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SOUTHWEST WASHINGTON

**WSW Executive Board Meeting
Zoom Conference Call
March 24, 2021 3:30 – 5:00 pm**

AGENDA

3:30	<u>Welcome</u>	Paige Spratt – Chair
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Approval of Executive Board Minutes	Paige Spratt – Chair
3:40	<u>Policy Memo</u> <ul style="list-style-type: none">• Approval of Policy Memo• NEXT & WorkSource Reopening Summaries	Paige Spratt – Chair
3:45	<u>CEO Report</u> <ul style="list-style-type: none">• Strategic Plan Next Steps	Kevin Perkey – CEO
4:55	<u>Open Discussion / Other Items</u>	Paige Spratt – Chair
5:00	<u>Adjourn</u>	

NOTES



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WSW Executive Board Meeting Minutes
February 24, 2021
4:00 p.m.
Zoom Conference Call, WSW

Executive Board & Finance Committee Members Present: Chair Paige Spratt, Kelley Foy, John Vanderkin, Ralph Clark, Renny Christophe, A.D. Simmons, Ted Sprague, and Councilor Karen Bowerman.

Staff Members Present: CEO Kevin Perkey, CFO Barri Horner, COO Amy Gimlin, and Traci Williams.

WELCOME

Chair Paige Spratt opened the meeting at 4:03 p.m. and welcomed everyone in attendance.

CONSENT AGENDA

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Joint Finance Committee & Executive Board minutes held on January 27, 2021, Contract Memo, Policy Memo; containing the WSW Employee Handbook, WSW Monitoring Policy #2003, and the WSW Eligibility Guidelines and Documentation Requirements #3028 and Eligibility Handbook.

Discussion ensued about the WSW Employee Handbook Modifications, after questions addressed, the WSW Employee Handbook will be excluded from the Policy Memo.

John Vanderkin moved to approve the Consent Agenda as presented, excluding the WSW Employee Handbook Modifications, second by A.D. Simmons. Motion carried.

FINANCE

WSW's Form 990 was also presented, stating the only revision made was to the board positions held during the period being audited. Ms. Horner provided additional information to the members.

Ralph Clark moved to approve the Revised 990 Form as presented, second by Paige Spratt. Motion carried.

CFO Barri Horner presented the FY20 Q2 financial reports, including operations, special projects, and internal expenses, noting no major concerns. WIOA adult, WIOA dislocated worker, and WIOA youth are all on track for spending. Questions and comments were invited and addressed.

Ms. Horner also mentioned that WSW budget for the upcoming fiscal year is in the beginning stages of development. Also, the Federal WIOA Planning Allocations by the State for the PY21/FY22 have been released by the Department of Labor. Overall, the allocation to the state of Washington is down by

10%. Additional funds may be coming but nothing is yet finalized at the federal level. Ms. Horner presented the Subrecipient Contract Performance Reports, noting that most subcontract spending is within an acceptable range of forecasted with no substantial concerns. Questions and comments were invited and addressed by Ms. Horner and Treasurer Renny Christopher.

GOVERNANCE

Governance Co- Chair Ralph Clark updated the Executive Board, that he along with the Governance Co-Chair A.D. Simmons and Mr. Perkey have had a chance to sit down with Dr. Karin Edwards, President of Clark College who would replace the seat that Bob Knight held under the Post-Secondary Education Sector and Adrian Bryce, Training Director with Frontier Electric under the Clark County Private Sector. CEO Kevin Perkey, Ms. Simmons and Mr. Clark recommend both Dr. Karin Edwards and Adrian Bryce to be put forward to the full board for nomination. A motion was entertained to approve the nomination of both Dr. Karin Edwards Adrian Bryce to the full board at the March 10th meeting.

John Vanderkin moved to approve Dr. Karen Edwards and Adrian Bryce for presentation to the March 10th board meeting, second by Renny Christopher. Motion carried.

