



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting
[Zoom Conference Call](#)
April 24, 2024 3:30 – 5:00 pm
AGENDA

3:30	<u>Welcome</u>	A.D. Simmons
3:40	<u>Consent Agenda*</u> <ul style="list-style-type: none">• Approval of Executive Committee Minutes• Approval of Contract Memo• Approval of Policy Memo• Approval of IRS Form 990	A.D. Simmons
3:45	<u>Spotlight Report Out</u>	Mark Tishenko
3:50	<u>Strategic Planning Update</u>	Corey Giles
4:00	<u>IBR – Workforce Report Overview</u>	Darcy Hoffman + Miriam Halliday
4:55	<u>Open Discussion / Other Items</u>	A.D. Simmons
5:00	<u>Adjourn</u>	A.D. Simmons

* - Action Required

NOTES

May 22, 2024 – Executive Committee Meeting – In-Person
May 29, 2024 – WSW Board Retreat (Kalama McMenamins)
June 26, 2024 – Executive Committee Meeting - Zoom



WSW Executive Committee Meeting Minutes
February 28, 2024
4:00 p.m.
Zoom Conference Call

Executive Committee Members Present: A.D. Simmons, Corey Giles, Adrienne Watson, Monte Constable, Mark Tishenko, and Paige Spratt.

Executive Committee Members Not Present: Ted Sprague, Renny Christopher, and Karen Bowerman.

Staff Members Present: CEO Miriam Halliday, Barri Blair, Amy Gimlin, Marnie Farness, and Traci Williams.

WELCOME:

Interim Chair A.D. Simmons opened the meeting at 3:34 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Interim Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive/Finance Committee minutes held on January 24, 2024, Contract Memo, and Policy Memo containing; WSW Procurement Policy #1003-5 and WSW Supportive Service Policy #3005-11.

Paige Spratt moved to approve the Consent Agenda as presented, second by Mark Tishenko. Motion carried.

MOU/IFA:

WSW's COO, Amy Gimlin and Director of Programs, Marnie Farness presented the Workforce System MOU/IFA annual modification memo to the Executive Committee. Amy Gimlin summarized the revisions that were made and where to locate each revision in the MOU. Questions were addressed by Amy Gimlin, Marnie Farness, and Miriam Halliday.

Monte Constable moved to approve the Workforce System MOU/IFA modifications to the full board as presented, second by Paige Spratt. Motion carried.

FINANCE:

CFO Blair presented the WSW quarterly spending reports for the second quarter of the current fiscal year.

CEO UPDATE:

CEO Halliday shared updates around WSW's strategic planning, a task force has been created consisting of board members; Corey Giles, Corie Dow-Kramer, Nick Massie, Jasmine

WSW Executive/Finance Committee Meeting

Wednesday, February 28, 2024

Tolbert, Ebony Price, and John Vanderkin and WSW staff; Miriam Halliday and Kari Kollander. The Strategic Planning Facilitator RFQ has been released to the public. The March board agenda draft was shared with no edits needed. Rescheduling of the March and August Executive Committee meetings was discussed with more details to come. WSW Equal Opportunity report was shared out, along with WSW receiving the WSU-V Partnership Award at this coming years commencement. CEO Halliday also shared that the EcSA RFP has been released to the public and answered all questions.

NEW BUSINESS / OTHER ITEMS

None was forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Interim Chair Simmons entertained a motion to adjourn the meeting at 4:28 p.m.

Corey Giles moved to adjourn the meeting at 4:28 p.m.

DRAFT



CONTRACT MEMO

DATE: APRIL 18, 2024
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (FEB-APR 2024)

WSW **modified** the following contracts:

- Equus Workforce Solutions to modify budget for Opioid Disaster Recovery Dislocated Worker Grant (DWG) contract, no change in total budget of **\$614,525** or end date of **September 30, 2025**.
- Equus Workforce Solutions to increase budget **\$48,717.37** for State Economic Security for All (EcSA) contract, total budget of **\$550,980.37**, no change in end date of **June 30, 2024**.
- Partners in Career to modify statement of work and productivity measures for WIOA Title 1 Youth, no change in total budget of **\$215,357** or end date of **June 30, 2024**.
- Career Path Services to increase budget by **\$20,000** for total budget of **\$662,692.30**, no change in end date of **June 30, 2024**.
- Salsbury & Co to extend the end date to **June 30, 2024**. No change to the budget of **\$28,625.00**.
- Equus Workforce Solutions to modify management fee schedule for American Rescue Plan Act (ARPA) grant. No change in budget of **\$25,000** or end date of **December 31, 2025**.

WSW **executed** the following contracts:

- Equus Workforce Solutions for **\$25,000** for American Rescue Plan Act (ARPA) contract, end date of **December 31, 2024**.
- Equus Workforce Solutions for **\$1,084,477** for Economic Security for All Community Reinvestment (EcSA CR), end date of **May 31, 2025**.

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

- WSW receive grant award for Washington Jobs Initiative (WJI) from Spokane Workforce Council through the American Rescue Plan Act (ARPA) for amount of **\$800,000** end date of **September 30, 2025**.
- WSW received grant modification increase of **\$106,363** for State Economic Security for all for total amount of **\$1,002,285**. No change in end date of **June 30, 2024**.
- WSW received grant award for Interstate Bridge Replacement Workforce Study from Worksystems for total amount of **\$7,700**, date ending of **February 2, 2024**.

Board Approval Needed-

None



POLICY MEMO

DATE: APRIL 18, 2024
TO: MIRIAM HALLIDAY
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OPERATIONS MANAGER/SENIOR EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW Data Element Validation Policy 3037-4

This was a revision to our Data Element Validation Policy. Employment Security Department revised the state policy to add virtual or remote eligibility documentation. The revised [Data Element Validation 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 LLSIL Policy #3018

This is a required revision for 2024. Annually, Human and Health Services update the Lower Living Standard, this directly relates to our eligibility in Title I programs. The [updated policy](#) was sent out to providers on April 10, 2024.

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 Stevens Amendment Requirements Policy 2011-2

This was a revision to our Stevens Amendment Requirements Policy. This policy was revised to add the use of a QR code when it's not possible to use a hyperlink on printed materials. WSW and subrecipients may instead use a statement including a QR code on digital or print media when brevity is essential.

Based on the approval process, this policy approval falls under **Tier 2 Executive Committee approval** and Full Board notification.

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.

WSW Procurement Policy 1003-6

This revision was made to our Procurement Policy to address concerns presented during the ESD WIOA monitoring where a clarification in process would be beneficial. We aligned the approval chart with the updated bylaws and clarified when re-procurement is necessary for operating costs.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee** and 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 Coordinated Business Services Policy 4002-3

This is a revision to our Coordinated Business Services Policy. At the last revision, we added Business Services Staff functional oversight responsibilities to the One Stop Operator. More recently, it was proposed and approved to hire and transfer the oversight responsibilities to the WorkSource Business Services Manager. We also added the Next business engagement team under the functional oversight of the WorkSource Business Services Manager. The other revisions to this policy were largely grammatical.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee** and 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 Economic Security for All (EcSA) 200% Above Poverty Level Policy #3039 Rev 1

This is a revision to our Economic Security for All (EcSA) 200% Above Poverty Level Policy. The Employment Security Department revised the state policy to clarify funding expenditure limits on incentives and support services. The \$5,000 expenditure limit for participants will exclude staff time, career services, and training costs. The revised [Economic Security for All \(EcSA\) 200% Above Poverty Level 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.

Caution: Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

CLIENT'S COPY

DRAFT-FOR DISCUSSION
PURPOSES ONLY

TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

JUNE 30, 2023

PREPARED FOR:

SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL
805 BROADWAY, STE 412 412
VANCOUVER, WA 98660

PREPARED BY:

JOHNSON STONE & PAGANO, P.S.
1501 REGENTS BLVD., SUITE 100
FIRCREST, WA 98466

AMOUNT DUE OR REFUND:

NOT APPLICABLE

MAKE CHECK PAYABLE TO:

NOT APPLICABLE

MAIL TAX RETURN AND CHECK (IF APPLICABLE) TO:

NOT APPLICABLE

RETURN MUST BE MAILED ON OR BEFORE:

NOT APPLICABLE

SPECIAL INSTRUCTIONS:

THIS RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE IRS, PLEASE SIGN, DATE, AND RETURN FORM 8879-TE TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE IRS. DO NOT MAIL A PAPER COPY OF THE RETURN TO THE IRS. RETURN FORM 8879-TE TO US BY MAY 15, 2024.

