



workforce
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting
WSW Office
March 20, 2019 3:30 – 5:00 pm**

AGENDA

3:30	<u>Welcome</u>	Bill Skidmore – Chair
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Approval of minutes 02-27-19• Approval of Contract Memo• Approval of Policy Memo	Bill Skidmore – Chair
3:45	<u>CEO Report</u> <ul style="list-style-type: none">• WSW Committee Structure• Joint Board Meeting with WSI & CWP (CWWC Partners)	Kevin Perkey – CEO
5:00	<u>Adjourn</u>	

NOTES



CONTRACT MEMO

DATE: MARCH 13, 2019
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE
RE: CONTRACT UPDATE (FEBRUARY 2019 – MARCH 2019)

WSW **executed** the following contracts:

- Greater Vancouver Chamber of Commerce's contract to provide business services in Clark County totaling \$67,821.
- Employment Security Department's contract to provide business services at both WorkSource Centers totaling \$80,461.
- ResCare Workforce Services' contract to implement Recruit, Train, Place activities at WorkSource. Total contract amount \$90,000.

WSW **modified** the following contracts:

- Increased Longview Goodwill's Career Connect Washington contract by \$22,396 to provide career related learning experiences to Cowlitz County youth. Total contracted amount \$82,396.
- Decreased Partner in Careers' Title I youth contract by \$8,000 for the addition of the shared staff person at Next, total contracted amount is \$207,078.
- Terminated Portland Leadership Foundation's contract to provide internship opportunity in SW Washington. Contract terminated on February 1, 2019 with an ending contract amount of \$5,000.
- Corrected the county split for ResCare Workforce Services' contract to provide business services. Total contracted amount did not change.
- Increased ResCare Workforce Services' contract to provide Rapid Response activities at both WorkSource Centers by \$160,058 for a total contract of \$418,737.

WSW **notification of grant award:**

- WSW received notification of award for Economic Security for All, proposal development grant for \$15,000.
- WSW received a grant modification for Career Connect Washington, renegotiating the performance targets.



POLICY MEMO

DATE: MARCH 15, 2019
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE
RE: POLICY UPDATES

Monitoring Policy #2003

WSW's Monitoring Policy was out of date with actual procedures and processes for monitoring our subrecipients/contractors. This revision updates WSW's procedures, reporting guidelines and timeline to follow.

Based on the approval process, this policy approval falls under Tier 2 **requires Ex. Board approval.**

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.

LaunchPad User Guidelines Policy #2009

This policy will provide guidance to users of LaunchPad. The policy will ensure compliance with Personal Identifiable Information and describe the process to add new users to the system as well the responsibility of the user agency.

Based on the approval process, this policy approval falls under Tier 3 as a new policy **requires Ex. 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.

Personnel Handbook – Computers and Technology

WSW purchased cell phones for each employee and therefore a revision to the policy was needed. This section describes the usage requirements and employee responsibility of safeguarding the device.

Based on the approval process, this policy approval falls under Tier 2 **requires Ex. Board approval.**

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.

Local Demand Training Policy #3012

WSW’s Local Demand Training List Policy was out of date with branding and made minor revisions to the actual process for developing and revising the In Demand List.

Based on the approval process, this policy approval falls under Tier 2 **requires Ex. Board approval.**

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.



CEO MEMO – WSW BOARD COMMITTEE RESTRUCTURE

TO: WSW EXECUTIVE BOARD

DATE: MARCH 20, 2019

FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER – WSW

Members of the Executive Board –

With a newly refreshed Strategic Plan in place, it's time we consider how our Board Committee structure best aligns with and advances our Plan's key goals. In accordance with WSW Bylaws (pertinent sections attached for reference), the Executive Board may appoint standing and ad hoc committees as it sees fit, giving notice to the full WSW Board of Directors at our next regularly scheduled meeting. Our current committee structure (outlined below) has served us well as we transitioned under WIOA, however as we aspire to a broader mission and vision, I'm proposing the following WSW Board Committees:

Current Committee Structure:

Finance Committee

- Purpose: Monitor fiscal performance of WSW

Community Workforce Partnership

- Purpose: Monitor all non-youth related investments & strategies for WSW, including oversight of non-youth related RFP/RFQ process for program funding, data research & management, and BASC related activities

Emerging Workforce Committee

- Purpose: Monitor all you-related investments & strategies for WSW, including oversight of youth related RFP/RFQ processes

Proposed Committee Structure:

People Committee

- Purpose: Monitor & guide People section of WSW Strategic Plan including oversight of all RFP/RFQ processes for program funding, BASC related activities

