



workforce
SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING
Wednesday, March 11, 2020
4:00 pm to 6:00 pm
Lower Columbia Community College

4:00 pm	Welcome, introduction of members, guests, and staff	
4:10 pm	Consent Agenda <ul style="list-style-type: none">• Minutes, Contract, Policy Memos• Young Adult RFP Funding Recommendations	Paige Spratt
4:15 pm	WSW Governance <ul style="list-style-type: none">• Board Nominations (Michele Mulhern, DVR)• Board Roles & Job Description	A.D. Simmons Ralph Clark
4:30 pm	CEO Report <ul style="list-style-type: none">• Strategic Planning	Kevin Perkey
5:00 pm	THRIVE – Investing in Economic Mobility in Cowlitz County <ul style="list-style-type: none">• Invited Guests	
5:45 pm	Public Comment	
6:00 pm	Adjourn	

WSW Board Meetings 2020

- June 10, 2020 – Clark (WSW)
- September 9, 2020 – Cowlitz (LCC)
- Board Retreat: October 15th & 16th (McMenamin's Kalama)
- December 9, 2020 – Clark (WSW)



workforce
SOUTHWEST WASHINGTON

**WSW Board Meeting Minutes
December 11, 2019
3:30 p.m.
The Hilton – Discovery Room C
Vancouver, WA**

Board Members Present: Darcy Altizer, Mike Backman, Ben Bagherpour, Jen Baker, Mike Bridges, Bob Carroll, Renny Christopher, Monte Constable, Kelley Foy, Bob Gustainis, Scott Haas, Ilona Kerby, Jim Lucey, Eddie Martin, A.D. Simmons, Bill Skidmore, Denise Smith, Paige Spratt, Shannon Stull, and John Vanderkin.

Board Members with Excused Absences: Chris Bailey, Ralph Clark, Rob Harris, Mara Kieval, Diane McWithey, and Ted Sprague.

Board Members with Unexcused Absences: Robert Gaffney and Bob Jungers.

Guests Present: Sandra Miller and Lisa Schauer.

Staff Members Present: Kevin Perkey, Kathy Ashley, Melissa Boles, Narek Danielyan, Darcy Hoffman, Barri Horner, Alyssa Joyner, Julia Maglione, Miriam Martin, Traci Williams, Sean Moore, and Benton Waterous.

Welcome, Introduction of Members, Guests, and Staff

Chair Bill Skidmore opened the meeting at 3:34 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves.

CONSENT AGENDA

Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on September 11, 2019 and the Contract Memo. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved with all in favor.

WSW GOVERNANCE

Board Member Elections: Following introductions by Darcy Altizer, Matrix Roofing & Home Solutions; and Scott Haas, Employment Security Department, a motion was entertained to approve both for Council terms beginning on December 11, 2019 through December 1, 2022. Upon the motion duly made and seconded and with no discussion forthcoming, the motion carried with all in favor.

FISCAL REPORT

WSW Board Treasurer, Jim Lucey, recapped the necessary budget revisions for the second half of the fiscal year beginning on January 1, 2020. Following the presentation, questions were entertained and addressed by Mr. Perkey and Mr. Lucey. Following a brief discussion, a motion was entertained to adopt

the January budget revision as presented. Upon the motion duly made and seconded and with no further discussion forthcoming, the January budget revision was approved with all in favor.

CEO REPORT

Mr. Perkey highlighted some actions being taken to reach the goals of the People, Systems, Funding, and Business portion of the new strategic plan. He touched on the office space updated, noting that renovation should be completed by the second week of January. WSW just had their THRIVE Breakfast kick off meeting with great attendance, which included a short video from Governor Inslee. Also, added Next to Systems MOU and will be certifying it as an affiliate site, working with WSUV on developing an internship program focused on building social capital, and the Business Solutions Team's new hire Sean Moore, Senior Project Manager for Healthcare. Questions were entertained and addressed by Mr. Perkey.

CAREER CONNECT WASHINGTON UPDATE

WSW Board member, Ben Bagherpour, gave the board a high-level overview of the future of Career Connect Washington. Mr. Bagherpour also gave updates on career connected learning and where they are right now and what is needed to move forward. Questions were entertained and addressed by Mr. Bagherpour.

PUBLIC COMMENT

Public comments were invited but none were forthcoming.

ADJOURNMENT

With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 4:30 p.m.



CONTRACT MEMO

DATE: MARCH 3, 2020
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (JANUARY 2020 – FEBRUARY 2020)

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

- ResCare Workforce Services to provide PY19 Adult and Dislocated Worker Service Delivery, contract totaling \$1,204,192.
- Webfor to provide a website refresh to WSW website, contract totaling \$5,000.
- 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.

WSW ***modified*** the following contracts:

- Budget modification for ResCare Workforce Services' EcSA Thrive service delivery contract to adjust add the leverage requirement. Original contract amount did not change \$463,913.
- Budget modification for Partners in Careers' Northwest Promise service delivery contract to revise their budget line items to ensure a fully spent out contract. Contract amount did not change \$285,673.

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

- WSW received grant execution from Department of Social and Health Services, Department of Vocational Rehabilitation to extend WSW services to DVR eligible young people through 2021, also known as SummerWorks in the amount of \$1,463,660.



POLICY MEMO

DATE: MARCH 3, 2020
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

Employee Handbook

WSW contracted with a third-party Human Resources Consultant to do a complete overhaul of the Employee Handbook. The processes were outdated and didn't reflect actual practices. The revision clarifies our Leave policy, Social Media and Blog Posting, Work Schedules, and Conflict of Interest are a few sections revised.

Based on the approval process, this policy approval falls under Tier 2 requires Ex. Board approval. *Executive Board approved on 1/29/20.* This memo is the **Full Board notification** of revision.