***** THIS IS NOT A FILEABLE COPY *****

IRS e-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

Form **8879-TE**

For calendar year 2022, or fiscal year beginning JUL 1, 2022, and ending JUN 30, 2023

2022

Department of the Treasury
Internal Revenue Service

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

Name of filer **SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL** EIN or SSN **01-0726348**

Name and title of officer or person subject to tax **MIRIAM HALLIDAY CHIEF EXECUTIVE OFFICER**

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>7,352,935.</u>
2a	Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a	Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a	Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a	Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a	Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a	Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the

2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize JOHNSON STONE & PAGANO, P.S. to enter my PIN 11111
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

***** THIS IS NOT A FILEABLE COPY *****

Date

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

9141092222

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature _____ Date _____

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8879-TE** (2022)

Application for Automatic Extension of Time To File an Exempt Organization Return

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

- ▶ **File a separate application for each return.**
- ▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL	Taxpayer identification number (TIN) 01-0726348
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. C/O JSP - 1501 REGENTS BLVD STE 100	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. FIRCREST, WA 98466-6097	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

BARRI BLAIR

- The books are in the care of ▶ **805 BROADWAY #412 - VANCOUVER, WA 98660**

Telephone No. ▶ **(360) 567-3171**

Fax No. ▶ _____

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2024**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ▶ calendar year _____ or
- ▶ tax year beginning **JUL 1, 2022**, and ending **JUN 30, 2023**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$ 0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$ 0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$ 0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2022

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the **2022** calendar year, or tax year beginning **JUL 1, 2022** and ending **JUN 30, 2023**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL Doing business as WORKFORCE SOUTHWEST WASHINGTON Number and street (or P.O. box if mail is not delivered to street address) Room/suite 805 BROADWAY, STE 412 412 City or town, state or province, country, and ZIP or foreign postal code VANCOUVER, WA 98660 F Name and address of principal officer: MIRIAM HALLIDAY 805 BROADWAY, SUITE 412, VANCOUVER, WA 9866	D Employer identification number 01-0726348 E Telephone number 360 567-1070 G Gross receipts \$ 7,352,935. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: WWW.WORKFORCESW.ORG		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		L Year of formation: 2002
		M State of legal domicile: WA

Part I Summary				
	1 Briefly describe the organization's mission or most significant activities: WORKFORCE DEVELOPMENT			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
Activities & Governance	3 Number of voting members of the governing body (Part VI, line 1a)	3	9	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	9	
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	24	
	6 Total number of volunteers (estimate if necessary)	6	0	
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.	
	7b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
	Revenue	8 Contributions and grants (Part VIII, line 1h)	6,581,422.	7,352,268.
9 Program service revenue (Part VIII, line 2g)		0.	0.	
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		78.	667.	
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		6,875.	0.	
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		6,588,375.	7,352,935.	
Expenses		13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
		14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
		15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,689,929.	1,900,757.
		16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
		b Total fundraising expenses (Part IX, column (D), line 25)	0.	
		17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	4,836,227.	5,478,878.
		18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	6,526,156.	7,379,635.
19 Revenue less expenses. Subtract line 18 from line 12	62,219.	-26,700.		
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	1,423,214.	2,810,331.	
	21 Total liabilities (Part X, line 26)	951,890.	2,400,213.	
	22 Net assets or fund balances. Subtract line 21 from line 20	471,324.	410,118.	

Part II Signature Block					
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.					
Sign Here	Signature of officer MIRIAM HALLIDAY, CHIEF EXECUTIVE OFFICER	Date			
Paid Preparer Use Only	Print/Type preparer's name CRAIG P. CATLIN	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN P00741890
	Firm's name JOHNSON STONE & PAGANO, P.S.	Firm's EIN 91-1623649			
	Firm's address 1501 REGENTS BLVD., SUITE 100 FIRCREST, WA 98466	Phone no. (253) 566-7070			

May the IRS discuss this return with the preparer shown above? See instructions Yes No

SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL

Form 990 (2022)

01-0726348 Page 2

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:
SWWDC'S MISSION IS TO PREPARE AND PROMOTE A SKILLED AND ADAPTIVE
WORKFORCE FOR A THRIVING ECONOMY IN SOUTHWEST WASHINGTON. SWWDC AND
ITS COMMUNITY PARTNERS PROVIDE JOB SEARCH ASSISTANCE, EDUCATION AND
TRAINING TO INDIVIDUALS AND ASSIST BUSINESSES TO FIND AND HIRE

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: _____) (Expenses \$ 6,769,008. including grants of \$ _____) (Revenue \$ _____)
WITH FUNDS FROM SWWDC, WORKSOURCE CENTERS IN CLARK AND COWLITZ COUNTIES
PROVIDE EMPLOYMENT SERVICES, WORKSHOPS, HIRING EVENTS AND CASE
MANAGEMENT TO JOB SEEKERS. WORKSOURCE ASSISTS BUSINESSES WITH CANDIDATE
RECRUITING, SCREENING, INTERVIEWING, HIRING AND TRAINING. YOUTH
PROGRAMS SUPPORTED BY SWWDC HELP PREPARE YOUNG ADULTS, AGES 16-24, TO
BE OUR FUTURE WORKFORCE THROUGH INTERNSHIPS, MENTORING, JOB TRAINING
AND SKILLS DEVELOPMENT. LOCAL COMPANIES BENEFIT FROM SWWDC-SUPPORTED
PROGRAMS THAT ENABLED THEM TO TRAIN EXISTING EMPLOYEES IN A VARIETY OF
SUBJECTS TO ENHANCE COMPANY SUSTAINABILITY AND PROFITABILITY.

4b (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4c (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4d Other program services (Describe on Schedule O.)
(Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4e Total program service expenses 6,769,008.

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Form 990 (2022)

01-0726348 Page 3

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a	Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

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Part IV Checklist of Required Schedules *(continued)*

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19?	X	

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		3
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

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Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	2a		24
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? <i>If "No" to line 3b, provide an explanation on Schedule O</i>		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
	7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		X
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		X
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? <i>If "No," provide an explanation on Schedule O</i>	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? <i>If "Yes," see the instructions and file Form 4720, Schedule N.</i>	15	X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? <i>If "Yes," complete Form 4720, Schedule O.</i>	16	X
17	Section 501(c)(21) organizations. Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? <i>If "Yes," complete Form 6069.</i>	17	

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Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year 9		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
b	Enter the number of voting members included on line 1a, above, who are independent 9		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees and key employees required to disclose annually interests that could give rise to conflicts?	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
b	Other officers or key employees of the organization	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed WA
- 18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records
BARRI BLAIR - (360) 567-3171
805 BROADWAY #412, VANCOUVER, WA 98660

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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

• List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

• List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."

• List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.

• List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.

• List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MIRIAM A. HALLIDAY CEO	40.00			X			161,854.	0.	16,520.	
(2) AMY GIMLIN CHIEF OPERATING OFFICER	40.00				X		113,472.	0.	25,682.	
(3) BARRI BLAIR CFO	40.00			X			110,958.	0.	26,680.	
(4) A.D. SIMMONS VICE - CHAIR	1.00	X	X				0.	0.	0.	
(5) TED SPRAGUE DIRECTOR	1.00	X					0.	0.	0.	
(6) SUE MARSHALL DIRECTOR	1.00	X					0.	0.	0.	
(7) PAIGE SPRATT CHAIR	4.00	X	X				0.	0.	0.	
(8) RENNY CHRISTOPHER TREASURER	4.00	X	X				0.	0.	0.	
(9) MARK TISHENKO DIRECTOR	1.00	X					0.	0.	0.	
(10) MONTE CONSTABLE DIRECTOR	1.00	X					0.	0.	0.	
(11) ADRIENNE WATSON DIRECTOR	1.00	X					0.	0.	0.	
(12) COREY GILES DIRECTOR	1.00	X					0.	0.	0.	

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(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							386,284.	0.	68,882.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							386,284.	0.	68,882.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **3**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
EQUUS WORKFORCE SOLUTIONS, 204 SE STONEMILL DRIVE, SUITE 200, VANCOUVER, WA	WORKFORCE DEVELOPMENT SERVICES	3,193,361.
CAREER TEAM 2221 S STATE ST, TACOMA, WA 98405	WORKFORCE DEVELOPMENT SERVICES	155,362.
EMPLOYMENT SECURITY DEPARTMENT 2707 I ST NE, AUBURN, WA 98002	WORKFORCE DEVELOPMENT SERVICES	133,979.
WASHINGTON STATE UNIVERSITY 1815 NE WILSON RD, PULLMAN, WA 99164-1035	WORKFORCE DEVELOPMENT YOUTH AN	118,035.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **4**

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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a			
	b Membership dues	1b			
	c Fundraising events	1c			
	d Related organizations	1d			
	e Government grants (contributions)	1e 7,335,626.			
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f 16,642.			
	g Noncash contributions included in lines 1a-1f	1g \$			
	h Total. Add lines 1a-1f		7,352,268.		
Program Service Revenue	2 a _____	Business Code			
	b _____				
	c _____				
	d _____				
	e _____				
	f All other program service revenue				
	g Total. Add lines 2a-2f				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		667.		667.
	4 Income from investment of tax-exempt bond proceeds				
	5 Royalties				
	6 a Gross rents	6a			
	b Less: rental expenses	6b			
	c Rental income or (loss)	6c			
	d Net rental income or (loss)				
	7 a Gross amount from sales of assets other than inventory	7a			
	b Less: cost or other basis and sales expenses	7b			
	c Gain or (loss)	7c			
	d Net gain or (loss)				
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a			
	b Less: direct expenses	8b			
	c Net income or (loss) from fundraising events				
	9 a Gross income from gaming activities. See Part IV, line 19	9a			
b Less: direct expenses	9b				
c Net income or (loss) from gaming activities					
10 a Gross sales of inventory, less returns and allowances	10a				
b Less: cost of goods sold	10b				
c Net income or (loss) from sales of inventory					
Miscellaneous Revenue	11 a _____	Business Code			
	b _____				
	c _____				
	d All other revenue				
	e Total. Add lines 11a-11d				
12 Total revenue. See instructions		7,352,935.	0.	0.	667.

