



## **Executive Finance Committee Minutes**

11/06/25 ▪ 2:30 - 4:00p

PacMtn Offices & Online Via Microsoft Teams

**Attendees:** Michael Cade, David Schaffert, Jonathan Pleger, Dr. Lorie Thompson, Cheryl Heywood, Derek Epps, Sharon Trask, Christina Riley, Kevin Shuttly

**Staff:** William Westmoreland, Kellie Hale, Dan Cooling, Melody Pajaro, Matt Hanusa, Christina Gorman, Wil Yeager

**Guest:** Erin Hillier, Legal Counsel

### **I. Welcome & Check-In Items**

#### **A. Introductions & Establish Quorum**

Michael Cade called the meeting to order at 2:28 pm. Quorum was established.

#### **B. Action Item: Motion to Approve April 10, 2025, EFC Minutes**

*Kevin Shuttly motioned to Approve the April 10, 2025 EFC Minutes as presented.  
Jonathan Pleger seconded. **Motion carries.***

### **II. Executive Session**

At 2:33 p.m., the EFC entered Executive Session with William, Wil, and legal counsel present to discuss matters allowed under RCW 42.30.110 (f), (g), and (i) regarding: complaints or charges against a public employee, evaluation of a public employee's qualifications or performance, and discussions with legal counsel involving enforcement actions or potential litigation.

Executive Session was expected to last until 3:10 p.m., with no action anticipated afterward.

A motion to enter Executive Session was made by Kevin Shuttly, seconded by Cheryl Heywood, and approved by the committee.

Executive Session was extended by five minutes.

The regular meeting reconvened at 3:19 p.m.

### **III. Continuation of Welcome & Check-In Items**

**C. Board Chair Comments** - Michael had no comments at the time.

D. CEO Report - William shared updates on:

- The WWA Annual Conference and noted he is concluding his term as Chair. He nominated Cheryl Heywood for a WWA Chair Award. Video: <https://youtu.be/OkYPoFdthTs?si=FtgL9s50FKSdO2dH>
- Progress on the WorkSource Lacey facility,
- Nancie Payne Award nominations, which closes on November 19.

#### IV. **Discussion Items:**

- A. **Discussion & Action Item:** Adoption of Administrative Policies #1.1.5 and #1.5.3 and Revision to Administrative Policy #1.7.1-R3.

Kellie reviewed the following administrative policies:

- 1.1.5 - Artificial Intelligence Workplace Usage (New)
- 1.5.3 - LaunchPad User Guidelines (New)
- 1.7.1-R3 - Funding Statements for Public Outreach & Marketing Materials (Revision)

Kellie recommended adoption of the two new policies and approval of the revision with a "Do Pass" recommendation to the full Board.

**Motion to Approve:** Kevin Shutty

**Second:** Christina Riley

**Vote:** No opposition.

**Motion passed with a Do Pass recommendation.**

- B. **Discussion & Action Item:** Adoption of WIOA Program Policy #2.4.3 and Revision to Specialty Program 4.2.1-R1.

Dan reviewed proposals for:

- **2.4.3 - Document Storage & Organization (New, required)**
- **4.2.1-R1 - Community Reinvestment Fund (CRF) Incentives (Revision)**

Michael requested clarification on the CRP Act and CRP Funds.

Wil clarified that the CRP is a state-funded initiative through Commerce, codified in statute, and authorized by Governor Ferguson.

**Motion to Approve:** Kevin Shutty

**Second:** Jonathan Pleger

**Vote:** No opposition.

**Motion passed with a Do Pass recommendation.**

- C. **Discussion & Action Item:** Update to Credit Card Policy #1.4.7.

Wil and Kellie presented an update to include **Repayment of Personal Expenses**, a state audit requirement. This was an administrative update, not a policy revision.

**Motion to Acknowledge and Support:** Kevin Shetty

**Second:** Jonathan Pleger

**Vote:** No opposition.

**Motion passed.**

D. **Discussion & Action Item:** Revision to Administrative Policy 1.3.1-R

Kellie reviewed revisions aligning PacMtn’s written monitoring policy with current, compliant risk-based monitoring practices following an ESD Monitoring finding.

**Motion to Approve with a Do Pass Recommendation:** Kevin Shetty

**Second:** Cheryl Heywood

**Vote:** No opposition.

**Motion passed with a Do Pass recommendation.**

## V. **Additional Updates**

William reviewed PacMtn’s 3M Leadership Structure and highlighted performance metrics used for quarterly reporting and CEO updates.

William provided an update on the WorkSource Thurston relocation to Lacey, noting that project dates were adjusted and will be reflected in the upcoming Board packet.

VI. **Fiscal Items:** Wil presented the PY25 Quarter 1 financial statements.

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

- A. One Stop Operations Committee- Cheryl reported that Casey is doing excellent work and the committee continues to review quarterly reports.
- B. Priority Populations Committee- Dan shared that the committee will be reorganized into two committees: Youth Committee (to be chaired by Aaron Pentland), Disability Committee. Draft committee names and charters will be brought forward at the February meeting.
- C. Business and Sector Engagement (BaSE) – Sector convenings continue. A Food Production workshop is scheduled for November 13, 2025, and an invitation has been extended to Governor Ferguson.

## VIII. **Good of the Order & Announcements**

- Cheryl raised questions about the OSO Committee’s reporting cadence and suggested quarterly deep dives to support policy alignment and Board decision-making.
- Cheryl asked how the Board can assist with unspent funds.
- William shared that PacMtn will issue RFPs targeting rural counties and CTE programs, with an emphasis on youth services.

Meeting adjourned at 4:16 PM

Submitted by: Kellie Hale, WDC Board Liaison