



workforce
SOUTHWEST WASHINGTON

WSW Joint Executive Board/Finance Committee Meeting Minutes
March 23, 2022
3:30 p.m.
Zoom Conference Call, WSW

Executive Board Members Present: Chair Paige Spratt, Vice Chair A.D. Simmons, Renny Christopher, Ralph Clark, Monte Constable, Ted Sprague, and John Vanderkin.

Executive Board/Finance Committee Members with Excused Absences: Darcy Altizer.

Staff Members Present: CEO Miriam Halliday, Amy Gimlin, Darcy Hoffman, and Traci Williams.

WELCOME:

Chair Paige Spratt opened the meeting at 3:35 p.m. and welcomed everyone in attendance.

QUALITY JOBS UPDATE:

WSW's Director of Business Services, Darcy Hoffman gave an overview of the Quality Jobs framework of the strategies, best practices, and improved retention. Ms. Hoffman will share out the final draft once it is finalized. April will be the soft launch of the Quality jobs framework and next steps will be a staff work retreat session at the end of May. WSI/CWP/WSW will be putting out a formal proclamation for Quality Jobs. Questions were answered by Darcy Hoffman and Miriam Halliday.

APPROVALS:

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on February 23, 2022, and the Policy Memo; which included the WIOA Title I-B Performance Sanctions State Policy #5415 Rev 1.

Ted Sprague moved to approve the Consent Agenda as presented, second by Ralph Clark. Motion carried.

GOVERNANCE REPORT OUT:

Governance Co-Chair Ralph Clark gave updates around the existing board member housekeeping, stating that a survey was sent out to current board members with terms ending June 2022. Update on new board members is that Governance will be reviewing board member applications by the 8th of April, then sending requests out to various partners for letters of recommendation for each member according to our bylaws. Members will be brought forth to the Executive Committee meeting in April. CEO Halliday will be revamping the orientation for new board members and have a completed packet in mid-April for the members approval at the April Executive Committee meeting. CEO Halliday asked for thoughts and/or opinions around the soon to be open non-profit position.

BYLAW SUBCOMMITTEE UPDATE:

Chair Spratt informed the Executive board that the Bylaw Subcommittee will be meeting this Friday to discuss recent changes made to the bylaws. The goal is still to have the final draft go before the Executive board at the April executive meeting with a final approval at the June board meeting.

CEO REPORT:

CEO Miriam Halliday shared some updates with the Executive board that included the upcoming WWA conference that will be held November 8-10th that all WSW staff will be attending. WSW is still hiring for the Senior Program Manager and Staff Accountant II positions. The WSW team will be participating in a climate survey that was one of the BaCE projects from earlier this year, WSW also plans to have the board participate in a climate survey by next year. CEO Halliday also shared a funding update on the 1.5 million dollars that will go to SummerWorks. Office COVID protocols were mentioned with an in-person hybrid model starting in June/July. Ms. Halliday asked for reflection around the Board of Director March meeting and questions were addressed. Ms. Halliday touched on board culture development sharing that an option of having an online form to anonymously reach out about microaggressions that might happen at meetings. Also, in early fall a survey will go out to all board members after the September board meeting to get feedback

NEW BUSINESS / OTHER ITEMS

None were forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:27 p.m.

Ted Sprague moved to adjourn the meeting at 4:27 p.m.