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	482,156.	371,801.	110,355.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	1,029,447.	793,829.	235,618.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	41,651.	30,652.	10,999.	
9 Other employee benefits	219,579.	161,592.	57,987.	
10 Payroll taxes	127,924.	94,142.	33,782.	
11 Fees for services (nonemployees):				
a Management				
b Legal	900.	513.	387.	
c Accounting	33,650.	19,183.	14,467.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	49,946.	28,474.	21,472.	
12 Advertising and promotion				
13 Office expenses	89,082.	38,717.	50,365.	
14 Information technology	36,018.	28,058.	7,960.	
15 Royalties				
16 Occupancy	271,442.	243,354.	28,088.	
17 Travel	58,176.	55,870.	2,306.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	4,782.		4,782.	
23 Insurance	18,537.	14,393.	4,144.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a SUBRECIPIENT EXPENSES	4,836,687.	4,836,687.		
b MISCELLANEOUS EXPENSE	30,443.	23,623.	6,820.	
c EQUIPMENT	25,945.	5,669.	20,276.	
d DUES AND MEMBERSHIPS	23,270.	22,451.	819.	
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	7,379,635.	6,769,008.	610,627.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**SOUTHWEST WASHINGTON WORKFORCE
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Form 990 (2022)

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year	(B) End of year
Assets	1 Cash - non-interest-bearing		1
	2 Savings and temporary cash investments	389,342.	2 383,384.
	3 Pledges and grants receivable, net	953,854.	3 1,645,290.
	4 Accounts receivable, net		4
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6
	7 Notes and loans receivable, net		7
	8 Inventories for sale or use		8
	9 Prepaid expenses and deferred charges	74,890.	9 53,866.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 83,511.	
	b Less: accumulated depreciation	10b 83,165.	10c 346.
	11 Investments - publicly traded securities		11
	12 Investments - other securities. See Part IV, line 11		12
	13 Investments - program-related. See Part IV, line 11		13
	14 Intangible assets		14
	15 Other assets. See Part IV, line 11	0.	15 727,445.
16 Total assets. Add lines 1 through 15 (must equal line 33)	1,423,214.	16 2,810,331.	
Liabilities	17 Accounts payable and accrued expenses	949,989.	17 1,606,072.
	18 Grants payable		18
	19 Deferred revenue	1,901.	19
	20 Tax-exempt bond liabilities		20
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22
	23 Secured mortgages and notes payable to unrelated third parties		23
	24 Unsecured notes and loans payable to unrelated third parties		24
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	0.	25 794,141.
	26 Total liabilities. Add lines 17 through 25	951,890.	26 2,400,213.
	Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.	
27 Net assets without donor restrictions		471,324.	27 410,118.
28 Net assets with donor restrictions			28
Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
29 Capital stock or trust principal, or current funds			29
30 Paid-in or capital surplus, or land, building, or equipment fund			30
31 Retained earnings, endowment, accumulated income, or other funds			31
32 Total net assets or fund balances		471,324.	32 410,118.
33 Total liabilities and net assets/fund balances	1,423,214.	33 2,810,331.	

Form 990 (2022)

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1 Total revenue (must equal Part VIII, column (A), line 12)	1	7,352,935.
2 Total expenses (must equal Part IX, column (A), line 25)	2	7,379,635.
3 Revenue less expenses. Subtract line 2 from line 1	3	-26,700.
4 Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	471,324.
5 Net unrealized gains (losses) on investments	5	
6 Donated services and use of facilities	6	
7 Investment expenses	7	
8 Prior period adjustments	8	
9 Other changes in net assets or fund balances (explain on Schedule O)	9	-34,506.
10 Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	410,118.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
b Were the organization's financial statements audited by an independent accountant?	2b	X	
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	X	
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a	X	
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b	X	

Form 990 (2022)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization **SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL** Employer identification number **01-0726348**

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	6400385.	6362016.	6559933.	6581422.	7352268.	33256024.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	6400385.	6362016.	6559933.	6581422.	7352268.	33256024.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						33256024.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	6400385.	6362016.	6559933.	6581422.	7352268.	33256024.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	214.	237.	124.	78.	667.	1,320.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	14,983.	9,732.	26,109.	6,875.		57,699.
11 Total support. Add lines 7 through 10						33315043.
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	99.82	%
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	99.74	%
16a 33 1/3% support test - 2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization			<input checked="" type="checkbox"/>
b 33 1/3% support test - 2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization			<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization			<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization			<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions			<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Part IV Supporting Organizations *(continued)*

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No" provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

SOUTHWEST WASHINGTON WORKFORCE
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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount		(A) Prior Year	(B) Current Year (optional)
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	Current Year
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4 Amounts paid to acquire exempt-use assets	4
5 Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6 Other distributions (<i>describe in Part VI</i>). See instructions.	6
7 Total annual distributions. Add lines 1 through 6.	7
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9 Distributable amount for 2022 from Section C, line 6	9
10 Line 8 amount divided by line 9 amount	10

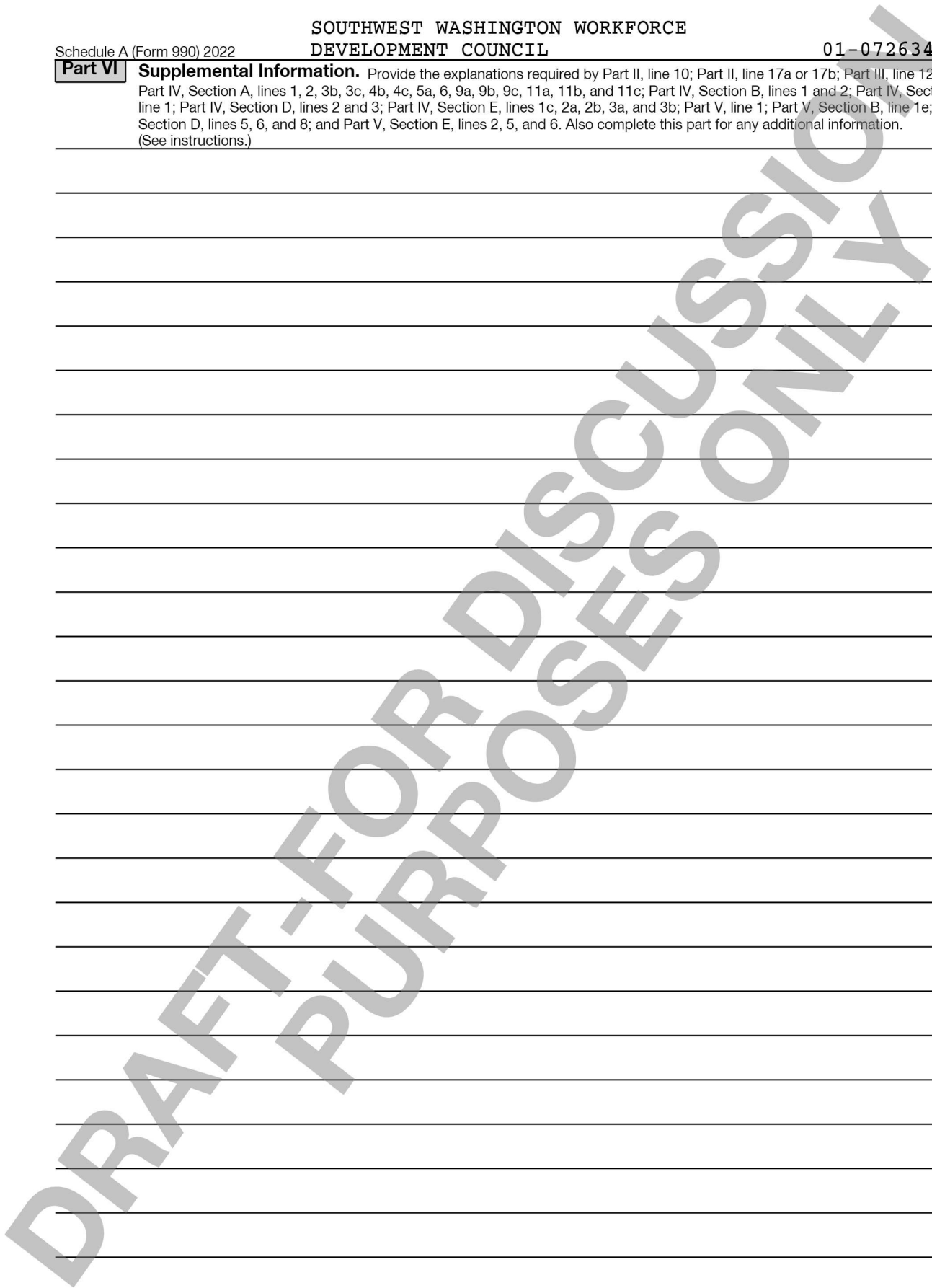
Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1 Distributable amount for 2022 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2022 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2022			
a From 2017			
b From 2018			
c From 2019			
d From 2020			
e From 2021			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2022 distributable amount			
i Carryover from 2017 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2022 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2022 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2023. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2018			
b Excess from 2019			
c Excess from 2020			
d Excess from 2021			
e Excess from 2022			

SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Multiple horizontal lines provided for supplemental information.



Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Name of the organization SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL	Employer identification number 01-0726348
---	---

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2022)

Name of organization SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL	Employer identification number 01-0726348
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	STATE OF WASHINGTON EMPLOYMENT SECURITY PO BOX 9046 OLYMPIA, WA 98507	\$ 6,047,338.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL	Employer identification number 01-0726348
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	

Name of organization SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL	Employer identification number 01-0726348
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL Employer identification number 01-0726348

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors... are the organization's property...?, 6 Did the organization inform all grantees... for charitable purposes...?

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization, 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution..., 3 Number of conservation easements modified..., 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy..., 6 Staff and volunteer hours..., 7 Amount of expenses..., 8 Does each conservation easement..., 9 In Part XIII, describe how the organization reports...

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report..., 1b If the organization elected, as permitted under FASB ASC 958, to report..., 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain...

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment _____ %
 - b Permanent endowment _____ %
 - c Term endowment _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|--------|----|
| (i) Unrelated organizations | 3a(i) | |
| (ii) Related organizations | 3a(ii) | |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		83,511.	83,165.	346.
e Other				
Total. Add lines 1a through 1e. <i>(Column (d) must equal Form 990, Part X, column (B), line 10c.)</i>				346.

