



PacMtn WDC Board Meeting & Budget Workshop

Meeting Minutes

April 28, 2022 | 1:00p

PacMtn WDC John Loyle Conference Room & Online Via Zoom

Attendees:

Board Members: Alissa Shay, Michael Cade, Steve Rogers, Lynnette Buffington, Julianne Hanner (Nominee), Richard DeBolt, Bill Sullivan, Peter Lahmann, Jacquelin Earley, Derek Epps, Sue Yirku, David Schaffert, Lekha Fernandes, Christina Riley, Cheryl Heywood, Jennifer Barber, Bob Guenther, Jason Reed, Jason Vertrees

Elected Officials Consortium: Commissioner Sharon Trask, Commissioner Lisa Olsen, Commissioner Carolina Mejia

PacMtn Staff: William Westmoreland, Wil Yeager, Arissa De Lima, Dan Cooling

I. Welcome & Leadership Reports

- a. Welcome & Self Introductions – Alissa Shay, Board Chair called the meeting to order at 1:01pm
- b. Establish Quorum & Review Today's Agenda – Quorum was established and meeting agenda was reviewed. There were no changes to or questions regarding the agenda.
- c. 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

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 2/24/22 WDC Board Minutes (Attachment #1)
- b. Action Item: Motion to Approve PY21 Budget Modification and Recommendation Do Pass for Consortium (Attachment #2)
- c. Action Item: Motion to Approve the Proposed Change in the Title 1 Service Provider (Attachment #3)
- d. Action Item: Motion to Approve the Purchase of Tacoma Publishing Company Materials (Attachment #4)

Lisa Olsen Motioned to Approve the 2/24/22 WDC Board Minutes, Approve the PY21 Budget Modification and Recommend Do Pass for Consortium, Approve the Proposed Change in the Title 1 Service Provider and Approve the Purchase of Tacoma Publishing Company Materials. Christina Riley Seconded. **Motion Carries.**

III. Action Item & Strategic Discussion

- a. Action Item: PY22 WIOA Title 1b Service Provider (Attachment#5) – William Westmoreland
 - Motion to Approve Equus Workforce Solutions as the PY22 WIOA Title 1b



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Adult/Dislocated Worker/Youth Service Provider

William Westmoreland discussed the PY22 WIOA Title 1b Service Provider Memo and opened for questions from the board. There were no questions.

Lekha Fernandez abstains from board vote due to conflict of interest.

Lynnette Buffington Motioned to Approve Equus Workforce Solution as the PY22 WIOA Title 1b Adult/Dislocated Worker/Youth Service Provider. Christina Riley Seconded. **Motion Carries.**

IV. Discussion Item

- a. PY22 Preliminary Budget Discussion (Attachment #6) - Wil Yeager

Wil Yeager with assistance from William Westmoreland reviewed the PY22 Preliminary Budget Discussion Attachment.

Q&A - See attached PY22 Preliminary Budget Discussion for Q&A's recorded

V. Committee & Task Force Updates - Committee Leads

- a. Executive Finance Committee (EFC)
- b. One Stop Committee (One-Stop) - William Westmoreland reported on behalf of the committee's chair.
 - Two items that the committee is pursuing currently is guidance on the new MOU and strong engagement around Integrated Service Delivery.
- c. Priority Populations - Arissa De Lima reported on behalf of the committee chairs.
 - April Meeting was postponed and will pick up in May.
- d. Business and Sector Engagement (BaSE) - William Westmoreland reported on behalf of the committee chairs.
 - No meeting since February 2022 Board Retreat with a meeting coming up in May
- e. Adult Basic Education & Literacy (ABEL) Arissa De Lima reported on behalf of the committee chair.
 - Committee has not had a meeting since the February 2022 Board Retreat and will pick up in May

VI. Executive Session: Motion to Move to Executive

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



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requiring a vote will be taken in the public portion of the meeting.

NO Session is requested at this time.

