



workforce
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting
Zoom Conference Call
February 23, 2022 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 Meeting Minutes• Approval of Policy Memo	Paige Spratt
3:40	<u>Future Leaders Project</u>	Sean Moore
3:55	<u>Finance</u>	Renny Christopher
4:10	<u>Governance Report Out</u>	A.D. Simmons
4:25	<u>Bylaw Subcommittee Update</u>	Paige Spratt
4:35	<u>CEO Report</u> <ul style="list-style-type: none">• March Board Meeting Agenda• WSW Team Update• BaCE WSW Team Update• Advocacy + Funding Update	Miriam Halliday
4:55	<u>Open Discussion / Other Items</u>	Paige Spratt
5:00	<u>Adjourn</u>	

NOTES



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SOUTHWEST WASHINGTON

WSW Joint Executive Board/Finance Committee Meeting Minutes

January 19, 2022

3:00 p.m.

Zoom Conference Call, WSW

Executive Board Members Present: Chair Paige Spratt, Councilor Karen Bowerman, Renny Christopher, Ralph Clark, A.D. Simmons, John Vanderkin, and Ted Sprague.

Executive Board/Finance Committee Members with Excused Absences: Ilona Kerby

Guests Present: Jeremy Fogelquist and Cora Thordarson from Johnson, Stone & Pagano, P.S.

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

WELCOME:

Chair Paige Spratt opened the meeting at 3:05 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on December 15, 2021, and the Policy Memo; which included the 2011 Stevens Amendment Requirements Policy #2011.

Renny Christopher moved to approve the Consent Agenda as presented, second by Karen Bowerman. Motion carried.

AUDIT:

Cora Kenworthy and Jeremy Fogelquist 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 and Mr. Fogelquist 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 and Mr. Fogelquist 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 Mr. Fogelquist, Ms. Kenworthy and Ms. Horner.

John Vanderkin moved to approve the audit draft in its current form as presented and forward to the full board at the upcoming March Board meeting, second by Karen Bowerman. Motion carried.

Changes to the Audit Report are possible, pending the results of the Employment Security Department's monitoring of WSW WIOA funds. If any changes are made to the audit report, the report will need to be brought before the Executive Board for re-review and approval.

Treasurer Christopher has appointed Bob Gustainis to serve on the Finance Committee.

GOVERNANCE REPORT OUT:

Governance Co-Chairs A.D. Simmons and Ralph Clark shared a brief update on existing board housekeeping. A.D. Simmons shared that Chair Spratt's 2-year term as Board Chair ends June 20, 2022 and recommended to the Executive Board for Chair Spratt be nominated to serve a second 2-year term in the Board Chair position.

Renny Christopher moved to nominate Paige Spratt to a second term as WSW's Board Chair as presented, second by A.D. Simmons. Motion carried.

A.D. Simmons and Ralph Clark also shared that there are two vacant Executive board seats and are recommending Darcy Altizer with Matrix Roofing and Monte Constable with DSHS to be nominated to fill those two open executive board seats. Questions were answered and addressed by CEO Halliday and Governance Co-Chairs Simmons and Clark.

Ralph Clark moved to appoint Darcy Altizer and Monte Constable to the Executive Committee effective immediately, second by John Vanderkin. Motion carried.

Also shared were the current Board of Directors terms ending June 2022. Traci will be sending out a survey on behalf of the Governance committee towards the end of January with responses due mid-February. This will inform any final board recruitment that will be needed leading into the June 2022 Board of Directors meeting. Members will be brought forth to the Executive board meeting in March or April for approval moving into the June 2022 Board meeting.

Governance will also be extending an invite to two or more people to join the committee. Governance will be creating a Sponsorship protocol and plan for all Board of Directors (including the Executive board) that will kick off for all incoming Board of Director members in April. Traci and Miriam are working on revising the WSW Board of Directors Application to be available via the web which will allow WSW to keep track of/have available the responses over the years for board members.

