



workforce  
SOUTHWEST WASHINGTON

**WSW BOARD OF DIRECTORS MEETING**

**Wednesday, March 9, 2022**

**4:00 pm to 6:00 pm**

**Zoom Meeting**

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Consent Agenda <ul style="list-style-type: none"><li>Minutes, Contract, Policy Memos (Action required)</li></ul>	Paige Spratt
4:10 pm	WSW Finance <ul style="list-style-type: none"><li>Treasurers Report</li><li>Audit Report</li></ul>	Renny Christopher
4:20 pm	WSW Governance <ul style="list-style-type: none"><li>Recruitment Report</li></ul>	A.D. Simmons Ralph Clark
4:30 pm	WSW Economic Mobility <ul style="list-style-type: none"><li>Grant Report</li></ul>	Shannon Stull
4:40 pm	Women in the Workforce <ul style="list-style-type: none"><li>Learning + Sharing</li><li>Discussion – Break Out Rooms</li></ul>	Miriam Halliday Fellow Board Members All
5:45 pm	Public Comment	
6:00 pm	Adjourn	

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SOUTHWEST WASHINGTON

**WSW Board Meeting Minutes  
December 8, 2021  
4:00 p.m.  
Zoom Conference Call**

**Board Members Present:** Darcy Altizer, Mike Bridges, Bob Carroll, Renny Christopher, Ralph Clark, Monte Constable, Tracy Doriot, Lekha Fernandes, Kelley Foy, Bob Gustainis, Ilona Kerby, Mara Kieval, Diane McWithey, A.D. Simmons, Ted Sprague, Paige Spratt, Shannon Stull, Lee Tischer, and John Vanderkin.

**Board Members with Excused Absences:** Ben Bagherpour, Jen Baker, Chris Bailey, and Karin Edwards.

**Board Members with Unexcused Absences:** Eddie Martin.

**Guests Present:** Matt Sneed, Amanda Fischer, Tim McGann, Christopher Wingert, Susan Milke, Lee Osipchak, Victoria Pruett, JR Richards.

**Staff Members Present:** Kevin Perkey, Kathy Ashley, Kollin Bell, Linda Czech, Denise Elliott, Amy Gimlin, Miriam Halliday, Betsy Hanrahan, Darcy Hoffman, Barri Horner, Alyssa Joyner, Julia Maglione, Sean Moore, Star Rush, Benton Waterous, and Traci Williams.

**Welcome, Introduction of Members, Guests, and Staff**

Chair Paige Spratt opened the meeting at 4:01 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves in the chat box.

**CONSENT AGENDA**

Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on September 8, 2021, Contract Memo, and Policy Memo; which included Title I Trade Act and Dislocated Worker Co-Enrollment Policy #3036 Rev 1, Training Handbook Rev 8, Allowable Costs Policy #1001 Rev 2, and WIOA Infrastructure Agreement State Policy #1024 Rev 1.

**Ilona Kerby moved to approve the Consent Agenda as presented, second by John Vanderkin. Motion carried.**

**WSW FINANCE**

WSW Treasurer, Renny Christopher presented the treasurers' memo to the full Board, highlighting that there were no concerns with the WIOA obligations, WSW Operations Budget vs Actual Spending, and the Grant Budget vs Actual Spending reports. In regard to the Subcontract Spending and Performance reports, some contracts are lagging in spending and performance. The Economic Mobility Committee has reviewed and discussed. In future quarters a summary report-out will be provided by the Committee to the full board. The audit firm of Johnson, Stone, and Pagano has completed the audit field work and the audit report for the fiscal year ending 06/30/2021 will be presented to the Finance Committee and

Executive Board on January 19, 2022. Treasurer Renny Christopher also mentioned to the board that if any member would be interested in joining the Finance Committee to reach out.

WSW Board Treasurer, Renny Christopher and WSW Chief Financial Officer, Barri Horner, recapped the necessary budget revisions for the second half of the fiscal year beginning on January 1, 2022. Following the presentation, questions were entertained and addressed by Treasurer Renny Christopher, and WSW's CFO Barri Horner.

