



## Executive Finance Committee Minutes

02/12/26 ▪ 2:00pm - 4:00pm

PacMtn Offices & Online Via Microsoft Teams

**Attendees:** Michael Cade, David Schaffert, Dr. Lorie Thompson, Cheryl Heywood, Christina Riley, Kevin Shutty

**Staff:** William Westmoreland, Dan Cooling, Matt Hanusa, Jeff Bowe, Christina Gorman, Wil Yeager

### I. Welcome & Check-In Items

- **Introductions & Establish Quorum**

Michael Cade called the meeting to order. Quorum was established.

- **Action Item: Motion to Approve November 6, 2025, EFC Minutes**

*David Schaffert motioned to Approve the November 6, 2025 EFC Minutes as presented. Michael Cade seconded. **Motion carries.***

- **Board Chair Comments** - There were no Board Chair Comments

### II. CEO Report

William Westmoreland reported on PacMtn's participation in the Washington Workforce Hill Climb, where board members, staff, employers, and a tribal partner met with legislators to advocate for continued investment in Economic Security for All (EcSA) and the Community Reinvestment Program (CRP). PacMtn also launched a new round of Business Investment Grants to support small businesses, is developing a Summer Transition Program for CTE and community college students, and is preparing to release the Program Year 2026 RFP for WIOA Adult, Dislocated Worker, EcSA, and CRP services. The report also noted federal workforce policy engagement in Washington, DC and recognized the retirement of longtime workforce leader Jeannie House after 26 years of service.

### III. Discussion and Action Items

- **Approval of Establishment of Upcoming Standing Committees** - Dan reviewed the proposed standing committee structure and discussed the development of a Poverty Task Force in collaboration with Commerce. Dan also noted that they would like the youth committee to be run by youth in the future. David Schaffert mentioned accessing components of accessibility. William stated that Equal Opportunity (EO) and ADA requirements are reviewed as part of these considerations.

**Motion:** Michael Cade

**Second:** Cheryl Haywood

The motion carried.

- **Winter Retreat Agenda** – William reviewed the proposed Winter Retreat agenda. David Schaffert stated he would like there to be a discussion on how referrals are made and wants to make sure the board understand their role and function.
- **Opportunity Begins Here (OBH) Report** - William reviewed the Opportunity Begins Here report. Michael Cade requested additional information in future reporting, including trend analysis, executive summary strategies, tactics and outcomes.
- **Upcoming Funding Opportunities** - William provided an overview of current and upcoming funding opportunities. The Business Investment Grants program is currently open with \$75,000 available and applications due February 12. Additional opportunities include a Youth CTE and CTC Transition to Employment RFP expected to release in February with approximately \$250,000 available, and an Incumbent Worker Training opportunity with \$100,000 available for employer upskilling. PacMtn is also pursuing a YouthBuild application focused on rural communities and tribal partners. Staff noted that the Program Year 2026 RFP for Adult, Dislocated Worker, and EcSA services is planned for release in late March, with contracts expected to begin July 1, 2026. No questions were raised by the committee.

#### **IV. Fiscal Items**

- **Financial Statements** - Wil noted that the quarterly financial report was not finalized at the time the agenda packet was released due to the ongoing annual audit and staff prioritizing work related to the recent data breach. The report was expected to be completed by February 10 and included in the updated board packet by February 11. No questions were raised by the committee.

#### **V. Executive Session**

No Executive Session was requested

#### **VI. Committee & Task Force Updates (Committee Leads)**

- A. **One Stop Operations Committee** - Cheryl Haywood reported that committee meetings will transition to a quarterly schedule. The Communications Manager will also be invited to participate.
- B. **Priority Populations Committee** - Dan discussed the future state of the committee, including the Disability Services Committee and the Youth Services Committee, which had been referenced earlier in the meeting.
- C. **Business and Sector Engagement (BaSE)** - David Schaffert reported that the committee met the previous week at the Port of Olympia. Jeff provided a briefing on upcoming activities and discussed how staff can support the board.

**VII. Good of the Order & Announcements**

- Cheryl Heywood stated she is co-hosting another moving forward together event February 24th 4-6pm.
- Dr. Lorie Thompson shared that the New Market Try a Trade event will be on May 7th.
- Matt Hasnusa mentioned High Road employees and gave a shout out to Micah for training the PacMtn team on Rapid Response.
- William Westmoreland mentioned Jason Reed time on the board ending and who will be taking his place on the board.

Meeting adjourned at 3:57 PM

Submitted by: Christina Gorman, Office Support Specialist