BYLAW REVIEW + REVISION:

Chair Spratt gave a brief outline for the bylaw review and revision to fit and align with how WSW operates. Chair Spratt formed a subcommittee for Bylaw review and asked for volunteers. A.D. Simmons, Renny Christopher, John Vanderkin, Amy Gimlin, Miriam Halliday, and Traci Williams volunteered. As next steps, CEO Halliday will send out a survey of availability to get meetings setup and scheduled. Questions were answered and addressed by Chair Spratt and Ms. Halliday.

NEW BUSINESS / OTHER ITEMS

Councilor Bowerman mentioned that on February 15th Clark County will be having their final public hearing on buildable lands model and then will be submitted to the state after it gets approval. If you know any future employers that are interested in developing in the county it would be great for them to get a look at and attend the public hearing.

ADJOURNMENT:

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:00 p.m.

Renny Christopher moved to adjourn the meeting at 4:00 p.m.



POLICY MEMO

DATE: FEBRUARY 16, 2022
TO: MIRIAM HALLIDAY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

Coordinated Business Services Policy 4002-2

Workforce Southwest Washington's Business Team edited to the process for delivering business services to reiterate WorkSource processes. WSW defined the role of WSW Business Services Team and staff at WorkSource. It made sense to combine the WorkSource roles into one and expanded on the critical role of the One Stop Operator in this process.

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

Eligibility Handbook

Employment Security Department revised their policy to align with the Department of Labor's Training and Employment Guidance Letters (TEGLS). To follow the state policy, the WSW policy required minimum revisions by clarifying eligibility as it pertains to Unemployment Insurance. There was also a section of this handbook that was written into a new policy, therefore removed from the handbook. WSW documented the selective service process already implemented with service providers when a customer has not registered for selective service. A copy of the revised handbook can be emailed, please send a request to Traci twilliams@workforcesw.org.

Based on the approval process, this policy approval falls under **Tier 2 Executive Board approval** and Full Board notification.

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.



COORDINATED BUSINESS SERVICES

POLICY #: 4002 Revision ~~24~~

Original Policy Date: 4/16/2012

Revision Date: ~~9/9/2020~~ 9/9/2022

Purpose:

Workforce Southwest Washington (WSW) is issuing this policy to set standards for delivering a minimum menu of consistent and coordinated services to businesses through WorkSource, Next, WSW, and, as applicable, affiliate sites.

Background:

One of the premises of U.S. Department of Labor (DOL) programs is that they serve two distinct customers: job seekers and businesses. WSW places the business customer in the driver's seat of the local workforce development system. It is WSW's vision that WorkSource serves as a talent development and delivery system, sourcing and preparing talent to meet specific business needs, particularly those in the region's high-growth, high-demand industries of healthcare, construction, manufacturing, and technology.

Policy:

WSW developed a local business services plan, which includes the following:

- WSW Business Service Staff are responsible for ~~all~~ business outreach and engagement, communicating business needs (including the need to create or fill training opportunities) to WorkSource through Launchpad and email communications, and **entering job postings** into Launchpad so that WorkSource can source and match talent.
- WorkSource Staff are responsible for communicating open jobs and business needs internally to all departments, referring qualified job candidates to open positions in Launchpad, spearheading the recruitment of candidates for training programs, and all administrative tasks associated with Incumbent Worker Training, On-the-Job Training, Internships, Cohort Training, and Customized Training. In addition, WorkSource is responsible for ensuring that businesses who contact WorkSource directly are appropriately triaged (IE – WSW sector businesses are connected to WSW; and receive assistance to address any immediate needs, all other businesses receive the service(s) needed including access to WorkSourceWA). ~~WorkSource staff are responsible for identifying job seekers based on open jobs, training opportunities, and for WSW industries of focus, and entering job candidates into Launchpad to create a qualified talent pool so that businesses have immediate access to pre-qualified talent. —In addition, WorkSource staff are responsible for doing business outreach and engagement as the needs of WorkSource customers and service delivery contracts dictate. All in-sector business engagement will go through WSW's business team, all other business engagement should be documented in Launchpad.~~

- Other Partner or affiliate site staff are responsible for understanding business needs communicated through WorkSource and sourcing and preparing talent accordingly.
- Economic Development Partner staff are responsible for creating business connections between WSW and companies in Southwest Washington, connecting WSW to business leaders to provide program and candidate feedback to support continuous improvement efforts, and for connecting WSW to companies at risk of leaving the region so that intervention and retention strategies may be deployed.
- One-Stop Operator (OSO) is responsible for working in partnership with WorkSource Leadership to develop criteria and processes for assessing and qualifying candidates to create a system where businesses have access to the candidates they need when they need them. In partnership with WSW Project Managers and WorkSource staff, develop strategies to target the number and type of occupations that need to be sourced and/or trained to meet the needs of industry. The OSO will then work with the WorkSource Leadership Team to provide guidance and expected outcomes to the WorkSource Centers.