VII. Good of the Order & Announcements

- Jacquelin Earley - Cohort Graduation tomorrow, 4/29/22 in Mason County
- Lynnette Buffington - NAWB 2022 Forum participant; Highly recommends board member's to attend for learning opportunities and to spend time with Executive Leadership of PacMtn.

Meeting adjourned at 3:06p

Submitted by: Arissa De Lima, WDC Board Secretary

2021-2022 WDC Board Members

Name	Employed by/Serving	Represents
1. Alissa Shay <i>Chairperson</i>	Port of Grays Harbor	Business: Logistics Cross Sector <i>Committee Assignment: EFC</i>
2. Michael Cade <i>Vice-Chairperson</i>	Thurston County EDC	Business: Economic Development <i>Committee Assignment: EFC, BaSE</i>
3. Steve Rogers <i>Secretary/Treasurer</i>	Pacific County Historical Society & Museum	Business: Tourism & Recreation <i>Committee Assignment: EFC</i>
<i>Grays Harbor County Representatives</i>		
4. Lynnette Buffington	Greater Grays Harbor	Business: Economic Development <i>Committee Assignment: BaSE</i>
5. Julianne Hanner (Nominee)	Hanner Enterprises	Business: Private Enterprise Committee Assignment:
<i>Lewis County Representatives</i>		
6. Richard DeBolt	Lewis County EDC	Business: Economic Development Committee Assignment:
7. Bill Sullivan	Education Technology Solutions Consultant	Business: Private Business <i>Committee Assignment: Priority Populations</i>
8. Peter Lahmann	Port of Centralia Port Commissioner	Business: Economic Development <i>Committee Assignment: One-Stop, Priority Populations</i>
<i>Mason County Representatives</i>		
9. Jennifer Baria	Mason County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
10. Jacquelin Earley	Sierra Pacific Industries	Business: Wood Products Manufacturing Committee Assignment:
11. Derek Epps	Seattle Shellfish	Business: Aquaculture/ Food Production <i>Committee Assignment: EFC</i>
<i>Pacific County Representatives</i>		
12. Sue Yirku	Pacific County EDC	Business: Economic Development <i>Committee Assignment: BaSE</i>
13. Grant Lehman	DaVita Kidney Care	Business: Healthcare Committee Assignment:
<i>Thurston County Representatives</i>		



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14. Angela White	Olympia Master Builders	Business: Construction Trades Committee Assignment:
15. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise Committee Assignment: EFC, BaSE
<i>Regional Representatives</i>		
16. Lekha Fernandes	WA Employment Security Department	Wagner-Peyser Employment Service Committee Assignment: One-Stop
17. Jonathan Pleger	Morningside	CBO/Serves Disabled Populations Committee Assignment: EFC, Priority Populations
18. Christina Riley	Labor and Apprenticeship Representative	Labor-Apprenticeship Committee Assignment: EFC, Priority Populations
19. Clint Bryson	IBEW Local 76	Labor Organization Committee Assignment:
20. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations Committee Assignment: EFC, One-Stop, ABEL
21. Jennifer Barber	South Puget Sound CC	Basic Education Acquisition (BedA) Committee Assignment: EFC, ABEL
22. Dr. Bob Mohrbacher	Centralia Community College	Post-Secondary Higher Education Committee Assignment:
23. Dr. Dana Anderson	Capital Educational School District #113	K-12 Education Committee Assignment:
24. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor Committee Assignment:
25. Jason Reed	WA DSHS/Community Services	TANF-DSHS Committee Assignment: Priority Populations
26. Paul Vertrees	WA DSHS/DVR	Vocational Rehab Committee Assignment: One-Stop, Priority Populations

2021-2022 Consortium Members

Name	Representing County
Commissioner Sharon Trask <i>Consortium Chair-Chief Local Elected Official</i>	Mason
Commissioner Lisa Olsen	Pacific
Alternate: Commissioner Sean D 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
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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 \(SAO\)](#).

PY22 Preliminary Budget Discussions

Understanding through Q&A

April 28, 2022

Budget Overview

Q: What is the budget planning schedule?