**Bob Carroll moved to approve the budget revision as presented, second by Kelley Foy. Motion carried.**

## **WSW GOVERNANCE**

### **Board Member Retirements:**

Governance Co-Chair A.D. Simmons shared that Ben Bagherpour who has served on the WSW Board of Directors for 10 years and Kelley Foy, WSW Vice Chair who has served on the WSW Board of Directors for 7 years. Ms. Simmons thanked both Ben Bagherpour and Kelley Foy for their years of service.

Chair Paige Spratt announced that A.D. Simmons would be stepping in as the interim Vice Chair at the beginning of the 2022 year.

Governance Co-Chair Ralph Clark gave the board a brief recap of the measures being taking for board recruitment and retention. Questions were answered by Governance Co-Chairs A.D. Simmons and Ralph Clark.

## **CEO REPORT**

Outgoing CEO Kevin Perkey gave his final CEO report to the board which highlighted the great work that the WSW team has achieved during his time as WSW's CEO. Mr. Perkey also gave an update that the Governor did designate the additional communities to receive additional priority services to our investments. WSW also received a \$20,000 investment from Key Bank and waiting to hear back on our ask to Senator Murray for a CDS request for summer youth investment.

## **LEADERSHIP TRANSITION**

Chair Paige Spratt recapped the process and recruitment that the WSW Search Committee went through for the hiring of WSW's new CEO. Chair Spratt also thanked Darcy Altizer for the great work as the Search Committee Chair. Chair Spratt thanked Mr. Perkey for all his hard work and dedication to the WSW team and welcomed in WSW's new CEO Miriam Halliday.

## **VISION FOR WSW**

WSW's CEO Miriam Halliday shared with the full board her direction forward with the WSW team. Ms. Halliday shared the BaCE project overview that the WSW team has been working on, a couple of the projects that the WSW team will focus on in the new year is board recruitment and retention, along with an internal climate survey. Ms. Halliday also gave an update on the Quality Jobs Initiative, EDA Good Jobs Grant, along with the 2022 NAWB forum. Ms. Halliday updated on the opportunity youth strategies and engaging with our higher education partners helping support students find employment post completion of their degrees.

## **PUBLIC AND BOARD COMMENT**

Public comments were invited but none were forthcoming.

WSW Board of Directors Meeting

December 8, 2021

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**ADJOURNMENT**

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:53 p.m.

**Bob Carroll moved to adjourn the meeting at 4:53 p.m.**

DRAFT



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## CONTRACT MEMO

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**DATE:** MARCH 2, 2022  
**TO:** MIRIAM HALLIDAY, CEO  
WSW BOARD OF DIRECTORS  
**FROM:** AMY GIMLIN, WSW CHIEF OPERATING OFFICER  
**RE:** CONTRACT/GRANT UPDATES (DECEMBER – FEBRUARY)

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WSW **modified** the following contracts:

- Equus Workforce Solutions' COVID Disaster Relief, COVID Employment Recovery, and Opioid Disaster Relief contracts were modified based on the approvals below.
- Red Sea Road contract for staff professional development, added additional courses and budget increased by \$2,700 for a total contract of \$7,560.

WSW **executed** the following contracts:

- Clark College's contract for system liaison contract total \$48,875.
- Equus Workforce Solutions' contract to administer Incumbent Worker Training, total contract \$200,000.
- Columbia River Economic Development Council's contract for business outreach, total contract \$30,000.

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

- Modified the EcSA – Thrive grant, extending performance to **April 30, 2022**.
- Increased budget for PY20 Dislocated Worker grant by **\$137,021** for unspent statewide Rapid Response funds. New Dislocated Worker **program** grant total of **\$1,599,616** and **Admin Cost Pool** total of **\$546,428**.
- Modified Opioid Disaster Relief grant, extending performance to **May 31, 2022**.
- Modified Department of Social and Health Services, Basic Food Employment Training contract to increase the nonfederal match used. Total contract amount **\$132,585**.
- Executed City of Vancouver grant for **\$20,000** to help fund the Fourth Plain Forward project.

### Board Approvals:

Previously approved by Full Board through an email/electronic vote:

- Increase Equus Workforce Solutions' contract for COVID- Disaster Relief contract by \$33,460 for participant training and re-obligating funds from past terminated contracts. Total contract amount **\$375,411**.  
Increase Equus Workforce Solutions' contract for COVID- Disaster Employment Recovery and Opioid Recovery contract by \$492,651 for participant expenses because of re-obligating funds from past terminated contracts. Total contract amount **\$996,219**.
- Increase Equus Workforce Solutions' contract for Thrive - EcSA contract by \$215,569 for additional career services and re-obligating other's terminated funds. Total contract amount **\$696,296**.
- Increase Equus Workforce Solutions' Dislocated Worker Clark and Cowlitz/Wahkiakum budget by **\$123,320** for a total Dislocated Worker budget of **\$850,127** and a total contract budget of **\$1,281,417**.



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## POLICY MEMO

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**DATE:** MARCH 2, 2022  
**TO:** MIRIAM HALLIDAY, CEO  
WSW BOARD OF DIRECTORS  
**FROM:** TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR  
**RE:** POLICY UPDATES (DECEMBER-FEBRUARY)

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### **2011 Stevens Amendment Requirements**

During the PY20 monitoring year, WSW was monitored by Department of Labor and Employment Security Department. One of the findings was noncompliance with the Stevens Amendment required by federal law. This policy reiterates the requirements for WSW and subcontractors to follow.

Based on the approval process, this policy approval falls under **Tier 3 Executive Board approved at the January 19<sup>th</sup> meeting** 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.

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### **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 approved at the February 23<sup>rd</sup> meeting** 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.

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### **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](mailto:twilliams@workforcesw.org).

Based on the approval process, this policy approval falls under **Tier 2** *Executive Board approved at the February 23<sup>rd</sup> meeting* 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.

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## **STEVENS AMENDMENT REQUIREMENTS POLICY #2011:**

Date of Original Policy: 12/21/2021

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### **PURPOSE**

Workforce Southwest Washington (WSW) is establishing a policy to ensure compliance with the Stevens Amendment.

### **BACKGROUND**

WSW has established the following policy pursuant to P.L. 115-141, Division H, Title V, Section 505. P.L. 115-141, Division H, Title V, Section 505 is an appropriations provision that requires grantees of the Departments of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds, the federal dollar amount, and the percentage and dollar amount financed by nongovernmental funds. Additionally, a different two-part formulation of the Stevens Amendment is included in the Department of Agriculture's (USDA's) general permanent statutory authority at 7 USC 2209d.

The policy requirements below are separate from those in 2 CFR 200 and, when appropriate, both must be complied with.

### **POLICY**

WSW staff as well as WSW's Subrecipient Program Operators and Managers will include a statement in all applicable outreach and marketing materials acknowledging the use of Federal funds. Applicable outreach and marketing materials include but are not limited to - statements; press releases; requests for proposals; bid solicitations; and other documents describing projects or programs funded in whole or in part with Federal money.

All grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- the percentage of the total costs of the program or project which will be financed with Federal money;
- the dollar amount of Federal funds for the project or program; and
- the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

WSW, as the Administrative Entity and Fiscal Agent for the Southwest Workforce Area and its subrecipients of WIOA funds, will formally monitor annually, the outreach and marketing materials distributed by self or subrecipients receiving state or federal dollars in accordance with the grant requirements.

An acknowledgment statement is required for social media and can be done so by offering a link to the press release, website, etc. that has the Stevens Amendment posted. Statement in social media should say:



*This product or program was funded with Federal grant funds. To learn the sources and proportions, please go to (website link).*

## **WEBSITE**

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

## **INQUIRIES**

Please contact Amy Gimlin [agimlin@workforcesw.org](mailto:agimlin@workforcesw.org) (360) 567-1059 with questions.



