



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

**PacMtn Budget Workshop**

Meeting Minutes

April 25, 2024, | 2:00p

Lacey Community Center & Online via Microsoft Teams

**Attendees:**

**Board Members:** Michael Cade, Dr. Lorie Thompson, Christina Riley, Alissa Shay, Richard DeBolt, Peter Lehmann, Derek Epps, Angela White, David Schaffert, Joe Vansyckle (Nominee), Cheryl Heywood, Tricia Wiltse

**Consortium Members:** Commissioner Sharon Trask, Commissioner Patrick Jerry Doyle, 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, Erin Ward, Kellie Hale, Jeannie House, Craig Clark, Marco Hernandez, Orinda Goddard, Leon Ross

**Guests:** Jason Hoseneay, Andrew Garate, Heather Leach, Ariel Finfrock

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Sharon Trask Called the Meeting to order at 2:08p.
- b. Establish Quorum & Review Today's Agenda - Quorum was established at this time for the Consortium. The WDC Board did not establish Quorum at this time.

**Consortium Discussion and Action Item:** Reappointment of Board Member Term and Nomination of Board Member

**Action Item:** Motion to Approve Reappointment of Board Member's Term

- Cheryl Heywood, Timberland Regional Library, Executive Director, 3-year term - Expiring June 30, 2026

Commissioner Swope queried on the application for Reappointment of Cheryl Heywood's Board Term. Arissa De Lima explained that Cheryl's term has expired and PacMtn is in the process of updating Board Terms as discussed in previous Board and Consortium Meetings.

Commissioner Swope voiced concern in failed efforts in setting up meetings on Non-Board discussion with Cheryl Heywood.

With no motion, Commissioner Trask tabled this item and moved to the next Action Item.

**Action Item:** Motion to Approve Nominee

- Joe Vansyckle, Employment Security Department, Southwest Coastal region Director, 3-year term - Expiring June 30, 2026

Commissioner Trask lead this discussion. Joe Vansyckle provided an introduction to the Board.

Commissioner Swope Motioned to Approve Joe Vansyckle. Commissioner Doyle



was unavailable for a second.

Commissioner Trask has moved this item further down the Agenda in agreement with Commissioner Swope.

Michael Cade called the WDC Board Meeting to order at 2:22p and quorum was established. Introductions were made.

- c. Board Chair Comments – Michael Cade showed his appreciation for all in attendance. He reflected on his time with PacMtn at the NAWB conference in March. He recommends for Board members to attend the conference for continued learning and networking.
- 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 02/22/2024 Board Minutes
  - i. *Peter Lahmann motioned to Approve items in the Consent Agenda as presented. Alissa Shay seconded. Motion Carries.*

## III. Action Item & Discussion

- a. **Discussion Item:** Request to Approve Funding Awards

Kellie Hale led this discussion. She provided the board with the background including the RFP/RFQ process and awardee.

  - i. Action Item: Motion to Approve the Funding Awarded to the Capital STEM Alliance

*Alissa Shay Motioned to Approve the Funding Awarded to the Capital STEM Alliance. Dr. Lorie Thompson and Christina Riley Abstained from the vote. Cheryl Heywood seconded. Motion Carries.*

- ii. Action Item: Motion to Approve the Funding Awarded to the Thurston County Chamber of Commerce

*Alissa Shay Motioned to Approve the Funding Awarded to Thurston County Chamber of Commerce. David Schaffert Abstained from the vote. Peter Lahmann seconded. Motion Carries.*

- iii. Action Item: Motion to Approve the Funding Awarded to the Thurston Economic Development Council



*Alissa Shay Motioned to Approve the Funding Awarded to Thurston Economic Development Council. Michael Cade Abstained from the vote. David Schaffert seconded. Motion Carries.*

There were no questions on this item.

- b. **Discussion and Action Item:** Reappointment of Board Member Term and Nomination of Board Member
- i. **Action Item:** Motion to Approve Reappointment of Board Member's Term
- Cheryl Heywood, Timberland Regional Library, Executive Director, 3-year term - Expiring June 30, 2026

*WDC Board - Dr. Lorie Thompson Motioned to Approve the Reappointment of Board Member's Term. Cheryl Heywood Abstained from the vote. David Schaffert seconded. Motion Carries.*

*Consortium - Commissioner Doyle Motioned to Approve the Reappointment of Board Member's Term. Commissioner Mejia seconded. Commissioner Swope Opposed. In favor of Ayes, Motion Carries.*

- ii. **Action Item:** Motion to Approve Nominee
- Joe Vansyckle, Employment Security Department, Southwest Coastal Region Director, 3-year Term - Expiring June 30, 2026

*WDC Board - Peter Lahmann Motioned to Approve the Appointment of Board Member. David Schaffert seconded. Motion Carries.*

*Consortium - Commissioner Swope Motioned to Approve the Appointment of Board Member. Commissioner Mejia seconded. Motion Carries.*

IV. Fiscal Items:

- a. **Discussion and Action Item:** PY23 Budget Modification
- Wil led this discussion with the Board. He reviewed the included Memorandum and charts.