The OSO will also ensure that all staff in the center are properly trained and utilizing the required data management systems for all customer, business, and qualified talent data entry/management. The OSO will work with the WorkSource Leadership Team to develop and document a process for business triage to ensure that businesses who contact WorkSource for services, get what they need when they need it. The OSO will work with WorkSource Leadership Team to monitor and track progress towards meeting talent development goals. The OSO will work with the WorkSource Leadership Team to develop and maintain a business triage desk-aid to support WorkSource staff and their ability to ensure that businesses are appropriately connected to WSW Project Managers when appropriate and that proper documentation in Launchpad occurs. –The OSO will also ensure that employers have access to post jobs publicly on www.WorkSourceWA.com.

The OSO must implement the WorkSource functions of the Business Services Policy including, but not limited to:

1. Regular performance reporting for WSW to monitor and update progress towards targets from One-Stop Operator (OSO) contract.
2. Ensure the minimum menu of Business Services are available [CFR 678.430 & 678.435](#).
3. Ensure all WorkSource staff are knowledgeable of all the Basic Business Services (training documented and/or knowledge demonstrated) or able to make appropriate referrals where the service can be accessed.
4. Utilize the statewide ETO system and local system Launchpad to:
 - Create and manage job orders and
 - Document employer services in ETO and Launchpad and
 - Enter job seeker information and qualify talent in Launchpad and
 - [Use Launchpad to document job seeker referrals and placements for Launchpad jobs.](#)

Business Service Staff have the right to refuse staff assisted services to employers, including but not limited to investment, if employer is not following COVID-19 safety

protocols, other employee safety protocols, has history of employee or applicant complaints either discrimination or otherwise, or is not current on required taxes and fees. Staff should document concerns in case notes and consult WSW before refusing service.

References/Resources:

- [Combined Final Rule](#)
- [WIOA Law](#)

Supersedes

- [WSW Policy #4002 Revision 1, Coordinated Business Services](#)

Website:

<http://workforcesw.org/providers#OperationsPolicies>



Future Leaders Project

The Future Leaders Project is an initiative of Workforce Southwest Washington (WSW), Columbia River Economic Development Council (CREDC), and Washington State University Vancouver (WSUV). The program is designed to provide talented, historically excluded juniors and seniors from WSUV with a paid professional and leadership development opportunity that provides access to build their social capital and an experience that supports long-term economic and career mobility. As Southwest Washington grows, so too does the need to ensure leadership positions are representative of the region's growing diverse communities.

The program outlines the opportunities for:

Companies that participate in the Future Leaders Project to:

- Directly connect with the emerging workforce through WSUV engagement
- Provide a paid internship of 200 hours to be completed during summer 2022
- Develop a mentoring opportunity with one or more executive-level team members
- Ensure a safe, supportive and accessible working environment for the intern
- Showcase meaningful opportunities for the intern to observe and participate in real-world business operations across their organization
- Conduct a post-internship evaluation

The talent recruiting partners in the Future Leaders Project (WSUV, WSW and CREDC) to:

- Recruit a pool of diverse, talented WSU Vancouver juniors and seniors and connect them with participating employers
- Facilitate the selection process to present qualified finalists for final round of interviews
- Convene company partners and Future Leaders Project interns and provide complimentary professional development programming
- Conduct a post-internship evaluation
- Publicly represent the partnership between companies and WSUV students participating in the Future Leaders Project

Through your involvement with this program, you are aligning your organization with direct community engagement by developing an emerging workforce that will one day lead our region. To learn more about how your organization can participate in the Future Leaders Project, please contact Sean Moore at smoore@workforcesw.org.



