



workforce
SOUTHWEST WASHINGTON

WSW Executive Board Meeting Minutes
March 24, 2021
3:30 p.m.
Zoom Conference Call, WSW

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

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

WELCOME

Chair Paige Spratt opened the meeting at 3:34 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 Executive Board minutes held on February 24, 2021.

John Vanderkin moved to approve the Consent Agenda as presented, second by Karen Bowerman. Motion carried.

POLICY MEMO

Mr. Perkey shared with the Executive Board some changes that were needed regarding the WSW Personal Handbook due that some areas that don't work in current practice or circumstances have changed and findings from our monitoring. He shared that a few of specifics were adding WSW's diversity statement to the introduction, revise the compensation practices to reflect how bonuses are determined, final pay and the actual process when an employee leaves WSW, time off benefits, PTO buy out options, hybrid model of work, and review the leave policies and modernize with a possibility of Paid Parental Leave.

Questions regarding the WSW Employee Handbook were answered by Mr. Perkey. Next steps will be for Ms. Williams to setup two 2-hour meetings with Mr. Perkey, Ms. Gimlin, Ms. Foy, and Mr. Vanderkin to look over the WSW Employee Handbook and make necessary revisions, that will be put forward to the Executive Board at the upcoming April meeting.

Mr. Perkey also shared the Next & WorkSource Reopening Executive Summaries. Next, Vancouver WorkSource and Kelso WorkSource have all determined along with WSW, 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. The limited reopening plan will provide for limited 1 on 1 face to face appointments with Equus employees while ensuring the safety of both employees and customers.

Next will start GED provisions again. Also, ESD has helped with safety provisions with providing plastic guards and 6ft spacing with furniture.

CEO REPORT

Mr. Perkey shared with the Executive Board the WSW's strategic plan next steps which include rollout opening letter framing up the new Strategic Plan, press release including the key strategies, mid-April the Strategic Plan will be live on the WSW website. WSW will be hosting four convenings; one will be internal with Next and WorkSource Leadership, two will be held in late April/early May with businesses, and one in May/June with elected officials. Chair Spratt noted two typos that will be fixed before the press release. The next piece to the Strategic Plan will be setting up a Planning Task Force in April that will walk through the metrics section of the plan and produce an internal working document for the full Board to track progress.

Mr. Perkey also shared the WSW has a signed MOU with CREDC. WSW and CREDC are both still following the current reopening plan in place which includes, filling out the wellness screening before coming to the office, signing in and out at the front desk, and only guest allowed in the office is with our IT company which they need to do temperature checks and fill out a wellness screening. Mr. Perkey is also checking to see if frontline staff to get vaccines would include workforce development.

Mr. Perkey updated the Executive Board that WSW has finally after 12 months received access to the unemployment insurance data from the state which will give WSW the opportunity to engage and target outreach people on unemployment. No sensitive information and PII is shared, contact information such as email, previous employer, and type of claim is known. WSW has a data sharing agreement in place and the only staff that have restricted access to the data is WSW's COO Ms. Gimlin and WSW's Research & Data Analyst Ms. Kollander. Mr. Perkey shared that the state department is in a bit of disarray and while they are going through a leadership transition as they search for a new Commissioner. In regard to some findings that came down on the department from DOL, one of them being failure to provide a meaningful data system, which brings major frustrations.

Chair Spratt reaffirmed that we should be looking at putting data on our local systems and is something that the WSW board should be advocating for that locally we should be handling the data. WSW would be in control and would be getting the data that is needed and in the correct form. It would allow WSW to help people in SW Washington on unemployment quickly, instead of waiting up to a year for data from the state. Discussion ensued around lobbying and advocacy, stating WSW is not a lobbying board but has many options on the advocacy side. Mr. Perkey thought this would be a great thing to bring to the June board meeting and will bring back his thoughts around this issue to the next Executive meeting in April. Mr. Vanderkin, Mr. Sprague, and Mr. Clark all volunteered to head up a Legislative Task Force along side Mr. Perkey to advocate these issues for WSW.

OPEN DISCUSSION / OTHER ITEMS

Councilor Bowerman shared that Clark County is wrapping up the search for an Economic Development position and suggested that Chair Spratt and Mr. Perkey setup a meeting once the position has been filled. Councilor Bowerman thought it would be a great resource/partnership for WSW.

Mr. Sprague questioned Mr. Perkey if he had a sense of when the ESD Commissioner position would be filled. Mr. Perkey shared that the job posting went up the week before and thought that it might be a couple months before it would be filled. Mr. Perkey will share updates.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:37 p.m.

Karen Bowerman moved to adjourn the meeting at 4:37 p.m.