



workforce
SOUTHWEST WASHINGTON

WSW Joint Finance Committee & Executive Board Meeting
WSW – Mt. Rainier Board Room
January 29, 2020 3:30 – 5:00 pm

AGENDA

3:30	<u>Welcome</u>	Bill Skidmore & Jim Lucey – Chair & Finance Chair
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Approval of Executive & Finance Committee Minutes• Approval of Contract Memo• Approval of Policy Memo• WSW Conflict of Interest Policy	Bill Skidmore – Chair
3:45	<u>Finance</u> <ul style="list-style-type: none">• Audit Report	Jim Lucey – Finance Chair Barri Blair – CFO
4:20	<u>CEO Report</u> <ul style="list-style-type: none">• WSW Strategic Planning• Board Governance• USCM & NAWB	Kevin Perkey – CEO
4:55	<u>Open Discussion / Other Items</u>	Bill Skidmore – Chair
5:00	<u>Adjourn</u>	

NOTES



workforce
SOUTHWEST WASHINGTON

WSW Joint Finance Committee & Executive Board Meeting Minutes
November 20, 2019
3:30 p.m.
LSW Community Room

Executive Board Members Present: Chair Bill Skidmore, Paige Spratt, Renny Christopher, Kelley Foy, and Jim Lucey (By phone).

Staff Members Present: Kevin Perkey, CEO, Barri Horner, and Traci Williams

WELCOME

Chair Bill Skidmore opened the meeting at 3:36 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 Executive Board minutes held on October 23, 2019, and the Finance Committee minutes held on August 21, 2019. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved as presented with all in favor.

FINANCE:

Chief Financial Officer, Barri Horner presented the PY19 Q1 financial reports, which included internal expenses and special projects, noting that WSW is on track with spending in for PY19 Q1 and no major concerns. Questions and comments were invited and addressed by Ms. Horner.

Ms. Horner also presented the Contracts Dashboard as of 9-30-2019 and detailed contract reports for contracts that have expired, noting no substantial concerns. Ms. Horner noted all the revisions that were made on the new Contracts Dashboard spreadsheet. Questions and comments were invited and addressed by Ms. Horner and Mr. Perkey. As a follow up, Ms. Horner will update the Executive Board with more information about the GVCC contract.

A motion was entertained to approve the recommendation of the budget revision to the full board for final approval at the December board meeting. Upon the motion duly made and seconded and with no further discussion forthcoming, the motion passed with all in favor.

CEO REPORT:

Mr. Perkey presented the Executive board with some highlights of what the WSW has been up to. Mr. Perkey touched on the office space updated, noting that renovation should be completed by the

second week of January. NAWB 2020 is coming up this March. WSW just had their THRIVE Breakfast kick off meeting with great attendance, which included a short video from Governor Inslee. The upcoming December board meeting will be taking place on December 11th at the Vancouver Hilton, which will be followed by a Governance Workshop, and End of the Year Happy Hour. Questions and comments were addressed by Mr. Perkey.

GOVERNANCE:

Mr. Perkey updated the Executive Board, that he along with the Governance Board which consists of A.D. Simmons and Ralph Clark have had a chance to sit down with Scott Haas who would replace Anne Goranson under the WIOA Partners sector and Darcy Altizer who was already on the WSW Board of Directors but transitioned into a new firm under the Private Sector. CEO Kevin Perkey, Ms. Simmons and Mr. Clark recommend both Darcy Altizer and Scott Haas to be put forward to the full board for nomination. A motion was entertained to approve the nomination of both Darcy Altizer and Scott Haas for presentation to the full board at the December 11th meeting. Upon the motion duly made and seconded and following discussion, the motion carried with all in favor.

ADJOURNMENT

With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 4:48 p.m.



CONTRACT MEMO

DATE: JANUARY 14, 2020
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (DECEMBER 2019 – JANUARY 2020)

WSW **executed** the following contracts:

- ResCare Workforce Services to provide PY19 Adult and Dislocated Worker Service Delivery, contract totaling \$1,204,192.
- Webfor to provide a website refresh to WSW website, contract totaling \$5,000.

