



Executive Finance Committee Minutes

01/09/2025 ▪ 2:30 - 4:00p

Online Via Microsoft Teams

Attendees: Michael Cade, David Schaffert, Johnathan Pleger, Christina Riley, Dr. Lorie Thompson, Cheryl Heywood

Staff: William Westmoreland, Arissa De Lima, Shannon Hassan, Wes Smith, Christina Gorman, Wil Yeager, Jeff Bowe

I. Welcome & Check-In Items

A. Introductions & Establish Quorum

Michael Cade called the meeting to order at 2:31 pm. Quorum was established.

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

*Cheryl Heywood motioned to Approve the October 10, 2024, EFC Minutes as presented. Christina Riley seconded. **Motion carries.***

C. Board Chair Comments

Michael has no comments and offers space for questions and comments

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 & Action Items:

A. **Discussion & Action Item:** Board Member Reappointment

i. **Action Item:** Motion to Approve Reappointment and Recommend Do Pass to the WDC Board and Consortium

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

Arissa reviewed the reappointment of Richard DeBolt.

*Christina Riley Motioned to Approve Reappointment and Recommend Do Pass to the WDC Board and Consortium. Johnathan Pleger Seconded. **Motions Carries.***

B. **Discussion & Action Item:** Business and Sector Engagement (BaSE) Committee Charter

i. **Action Item:** Motion to Approve the Business and Sector Engagement Committee Charter for July 2024 - June 2026 Recommend Do Pass to the WDC Board

Jeff reviewed the BaSE Committee Charter, highlighting key updates, including revised language specifying a set day and time for meetings to allow for flexibility, as well as the addition of emerging sectors within the region.

*David motioned to modify the BaSE Committee Charter to clarify its alignment with the bylaws and approve it for board review. Cheryl Heywood Seconded. **Motion Carries.***

C. Discussion Item: One Workforce Reporting Dashboard

William reviews the One Workforce Reporting Dashboard. He highlighted key dashboard features, contract progress with partners, and performance updates. He noted the benefits of using LaunchPad, citing reporting delays in Title 1B within ETO due to exiting criteria differences. He explained that EcSA and CRP exits, based on self-sufficiency, render ETO nonfunctional.

Lorie queries for clarity on determining job readiness and who makes that decision.

William stated that there are job readiness criteria standards and the participants case manager traditionally determines job readiness. He also noted that the Business Services Team, with the addition of sector leads and their expertise in employer relationships and industry sectors, plays a vital role in evaluation job readiness.

D. Discussion Item: Incoming Board Chair

William leads the discussion, stating the Board will be discussing and taking action on an Incoming Board Chair nomination at the January Board meeting. He explained the position and identified that the chair must represent an employer.

Michael and William welcomed open discussion during or after the meeting regarding the Incoming Chair position.

III. Executive Session

*Lorie Thompson Motioned to move to Executive Session for 45 minutes to discuss the CEO Evaluation. Johnathan Pledger Seconded. **Motion Carries.***

All parties not invited to Executive Session were removed from the virtual space.

Executive Session began at 3:17p

Executive Session concluded at 3:56p

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

IV. Committee & Task Force Updates (Committee Leads)

- A.** One Stop Operations Committee- Cheryl reports that the committee met last month to have a team building 3-4 hours meeting.
- B.** Priority Populations Committee - Christina reports the committee had a strategy session and how we were going to move forward. Johnathan and Christina will meet with Dan to determine the outcome of that session on Friday January 10th.

- C. Business and Sector Engagement (BaSE) - David reports the committee is currently setting up the next meeting and agenda and will be checking in with PacMtn Staff.

Good of the Order and Announcements

Cheryl shared that Mountain View Timberland Library in Lewis County opens for the first time Saturday January 11th at 11am.

Michael shared that Pacific Salish Economic Development District has hired an executive Director, Annette Roth. She will be starting a week from today, first on her agenda will be to approve the budget given to her and put together the final plans and construction for the Economic Development District. Another announcement being Southwest Washington Agriculture Business Park North Buildings power was turned on yesterday. The South building will follow next month and there will be a ribbon cutting, all will be invited to that event.

Meeting adjourned at 4:00p

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