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. *Executive Board approved on 2/26/20.* This memo is the **Full Board notification** of revision.



RFP RECOMMENDATION MEMO

DATE: MARCH 11, 2020
TO: WSW BOARD OF DIRECTORS
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER
RE: WSW EXECUTIVE BOARD TITLE I YOUTH RFP RECOMMENDATIONS

Selection Timeline

Date	
October 4 th , 2019	RFP released
October 21 st , 2019	<u>Bidder Conference(s)</u> : 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 Executive Board & Title 1 Opportunity Youth Scoring Committee recommends the WSW Board invest in the ResCare Arbor Services Consortium for Clark and Cowlitz Counties, and open a conversation with Career Path Services for services in Wahkiakum County.



BOARD OF DIRECTORS FISCAL MEMO

DATE: MARCH 11, 2020
TO: WSW BOARD OF DIRECTORS
FROM: JIM LUCEY – TREASURER OF THE BOARD
KEVIN PERKEY –CHIEF EXECUTIVE OFFICER
RE: FINANCE COMMITTEE REPORT OUT

A joint meeting of the WSW Executive Board and the WSW Finance Committee was held on January 29, 2020

- Cora Kenworthy, CPA from our auditing firm, Johnson, Stone & Pagano, P.S., presented the results of the financial audit for the program year ended June 30, 2019
- 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 contracts.
- For the program year ended June 30, 2019, WSW's net assets **decreased** by \$74,867 and the net asset balance as of June 30, 2019 was \$242,909. The majority of the **decrease** is a result of the expenditure of the prior year's increase and WSW expenditures related to the SummerWorks fee for service contract. The SummerWorks expenditures were recovered in the current fiscal year. A fifty-four month comparative summary of changes in net assets appears below.

Increase (Decrease) in Net Assets Update (See graph pg. 2)

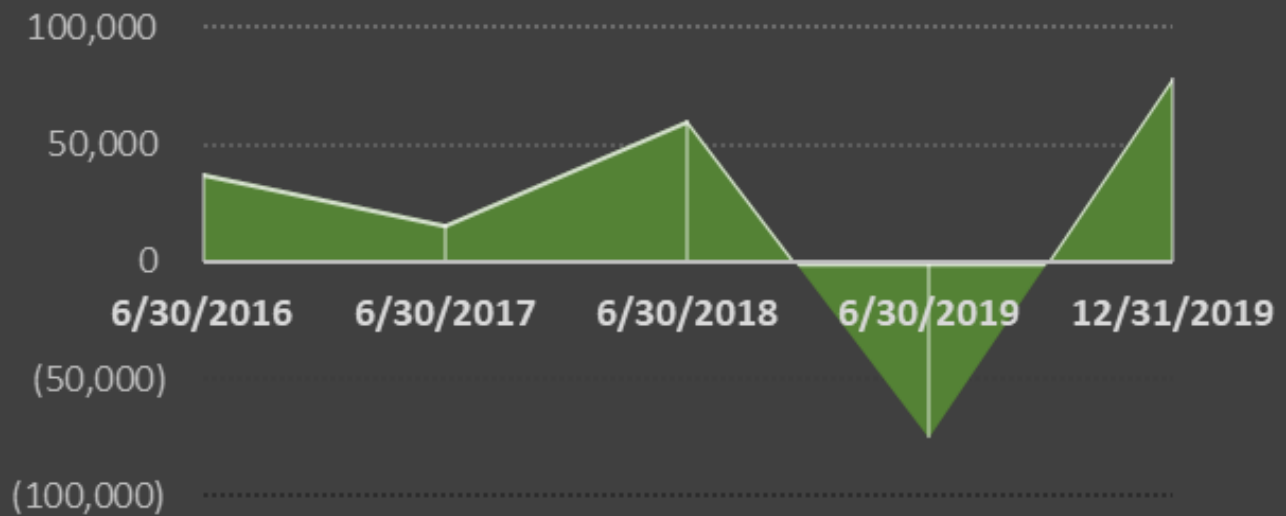
	6/30/2016	6/30/2017	6/30/2018	6/30/2019	12/31/2019	54 Mo. TOTAL
Contributions and Private Grants	5,129	13,695	16,527	(36,277)	24,184	
Increase (Decrease) Other - Including Depreciation and Prepaid Expense Assets	32,517	2,522	44,325	(5,268)		
Fee for Service Contracts				(33,323)	54,124	
Total Change in net assets	37,646	16,217	60,852	(74,867)	78,308	118,156

The Finance Committee of the WSW Board of Directors met on February 19, 2020

- 2ND quarter program year 2019 reports regarding obligations, and spending were reviewed.
- The WSW IRS Form 990 was reviewed and approved. The 990 was later reviewed and approved by the Executive Board and has been timely filed by the WSW auditor.



Total Change in net assets



February 24, 2020

Kevin Perkey, Chief Executive Officer
Workforce Southwest Washington
805 Broadway St., Suite 412
Vancouver, WA 98660

Dear Mr. Perkey:

We conducted the Equal Opportunity and Nondiscrimination monitoring review of Workforce Southwest Washington in October 2019. My team and I are impressed with the work Workforce Southwest Washington is doing under your leadership to ensure equal access to WorkSource services for all the populations in your area, and your level of compliance with the equal opportunity provisions of WIOA.

We really appreciate working with Amy Gimlin, your local EO Officer. Amy is thoughtful, approachable and thorough with her EO Officer work, and she is always responsive to our requests for input and information. She is also a valuable member of the EO Officer group, providing input for training and processes, and support and guidance to her peers.

I am pleased to share that the results of the EO monitoring we conducted were great. The staff we talked with were welcoming, engaged and friendly; they were knowledgeable about the EO requirements and demonstrated that they are well prepared to provide accessible service.

Attached is the 2019 Equal Opportunity and Nondiscrimination Monitoring Review Report for Workforce Southwest Washington, which contains no findings.

We will continue to be available to you and Amy for any questions you have or technical assistance you would like with complying with the nondiscrimination provisions of WIOA. We look forward to our ongoing work with you and Amy and to our continued partnership.

If you have questions regarding this report, please contact me at teckstein@esd.wa.gov or 360-507-9890.

Sincerely,



Teresa Eckstein
State-Level Equal Opportunity Officer
Equal Opportunity Director
Employment Security Department


Enclosure

Cc: Amy Gimlin, Equal Opportunity Officer, Workforce Southwest Washington

February 24, 2020

TO: Kevin Perkey, Chief Executive Officer, Workforce Southwest Washington

Cc: Amy Gimlin, Equal Opportunity Officer, Workforce Southwest Washington

FROM: Teresa Eckstein, State-Level Equal Opportunity Officer 

RE: 2019 Equal Opportunity and Nondiscrimination Monitoring Review Report

Purpose of Review

In compliance with the Nondiscrimination and Equal Opportunity (EO) provisions of the Workforce Innovation and Opportunity Act (WIOA), the State-Level EO Office completes annual compliance monitoring reviews of each Local Workforce Development Board (LWDB) within Washington State.

Elements of Review

The State-Level EO and nondiscrimination monitoring review of Workforce Southwest Washington took place October 15-16, 2019, and included a meeting with local EO Officer Ms. Gimlin, interviews with program managers, employees and customers, and facility walkthroughs at Next and WorkSource Cowlitz-Wahkiakum. Prior to our visit, we conducted a desk audit of the monitoring documents submitted by Ms. Gimlin.

Workforce Southwest Washington Review

We met with Ms. Gimlin on October 15, 2019, to review the monitoring documents submitted by Workforce Southwest Washington.

MOA Element I: Designation of EO Officers and EO Training

Amy Gimlin is the EO Officer for the Workforce Southwest Washington. Ms. Gimlin attends conference calls provided by the State-Level EO Office, and attended the EO Officer training meetings provided by the State-Level EO Office in May and October 2019.

Workforce Southwest Washington makes its EO Officer's identity known to participants and service providers through Equal Opportunity is the Law posters, EO Notice, EO training for staff, and the Workforce Southwest Washington website.

Ms. Gimlin provides an EO refresher training to staff and partners every two years. Ms. Gimlin provided multiple EO trainings in 2019 to new staff and partners as they were needed.

MOA Element II: Notice and Communication

EO Notice Posters, EO Taglines and Effective Communications

Workforce Southwest Washington provides notice that it does not discriminate in the delivery of programs and services in the following ways:

- There are WIOA Equal Opportunity is the Law posters, in English, Spanish, Russian and Chuukese, in the centers and in the staff break rooms, which contain the required language at 29 CFR Part 38.35.
- Participants are signing the Notice of Right to file a discrimination complaint electronically in the customer information system, Efforts to Outcomes (ETO). Workforce Southwest Washington and their service providers do not maintain hard copy files.
- The EO tagline is included in all brochures, pamphlets, flyers, and on the website.
- Workforce Southwest Washington ensures continuing notice is provided to employees and applicants for employment that they do not discriminate on any prohibited grounds by listing the EO tagline on their website and in their application for employment, displaying Equal Opportunity is the Law posters, and providing training to staff.
- Workforce Southwest Washington ensures continuing notice is provided to sub-recipients and contractors that they do not discriminate on any prohibited grounds by reviewing EO requirements with them, listing EO requirements and assurances in contracts, posting policy on their website, and reviewing nondiscrimination requirements during EO training.
- Workforce Southwest Washington ensures continuing notice is provided to members of the public with disabilities, including individuals with impaired vision and hearing that they do not discriminate on any prohibited grounds, by displaying the Equal Opportunity is the Law posters, listing the EO tagline in brochures and communications, and notifying customers of their rights to file a discrimination complaint.
- Workforce Southwest Washington communicates to its service providers and sub-recipients the requirement not to discriminate on the basis of disability and the obligation to provide reasonable accommodations by placing applicable language in its contracts and through EO training.

Workforce Southwest Washington ensures effective communications with individuals with disabilities in the following ways:

- The WA Relay Service is available and the number is listed in all brochures, pamphlets, flyers, and other communications that contain a phone number.
- A variety of assistive technology is available including computers that have built in technology that allows users to magnify screen display, turn on narration, and enlarge font size.
- Workforce Southwest Washington provides the EO Notice in alternate formats for individuals with visual impairments in a number of ways, including offering assistive technology or reading the notice to customers.

MOA Element III: Assurances

A review of a sample contract Ms. Gimlin shared with us, demonstrated that Workforce Southwest Washington is using the USDOL-required assurances citation for 29 CFR 38.25 in its contracts and agreements.

MOA Element IV: Affirmative Outreach Communications and Outreach

- Workforce Southwest Washington markets its services through their broad network of community-based organizations, including agencies that provide services to diverse populations.

Access for LEP Customers

- Staff have access to Language Link for interpretation services, and bilingual staff are available to assist customers.
- Documents are translated into Spanish based on request and need.
- Equal Opportunity is the Law posters are displayed in English, Spanish, Russian and Chuukese, and can be translated or interpreted based on request and need.
- Service providers offer services to customers with limited English proficiency in their preferred language by translating documents or hiring interpreters as needed.

Access for Customers with Disabilities

- Accessible workstations and technology are available for individuals with disabilities. Workforce Southwest Washington provides reasonable accommodations when needed.
- Workforce Southwest Washington uses the Washington Relay Service for telephone communications with hearing and speech-impaired customers. Pamphlets and flyers with center telephone numbers include the relay service number.

