



Executive Finance Committee Agenda

01/09/2025 ▪ 2:30-4:00p

Join online via Microsoft Teams

Meeting ID: 291 875 657 352

Passcode: ED7gJ3Th

I. Welcome & Check-In Items

- A. Introductions & Establish Quorum
- B. **Action Item:** Motion to Approve October 10, 2024 EFC Minutes (Attachment #1)
- C. Board Chair Comments
- D. [CEO Report](#)

II. Discussion & Action Items:

- A. **Discussion & Action Item:** Board Member Reappointment (Attachment #2)
 - a. **Action Item:** Motion to Approve Reappointment and Recommend Do Pass to the WDC Board and Consortium
 - i. Richard DeBolt, Director of the Economic Alliance of Lewis County,
 - ii. 3-year term - Expiring June 30, 2026
- B. **Discussion & Action Item:** Business and Sector Engagement (BaSE) Committee Charter (Attachment #3)
 - a. **Action Item:** Motion to Approve the Business and Sector Engagement Committee Charter for July 2024 - June 2026 Recommend Do Pass to the WDC Board
- C. **Discussion Item:** One Workforce Reporting Dashboard (Attachment 4)
- D. **Discussion Item:** Incoming Board Chair (Attachment #5)

III. Executive Session

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

IV. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee
- B. Priority Populations Committee
- C. Business and Sector Engagement (BaSE)

V. Good of the Order & Announcements

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. Vacant			Incoming Chair
5. Cheryl Heywood	Timberland Regional Library	Regional	One Stop Committee Lead
6. Jonathan Pleger	Morningside	Regional	Targeted Populations Committee Co-Lead
7. Sharon Trask	Mason County Commissioner	Mason	Consortium Chair, Ex Officio
8. Vacant			ABEL Committee Lead
9. Derek Epps	Seattle Shellfish	Mason	Business At-Large
10. 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 and 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 \(SAO\)](#).



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

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MEMORANDUM

To: PacMtn Executive Finance Committee

Date: January 9, 2025

Subject: Board Member Reappointment

Background

PacMtn's Workforce Board follows the requirements called out in the federal law. We have 26 members with a majority that are representatives of business in the local area. Each County Commission appoints 3 of those Members. Those business representatives are to:

- (i) be owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

Additionally, there are members appointed that represent important agency stakeholders and content experts needed to conduct the work of a Council. Those are Members that represent Apprenticeship, Employment Security and mission-aligned community based organizations, for example. Our By-laws detail that Board appointments are staggered for 2, 3 or 4 years. Once appointed, the subsequent appointments (for a maximum of 3 terms) are for three years. All terms begin on the first day of July and shall end on the last day of June.

Reappointment of Members - The following individual(s) have been nominated for reappointment to the PacMtn Board of Directors by their County Commissioners Office.

- Richard DeBolt, Economic Alliance of Lewis County, Director, Lewis County Representative, 3 year term - Expiring June 30, 2026

Recommendation and/or Recommended Motion

Move to Approve Reappointment to Board of Directors as presented and Recommend Do Pass to the full WDC Board and Consortium

***** Page Numbers will populate starting on the second page***



MEMORANDUM

To: PacMtn Executive Finance Committee

Date: January 9, 2025

Subject: BaSE Committee 2024-2026 Charter

Recommendation and Motion for Approval:

Move to Approve the Business and Sector Engagement Committee Charter for July 2024-June 2026 with Recommendation for Do Pass on the full WDC Board Consent Agenda as presented.

Background:

In accordance with the By Laws of the Pacific Mountain Workforce Development Council as Amended in June 2023, the Business and Sector Engagement Committee is a standing Committee of the Board. Every two years, the BaSE Committee reviews its Purpose, Objectives, Composition, and Roles and Responsibilities.

Over the course of several recent BaSE Committee meetings, we have updated the 2024-2026 Committee Charter. This updated charter is now presented for the Board's review and approval.



PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT

building community prosperity

BUSINESS & SECTOR ENGAGEMENT TASK FORCE (BASE) CHARTER

JULY 2024 – JUNE 2026

PROJECT	
Name	<i>Business & Sector Engagement Committee (BaSE)</i>
Description	<i>To convene leaders across the region to organize and drive economic & workforce development. Industry-led, community-supported collaborative that strengthen local economies and prepare and connect the region's talent pipeline to careers in in-demand industries.</i>
Organization	<i>Pacific Mountain Workforce Development Council</i>

PURPOSE	
	<ul style="list-style-type: none"> • Receive feedback from, and provide input to, regional partners regarding sector-based workforce and economic development needs across the PacMtn Region • Use partner feedback to set direction of existing Business Services Team (e.g., the development of cohort-based trainings, etc.) • A venue to collaborate and strategize on shared priorities and collective action to strengthen local sectors. • Coordinate access to education, workforce and economic development and other key stakeholders in one place.