## COORDINATED BUSINESS SERVICES

### POLICY #: 4002 Revision ~~24~~

Original Policy Date: 4/16/2012

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

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#### 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](http://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>



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MEMO

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**DATE:** MARCH 9, 2022  
**TO:** WSW BOARD OF DIRECTORS  
**FROM:** RENNY CHRISTOPHER - TREASURER OF THE BOARD *RC*  
**RE:** WSW FINANCE COMMITTEE REPORT OUT

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**A joint meeting of the WSW Executive Board and the WSW Finance Committee was held on January 19, 2022.**

Cora Kenworthy, CPA, and Jeremy Fogelquist, CPA from the auditing firm of Johnson, Stone & Pagano, P.S. (JSP), presented the results of the financial audit for the program year ended June 30, 2021. The final audit report includes an unqualified opinion of the WSW financial statements and there were no audit findings. Additionally, the auditing firm gave an unqualified opinion for the compliance audit of our major federal programs. The Audit Report and Management Letter are included in the meeting packet.

**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. **The 990** was subsequently reviewed and approved by the Executive Board and will be timely filed by JSP.

**The WSW budget** for the upcoming fiscal year beginning July 1, 2022 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 with the final draft presented to the Full Board at the June meeting for review and approval.



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## ECONOMIC MOBILITY STATUS REPORT

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DATE: MARCH 3, 2022  
TO: WSW BOARD OF DIRECTORS  
FROM: BENTON WATEROUS – DIRECTOR of PROGRAMS

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Members of the Board –

This document is intended to provide a status snapshot of WSW’s major investments. Detailed information on contract performance and spending may be seen in WSW’s fiscal contract spending reports.

### ***WIOA Formula Investments***

#### **WIOA Title 1 Youth –**

**Summary:** WIOA Title 1 Youth funding supports WSW youth investments, including services at Next (Southwest Washington’s Youth one-stop center), and services for “Opportunity Youth” between the ages of 16-24 who are disconnected from work and school.

**Status:** WIOA T1 Youth spending and performance is behind in all counties. This is largely due to decreased youth engagement due to Covid-19 conditions, and consistent staff turnover at subcontractor Equus Workforce Solutions. Next briefly halted in-person services due to the Omicron variant and re-opened the center for in-person services on 02/28/2022. In Cowlitz county, service delivery has been slowed by a delayed subcontracting process between Equus and Goodwill Industries.

#### **WIOA Title 1 Adult –**

**Summary:** WIOA Title 1 Adult funds support the bulk of WSW’s adult investments, including Title 1 services at WorkSource (one-stop American Jobs Center).

**Status:** WIOA T1 spending continues to be behind schedule but has seen growth in the preceding quarter. Quality employment placement continues to be a challenge as many local training providers either lack the capacity to train more individuals or the training does not exist to meet the labor force need. Lower results than July-Sept 2021 are likely due to the Omicron variant and decreasing interest in seeking services during that wave of new cases.

#### **WIOA Title 1 Dislocated Worker –**

**Summary:** WIOA Title 1 Dislocated Worker (DW) funds complement WIOA T1 Adult funds by providing resources for workers “dislocated” from employment by layoffs or job loss.

**Status:** WIOA DW services are in a similar situation to the aforementioned WIOA T1 Services. Seeing increases in performance from the height of Covid.

#### **Rapid Response Increase Employment (RRIE) –**

**Summary:** Rapid Response services aim to quickly respond to major layoff events by providing services to dislocated workers.

**Status:** WSW’s PY19 RRIE contract ended at the close of quarter 2. WSW and subcontractors exceeded all performance measures for the program.

## **One Stop Operator –**

**Summary:** This contract oversees the WorkSource “One Stop Operator,” who functionally leads the center. This funding also guides various shared initiatives that aim to boost in-center synergies across multiple partners, like increasing co-enrollment, governing functional teams, developing the “vetted talent pool,” and distributing customer surveys.

**Status:** Success of one-stop operator activities in this contract have been mixed. Efforts to spur greater co-enrollment have been successful (44% of participants are co-enrolled with a target of 40%). However, efforts to place participants within the WorkSource “Vetted Talent Pool” have lagged, with 177 job seekers entered (with a goal of 1000 by Sept 2022). Additionally, efforts to integrate functional teams on-site have been delayed by Covid restrictions.

## ***Title I System Liaisons***

### **WIOA TI System Liaisons –**

**Summary:** System Liaisons are staff anchored at local institutions (mostly higher education) designed to facilitate connections between local communities and the public workforce system, primarily in the realm of forwarding vetted talent to quality job opportunities. Three System Liaison contracts currently exist, which are detailed below.