WSW **modified** the following contracts:

- Budget modification for ResCare Workforce Services' EcSA Thrive service delivery contract to adjust add the leverage requirement. Original contract amount did not change \$463,913.
- Budget modification for Partners in Careers' Northwest Promise service delivery contract to revise their budget line items to ensure a fully spent out contract. Contract amount did not change \$285,673.

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

- WSW received grant execution from Department of Social and Health Services, Department of Vocational Rehabilitation to extend WSW services to DVR eligible young people through 2021, also known as SummerWorks in the amount of \$1,463,660.



POLICY MEMO

DATE: JANUARY 14, 2020
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

Employee Handbook

WSW contracted with a third-party Human Resources Consultant to do a complete overhaul of the Employee Handbook. The processes were outdated and didn't reflect actual practices. The revision clarifies our Leave policy, Social Media and Blog Posting, Work Schedules, and Conflict of Interest are a few sections revised.

Based on the approval process, this policy approval falls under Tier 2 **requires Ex. Board approval.**

Tier 2 – Intermediate

Definition: Intermediate revisions consist of minor tweaks to language to improve functionality for service providers. The modification could be a change requested by the service provider. These revisions require Executive Board approval and Full Board notification.



CEO REPORT

DATE: JANUARY 29, 2020
TO: WSW EXECUTIVE BOARD
FROM: KEVIN PERKEY – CHIEF EXECUTIVE OFFICER

BUSINESS

General:

- Business engagement efforts began at the end of December for the 2020 Youth Employment Summit (YES). Registrations and sponsorships are well underway.
- Launchpad development work has continued to develop the case management module for Thrive, and to provide additional upgrades to the business engagement module. This work was originally slated for completion at the end of 2019; this date has been pushed back to the end of January 2020. Thrive subcontractor training is scheduled for the first week of February.
- Prevailing wage requirements for steel fabricators in the region continues to be a major pain point for local businesses and their ability to compete for public works jobs. WSW is planning a convening for steel fabricators, elected officials and city/county/state officials to better understand the issue and work on solutions.
- Business engagement for the January 23rd DACUM has been completed and we have a great group confirmed (SEH, Kyocera, ControlTek, Analog Devices, Silicon Forest). Results from this session will be utilized to develop a qualified talent pool for production technician positions throughout the region and will largely focus on soft skills and baseline requirements to succeed in the classroom training required as part of the Career Launch. Soft skills and basic math have been loosely identified by industry partners as major barriers to the success of previous Career Launch participants.
- Monthly reoccurring meetings with Clark College's Community and Economic Development team were created in December. The purpose is better coordinate outreach and workforce needs assessment efforts.
- Quarterly meetings for WSW subcontractors who are responsible for business engagement (Next, ESD112, WorkSource, Goodwill) are now on the calendar. We had our first meeting in December to better understand roles and responsibilities and define each organizations value proposition to the business community. We will meet again in March where the focus will be on Launchpad business engagement training and information sharing.

CWWC:

- Healthcare: A Healthcare Liaison was identified to lead the sector regionally inside of WorkSource. The healthcare sector team is currently working on recruitment and training strategies to meet the most critical needs identified by WSW (Medical Assistants, Pharmacy Tech's, Patient Access Reps as well as pathways from CNA to MA and Community Health Worker to MA)
- Construction: businesses were convened around the CWWC's regional goal areas leading up to the full panel meeting which will take place at the end of January. In addition, WSW is meeting with the

Southwest Washington Contractors Association and the Building Industry Association in late January to discuss the state of construction and best practice messaging for K-12 system partners.

- Manufacturing: WSW is hosting the regional panel meeting in February at Silicon Forest Electronics.
- Tech: web-based staff training will be rolled out to career coaches and community organizations at the end of January. The training is intended to ensure that career coaches have the most up-to-date information on the tech sector, demand jobs, skills, and certifications required to get candidates into (or advance in) this field.

