



## PacMtn WDC Joint Board and Consortium Meeting and Budget Workshop

Meeting Minutes

April 24<sup>th</sup>, 2025 | 2:00p

PacMtn Offices & Online via Microsoft Teams

### **Attendees:**

**Board Members:** Kevin Shutty, Dr. Lorie Thompson, Jacquelin Earley, Marika Bertolini, Clint Byson, Sue Yirku, Jeanne Brooks, Jovon Vaughn, David Schaffert, Michael Cade, Jonathan Pleger, Tricia Wiltse, Joe Vansyckle, Darrin Raines

**Consortium Members:** Consortium Chair-Commissioner Sharron Trask, Commissioner Rachel Grant, Commissioner Sean Swope

**PacMtn Staff:** William Westmoreland, Arissa De Lima, Christina Gorman, Dan Cooling, Melody Pajaro, Wes Smith, Jeannie House, Wil Yeager, Jeff Bowe, Matt Hanusa, Shannon Hassan, Candice Veirgutz

**Guests:** Kayl Flint, Erin Wilson

### I. Welcome & Leadership Reports

- a. Welcome & Self Introductions - Kevin Shutty, Incoming Chair, called the meeting to order at 2:10p
- b. Establish Quorum & Review Today's Agenda - Quorum was established for Board and Consortium and the agenda was reviewed at this time with no questions.
- c. Board Chair Comments - There were no comments at this time.
- 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 February 27, 2025, Board Minutes**

*Jovon Vaughn Motioned to Approve February 27, 2025, Board Minutes. Jacquelin Early Seconded. **Motion Carries.***

#### **B. Consortium Action Item: Motion to Approve February 27, 2025, Consortium Minutes**

*Commissioner Grant Motioned to Approve February 27, 2025 Consortium Minutes. Commissioner Swope Seconded. **Motion Carries.***

### III. Discussion & Action Items

- a. **Discussion and Action Item:** Update of Administrative Policy #1.7.1v1 and Adoption of Policies #1.4.7 and #1.4.8

Wil reviewed the update of Administrative Policy 1.7.1v1 and Adoption of Policies



1.4.7 and 1.4.8. Highlighting these were in response to the recent audit to align with standards.

There were no questions at this time.

- i. **Action Item:** Motion to Approve Update of Administrative Policy #1.7.1v1 and Adoption of Policies #1.4.7 and #1.4.8 as Presented  
*Darrin Raines Motioned to Approve Update of Administrative Policy 1.7.1v1 and Adoption of Policies 1.4.7 and 1.4.8 as presented. Jovon Seconded.*  
**Motion Carries.**
- b. **Discussion and Action Item:** Update and Adoption of WIOA Title IB Adult, Dislocated Worker and Youth Policies

Wil reviews Update and Adoption of WIOA Title 1B Adult, Dislocated Worker and Youth Policies. Highlighting that the update and adoption of the policies were also in response to the audit recently conducted. These items now align with current state and federal requirements.

There were no questions at this time.

- i. **Action Item:** Motion to Approve Update of WIOA Title IB Adult, Dislocated Worker and Youth Policies as Presented  
*Marika Bertolini Motioned to Approve Update of WIOA Title 1B Adult, Dislocated Worker and Youth Policies as Presented. Jacquelin Seconded.*  
**Motion Carries.**
- c. **Discussion and Action Item:** Approval of WIOA Title IB Award  
Wil reviewed the approval of WIOA Title 1B Award. Highlighting the steps taken through the RFP process. He added that this was the second round, and 12 responses were received. He also noted that due to the amount of requirements for youth there is a high administrative burden, cost analysis and scoring were completed for all the respondents, the three highest scores were the respondents selected. Part of the RFP process is the availability for those who weren't selected to submit an appeal. The RFP process and selections will be reviewed for bias through a third party.

Jovon Vaugh queries on the timeline will be for the third-party bias review.

Wil answers that it can take between five and fifteen business days

William adds that the appeal that was received was a baseless appeal, and attorneys also agreed, but to show transparency and due to the complexity of the partner, a bias review will be conducted. He states that he doesn't foresee anything coming of it.

Jovon states concern about voting for the three respondents and then restarting if bias is found after the review



William reassures the board that in the timeline traditionally, EFC will recommend selections to the Board and PacMtn will post triggering a 7-day period where respondents can appeal, additionally all respondents are notified directly if they are selected or not, including that full Board approval and review are still needed for the final selection. He states that the bias review is the organization's way of doing their due diligence.

William also states that 300,000 to 400,000 Youth dollars will be held back, and the organization will suggest to the state either a direct award or provide direct services in fed law the organization is allowed do this but due to state restrictions there needs to be permission from state workforce boards. We did not get any responses to cover Pacific and rural areas of Lewis or Mason.

Jovon states the feedback in organizations in his community is overwhelming and the scope was broad. He states he highly supports and appreciates the steps PacMtn is taking to support.