System Committee

- Purpose: Monitor & guide System section of WSW Strategic Plan including integrated service delivery, CWWC partnership, and all data, research & monitoring efforts

Business Committee

- Purpose: Monitor & guide Business section of WSW Strategic Plan including all business-related investments, convenings of industry leadership, and external engagement with business network partners

Finance Committee

- Purpose: Monitor & guide Finance section of WSW Strategic Plan including fiscal performance & fund development efforts

Section 12.2 Administrative Entity Authority and Responsibility. The Corporation shall assume designation as the Administrative Entity for the WIOA, effective July 1, 2015. In order to carry out these functions, the Corporation's Board of Directors shall, in compliance with the laws, rules and regulations pertaining to the WIOA and non-profit corporations, be responsible for the following:

12.2. Human Resources:

- a. The Executive Director serves at the pleasure of the Executive Board, which is responsible to hire, supervise, and assess the performance of the Executive Director of the Corporation.
- b. Determine and enforce the personnel policies of the Corporation.

12.2.2 Program Administration:

- a. At the direction of the WDC and in accordance with its established procurement process, award contracts to organizations to implement the policies of the strategic plan.
- b. Monitor and evaluate the performance of all contractors and WorkSource one-stop sites, and report performance to the full WDC membership and the State Workforce Board.

12.2.3 Financial Management:

- a. Ensure that the Corporation's administrative and financial management systems adequately meet the requirements of its funding sources.
- b. Approve budgets, approve disbursements, and control capital assets for the use and benefit of the three-county workforce investment area.

Article XIII

STANDING AND AD HOC COMMITTEES

Section 13.1 Committees. The Executive Board may appoint standing and ad hoc committees from the WDC membership and invest such committees with such powers as it may see fit, subject to such conditions as may be prescribed by the Executive Board and applicable laws. The establishment of any such committee and the delegation of authority thereto shall not relieve the WDC, the Executive Board, or any individual director thereof of any responsibility imposed by law.

Section 13.2 Committee Appointments. To the extent possible, committee members shall be appointed so that the private sector and the geographic areas of the three-county area are equitably represented. Members shall be appointed to committees by the Executive Board Chair. Committee appointments shall be made at the first Board meeting of a new fiscal year. An appointment or reappointment that occurs after the first Board meeting of a new fiscal year shall be reported at the

next Board meeting. The Executive Board need not formally approve appointments but shall have the right to overturn or reverse an appointment or group of appointments by a majority vote of a quorum of the Executive Board.

Section 13.3 Committee Leadership. Committee Chairs shall be appointed by the Executive Board Chair. Vice Chairs shall be appointed by the committee chairs. The Executive Board need not formally approve Committee Chair or Vice Chair appointments, but it shall have the right to overturn or reverse an appointment or group of appointments by a majority vote of a quorum of the Executive Board.

Section 13.4 Absences and Vacancies. Three unexcused absences within a fiscal year by a committee member may result in termination from the committee if, in the sole judgment of the Executive Board Chair, the best interests of the Corporation would be served. Vacancies may be filled at any time by the Executive Board Chair in consultation with the Committee Chair.

Section 13.5 Committee Authorities and Limitations. A committee shall have and exercise such authority of the Executive Board in the management of the Corporation as may be specified in the resolution creating such committee.

Section 13.6 Committee Quorum Requirements. A quorum shall exist when fifty (50) percent or more of the appointed active members are present.

Section 13.7 Record Keeping. Committee findings and recommendations shall be submitted to the WDC or Board for final action unless the committee has been expressly granted decision-making authority in accordance with these Bylaws.

Article XIV

ADVISORY COMMITTEES

Advisory committees, comprised in full or in part of non-members, may be convened at any time by the Executive Board Chair or by a vote of the Executive Board when the expertise, advice and/or assistance of specialists is needed or when a broader community perspective is desired. Advisory committees shall have specified duties and shall exist for limited duration with a sunset date established at the time such a committee is convened. The sunset day may be extended by the convening authority. Advisory committee findings shall be submitted directly to the WDC or Board.

Article XV

BOARD MEETINGS AND MEETING NOTICES

Section 15.1 Regular Meetings. At the beginning of each fiscal year, the Board shall establish a regular meeting schedule. Meetings may be cancelled by the Chair so long as one meeting is held each program quarter, on dates and at times determined by the Board. A meeting notice, agenda and background information shall be prepared and sent to all members at least seven (7) days prior to the meeting.