Communications: Elevate WSW's Brand

- WSW's website will undergo a refresh to bring content and photos more in line with our current direction and improve user experience. Modifications include updating the homepage look/feel, switching to drop down navigation, adding a blog and sections to highlight data. The refreshed site will roll out in March.
- Kevin's election to be chair of the Washington Workforce Association was published in the Vancouver Business Journal, Kelso Longview Chamber newsletter and on ClarkCountyToday.com
- Article about 2020 workforce trends written by WSW directors was published in the December 27 Vancouver Business Journal. Read the article at <https://www.vbjusa.com/special-editions/business-forecast/job-hopping-lifelong-learning-top-2020s-workforce-trends/>

PEOPLE

Contracts

- After a strong start to the SummerWorks initiative last summer, the program team has been working on making the necessary programmatic changes to ensure more students have access to the program next summer. The DVR Grant has been received and executed, and the subcontracts are currently in development and negotiation with ResCare, ESD 112, and the Underdog Mentality.
- The Clark County Juvenile Court recently executed a grant with WSW to have their young adults receive employment and training services out of Next. The subcontract with ResCare has been executed and the program planning and implementation is underway.

Program Management + Procurement

- Thrive has been difficult to get off the ground due to several challenges around recruitment and enrollment strategy. The WSW team is working closely with the subcontracted partners to ensure that this initiative is successful moving forward into 2020.
- Title 1 Youth OSY was put out for Request for Proposals (RFP) in September of 2019. Applicants consist of the following:
 1. Partners in Careers – Clark County Opportunity Youth Services
 2. ResCare + Goodwill of the Olympic and Rainier Region + Columbia Wellness + Children and Family Society + PAX Tutoring + The Underdog Mentality Consortium – Clark, Cowlitz, Wahkiakum Counties
 3. Career Path Services – Clark, Cowlitz, Wahkiakum CountiesNext steps will be the Bidders Presentations on the 17th of January, and a final determination to the Executive Committee in February 2020.
- Career Connect Washington continues to provide opportunities for our program and business team to develop pathways into the following:
 1. High Tech Council Advanced Manufacturing Internship/Career Launch
 2. Development of registered MA apprenticeship with the CWWC

- WSW is looking at utilizing a cloud-based platform to streamline and better manage our many contracts, procurement, and communication with our subcontractors. The Director of Programs, CFO and COO have participated in 10 demonstrations of 5 different tools, and we are working to draft a proposal to move forward with Blackbaud.

Development

- In December, the WSW People Team pulled together a peer recovery model design to meet the needs of individuals in recovery from Opioid usage and looking for better employment opportunities. This will be building off the successful program model in Pac Mtn and will extend into our three-county region if awarded.
- The WSW team is putting together our first Basic Food, Education, and Training (BFET) program design to operate out of the WorkSource centers. The application was submitted in late November, and we received notice our next steps for final approval this month.
- An investor collaborative of Kaiser Permanente, PeaceHealth, the Community Foundation of SWWA, and WSW is working to understand the wider needs of Cowlitz County as it relates to the Thrive initiative. The focus has been on the need for quality childcare.

Communications: Initiatives Outreach

- Video of testimonials from companies that participated in SummerWorks last year can be viewed at <https://youtu.be/xBARYhngSJ8>. It will be used during business recruiting for 2020.
- WSW's Apprenticeship Guide can be viewed on the website at <https://workforcesw.org/apprenticeship-guide>. The guide will be updated annually.
- Planning is underway for our 4th annual Youth Employment Summit (YES) to be held March 19 at the Clark County Event Center. We anticipate 400-600 students from area high schools. Businesses can register to host a table at <https://bit.ly/2pXp7dZ>.