A: An annual Budget Workshop is held to give Board members opportunity to discuss upcoming budget. This year the **budget workshop is April 28th**. We will not focus on budget numbers, but on critical considerations and financial priorities for the PacMtn budget. Preparation of the budget will require the Board to weigh in on and discuss potential funding priorities and desired outcomes for the region.

Conversations about the budget will help us develop the Preliminary Final budget which will be reviewed by the **Executive-Finance Committee on June 9th**. Many of these conversations are recommendations made over the course of the prior year and in this year, how we continue to manage the COVID-19 crisis and come through recovery into reinvestment. The Board will review and approve the **Preliminary Budget on June 23rd**. The Elected Official Consortium will see it at their **July 29th meeting**.

The **Final PY22 budget will be adopted in December** once all revenues and final carry-in numbers are reconciled.

Feedback/Comments/Questions:

Q: How do our projected revenues compare to last year?

A-1: We do not have for the **federal formula allocations** for the state of Washington nor for each WDA. We anticipate as much as a **15% decrease** in Youth, Adult, and DW DOL funds coming to the state. Below is a projected based on the anticipated decrease:

	PY22 State Allocation	PY22 Estimate PacMtn	PY21 PacMtn Amount
Youth	20,700,000	1,148,000	1,350,753
Adult	21,650,000	1,155,000	1,358,367
Dislocated Worker	24,650,000	1,250,000	1,471,770

With these statewide allocations PacMtn anticipates our Youth, Adult, and DW local portions to decrease over the prior year by approximately the same percentage. That represents an estimated **\$630K decrease in federal formula funds**.

A-2: Workfirst – Our program with Commerce will end with us as the program operator this year and we will not budget any income for the program this year.

A-3: MyJOB - has been transitioned over to our Title 1b contractor to run and administer. PacMtn will receive a portion of the revenue from the activity for administrative services associated with the contract but we will no longer run the program.

A-4: Opioid Disaster NDWG – of 1.5M has been awarded in March of 2022. The major contracting and activities associated with the funding will happen in PY22. The funding is received in two allotments. The first allotment 700K we anticipate to run to Sept -Oct of 2022 when we expect we will have achieved a 70% expenditure rate which will allow for us to receive the balance of **800K** at that time.

A-5: We have 2 America Rescue Plan Act (ARPA) grants one from the City of Olympia for **625K** and Thurston County, for **1.3M**. We expect spending under the City of Olympia to start in earnest in May of 2022, leaving an anticipated balance of **595K** for PY22. We have finished Requests for Proposals (RFP) for the Thurston County funding and expect to have spent **143K** before the start of the new PY22 program year.

A-6: CDBG - PacMtn will continue with this funding throughout the year and are budgeting to spend **350K** this program year, of which only **40K** will support PacMtn operations.

A-7: PacMtn is in the process for applying or has applied and awaits next steps on several grants for this next program year:

- Boeing – \$150K** award notice in September. Applied
- Pathways – \$1.5MK** award notice in July. Applied
- Economic Security for All-EcSA/APEX – \$450K** - Pending

Feedback/Comments/Questions:

Q1 – Peter Lahmann: Are the Boeing funds what we use for WorkEx?

A1 – William Westmoreland: Yes. In partnership with the Thurston Chamber and support of AJAC; We’re looking to launch a new training in manufactured skills with credentials in manufacturing.

Q: How does the State allocate formula funds to each Workforce Development Area (WDA)?

A: The State, like the Feds, prepares the **allotments of formula funds** based on unemployment and economic data provided by the Department of Labor. Three factors are used in the calculation:

Adult & Youth calculations:

- Relative share of total unemployed in Areas of Substantial Unemployment (Youth & Adult)
- Relative share of excess unemployed (unemployment in excess of 4.5%)
- Relative share of economically disadvantaged (Youth and Adult only)

Criteria weighted evenly for each factor.