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Schedule D (Form 990) 2022

01-0726348 Page 3

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) OPERATING RIGHT-OF-USE ASSET	727,445.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	727,445.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) OPERATING LEASE LIABILITY	794,141.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	794,141.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		7,352,935.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	7,352,935.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	7,352,935.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		7,379,635.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	7,379,635.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	7,379,635.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest
Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization **SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL** Employer identification number **01-0726348**

Part I Questions Regarding Compensation

	Yes	No
<p>1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.</p> <p> <input type="checkbox"/> First-class or charter travel <input type="checkbox"/> Travel for companions <input type="checkbox"/> Tax indemnification and gross-up payments <input type="checkbox"/> Discretionary spending account <input type="checkbox"/> Housing allowance or residence for personal use <input checked="" type="checkbox"/> Payments for business use of personal residence <input type="checkbox"/> Health or social club dues or initiation fees <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) </p>		
<p>b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain</p>	1b <input checked="" type="checkbox"/>	
<p>2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?</p>	2 <input checked="" type="checkbox"/>	
<p>3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.</p> <p> <input type="checkbox"/> Compensation committee <input type="checkbox"/> Independent compensation consultant <input type="checkbox"/> Form 990 of other organizations <input type="checkbox"/> Written employment contract <input checked="" type="checkbox"/> Compensation survey or study <input checked="" type="checkbox"/> Approval by the board or compensation committee </p>		
<p>4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:</p>		
<p>a Receive a severance payment or change-of-control payment?</p>	4a	<input checked="" type="checkbox"/>
<p>b Participate in or receive payment from a supplemental nonqualified retirement plan?</p>	4b	<input checked="" type="checkbox"/>
<p>c Participate in or receive payment from an equity-based compensation arrangement?</p> <p>If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.</p>	4c	<input checked="" type="checkbox"/>
<p>Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.</p>		
<p>5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:</p>		
<p>a The organization?</p>	5a	<input checked="" type="checkbox"/>
<p>b Any related organization?</p> <p>If "Yes" on line 5a or 5b, describe in Part III.</p>	5b	<input checked="" type="checkbox"/>
<p>6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:</p>		
<p>a The organization?</p>	6a	<input checked="" type="checkbox"/>
<p>b Any related organization?</p> <p>If "Yes" on line 6a or 6b, describe in Part III.</p>	6b	<input checked="" type="checkbox"/>
<p>7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III</p>	7	<input checked="" type="checkbox"/>
<p>8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III</p>	8	<input checked="" type="checkbox"/>
<p>9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?</p>	9	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2022

SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL

01-0726348

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(1) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
	(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) MIRIAM A. HALLIDAY CEO	(i) 161,854.0.	(ii) 0.0.	(iii) 0.0.	4,800.0.	11,720.0.	178,374.0.	0.0.
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				
	(i)	(ii)	(iii)				

**SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL**

01-0726348

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

PART I, LINE 1A:

OFFICER RECEIVED \$100 PER MONTH THAT IS TAXABLE AND INCLUDED IN

COMPENSATION.

Multiple horizontal lines for supplemental information.

**SCHEDULE O
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

SOUTHWEST WASHINGTON WORKFORCE
DEVELOPMENT COUNCIL

Employer identification number
01-0726348

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

EMPLOYEES.

FORM 990, PART VI, SECTION B, LINE 11B:

FINANCE COMMITTEE MEETS WITH THE EXECUTIVE BOARD AND REVIEWS THE FORM 990.

FORM 990, PART VI, SECTION B, LINE 12C:

OFFICERS, ADMINISTRATIVE STAFF AND DIRECTORS ANNUALLY COMPLETE A

"DECLARATION OF COMPLIANCE WITH THE CONFLICT OF INTEREST STANDARD" FORM.

FORM 990, PART VI, SECTION B, LINE 15:

THE EXECUTIVE BOARD REVIEWS AND APPROVES SALARIES OF THE CHIEF OPERATING
OFFICER ANNUALLY. THE EXECUTIVE BOARD ANNUALLY EVALUATES THE PERSONNEL
BUDGET AND COMPARABILITY DATA OF OTHER INDUSTRIES FOR SIMILIAR JOB TASKS.

FORM 990, PART VI, SECTION C, LINE 19:

THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY
AND FINANCIAL STATEMENTS AVAILABLE UPON REQUEST.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

EFFECT OF FASB TOPIC 842, LEASES, ADOPTION -34,506.

FORM 990, PART XII, LINE 2C

THE FINANCE COMMITTEE SELECTS AND APPROVES THE ACCOUNTING FIRM TO DO
THEIR AUDIT ANNUALLY. THE PROCESS HAS NOT CHANGED FROM THE PRIOR YEAR.



PROCUREMENT POLICY

POLICY: #1003 Revision 56

Original Policy Date: 7/23/2003

Effective Revision Date: 36/4211/2024

SECTION I – RESPONSIBILITY AND AUTHORITY

A. General Responsibilities

The primary procurement responsibility of Workforce Southwest Washington (WSW) is to provide oversight and guidance to WSW staff and all subrecipients to ensure that legal and performance requirements are met and to ensure that procurement processes are consistent, fair, and supportive of WSW’s goals and objectives.

Staff members are responsible for the development, implementation, monitoring, and maintenance of all procurement activities in such a way as to meet the requirements of applicable laws, regulations, policies, and procedures.

B. Legal Citation

This policy complies with standards in the following federal and state laws and rules:

1. [Workforce Innovation and Opportunity Act \(WIOA\) of 2014](#);
2. [OMB Super Circular 2 CFR Part 200.318](#) through 200.327;
3. The Revised Code of Washington (RCW);
4. [Workforce Innovation and Opportunity Act, Final Rules](#); and
5. [Employment Security Policy #1015 Procurement and Selection of One Stop Operators and Service Providers](#).

C. Authority

WSW, a nonprofit Washington corporation, possesses the ultimate legal authority within its jurisdiction for awarding, withdrawing from, or assigning contracts. The following authority has been delegated by the corporation for procurement and contracting activities:

Disbursement of Funds	Decision Making/Signature Authority		
	Full Board	Executive Board	Chief Executive Officer*
Contracts for service providers funded from annual allocations**	X Ratification of Executive Board’s approval	X Approval	X Contract approval
Mid-year contract modifications***			X
All other contracts \$100,000 and under			X
All other contracts \$100,001 to \$250,000	X****	X	X

All other contracts greater than \$250,001	X Ratification of Executive Board's approval	X Approval	X Contract approval
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*The Chief Executive Officer may delegate authority for contract approval during their absence.

**Service provider allocations will be approved by the Executive Board and ratified by the full board

*** Modifications to those contracts which were approved by the Board previously or remain under \$100,000.

~~****Contract approval for those contracts between \$100,001 and \$250,000 will not require approval by the Full Board only if the contracts are time sensitive. All contracts approved in this manner will be listed in the full board materials for review at the first following Board of Directors meeting.~~

D. Exclusions

Purchases of the following items are specifically excluded from this procurement policy:

1) On-the-Job Training (OJT) as covered by the WSW [Training Handbook](#) and provided by a properly procured service provider; 2) Individual Training Accounts (ITA) with Eligible Training Providers as covered by the WSW Training Handbook (specific federal requirements are defined in [WIOA Law Title 1, Subtitle B, Chapter 3](#) – Eligible Training Providers and provided by a properly procured service provider; and 3) expenses covered by WSW's Travel Reimbursement procedure as part of the WSW Personnel Handbook.

SECTION II – CONFLICT OF INTEREST

A. Code of Conduct Applicability

WSW Board members, the Executive Board of County Commissioners, and WSW employees, agents, subrecipients, and contractors shall comply fully with the WSW Code of Conduct Contents (below), as well as with the rules and opinions governing conflict-of-interest situations contained in the following documents: State of Washington [Conflict of Interest #5405 Rev 2](#); United States Department of Labor (USDOL) laws; [Workforce Innovation and Opportunity Act \(WIOA\) of 2014](#); and [OMB SuperCircular 2 CFR 200](#). Should federal, state or [WSW Conflict of Interest Policy](#) contain differing provisions, the most stringent interpretation shall apply.

B. Code of Conduct Contents

WSW Code of Conduct includes, but is not limited to, the following provisions:

It is a breach of ethical standards for WSW board members, Executive Board of County Commissioners, contractor or subrecipient staff, or an employee or agent of WSW to knowingly participate, directly or indirectly, in a procurement when:

- They or a member of their immediate family has a financial interest in the procurement;
- A business organization in which they or a member of their immediate family has a financial interest in the procurement; or
- A business or other organization with which they are negotiating an arrangement concerning prospective employment is involved in the procurement.

Whenever an individual discovers or becomes aware of an actual or potential conflict, he/she should promptly withdraw from the procurement. Members of the Board of Directors shall recuse themselves from any voting actions ratifying a contract in which they, their business, or their immediate family have an interest.

C. Disclosure

Any WSW board member, member of the Executive Board of County Commissioners, or WSW employee or agent who has or obtains any benefit from any WSW contract with a business in which they have financial interest must report this to the Executive Board through the Chief Executive Officer in writing.

D. Gratuities and Kickbacks

It is a breach of ethical standards for anyone to offer, give, or agree to give any WSW employee or former employee, or for a member, employee, agent, or former employee to accept from another person a gratuity or an offer of employment in connection with any procurement.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor/subrecipient under a contract to the prime contractor/subrecipient or higher tier subcontractor, or any person associated with these, as an inducement for the award of a subcontract.

E. Contingent Fees

It is a breach of ethical standards for anyone to be retained or to retain anyone to solicit or secure a contract for commission, brokerage, or contingent fee or a promise of such payments. This prohibition does not apply to the hiring of bona fide employees or contracting for help with grant or proposal writing.

F. Use of Confidential Information

It is a breach of ethical standards to use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.

G. Breach of Standards

Any person willingly involved in a breach of ethical standards or found to be directly or indirectly benefiting from a conflict of interest may be subject to disciplinary action.