SYSTEM

- Employment Security Department has terminated their contract with Monster Government Solutions to develop the new MIS for Washington State called Phoenix. We are continuing to use ETO and the state has assured us they will continue to make enhancements to make it better. WWA has put out an RFI for companies to send in information about their system to see if we can find one that may fit our needs better. In the meantime, we (WSW) continue to use ETO for Title I case management and are making enhancements to LaunchPad to house our data for Thrive and all business services.
- Wahkiakum County RFP Released – RFP is procuring for a service provider to be located in Wahkiakum County and help recruit and connect community members to the services and resources available through WorkSource.
- System Performance Tracking tool development – Partnering with WorkSource leadership across Title Title I and Title III to track system performance metrics of all programs offered inside of the comprehensive one stop. This is the first tool that will include data for both WSW investments and ESD investments.
- Short Term Certificates – We are in the early stages of conversation with WSUV to collaborate on developing short-term certificates to be offered at WSUV. Possible pilot certificates may include Project Management, Cybersecurity, and Electrical/mechanical troubleshooting.
- Functional Sector teams have been established inside of WorkSource. These teams will be the connection between WorkSource, the WSW Business team, and the business community. Some of their tasks will include, sharing sector specific job opportunities to center staff, entering vetted talent into Launchpad,

doing follow up services with customers who have a job match in Launchpad, and working with the WSW team to better understand industry needs.

FUNDING & POLICY & OPERATIONS

- We revised our Employee Handbook in consultation with a HR Consultant.
- Exploring our options for hiring a Receptionist. In the office configuration, we need a person to sit out front and greet visitors and do some of the daily tasks.
- Fiscal Year Ending 6/30/19 Audit Report Draft was received. There were no findings. The Audit Opinion is Unqualified in all respects.



CONFLICT OF INTEREST POLICY

Conflict of Interest Statement

In accordance with federal requirements Workforce Southwest Washington board members and employees, as well as any member of a WSW sub-committee who directly represents, is employed by, or acts as a consultant to organizations or agencies having business before the Board shall not vote on any matter or issue regarding said organization or agency. Any member having a conflict of interest will declare the conflict prior to any discussion on the matter.

Conflict of Interest Policy

The conduct of personal business between any member, employee, or officer and WSW is prohibited. Business transactions of WSW in which a member, employee, or officer has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of WSW and that they will not lead to a conflict of interest. For the purposes of this policy, a member, employee, or officer has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, member of the Board of Directors, general manager, or principal officer in any such organization. Prior to the start of any negotiations or consideration of a grant request by the organization, members, employees and officers are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by notifying the Chief Executive Officer or an officer designated by the Board to handle such matters. In matters requiring prior approval of WSW or one of its committees, the Chief Executive Officer or other officer shall ensure that WSW or committee is informed of the potential for conflict of interest before a vote is taken.

A WSW member, employee, or officer with a dual interest in a proposed transaction shall not vote on the matter or discuss and shall declare this conflict of interest before entering any discussion of the matter as described in the Conflict of Interest Statement. A WSW member, employee, or officer shall not use inside information of WSW for his/her personal benefit or the benefit of his/her business or organization, or use such inside information or his/her position as a WSW member, employee, or officer to the detriment of WSW. Inside information is information obtained through the individual's position as a WSW board member or employee that has not become public information. If, due to a member or employee's affiliation (labor, education, community-based organization, private sector, etc.), there is a conflicting opinion by that affiliation, not in agreement with WSW's stance on a particular issue, it is incumbent upon the board member or employee to bring that conflicting opinion to the attention of the Chief Executive Officer prior to it becoming a public stance. Each member, employee, and officer have a "standard of loyalty" duty to place the interests of WSW foremost in any dealings involving the organization and has a continuing responsibility to comply with the requirements of this Policy. Each member or employee is required to complete and sign this Policy upon appointment or employment with WSW and annually thereafter.



At the time of signing this policy, list below all relationships, interests, positions or circumstances involving you or a member of your family that you consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or yourself and WSW:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Signed versions of this policy transmitted by electronic mail shall be the equivalent of original signatures on original versions.

I AGREE TO THE CONDITIONS SET FORTH BY THIS CONFLICT OF INTEREST POLICY.

PRINT NAME

SIGNATURE

DATE