



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting
Zoom Conference Call
April 26, 2023
3:30 – 4:15 pm
AGENDA

3:30	<u>Welcome</u>	Paige Spratt
3:35	<u>Consent Agenda</u> * <ul style="list-style-type: none">• Minutes, Contract, & Policy Memos• DW / Adult Transfer Memo	Paige Spratt
3:40	<u>Wahkiakum Outreach System Liaison</u> * <ul style="list-style-type: none">• Approval of Scoring Committee Funding Recommendation	Nolan Yaws-Gonzalez
3:50	<u>Finance</u> * <ul style="list-style-type: none">• IRS Form 990	Renny Christopher
3:55	<u>MOU/IFA</u> * <ul style="list-style-type: none">• Approval of Workforce System MOU/IFA Modification	Amy Gimlin
4:05	<u>CEO Update</u> <ul style="list-style-type: none">• WSW Team Building• Reminder – WSW Executive Committee Dinner• CHIPS + Infrastructure Workforce Update• State Funding Update – Economic Security for All	Miriam Halliday
4:10	<u>Open Discussion / Other Items</u>	Paige Spratt
4:15	<u>Adjourn</u>	Paige Spratt

* - Action Required

NOTES

May Executive Committee Meeting – May 24, 2023 (In-person)
May Executive Committee Dinner – May 24, 2023 - location TBD



WSW Executive Committee Meeting Minutes
March 22, 2023
3:30 p.m.
Zoom Conference Call

Executive Committee Members Present: Chair Paige Spratt, Vice Chair A.D. Simmons, Renny Christopher, Ted Sprague, Mark Tishenko, Adrienne Watson, Councilor Sue Marshall, and Corey Giles.

Executive Committee Members Excused: Monte Constable

Staff Members Present: CEO Miriam Halliday, Julia Maglione, and Traci Williams.

WELCOME:

Chair Paige Spratt opened the meeting at 3:31 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Committee minutes held on February 15, 2023 and February 22, 2023, Contract Memo, and Policy Memo that included; WSW Supportive Service and Needs Related Policy #3005-8, WIOA Title I-B Administrative Sanctions State Policy #5406-3, and WSW Training Handbook-Attachment A.

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

POINT NORTH COMMUNITY FOCUS GROUP UPDATE:

WSW's Director of Communications, Julia Maglione gave a presentation on the focus groups/survey stakeholders for WSW's CBO/partners, youth providers, and businesses. Julia Maglione shared why the surveys/focus groups were set up, what WSW has done with the feedback that they received, and what next steps WSW has in place. Questions were addressed by Julia Maglione and Miriam Halliday.

CEO REPORT:

CEO Miriam Halliday shared the multiple RFP's that are out to bid for procurement. WSW finished the State-Level Equal Opportunity Office Monitoring Review in October, which contained no findings. Miriam Halliday also mentioned the corrective action plan that is in place for one of WSW's contractors. The WSW Program Team along with Miriam will be heading to NAWB this coming Saturday. A group dinner after the May Executive Committee meeting was decided with a calendar invite sent out.

NEW BUSINESS / OTHER ITEMS

None was forthcoming.

WSW Executive Committee Meeting

Wednesday, March 22, 2023

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ADJOURNMENT:

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:06 p.m.

Ted Sprague moved to adjourn the meeting at 4:06 p.m.

DRAFT



CONTRACT MEMO

DATE: APRIL 19, 2023
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (MARCH-APRIL 2023)

WSW **modified** the following contracts:

- Equus revised budget, for Disaster Employment Relief (DWG), no change in budget of \$480,718.82 or end date.
- Equus revised for State Economic Security for All, no change in budget of \$390,434.90 or end date.
- Equus budget increase of **\$70,000**, for WorkSource Operator, for total budget of \$316,100.
- Equus budget increase of **\$5,000**, for Fourth Plain Navigator, for total budget of \$35,000.
- Equus budget decrease of **\$34,980.08**, COVID-19 Employment Recovery and decrease of **\$42,005.68**, Opioid Disaster Relief. No change in Disaster Relief Employment \$12,692.18. Total contract budget \$907,924.64.
- Equus Statement of Work and Performance for Quest Dislocated Worker, no change in budget.

WSW **executed** the following contracts:

- Career Team for **\$141,028** to is to support, develop, and train dislocated workers ending **September 30, 2024**.

