 as presented.

Lynnette motioned to Approve the Transfer of funds from DW to Adult for PY23-PY24 WIOA formula ESD Contract #K7992 ESD Policy 5401, revision 3 as presented. Sharon Trask seconded. **Motion Carries.**

IV. Executive Session

There is NO Executive Session requested at this time.

V. Committee & Task Force Updates (Committee Leads)

A. One Stop Operations Committee - Cheryl Heywood reported that the committee has been

- meeting on the topic that was covered by Jason Hosenev during this meeting. They have also been working on certification of connection sites.
- B. Priority Populations Committee - Dan Cooling reported on the Committees work. Their next meeting will be discussions around the Local Plan, the ALICE data and convening partners and participants within the community on how we can work together as a taskforce.
 - C. Adult Basic Education & Literacy (ABEL) - Cheryl Heywood reported that the Committee has been on a pause.
 - D. Business and Sector Engagement (BaSE) - David Schaffert reported on the Committees work. There have been discussions around the Local Plan and will bring in Christina Riley to speak to apprenticeships at their next meeting.

Good of the Order and Announcements

Cheryl Heywood announced Thurston County Chamber and Nisqually Indian Tribe received a 2 year grant to continue digital literacy classes. TRL’s digital literacy platform, North Star is used for these classes and many of the components of this platform has been converted into Spanish. There will be a panel session on this during the WWA Stronger Together conference.

Meeting adjourned at 3:15p.

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

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MEMORANDUM

To: PacMtn Board of Directors
Date: February 8, 2024
Subject: Board Member Nominations & Continuing Board Terms

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:

- Jonathan Pleger, Morningside, Regional Representative, CBO/Serves Disabled Populations

Applicant renewal materials are available for your review.

New Members to be appointed to the PacMtn Board of Directors have been nominated by either the relevant County, known recommending entity or the agency director. Those nominees include:

- Dr. Carli Schiffner, Grays Harbor College, Regional Representative, Post-Secondary

PacMtn's mission is to lead dynamic regional workforce development that enhances economic success



Higher Education

Recommendation and/or Recommended Motion

Move to Approve Reappointment and Appointment to Board of Directors as presented and Recommend Do Pass to the full WDC Board and Consortium

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



MEMORANDUM

To: PacMtn WDC Board of Directors

Subject: Regional Strategic Plan Public Comment Period and Plan Acceptance

Date: 02/08/2024

Background:

In 2023, PacMtn developed a [Regional Strategic Workforce Plan](#) for the next four years. This local plan will serve as a blueprint for shaping a successful future for the region’s workforce. The planning process is designed to assess the current landscape across the PacMtn region, identify opportunities, and set a clear direction for collective efforts. Our goal is to build a regional workforce development system that serves employers and job-seekers and strives to grow our economy by training workers for the jobs of tomorrow.

The local plan will serve as a guiding document that outlines priorities, objectives, and strategies for PacMtn over the next four years. It will provide a framework for decision-making, resource allocation, and collaboration across all of PacMtn’s partners. By developing this plan we can maximize the impact of our work and create sustainable pathways to prosperity for job-seekers and businesses alike.

The 30-day public comment period is closed, public comment has been recorded and revision to the plan has taken place. See the addendum to the packet shared on the screen for updates to the plan.

Next Steps:

February 22, 2024	Consortium and Board Approve draft plan for submission to the Workforce Training and Education Coordinating Board.
April 17, 2024	State comments on draft local plans transmitted to LWDB’s following review.
May 15, 2024	Final, signed local plans due to the Workforce Board and ESD.
May 27-28, 2024	Workforce Board takes action on local plans on behalf of the Governor.

June 2024	Local plans approved by the Governor.
June 28, 2024	Local Chief Elected Officials and LWDBs notified by Workforce Board of Governor approval of their local plans (official correspondence to follow).

Recommended Action:

Motion to Approve the 2024-2028 Regional Strategic Plan with Recommendation of Do Pass to the full WDC Board.



MEMORANDUM

To: PacMtn WDC Board of Directors

Subject: [One Workforce System MOU and IFA Draft](#) Approval

Date: 02/08/2024

Background:

Annually, PacMtn convenes partners to create and establish a system budget for the WorkSource Thurston County Comprehensive Site. Known as the Infrastructure Funding Agreement (IFA), it is included in our system MOU. Typically, only the IFA is modified during the agreement period, however, this past year we did make some language changes to the MOU to align with Washington state policies that required signature approval.

Since the state plan, currently named the Talent and Prosperity Plan (TAP Plan), and our local plan, known as PacMtn Strategic Plan, are due to be updated this year, we need to update our MOU again this year to get back on schedule. Once we obtain signatures this year, the MOU will not have to be negotiated again for 3 years and we will return to only negotiating the IFA annually.

Language Changes:

- Strategic Vision Section Updated
- Regional Service Delivery Goals Updated
- Initiative Section Deleted - this section is no longer necessary as service delivery goals and initiatives were redundant.
- Wagner Peyser performance language that referred to an assessment was eliminated per last year's addendum.
- Eliminated Co-Enrollment into Title 1b and Functional Teams - Replaced with a section on PacMtn Local Board Standing committees. Functional teams did not materialize as written and co-enrollment into Title 1b section over emphasized Title 1b, inferring all collaborative activity runs through one program. It is my understanding that decision making and strategic planning will primarily run through local board standing committees in the future rather than partner functional teams.
- Eliminated Definitions at the end - these were incomplete and not necessary.
- IFA partners will be updated and cost will be redistributed using the existing methodology within the MOU.

Next Steps:

As per the requirements of the current system MOU/IFA, the following is a timeline to reach consensus and achieve a fully executed MOU/IFA for PY2024 - PY2028:

1. Notify partners that it is necessary to renew and execute the MOU/IFA - November 2023.
2. Partner Meeting - February 15th. This time will be used to gather input on the funding model and negotiate MOU updated language.
3. Anticipated MOU/IFA Draft release:
 - a. Release of the draft for final negotiations: 2/29/2024
 - b. Direct contact with all signers (email/calls): 2/29/2024
 - c. Weekly feedback and information sessions: 2/29/2024 - 3/15/2024
 - d. Final input and closing negotiations: 3/15/2024
 - e. Signature required to meet state deadline: 3/22/2024

Recommended Action:

Motion to Approve the Draft 2024-2028 One Workforce System MOU/IFA and Recommend Do Pass to the full WDC Board.