Dislocated Worker calculations:

- Relative share of total unemployed
- Relative share of excess unemployed (unemployment in excess of 4.5%)
- Relative share of long term unemployed-unemployed 15 weeks or more

Excess unemployed weighted more heavily than the other factors, 1.5 versus 1

Hold Harmless-A local area may not receive less than 90% of the average allocation percentage for the 2 preceding fiscal years. Stop Gain-A local area may not receive more than 130% of the allotment given in the preceding 2 years as well.

PacMtn is accountable for regional service delivery. WIOA legislation strongly encourages and emphasizes regional planning, braiding, and leveraging partnership resources and a sector-based allocation of resources most likely to yield economic benefits for both individuals and the businesses that drive the local economy. Most grants PacMtn submits reflects activities and commitment to our 5-county *regional* economy vs. other geographic boundaries.

Feedback/Comments/Questions:

Q1- Steve Rogers: Are we providing support to the dislocated workers from the Naselle Youth Camp?

A1 – William: No specific details on that at the moment but it is on PacMtn’s radar.

Cheryl Heywood: Naselle Library is open for additional access if a meeting space is needed for these efforts.

Staff Recommended New or Special Initiatives

Q: Are there specific actions, activities, or projects that are necessary to more strongly carry out PacMtn’s Strategic Plan and or respond to current activities and conditions?

A-1: Labor Market Information (subcontracted services) - \$20k

In PY21, due to budget constraints, moved to outsource the LMI role. This move reduced nearly \$115K dollars from the budget. This remaining \$20K will be used to fund the following services:

- Regional support for LMI data for EDCs, Chambers, Educational Institutions and other organizations as need to support the local economy
- Support internal reporting needs for program outcomes, funding applications, analyst worked and website reporting.
- The contract will be fee for service for an approved provider
- Partners will have direct access to support needs for a menu of services
- Off menu services will be approved by PacMtn, but funded from this budget

Feedback/Comments/Questions:

Q1 – Lynnette Buffington: Currently the EDCs pay a partial subscription fee for Jobs EQ etc, and PacMtn maintains the master contract; will that be changing?

A1 – William & Wil: We will look to the new contractor to have similar information or be able to provide on demand to our partners.

A-2:

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Feedback/Comments/Questions:

A-3:

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Feedback/Comments/Questions:

A-4:

Feedback/Comments/Questions:

Regional Workforce System Development

Q: How can we support the One-Stop system activities required by WIOA?

<p>A-1. PacMtn One-Stop Operator - \$115k. In PY21, PacMtn successfully procured and contracted a One-Stop Operator. This position is functionally lead by the One-Stop Committee and is a system-wide resource for managing the WorkSource System, including the Infrastructure Funding Agreement (data and partner coordination). The State is requiring the system MOU and IFA be updated, and during this time, PacMtn will include \$80k in shared expenses in the IFA. This move will require system-wide partners to carry a proportional share of the cost. The contract is for (1) salaried position. At this time, PacMtn will fund the balance of the contract (approximately \$30K). If this move to the IFA is unsuccessful, PacMtn will fully fund the contract:</p> <ul style="list-style-type: none"> • Full-time role overseeing the WorkSource System, functionally led by the One-Stop Committee. • Fund the related travel, including the NAWB annual conference, and communication expenses. • Ensure ongoing support of Integrated Service Deliver and coordination of our partners. <p>A-2 PacMtn One-Stop Operations-\$40k</p>
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<p>The Operator plays a key role in identifying and coordinating shared resources and the professional development of our regional partners and contractors. PacMtn wishes to fund this effort:</p> <ul style="list-style-type: none"> • Professional Development and Training for the System \$20k, resource to be defined • Region wide assessment, LMI, and job-readiness tools, such as WorkKeys, Traitify, CASAS, and WorkKeys National Career Readiness Certification. <p>A-3 Launchpad Renew and Expanded Function – \$40k PacMtn and our contractors have identified a common platform for data and relationship management - Launchpad. As ETO continues to falter and no business service solution has been developed by the state, our regional needs a tool immediately to enable data to play a larger role in our decision making. In PY21, the system will be configured and replace JOT for virtual intake. In PY22, PacMtn will expand function to include:</p> <ul style="list-style-type: none"> • Implementation of referrals and case management for non-WIOA programs • CRM Functions and data management the WDC • Central point of report for system performance, including a system-wide dashboard
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Feedback/Comments/Questions:

Unique Programming and Partnerships

Q:

<p>A1: Localized Sector Based training – \$320K. With the continued success of the Cohort Training Model, PacMtn seeks to expand the impact of this training model to other Sectors and counties in our region.</p> <ul style="list-style-type: none"> • Fund BaSE Taskforce focused training, leveraging Adult/DW/Youth Funding \$180k • Fund Peer navigation and related occupational Training – leveraging the Opioid Funding \$140k (scope item per ESD contract)

	<p><i>Feedback/Comments/Questions:</i></p> <p>Q1 – Bob Guenther: How do we predict fields/trades and implement “Running Start” program for different apprenticeships while in high school.</p> <p>A1 – William: Coordination on funding efforts to support big initiatives related to sector development.</p> <p>Q2 – Jaquelin Earley: When providing career guidance, have the participants, research and visit job sites to ensure the career sparks an interest and they are aware of what the career entails.</p> <p>A2 – William: ISD Model focuses on long term, high quality job; meant to meaningfully navigate the customer to a long term goals and may take multiple outcomes. We hope to bring resources to bear on engagement and get customers in and around industries of interest so they can understand the work they are interested in. Fundamental point for educational institutions, workforce systems and anyone doing training and moving people into careers.</p>
	<p>A2: Integrated Service Delivery Review and Evaluation \$50K</p> <p>In an effort to continue to provide and improve exceptional services within the PacMtn region and to help inform a customer centered workforce development system, PacMtn will procure a contracted expert to design a system evaluation to assess the impacts of the WorkSource System in the PacMtn region:</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Design a systemic and sustained approach for a client input. • Receive leadership training and overview of services. • Review local outcome data. • Use a Human Centered Design approach for client engagement. • Assess feasibility and capacity to implement strategy. • Present finding to the Workforce System partners and Board

	<ul style="list-style-type: none"> • Determine an approach to implement recommendations for systemic and sustained client engagement.
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	<p><i>Feedback/Comments/Questions:</i></p>
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General Operations

Q: What changes are being proposed in the Administrative Operations budget?

	<p>A-1: Accounting – Reorganization in our operation has resulted in the reassignment of HR responsibilities and eliminated a full time HR staff position, saving 90K.</p>
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	<p><i>Feedback/Comments/Questions:</i></p>
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	<p>A-2: Staff COLA, Time & Service, and Performance Acknowledgement Increases:</p> <p>In PY21 All positions have been reviewed and adjustments made to pay based on responsibility. For PY 22 we recommend:</p> <ul style="list-style-type: none"> • A Cost-of-Living Adjustment 4% (COLA) for all employees, although current price index adjustments have the rate at 5.9%, we feel the adjustments made to employee salaries since January are adequate to account for the gap. - 48K.
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	<i>Feedback/Comments/Questions:</i>
	<p>A-3: Continued focus on employee safety, morale, Recommending funding additions to:</p> <ul style="list-style-type: none"> • Continue with the Performance Excellence and Achievement Awards that could result in an additional NTE \$2500 impact. • Provide appropriate job-related group training NTE \$5000.
	<i>Feedback/Comments/Questions:</i>
	A-4:
	<i>Feedback/Comments/Questions:</i>
	A-5:
	<i>Feedback/Comments/Questions:</i>
Q: Are there any changes to the Unrestricted Funds budget?	
	PacMtn requests \$2,500 to continue the special Employee Team Productivity Fund for activities that promote a healthy, productive team environment, essential to achievement of outcomes.
	<i>Feedback/Comments/Questions:</i>

Specific Board Query and Strategic Directions

Other Feedback/Comments/Questions: