



workforce
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting Minutes
February 24, 2021
4:00 p.m.
Zoom Conference Call, WSW**

Executive Board & Finance Committee Members Present: Chair Paige Spratt, Kelley Foy, John Vanderkin, Ralph Clark, Renny Christophe, A.D. Simmons, Ted Sprague, and Councilor Karen Bowerman.

Staff Members Present: CEO Kevin Perkey, CFO Barri Horner, COO Amy Gimlin, and Traci Williams.

WELCOME

Chair Paige Spratt opened the meeting at 4:03 p.m. and welcomed everyone in attendance.

CONSENT AGENDA

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Joint Finance Committee & Executive Board minutes held on January 27, 2021, Contract Memo, Policy Memo; containing the WSW Employee Handbook, WSW Monitoring Policy #2003, and the WSW Eligibility Guidelines and Documentation Requirements #3028 and Eligibility Handbook.

Discussion ensued about the WSW Employee Handbook Modifications, after questions addressed, the WSW Employee Handbook will be excluded from the Policy Memo.

John Vanderkin moved to approve the Consent Agenda as presented, excluding the WSW Employee Handbook Modifications, second by A.D. Simmons. Motion carried.

FINANCE

WSW's Form 990 was also presented, stating the only revision made was to the board positions held during the period being audited. Ms. Horner provided additional information to the members.

Ralph Clark moved to approve the Revised 990 Form as presented, second by Paige Spratt. Motion carried.

CFO Barri Horner presented the FY20 Q2 financial reports, including operations, special projects, and internal expenses, noting no major concerns. WIOA adult, WIOA dislocated worker, and WIOA youth are all on track for spending. Questions and comments were invited and addressed.

Ms. Horner also mentioned that WSW budget for the upcoming fiscal year is in the beginning stages of development. Also, the Federal WIOA Planning Allocations by the State for the PY21/FY22 have been released by the Department of Labor. Overall, the allocation to the state of Washington is down by

10%. Additional funds may be coming but nothing is yet finalized at the federal level. Ms. Horner presented the Subrecipient Contract Performance Reports, noting that most subcontract spending is within an acceptable range of forecasted with no substantial concerns. Questions and comments were invited and addressed by Ms. Horner and Treasurer Renny Christopher.

GOVERNANCE

Governance Co- Chair Ralph Clark updated the Executive Board, that he along with the Governance Co-Chair A.D. Simmons and Mr. Perkey have had a chance to sit down with Dr. Karin Edwards, President of Clark College who would replace the seat that Bob Knight held under the Post-Secondary Education Sector and Adrian Bryce, Training Director with Frontier Electric under the Clark County Private Sector. CEO Kevin Perkey, Ms. Simmons and Mr. Clark recommend both Dr. Karin Edwards and Adrian Bryce to be put forward to the full board for nomination. A motion was entertained to approve the nomination of both Dr. Karin Edwards Adrian Bryce to the full board at the March 10th meeting.

John Vanderkin moved to approve Dr. Karen Edwards and Adrian Bryce for presentation to the March 10th board meeting, second by Renny Christopher. Motion carried.

CEO REPORT

Mr. Perkey shared with the Executive Board, the final draft of WSW's strategic plan, with final adoption of the strategic plan at the March board meeting. Mr. Perkey also informed the Executive Board about the update with the DVR PRE-ETS SummerWorks grant. In efforts to maintain the subcontractor cost per participant rate, WSW is proposing to leverage WIOA In School Youth funds to cover internal costs associated with overseeing the program Summer 2021. Post Summer 2021, WSW will reevaluate the cost per participant to ensure that costs are modified to match the renegotiated grant amount from DVR. Questions were addressed by Mr. Perkey about the SummerWorks grant. Mr. Perkey shared with the Executive board the draft agenda for the March board meeting, Jamie Herrera Beutler will be sending in a taped video surrounded the need for better, attainable, and affordable childcare. He also mentioned that ESD's Scott Bailey, will be giving a presentation at the March board meeting focusing on the regional economic updates.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt adjourned the meeting at 5:36 p.m.