MOA Element V: Compliance with Section 504

Nondiscrimination On the Basis of Disability

- Workforce Southwest Washington provides reasonable accommodations for disabilities for its staff and customers. In addition to EO posters and the use of the EO tagline, Workforce Southwest Washington discusses the availability of accommodations during the registration and hiring process.
- If requested, Workforce Southwest Washington would provide reasonable accommodations throughout the application process. Workforce Southwest Washington provides accommodations upon request and need.

MOA Element VI: Data and Information Collection and Maintenance

With the implementation of WorkSourceWA.com, customers answer EO data questions without staff assistance. Workforce Southwest Washington will conduct statistical analysis when this function becomes available in the management information system.

MOA Element VII: Monitoring Recipients for Compliance

Workforce Southwest Washington conducted equal opportunity monitoring of its service providers and sites between October 2018 and May 2019. Deficiencies they identified are listed below and have been corrected. No sanctions were implemented.

Wahkiakum School District – All notes regarding medical information must be recorded only in confidential case notes. Medical information or references to a medical condition cannot be documented in a regular case note touchpoint in ETO.

MOA Element VIII: Complaint Processing Procedures

Workforce Southwest Washington models their Complaint Resolution policy after the state's Customer Concern and Complaint Resolution Policy and Handbook to process discrimination complaints. The policy outlines discrimination complaint procedures and contains the complaint forms. Customers and employees are able to access the policy through the Workforce Southwest Washington website.

Workforce Southwest Washington had no discrimination complaints filed during the review period. Workforce Southwest Washington maintains a discrimination complaint log. Discrimination complaints are forwarded to the Local EO Officer.

MOA Element IX: Corrective Actions/Sanctions

There were no corrective actions or sanctions applied during the monitoring period. Depending on the nature of the violation, Workforce Southwest Washington would notify the recipient verbally and in writing and provide guidance to voluntarily correct the violation within an established timeframe. Workforce Southwest Washington would follow up to address any additional questions or concerns.

Interviews with Service Provider Managers

We interviewed ResCare Workforce Services Director Dave Cole and Workforce Southwest Washington Director of Strategic Initiatives Narek Danielyan. They were knowledgeable about the EO requirements and demonstrated that they are well prepared to provide accessible service.

Employee Interviews

We interviewed one employee at Next and two employees at WorkSource Cowlitz-Wahkiakum, all who have had the required EO training. They were knowledgeable about the EO requirements and demonstrated that they are well prepared to provide accessible service. Two staff may need more training on providing accommodations and handling discrimination complaints. Workforce Southwest Washington addressed this need by meeting with local leadership to determine how to provide more training and resources to staff.

Customer Interviews

We interviewed one customer at Next and two customers at WorkSource Cowlitz-Wahkiakum. All of the customers gave positive reviews of the center and felt the center staff were welcoming and gave great service.

Medical File Reviews

WorkSource Cowlitz-Wahkiakum and Next did not have any medical information for current participants, so they did not have medical files. They are aware of their responsibility to keep medical information in a locked cabinet separate from other files and to limit staff access to the medical files.

Next Walkthrough

EO Posters

WIOA Equal Opportunity is the Law posters were posted in English, Spanish, Russian and Chuukese in reasonable numbers and places, including the resource room, training rooms, and staff break room.

EO Tagline

Brochures, flyers and other materials advertising services included the EO tagline. We recommended that the tagline be added to the calendar of events, and Next has since updated their calendar template with the tagline.

Assistive Technology

The training room does not have an accessible workstation with an adjustable table, adjustable chair, and large monitor. Workforce Southwest Washington is looking into options to purchase an accessible workstation for the training room.

Building Accessibility

- Classroom and Legacy room - the tables needed to be rearranged to allow for 36 inch pathways. Workforce Southwest Washington immediately corrected this by rearranging the tables to allow for 36 inch pathways.
- The accessible bathroom door closed too fast. Workforce Southwest Washington has this corrected by having building maintenance adjust the close rate to 5 seconds or more.
- We recommended adding an actuator to the main entrance door. Workforce Southwest Washington shared the Next Director is looking into this option.

Reception/Welcome Area

The employee greeting customers at the time of our visit demonstrated an understanding of how to assist customers with LEP, including how to call for interpretation services and the location of the I-Speak card. The employee also demonstrated an understanding of how to use Washington Relay Service to assist customers who are deaf or hard of hearing.

WorkSource Cowlitz-Wahkiakum Walkthrough

EO Posters

WIOA Equal Opportunity is the Law posters were posted in English, Spanish, Russian and

Chuukese in reasonable numbers and places, including the resource room, training rooms, and staff break room.

EO Tagline

The majority of the brochures, pamphlets, flyers and other marketing material reviewed had the correct EO tagline. There was one brochure that had an outdated tagline, and Workforce Southwest Washington notified staff at the WorkSource office of the update needed.

Assistive Technology

The training room, 1A/B, does not have an accessible workstation with an adjustable table, adjustable chair, and large monitor. Workforce Southwest Washington is working with ESD Facilities to obtain an accessible workstation for the training room.

Building Accessibility

- Door 1A – the door required more than 5 pounds pressure to open and closed faster than 5 seconds. Workforce Southwest Washington contacted the building landlord who made adjustments to the door pressure and closure rate.
- Door 1B – the door required more than 5 pounds pressure to open. Workforce Southwest Washington contacted the building landlord who made adjustments to the door pressure.
- Bathrooms – The lock set up on bathrooms is not accessible. People would need full use of their fingers to be able to press a small button and hold it for six seconds to lock the door. The State Equal Opportunity Office is working with ESD Facilities to look at options to replace the lock set up with an accessible one.

Reception/Welcome Area

The employee greeting customers at the time of our visit demonstrated an understanding of how to assist customers with LEP, including how to call for interpretation services and the location of the I-Speak card. The employee also demonstrated an understanding of how to use Washington Relay Service to assist customers who are deaf or hard of hearing.

