



Executive Finance Committee Minutes

10/10/2024 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Michael Cade, David Schaffert, Johnathan Pleger, Christina Riley

Staff: William Westmoreland, Arissa De Lima, Dan Cooling, Wes Smith, Christina Gorman, Wil Yeager

Guests: N/A

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Michael Cade called the meeting to order at 2:36pm. Quorum was not established.

David Schaffert Motioned to suspend the rules as outlined in Roberts Rules of Order 25:1 "When an assembly wishes to do something during a meeting that it cannot do without violating one or more of its regular rules, it can adopt a motion to *Suspend the Rules...*" Johnathan Pleger seconded. **Motion Carries.** Self-introductions were made.

B. Action Item: Motion to Approve September 12, 2024, EFC Minutes

*David Schaffert motioned to Approve the September 12, 2024, EFC Minutes as presented. Christina Riley seconded. **Motion carries.***

C. Board Chair Comments

Michael sends appreciation to David Schaffert, Thurston County Chamber and all who attended in the Future on Work Summit at Great Wolf Lodge.

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. Fiscal Items:

A. Discussion & Action Item: PY24 Final Budget (Attachment #2)

- i. **Action Item:** Motion to Approve the PY24 Final Budget as presented and Recommend Do Pass to the WDC Board and Consortium

Wil Yeager reviewed the budget. William explain the update to the memo format to simplify the summary to be more concise and highlight items in a more useful way. Wil explained to the committee that law requires one budget but historically PacMtn provided three to the board every year. Discussion continued on the benefits of one budget presentation versus three. Wil reviewed revenue and expense adjustments and notable revenue changes. You can find this

information on the PY24 Final Budget Memo.

Johnathan Pleger Motioned to Approve the PY24 Final Budget as presented and Recommend Do Pass to the WDC Board and Consortium. Christina Riley Seconded.
Motion Carries.

- B. Discussion & Action Item:** Transfer of Funds from Dislocated Worker Funding (DW) to Adult Funding (PY24- FY25 WIOA Formula) (Attachment #3)
- i. **Action Item:** Motion to Approve Transfer of Funds from Dislocated Worker Funding (DW) to Adult Funding (Adult) for PY24-FY25 WIOA Formula as presented.

Wil reviewed the memo with the Committee. He also explained that this has been approved in the previous years as a precaution but PacMtn has not had to transfer funds in the past.

Jonathan Pleger Motioned to approve Transfer of Funds from Dislocated Worker Funding to Adult Funding for PY24-FY25 WIOA Formula as presented, David Schaffert Seconded.
Motion Carries.

III. Discussion & Action Items:

- A. Discussion & Action Item:** Board Member Nomination (Attachment #4)

Arisa lead the discussion and reviewed the Board of Directors nomination process with the Committee.

- i. **Action Item:** Motion to Approve Nominee and Recommend Do Pass to the WDC Board and Consortium Darrin Raines, Greater Grays Harbor Inc, Chief Executive Officer 3-year term - Expiring June 30, 2027

Christina Riely Motioned to approve Nominee and Recommend Do Pass to the WDC Board and Consortium Darrin Raines, Greater Grays Harbor Inc, Chief Executive Officer 3-year term - Expiring June 30, 2027, Johnathan Pledger Seconded. **Motion Carries.**

- B. Discussion Item:** 4-Year Accountability Dashboard (Attachment #5)

William introduced the 4-Year Accountability Dashboard, working with our core partners Equus and the Chamber, including the Operator, we captured specific strategies based off our Strategic Plan's three key objectives. This is how we are holding ourselves accountable for our four-year plan. This dashboard is each contract in one workforce. This is updated monthly, and the link will be provided.

Dan reviewed the dashboard.

- C. Discussion Item:** 2024-2028 Communications Plan (Attachment #6)

William shared a brief overview of the Communications Plan. The committee moved this item to a thorough discussion to the full board meeting on November 7, 2024.

- D. Discussion Item:** Outreach Plan (Attachment #7)

William shared a brief overview of the Outreach Plan. The committee moved this item for a thorough discussion to the full board meeting on November 7, 2024.

IV. Executive Session

Christina Riely Motioned to move to Executive Session for 20 minutes to discuss the CEO Evaluation. Johnathan Pledger Seconded. **Motion Carries.**

All parties not invited to Executive Session was removed from the room and virtual space.

Executive Session began at 4:04p

Executive Session was concluded at 4:18p

Jonathan Motioned to return from Executive Session. David Schaffert Seconded. **Motion Carries.**

Michael Cade announced that there was no action taken in Executive Session.

V. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee -William went over the planning session on October 17th to work on charter data.
- B. Priority Populations Committee - Dan Cooling reported out on the committees work. He explained that at the September board meeting, the Board went over the redesign and input was gathered. The committee is now finalizing and sending an email out about brainstorming sessions.
- C. Business and Sector Engagement (BaSE) - October 22nd the committee will be visiting Pacific County and having conversations around hospitality and tourism.

Good of the Order and Announcements

There were no Good of the Order or Announcements made.

Meeting adjourned at 4:25p

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

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.
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 \(SAO\)](#).