



workforce
SOUTHWEST WASHINGTON

WSW Joint Executive Board/Finance Committee Meeting Minutes
February 23, 2022
3:30 p.m.
Zoom Conference Call, WSW

Executive Board Members Present: Chair Paige Spratt, Vice Chair A.D. Simmons, Renny Christopher, Ralph Clark, Monte Constable, Darcy Altizer, and John Vanderkin.

Executive Board/Finance Committee Members with Excused Absences: Councilor Karen Bowerman and Ted Sprague.

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

WELCOME:

Vice Chair A.D. Simmons opened the meeting at 3:35 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Vice Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on January 19, 2021, and the Policy Memo; which included the Coordinated Business Services Policy #4002 Rev 2 and the Eligibility Handbook.

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

FUTURE LEADERS PROJECT:

WSW's Senior Project Manager, Sean Moore gave an overview of the Future Leaders Project to the Executive board. FLP is an initiative of WSW, CREDC, and WSUV that 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 experience. Sean Moore asked the Executive board to think about if their company could benefit from this initiative and to pass this information along to their own social network. Questions were answered by Sean Moore and Miriam Halliday.

FINANCE:

Treasurer Renny Christopher presented the FY21 Q2 financial reports, stating that spending for operations is on track for mid-point in the fiscal year. There are some 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. Still waiting to see if the requirement to have 80% of Adult, DW, and Youth formula funds be obligated by 6/30/2022 will be waived. 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

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the National Dislocated Worker grants which are experiencing slow spending will be extended up to one year. Most subcontract spending is within an acceptable range of forecast budgeted spending with no major concerns and those reports will be reported out at the March board meeting.

Treasurer Christopher also mentioned that WSW budget for the upcoming fiscal year will be developed over the next three months. A draft will be reviewed by the Executive board and Finance Committee during the May meeting with the final draft presented to the full board at the June meeting for final approval. WSW is still in search of a new Staff Accountant to replace Kathy Ashley who retired in December. WSW has new and applied for funding amounts that include both Federal and Non-federal funds. A draft copy of the WSW 2020 IRS form 990 was reviewed and approved to be moved forward to the Executive board for approval. A copy of the final audit report will be included in the full board packet for the upcoming March board meeting.

John Vanderkin moved to accept and approve the 990 form as presented, second by Ralph Clark. Motion carried.

GOVERNANCE REPORT OUT:

Governance Co-Chairs A.D. Simmons and Ralph Clark welcomed Darcy Altizer and Monte Constable to their first Executive board meeting. A.D. Simmons shared a brief update on existing board housekeeping. Eddie Martin and Denise McWithey will not be continuing their membership on the board after June 30, 2022. The Governance committee is now searching for a private sector Manufacturing leader in Cowlitz County and a non-profit leader in Clark County. The Governance committee extended an invite to Tracy Doriot, which is accepted, to join and support Sponsorship activities. The Governance Committee along with Miriam will be ordering SWAG for the June Board meeting, as well as into the year for current members as a sign of appreciation. New board member applications and invites have gone out to seven potential new board members with a mid-March due date. Potential members will then be brought forth to the April or May Executive meeting for approval, and then brought to the full board for the June 2022 meeting.

BYLAW SUBCOMMITTEE UPDATE:

Chair Spratt gave a brief update regarding the Bylaw Subcommittee. The Bylaw Subcommittee had their first meeting in January and the second meeting is being rescheduled. The goal would be to have a draft revamp of the bylaws in front of Exec at the April/May meeting with an approved revised bylaws to be put in front of the full board in June for final approval. Questions were answered by Miriam Halliday and Chair Spratt.

CEO REPORT:

CEO Miriam Halliday shared some updates with the board that included the draft March board meeting agenda, upcoming April NAWB forum, and WSW's advocacy and funding update. Miriam Halliday also shared a couple of WSW team updates, WSW is hiring for two positions, one being a Staff Accountant II and a Senior Program Manager. Also shared was that Benton Waterous was promoted to the Director of Programs position early this month. Miriam also updated the Executive board on the BaCE projects that the WSW team will be working on this year that includes a Climate Equity Study and the retention/recruitment of our board along with the bylaw revisions.

NEW BUSINESS / OTHER ITEMS

None were forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Vice Chair Simmons entertained a motion to adjourn the meeting at 4:35 p.m.

Darcy Altizer moved to adjourn the meeting at 4:35 p.m.