Summary

Workforce Southwest Washington demonstrates a strong commitment to equal opportunity and nondiscrimination under your leadership. Ms. Gimlin is doing a great job as your EO officer. She is very approachable, conscientious, and knowledgeable and is a great resource to staff and partners in your area.

If you have questions or disagree with this report, I will meet with you to discuss the issues. The process outlined in the WIOA Equal Opportunity and Nondiscrimination Monitoring guide will be followed. If mutual agreement or voluntary compliance cannot be reached, the corrective action procedures provided in the Washington State Nondiscrimination Plan will be followed, per the U.S. Department of Labor, Civil Rights Center.



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF VOCATIONAL REHABILITATION
1-800-637-5627 (V/TTY) or (360) 725-3612 (V/TTY) or www.dshs.wa.gov/dvr
4565 7th Avenue SE, 4th Floor • Lacey WA
Mailing Address: PO Box 45340 • Olympia WA 98504-5340

February 25, 2020

Kevin Perkey, CEO
WorkForce Southwest Washington
805 Broadway, Suite 412
Vancouver, WA 98660

Dear Mr. Perkey:

As you are aware, Bianca Kolle changed roles within DVR in June of 2019 and is no longer able to serve on the WorkForce Southwest Washington (WSW) board. I would like to nominate Michele Mulhern, Vocational Rehabilitation Supervisor, to the Local Workforce Development Board as the Washington State Department of Social and Health Services (DSHS), the Division of Vocational Rehabilitation (DVR) representative.

Michele has over eight years of service with DVR and over 13 years of experience serving individuals with disabilities. During her time with DVR, Michele has served in many capacities including Lead Vocational Rehabilitation Counselor, Policy Manager, and DVR's Senior Manager for Planning, Policy, and Performance. Michele is an expert in vocational rehabilitation policy who is skilled in translating and communicating complex information to individuals with a variety of backgrounds and expertise. She is well versed in both the WorkForce Innovation and Opportunity Act and the Rehabilitation Act.

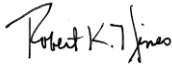
Due to her desire to be closer to her family and home community, Michele currently serves as the Vocational Rehabilitation Supervisor in the Vancouver office. Michele was raised in Clark County and graduated from Columbia River High School. She earned an Associate's in Arts and Sciences from Clark College, a Bachelor's degree in Social Sciences with formal minors in Business and Psychology from Washington State University, and a Master's of Science in Rehabilitation Counseling, specializing in the rehabilitation of ethnic minorities from Southern University and A&M College. Michele is a nationally Certified Rehabilitation Counselor and is certified through Cornell University as a Work Incentives Planning and Utilization Practitioner.

Michele has a proven track record of successfully developing relationships with community partners and stakeholders to foster cross-collaboration. She has successfully led large teams with varied knowledge and skills to implement agency wide charted initiatives and served as DVR's representative on the Workforce Training and Education Coordinating Board Interagency

Subcommittee charged with implementing the integrated service delivery and co-enrollment vision of WIOA.

Michele's skill and talent will be an asset to the Local Workforce Development Board as both WorkForce Southwest Washington and DSHS, Division of Vocational Rehabilitation strive to meet the workforce needs of business and individuals in Southwest Washington through our continued strategic partnership.

Sincerely,

A handwritten signature in black ink, reading "Robert K. Hines". The signature is written in a cursive style with a large, stylized "R" and "H".

Robert Hines, Director

Michele Mulhern, MS, CRC

Vancouver, WA 98685 | cell: 360.972.4902 | desk: 360.397.9963 | mulheml@dshs.wa.gov

KEY QUALIFICATIONS

- Expert level knowledge of Vocational Rehabilitation policies, planning, and performance.
- 13+ years of vocational rehabilitation experience in both state and tribal programs.
- Proven ability to develop strategic solutions through both analytical and creative approaches.
- Demonstrated results through enterprise level improvement plans and strategic implementation.
- Skilled in effectively communicating complex information and providing technical consultation.

PROFESSIONAL EXPERIENCE

06/2019 – PRESENT **VOCATIONAL REHABILITATION SUPERVISOR**

Vancouver, WA DSHS, Division of Vocational Rehabilitation

Oversee the delivery of the continuum of vocational rehabilitation services for Clark and Skamania Counties.

- Manage a team of Vocational Rehabilitation professionals who provide a wide range of complex individualized services to people who experience disabling conditions and are seeking to obtain, regain, or advance in employment.
- Direct the provision of technical assistance to business as well as local outreach efforts to ensure employers have access to supports regarding reasonable accommodations, assistive technology solutions, and the Work Opportunity Tax Credit,
- Operational oversight of all day to day business activities for the Vancouver DVR office, including fiscal management of service dollar allotments.
- Ensure continued and positive relationships between local Tribal Vocational Rehabilitation programs through consultation and participation in meetings with representatives of tribal governments for the purposes of policy development and service program activities.
- Provide expert consultation regarding the Workforce Innovation and Opportunity Act (WIOA), the Code of Federal Regulations, Washington Administrative Code, and procedural guidance.
- Foster collaborative relationships with contracted Community Rehabilitation Programs and Independent Living Service providers and provide technical assistance regarding allowable activities and cost of services.
- Coordinate with partners to improve service delivery for shared customers of DSHS Developmental Disabilities Administration, Clark County Development Disabilities Program, Behavioral Health agencies, DSHS Economic Services Administration, and Tribal VR Services.
- Analyze fiscal and case management performance data to forecast business needs, identify areas of success, as well as opportunities for improvement. Communicate with staff regarding performance targets and achievements.

