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SOUTHWEST WASHINGTON

**WSW Executive Board Meeting
WSW – Mt. Rainier Board Room
February 26, 2020 3:30 – 5:00 pm**

AGENDA

3:30	<u>Welcome</u>	Bill Skidmore – 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 Travel Policy Draft	Bill Skidmore – Chair
3:45	<u>Finance</u> <ul style="list-style-type: none">• Quarterly Reports	Barri Horner – CFO
4:20	<u>CEO Report</u> <ul style="list-style-type: none">• Strategic Plan Process• NAWB Trip• CWWC National Fund Concept Paper• Title 1 Youth RFP Recommendation Memo	Kevin Perkey – CEO
4:55	<u>Open Discussion / Other Items</u>	Bill Skidmore – Chair
5:00	<u>Adjourn</u>	

NOTES



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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.

WSW Joint Finance Committee / Executive Board Meeting

Wednesday, January 29, 2020

Page | 1

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.



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CONTRACT MEMO

DATE: FEBRUARY 18, 2020
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (JANUARY 2020 – FEBRUARY 2020)

WSW ***executed*** the following contracts:

- ResCare Workforce Services and WSW conflict of interest and firewall agreement for the One Stop Operator.
- ResCare Workforce Services to provide Education and Employment Training services to Clark County Juvenile Justice Court involved youth at Next, contract totaling \$32,850.
- CREDC to provide Business Outreach to Clark County Businesses, contract totaling \$30,000.



POLICY MEMO

DATE: FEBRUARY 18, 2020
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

WSW Employee and Board Member Travel Policy

During the annual Employment Security Department monitoring of our WIOA programs and administrative processes, it was discovered our policy lacked in guidance in some areas of reimbursement. WSW was required to revise the policy. WSW revised the policy for additional clarity with acceptable documents and approval process. See below underlined sentences is the new language added:

Receipts for expenses not included in the federal per diem reimbursement rate should be submitted before reimbursement will be issued. Receipts must be itemized and show enough detail to determine allowability of the purchased items. Expense reimbursement requests not accompanied by a purchase receipt will be considered for reimbursement and must be approved by a WSW Officer. In no circumstances will an expense be reimbursed for an amount exceeding \$50.00 without a receipt.

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.

~~APPENDIX A~~

EMPLOYEE AND BOARD MEMBER TRAVEL POLICY

1. Reimbursement for mileage on personal vehicle use, lodging, and meals and incidentals as a per diem amount are paid at current federal rates. Current federal mileage, lodging, and per diem rates may be ascertained by visiting the federal per diem homepage: <http://www.gsa.gov>. Documentation must be provided of the business purpose, time, place, and travel destination.
2. When traveling outside of the three county WSW region or Portland metro area travelers should prepare a written estimate of total trip costs, including any registration fee and non-travel costs, and have it approved by the Chief Executive Officer (CEO) prior to registering for a conference or embarking on a trip. CEO travel estimates should be approved by the [Chief Financial Officer \(CFO\)](#)~~Fiscal Director~~.
3. The federal per diem rate for meals and incidentals for the destination area will apply. For the first and last days of an overnight trip, the traveler will be paid 75 percent of the federal per diem rate. This differential is intended to acknowledge that travel days are, on the average, not full days of travel.
4. Except for unusual circumstances approved by the Chief Executive Officer, only mileage will be reimbursed for single day travel within the three-county WSW region or Portland metro area. Meals will not normally be reimbursed unless they are part of the business meeting.
5. If a trip is for one day only and is outside the WSW region or Portland metro area but does not require an overnight stay, the actual cost for meals will be reimbursed, not to exceed the federal per diem rate for the destination area, if receipts are submitted. Alternatively, if the one day only trip outside the WSW region or Portland metropolitan area exceeds 12 hours, 75 percent of the federal per diem rate for the travel destination area can be reimbursed to the traveler.
6. Meals that are provided to the traveler at no cost (i.e., conference meals) should be deducted from the per diem rate based on the current federal breakdown for meals and incidentals.
7. Receipts for expenses not included in the federal per diem reimbursement rate should be submitted before reimbursement will be issued. [Receipts must be itemized and show enough detail to determine allowability of the purchased items. Expense reimbursement requests not accompanied by a purchase receipt will be considered for reimbursement and must be approved by a WSW Officer. In no circumstances will an expense be reimbursed for an amount exceeding \\$50.00 without a receipt.](#)
8. Travelers should make every effort to minimize lodging costs. Actual cost of lodging plus taxes will be reimbursed to the traveler. Costs in excess of federal lodging rates must be

cleared with ~~the Chief Executive~~[the Chief Executive](#) Officer prior to travel in order to be reimbursed. When traveling to approved conferences, the conference hotel rate will be reimbursed without prior approval. CEO lodging costs in excess of federal lodging rates should be approved by the ~~CFO or COO~~[Fiscal Director](#).

