



workforce

SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING

Tuesday, March 12, 2024

4:00 pm to 6:00 pm

[Zoom Conference Call](#)

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Consent Agenda [*] <ul style="list-style-type: none">Meeting Minutes - December 12, 2023Contract MemoPolicy MemoQuarterly Report MemoMOU/IFA Modification Memo	A.D. Simmons
4:10 pm	Finance <ul style="list-style-type: none">Treasurer's Memo	Renny Christopher Barri Blair
4:20 pm	Governance Committee	Nathan Webster Tracy Doriot
4:30 pm	Sector Analysis Presentation + Discussion	Liza Morehead Darcy Hoffman
5:30 pm	Strategic Planning	Corey Giles Jasmine Tolbert
5:40 pm	CEO Report <ul style="list-style-type: none">Open Grants (RFPs)Local Workforce Plan Public Comment	Miriam Halliday
5:55 pm	Public Comment	A.D. Simmons
6:00 pm	Adjourn	A.D. Simmons

^{*} - Action Required



workforce
SOUTHWEST WASHINGTON

**WSW Board Meeting Minutes
December 12, 2023
4:00 p.m.
Workforce Southwest Washington**

Board Members Present: Adam Blackwell, Bob Carroll, Renny Christopher, Monte Constable, Tracy Doriot, Karin Edwards, Brent Freeman, Corey Giles, Bob Gustainis, Ilona Kerby, Mandy Kipfer, Nick Massie, Ebony Price, Bill Sauters, A.D. Simmons, Ted Sprague, Paige Spratt, Jasmine Tolbert, John Vanderkin, Adrienne Watson, and Nathan Webster.

Board Members with Absences: Jen Baker, Mike Bridges, Suba Jagannathan, Tennille Johnson, Rodney Seales, Stacey Smith, Lee Tischer, and Mark Tishenko.

Guests Present: Amy Mitchell, Barbara Burkart, and Corie Dow-Kramer.

Staff Members Present: Miriam Halliday, Mando Antonino, Barri Blair, Linda Czech, Amy Gimlin, Betsy Hanrahan, Darcy Hoffman, Alyssa Joyner, Kari Kollander, Julia Maglione, Sean Moore, Tamara Toles, and Traci Williams.

Welcome, Introduction of Members, Guests, and Staff

Chair Paige Spratt opened the meeting at 4:02 p.m. and welcomed everyone in attendance. Members and staff introduced themselves via 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 12, 2023, Contract Memo, Policy Memo; which included WSW One-Stop Operator Policy #4011, WSW Monitoring Policy #2003-5, WSW Careers NDWG Policy #3041, WSW Supportive Service Policy #3005-10, WSW Training Handbook – Attachment A, WSW Youth Incentives Policy #3042, and WSW Record Retention Policy #2002-3.

Nathan Webster moved to approve the Consent Agenda as presented, second by Ilona Kerby. Motion carried.

FINANCE

Treasurer, Renny Christopher went over the Treasurer's Memo with the Full Board and gave updates on the quarterly reports and the annual financial audit that is currently taking place. The audit firm of Johnson, Stone, and Pagano is compiling the audit report for the fiscal year ending 6/30/2023 and will be presented to the Finance and Executive Committees in January 2024. The final report will be available at the March 2024 Board of Directors Meeting.

WSW Chief Financial Officer, Barri Blair, recapped the necessary budget revisions for the second half of the fiscal year beginning on January 1, 2024. Following the presentation, questions were answered by CFO Blair, CEO Halliday, and Treasurer Christopher.

Nick Massie moved to approve the budget revision as presented, second by John Vanderkin. Motion carried.

GOVERNANCE

Board Member Elections:

The Governance Committee consisting of members A.D. Simmons, Nathan Webster, and Tracy Doriot gave an introduction of Corie Dow-Kramer, Youth and Family Link, sharing with the full board unique qualities that the Governance Committee thought that Dow-Kramer would bring to the WSW board. A motion was entertained to approve Corie Dow-Kramer to serve on the WSW Board of Directors.