04/2019 – 06/2019 **REGIONAL TRANSITION CONSULTANT**
Vancouver, WA DSHS, Division of Vocational Rehabilitation

Responsible for planning and conducting regional activities that result in the successful implementation of the Secondary School Transition Program.

- Coordinated service delivery of Secondary School Transition Services as well as Pre-employment Transition Services for both eligible and potentially eligible individuals.
- Provided technical consultation regarding the provision of Secondary School Transition Services and Pre-employment Transition Services to ensure the requirements of the Rehabilitation Act and Individuals with Disabilities Education Act (IDEA) were being met.

09/2017 – 04/2019 **SENIOR MANAGER, PLANNING, PERFORMANCE, AND POLICY**
Lacey, WA DSHS, Division of Vocational Rehabilitation

Senior policy advisor and planning manager for a cabinet level Division within the Department of Social and Health Services; provided counsel on policy and planning with high level expertise and advised executive leadership on key issues involving programing and operations. Decisions and recommendations directly impacted the Division budget of \$60 million per biennium.

- Developed and coordinated the implementation of new initiatives while maximizing and leveraging resources to support the Division's operations, delivery of services, and performance.
- As a member of the DSHS Sub-Cabinet, worked collaboratively across the Administration to develop consistent and unified strategies to address the needs of the Division and served as the key advisor within the Division for all strategic planning and policy.
- Oversaw the Division's contributions to the WIOA Combined State Plan and the submission of the Case Service Report (RSA-911) for the State Vocational Rehabilitation (VR) Services and State Supported Employment Services programs.
- Built and sustained strategic partnerships to enhance the integration of services for customers. Successfully collaborated with partners and stakeholders to maximize and leverage resources, provided consultation, and maintained key relationships.
- Provided oversight and coordination while managing a large team consisting of six program managers responsible for division wide implementation and management of Policy, Program Performance, Customer Relations, Business Relations, Training, and Supported Employment. Additionally, supervised two IT Application Specialists, a Business Analyst, a Data Analyst, a Communications Specialist, two Policy and Procedure Specialists, two Public Records Coordinators, and an Administrative Assistant.
- Served as the Division representative to carry out the requirements of the secondary transition planning proviso in collaboration with the Office of the Superintendent of Public Instruction (OSPI) and DSHS Developmental Disabilities Administration (DDA) in order to submit a plan to the governor and appropriate legislative committee.
- A designated liaison for the division's Business Management Modernization project, responsible for communicating federal and state policy and performance requirements to ensure successful system migration to and adoption of vendor and customer portals, electronic records management and digital signatures.

02/2015 – 09/2017 **POLICY MANAGER**

Lacey, WA

DSHS, Division of Vocational Rehabilitation

Served as the statewide program administrator responsible for developing and updating division-wide policies and standard operating procedures related to client services, program administration, and staff training, including the Washington Administrative Code.

- Managed the entire sequence of DVR's rule making from Federal rule analysis to final Washington Administrative Code, requiring interpretation and application of the code of federal regulations for State VR Services Program in consultation with stakeholders and legal counsel.
- Provided consultation regarding WIOA final rules, VR policy, and DVR business process to executive leadership, program managers, and field staff. Author division-wide communications regarding changes to or reminders of required practices related to policy, procedure, and forms.
- Performed in-depth analysis of federal regulation and technical assistance materials to develop the comprehensive inventory of program areas requiring attention to ensure federal compliance.
- Developed high-level strategic planning documents used by executive leadership to create the division-wide WIOA implementation structure and provide direction for subject matter experts.
- Analyzed federal technical assistance to facilitate informed conversations about negotiation strategies for the state-level workforce development system Memorandum of Understanding.
- Led DVR executive leadership, program managers, and stakeholders in the three month formal review of VR final rules to establish a consistent foundation of knowledge while conveying the magnitude and complexity of technical requirements requiring changes in policy and procedure.
- Directed a multi-disciplinary team of program managers in successful on-time delivery of division-wide phase 1 WIOA implementation which included the delivery of state-wide trainings featuring substantive database enhancements and significant business process modifications.
- Utilized multi-modal communication by leveraging technology and producing closed-captioned video messaging. Use of the software and editing features was performed independent of IT.
- Initiated the change from utilizing a Customer Services Manual to implementing the practice of Standard Operating Procedures. Currently managing the migration from procedural guidance to standardized procedures, supplemental tip sheets, and decision tree flowcharts.
- Supervised the Administrative Regulations Analyst 2. Coordinated and monitored daily work activities to ensure accurate development of supporting materials for program and policy development, state-wide trainings, and communications.

01/2012 – 01/2015 **LEAD VOCATIONAL REHABILITATION COUNSELOR**

Vancouver, WA

DSHS, Division of Vocational Rehabilitation

Lead VR Counselor in the Vancouver office; acted in the absence of the VR Supervisor and provided vocational rehabilitation counseling and other required VR services to a caseload of individuals experiencing all types of disabilities.

- Assisted with daily operations of the local DVR office. Led case staffing meetings; provided consultation to staff regarding caseloads, procedural guidance, and Washington Administrative Code. Trained and mentored staff and interns on process and procedures.
- Liaison to Tribal VR programs; provided consultation regarding coordination of services.

- Regularly attended community meetings to increase collaboration with county and state agencies, medical providers, resource providers, and educational institutions.
- Managed a diverse and complex caseload of individuals with disabilities seeking employment. Performed comprehensive vocational assessment, evaluated disability employment data, analyzed labor market, job demands, essential work functions, developed employment plans.
- Navigated complaint, mediation, and fair hearing processes. Authored correspondence regarding eligibility determinations and case decisions.

10/2006 – 01/2012 VOCATIONAL REHABILITATION COUNSELOR

Vancouver, WA Cowlitz Indian Tribe Health & Human Services, Vocational Rehabilitation Program

Assisted with daily oversight and operations of the Vancouver Health and Human Services office; as the sole Tribal VR Counselor in the Vancouver office, provided vocational rehabilitation counseling and other required VR services to a caseload of Native Americans and Alaska Natives experiencing all types of disabilities.