9. Travel advances for meal and lodging costs will be made if requested by the traveler at least two (2) weeks prior to the trip and if the traveler has provided required documentation for any and all prior travel. When a travel advance is received, the traveler must submit a complete travel report and expenses within 10 working days following completion of the trip.

10. In general, travelers are expected to submit mileage and travel reimbursement requests ~~by~~ by the end of the month in which the expense took place.

11. Expenses for family members or friends who may accompany an employee or Board member are not paid by WSW. Similarly, if additional time for personal travel is combined with business travel, only expenses for the business portion of the travel by the employee or Board member are reimbursed. No reimbursement is made for any portion of travel expenses incurred in consequence of a traveler's decision to extend his/her stay beyond the minimum period of travel necessitated by WSW's business needs, incurred for travel to any destination not necessitated by WSW's business needs, or incurred by or for any non-employee travel companions (other than necessitated by WSW's business needs). In no event are expenses reimbursed in excess of actual expenses or per diem amounts specified above.

12. If an employee or Board member uses his/her automobile for work-related travel, he or she must have a valid driver's license and insurance. WSW does not carry insurance for damage to an automobile being driven by an employee or Board member, even on WSW business, and does not assume any liability for damage or loss to their automobiles. ~~At minimum, employees or Board members utilizing privately owned vehicles for WSW business should carry \$100,000 / \$300,000 / \$100,000 public liability/property insurance.~~

13. Parking fines and fines for traffic violations are the sole responsibility of the driver, and no reimbursement will be made by WSW.

14. Other travel costs not included in lodging, transportation and per diem as addressed above should be approved by the employee's supervisor, the CEO or the ~~Fiscal Director~~[Chief Financial Officer](#) prior to embarking on a trip outside of the three-county WSW area or the Portland Metro area (i.e. excess baggage fees, internet access, ground transportation, long term parking).

~~15. All employee -expense reimbursements must be approved by a Director, the CEO, the CFO or the COO. Board Member expense reimbursements must be approved by the CEO.~~

~~165.~~ See WSW Procurement Policy #1003 for additional ~~rules~~[guidance](#).



CEO REPORT

DATE: FEBRUARY 26, 2020
TO: WSW EXECUTIVE BOARD
FROM: KEVIN PERKEY – CHIEF EXECUTIVE OFFICER

BUSINESS

Events on the Horizon

Planned throughout the last quarter of 2019 to date:

- Washington State Opportunity Scholarship (WSOS) + WSW Healthcare Convening Feb. 19th at WSW: WSW is convening local healthcare providers to learn about how they can leverage their employee training investments with WSOS scholarship dollars.
- CWWC Manufacturing Panel Feb. 27th at Silicon Forest Electronics
- Steel Fabricators Convening May or June of 2020: local steel fabricators have elevated an issue with out-of-whack prevailing wages, unique to Clark and Cowlitz counties. WSW + GVCC are planning a conversation with businesses, Labor & Industries, local legislators, and local government to work towards a solution.
- Youth Employment Summit (YES) March 19th

CWWC

- WSW is currently in the registration process for a new Medical Assistant apprenticeship program. Our goal is to have our application submitted for the Labor & Industries review committee at their July meeting.
- The CWWC has agreed on a slightly different model for engaging with each other as well as with regional businesses. It will start with each local area engaging companies in their respective region to understand needs and opportunities one on one, through events, convenings, problem solving sessions, etc. Information learned will inform local talent development as will CWWC workforce plan goals. The regional CWWC sector teams will meet regularly to roll up data and progress towards goals, highlight key workforce issues/opportunities, look for commonalities throughout the broader region and develop strategies to meet needs/solve issues. This regional outlook will be re-distributed back to the local areas to inform talent development and program design. Companies will be convened regionally only when needed and when a high level of ROI can be delivered.
- CareerWork\$ Medical is a program through the Biller Foundation based in Seattle. The CWWC is piloting this program in 2020 and our region's training cohort will begin in July. This 8-week course is designed to prepare job candidates for entry-level administrative jobs in the healthcare industry. It is designed to produce an influx of diverse candidates into the healthcare field. Increasing diversity is highest priority workforce goal for regional healthcare organizations. Our areas cohort will likely operate out of Next and will target 18-24 year olds.

Launchpad Development

- The development of Launchpad, through Thrive, to function as a case management, talent management and job matching tool was very recently completed. Thrive staff training will be conducted in February

and WorkSource sector team training will be conducted throughout March and April. Upon completion the WorkSource sector teams will be actively seeking and qualifying talent to match to in-demand jobs in Launchpad. It will also serve as our primary communication tool to the WorkSource centers regarding current job openings.