SECTION III – GENERAL PROCUREMENT REQUIREMENTS

1. All procurements shall be conducted in a manner that maximizes full and open competition, regardless of the procurement method. Competitive procurements shall not unduly restrict or eliminate competition as outlined in CFR 200.319.
2. All expenditures must be necessary and will be reviewed for reasonableness, allowability, allocability, and proper procurement was followed.
3. All construction, remodeling or renovation must have prior written approval from funding source.

4. All purchases of equipment with a per-unit acquisition price of \$5,000 or more and a useful life of more than one (1) year require written approval from the funding source.
5. All procurements of program services and large purchases shall clearly set forth all requirements which proposers must fulfill and all other factors to be used in evaluating proposals.
6. Competitive procurement is the required process for procuring One-Stop Operators (once every four years) and subrecipients to provide WIOA program services (once every three years). All other competitively procured contracts may be renewed up to four years then must be reprocured.
 - a. Exceptions may be made for competitively procured professional operational services such as IT, software, network/internet services, web hosting, etc. These services must be procured initially in accordance with this policy and have a signed vendor agreement or contract with a defined contract period. With each agreement renewal a justification must be written and approved before a new agreement is signed with the vendor.
- 6-7. Where appropriate, an analysis shall be made of lease/rental versus purchase alternatives to determine which approach is most economical.
- 7-8. Consideration shall be given to either consolidating or breaking up procurement actions to maximize competition.
- 8-9. WSW may “tag on” to other agencies’ procurements or use common goods and services where it fosters greater economy and efficiency.
- 9-10. WSW will use federal excess and surplus property whenever it is feasible and results in cost savings.
- 10-11. A factor to be considered in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or similar services based upon the meeting of demonstrated performance goals, cost, the quality of training, and participant characteristics.
- 11-12. Efforts shall be made to include community-based organizations, small businesses, minority-owned firms, women-owned firms, historically African-American and Native American colleges and universities, and faith-based organizations in the solicitation process.
- 12-13. WSW must seek to avoid the procurement and purchase of duplicate facilities or services otherwise available in the area unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve performance goals.
- 13-14. In identifying any program income or profit to be earned by the proposer, the following factors shall be considered in determining whether program income or profits are excessive:
 - Complexity of work to be performed
 - Risk born by contractor/subrecipient
 - The contractor’s/subrecipient’s investment
 - The amount of subcontracting
 - The quality of the contractor’s/subrecipient’s record of past performance

- Industry profit rates in the surrounding geographical area and
- Market conditions in the surrounding geographic area.

44.15. WSW requires accurate and complete reporting of allowable stand-in costs.

SECTION IV – SUBRECIPIENT OR CONTRACTOR DETERMINATION

Anticipated purchases are either from “subrecipients” or from “contractors.” This determines the type of contract terms to be used and affects the cost or price analysis.

A. Subrecipient

A subrecipient is a legal entity to which an award of federal funds is made, and which is accountable for the use of funds provided. Subrecipients generally perform the following activities:

- Determine eligibility for a federally funded program
- Have performance measured against the objective of the federal program
- Have responsibility for programmatic decision-making
- Have responsibility for adherence to applicable federal program compliance requirements (for example, the WIOA regulations) and
- Use federal funds to carry out a program, as opposed to providing goods or services to a service provider.

B. Contractor

A contractor is a dealer, distributor, merchant, or other seller providing goods or services that are required for the operation of a federal program. The following activities are indicative of a contractor relationship with an organization:

- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Operates in a competitive environment
- Provides goods or services that are ancillary to the operations of the federal program and
- Is not subject to federal compliance requirements.

The determination of a subrecipient as opposed to a contractor takes into account all of the characteristics related to the type of provider. No single factor is used. See the following table for further clarification on contractor/subrecipient determination. Persons may also use the [Subrecipient versus Vendor Determination Form](#) to aid in the selection of contract terms.

Contractor/Subrecipient Relationship Determination

Factor	Contractor	Subrecipient
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Activity*	Sell deliverables (goods/services)	Provide services
Assistance Arrangement	Buyer-sell	Financial assistance to operate program
Federal Rules	N/A	Compliance
Purpose of the Award	To provide specific goods or services	To carry out a program role
Receipt of Funds**	Number of items delivered	Cost-incurred or performance met
Risk	Risk to contractor	Share risk with awarding agency
Type of Product	Provide specific product or service ancillary to the federal program	Design a program to meet a broader goal such as performance outcomes

*There may be instances where it is possible to obtain the same type of services under either a contractor or a subrecipient award

** Performance and outcome-based payments are possible under both contractor and subrecipient awards.

SECTION V – PROCUREMENT PROCESS

A. Levels

WSW groups procurement requirements for materials and services into three levels, in accordance with [2CFR200.320](#) and [2CFR200.323](#). The levels are defined as:

Level 1 – Large

Amounts above \$250,000:

- Must be procured by competitive proposals, meeting the standards outlined in 200.320(d) for broad publication and solicitation as well as technical evaluation. See also detailed requirements in Section V below.
- Cost or price comparisons must be performed on all proposals in this category. The form/process used is based on what is outlined in the RFP. May use the [Price Analysis Form](#) as start for documentation.
- An independent estimate must be formed in advance of proposals received.

Level 2 – Small

Amounts less than or equal to \$250,000 and more than \$10,000:

- Price or rate quotations must be obtained from an adequate number of qualified sources.
- Price analysis should be documented using the [Cost Comparison Form](#).
- Small purchases costing more than \$100,000, must be procured using a competitive procurement method.

Level 3 – Minor

Amounts less than or equal to \$10,000:

- Aggregate dollar amount does not exceed \$10,000.
- Price deemed reasonable. Documentation must include one of the following: written quotes from qualified sources, “tag on” purchases, catalog or market price reviews, and other means undertaken to establish price reasonableness and to foster economy and efficiency in all purchasing decisions.
- Distribute purchases equitably among suppliers.

In developing cost estimates for prospective purchases or operating services, consider the maximum anticipated need for similar items or services over an estimated period of 12 months. If there is any reasonable likelihood that costs may exceed the highest dollar limit of the applicable procurement level, use of the next higher procurement level is strongly recommended.

Procurement activities and procedures described in this policy and prescribed by 2 CFR are designed to adhere to procurement requirements applicable to expenditures of federal funds and are not required and may not be applicable when non-federal funds are used to make purchases. Authorization to use a given procurement method rests with the Chief Executive Officer or their designee.

B. Types of Procurement Methods

a. Request for Proposals (RFP)

The RFP is a set of documents that includes a description of the product(s) or service(s) desired, enabling a potential contractor/subrecipient to submit a proposal. The RFP will include information necessary to evaluate proposals submitted.

A RFP method is used when:

1. The service needed precludes developing a specification or purchase description so precise that all proposers would have an identical understanding to approach the requirements; **and**
2. Two or more responsible suppliers are likely to be willing and able to compete effectively for the award; **or**
3. Procurement of One-Stop Operators or subrecipients to provide WIOA program services; **or**
4. Goods or services procured for \$100,000 or more; **or**
5. Goods or services are best procured by this method regardless of cost.

b. Request for Qualifications

A request for qualifications is used when the same conditions listed above under the description of a RFP exist and agency wishes to solicit a number of qualified providers who will work as a team. It may also be used to solicit and determine the most qualified providers from which a competitive procurement will result.

c. Request for Quote

A request for quote is a solicitation for goods or services in which an agency asks suppliers to submit a price quote on the chance to complete specific tasks or projects. Request for quotes generally ask for a more comprehensive price quote for something that is well-defined and quantifiable, such as hardware.

d. Cost Analysis

An analysis of goods or services. Once analysis is done on goods or services from each proposer, a comparison is completed. A cost comparison is done with three or more quotes or proposals. Analysis and comparison should be done using the same criteria on identical or similar goods or services.

e. Tag On

Agencies may use other agencies' procurements or use common goods and services where it fosters greater economy and efficiency. Competitive procurement requirements may be met by the use of competitive procurement by another agency. Tag-on agencies may include, but are not limited to, federal, state and local governments, and nonprofit entities who maintain documentation of an open, competitive selection process. Considering tag-on purchases does not preclude a price or cost analysis and comparison.

f. Written into Grant

In some cases, subrecipients can be written into the original grant as "required partners". In most cases, this requires prior approval from the funding agency. Documentation of approval must be kept in their file. If a grant is awarded with named subrecipients, that becomes the approved procurement method (sole source). No further procurement is needed based on the funder's requirement that they be partners in the project. Their proposed services and costs are included in the proposal and accepted as such by the funder.

