



workforce
SOUTHWEST WASHINGTON

WSW Joint Executive/Finance Committee Meeting
Zoom Conference Call
January 22, 2025 3:30 – 5:00 pm
AGENDA

3:30	<u>Welcome</u>	A.D. Simmons
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Minutes, Contract & Policy Memos *	A.D. Simmons
3:40	<u>Finance</u> <ul style="list-style-type: none">• Audit Report *• Budget Forecasting• Motion to adjourn Finance Committee	Barri Blair Renee Arnits, Gilbert Plascencia, & Kendall Lipp – Alegria Advisors
4:15	<u>WorkSource Vancouver Reimagine</u>	Joe Vansyckle + Miriam Halliday
4:40	<u>CEO Update</u>	Miriam Halliday
4:50	<u>Recognition</u>	A.D. Simmons
4:55	<u>Open Discussion / Other Items</u>	A.D. Simmons
5:00	<u>Adjourn</u>	A.D. Simmons

* - Action Required

NOTES

February 26, 2025 – Executive Committee Meeting - Zoom
March 26, 2025 – Executive Committee Meeting - Zoom
TBD – WSW Spring Board Retreat – Kalama McMenamins



workforce
SOUTHWEST WASHINGTON

**WSW Executive-Finance Committee Meeting Minutes
November 20, 2024
3:30 p.m.
Zoom Conference Call**

Executive Committee Members Present: A.D. Simmons, Corey Giles, Monte Constable, Councilor Bowerman, Ted Sprague, and Paige Spratt.

Executive Committee Members Not Present: Renny Christopher, Adrienne Watson, and Mark Tishenko.

Finance Committee Members Present: A.D. Simmons, Mandy Kipfer, John Vanderkin, and Jim Lucey.

Staff Members Present: CEO Miriam Halliday, Amy Gimlin, Barri Horner, Lyn Love, and Traci Williams.

WELCOME:

Chair A.D. Simmons opened the meeting at 3:30 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive Committee minutes held on October 23, 2024, Quarterly Reports, Contract Memo, and Policy Memo consisting of; WSW Reasonable Accommodations Policy #2006, WSW Case Noting Policy #3038, WSW Fraud and Incident Reporting Policy #1005-3, WSW SummerWorks Policy #3043, WSW Economic Security for All – State Supportive Service Policy #3503, and Community Reinvestment Plan Matched Investment Savings Accounts (MISA) Policy #7010.

Monte Constable moved to approve the Consent Agenda as presented, second by Ted Sprague. Motion carried.

FINANCE:

Chair Simmons entertained a motion to approve the Finance Committee minutes held on August 21, 2024.

John Vanderkin moved to approve the Finance Committee minutes as presented, second by Jim Lucey. Motion carried.

WSW's CFO, Barri Blair presented the highlights of the revised WSW PY24 annual budget. CFO Blair presented all the revisions that were made as noted on the budget memo for the PY24 budget revision. Questions and comments were invited and answered by CFO Blair.

Karen Bowerman moved to approve the recommendation of the budget revision to the full board for final approval at the December board meeting as presented, second by John Vanderkin. Motion carried.

Chair Simmons entertained a motion to adjourn the Finance Committee from the meeting at 4:10 p.m.

Monte Constable moved to adjourn the Finance Committee from the meeting at 4:10 p.m.

NEXT – A LOOK INTO THE FUTURE:

WSW's Program Manager, Lyn Love updated the Executive Committee that Next's lease expires June 30, 2025. Program Manager, Love gave a presentation on the evaluation and assessed options to renew, downsize, or relocate the Next office space to better serve our participants and align with WSW's new Strategic goals. Shared were potential co-locations with partners and what it would look like moving forward. Questions were addressed and answered by CEO Halliday and Lyn Love. A full board notification will happen at the December board meeting.

BOARD BUSINESS:

- **Board Member Nomination**

Governance Chair, A.D. Simmons gave a brief overview of the new potential board members, Corey Balkan, Area Vice President for Gallagher under Private Sector Cowlitz County and Elizabeth Gubrud-Howe, President for Pacific Die Casting under Private Sector Clark County. The Governance Committee and CEO Halliday recommend that Corey Balkan and Elizabeth Gubrud-Howe be put forward to the full board for nomination. Without quorum, an email will be sent out for Executive Committee approval, which will then go to the December board meeting for full board approval.

- **Board Officer Nomination**

Chair Simmons recommends that Monte Constable be put forward as the new WSW Treasurer beginning December 11, 2024, in accordance with WSW's Bylaws. Without quorum, an email will be sent out for Executive Committee approval, which will then go to the December board meeting for full board approval.

CEO UPDATE:

CEO Miriam Halliday shared with the Executive Committee the December Board of Directors meeting draft agenda. The Washington Workforce Association Conference reflection was shared with Executive Committee attendees and CEO Halliday. CEO Halliday requested three additional WSW Team holiday time off for the dates December 24th, December 26th, and December 27th. Without quorum, an email will be sent out for Executive Committee approval for the three additional WSW team time off.

NEW BUSINESS / OTHER ITEMS:

None.

ADJOURNMENT:

With nothing further for the good of the order, Chair Simmons entertained a motion to adjourn the meeting at 4:59 p.m.

Ted Sprague moved to adjourn the meeting at 4:59 p.m.

DRAFT



CONTRACT MEMO

DATE: JANUARY 15, 2025
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (NOV-JAN 2025)

WSW **modified** the following contracts:

- Partners in Careers SummerWorks to modify the Statement of Work, no change in budget of **\$165,629.70** or end date **September 30, 2025**.
- Career Path Services SummerWorks to modify the Statement of Work, no change in budget of **\$695,656.13** or end date **September 30, 2025**.
- Equus Workforce Solutions Economic Security for All Community Reinvestment to reduce budget by **\$2,433.00** for total of **\$1,767,596.12**, no change in end date of **June 30, 2025**.
- Career Team SummerWorks to modify the Statement of Work, no change in budget of **\$166,080.00** or end date **September 30, 2025**.
- Equus Workforce Solutions Opioid National Dislocated Worker to modify the Statement of Work and decrease budget by **\$5,569.72** for total budget of **\$608,955.28**, no change in end date of **September 30, 2025**.

WSW **executed** the following contracts:

- Lower Columbia Community Action Program Economic Security for All (EcSA) Community Reinvestment **\$143,110.00**, end date **June 30, 2025**.
- Hispanic Metro Chamber Economic Security for All (EcSA) Community Reinvestment **\$276,000.00**, end date **June 30, 2025**.
- Columbia River Economic Development Council Business Outreach **\$30,000.00**, end date **December 31, 2025**.

WSW **notification of grant award/execution**:

- WSW received a grant modification to adjust performance for Opioid National Dislocated Worker, no change in amount of **\$687,000.00** or end date of **September 30, 2025**.
- WSW received a grant modification to amend Civil Rights Exhibit for Basic Food Education & Training (BFET), no change in amount of **\$132,047.00** or end date of **September 30, 2025**

WSW **Board Approval Needed**:

- None



POLICY MEMO

DATE: JANUARY 15, 2025
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OPERATIONS MANAGER/SENIOR EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW Training Handbook Rev 13

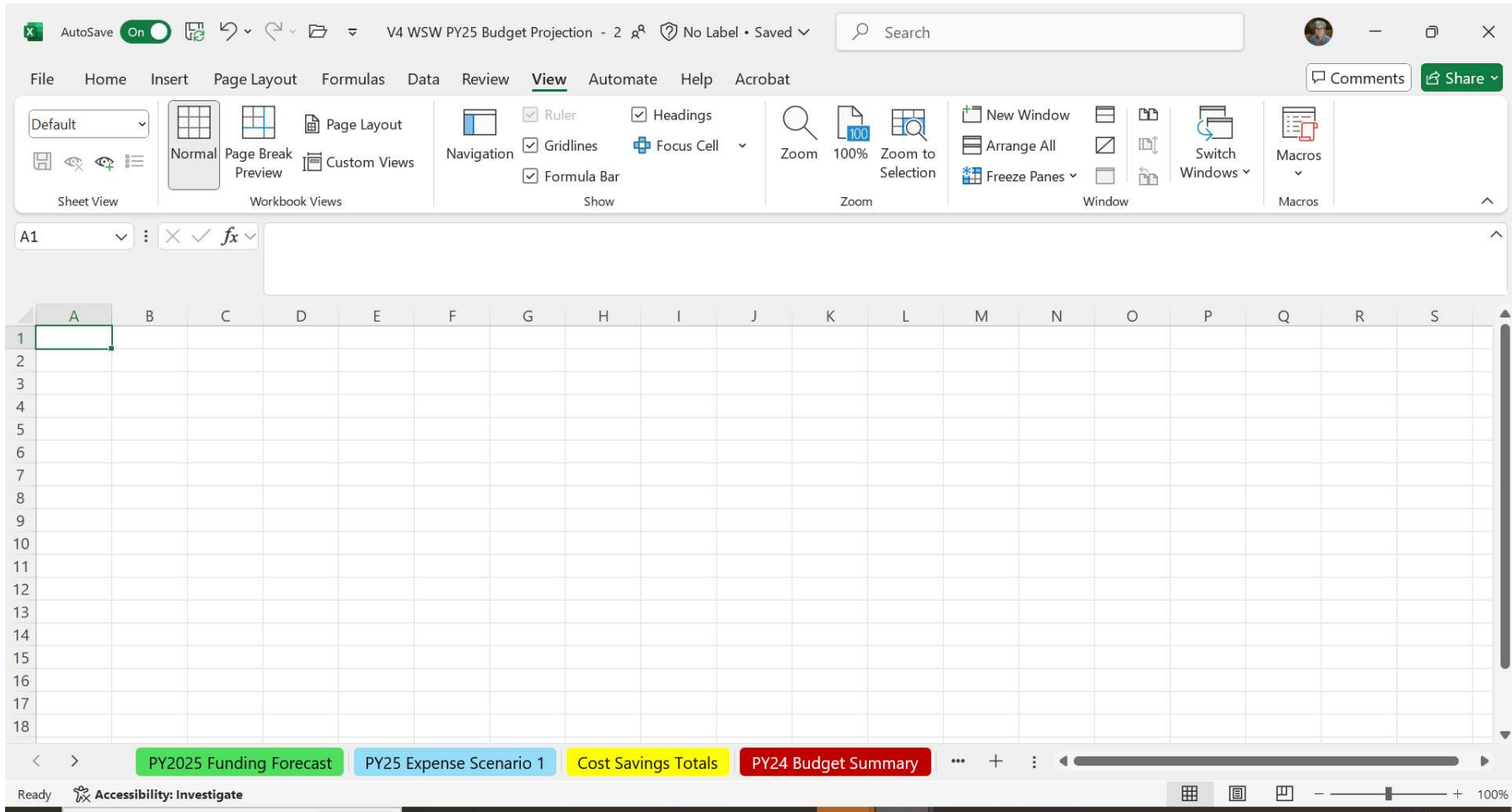
The main revision to our Training Handbook consists of revisions to update the Incumbent Worker Training to align with WSW's processes learned through best practices. We broaden the eligibility for On-the Job Training. The CNA Pre-Requisites revisions to the Individual Training Account section, were to reflect the changes in the CNA school curriculum.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee approval** and Full Board approval.

Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated “new” policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Board and Full Board.

WSW Program Year (PY25) Budget Forecast



PY24 Budget Summary: Summarized View of the WSW PY24 Revised Budget approved in December 2024 and used, in part, as a template for the **PY25 Funding Forecast.**

Cost Savings Totals: High level summary of potential cost savings decisions.

PY25 Expense Scenario 1: The WSW Operating and IFA costs budget by line item used to display and calculate potential cost savings and impacts.

PY25 Funding Forecast: The WSW PY25 Revenue Budget including ongoing updates to total revenue expected for PY25

WSW Program Year (PY25) Budget Forecast

Updates for January 2025

- 1 Additional Rapid Response funds from ESD \$22076
- 2 40K Additional for ECSA State, will result in increase to WIOA carry-in
- 3 \$3092+1920 Dept of Commerce Community Reinvestment funds(admin only), will result in increase to WIOA Carry-In
- 4 Applications in process from Potential Funding Quarterly Report out.

