



Executive Finance Committee Minutes

09/12/2024 ▪ 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, Arissa De Lima, Dan Cooling, Matthew Hanusa, Wes Smith, Christina Gorman, Matthew Hanusa, Jeff Bowe

Guests: Jason Hosenev

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Michael Cade called the meeting to order at 2:32pm. Quorum established, and self-introductions were made.

B. Action Item: Motion to Approve June 13, 2024, EFC Minutes

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

C. Board Chair Comments

Michael reminds the board of the upcoming CEO review. He will be updating the Board of progress in upcoming meetings.

D. CEO Report

William shared highlights from his CEO report. For review of the CEO report please refer to our website www.pacmtn.org

II. Discussion and Action Items:

A. **Discussion & Action Item:** PacMtn Policy Regarding Increased Capacity Training (Attachment #2)

- i. **Action Item:** Motion to Approve PacMtn Policy Regarding Increased Capacity Training and Recommend Do Pass to the WDC Board

Dan Cooling leads the discussion on the PacMtn Policy Regarding Increased Capacity Training addressing the need for more training providers in the region. It was also noted that the policy was created in consultation with the One-Stop Committee. William explained the two main mechanisms of training that can be funded. The first being the use of an individual training account (ITA) with a provider on the approved training provider list. The other way to use an ITA is with industry recognized credentials.

EFC Board member input and discussion was welcomed.
David Schaffert wanted to show appreciation for PacMtn and the policy in creating additional training opportunities in the region, filling gaps in areas that may be lacking.

*Johnathan Pleger Motioned to Approve PacMtn Policy Regarding Increased Capacity Training and Recommend Do Pass to the WDC Board. Cheryl Heywood Seconded.
Motion Carries.*

B. Discussion & Action Item: Update to PacMtn Policy #5000R1 WIOA Adult & Dislocated Worker Program Eligibility

- i. **Action Item:** Motion to Approve Update to PacMtn Policy #5000R1 WIOA Adult & Dislocated Worker Program Eligibility and Recommend Do Pass to the WDC Board

Dan reviewed updates to the policy that are outlined in the memo to the Board. The policy was updated in consultation with the One-Stop Committee. Dan opened the discussion for input from the EFC.

There was no additional input or questions for staff on this policy.

*Christina Riley Motioned to Approve Update to PacMtn Policy #5000R1 WIOA Adult & Dislocated Worker Program Eligibility and Recommend Do Pass to the WDC Board
Johnathan Pleger Seconded. **Motion Carries.***

C. Discussion & Action Item: Update to Administrative Policy #3010R1 Conflict of Interest

- i. **Action Item:** Motion to Approve Update to Administrative Policy #3010R1 Conflict of Interest and Recommend Do Pass to the WDC Board

Dan reviewed updates to the policy as advised by the State of Washington during monitoring. Dan opened the discussion for input from the EFC.

David Schaffert queried if the addition was out of requirement.

Arisa De Lima explained that although there is a Conflict of Interest section of the PacMtn Personnel Handbook, this specific Administrative Policy was updated to incorporate required employee facing items as advised during monitoring.

There was no further input or questions from the Board.

*David Schaffert Motioned to Approve Update to Administrative Policy #3010R1 Conflict of Interest and Recommend Do Pass to the WDC Board and Consortium. Johnathan Pleger Seconded.
Motion Carries.*

D. Discussion & Action Item: Update to Policy #3230R1 Funding Statements in Publicly Distributed Outreach and Marketing Materials

- i. **Action Item:** Motion to Approve Update Policy #3230R1 Funding Statements in Publicly Distributed Outreach and Marketing Materials and Recommend Do Pass to the WDC Board

Dan reviewed updates to the policy that are outlined in the memo to the Board. William added an explanation of the current policy requirements and how this update is consistent with the WorkSource System Policy. Additionally, William explained that a QR code can be used in place of large area of marketing material.

Discussion and input from EFC were opened and welcomed.

There were questions or additional input.

*Jonathan Pleger Motioned to Approve Update Policy #3230R1 Funding Statements in Publicly Distributed Outreach and Marketing Materials and Recommend Do Pass to the WDC Board. Christina Riely Seconded. **Motion Carries***

E. Discussion & Action Item: Update to Policy #3025 Data Security and PII

- i. **Action Item:** Motion to Approve Update to Policy #3025 Data Security and PII and Recommend Do Pass to the WDC Board.

Dan reviewed updates to the policy to include the additional requirements as outlined in the monitoring report and includes required items from the ESD policy.

Discussion and input from EFC were opened and welcomed.

There were questions or additional input.

*Lorie Thompson Motioned to approve update to Policy #3025 Data Security and PII and Recommends Do Pass to the WDC Board. Sharon Trask Seconded. **Motion Carries.***

F. Discussion & Action Item: Board Member Nomination (Attachment #7)

- i. **Action Item:** Motion to Approve Nominees and Recommend Do Pass to the WDC Board and Consortium
- Stacie Vaughan, Vaughan Co. Inc, Vice-President, 3-year term – Expiring June 30, 2027
 - Kevin Shutty, Economic Development Council of Mason County, Executive Director, 3-year term – Expiring June 30,2027

Arissa led this discussion. She reviewed open vacancies on the board as well as current efforts with the Chief Local Elected Official, Sharon Trask, in filling the vacancies.

There were questions from the board.

*Alissa Shay Motioned to Approve Nominees and Recommend Do Pass to the to the WDC Board and Consortium. Sharon Trask Seconded. **Motion Carries.***

III. Fiscal Items:

A. Discussion Item: PacMtn Bank Signer Update

Arissa leads the discussion. She notes who will be removed and who will be added to the Umpqua Bank Signers List.

- i. **Action Item:** Motion to Approve the Update to PacMtn Bank Signers as presented and Recommend Do Pass to the WDC Board

Arissa led this discussion. She reviewed the request to update PacMtn's Umpqua Bank signers due to staff changes.

There were questions from the board.

*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 policies that were brought before the EFC. 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 that current efforts has been around the reconfiguration of the committee that will be presented at the Board Retreat in two weeks.
- C. Adult Basic Education & Literacy (ABEL) - Dan reported that the ABEL committee will be held as a Task Force under the Priority Populations Committee and presented to the Board at the Fall Retreat.
- D. Business and Sector Engagement (BaSE) - David reported that the BaSE Committee toured Sierra Pacific in Mason County and had conversations on how their organization develops their talent pipeline and supports specific initiatives, such as hiring more women in the industry.

Good of the Order and Announcements

Lorie Thompson shared that Capital STEM Alliance is planning their 3rd Try a Trade event. The event currently has 750 youth registered.

David shared the Future of Work Summit will be held on October 9 at Great Wolf Lodge. This is a regional effort to assist business and providing session on how to build and diversify their talent pipeline. It also serves as a springboard to introduce employers for resources and support in the region. He showed appreciation for PacMtn's support in this effort.

William announced that if accommodations are needed for the Board Retreat to reach out to Arissa. Additionally, he reiterated the vacancies on the Board.

Cheryl Heywood announced that the Mason County Commissioners are searching for a 7-year appointment to the TRL Board of Trustees. She also shared that TRL received around 6,800 surveys back from their strategic planning consultants for the 2025-2029 strategic plan.

Meeting adjourned at 3:40p.

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

Executive Finance Committee Members

Name	Business	County	Position
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.
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 \(SAO\)](#).