Commissioner Swope queried on the service providers for the Pathways grant. Dan Cooling provided general information on the program and the organization of the current provider.

**Action Item:** Motion to Approve PY23 Budget Modification and Recommend Do Pass to the Consortium



WDC Board - *Angela White Motioned to Approve the PY23 Budget Modification. Christina Riley seconded. Motion Carries.*

Consortium - *Commissioner Swope Motioned to Approve the PY23 Budget Modification. Commissioner Mejia seconded. Motion Carries.*

- b. **Discussion Item:** PY24 Preliminary Budget Discussion  
 Wil led the discussion with the Board. He stated that the PY24 Budget will be available for review at the June Board meeting. See attached PY24 Preliminary Budget Discussion document for feedback.

V. Executive Session.

There has been NO Executive Session Requested at this time.

VI. Committee & Task Force Updates

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

VII. Good of the Order & Announcements

Cheryl Heywood announced that the Nisqually Indian Tribe had 900 of their employees sign up for library cards to assist with training and development. Nisqually also donated 30 tablets & 30 laptops to TRL for use in their Anywhere Library.

Peter Lahmann shared a ceremony will be Held on Thursday in Dupont to honor a WWII veteran.

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 4:04p

**Submitted by: Arissa De Lima, WDC Board Secretary**

**2024-2025 WDC Board Members**

| Name                                  | Employed by/Serving | Represents   |
|---------------------------------------|---------------------|--|
| 1. Michael Cade<br><i>Chairperson</i> | Thurston County EDC | Business: Economic Development<br><i>Committee Assignment: EFC, BaSE</i> |



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|--|--|---|
| 2. Dr. Lorie Thompson<br><i>Vice-Chairperson</i> | Capital STEM Alliance                      | K-12 Education<br><i>Committee Assignment: EFC</i>  |
| 3. Christina Riley<br><i>Secretary/Treasurer</i> | Labor and Apprenticeship<br>Representative | Labor-Apprenticeship<br><i>Committee Assignment: EFC, Priority Populations</i>                |
| <i>Grays Harbor County Representatives</i>       |  |   |
| 4. Alissa Shay<br><i>Previous Chair</i>          | Port of Grays Harbor                       | Business: Logistics Cross Sector<br><i>Committee Assignment: EFC</i>                          |
| 5. Vacant  |  |   |
| 6. Vacant  |  |   |
| <i>Lewis County Representatives</i>              |  |   |
| 7. Richard DeBolt                                | Lewis County EDC                           | Business: Economic Development<br><i>Committee Assignment: BaSE</i>                           |
| 8. Peter Lahmann                                 | Port Commissioner                          | Business: Economic Development<br><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<br><i>Committee Assignment: EFC, BaSE</i>               |
| 11. Derek Epps                                   | Seattle Shellfish                          | Business: Aquaculture/ Food Production<br><i>Committee Assignment: EFC</i>                    |
| 12. Vacant                                       |  |   |
| <i>Pacific County Representatives</i>            |  |   |
| 13. Sue Yirku                                    | Pacific County EDC                         | Business: Economic Development<br><i>Committee Assignment: BaSE</i>                           |
| 14. Jeanne Brooks                                | Azure Strategy                             | Business: Private Sector<br>Committee Assignment:   |
| 15. Jovon Vaughn                                 | Willapa Harbor Chamber                     | Business: Private Sector Enterprise<br>Committee Assignment:                                  |
| <i>Thurston County Representatives</i>           |  |   |
| 16. Angela White                                 | Olympia Master Builders                    | Business: Construction Trades<br><i>Committee Assignment: BaSE</i>                            |
| 17. David Schaffert                              | Thurston County Chamber                    | Business: Private Sector Enterprise<br><i>Committee Assignment: EFC, BaSE</i>                 |
| <i>Regional Representatives</i>                  |  |   |
| 18. Jonathan Pleger                              | Morningside                                | CBO/Serves Disabled Populations<br><i>Committee Assignment: EFC, Priority</i>                 |



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|                         |                                | <i>Populations</i>   |
|-------------------------|--------------------------------|--|
| 19. Clint Bryson        | IBEW Local 76                  | Labor Organization<br>Committee Assignment:  |
| 20. Joe Vansyckle       | Employment Security Department | Wagner Peyser Employment Service<br><b>Committee Assignment:</b>                   |
| 21. Cheryl Heywood      | Timberland Regional Library    | CBO/Serves All Populations<br><b>Committee Assignment: EFC,<br/>One-Stop, ABEL</b> |
| 22. Vacant              |                                | Basic Education Acquisition (BedA)<br><b>Committee Assignment:</b>                 |
| 23. Dr. Carli Schiffner | Grays Harbor College           | Post-Secondary Higher Education<br>Committee Assignment:                           |

### 2024 Consortium Members

| <b>Name</b>   | <b>Representing County</b> |
|---|----------------------------|
| Commissioner Sharon Trask<br><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              |



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|----------------|---|--------------|---|
| <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 \(SAO\)](#).