



workforce
SOUTHWEST WASHINGTON

WSW Joint Finance Committee & Executive Board Meeting Minutes
January 29, 2020
3:30 p.m.
Mt. Rainier Board Room, WSW

Executive Board Members Present: Chair Bill Skidmore, Paige Spratt, A.D. Simmons, Kelley Foy, Ted Sprague, Julie Olson, Jim Lucey, and John Vanderkin (By phone).

Staff Members Present: Kevin Perkey, CEO, Barri Horner, Traci Williams, and Kathy Ashley (By Phone).

Guest Present: Lisa Schauer (PointNorth Consulting, Inc.) and Cora Kenworthy (By Phone).

WELCOME

Chair Bill Skidmore opened the meeting at 3:32 p.m. and welcomed everyone in attendance.

CONSENT AGENDA

Having reached quorum, Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the Joint Executive Board and Finance Committee minutes held on November 20, 2019, Contract Memo and the Policy Memo. Discussion ensued about adding a Workplace Dating Policy into the Employee Handbook. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved as presented with the provision that Mr. Perkey will review and have the HR Firm add in a Workplace Dating Policy section into the Employee Handbook, with all in favor.

AUDIT:

Via conference call, Cora Kenworthy of Johnson, Stone & Pagano, P.S. (JSP) joined the meeting to present the findings from their recent fiscal audit of WSW held last November. Chief Financial Officer Barri Horner provided additional information to the members.

Ms. Kenworthy reported that JSP performed the Uniform Guidance Single Audit, which focuses on compliance related to the use of federal funds. A clean audit resulted, with no negative findings with the design and/or performance of WSW's fiscal procedures.

Ms. Kenworthy reported that WSW's financial statement audit, as a whole is an unmodified, clean opinion; the internal controls for financial statements and the internal controls and compliance for the federal awards were all clean and unmodified, qualifying the organization as a low-risk auditee.

Questions were invited and addressed by Ms. Kenworthy and Ms. Horner.

A motion was entertained to approve the audit draft report as presented. Upon the motion duly moved and seconded and with no further discussion forthcoming, the motion passed with all in favor.

Mr. Perkey acknowledged the great fiscal work of Barri Horner, Kathy Ashley, and Linda Czech in this process. As follow up, Mr. Perkey and Ms. Horner will provide additional details for better explanation/plan moving forward to document excess revenue and net expenses for upcoming audits. Office Manager, Traci Williams will also send out the Management Letter that was not included in the meeting packet.

CEO REPORT:

Mr. Perkey presented the Executive board with some highlights about WIOA re-authorization, Career Connect WA update, THRIVE update and what the WSW team has been up to. Mr. Perkey touched on the final itinerary for NAWB 2020 will be sent out soon. He also brought up potentially hosting panel conversations about critical issues related to workforce in WSW's remodeled space, along with having white board and issue sessions with the board. Mr. Perkey will reach out to Councilor Olson for next steps in hosting WSW's first panel session.

Lisa Schauer from PointNorth Consulting, Inc. shared with the Executive Board a print outs of the 1st facilitated plan agenda that the Governance board, Mr. Perkey, and herself laid out along with all the raw, unfiltered comments from the board collected at the last December board meeting. Also shared was WSW's committee structure, along with ideas of what the 2020 plan would look like for the board. Ms. Schauer also shared a draft Venn diagram that showcased the Board's role, the CEO's role, and the role they share together. From the Venn diagram, Ms. Schauer would like two firm deliverables come from it. First, being a job description for the board. Second, creating a board matrix, which ensures making WSW a high-performance board. Questions and comments were addressed by Mr. Perkey and Ms. Schauer.

ADJOURNMENT

With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 5:02 p.m.