- **Wahkiakum Health and Human Services:** Budget increased, and contract extended to June 30, 2022. Covid-19 has interrupted services with closure of Wahkiakum Community Center. Position at WHHS was also vacant until September 2021. Work has begun on rebranding “Employ Wahkiakum” and developing new community engagement strategies.
- **Washington State University – Vancouver:** Position was vacant during Q1. position filled Sept 2021, new direct supervisor Feb 2022; monitoring completed Feb 2022; spending plan/strategy and pending modification
- **Lower Columbia College:** While not a contract metric, LCC system liaison program placed 8 students in direct employment. Continue quarter over quarter gains in all metrics. Largest gain was among metric #2, diverse students in LP is up nearly 10%

## ***Disaster Grants***

### **Covid 19 Disaster Relief –**

**Summary:** Emergency funds designed to ease the employment/economic impacts of Covid-19 for local non-profit community

**Status:** Performance is on track. No new enrollments or placement in Covi-19 Disaster Relief program occurred in Q2. In the COMPTIA (Technology) cohort, one participant completed, and several others were enrolled.

### **Covid 19/Opioid Disaster Recovery –**

**Summary:** Disaster recovery grants for job seekers effected by Covid-19 as well as those impacted by the Opioid crisis.

**Status:** Positive strides in all performance categories. WSW has requested Dept of Labor 1-year extensions for both the COVID-19 Dislocated Worker Grant and the Opioid Recovery Dislocated Worker Grant.

### **Covid Response Community Development Block Grant (CDBG) –**

**Summary:** CDBG funds allow for the placement of participants dislocated by Covid-19 into jobs at Lower Columbia Community Action Program (CAP) and Clark County Food Bank to earn money while they learn and are placed into high quality jobs.

**Status:** Subcontractor Staff have not registered any services by the end of Quarter 2. They are currently working to develop placements and move forward with this program’s ambitious program goals.

## ***Other Investments***

### **Columbia Willamette Workforce Collaborative (CWWC) Northwest Promise –**

**Summary:** Northwest Promise (part of the Federal America’s Promise Grant), has run since 2019, and recently ended at the close of quarter 2. NWP had the goal of supporting diverse and historically underrepresented job seekers as they pursue sustainable healthcare careers.

**Status:** Northwest Promise exceeded its performance goals across the life of the program (except for credentials earned). NWP is an exceptional model of the effectiveness of an equitable investment strategy and demonstrated the veracity of focused investment in core priority populations.

### **Thrive (AKA Economic Security for All ECSA) –**

**Summary:** Thrive (part of WA State's Economic Security for All initiative) aims to move people out of poverty with community driven service engagement and wrap around supports. WSW's Thrive initiative has worked to lift participants out of poverty in Cowlitz County's South Kelso and Highland's neighborhoods, and now has expanded to the county more broadly.

**Status:** Quarter over Quarter enrollment continues steady gains: up 24, e.g., 2nd highest enrollment gain of 2021. ESD data agreement for Cowlitz initiated; handoff from DSHS outbound calls to WorkSource/Equus case managers started, revised tele-script, and fund new radio adds to build increased referrals. Overall, staff continue to face, and respond to, challenges brought on by Covid-19. While enrollment remains under performance goals, gains made in several Key Performance Indicators over the previous quarter. WSW is looking ahead to the development of a new contract with ESD for ECSA round 2 and is working to spend out remaining program funds. Further, WSW has successfully support the emerging Neighborhood Resource Coordination Council nonprofit, as well as successfully brokered a data sharing agreement between WSW and DSHS to allow for employment focused outreach to SNAP enrolled individuals.

### **EET (Employment, Education, and Training) –**

**Summary:** EET is an investment which supports justice-involved youth by providing them with job readiness training and workshops at Next. The program is a partnership between WSW and the Clark County Justice Center (CCJC) which makes referrals to the program.