CEO REPORT

Mr. Perkey shared with the Executive Board, the final draft of WSW's strategic plan, with final adoption of the strategic plan at the March board meeting. Mr. Perkey also informed the Executive Board about the update with the DVR PRE-ETS SummerWorks grant. In efforts to maintain the subcontractor cost per participant rate, WSW is proposing to leverage WIOA In School Youth funds to cover internal costs associated with overseeing the program Summer 2021. Post Summer 2021, WSW will reevaluate the cost per participant to ensure that costs are modified to match the renegotiated grant amount from DVR. Questions were addressed by Mr. Perkey about the SummerWorks grant. Mr. Perkey shared with the Executive board the draft agenda for the March board meeting, Jamie Herrera Beutler will be sending in a taped video surrounded the need for better, attainable, and affordable childcare. He also mentioned that ESD's Scott Bailey, will be giving a presentation at the March board meeting focusing on the regional economic updates.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt adjourned the meeting at 5:36 p.m.



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POLICY MEMO

DATE: MARCH 24, 2021
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

WSW Employee Handbook

The first version of this handbook was put into place January 2020. Over the last year, there are a few items that need to be addressed as a result of our monitoring or because it doesn't work in practice or circumstances have changed and it is time to update. A few of the specifics are:

- Added our diversity statement to the introduction.
- We need to revise the compensation practices on Page 30 to reflect how bonuses are determined.
- Final pay and benefits on Page 35, revised to reflect what our actual process is when an employee leaves WSW.
- Time off benefits on Page 37, revised to add the ability for CEO to make changes to paid holiday schedule with Executive Board approval.
- PTO buy out options on Page 38, revised to allow CEO to modify eligibility of PTO buy out should circumstances justify.
- As we learned from the impact of COVID on the work environment, there is a need to explore a hybrid model of in person/remote workspace.
- Review the leave policies and modernize with a possibility of Paid Parental Leave.

EXECUTIVE SUMMARY

Limited Re-Opening plan for Next Vancouver & WorkSource Vancouver + Kelso (Title 1)

The WorkSource Centers of Vancouver and Kelso, as well as Next Vancouver have been following health measures since the beginning of the COVID-19 Pandemic; however, it has been determined by WSW, WorkSource, and Next leadership that it is necessary for all centers to begin to provide in person services to customers that do not have access to the current virtual system in place. This plan will provide for limited 1 on 1 face to face appointments with Equus employees while ensuring the safety of both employees and customers.

Re-Opening Plan

This current plan only addresses those services offered by Equus Workforce Solutions (Equus) and Educational Service District 112 (ESD 112) employees. At this time, the staff from partnering agencies, including but not limited to, the Employment Security Department (ESD), Job Corps, Department of Vocational Rehabilitation (DVR) will not be providing in person services at either center. The WorkSource and Next leadership teams will continue to communicate and deliberate with those partners to ensure a safe and structured return to the centers for both employees and customers.

The COVID-19 Pandemic has changed the way we work. While both WorkSource and Next have successfully operated and served the community via telework and virtual service delivery, we also know there are many customers who do not have access to the necessary technology to ensure full access to services. This limited re-opening plan will help address those needs of the WorkSource customers in a safe and responsibly manner.

Next Process

Determining Eligibility for In-Person Meeting

Next hours of operation are currently 9:00am to 4:30pm. Next staff are currently scheduling appointments with young adults at random times between 9:00am and 4:30pm.

Meetings held in person must be essential and consist of tasks that cannot take place remotely. The following is a list of meeting types that are appropriate for an in-person meeting:

- Open Doors:
 - Initial Intake Appointments
 - 2 hrs. of contact in-person per month prioritized for the following:
 - Circumstantial Need (Internet access, homelessness, etc.)
 - Paperwork Completion - no access to scanners and large amounts of paperwork (social security)
- Title 1
 - Initial Intake Appointments
 - Materials pickup (Chromebook)

- Expanded Services (with safer phases)
 - Individual workspaces for youth that need access to Wi-Fi, etc.

Each program will maintain a list of individual youth that absolutely need access to in-person services and why.

WorkSource Process

The WorkSource Center hours of operation will be from 9:00am to 5:00pm. From 4:00 to 5:00pm, staff will use this hour to ensure all areas have been sanitized prior to opening the next day. Further, additional time in-between customers will be allowed for thorough cleaning. Customers will not be allowed in the Resource Room during designated cleaning times.