MEMO

DATE: FEBRUARY 23, 2022
TO: WSW EXECUTIVE BOARD
FROM: RENNY CHRISTOPHER - TREASURER OF THE BOARD *RC*
MIRIAM HALLIDAY – CHIEF EXECUTIVE OFFICER
RE: WSW FINANCE COMMITTEE REPORT OUT

The Finance Committee of the WSW Board of Directors met on February 16, 2022. 2nd quarter spending and obligations reports for the fiscal year ending 6/30/22 (PY21) were reviewed and discussed. A DRAFT copy of the WSW 2020 IRS form 990 was presented to the committee. The 990 was reviewed and approved to be moved forward to the Executive Board for approval. **Copy attached.**

QUARTERLY REPORTS

WIOA Contracts and Obligations: Plans were presented and discussed regarding the requirement to have 80% of Adult, Dislocated Worker, and Youth formula funds obligated by 6/30/2022 as budgeted. A waiver of the requirement is still possible. **Reports attached.**

Operations: Spending for WSW operations is on track for mid-point in the fiscal year at 49% of budgeted spending projections. Significant variances over or under the 50% benchmark are the result of spending in some cost categories that does not occur evenly over the 12 month period. **Report attached.**

Grant Budget vs Actual Spending: Most competitive and other state and federal grants with fixed grant period terms and line item budgets are on track to be spent in the defined period. There is a good possibility that National Dislocated Worker grants which are experiencing slow spending will be extended up to one year. The Economic Security for All (THRIVE) grant may not meet spending and performance expectations. **Reports attached.**

Subcontract Spending and Performance: Most subcontract spending is within an acceptable range of forecast budgeted spending with no major concerns. These reports will be reviewed by the Economic Mobility Committee and a report out will be on the agenda for the March 9th Board meeting. **Reports attached.**

OTHER MATTERS

6/30/21 Financial Audit Report is Finalized . The final audit report was issued as reviewed and approved by the Finance Committee and Executive Board on 1/19 with no revisions. A copy will be included in the full board packet for the upcoming March Board meeting.

The WSW budget for the upcoming fiscal year will be developed over the next three months. A draft will be available for review by the Finance Committee and Executive Board at a meeting in May, **(date TBD)** with the final draft presented to the Full Board at the June meeting for review and approval.

WSW is in search of a **new Staff Accountant** to replace Kathy Ashley who retired in December.

New and applied for funding amounts include both Federal and Non-federal funds. A **detailed list** is included in the Executive Board Packet.



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SOUTHWEST WASHINGTON

February 16, 2022

New funding received:

- \$20,000 from Key Bank– to help fund the Fourth Plain Forward Navigator Pilot
- \$20,000 from The City of Vancouver – to help fund the Fourth Plain Forward Navigator Pilot
- \$20,000 from ESD – National Dislocated Worker Disaster Relief and Recovery Funding (additional)
- \$137,021 from ESD – Rapid Response funds (additional)

Applications in process:

- \$40,000 - City of Vancouver – childcare support for workers
- \$100,000 – JP Morgan Chase – support for the Summerworks Youth program.
- \$5.7 million -EDA Good Jobs Challenge (WSW Portion of \$25 million ask thru CWWC) – childcare support for workers



WASHINGTON WORKFORCE ASSOCIATION

WASHINGTON STATE ECONOMIC RECOVERY

Built on local Workforce solutions.

On September 7, 2021, nearly 100,000 Washingtonians lost some form of extended unemployment compensation, and thousands more remain sidelined by the pandemic.

With the expiration of these benefits, Washingtonians are turning to the public workforce system for help.

Concurrently, businesses continue to struggle finding qualified talent to fill the nearly 200,000 vacant jobs across the state, including thousands in critical industries like Healthcare, Education, Manufacturing and Hospitality Services. This is impeding our state's economic recovery and hampering the ability of firms of all sizes to fully recover and grow.



Yet, while unemployment continues to decline (currently 4.8%), those unemployed and/or otherwise marginally attached to the labor force are steadily increasing to well over 400,000 Washingtonians, nearly 11% of Washington's civilian labor force.