Monte Constable moved to accept the nomination of Corie Dow-Kramer to serve on the WSW Board of Directors as presented, second by Jasmine Tolbert. Motion carried.

Officer Nominations:

A motion was entertained to approve A.D. Simmons as Interim Board Chair and Corey Giles as Vice Board Chair, Upon approval, A.D. Simmons will serve as Interim Board Chair from December 12, 2023 to June 12, 2024 and Corey Giles will serve as Vice Board Chair from December 12, 2023 to June 30, 2026.

Renny Christopher moved to approve A.D. Simmons to serve on the WSW Board of Directors as Interim Board Chair and Corey Giles as Vice Board Chair as presented, second by Adrienne Watson. Motion carried.

Term Completions:

The Governance Committee shared that Bob Carroll and Ilona Kerby have completed their terms as WSW Board of Directors.

STRATEGIC PLAN REFLECTION BREAK OUT

CEO Halliday gave the full board an overview of WSW's current Strategic Plan that is up for renewal in 2024 and next steps that are needed. The WSW Board of Directors, WSW Staff, and guests split up into groups and took turns reviewing and having discussions with WSW's three goals: Economic Mobility, Business Recovery and Growth, and System Change.

PUBLIC COMMENT

Public comments were invited but none were forthcoming.

ADJOURNMENT

With nothing further for the good of the order, Interim Chair Simmons entertained a motion to adjourn the meeting at 5:49 p.m.

Bob Gustainis moved to adjourn the meeting at 5:49 p.m.



CONTRACT MEMO

DATE: MARCH 06, 2024
TO: MIRIAM HALLIDAY, CHIEF EXECUTIVE OFFICER
WSW BOARD OF DIRECTORS
FROM: LINDA, WSW CONTRACTS MANAGER
RE: CONTRACT/GRANT UPDATES (JANUARY-MARCH 2024)

WSW **modified** the following contracts:

- Wahkiakum Health and Human Services to reduce budget by \$27,000 for total budget amount **\$63,000** no change in end date of **June 30, 2024**.
- Career Path Services to increase budget by \$1,900 for total budget amount **\$450,320**, no change in end date of **September 30, 2024**.
- Nancy Pionk Coaching and Consulting to extend contract to **June 30, 2024**.
- Equus Workforce Solutions to modify budget for Opioid Disaster Recovery Dislocated Worker Grant (DWG) contract, no change in total budget **\$614,525** or end date of **September 30, 2025**.

WSW **executed** the following contracts:

- Equus Workforce Solutions for **\$614,525** for Opioid Disaster Recovery Dislocated Worker Grant (DWG) contract, ending **September 30, 2025**.
- Columbia River Economic Council for **\$27,500** for Business Outreach services, ending **December 31, 2025**.
- Columbia River Economic Council for **\$30,000** for Community Projects Future Leaders Project from Department of Labor, ending **December 31, 2025**.

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

- WSW received a grant award Economic Security for All (EcSA) Community Reinvestment Funds from Employment Security for **\$1,762,986**, end date **May 31, 2025**.
- WSW received a grant modification Economic Security for All (EcSA) from Employment Security to adjust the indirect rate, no change in amount or end date of **June 30, 2024**.
- WSW received a grant modification Workforce Innovation and Opportunity Grant to increase PY22 budget by **\$91,806** total budget of **\$3,988,006**.
- WSW received a grant award Future Leaders Project from Department of Labor for **\$350,000**, end date **December 31, 2025**.
- WSW receive grant award modification for WIOA Title 1 from Employment Security to adjust Youth Carry-In for PY23. **No change** in total amount **\$3,202,333** or end date of **June 30, 2025**.
- WSW received grant award for WorkSource Integrated Technology (WIT) Replacement Project consulting from Employment Security Department for **\$28,250** end date **June 30, 2024**.
- WSW received a grant modification for Economic Security for All (EcSA) from Employment Security to increase \$120,128 for total budget **\$895,922**, no change in amount or end date of **June 30, 2024**.