C. Competitive Procurement

a. Request for Qualifications Contents

As applicable, Request for Qualifications, shall include the following information:

1. Name and address of requesting agency (ie: WSW);
2. Name and contact information of person to contact;
3. Detailed description a specific project completion requested;
4. Funding parameters;
5. Requirements for preparation and submission package, due date, content and format, number of copies, and the location/email address and the person to whom the package should be submitted;
6. Process and procedure by which the package will be evaluated, including identification of specific criteria to be used;
7. Description of the procedures for responding to inquiries;
8. Must include Stevens Amendment statement following [WSW Policy #2011](#)

9. Description of next steps once qualifications are evaluated and the process for responding to the upcoming RFP; and
10. Appeal procedures for contesting results.

b. Request for Quotes Contents

As applicable, Request for Quotes, shall include the following information:

1. Name and address of awarding agency (ie: WSW);
2. Name and contact information of person to contact;
3. Detailed description of specific goods or project completion requested;
4. Funding parameters;
5. Technical requirements for the material, product, or service to be procured including specific features of “brand name or equal” products;
6. Requirements for preparation and submission of quote, due date, content and format, number of copies, and the location/email address and the person to whom the quote should be submitted;
7. Process and procedure by which the quote will be evaluated;
8. Description of the procedures for responding to inquiries;
9. Must include Stevens Amendment statement following [WSW Policy #2011](#).
10. A schedule for the receipt of quotes and approximate dates for review and award; and
11. Appeal procedures for contesting results.

c. Request for Proposal Contents

As applicable, Request for Proposals, shall include the following information:

1. Name and address of awarding agency (ie: WSW);
2. Name and contact information of person to contact;
3. General description of the program, including identification of the applicable federal and state laws and regulations with which the subrecipient must comply;
4. The population to be served and minimum service levels to specific target groups;
5. An estimate of the number/range of individuals to be served and expected performance in each activity including timeline if applicable;
6. A Statement of Work or Specifications, which explains what needs to be accomplished. This is the portion of the solicitation that defines the program goals and objectives. It represents a description of the services to be acquired;
7. Applicable program staff requirements;
8. Funding parameters by activity;
9. A description of the training and/or services to be provided, including the period of performance;

10. Applicable monitoring and reporting requirements, including, but not limited to, data entry, performance, and financial reporting;
11. Criteria for performance and fiscal accountability;
12. Other services or requirements (e.g., responsibility for eligibility determination, responsibility for support payments, audit requirements, etc.);
13. Prohibition against subcontracting without prior approval;
14. Request for a line item budget of proposed costs, including any profit to be gained and/or funds to be contributed;
15. Request for a budget narrative to explain allocated item(s) that are not self-explanatory on the line item budget;
16. Request for established programmatic and financial capability to perform work;
17. Requirements for preparation and submission of the proposal, due date and time, content and format, number of copies, and the location and the person to whom the proposal should be submitted;
18. Scoring criteria including the process and procedure by which the proposals will be evaluated for competitiveness, allowability, and reasonableness;
19. Description of the procedures for responding to inquiries;
20. A schedule for the receipt of proposals, and approximate dates for review and award;
21. Must include Stevens Amendment statement following [WSW Policy #2011](#).
22. Appeal procedures for contesting the procurement result; and
23. Include assurances that the proposer will comply fully with nondiscrimination and equal opportunity provisions, as well as all the applicable requirements imposed by WIOA laws and regulations, including but not limited to lobbying, debarment, suspension, drug-free workplace, signature authority, ownership, organization, management capabilities, financial resources, and audit history.

d. Notice & Advertisement

Procurement Requests for Qualifications, Quotes and Proposals shall be widely distributed to all interested parties and advertised in multiple ways that will reach a suitable audience. Notice elements are to include:

1. Posting on the WSW website (www.workforcesw.org);
2. Advertising in one or more media outlets including social media;
3. WSW Program Staff notification to WSW Board of Directors of upcoming RFP solicitations;
4. Posting of RFP must be out for solicitation for a minimum of 30 days if procuring One-Stop Operators or for WIOA program subrecipients. Minimum posting times for all other requests are at the discretion of staff;
5. Direct local contact, which includes contacting known referrals and entities that have expressed specific interest; and

6. May include direct national solicitation, which may include known referrals and national entities that have expressed interest in responding.

e. Proposal Evaluation

All competitive proposal responses will be evaluated pursuant to the criteria identified in the procurement document. The following evaluation procedures generally apply:

1. Initial Proposal Review: Upon receiving proposals, staff will conduct an initial review of proposal packages to determine completeness and adherence to the requirements defined in the procurement request document. Incomplete and other non-responsive proposals may be removed from further consideration.
2. Technical Evaluation: Evaluation criteria and selection methodology will be listed in the procurement request document. Staff will develop an evaluation form for use in the evaluation process. While evaluation criteria may change from project to project, most proposal reviews shall consider the following elements:
 - a. Administrative and technical competence, including satisfactory record of integrity, business ethics and fiscal accountability;
 - b. Program design and how that compliments WSW Strategic Plan, including proposer's ability to meet requirements in procurement request document (e.g performance, budget, timeline);
 - c. Past experience and demonstrated effectiveness in delivering the same or similar services (e.g job training, service delivery, past performance, past fiscal integrity);
 - d. Organization and staff qualifications, including necessary organization, experience, accounting and operational controls;
 - e. Cost effectiveness. Factor(s) in addition to price or cost will be considered in making an award.
3. Evaluation Committee: A committee may be established to discuss ratings and to reach a consensus after each individual has reviewed the proposals and developed preliminary ratings. An Evaluation Committee is required for One-Stop Operator and WIOA program service proposals. The evaluation committee may, at its discretion, interview any or all proposers to clarify responses and/or elicit additional information to assist in making a final determination. All reviewers must certify no real or apparent conflict of interest exists. Documentation describing the evaluation and selection process will be maintained by staff.

f. Procurement Commitment and Awards

The following steps are taken once the evaluation process is complete:

1. If applicable, the evaluation committee presents their recommendation for award to WSW Executive Board. If approved, the recommendation moves forward to the WSW Board of Directors for final approval of award. If not

- applicable to go in front of board, the evaluation is presented to WSW CEO for final approval.
2. Agencies or individuals submitting written proposals or quotes shall be notified in writing of the acceptance or denial of their proposal or quote.
 3. No contract award shall be considered final until a written agreement or purchase order is signed by an authorized WSW employee.
 4. A contract shall be awarded conforming to the requirements of the request, subject to negotiation, and is reasonable in price.
 5. Any or all proposals or quotes may be rejected when it is in the best interest of WSW.

D. Procurement File Standards

Procurement records will be retained for three (3) years after final payment on a contract or purchase and all other matters are closed. Records should detail the significant history of procurement. These records **will** include, if applicable, but are not necessarily limited to, the following:

1. Rationale for the method of procurement (small purchase, request for proposal, etc.);
2. The selection of agreement type (cost reimbursement or fixed price);
3. Notice to awardee and those denied;
4. Copy of the solicitation package;
5. Copy of the public notification;
6. List of proposers and media outlets to which notice was sent;
7. Agenda and minutes of a bidders' conference, if held;
8. Written responses to all clarifying questions received outside of the bidders' conference;
9. Copy of each proposal received;
10. Documentation of lack of proposals received, if applicable;
11. Signed evaluation forms from all reviewers, including conflict of interest statement;
12. Documentation of the rationale for selection and funding of any proposer that did not receive the highest score/ranking in the evaluation process;
13. Completed cost or price analysis for each prequalified proposal; and
14. Copy of any submitted protests and the resolution of each.

SECTION VI – NONCOMPETITIVE - SOLE SOURCE

Noncompetitive sole source is procurement from only one provider or contractor.

Circumstances under which a sole-source contract may be awarded include the following:

1. The services or goods are available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive proposal (emergency must be outside of our control).

3. Grantor expressly authorized noncompetitive proposals in response to a written request or
4. After solicitation through a number of sources, competition is determined inadequate.

Applicable for any purchase at or under \$250,000, or over \$250,001 if a competitive method has failed.

All sole-source purchases shall be documented using the [Sole Source Authorization Form](#), including:

1. The reason why regular large, small, or minor purchase procedures were infeasible;
2. Which sole-source rationale was applied;
3. A cost analysis;
4. Business need;
5. Market research to conclude that alternative sources were inappropriate or unavailable; and
6. Signed authorization for the sole-source award.

Sole Source Authorization form must be completed and approved prior to purchase or contract signed.

SECTION VII – DEFINITIONS OF COMMON TERMS

Acquisition: The process of purchasing goods and services through purchase, rent, or lease. Includes the establishment of needs, description of requirements, selection of procurement method, selection of sources, solicitation of procurement, solicitation for offers, award of contract, financing, contraction administration, and related functions.

Competitive Proposal: A method for purchasing goods and services, usually of a highly complex and technical nature whereby qualified individuals or agencies are solicited by means of a Request for Proposals or Quotes. Negotiations are conducted; the best proposal or quote, as judged against criteria contained in the procurement document, is accepted; and an award is issued.

Contract: An agreement enforceable by law between two or more parties, could also include a Memorandum of Understanding.

Cost Analysis: A cost analysis is done on each proposal, quote or qualification and must include a documented review and evaluation of each element of cost to determine reasonableness, allocable and allowable.

Cost Comparison: A cost comparison compares the cost analysis done on each proposal, quote or qualification using identical criteria.

Cost Reimbursement Contracts: Contracts based on payment by an agency to a contractor or subrecipient of allowable, reasonable, and allocable costs incurred as prescribed in the contract. These contracts may not require completion of the contract

work, but rather the best efforts of the subrecipient. The types of cost reimbursement contracts as defined in FAR part 16.

Davis-Beacon Wages: Wage determinations issued by the Department of Labor, which determines the minimum wage rates to pay on federally funded or assisted construction projects. The prevailing wage rate corresponds directly to the union wage. This is especially true in urban areas, where union membership tends to be higher. <http://www.dol.gov/esa/programs/dbra/whatdbra.htm>

Effective Competition: A market condition that exists when two or more contractors/subrecipients, acting independently, actively compete for an agency's business in a manner that ensures the agency will be offered the lowest price or best technical design to meet its minimum needs.

Program Income: Gross income earned by the contractor/subrecipient that is directly generated by a supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed; fees for the use of rental or real personal property acquired under an award; license fees and royalties on patents and copyrights; and interest on loans made with award funds. Interest earned on advances of federal funds is not program income. Except as otherwise provided in federal awarding agency regulations or the terms and conditions of the award, program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them.

Purchase Order: A document an agency uses to execute a purchase transaction with a contractor. It serves as notice to a seller or contractor that a purchase agreement or award was made.

Statement of Work (SOW): That portion of the contract that clearly and concisely defines requirements of the specific work to be accomplished. Statements of work are tailored to consider the period of performance, deliverable items, if any, and the desired degree of performance flexibility.