- Provided intensive Vocational Rehabilitation case management for Native Americans and Alaska Natives with disabilities while incorporating cultural practices.
- Created monthly and year end data reports used for program performance analysis and quality improvement. Reported data reflected progress towards achievement of the program's strategic goals and objectives and was compiled for director's use in RSA reporting.
- Provided consultation to other Tribal VR programs regarding administrative and direct service practices, trained on VR process and procedures, best practice, and federal requirements for American Indians Vocational Rehabilitation Services programs.
- Designed and developed content for external marketing publications utilizing Serif PagePlus publishing software. Attended resource fairs and networked with employment partners.
- Developed materials and presented at national and regional rehabilitation conferences; topics included a holistic approach to addressing barriers to employment and an overview of the Tribal Vocational Rehabilitation process, including cultural components.
- Assisted with program preparation for CARF accreditation process. Met with CARF auditors to describe program practices and addressed questions regarding policy and procedures.

EDUCATION & PROFESSIONAL CERTIFICATIONS

M.S. in Rehabilitation Counseling, specialization in Rehabilitation of Ethnic Minorities

Southern University A & M College, Baton Rouge, LA, December 2009, GPA 4.0

B.A. in Social Sciences, formal minors in Business and Psychology

Washington State University, Pullman, WA, May 2004, Graduated Cum Laude

Associates in Arts & Sciences, Clark College, Vancouver, WA, March 1991

Certified Work Incentives Planning and Utilization Practitioner, Cornell University ILR School

Certified Rehabilitation Counselor, Commission on Rehabilitation Counselor Certification



CEO REPORT

DATE: MARCH 3, 2020
TO: WSW BOARD OF DIRECTORS
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER

BUSINESS

General

- Business engagement efforts began at the end of December for the 2020 Youth Employment Summit (YES). Registrations and sponsorships are well underway.
- Prevailing wage requirements for steel fabricators in the region continues to be a major pain point for local businesses and their ability to compete for public works jobs. WSW is planning a convening for steel fabricators, elected officials and city/county/state officials to better understand the issue and work on solutions in partnership with the GVCC in late May or early June.
- A DACUM focus group was held in January with local high-tech manufacturers (SEH, Kyocera, ControlTek, Analog Devices, Silicon Forest, WaferTech). Results from this session will be utilized to develop a qualified talent pool for production technician positions throughout the region and will largely focus on soft skills and baseline requirements to succeed in the classroom training required as part of the Career Launch. Soft skills and basic math have been loosely identified by industry partners as major barriers to the success of previous Career Launch participants.
- Monthly reoccurring meetings with Clark College's Community and Economic Development team were created in December. The purpose is better coordinate outreach and workforce needs assessment efforts.
- Quarterly meetings for WSW subcontractors who are responsible for business engagement (Next, ESD112, WorkSource, Goodwill) are now on the calendar. We had our first meeting in December to better understand roles and responsibilities and define each organizations value proposition to the business community. We will meet again in March where the focus will be on Launchpad business engagement training and information sharing.

Events

Planned throughout the last quarter of 2019 to date:

- Washington State Opportunity Scholarship (WSOS) + WSW Healthcare Convening Feb. 19th at WSW: WSW convened local healthcare providers to learn about how they can leverage their employee training investments with WSOS scholarship dollars.
- 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

- Healthcare: A Healthcare Liaison was identified to lead the sector regionally inside of WorkSource. The healthcare sector team is currently working on recruitment and training strategies to meet the most critical needs identified by WSW (Medical Assistants, Pharmacy Tech's, Patient Access Reps as well as pathways from CNA to MA and Community Health Worker to MA)
- Construction: businesses were convened around the CWWC's regional goal areas leading up to the full panel meeting which took place at the end of January. In addition, WSW met with the Southwest Washington Contractors Association and the Building Industry Association in late January to discuss the state of construction and best practice messaging for K-12 system partners. In addition, the CWWC Construction team presented a break-out session at the Southwest Washington Contractors Association Annual Conference.
- Manufacturing: WSW hosted the regional panel meeting in February at Silicon Forest Electronics (SFE). Jay Schmidt, General Manager of SFE gave a presentation on the various ways they have connected with the emerging workforce (MFG workforce plan goal area) through the lens of Career Connect Washington.
- Tech: web-based staff training will be rolled out to career coaches and community organizations at the end of April. The training is intended to ensure that career coaches have the most up-to-date information on the tech sector, demand jobs, skills, and certifications required to get candidates into (or advance in) this field.
- 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](#).
- Kevin was quoted about Next services in a Columbian article about education for individuals with some college education, but not a degree in [WSUV, other colleges help adults with some college but no degree](#)
- Open House on Feb. 27 to showcase office renovation was attended by more than 75 people, including WSW and CREDC board members and partners.

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.

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.
- The Career Connect WA ResCare contract is executed.
- The Clark County Juvenile Court recently executed a grant with WSW to have their young adults receive employment and training services out of Next. The subcontract with ResCare has been executed and the program planning and implementation is underway.

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 1, 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.
- Career Connect Washington continues to provide opportunities for our program and business team to develop pathways into the following:
 - High Tech Council Advanced Manufacturing Internship/Career Launch
 - Development of registered MA apprenticeship with the CWWC
- WSW is looking at utilizing a cloud-based platform to streamline and better manage our many contracts, procurement, and communication with our subcontractors. The Director of Programs, CFO and COO have participated in 10 demonstrations of 5 different tools, and we are working to draft a proposal to move forward with Blackbaud.