**Status:** EET has met a quarter of the performance for two service steps (Orientation and Job Readiness Training) halfway of the program year. Service Steps 3 and 4 may need more support in meeting metric goals. EET relies on referrals from the Clark County Justice Center, and CCJC has seen significantly low numbers of young adults engage in programming due to the pandemic. WSW is reliant on CCJC for referrals and will continue to communicate with these partners if referrals are not meeting performance demand.

Questions? Contact Benton Waterous, WSW Director of Programs – [Bwaterous@workforcesw.org](mailto:Bwaterous@workforcesw.org)



## Traci Williams

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**From:** Traci Williams  
**Sent:** Friday, February 4, 2022 10:53 AM  
**To:** Miriam Halliday  
**Cc:** Amy Gimlin  
**Subject:** RE: Contact Approval - 12 Approvals

A.D. Simmons – Yes  
Bob Carroll – Yes  
Bob Gustainis – Yes  
Darcy Altizer – Yes  
Diane McWithey – Yes  
Ilona Kerby – Yes  
Jen Baker – Yes  
John Vanderkin – Yes  
Ralph Clark – Yes  
Renny Christopher – Yes  
Shannon Stull – Yes  
Ted Sprague – Yes

Haven't heard back from the following:

Chris Bailey  
Mike Bridges  
Monte Constable  
Tracy Doriot  
Karin Edwards  
Lekha Fernandes  
Mara Kieval  
Eddie Martin

This approval passed with 12 yes votes.

*Best,*

*Traci*



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**TRACI WILLIAMS**

**Executive Administrator/Office Manager**

[twilliams@workforcesw.org](mailto:twilliams@workforcesw.org) 360.567.1070 [www.workforcesw.org](http://www.workforcesw.org)

**Workforce Southwest Washington**

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**From:** Traci Williams <TWilliams@workforcesw.org> **On Behalf Of** Miriam Halliday

**Sent:** Monday, January 31, 2022 2:02 PM

**Cc:** Traci Williams <TWilliams@workforcesw.org>

**Subject:** Contact Approval Needed

WSW Board Members:

We brought these first three subcontracts forward to the board for approval before the holidays. We originally had all participant expenses for our three (3) Dislocated Worker Disaster Relief programs in a couple of contracts and combined many of the program aspects. This has become complicating, and we've decided to untangle some of this funding to make deliverables and spending clearer.

In addition, Thrive – EcSA had funds to re-obligate after the termination of Habitat for Humanity's contract.

The last request for approval is for additional Dislocated Worker funds that were allocated to us from unspent Rapid Response statewide funds. We will subcontract these to Equus Workforce Solutions for additional support of the formula program.

**Please review the following contract amount requested for approval and respond via email to Traci and myself with your "I approve" or "I do not approve" as quickly as you are able.**

- Increase Equus Workforce Solutions' contract for COVID- Disaster Relief contract by \$33,460 for participant training and re-obligating funds from past terminated contracts. Total contract amount **\$375,411**.  
Increase Equus Workforce Solutions' contract for COVID- Disaster Employment Recovery and Opioid Recovery contract by \$492,651 for participant expenses because of re-obligating funds from past terminated contracts. Total contract amount **\$996,219**.
- Increase Equus Workforce Solutions' contract for Thrive - EcSA contract by \$215,569 for additional career services and re-obligating other's terminated funds. Total contract amount **\$696,296**.
- Increase Equus Workforce Solutions' Dislocated Worker Clark and Cowlitz/Wahkiakum budget by **\$123,320** for a total Dislocated Worker budget of **\$850,127** and a total contract budget of **\$1,281,417**.

Thank you again for your ongoing support and I look forward to talking to you all again soon.