PY25 Funding updates are numbered and highlighted in blue

PY2025 Estimates							
	Likelihood of Grant Renewal	When Grant Funding will be Determined	Carry-in Funding	New Funding*	Holdbacks for Future WSW Operations	NEW Funds Est. Admin & Infrastructure Allocation	NEW Funds Est. Admin & Infra. Alloc. % of Funding
WIOA Funding							
ACP	99%	May 2025	57,766	341,287	-	399,053	100%
Adult	99%	May 2025	62,887	1,120,772	-	280,193	25%
DW	99%	May 2025	16,282	822,416	-	205,604	25%
Youth	99%	May 2025	53,386	1,128,391	-	282,098	25%
<i>new grants for PY25 (1, 2, 3)</i>			67,088				
Other Federal							
EcSA - Governors Descretionary	Unknown		3,931	-	-	-	0%
Opioid	Unknown		27,411	-	-	-	0%
Quest	0%		-	-	-	-	0%
WJI-CGC	Unknown		31,200	-	-	-	0%
Summerworks	1%		79,175	-	-	-	0%
DOL Future Leaders	Unknown		90,875	-	-	-	0%
Career DWG	Unknown		-	-	-	-	0%
<i>(4)Refugee and Immigrant Support</i>	99%	Nov-25		1,000,000		300,000	30%
<i>(4)WWA NTIA Application</i>	Unknown						
Private							
JP Morgan	Unknown		4,200	-	-	-	0%
BFET	99%	Apr-25	202,432	-	-	-	0%
Other	Unknown		110,838	-	-	-	0%
<i>new grants for PY25</i>			-	-	-	-	
Other Government							
EcSA State	99%	Mar-25	-	796,467	-	199,117	25%
Clark Co. ARPA	0%		-	-	-	-	0%
DOC Incentives	Unknown		-	-	-	-	0%
DOC Business Serv.	Unknown		-	-	-	-	0%
<i>new grants for PY25</i>			-	-	-	-	
Total			807,471	5,209,333	-	1,666,065	
PY24 Funding Held Back for PY25 (Reserved Funding)			807,471			807,471	
NET Funding Available for Admin and Infrastructure Costs (New + Reserved)						2,473,536	
Estimated Admin and Infrastructure Costs for PY25						3,140,000	PY24 revised
PY25 Admin and Infrastructure Funding - Excess/(Shortfall)						(666,465)	

(1,065,798) Initial Estimate
(399,334) Increase (Decrease) in Net Shortfall

*Estimated PY25 WIOA new funding amounts are 100% of PY24 Budget
 *Estimated PY25 EcSA State new funding amount is 100% of PY24 Budget

WSW Program Year (PY25) Budget Forecast

Expense type	Expense item	Total Revised PY24 Budget	Changes in Expenses	Scenario Expense Budget	Comments and potential impact
Salaries & wages	Reg salaries & wages	1,734,215		1,734,215	
	Staff Bonus	33,350		33,350	
	WIT program credit	-14,000		(14,000)	
				-	
				-	
				-	
Subtotal		\$ 1,753,565	\$ -	\$ 1,753,565	
Benefits and other	Payroll Taxes	151,908		151,908	
	Pension	53,741		53,741	
	Health benefits	292,652		292,652	
	Parking Benefit	23,800		23,800	
				-	
Subtotal		\$ 522,101	\$ -	\$ 522,101	
Occupancy and Operations	Professional fees - accounting, legal, consulting	67,150		67,150	
	IT: Professional support	36,000		36,000	
	IT:Licensing, annual fees,software	44,807		44,807	
	Supplies-general office & kitchen	9,340		9,340	
	Telephone	13,650		13,650	
	Postage, print,copy, rentals	200		200	
	Occupancy	135,432		135,432	
	External Printing & publications	750		750	
	Local travel & mileage	12,500		12,500	
	Long distance travel	3,000		3,000	
	Conferences & Meetings			-	
	Individual Industry and CBO	5,000		5,000	
	Group Conference Events including Travel	-		-	
	Washington Workforce Association (WWA)	18,000		18,000	
	National Association of Workforce Boards (NAWB)	13,500		13,500	
	Insurance	20,437		20,437	
	Furniture & equipment	29,095		29,095	
	Local meeting support	4,250		4,250	
	Memberships & Subscriptions	20,278		20,278	
Staff Training	15,000		15,000		
			-		
Subtotal		\$ 448,389	\$ -	\$ 448,389	
IFA	Worksource Vanc Lease	91,081		91,081	
	Worksource Kelso Lease	50,761		50,761	
	Worksource Vanc Shared Operating Costs	41,044		41,044	
	WorksourceKelso Shared Operating Costs	18,512		18,512	
	NEXT	200,481		200,481	
				-	
				-	
	Docusign	13,650		13,650	
Subtotal		\$ 415,529	\$ -	\$ 415,529	
Grand Total Expenses		\$ 3,139,584	\$ -	\$ 3,139,584	
Scenario change in total expenses			0.0%		

KEY:

- gold** update expense types and items to those relevant to your organization
- light blue** cells to input content about your organization
- dark blue** there is a formula in the cell: do not type over