



Executive Finance Committee Minutes

02/13/25 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

Attendees: Michael Cade, David Schaffert, Jonathan Pleger, Dr. Lorie Thompson, Cheryl Heywood, Dereke Epps, Sharon Trask

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

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 January 9, 2025, EFC Minutes

*Jonathan Pleger motioned to Approve the January 9, 2025 EFC Minutes as presented. Cheryl Heywood seconded. **Motion carries.***

C. Board Chair Comments

Michael had no comments at the time.

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 Items:

A. **Discussion & Action Item:** Update of Procurement Policy #1.4.2-v4

i. **Action Item:** Motion to Approve Updates to Procurement Policy #1.4.2-v4 and Recommend Do Pass to the full WDC Board

Wil reviews the updates to the Procurement Policy #1.4.2-v4 and added that the update aligns the policy with the CFRs. He highlighted key updates including adjustment to micro-purchases, simplified acquisition thresholds, enhancement of documentation standards for procurement decisions, aligning noncompetitive procurement procedures with the revised conditions and strengthening compliance with conflict-of-interest provisions. These updates allow for operational flexibility with the same level of monitoring, and is in line with the rising costs.

Cheryl queries if there is anything in the policy that refers to the state contract and if it is required to reiterate the contract within the policy.

Wil stated that although it is not a requirement, that can be added to the policy.

*Cheryl Heywood motioned to approve Updates to Procurement Policy #1.4.2-v4 with suggested edits and Recommend Do Pass to the full WDC Board. Sharon Trask seconded. **Motion Carries.***

Michael shares that next Thursday the Chamber and Apex Accelerator Program is putting on a procurement program at SPSCC in Lacey. He also states Apex Accelerators provide counseling and guidance to public agencies as they develop their procurement process, he adds Alliance Northwest is hosting a conference March 20th. It is the largest procurement conference in the northwest with several training courses provided, this will be held in Tacoma.

B. Discussion Item: Community Reinvestment Project (CRP) Incentive Policy Update

Marco reviewed the Community Reinvestment Program (CRP) Incentive Policy Update, highlighting key update requests, including time restraints with a recommendation of 6 months and language to include expectation and monthly engagement for participants and their case manager or talent recruiter.

Dan share examples of how lack of time restraints can hold some participants back from reaching their goals.

William reviewed that this is open for conversation and that board members will be asked for feedback and will be added as a discussion item to the February Board meeting.

III. Fiscal Items:

A. Discussion Item: PacMtn Financial Position

Wil reviewed PacMtn Financial Position and highlighted that this will not impact on any of the funding that we currently have and could impact future funding that will begin next program year.

There were no questions from the committee.

B. Discussion Item: PY24 Financial Statement (Attachment #5)

Wil reviewed the PY24 Financial Statement and points out that program costs are over 50% spent so that no funds were at risk of being taken back, mentioning that we are on target for what was estimated.

There were no questions from the committee.

IV. Executive Session

There was no Executive Session requested at this time

V. Committee & Task Force Updates (Committee Leads)

- A. One Stop Operations Committee- Cheryl reported out that the committee meets monthly and is continuing to have a reset, they have hired a consultant and are working on roles and responsibilities.
- B. Priority Populations Committee- Jonathan reported out that they are working on items for the board retreat and there will be more discussion at that time.
- C. Business and Sector Engagement (BaSE) - David reported that last month the committee visited TrueFab and discussed their needs and demands. The committee reviews the high

demand occupation list routinely and adjusts adding new in demand occupations and removing occupations that are no longer in demand.

VI. Good of the Order & Announcements

Dan provides RFP Updates - One-Stop Operator RFP deadline was met and collected a few proposals that are now being reviewed. The Youth RFP has proposals in progress with a deadline of February 24th, after this meeting an email will go out to the board for input. Adult Dislocated Worker (DW) RFP estimated release will be March 4th and WIOA Business Service Solutions on March 18th.

Michael provided national rankings for the most robust economy in the country last year ranking Thurston County at #9, and this year ranked at #8. Thurston wage growth being the 7th best in the nation and ranked as 4th most equitable income in the nation. Micheal gives thanks to everyone for the work that has been going on in Thurston County. He also updates the board with the Economic Development District and has hired an executive director, Annette Roth, for the emerging Pacific Salish Economic Development District.

Cheryl shares that the Tumwater library is going through its first refresh in 25-30 years and will be closed until end of May and all services are being held at the TRL Headquarters. TRL just introduced new technology, they are the first in the state to use IMMS (Intelligent Materials Management Software) it allows for collection in 29 libraries to be intelligently moved around. The collections in the library will reflect the community better than it does now. For two years in a row TRL has received a business award in Pacific County, the first was from the EDC and the second from the Willapa Chamber of Commerce. TRLs Strategic Planning 2025-2029 will be focusing on school aged youth and digital literacy. Cheryl adds that not only are things paused at the federal level but also in the state, there are 24 timber sales that are paused right now by DNR Lands Commissioner 7 of which are in our region. This adds up to millions in timber sales and affects their beneficiaries.

Lori shares that ESD notified her that Big Brothers Big Sisters was fully funded for a Program Builder Grant. The very first in the region to receive a completely funded proposal and the first in that sector to have a builder's program.

Sharon Trask adds that if anyone would like to comment or testify at DNR please get ahold of her and she can sign you up or you can sign up on your own at the DNR website. She states this is crucial we continue timber sales.

Michael shares that on Childcare Advocacy Day several PacMtn staff and individuals attended the roundtable and everything went well. The Board of the Childcare Advocacy Group would like to have a series of round-table discussions in the PacMtn Region. He thanks the PacMtn participants.

Meeting adjourned at 4:00p

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