



## Executive Finance Committee

Meeting Minutes

April 10, 2025 | 2:30p

PacMtn Offices & Online via Microsoft Teams

### Attendees:

**Board Members:** Michael Cade-Board Chair, David Schaffert, Dr. Lorie Thompson, Cheryl Heywood, Kevin Shuttly

**Consortium Members:** None

**PacMtn Staff:** William Westmoreland, Arissa De Lima, Dan Cooling, Wes Smith, Christina Gorman, Wil Yeager, Kellie Hale, Candice Viergutz

**Guests:** None

### I. Welcome & Check- In Items

- a. **Introductions & Establish Quorum** - Michael Cade called the meeting to order at 2:35p. Quorum was established.
- b. **Action Item:** Motion to Approve February 13, 2025, EFC Minutes.  
*Kevin Shuttly Motioned to approve February 13, 2025, EFC Minutes. David Schaffert Seconded. Motion Carries.*
- c. **Board Chair Comments** - Michael Cade states EFC will be conducting the CEO evaluation.
- d. **CEO Report** - William Westmoreland reviewed highlights from his CEO Report. The full report can be found on the PacMtn website at [www.pacmtn.org](http://www.pacmtn.org).

### II. Discussion & Action Items

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

Kellie reviews updates to Administrative Policy #1.7.1-v1 and Adoption of Policies #1.4.7 and #1.4.8 highlighting that the changes to #1.7.1-v1 now align with the state and federal guidelines and ESD's recent updates to their policy. Additionally, adoption of #1.4.7 and #1.4.8 is in response to auditors' recommendation after the accountability audit, now in compliance with the state RCWs.

There were no questions on this item.

- A. **Action Item:** Motion to Approve Updates to Administrative Policy #1.7.1-v1 and Adoption of Policies #1.4.7 and #1.4.8 and Recommend Do Pass to the full WDC Board

*Kevin Shuttly motioned to approve Updates to Administrative Policy #1.7.1-v1 and Adoption of Policies #1.4.7 and #1.4.8 and Recommend Do Pass to the full WDC Board. Cheryl Heywood seconded. Motion Carries.*



b. **Discussion Item & Action Item:** Update of WIOA Title 1B Adult, Dislocated Worker, and Youth Policies

Dan reviewed the updates to WIOA Title 1B Adult, Dislocated Worker, and Youth Policies. Highlighting that these changes were eligibility clarification to align with the state, career and training services, assessments, and support services. He also states that these changes align with CRF and TEGl changes as well.

David queries what the expectation for EFC is on this item.

Wil states the role EFC plays in this approval process is to provide input, read, understand, and approve for a consent agenda item.

Arisa states that the board packet will be sent out April 11<sup>th</sup> to provide the board with enough time to review the changes and updates to the policies. In addition, due to the volume of policies updated, PacMtn will be providing an hour info session for board members to drop in and ask questions about the policies.

Michael states that there is an assumption by the board that these policies have been reviewed and approved by EFC. Stating he wants to make sure everyone has every possibility to review the updates.

William also offers email conversations for those who cannot attend the info session.

EFC members discussed and agreed to having a full discussion on the policies during the Board Meeting to encourage full board review and vote.

A. **Action Item:** Motion to Approve Update to WIOA Title 1B Adult, Dislocated Worker and Youth Policies as presented and Recommend Do Pass to the full WDC Board

*David Schaffert Motions to Approve Updates to WIOA Title 1B Adult, Dislocated Worker and Youth Policies as presented and Recommended Do Pass to the full WDC board. Kevin Shutty Seconded. **Motion Carries.***

c. **Discussion and Action Item:** Approval of WIOA Title I-B Award

Dan reviewed the WIOA Title 1-B Award highlighting the community meetings held before releasing the RFP and the eleven submissions received. Currently the recommendation is to move the three mentioned agencies forward.

Wil states the three that were picked had the best service strategies and best cost analysis, other proposals contained more of a training program, more fit for a training provider, not a contracted youth provider.