Contracts

- CREDC's business services contract was executed in January.

Communications: Elevate WSW's Brand

- WSW's website refresh is moving forward. Navigation has been changed to a drop down menu format so all pages can be found easily. Modifications will include a new homepage design, updating content and photos and adding areas for data and a blog.
- Article written by Kevin and Darcy about [Workforce investment strategies for business growth](#) was published in the January 31 Vancouver Business Journal.
- Partners find the labor market reports produced by WSW and its CWWC partners are a good source of data. The Building Industry Association of Clark County quoted the report in a recent Vancouver Business Journal article [Building trades offer great career path](#).
- Open House to showcase the office renovation is February 27, 4:30-6 p.m. WSW and CREDC board members and partners have been invited.

PEOPLE

Contracts

- The Program team will be completing the subcontracts for SummerWorks this month to ensure a strong start for Summer 2020. The DVR contract has been received and executed, and the subcontracts are currently in development and negotiation with ResCare, ESD 112, and the Underdog Mentality.
- Title 1 ResCare for Next received a contract modification to include the unrestricted funds for food provisions at Next.

Program Management + Procurement

- 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 CountiesA final determination will be shared with the Executive Committee this Month, and contracts will be executed July 1st, 2020.
- Thrive enrollments have proved to be very difficult. Some challenges that we are working to mitigate: 1. lack of access to current SNAP enrolled participants via DSHS, 2. lack of knowledge of WorkSource offerings from outside organizations, 3. Increased need for strategy for outreach and recruitment for Thrive. The WSW team is negotiating with Employment Security Dept updated enrollment goals, in plans of being on target by Fall 2020.
- The NW Promise investment in our region continues to run smoothly and is on track to meet performance.

Development

- The WSW team has been working on the final phase of the Basic Food, Education, and Training (BFET) program design. This BFET program will operate alongside our young adult investments in Cowlitz and Clark County. Submission is expected to be complete by early March.
- The childcare investor collaborative has decided to hire an external consultant to develop a private-public childcare model in Cowlitz County. The group will convene in mid-March to kick off the year long project.
- HAPO Community Credit Union donated \$6,000.00 to Next and will begin providing financial literacy classes for students on site.

Communications: Initiatives Outreach

- The upcoming Youth Employment Summit (YES) was featured in an article in the Kelso Longview Chamber newsletter [Youth employment summit is an opportunity to showcase your company to future workforce](#)
 - Businesses can register to host a table at <https://bit.ly/2pXp7dZ>
- SummerWorks flyers have been updated to reflect the new 100 hours of internship (up from 90 hours last year) and new DVR required funding language. Outreach to businesses and schools is underway.

SYSTEM

- Engaging with Labor & Industries about joining our local One Stop system
 - Adding them to the MOU/IFA as a financially contributing partner starting in July
 - Will staff one FTE at WorkSource Vancouver to be integrated in our local initiatives
 - Goal is to provide seamless access and reduce duplication among shared WorkSource and L&I customers.
- Four regional sector teams launched inside of the WorkSource center in January
 - Sector teams will be the primary touchpoint for WSW Business team
 - Charged with ensuring WorkSource partners are developing talent that meets business needs
- Local plan renewal throughout spring
 - Will have the updated plan for Board review by Monday, February 24th
 - Will go out for public comment in March and be finalized in April/May
- WorkSource Facilities planning and technology refresh
 - 5 year lease extension for both Kelso and Vancouver office will happen fall and winter of 2020
 - All staff converted to laptops, allowing us more flexibility in program design and delivery
 - Customer facing technology will be updated throughout spring

FUNDING, ADMINISTRATIVE & OPERATIONS

- Staff moved back into our office February 3rd. We are getting settled and preparing for the Open House.
- We will be posting a receptionist position in the couple of weeks. We've updated our hiring procedures to add recommendations from our 3rd party HR Assessment.
- Our contract boilerplate had several significant changes to account for contractor relationship in a pay for performance contract with SummerWorks providers. The draft subcontract will go to our attorney for review.

MEMO

DATE: FEBRUARY 19, 2020
TO: KEVIN PERKEY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, CHIEF OPERATING OFFICER
CC: BARRI HORNER, CHIEF FINANCIAL OFFICER
RE: REVIEW OF LOWER COLUMBIA COLLEGE – OPP CONTRACT

Workforce Southwest Washington was made aware of the alleged misuse of funds in our Opportunity Partnership Program at Lower Columbia College on September 23, 2019. WSW subsequently took action to seek additional verification of the allowability of all charges paid to LCC under the OPP contract. In addition to the detailed review of LCC's procedures and documentation of a selected sample of costs that took place during the annual monitoring of LCC's contract, all invoices submitted for reimbursement under the contract during the period July 1, 2018 through September 30, 2019 were reviewed. All reported expenditures along with the available associated documentation were included in our review completed on December 4, 2019. Documents and reports were reviewed in our office and on site at LCC.