1. Partner schedules for on-site services will be coordinated with the WorkSource Leadership Team and will only be used if/when virtual services are unavailable.
2. Customers with appointments will have access to center Monday-Friday from 9:00am – 4:00pm during the time in which they reserved. Walk-in's will not be allowed.
3. Computers at the WorkSource Center will be reserved only for individuals obtaining services AND who have reserved a computer via their Talent Development Specialist.
4. Only one person is allowed at each social computer unless accompanied by an interpreter.
5. The center will be closed in-between customer groups to allow for cleaning.
 - The Center will be closed for cleaning during the following times during all business days:
 - 10:00am – 10:30am
 - 11:30am – 1:00pm
 - 2:00pm- 2:30pm
 - 3:30pm-3:45pm



MISSION

Lead a regional workforce development system where every individual has access to high-quality employment and every business has access to a highly-skilled workforce

VISION

A region where economic prosperity and growth exists for every person

VALUES

- Equity:** Promoting justice, impartiality and fairness within processes, and the distribution of resources by institutions or systems
- Diversity:** Collectively interweaving differences and similarities that include, for example, individual and organizational characteristics, values, beliefs, experiences, background, preferences and behaviors
- Inclusion:** Building a multicultural workforce climate where every community member can safely share their voice and be heard
- Innovation:** Introducing new ideas, methods or products to make changes
- Collaboration:** Working jointly with our customers, community and colleagues to achieve our shared goals
- Impact:** Positively influencing and affecting our community

Goal 1: Business Recovery and Growth

Businesses have access to, hire, develop and invest in the skilled workers they need to recover and grow.

Strategies

- 1 Lead the development and expansion of high-quality jobs across our region
- 2 Develop a regional pool of diverse, qualified workers, matching them to our business partners’ in-demand hiring needs
- 3 Engage business partnerships to inform the workforce system of emerging hiring trends, to address skill and opportunity shortages, and prepare future workers
- 4 Invest in and provide support for businesses to develop pre-apprenticeship, apprenticeship, on-the-job training, incumbent worker training, internships, and other earn-and-learn models

Indicators

- 1 Percentage of WSW business partners who adopt one or more quality jobs metrics
- 2 Number of employment placements from our regional pre-qualified pool of highly-skilled workers
- 3 Number of on-the-job trainings (OJTs), incumbent worker trainings (IWTs), paid and unpaid internships and work experiences, pre-apprenticeships and apprenticeships
- 4 Amount invested in on-the-job trainings (OJTs), incumbent worker trainings (IWTs), paid an unpaid internships and work experiences, pre-apprenticeships and apprenticeships
- 5 Number of new businesses, by sector, that WSW engages with and supports

Goal 2: Economic Mobility

Promote equity for every individual by providing access to high-quality* employment and advancement opportunities.

Strategies

- 1 Develop and implement programs that holistically serve families and communities
- 2 Expand virtual career coaching and job training
- 3 Expand Next strategy for talent development into rural communities
- 4 Develop and sustain population-specific programs
- 5 Develop and implement programmatic evaluation strategy

Indicators

- 1 Number of Priority Populations as defined by WIOA and WSW receiving workforce services
- 2 Percentage of people served who enter post-secondary education
- 3 Percentage of people served placed into pre-qualified highly-skilled worker pool for employment
- 4 Percentage of families receiving childcare and other supports necessary to return work
- 5 Percentage of people served from all programs who advance into high-quality employment
- 6 Number of program evaluations completed

Goal 3: Systems Change

An accessible and effective workforce system exists to advance equity for individuals and to promote the community and economic development goals of the region

Strategies

- 1 Develop and implement a method to actively involve community-based organizations to provide input, to improve access, and to initiate continuous improvement
- 2 Expand effective relationships across organizations and government systems to break down barriers, increase access and improve outcomes
- 3 Advocate for investments, policies, strategies and economic development goals that enhance community prosperity
- 4 Communicate WSW’s impact, lessons learned, promising practices and labor market information

Indicators

- 1 Number of partnerships with organizations and individuals that serve historically underserved populations
- 2 Business and job seeker customer satisfaction scores
- 3 Number of funder partnerships
- 4 Number of new local, state and national policies enacted to support our local workforce development system goals

* WSW, in collaboration with our Columbia-Willamette Workforce Collaborative partners, will be launching a Quality Jobs Initiative in 2021. Working in close collaboration with our business, community, and education partners, we will define what high-quality work means for our region and how we can work together to support a high-quality job for everyone. Our work is based on work developed by The National Fund for Workforce Solutions. Please visit: <https://nationalfund.org/our-solutions/activate-employers-to-make-jobs-better/job-quality-resource-center/> for more information.