Board Approval Needed

- none



POLICY MEMO

DATE: MARCH 6, 2024
TO: MIRIAM HALLIDAY
WSW BOARD OF DIRECTORS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW Procurement Policy 1003-5

After consideration of the approval authority amounts, this policy was revised to increase the approval limits on contracts and subsequent modifications. Another revision, the Request for Proposals (RFP) required process for goods or services procured, the amount where that requirement applies was also increased. The other revisions to this policy were largely grammatical.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on February 28, 2024. Also, requires the 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 the Executive Committee and Full Board.

WSW Stevens Amendment Requirements Policy 2011-1

This was a revision to our Stevens Amendment Requirements Policy. This policy was revised to communicate the requirement that all recipients of U.S. Department of Labor (DOL) grants include the Stevens Amendment funding disclosure language and web links for all state and local projects, programs, or activities that utilize those funds.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on January 24, 2024. Also, requires the 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 the Executive Committee and Full Board.

WSW Data Privacy (PII) and Security Requirements Policy 2010-1

This was a revision to our Data Privacy and Security Requirements Policy. This policy was revised to incorporate the requirement that grantees of the U.S. Department of Labor funds have an internal control structure and written policies in place to provide safeguards to protect Personally Identifiable Information (PII). Adding PII to the policy name was also revised.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on January 24, 2024.* Also, **requires the 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 the Executive Committee and Full Board.

WSW Supportive Service Policy 3005-11

This was a revision to our Supportive Service Policy. This policy was revised to give more clarity around housing-related supportive services. Revised [Supportive Service Policy](#) is posted for your reference.

Based on the approval process, this policy approval falls under **Tier 1** Executive Committee and Full Board notification.

Tier 1 – Minimum

Definition: Minimum revisions consist of grammar, spelling, branding changes, State or Federal mandated adjustments, or a new State or Federal mandated policy with no local revisions. These revisions would not require Executive or Full Board approval but would be included in a notification memo.

WSW THRIVE – State Incentives Policy 3502

This is a new policy for WSW. WSW created this policy to provide guidance to our local service providers on the procedures associated with this new resource through the Department of Commerce, Community Reinvestment Project. Incentives will support the retention and engagement of State Thrive participants as they overcome employment barriers and gain additional education/credential.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on January 24, 2024.* Also, **requires the 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 the Executive Committee and Full Board.



MEMO

DATE: MARCH 12, 2024

TO: WSW BOARD OF DIRECTORS

FROM: RENNY CHRISTOPHER, TREASURER
BARRI BLAIR, CHIEF FINANCIAL OFFICER

RE: WSW QUARTERLY FINANCIAL REPORTS

QUARTERLY REPORTS

WSW Coordination and Admin (operations): Total spending for WSW operations is at 48.6% of budget as of December 31, 2023. Noteworthy variances are explained on the report. Many categories are not expected to be spent evenly across the year, such as Equipment, Travel, and Conferences. There are no concerns with current spending rates.

WSW WIOA Fund Obligations: All active WIOA Formula Fund Grants are displayed for the three funding streams. The prior year's grant allocations are 100% obligated for all funds. Current year grants are required to be 80% obligated by June 30, 2024. Obligation totals include all contracts in place as of December 31, 2023 and all operational spending as of December 31, 2023. Only contracted funds can be obligated before they are spent. Operational costs are obligated over time as funds are expended. Obligations rates are lower than last quarter for Adult and Dislocated Worker funds due to underspending of contracts that ended and/or reported final spending during the quarter and additional AD + DW funds were awarded to WSW by the state. It will be necessary to develop and implement additional program services to meet our obligation requirement for those funds.

WSW WIOA Subcontract Details: This report is a detailed list of current WIOA Formula contracts by category with comparison to the total revised contract budget. Youth contracts executed last year for services in the current year are included in the youth total. The budget remaining has been noted by WSW leadership. It will be necessary to develop and implement additional program services to meet our annual investment goal.