- i. **Action Item:** Motion to Approve the Award of WIOA Title IB Youth Services Contracts for PY25 to Community Youth Services, Gravity Learning Center, and Morningside as Presented

*Jovon Motioned to Approve the Award of WIOA Title 1B Youth Services Contracts for PY25 to Community Youth Services, Gravity Learning Center, and Morningside as Presented. Darrin Seconded. Jonathan Pleger, and Dr. Lori Thompson Abstain.*

***Motion Carries.***

- d. **Discussion Item:** PacMtn One Workforce System Project Plan Presentation - Shannon Hassan, PacMtn Community Engagement Director

Shannon presents PacMtn's One Workforce System Project Plan.

Jovon queries if education or coursework has been identified yet.

Shannon states the next steps involve surveying staff and getting them involved and then through that they will be able to identify that training or education.

Joe Vansyckle highlights collaboration with core partners within the One-Stop and sees the promise to build more innovative strategies within the region.

**IV. Fiscal Items:**

- a. **Discussion Item: Annual Audit Summary**



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Wil highlighted the Auditors Exit Conference and states this year PacMtn was subject to 3 separate audits, unlike the usual two. Will further explains that an "Unqualified Opinion" is the best rating you can get with auditors, and every audit had this opinion. Audits are posted on the Pac Mtn Website, he mentions you may see a list of highlighted items that the auditors noticed, this did not change the opinion, and the audit is still considered clean. Wil shares appreciation for his team.

**b. Discussion Item PY25 Preliminary Budget Discussion**

Wil reviews the PY25 Preliminary Budget, highlighting the opportunity to talk to the Board about where PacMtn will be financially, the timeline and expectation of the final budget.

Jacquelin queries why we would have more dislocated workers

Wil responds, stating that this info is formula driven, additionally the Governor can withhold a portion of funds for rapid response. The organization may later request those funds back through an application process.

William added that while the practice is continuing, the amount withheld is currently lower due to the increase in dislocated workers across the state. He added that the state has the option to double the withheld amount to preserve more in the budget. However, they are also exploring whether they can reduce the amount taken.

Wil clarified that the dislocated work dollars are for a specific project outside of state allocations

Michael Cade inquiries if there is a plan to have HSA for staff

Wil states with PEBB you must pick a high-deductible plan to get an HSA, which is available for staff to select.

Michael asked if PacMtn provides benefits to the employee and their family, and if there is family contribution.

William explained PacMtn benefits, if you pick a plan that is lower than 1800 then there would be no cost to the employee or family.

Marika inquires if there is a spouse surcharge

Arissa confirmed there is a \$25 surcharge if the spouse has access to a more affordable plan elsewhere.

Darrin Raines asks if there is an opt out policy, to avoid dual coverage and the employee receives a certain percentage paid out to them?

Wil responds because we use HCA you can't dually enroll, and HCA is controlled by the state.

Wil explained the range of benefit options available through Uniform Medical and Kaiser. He clarified that if a staff member selects a plan costing less than \$1,800, the remaining balance is not deposited into their account.



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Jovon expressed support for maintaining staff benefits and recommended adjusting as needed to invest in employees while ensuring the best possible value.

William invited comments and feedback from the board and noted that staff would also be providing input

Wil noted that board members are encouraged to take notes, communicate via email, and share relevant information, as these contributions can support the development of the budget.

Joe Vansycle shares his appreciation for PacMtn and the work that goes into the budget.

#### V. Executive Session.

*The Board can move to close the meeting for select and appropriately limited conversation on specified purposes, which are identified in RCW 42.30.110. Any specific action requiring a vote will be taken in the public portion of the meeting*

Michael Cade Motioned for the Board to move to executive session for 10 minutes to review contract performance as allowed by RCW 42.30.110(1)(g). Jovon Vaughn Seconded. Motion Carried

Commissioner Grant Motioned for the Consortium to move in executive session for 10 minutes to review contract performance as allowed by RCW 42.30.110(1)(g). Commissioner Swope Seconded. Motion Carried.

The Board and Consortium entered executive session at 3:50pm. William Westmoreland and Wilford Yeager were asked to attend.

The Board and Consortium entered back into a regular meeting at 4:00pm.

Jovon Vaughn motioned for the Board to return to a regular meeting. Michael Cade seconded. Motion carried.

Commissioner Grant motioned for the Consortium to return to a regular meeting. Commissioner Swope seconded. Motion carried.

#### VI. Committee & Task Force Updates-

- a. One Stop Committee (One-Stop) - The OneWorkforce Project Plan reviewed
- b. Priority Populations - The committee continues to work on a refresh with Board Members and key stakeholders.
- c. Business and Sector Engagement (BaSE) - David reports out that the committee continues their meetings with employer site visits. William mentioned that a video on specialty manufacturing was completed and will be added to the PacMtn website.

Kevin opened the meeting for public comment.

There was no public comment at this time.



VII. Good of the Order & Announcements

No Good of the Order or Announcements at this time.

Meeting adjourned at 4:08p

Submitted by: Arissa De Lima, WDC Board Liaison