Subcontract: An agreement between a prime or general contractor/subrecipient and a subcontractor for the execution of a portion of the contractual obligation of the prime contract.

SECTION VIII – CITATIONS

These procurement policies, practices, and procedures may be revised from time to time without prior notice by WSW.

SUPERSEDES:

- SWWDC #1003 Procurement Policy Revision 3 dated 7/26/2016
- WSW #1003 Procurement Policy Revision 4 dated 8/28/2019

WEBSITE:

<http://workforcesw.org/providers#OperationsPolicies>

DRAFT



STEVENS AMENDMENT REQUIREMENTS POLICY #2011 Rev ~~1~~2

Date of Original Policy: 12/21/2021

Effective Revision Date: ~~3/12/2024~~4/25/2024

PURPOSE

Workforce Southwest Washington (WSW) has established this policy to ensure compliance with the Stevens Amendment. WSW integrates State ESD Policy 1027 guidance, in revision 1 of this local policy, to update and ensure funding information language for WSW federally funded projects or programs.

BACKGROUND

WSW has established the following policy pursuant to P.L. 115-141, Division H, Title V, Section 505. P.L. 115-141, Division H, Title V, Section 505 is an appropriations provision that requires grantees of the Departments of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds, the federal dollar amount, and the percentage and dollar amount financed by nongovernmental funds. Additionally, a different two-part formulation of the Stevens Amendment is included in the Department of Agriculture's (USDA's) general permanent statutory authority at 7 USC 2209d.

The policy requirements below are separate from those in 2 CFR 200 and, when appropriate, both must be complied with.

POLICY

- a. Stevens Amendment Language Content
WSW staff as well as WSW's Subrecipient Program Operators and Managers will include a statement in all applicable outreach and marketing materials acknowledging the use of Federal funds. Applicable outreach and marketing materials include but are not limited to - statements; press releases; requests for proposals; bid solicitations; and other documents (see subsection b., Documents Subject to Disclosure) describing projects or programs funded in whole or in part with Federal money.

All grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

1. The dollar amount and percentage of Federal funds for the project or program,
2. Federal funding entity (name of the fund allocation, grant, or program),
3. The funding period, and
4. The dollar amount and percentage of non-governmental sources of funds for the project or program,

- b. Documents Subject to Disclosure

Under the Stevens Amendment, “documents” is any communication including but not limited to, public statements, social media posts, toolkits, resource guides, websites, and visual presentations. For example, an emailed newsletter intended for the public that describes a federally funded program requires the disclosure statement.

The following list includes some examples of documents or other publications that may describe a project or program that federal money funds in whole or in part:

- Bids for solicitations
 - Blogs/vlogs
 - Brochures
 - E-mail blasts
 - Manuals
 - Press releases
 - Promotional materials (e.g., fliers, posters, advertisements)
 - Requests for proposals (e.g., supplemental and continuation proposals)
 - Resource guides
 - Documents that include statements about the program or project
 - Toolkits
 - Visual presentations (e.g., PowerPoint presentations)
 - Equal Opportunity and Grievance/Compliant handouts provided to enrollees
- c. Organizational websites “describing projects or programs,” defined as: any communication in furtherance of accomplishing the goals of the federal project or program for which the grantee has an award, are subject to the Stevens Amendment disclosure statement.

For example, an organizational website page that describes DOL programs over which the organization has administrative and/or operational oversight, such as WIOA Title I-B, National Dislocated Worker Grants, etc.

- d. Contracts do not require the Stevens Amendment disclosure statement. The disclosure is necessary only when issuing statements, press releases, RFPs, bid solicitations, and other publicly available documents describing projects or programs funded in whole or in part with federal money.
- e. The Stevens Amendment is not required on all pages of a document or communication nor is it required on each separate web page. At least one page must contain the disclosure statement.
- f. To minimize waste of costly resources, existing printed documents that do not include the Stevens Amendment disclosure need not be thrown away and may continue to be used, but any reprinting, republication of existing documents, or creation of new documents or materials must be updated subsequent to publication of this policy and future printings must meet Stevens Amendment requirements.
- i. Allowance of Hyperlinks. When it is not practical to include all elements from 3.a. above within ~~digital~~ communication, [WSW has developed a web page providing funding for the program or fiscal year, found linked in the website’s footer, which is sufficient when referenced along with the statement: a hyperlink to the funding information is sufficient, along with the statement:](#)

“This [fill in the blank-project(s)/program(s)] receive(s) support and funding from a U.S. Department of Labor [fill in the blank] grant(s) provided through Workforce Southwest Washington. Read more about [WSW federal funding at www.workforcesw.org](http://www.workforcesw.org).”

~~WSW has developed a web page providing funding for the program or fiscal year, which can be found on the linked footer of www.workforcesw.org.~~

- i. Use of QR Code. Because it is not possible to hyperlink on printed material, WSW and subrecipients may instead use a statement including a QR code on digital or print media when brevity is essential. Below is the QR code which links directly to WSW’s funding page.



Examples of appropriate compliance statements:

If the document includes all four (4) of the elements in Section 3.a. (above) in the body of the document, no additional Stevens Amendment statement, ~~or~~ weblink, or QR code is needed. For example:

1. Full Stevens Amendment funding statement containing all the elements in section 3.a.

For Example: “The local WIOA Youth program is supported by the USDOL Employment and Training Administration. \$765,123 (93.9% of total) is financed by PY23 allocation of Federal funds to through Workforce Southwest Washington, and \$50,000 (6.1% of total) is being financed by other sources.”

OR

2. “This [fill in the blank-project(s)/program(s)] receive(s) support and funding from a U.S. Department of Labor [fill in the blank] grant(s) provided through Workforce Southwest Washington. Read more about WSW federal funding at [WSW Funding Disclosures](http://www.workforcesw.org).”

OR



3. “This [fill in the blank-project(s)/program(s)] is funded through a USDOL grant. To learn more about funding, follow this [QR code](http://www.workforcesw.org).”

- g. Compliance and Monitoring
WSW, as the Administrative Entity and Fiscal Agent for the Southwest Workforce Area and its subrecipients of WIOA funds, will formally monitor annually, the

outreach and marketing materials distributed by self or subrecipients receiving state or federal dollars in accordance with the grant requirements.

REFERENCES

- Consolidated Appropriations Act, 2023 specifically Div. H, Title V, Sec. 505
- [ESD Policy 1027](#)

SUPERSEDES

- Stevens Amendment Requirements Policy 2011 effective 12/21/2021

WEBSITE

<http://workforcesw.org/providers#OperationsPolicies>

INQUIRIES

Please contact Tamara Toles ttoles@workforcesw.org (360) 567-10575 with questions.

DRAFT



COORDINATED BUSINESS SERVICES

POLICY #: 4002 Revision **23**

Original Policy Date: 4/16/2012

Revision Date: 3/9/20226/12/2024

Purpose:

Workforce Southwest Washington (WSW) is issuing this policy to set standards for delivering a minimum menu of consistent and coordinated services to businesses through WorkSource, Next, WSW, and, as applicable, affiliate sites.

Background:

One of the premises of U.S. Department of Labor (DOL) programs is that they serve two distinct customers: job seekers and businesses. WSW places the business customer in the driver's seat of the local workforce development system. It is WSW's vision that WorkSource and Next serves as a talent development and delivery system, sourcing and preparing talent job seekers to meet specific business needs, particularly those in the region's high-growth, high-demand industries of healthcare and social assistance, behavioral health, construction and clean energy, advanced manufacturing and semiconductors, and technology jobs.

Policy:

WSW developed a local business services plan, which includes the following:

- WSW Business Service Staff are responsible for business outreach and engagement, communicating business workforce needs (including the need to create or fill training opportunities) to WorkSource and Next through Launchpad and email communications, and entering job postings into Launchpad so that WorkSource and Next can source, prepare, and match talent.
- WorkSource and Next Staff are responsible for doing business outreach and engagement as the needs of WorkSource and Next customers, programs, and service delivery contracts dictate. All in-sector business outreach will go through WSW's business team and be documented in Launchpad, all other business outreach and service delivery will be performed by WorkSource and Next and should be documented in Launchpad. WorkSource and Next Business Services staff are responsible for communicating open jobs and business needs internally to all departments, referring qualified job candidates job seekers to open positions in Launchpad, WorkSourceWA, and other jobs identified by the WorkSource and Next Business Services teams, spearheading the recruitment of candidates job seekers for training programs, and all administrative tasks associated with Incumbent Worker Training, On-the-Job Training, Internships/WEX, Cohort Training, and Customized Training. In addition, WorkSource and Next are responsible for ensuring that businesses who contact WorkSource or Next directly are appropriately triaged (IE – WSW sector businesses are connected to WSW and receive assistance to address any immediate needs, including access to WorkSourceWA, all other businesses receive the service(s) needed including access to WorkSourceWA). WorkSource and Next staff are responsible for

identifying job seekers based on open jobs, training opportunities, and for WSW industries of focus, ~~and entering job candidates~~ job seekers into Launchpad to create a qualified talent pool so that businesses have immediate access to pre-qualified talent. In addition, WorkSource and Next staff are responsible for doing business outreach and engagement as the needs of WorkSource and Next customers and service delivery contracts dictate. All in-sector business engagement will go through WSW's business team, all other business engagement should be documented in Launchpad.

- Other Partner or affiliate site staff are responsible for understanding business needs communicated through WorkSource, Next, and WSW and sourcing and preparing talent accordingly.
- Economic Development Partner staff are responsible for creating business connections between WSW and companies in Southwest Washington, connecting WSW to business leaders to provide program and candidate feedback to support continuous improvement efforts, and for connecting WSW to companies at risk of leaving the region so that intervention and retention strategies may be deployed.
- One-Stop Operator WorkSource Business Services Manager (OSO) is responsible for working in partnership with WorkSource and Next Leadership to develop criteria and processes for assessing and qualifying candidates job seekers to create a system where businesses have access to the candidates job seekers they need when they need them. In partnership with WSW Project Managers, ~~and~~ WorkSource, and Next staff, develop strategies to target the number and type of occupations that need to be sourced and/or trained to meet the needs of industry. The OSO Manager will then work with the WorkSource and Next Leadership Teams to provide guidance and expected outcomes to the WorkSource and Next Centers.