Grant Budget vs Actual Spending: These reports communicate the details of competitive and other state and federal grants with fixed grant terms which have been awarded to WSW. Most have line item budgets. Data displayed in the reports includes the length of the funding term, budget versus actual spending by budget line item, and contracted obligations. WIOA Formula funding is not included in this group of reports. Most of the funds are on track with expectations. Activity is expected to increase over the course of the year for those that are behind in spending relative to the length of time they have been in play. A summary of the grant reports with comments on selected data is included.

Subcontract Spending and Performance: These reports display spending and performance measured against expectations for individual programs/contracts. All funding sources are represented. The reports also display qualitative information regarding the status of the program in the form of comments developed by program management staff.



workforce
SOUTHWEST WASHINGTON

MEMO

DATE: MARCH 6, 2024
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW BOARD OF DIRECTORS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: WORKFORCE SYSTEM MOU/IFA

WIOA mandates each area execute a Workforce Memorandum of Understanding (MOU) with all partners of the system. Also included in legislation is a requirement for an Infrastructure Agreement. WSW includes this agreement within the MOU therefore, it is one agreement. Legislation also mandates a renewal every 3 years. WSW takes this opportunity to review the IFA methodology, ensure service descriptions are accurate, system processes are true to what is happening in real time, and update any other language and partner contacts. This time around, WSW made some minor changes to the IFA language, system processes and services.

Below is a summary of the revisions and where to locate in the attached MOU, track changes are shown for ease of finding changes:

- Page 1 – removed the COVID reference.
- Page 2-4 – removed specific strategic plan goals, strategies, and indicators. This is a strategic planning year for WSW, therefore by July many of these could change. However, we don't see the high-level mission, values, and vision changing too much. Therefore, for this iteration left the reference and will add the specifics if deemed necessary during the first modification.
- Page 9 – revised the Co-enrollment process used at the WorkSource Centers.
- Page 15-16 – revised/streamlined the IFA methodology language.
- Page 19-24 – updated Partner contacts and signatory information.
- Page 26 – a requirement was missed. We must link to the Conflict-of-Interest Firewall Agreement signed by CLEO, WSW, OSO, and Subrecipient. This was added.
- Page 27 – added a partner responsibility around employee supervision.
- Page 28 – edited Business Services available through the system.
- Page 31 & 34 – inserted PY24 estimated IFA budget (these may change one more time before signatures as we are awaiting final numbers from partners).
- Throughout document - made multiple minor edits in punctuation, grammar, and clarifications.

All formatting issues will be resolved prior to going out for signature. At this point, there are no disputes or concerns with required partners signing or contributing to the IFA.

At the February Executive Committee meeting, members voted to recommend the revisions to the Full Board.



TREASURER'S MEMO

DATE: MARCH 12, 2024

TO: WSW BOARD OF DIRECTORS

FROM: RENNY CHRISTOPHER, WSW BOARD TREASURER *RC*
BARRI BLAIR, CHIEF FINANCIAL OFFICER

RE: FINANCE COMMITTEE REPORT OUT

QUARTERLY REPORTS – QUARTER ENDING 12/31/23

A meeting of the Finance Committee was held on February 21, 2024. During this meeting, WSW 2nd quarter spending and obligations reports were reviewed and discussed. The reports were then presented to the Executive Board for review on February 28, 2024.

A memo summarizing the 2nd quarter financial reports is included in the Board consent agenda packet for review. The full suite of reports is available to WSW Board members upon request.

ANNUAL FINANCIAL AUDIT

The annual financial audit of WSW for the fiscal year ending June 30, 2023 was completed and the audit report was presented to the Finance Committee and Executive Board by Craig Catlin, CPA on January 24, 2024. It was a clean unmodified report. There were no audit findings. A copy of the report is available to WSW Board Members upon request.

Procurement for an auditing firm to perform annual ongoing financial statement audits is currently taking place. Responses to the published Request for Quotes are due April 29, 2024.