**MIRIAM HALLIDAY** (she/her/hers)

**Chief Executive Officer**

[mhalliday@workforcesw.org](mailto:mhalliday@workforcesw.org) | 503.367.8193 | [www.workforcesw.org](http://www.workforcesw.org)

**Workforce Southwest Washington**

805 Broadway, Suite 412 | Vancouver, WA 98660

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## Traci Williams

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**From:** Traci Williams  
**Sent:** Wednesday, December 22, 2021 10:13 AM  
**To:** Miriam Halliday  
**Subject:** Interim Vice Chair Approval - 16 Approved

Bob Gustainis – Yes  
Chris Bailey – Yes  
Darcy Altizer – Yes  
Diane McWithey – Yes  
Ilona Kerby – Yes  
Jen Baker – Yes  
John Vanderkin – Yes  
Karin Edwards – Yes  
Lekha Fernandes – Yes  
Mike Bridges – Yes  
Monte Constable – Yes  
Ralph Clark – Yes  
Renny Christopher – Yes  
Shannon Stull – Yes  
Ted Sprague – Yes  
Tracy Doriot – Yes

Haven't heard back from the following yet:

Bob Carroll  
Mara Kieval  
Eddie Martin

This approval passed with 16 yes votes.

Happy Holidays,  
Traci



**TRACI WILLIAMS**  
Executive Administrator/Office Manager  
[twilliams@workforcesw.org](mailto:twilliams@workforcesw.org) 360.567.1070 [www.workforcesw.org](http://www.workforcesw.org)  
  
Workforce Southwest Washington  
805 Broadway, Suite 412 | Vancouver, WA 98660  
Follow us: [Twitter](#) | [LinkedIn](#)

**From:** Miriam Halliday <[mmartin@workforcesw.org](mailto:mmartin@workforcesw.org)>  
**Sent:** Monday, December 20, 2021 4:27 PM  
**To:** Traci Williams <[TWilliams@workforcesw.org](mailto:TWilliams@workforcesw.org)>  
**Subject:** FW: BOD Email Draft - Paige, please review - I will send upon your review.

Traci—can you send this out tomorrow AM?

Thanks!



**MIRIAM HALLIDAY** (she/her/hers)  
**Chief Executive Officer**

[mhalliday@workforcesw.org](mailto:mhalliday@workforcesw.org) | 503.367.8193 | [www.workforcesw.org](http://www.workforcesw.org)

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**From:** Spratt, Paige B. <[PSpratt@SCHWABE.com](mailto:PSpratt@SCHWABE.com)>  
**Sent:** Monday, December 20, 2021 4:00 PM  
**To:** Miriam Halliday <[mmartin@workforcesw.org](mailto:mmartin@workforcesw.org)>  
**Cc:** Traci Williams <[TWilliams@workforcesw.org](mailto:TWilliams@workforcesw.org)>  
**Subject:** RE: BOD Email Draft - Paige, please review - I will send upon your review.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Looks great. Thank you!

**Paige Spratt**

Shareholder

D: 360-905-1433

C: 206-909-4486

[pspratt@schwabe.com](mailto:pspratt@schwabe.com)

**SCHWABE, WILLIAMSON & WYATT**

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**From:** Miriam Halliday <[mmartin@workforcesw.org](mailto:mmartin@workforcesw.org)>  
**Sent:** Monday, December 20, 2021 1:07 PM  
**To:** Spratt, Paige B. <[PSpratt@SCHWABE.com](mailto:PSpratt@SCHWABE.com)>  
**Cc:** Traci Williams <[TWilliams@workforcesw.org](mailto:TWilliams@workforcesw.org)>  
**Subject:** BOD Email Draft - Paige, please review - I will send upon your review.

Members of the WSW Board –

As we shared in the WSW Board of Directors Meeting December 8<sup>th</sup>, A.D. Simmons has offered to serve as Interim Vice Chair of the WSW Board of Directors. This was such an exciting development that we missed a couple steps!

As our previous Vice Chair stepped down, it is imperative that we ensure there is clear and consistent leadership for our Board of Directors as we enter into the New Year. Therefore we cannot wait until our next Full Board meeting to approve the appointment. Per our regular process, our Executive Board approved last Wednesday at our regularly scheduled December 15<sup>th</sup> meeting.

Please review the following statement requested for your approval and respond via email to Traci and myself with your “I approve” or “I do not approve” as quickly as you are able.

- Appointment of A.D. Simmons, current member of the WSW Executive Board and WSW Governance Committee, to Interim Vice Chair of the WSW Board of Directors.

Thank you again for your ongoing support and I look forward to talking with you all soon.

Miriam



**MIRIAM HALLIDAY** (she/her/hers)

**Chief Executive Officer**

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