The OSO Manager will ~~also~~ ensure that all business services staff in the ~~center~~ WorkSource and Next are properly trained ~~and utilizing the required data management systems for all customers to document business engagement and service delivery in Launchpad, business, and qualified talent data entry/management.~~ The OSO Manager will work with the WorkSource and Next Leadership Teams to develop and document a process for business triage to ensure that businesses who contact WorkSource or Next for services, get what they need when they need it. The OSO Manager will work with WorkSource and Next Leadership Teams to monitor and track progress towards meeting ~~talent development goals~~ the goals of the WorkSource Business Engagement Plan and will be responsible for keeping this plan updated. ~~The OSO will work with the WorkSource Leadership Team to develop and maintain a business triage desk-aid to support WorkSource staff and their ability to ensure that businesses are appropriately connected to WSW Project Managers when appropriate and that proper documentation in Launchpad occurs.~~ The OSO Manager will also ensure that employers have access to post jobs publicly on WorkSourceWA.

The OSO Manager must implement the WorkSource functions of the Business Services Policy including, but not limited to:

1. Regular performance reporting for WSW to monitor and update progress towards targets from One-Stop Operator (OSO) contract all contracts related to serving businesses.

2. Ensure the minimum menu of Business Services are available [CFR 678.430 & 678.435](#).
3. Ensure all WorkSource [and Next](#) staff are knowledgeable of all the Basic Business Services (training documented and/or knowledge demonstrated) or able to make appropriate referrals where the service can be accessed.
4. Utilize the statewide ETO system and local system Launchpad to:
 - Create and manage job orders and
 - Document employer services in ETO and Launchpad and
 - ~~Enter job seeker information and qualify talent in Launchpad and~~
 - Use Launchpad to document job seeker referrals and placements for Launchpad jobs.

Business Service Staff have the right to refuse staff assisted services to employers, including but not limited to investment, if employer is not following ~~COVID-19 safety protocols, other~~ employee safety protocols, has history of employee or applicant complaints either discrimination or otherwise, or is not current on required taxes and fees. Staff should document concerns in case notes and consult WSW before refusing service.

References/Resources:

- [Combined Final Rule](#)
- [WIOA Law](#)

Supersedes:

- WSW Policy #4002 Revision 1, Coordinated Business Services
- ~~WSW Policy #4002 Rev 2, Coordinated Business Services effective 3/9/2022~~

Website:

<http://workforcesw.org/providers#OperationsPolicies>

From: [Traci Williams](#)
To: [Traci Williams](#)
Subject: Contract/Policy Email Approved - 5 Approvals
Date: Tuesday, April 2, 2024 3:35:09 PM
Attachments: [image001.png](#)

Yes:

A.D. Simmons
Renny Christopher
Corey Giles
Karen Bowerman
Monte Constable
Mark Tishenko
Ted Sprague

Haven't heard back from:

Paige Spratt
Adrienne Watson

No:

N/A

*Best,
Traci*



TRACI WILLIAMS
Senior Executive Administrator/Operations Manager
twilliams@workforcesw.org 360.567.1070 www.workforcesw.org

Workforce Southwest Washington
805 Broadway, Suite 412 | Vancouver, WA 98660
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From: Traci Williams
Sent: Thursday, March 28, 2024 10:29 AM
Cc: Miriam Halliday <mmartin@workforcesw.org>
Subject: WSW Executive Committee Contract/Policy Email Approval Needed

WSW Executive Committee Members,

The contracts below and attached policy need your approval now as we cannot wait until the next Executive Committee and Board of Director meeting to execute these contracts and implement this

revised policy. Once approved by the Executive Committee, an email approval will be sent to the full board.

Please respond via email to Traci with your “I approve” or “I do not approve” by EOD on Friday, March 29, 2024.

Executive Approval Needed:

- Approval needed for Workforce Innovation and Opportunity Adult, Dislocated Worker, Youth and Economic Security for All Community Reinvestment grants with Career Path Services, contract for **April 1, 2024 to June 30, 2025**. Contract amount not to exceed **\$150,000** to provide services in Clark, Cowlitz, and Wahkiakum counties.
 - Career Path Services (CPS) is currently the functional lead for the WorkSource centers and serves as the Operator in the SW WA community. With this leadership role, CPS has the unique ability and qualification to oversee and implement a system wide approach for WorkSource business services in our region.

- Approval needed for Washington Jobs Initiative- PY23 ARPA – Good Jobs Challenge with Washington Employment Security Department, contract for **April 1, 2024 to September 30, 2025**. Contract amount not to exceed **\$550,000** to provide services in Clark, Cowlitz, and Wahkiakum counties.
 - to support participant placement into quality jobs in the healthcare sector in Clark, Cowlitz, and Wahkiakum counties. This project is focused on recruitment, training, wrap-around services, and direct placement of participants into quality jobs within a targeted healthcare industry occupation.

WSW Youth Incentives Policy #3042-1

This is a revision to our Youth Incentives Policy. In this revision, paid and unpaid work experience was broken down into four different categories for which incentive payments are or are not allowed, along with the frequency and amount.

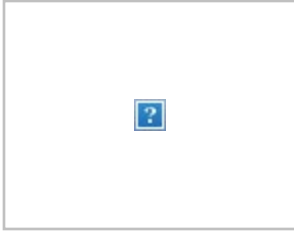
Based on the approval process, this policy approval falls under **Tier 3 Executive Committee Approval** and **Full Board approval**.

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 Executive Committee and Full Board.

Thank you.

Best,
Traci



TRACI WILLIAMS

Senior Executive Administrator/Operations Manager

twilliams@workforcesw.org 360.567.1070 www.workforcesw.org

Workforce Southwest Washington

805 Broadway, Suite 412 | Vancouver, WA 98660

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From: [Traci Williams](#)
To: [Traci Williams](#)
Subject: WSW Executive Committee ICS/Policy Email Approved - 7 Approvals
Date: Thursday, April 11, 2024 8:50:05 AM
Attachments: [image002.png](#)
[image003.png](#)

Yes:

Adrienne Watson
Corey Giles
Ted Sprague
Renny Christopher
Monte Constable
A.D. Simmons
Karen Bowerman

No:

N/A

Haven't heard back from:

Paige Spratt
Mark Tishenko

*Best,
Traci*



TRACI WILLIAMS

Senior Executive Administrator/Operations Manager

twilliams@workforcesw.org 360.567.1070 www.workforcesw.org

Workforce Southwest Washington

805 Broadway, Suite 412 | Vancouver, WA 98660

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From: Traci Williams

Sent: Wednesday, April 3, 2024 3:38 PM

Cc: Miriam Halliday <mmartin@workforcesw.org>

Subject: WSW Executive Committee ICS/Policy Email Approval Needed

Importance: High

WSW Executive Committee Members,

We have a few items that require your attention and your vote prior to our April Executive Committee meeting due to the time sensitive nature of the items.

Please respond via email to Traci with your “I approve” or “I do not approve” by EOD on Friday, April 5, 2024.

Executive Approval Needed:

WSW Insured Cash Sweep (ICS) Account

-

- WSW needs the Executive Committee’s approval to enter into an agreement with Umpqua Bank, where the current checking account resides, to open an Insured Cash Sweep (ICS) account where cash that exceeds the limit of the current FDIC insured amount of \$250,000.00 can be deposited and will be insured. Umpqua bank is a member of the IntraFi Network Deposits System which places deposits on our behalf at other financial institutions in amounts not to exceed the limit of FDIC insurance allowing those deposits to be fully insured. All amounts in the ICS account are next day accessible.

Amounts to be deposited to the ICS account include multiple cash grants received, BFET match reimbursements, and other amounts detailed in the attached memo. The WSW Money Market account at Columbia Credit Union will be closed as multiple banks accounts will no longer be necessary. The amounts in the attached memo represents excess cash and does not include cash deposits received from cost reimbursement grants to be used for current obligations.

The fee for the ICS account is \$25 per month. The cash in the ICS account will earn interest. The initial deposit total including the amount from the Columbia Credit Union Money Market Account will be \$475,000.00.

It is important to note that the attached memo and other account documents have been made available for review by the Finance Committee and approved by Renny Christopher, the Treasurer for the WSW Board of Directors.

WSW Thrive Eligibility Policy #3501

- The Thrive (Economic Security for All) program has become increasingly more complex as we receive additional funding for this program. WSW staff made the decision to combine all eligibilities for the different funding sources under Thrive into one policy. This policy will support our service delivery partners by guiding eligibility in one place.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee Approval** and **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 Executive Committee and Full Board.

WSW Supportive Service Nonfederal Policy #3035-1

- This is not a new policy for WSW; however, it was due for an update. WSW staff took a thorough look at the requirements and were able to loosen the guidelines. This revision is the result of staff increasing cap amounts and allowable supports provided using nonfederal dollars. A Thrive funding source is the only source WSW administers currently that is eligible under this policy.

Based on the approval process, this policy approval falls under **Tier 2 Executive Committee Approval** and **Full Board**

notification.

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 Committee approval and Full Board notification.

Thank you.

MH



Miriam Halliday (she/her/hers)

Chief Executive Officer

mhalliday@workforcesw.org | 503.367.8193 | www.workforcesw.org

Workforce Southwest Washington

805 Broadway, Suite 412 | Vancouver, WA 98660

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