Cheryl Heywood adds that MyTRL program that covers K-12, includes Gravity



*building community prosperity*

and they have an E number to the library's online resources.

Dr. Lori Thompson queries if there will be future rounds of funding. William responds that the money that they are reserving will be prioritized by finding a partner to directly award to better cover the communities in rural areas of our region. He finds this is an opportunity to provide more direct service and case management and let partner deal with more programing and less concern with requirements. William states this will be targeted more towards Grays Harbor, Pacific, and Morton.

- A. **Action Item:** Motion to Approve the Award of WIOA Title I-B Youth Services Contracts for PY25 to Community Youth Services, Gravity Learning Center, and Morningside, and Recommend a Do Pass to the full WDC Board.

*Kevin Shutty Motions to Approve the Award of WIOA Title I-B Youth Services Contracts for PY25 to Community Youth Services, Gravity Learning Center, and Morningside, and Recommend a Do Pass to the full WDC Board. Dr. Lorie Thompson Seconded. **Motion Carries.***

### III. Fiscal Items:

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

Wil reviews the Annual Audit Summary, stating we have completed the federal single audit, a two-year audit required by the state. Mentioning it was a clean audit.

### IV. 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 requested a motion for the EFC to move into executive session to review performance of employees as allowed by RCW 42.30.110(1)(g).

Kevin Shutty Motioned to move into Executive Session. Dr. Lorie Thompson Seconded. The EFC will be in Executive Session until 20 minutes from the current time 3:15p. Michael Cade, Board Chair asks that William Westmoreland, Arissa De Lima, and Wilford Yeager to attend the Executive Session. The EFC is not expected to take further action following the Executive Session but will reconvene after 20 mins at 3:35p.

Kevin Shutty Motioned for EFC to return from Executive Session. David Schaffert Seconded. Motion passes. EFC returned at 3:35p.



V. Committee & Task Force Updates:

- a. **One Stop Committee (One-Stop)**- No updates currently
- b. **Priority Populations**- No updates currently
- c. **Business and Sector Engagement (BaSE)**- David updates the committee stating BaSE is working with PacMtn Staff on framework for quality jobs and high road employer and has asked staff to take the lead on it. He states he wanted PacMtn staff to lead so that they can present it and create an opportunity to have the BaSE committee be in feedback mode.
- d. **Adult Basic Education & Literacy (ABEL)**- No updates currently

VI. Good of the Order & Announcements

Lori Thompson shared that Capital STEM Alliance is hosting their second annual Try-a-Trade construction event on October 9<sup>th</sup> at Satsop Business Park. This event will be posted on ESD113's website and the Capital STEM Alliance website. They are also piloting a joint spring event on May 1<sup>st</sup> with two sessions, 8:30am-10:30am and 11a-1p, like the event being held in the fall, but the purpose being to encourage middle schoolers to enroll in New Market the following year. Lori and Cheryl will be hosting a webinar coming up on April 29<sup>th</sup> 4:30-6:00pm via Zoom, this webinar will be focused on STEM education and access to STEM education and career pathways. This webinar will also include a key-note speaker and a panel discussion. The flyer for that is on the TRL website.

David Schaffert shares that the Find Your Future event will be held at New Market Skills Center on Saturday April 26<sup>th</sup> from 10am-2pm. Highlighting that this has become more of a family engagement.

Michael Cade shares that along with Kevin Shutty, the EDC will have their first board meeting at the end of the month, they have invited William to be part of the Board of Directors, and he has accepted. The Governor has provided a letter of approval, and they are working towards the next steps for IRS and EDA approval. One of the last requirements is to form a board which they are currently in the process of. Michael shares his excitement for this opportunity.

Meeting adjourned at 3:45p

Submitted by: Arissa De Lima, WDC Board Liaison



### **PacMtn Board Member Values**

**Customer needs are priority #1. Ensure all counties are included.**

**Innovate and be creative.  
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 \(SAO\)](#).