



workforce
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting
Zoom Conference Call
January 25, 2023 3:30 – 5:00 pm
AGENDA**

3:30	<u>Welcome</u>	Paige Spratt
3:35	<u>Consent Agenda</u> * <ul style="list-style-type: none">• Approval of Executive/Finance Committee Minutes• Approval of Contract Memo	Paige Spratt
3:40	<u>Governance</u> <ul style="list-style-type: none">• Recommendation for Executive Committee Members	A.D. Simmons
3:55	<u>CEO Update</u>	Miriam Halliday
4:55	<u>Open Discussion / Other Items</u>	Paige Spratt
5:00	<u>Adjourn</u>	Paige Spratt

* - Action Required

NOTES



WSW Executive/Finance Committee Meeting Minutes
November 16, 2022
3:30 p.m.
Zoom Conference Call/WSW Rainier Board Room

Executive Committee Members Present: Paige Spratt, A.D. Simmons (via Zoom), Ralph Clark, Monte Constable, Councilor Rylander, and Ted Sprague.

Finance Committee Members Present: John Vanderkin, Paige Spratt, and Bob Gustainis (via Zoom).

Executive/Finance Committee Members Excused: Renny Christopher

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

WELCOME:

Chair Paige Spratt opened the meeting at 3:35 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Finance Committee minutes held on August 17, 2022 and Policy Memo containing; WSW Monitoring Policy #2003 Rev 4.

Ted Sprague moved to approve the Consent Agenda as presented, second by John Vanderkin.

CEO REPORT:

CEO Miriam Halliday shared the December Board of Directors meeting draft agenda and shared the Connecting the Dots breakout groups. It was brought to attention that the date on the agenda needs to be changed from the 14th to 13th. Miriam also mentioned that WSW will now have a full team after hiring a new Program Manager, Armando who starts November 29th and the new Director of Programs, Marnie who will start January 4th. Questions were addressed by Miriam Halliday.

FINANCE:

Chief Financial Officer, Barri Horner presented the PY22 Q1 financial reports, which included the WIOA Formula Grant Fund Obligations report for WIOA Adult, WIOA Dislocated Worker, and WIOA Youth. Last year's WIOA Formula grants have been fully obligated at 100%. Financial reports on operations, subcontracts, and grant spending were presented, noting that WSW is on track with spending for PY22 Q1 and no major concerns.

Chief Financial Officer, Barri Horner presented the highlights of the revised WSW PY22 annual budget. CFO Horner presented all the revisions that were made as noted on the budget memo for the PY22 budget revision. Questions and comments were invited with no questions forthcoming.

Monte Constable 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 Ted Sprague. Motion carried.

GOVERNANCE:

Governance Co-Chair Ralph Clark gave a brief overview of new potential board members, Adam Blackwell, Co-Founder for Molecular Testing Labs under Private Sector Clark County; Rodney Seales, HR Generalist for WestRock under Private Sector Cowlitz County; Brent Freeman, Superintendent for Wahkiakum School District under Private Sector Wahkiakum County; and Tennille Johnson, Deputy Regional Administrator for ESD under Public Sector/WIOA Partner. The Governance Committee and CEO Miriam Halliday recommends that Adam Blackwell, Rodney Seales, Brent Freeman, and Tennille Johnson be put forward to the full board for nomination. A motion was entertained to approve the individuals listed above to the full board at the December 13th meeting.

Ralph Clark moved to approve Adam Blackwell, Rodney Seales, Brent Freeman, and Tennille Johnson to the December 13th board meeting for final approval, second by Monte Constable. Motion carried.

Governance Co-Chair Ralph Clark shared that the Governance Committee from now to March 2023 will be focused on leadership development, striving to fill all private sector seats on the Executive Committee by March 2023. CEO Halliday and Chair Spratt will work with the new members to assess their interest and availability to serve on the Executive Committee in the coming months.

NEW BUSINESS / OTHER ITEMS

Monte Constable congratulated Miriam on her WWA closing statement.

ADJOURNMENT:

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:27 p.m.

Ted Sprague moved to adjourn the meeting at 4:27 p.m.



CONTRACT MEMO

DATE: AUGUST 24, 2022
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (NOVEMBER - DECEMBER 2022)

WSW **modified** the following contracts:

- Equus Workforce Solutions budget increase of \$110,000 for total budget of **\$480,718.82** to provide Employment Security Department Disaster Relief Employment and extend end date to **June 30, 2023**.
- Clark College budget increase of \$24,162 to System Liaison for total budget of **\$73,037** and extend end date to **June 30, 2023**.

WSW **executed** the following contracts:

- Equus Workforce Solutions for **\$40,000** to fund childcare to individuals receiving services at Next in Vancouver, **ending June 30, 2023**.
- Love Overwhelming for **\$120,000** to provide Adult and Dislocated Services, **ending September 30, 2023**.
- Columbia River Economic Development Council for **\$30,000** to provide Business Outreach services in Clark County, **ending December 31, 2023**

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

- WSW received executed grant for *QUEST Disaster Recovery National Dislocated Worker Grant* through Employment Security Department effective October 1, 2022 to September 30, 2024. Grant award amount is **\$1,186,028**.
- WSW received executed grant for *Community Project-Summerworks* through U.S. Department of Labor Employment and Training Administration effective January 1, 2023 to December 31, 2025. Grant award amount is **\$1,500,000**.

Board Approval Needed

- Approval needed for the modification of PY22 Summerworks, contract between WSW and **Equus Workforce Solutions** to increase budget up to **\$1,200,000** and extend the contract duration to December 31, 2025. Total contract amount not to exceed **\$1,500,000**.



MISSION

Lead a regional workforce development system where every individual has access to high-quality employment and every business has access to a highly-skilled workforce

VISION

A region where economic prosperity and growth exists for every person

VALUES

- Equity:** Promoting justice, impartiality and fairness within processes, and the distribution of resources by institutions or systems
- Diversity:** Collectively interweaving differences and similarities that include, for example, individual and organizational characteristics, values, beliefs, experiences, background, preferences and behaviors
- Inclusion:** Building a multicultural workforce climate where every community member can safely share their voice and be heard
- Innovation:** Introducing new ideas, methods or products to make changes
- Collaboration:** Working jointly with our customers, community and colleagues to achieve our shared goals
- Impact:** Positively influencing and affecting our community

Goal 1: Business Recovery and Growth

Businesses have access to hire, develop and invest in the skilled workers they need to recover and grow.

Strategies

- 1 Lead the development and expansion of high-quality jobs across our region
- 2 Develop a regional pool of diverse, qualified workers, matching them to our business partners' in-demand hiring needs
- 3 Engage business partnerships to inform the workforce system of emerging hiring trends, to address skill and opportunity shortages, and prepare future workers
- 4 Invest in and provide support for businesses to develop pre-apprenticeship, apprenticeship, on-the-job training, incumbent worker training, internships, and other earn-and-learn models

Indicators

- 1 Percentage of WSW business partners who adopt one or more quality jobs metrics
- 2 Number of employment placements from our regional pre-qualified pool of highly-skilled workers
- 3 Number of on-the-job trainings (OJTs), incumbent worker trainings (IWTs), paid and unpaid internships and work experiences, pre-apprenticeships and apprenticeships
- 4 Amount invested in on-the-job trainings (OJTs), incumbent worker trainings (IWTs), paid and unpaid internships and work experiences, pre-apprenticeships and apprenticeships
- 5 Number of new businesses, by sector, that WSW engages with and supports

Goal 2: Economic Mobility

Promote equity for every individual by providing access to high-quality* employment and advancement opportunities.

Strategies

- 1 Develop and implement programs that holistically serve families and communities
- 2 Expand virtual career coaching and job training
- 3 Expand Next strategy for talent development into rural communities
- 4 Develop and sustain population-specific programs
- 5 Develop and implement programmatic evaluation strategy

Indicators

- 1 Number of Priority Populations as defined by WIOA and WSW receiving workforce services
- 2 Percentage of people served who enter post-secondary education
- 3 Percentage of people served placed into pre-qualified highly-skilled worker pool for employment
- 4 Percentage of families receiving childcare and other supports necessary to return work
- 5 Percentage of people served from all programs who advance into high-quality employment
- 6 Number of program evaluations completed

Goal 3: Systems Change

An accessible and effective workforce system exists to advance equity for individuals and to promote the community and economic development goals of the region

Strategies

- 1 Develop and implement a method to actively involve community-based organizations to provide input, to improve access, and to initiate continuous improvement
- 2 Expand effective relationships across organizations and government systems to break down barriers, increase access and improve outcomes
- 3 Advocate for investments, policies, strategies and economic development goals that enhance community prosperity
- 4 Communicate WSW's impact, lessons learned, promising practices and labor market information

Indicators

- 1 Number of partnerships with organizations and individuals that serve historically underserved populations
- 2 Business and job seeker customer satisfaction scores
- 3 Number of funder partnerships
- 4 Number of new local, state and national policies enacted to support our local workforce development system goals

* WSW, in collaboration with our Columbia-Willamette Workforce Collaborative partners, will be launching a Quality Jobs Initiative in 2021. Working in close collaboration with our business, community, and education partners, we will define what high-quality work means for our region and how we can work together to support a high-quality job for everyone. Our work is based on work developed by The National Fund for Workforce Solutions. Please visit: <https://nationalfund.org/our-solutions/activate-employers-to-make-jobs-better/job-quality-resource-center/> for more information.

* PY19 & PY20 for information only, not in calculations

Goal	Indicator	PY19	PY20	Target for Full Plan	PY21	PY22 To Date	PY 2023	PY 2024	2021- 2024 Progress
		(July 2019 - June 2020)	(July 2020 - June 2021)	2021-2024	(July 2021- June 2022)	(July 2022- Dec 2022)			

Business Recovery & Growth									
Businesses have access to, hire, develop, and invest in the skilled workers they need to recover & grow.	Percentage of WSW industry partners who adopt one or more quality jobs metrics	N/A	N/A	20%	N/A	30			30
	Number of employment placements from our regional pool of highly skilled workers	N/A	70	400	41	1			11%
	Number of OJTs, IWTs and Work Experiences	263	95	260	92	34			48%
	Amount invested in OJTs, IWTs and Work Experiences in above item	\$585,324	\$590,979	N/A	\$505,360.43	not available yet			
	Number of new businesses that WSW engages with and supports	211	167	400	213	103			79%

Economic Mobility									
Historically underserved populations have equitable access to obtain and advance in high-quality employment.	Number of racially diverse historically underserved people receiving workforce services	1151	491	1000	459	266			73%
	Number of people served who enter post-secondary education/training	222	159	N/A	116	25			N/A
	Percentage of people served placed into qualified talent pool for employment	N/A	19.5%	100%	11.1%	12.2%			12%
	Number of people receiving support services necessary to return to work	923	415	N/A	311	150			N/A
	Percentage of people served from all programs who advance into high-quality employment	45.6%	60.9%	100%	47.9%	63.0%			55%
	Number of program evaluations completed	0	1	3	0	0			0%

Systems Change									
An effective and equitable workforce system exists,	Number of partnerships with organizations and individuals who serve historically underserved populations	N/A	N/A	10					
	Business & job seeker customer satisfaction scores	N/A	N/A	?					

Traci Williams

From: Traci Williams
Sent: Tuesday, February 7, 2023 12:58 PM
To: Traci Williams
Subject: RE: WSW Executive Committee Vote Needed - Dislocated Worker Grant - QUEST

Dislocated Worker Grant – QUEST approved by Executive Committee

Yes - A.D. Simmons
Yes – Monte Constable
Yes – Renny Christopher
Yes – Ted Sprague

Best,
Traci



TRACI WILLIAMS
Executive Administrator/Office Manager
traciwilliams@workforcesw.org 360.567.1070
www.workforcesw.org
Workforce Southwest Washington
805 Broadway, Suite 412 | Vancouver, WA 98660
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From: Traci Williams <TWilliams@workforcesw.org> **On Behalf Of** Miriam Halliday
Sent: Friday, December 16, 2022 3:50 PM
Cc: Traci Williams <TWilliams@workforcesw.org>; Miriam Halliday <mmartin@workforcesw.org>
Subject: WSW Executive Committee Vote Needed - Dislocated Worker Grant - QUEST
Importance: High

Executive Committee Members -

WSW (along other boards across the State) have received a grant called the DWG (Dislocated Worker Grant) – QUEST (Quality Jobs, Equity, Strategy and Training) and WSW has just received our executed grant. This grant is focused on both outreach strategy development at WorkSource, as well as business engagement strategy focused on developing quality jobs across the Southwest Region.

The below contracts need your approval prior to going to our full Board of Directors for vote.

Please respond via email to Traci (cc'd) with your "I approve", or "I do not approve" as quickly as you are able.

- Approval needed for the DWG (Dislocated Worker Grant) – QUEST (Quality Jobs, Equity, Strategy and Training), contract between WSW and **Equus Workforce Solutions** for **\$125,000**. These are National Dislocated Worker funds administered via

grant from Washington State Employment Security Department for the contract duration of November 1, 2022 to September 30, 2024.

- Approval needed for the *DWG (Dislocated Worker Grant) – QUEST (Quality Jobs, Equity, Strategy and Training)*, contract between WSW and **Career Team** for **\$141,028**. These are National Dislocated Worker funds administered via grant from Washington State Employment Security Department for the contract duration of November 1, 2022 to September 30, 2024.

Thank you for your consideration!

MH



Miriam Halliday (she/her/hers)
Chief Executive Officer
mhalliday@workforcesw.org | 503.367.8193
www.workforcesw.org

Workforce Southwest Washington
805 Broadway, Suite 412 | Vancouver, WA 98660
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Traci Williams

From: Traci Williams
Sent: Thursday, December 1, 2022 12:53 PM
To: Miriam Halliday
Subject: RE: Executive Committee Approved (4 - Yes) Contract Increase Prior to Full Board Meeting

Yes – Renny Christopher
Yes – Ralph Clark
Yes – Monte Constable
Yes – Ted Sprague
Yes – Richard Rylander (non-voting)

Haven't heard back from:
A.D. Simmons
Paige Spratt (only votes if tie)

Happy Holidays,
Traci



TRACI WILLIAMS
Executive Administrator/Office Manager
traciwilliams@workforcesw.org 360.567.1070
www.workforcesw.org

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From: Traci Williams **On Behalf Of** Miriam Halliday
Sent: Monday, November 28, 2022 8:55 AM
Cc: Miriam Halliday <mmartin@workforcesw.org>; Traci Williams <TWilliams@workforcesw.org>
Subject: Executive Committee Approval -- Needed for Contract Increase Prior to Full Board Meeting

Good morning,

The below contract amendment needs your approval prior to going to our full Board of Directors for vote on December 13th. The current contract has been effective since October 1st, 2022, and WSW will be increasing for outreach and engagement activities post approval.

Please respond via email to Traci (cc'd) with your "I approve", or "I do not approve" as quickly as you are able.

Approval needed to modify and increase the budget for the One Stop Operator contract between WSW and Equus Workforce Solutions by \$120,000.00. Total contract amount \$360,000.00.

The additional funds are federal National Dislocated Worker Grant funds, awarded to Employment Security Department and 11 of the 12 Local Workforce Development Boards (LWDBs) across the State to advance quality employment opportunities. The Operator will expand their outreach and engagement activities, representing the needs and opportunities of the WorkSource Vancouver and Kelso centers in the community.

Thank you for your consideration!

MH



M iriam H alliday (she/her/hers)
C hief Executive O fficer
mhalliday@workforcesw.org I503.367.8193
I www.workforcesw.org

W orkforce Southw est W ashington
805 Broadway, Suite 412 | Vancouver, W A 98660
Folow us: [Twitter](#) | [LinkedIn](#)