OBJECTIVE	
	<ul style="list-style-type: none"> • Develop annual Sector Strategy Plan. • Regularly assess regional employer needs to best develop jobseeker talent to align with demand. • Obtain funding to support data-driven projects across the region with emphasis on food production, forest & wood products, healthcare, specialty manufacturing & logistics, IT & telecom, and hospitality & tourism sectors; identify emerging sectors. • Work the strategies tied to BaSE committee work to support Board goals and policies. • Collaborate regionally avoiding organizational compartmentalization. • To lead dynamic regional workforce development that enhances economic success. • Assess the current credentialing and training opportunities in the region to ensure alignment. • Identify opportunities for economic and workforce development, education, government, and other key stakeholders to leverage funds and efforts.

COMPOSITION	

- Committee members will include economic development partners, private-sector employers, and identified industry-sector representatives and PacMtn board members from across the PacMtn Region.

ROLES & RESPONSIBILITIES

- Hold six meetings per year; ideally every other month.
- Report back findings and decisions to full PacMtn WDC Board of Directors.
- Share information with partners as needed.
- Review BaSE reports in tandem with the Community Economic Development Strategy (CEDs) associated with the economic development district structures to ensure both are in alignment with strategies, focus and regional economic development efforts.
- Analyze implemented programming and provide industry-specific feedback that the Business Services Team will utilize for future program planning and adjustments.
- Analyze data (Cluster Study) that outlines in-demand, balanced, and not-in-demand occupations within the PacMtn recognized sectors.
- Use this data to develop a list of recommendations for programming to PacMtn Workforce Development Council.



MEMORANDUM

To: PacMtn Executive Finance Committee

Date: January 9, 2025

Subject: Launch of One Workforce Reporting Dashboard

I am excited to announce the upcoming launch of the publicly available One Workforce Reporting Dashboard. This initiative reflects our commitment to transparency and the continuous sharing of progress on our key workforce development programs.

Key Features of the Dashboard

The One Workforce Reporting Dashboard will provide detailed insights into the impact and outcomes of programs such as EcSA, Community Reinvestment Project, Title 1b, Opioid, and Quest. The reports will include the following data:

Program Outcomes

- Total Placements:
 - By Sector
 - By Occupation
 - By Employer
 - By County
 - By Demographic
- Wages:
 - Average Wage
 - Average Wage by Sector
 - Average Wage by Participant's County

Pipeline Metrics

- Prospects: Job seekers interested in careers in the 30x30, categorized by:
 - Referring Partner
 - Sector of Interest
- Applicants: Referrals to training services, tracked by:
 - Referring Partner
 - Sector and Occupation

Progress Tracking

- Stages:
 - Application
 - Enrollment
 - Training
 - Job Ready

PacMtn's mission is to lead dynamic regional workforce development that enhances economic success.



- Placement
- Outcomes:
 - Exited Employed
 - Exited Without Outcome
 - Ineligible

Distribution Details

- Monthly Reporting: The dashboard will be distributed monthly during the first week, starting in February 2025 (covering January data).
- Public Accessibility:
 - Initially shared via email with individuals who sign up for the distribution list.
 - Eventually hosted on the PacMtn website for broader accessibility.

The One Workforce Reporting Dashboard represents a significant step forward in our ability to measure and share the outcomes of our efforts. It will also provide valuable insights to inform our strategies and strengthen our partnerships.

If you have any questions or suggestions about the dashboard, please feel free to reach out. Thank you for your continued support and commitment to advancing workforce development in our region.



MEMORANDUM

To: PacMtn Executive Finance Committee

Date: January 9, 2025

Subject: Incoming Board Chair

Recommendation

No motion recommended at this time. The Board Chair will provide discussion on this item during today's meeting.

Background

In accordance with the By Laws of the Pacific Mountain Workforce Development Council, Article VI, Officers of the Corporation, Section 3; Election of officers shall take place at the last meeting of the calendar year.

PacMtn's Board Chair is currently working with the Previous Chair to identify and recommend a nomination for the next WDC Incoming Chair to present to the full Board on January 23, 2025.