The results of our review are as follows:

- WSW received a check from LCC in the amount of \$4,860.34 on 12/2/19 for disallowed personnel costs. In which we reimbursed the funder The Workforce Education and Training Board.
- WSW received a check from LCC in the amount of \$3,205.29 on 1/27/20 for disallowed participant/program expenses. In which we reimbursed the funder The Workforce Education and Training Board.
- WSW expended and was reimbursed for \$11,447.98 of internal costs, mostly personnel. LCC expended and was reimbursed for \$576.04 of personnel costs for work done by a staff member (not the accused).

WSW notified LCC on Wednesday December 4, 2019 that the PY19 OPP contract between LCC and WSW is terminated.

WSW considers the investigation and review of the Opportunity Partnership Program closed and no further action is needed from Lower Columbia College.

As a follow up, WSW requested that LCC notify WSW of the results of the investigation from the State Auditor's Office and Washington State Ethics Board.



RFP RECOMMENDATION MEMO

DATE: FEBRUARY 19TH, 2020
TO: KEVIN PERKEY- CEO
WSW EXECUTIVE BOARD MEMBERS
FROM: MIRIAM MARTIN, DIRECTOR OF PROGRAMS
RE: TITLE 1 YOUTH SCORING COMMITTEE RECOMMENDATIONS

Selection Timeline

Date	
October 4 th , 2019	RFP released
October 21 st , 2019	Bidder Conference(s): 1:00 – 2:00 p.m. (Port of Kalama)
January 8 th , 2020	Proposals due
January 17 th , 2020	Bidder Presentations
January 17 ^h – January 24 th , 2020	Scoring Committee Review
January 24 th , 2020	Committee Recommendation
February – March 2020	WSW Executive Board/Full Board Review and Approval
March 11 th , 2020	Award Notifications
March – June 30 th , 2020	Contract Development
July 1 st , 2020	Contract Start Date

Selection Process

A review committee formed in August 2019. Committee members include Benton Waterous, Miriam Martin and Narek Danielyan from WSW's Manager and Director level, A.D. Simmons, and Kelley Foy from the WSW Board, and Adrian Bryce from Frontier Electric, and Esra Kahlil from the Community Foundation of SWWA. Every bidder presented to the review committee in person on January 17th.

The committee scored each proposal based on a scoring rubric with the following criteria:

- Demonstrated Experience and Past Performance 20 points
- Relationships and Collaboration 25 points
- Program Design 46 points
- Program Cost and Budget 15 points

Bidding Agencies

1. ResCare Services (LEAD), Goodwill, The Underdog Mentality, PAX Tutoring, Columbia Wellness, SW WA Children and Families – Clark, Cowlitz, Wahkiakum Counties
2. Career Path Services – Clark, Cowlitz, and Wahkiakum Counties
3. Partners in Careers – Clark County

Final Scores

Career Path Services - All Counties									
Proposal Criteria	Points Available	Score	Score	Score	Score	Score	Score	Score	Total Average
Demonstrated Experience and Past Performance	20	14	18	20	19	19	17	19	18
Relationships and Collaboration	25	19	21	21	21	21	19	20	20
Program Design	46	25	35	46	28	37	36	41	35
Program Cost and Budget	15	12	13	13	14	15	15	14	14
Total Points Available	106								
Total		70	87	100	82	92	87	94	87
ResCare- All Counties									
Proposal Criteria	Points Available	Score	Score	Score	Score	Score	Score	Score	Total Average
Demonstrated Experience and Past Performance	20	17	17	20	18	20	15	17	18
Relationships and Collaboration	25	20	25	25	19	22	21	17	21
Program Design	46	41	42	46	31	43	33	41	40
Program Cost and Budget	15	13	13	14	13	15	15	14	14
Total Points Available	106								
Total		91	97	105	81	100	84	89	92
Partners in Careers - Clark County									
Proposal Criteria	Points Available	Score	Score	Score	Score	Score	Score	Score	Total Average
Demonstrated Experience and Past Performance	25	9	14	20	14	20	15	12	15
Relationships and Collaboration	25	9	9	25	14	21	17	13	15
Program Design	46	20	28	43	22	43	34	13	29
Program Cost and Budget	15	10	13	10	14	13	15	13	13
Total Points Available	106								
Total		48	64	98	64	97	81	51	72

Recommendation

Based on proposals, presentations, and discussion at the Scoring Committee debrief, the Title 1 Opportunity Youth Scoring Committee recommends the WSW Executive Board invest in the ResCare Arbor Services Consortium for Clark and Cowlitz Counties, and Career Path Services for Wahkiakum County.