Development

- The WSW team has completed 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.
- 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.
- JP Morgan Chase will be investing \$50,000.00 to grow our regions SummerWorks program specifically to communities of color.
- In December, the WSW People Team pulled together a peer recovery model design to meet the needs of individuals in recovery from Opioid usage and looking for better employment opportunities. This will be building off the successful program model in Pac Mtn and will extend into our three-county region if awarded.
- WSW is working with the City of Vancouver to develop a proposal for Keybank specific to unlocking economic opportunity for individuals living on and near 4th plain Blvd. in Vancouver WA.

SYSTEM

- Development of Customer Engagement Team
 - Streamlining services during initial point of entry into the system
 - Evaluating current assessment and employment plans
 - Creating seamless handoffs to sector teams for placement into jobs
- Customer Engagement Team and Sector Team alignment
 - Customer Engagement team will do initial assessment and refer to sector team
 - Sector team will become point of contact for customer after they have been referred
 - Sector team will make connection to employment or training resources
 - Customer Engagement team partners with all sector teams to understand industry demand and make appropriate referrals
- Wahkiakum County Job Seeker Outreach
 - RFP's due Friday, February 28th
 - Scoring committee to convene and select recipient by March 10, 2020
 - Selected contractor begins on April 1, 2020
- Future Leaders Project
 - Applications out for WSUV students to apply

- Working on employer recruitment
- Interns will start in July
- Planning on 5-7 companies matched with 5-7 WSUV interns

FUNDING, POLICY, & OPERATIONS

- Treasurer's Memo
- Work on next year's annual budget will begin in March.
- The State Equal Opportunity Officer monitors our office and two subcontractors for compliance in October 2019. The Equal Opportunity Monitoring Report was received on February 24, 2020 with no outstanding findings or issues.
- Office Receptionist position is an entry level 6-month temporary assignment aimed at helping those with little to no work experience gain experience in a professional environment. WSW will coach and help the new employee learn valuable skills for office work and help build their resume. The job is posted the first week of March.
- Recruiting has been initiated for a Staff Accountant. This is a full-time permanent addition to the Fiscal Team which will now consist of 3.25 FTE. The current accounting technician position will be shared with operations. Operations support will be related to contracting, IT and monitoring.

		2020																																															
		JAN				FEB				MAR				APR				MAY				JUN				JUL				AUG				SEP				OCT				NOV				DEC			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
Board Meetings																																																	
	Full Board																																																
	EBOCC Board																																																
	Executive Board																																																
	Finance Committee																																																
	People Committee																																																
	Business Committee																																																
	Systems Committee																																																
	Governance Task Force																																																
	Strategic Plan Task Force																																																
Local Plan																																																	
	Review Current Local Plan																																																
	Update Current Local Plan in Accordance with State																																																
	Post DRAFT for Public Comment																																																
	Update & Submit DRAFT Local Plan to State																																																
	State Review & Comments back to WSW																																																
	Incorporate State Comments into Final Plan																																																
	WSW Full Board Vote on Final Plan																																																
	Final Signed Plans due to State (May 15th)																																																
	State Workforce Board Takes Action on Local Plans																																																
	Local Plans Approved by Governor																																																
	Local Chief Elected Officials & WSW Notified by Gov																																																
Strategic Plan Task Force																																																	
	Review Current Stratgic Plan																																																
	Develop & Circulate Board Survey																																																
	Develop & Convene 2 Regional Roundtables																																																
	Develop Board Retreat																																																
	Finalize & Publish 2020-2025 Strategic Plan																																																
Governance Task Force																																																	
	Review Board Membership, Recruit New, Present Slate																																																
	Review & Update Board Job Description																																																
	Review & Update Board Onboarding																																																
	Develop & Launch Board Accountabilty Plan																																																
People Committee																																																	
	Task A																																																
	Task B																																																
	Task C																																																
Business Committee																																																	
	Task A																																																
	Task B																																																
	Task C																																																
Systems Committee																																																	
	Task A																																																
	Task B																																																
	Task C																																																



Board Role

CEO Role

**What we do
together**

In our service to WSW, it is our duty to:

Care: Board members have a legal responsibility to participate actively in making decisions on behalf of WSW and to exercise his / her best judgment while doing so

Be loyal: Board members must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity

Ensure compliance: Board members bear the legal responsibility of ensuring that the organization complies with the applicable Federal, State, and Local laws, and is monitoring fiscal controls to safeguard financial oversight

Plan: Board members must adhere to the mission while translating the mission into strategic, short- and long-term organizational objectives and goals

Engage: Board members must actively participate sharing their unique perspective, experience and expertise

Advocate: Board members must advocate and promote the WSW mission while also listening to understand the needs of the community

Support the CEO: Recruit and retain an effective leader, periodically assessing the CEO's performance, acknowledging strong service through appropriate compensation and providing support

In our service to WSW, it is my job to:

Care and be loyalty: The CEO is responsible to provide oversight and direction while making decisions that are in the best interest of WSW

Ensure compliance: The CEO ensures the organization complies with the applicable Federal, State, and Local laws by establishing and maintaining proper fiscal controls to ensure a strong financial position

Plan: The CEO develops the strategic vision in alignment with the WSW mission while collaborating with the Board, partners, and stakeholders to implement the plan

Manage: The CEO manages the day-to-day operations and the WSW staff while ensuring the organizational work plan is implemented with the appropriate staff and resources

Engage: The CEO actively develops partnerships locally, regionally and nationally. The CEO engages elected officials at all levels sharing the WSW mission and vision.

Advocate: The CEO advocates on behalf of WSW creating, communicating, and developing relationships with partners, stakeholders and the public while promoting the WSW's mission through the stories of the people and programs

Support the Board: The CEO develops a professional, high performing Board while supporting the unique needs of each community represented within WSW

Care
Loyalty
Ensure compliance
Plan
Engage
Advocate
Support