



## Executive Finance Committee Minutes

06/13/2024 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

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

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

**Guests:** Jason Hosenev

### 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 February 8, 2024, EFC Minutes

*Johnathan Pledger motioned to Approve the February 8, 2024, EFC Minutes as presented. David Schaffert seconded. **Motion carries.***

#### C. Board Chair Comments

Michael thanks everyone for being present and their dedication to the work.

#### 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:** PacMtn Policy #9300 - Community Reinvestment Fund Incentive (Attachment #3)

Aaron Pentland leads the discussion on PacMtn Policy #9300

Wil Yeager explains how the committee can provide input on this policy

##### i. **Action Item:** Motion to Approve PacMtn Policy #9300 as presented

*Cheryl Heywood Motioned to Approve PacMtn Policy #9300 and Recommend Do Pass to the WDC Board and Consortium. Sharon Trask Seconded. **Motion Carries.***

#### B. **Discussion Item:** Regional Strategic WA Workforce Training and Coordinating Board

Feedback (Attachment #4)

Megan reviewed feedback and responses to the local plan provided to the WTECB. She also reviewed next steps with the committee.

**C. Discussion Item: WorkSource Leases**

Megan led the discussion during the board meeting. She reviewed current facility leases and updated the committee on agenda topics for upcoming lease discussions.

**III. Fiscal Items:**

**A. Discussion Item: Financial and Single Audit Report PY22 (attachment #5)**

Wil leads the discussion and states that PacMtn had a successful audit and there were no findings. In the Audit there was an item that needed to be addressed but was taken care of during the audit. You can view these in the memo and on [pacmtn.org](http://pacmtn.org) in the Reports and Resources section.

Micheal queries about the process for auditors and if PacMtn issues an RFP for an auditor every year or does the state provide someone for PacMtn? Wil responds in short that PacMtn is not a state agency and is not required to use the state. PacMtn has been back and forth with the state and ends up using them for auditing every year but is not technically required to.

**B. Discussion Item: PY22 Tax Form 990 (Attachment #6)**

Wil reviews PY22 Tax Form 990 with the committee and filing requirements. The full filing can be found on [pacmtn.org](http://pacmtn.org).

**C. Discussion Item: PY24 Preliminary Budget (Attachment #7)**

Wil leads the PY24 Preliminary Budget Discussion

- i. **Action Item:** Motion to Approve PY24 Preliminary Budget and Recommended Do Pass to the WDC Board and Consortium

*Johnathan Pleger Motioned to Approve PY24 Preliminary Budget and Recommend Do Pass to the WDC Board. Christina Riely Seconded. **Motion Carries.***

**IV. Executive Session**

No Executive Session was requested at this time

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

- A.** One Stop Operations Committee - Committee has been working on updating a number of policies that have not been updated in years. There will be more discussion during the board meeting. They have taken the regional Plan and created an Operational Plan. Matching the service delivery model to the outcomes expected.
- B.** Priority Populations Committee - Dan discussed the law and what is required for the WDB in WA state and how to better run this committee. The plan is to collect data and analyze, do stakeholder engagement, program evaluations and some policy work that will involve

focusing on certain communities and how to we get feed back and make sure we are doing the right things and making sure that programs are doing what they need to do to help participants succeed.

- C. Adult Basic Education & Literacy (ABEL) - Megan talks about Matt Hanusa and his experience and discusses setting up college president meetings in the future.
- D. Business and Sector Engagement (BaSE) - April BaSE Committee visited Providence in centralia, informative tour, and discussed their experience. In June plan on being out in Grays Harbor to visit the Ocean Companies.

**Good of the Order and Announcements**

Cheryl shared that in addition to the 460 Mason County Government staff who will be issued a library cards, Deputy CEO of Medicine Creek Enterprise Co is working with TRL to issue 900 library cards and wants to focus first on the 600 employees at the casino. TRL has saved Nisqually Indian Tribe some funds annually by issuing library cards instead of subscribing to LinkedIn learning. TRL has also recently worked with Choice Regional Health Network. TRL Surveys are being sent out for 2025-2029. Partnering with Lori and the Capital Stem Alliance we put together Moving Forward Together 3<sup>rd</sup> session focusing on childcare, there were keynote speakers, and they discussed what’s being done about childcare in the region. Refresh of the Westport TRL Anywhere library is up and running in all 5 counties now.

Lorie Thompson shared that Capital STEM Alliance held its quarterly partner meeting and Chrisina Riley did a wonderful presentation. The alliance is planning their 3<sup>rd</sup> Try a Trade event where 14 school districts have responded and over 100 students will be attending.

Meeting adjourned at 4:20p.

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