With increasing numbers of people considered long-term unemployed (>52 weeks), and declining labor market participation across the state, there have been no designated investments in the public workforce system through the Federal CARES Act or the American Rescue Plan. Additionally, Federal WIOA

investments are not flexible, not nearly enough, and ill-equipped to meet the "just in time" demands caused by our new pandemic economy, leaving 90% of those in need left behind.

Furthermore, the rapid spread of the Omicron variant is expected to slow Washington State's economic recovery as cases rapidly increase, putting a strain on businesses, further disrupting our global supply chain, and slowing consumer spending. This continued disruption will have a profound impact on our small businesses and their workers, putting greater pressure on our local workforce development system for help.

To ensure an equitable economic recovery, Washington needs to lead by helping local businesses recoup from the pandemic and providing a hand-up for Washingtonians most impacted by COVID-19, especially communities of color, women, and younger, less-educated, and lower-income workers.

TO ADDRESS THESE CHALLENGES, we recommend a \$50 million local Workforce Innovation fund, focused on 3 broad, proven workforce strategies to transition Washingtonians into good jobs:

1. Employer Driven Earn and Learn Opportunities to Re-Career: A large share of low-income workers have lost their jobs and need support to meet their basic needs while going through training and placement to re-career. This means providing paid internships, paid community service work, stipends, and other income supports in conjunction with occupational training and placement into middle-income career opportunities. Services include: paid internships, cohort-based occupational training, training stipends, scholarships, registered pre-apprenticeship programs, on-the-job training, incumbent worker training, and registered apprenticeships.

2. Increase Local Service Capacity: Local Workforce Boards have a scalable, big-tent approach that connects the strengths of local community-based, education, business and other partners with services offered through the public workforce system. This broad approach will be implemented through established networks of local partners that provide start-to-finish career coaching services including outreach, referrals to skill development and training opportunities, and referrals to wraparound support services that enable participation and success. Resources will be used to expand Local Workforce partners' capacity to respond to COVID-related workforce and local business needs.

3. Wrap-Around Supports: Wrap-around supports, including childcare, housing, and behavioral health support, are needed to enable people navigating poverty to participate in programs that will help them re-engage in the workforce:

- We must provide childcare support for people navigating poverty with young children. Otherwise, the high cost and limited access to childcare will prohibit them from going through a training program and starting a new job.
- We must provide housing placement and eviction prevention for people who no longer have the income to pay their rent. Otherwise, the impacts of homelessness will greatly reduce their ability to get back into a new job and career.

- Finally, we must provide supports such as mental health and substance use treatment as we help people return to new careers after the traumatizing impacts of the pandemic.

LOCAL WORKFORCE DEVELOPMENT BOARDS' IMPACT

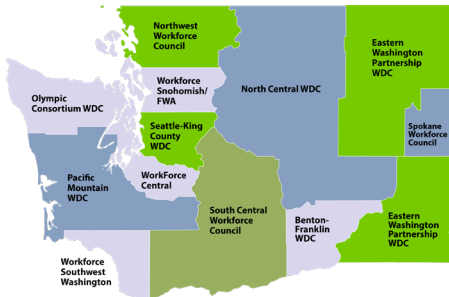
STATEWIDE 2020/21



Collectively over 15,000 businesses served



78,000 workers served



Services include: Rental assistance, childcare, utilities payment support, computer and internet access, transportation, mental health, alcohol & drug treatment, household assistance, work-related clothing and tools.

Local Workforce Boards will lead coordination with local community partners and distribute resources to community-based organizations, education entities, and other local partners with a requirement to serve BIPOC, women, young workers, rural residents, and others most impacted by COVID -19. Services and outcomes will be tracked and reported using the existing statewide workforce data and reporting system (ETO). All data will be disaggregated by race, gender, and geography.

WASHINGTON NEEDS TO ACT!

Washington's public workforce development system, made up of 12 local business-led workforce development boards representing nearly 15,000 businesses and serving nearly 78,000 Washingtonians every year is the frontline system capable of delivering an equitable economic recovery for our state. We stand ready to continue to serve the needs of our local communities, making effective public investments in solutions that work.