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

- WSW received executed grant modification for *Disaster Recovery NDWG Opioid Crisis* through Employment Security department to June 30, 2023. Grant award amount increased by \$35,000 for total of **\$735,000**.
- WSW received executed grant modification for *Workforce Innovation and Opportunity Formula funds* through Employment Security department to June 30, 2024. Grant award amount increased by \$87,413 for total of **\$3,886,983**.
- WSW received executed grant modification for *Community Development Block Grant* through City of Vancouver to extend end date to December 31, 2023. No change in amount of \$40,000.

Board Approval Needed



POLICY MEMO

DATE: APRIL 20, 2023
TO: MIRIAM HALLIDAY
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

Dispute Resolution Policy 4007-3

This was a revision to our Dispute Resolution Policy. Employment Security Department revised the state policy that expands on the dispute resolution and appeals to the WIOA Title I-B program, by establishing a one-stop system dispute resolution and appeals policy. The revision also establishes the Workforce Training and Education Coordinating Board (WTECB), in its capacity as the State Workforce Development Board (SWDB), as the state-level appellate body. Revised [Dispute Resolution Policy 4007-3](#) 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.

Eligibility Handbook – Attachment A

This was a revision to our Eligibility Handbook – Attachment A. Employment Security Department revised the state policy by opening up self-attestation to be participant generated and traceable uniquely to that person. Digital electronic signatures can include an email, a text, or unique online survey responses from participants to help document. Other revisions to this policy are listed below. A copy of the revised handbook is attached.

- Updated eligibility criteria for the Jobs for Veterans State Grant program.
- Updated the eligibility documentation requirements table to align with TEGL 23-19, Change 1, as well as state policy.
- Replaced reference to the federal Defense of Marriage Act of 1996 with reference to the Respect for Marriage Act of 2022.

- Updated the definition of cross-match to give clarification around data element validation.
- Updated the definition of self-attestation to align with that in federal TEGL 23-19, Change 1.
- Revised Section 5.2 to conform with Selective Service System requirements for transgender individuals.
- Added a new Section 5.11 with a state definition of long term unemployed for National Dislocated Worker Grants for which the U.S. Department of Labor does not otherwise define the term.

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.

One-Stop Evaluation and Certification State Policy 1016-1

This was a revision to the state policy 5612, which was re-designated and appropriately numbered as this WorkSource system policy 1016-1. The previous version of the policy was written prior to WIOA Final Rule and TEGL 16-16 and subsequent USDOL guidance. All local boards are subject to follow State [One-Stop Evaluation and Certification Policy 1016-1](#). This is notification to the board of this revision to the state policy.

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.



MEMO

DATE: APRIL 26, 2023
TO: EXECUTIVE COMMITTEE MEMBERS
CC: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
FROM: MARNIE FARNES, WSW DIRECTOR OF PROGRAMS
RE: **TRANSFER OF FUNDS -- DISLOCATED WORKER TO ADULT**

Summary: WSW has had an influx of Dislocated Worker funding over the last 6 months. To balance this, we would like to request permission from ESD to **transfer \$210,000.00 from Dislocated Worker to Adult** (Career Team: \$100,000.00; WSW \$110,000.00).

Below is a list of our current dislocated worker grants:

- QUEST Dislocated Worker Grant - \$ 1,186,028
- Career Dislocated Worker Grant - \$ 490,440
- Opioid Dislocated Worker Grant - \$ 700,000 Mod 2
- COVID-19 Employment Recovery Dislocated Worker Grant - \$ 1,080,380 Mod 5
- COVID-19 Disaster Relief Dislocated Worker Grant - \$ 750,604 Mod 7

This infusion of dislocated worker funding is benefiting our region greatly as we continue to see lower unemployment levels. During the COVID shutdown (April 2020), unemployment in SW WA was at 14.2%; in comparison, the latest total unemployment numbers have us at 6.03% (as of March 2023 for all three counties) -- Clark: 4.8%; Cowlitz: 5.8%; Wahkiakum 7.5%.

Executive Committee Approval Needed



RFP RECOMMENDATION MEMO

DATE: APRIL 26, 2023
TO: EXECUTIVE COMMITTEE MEMBERS
CC: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
FROM: NOLAN YAWS-GONZALEZ, SENIOR PROJECT MANAGER
RE: WAHIAKUM COMMUNITY OUTREACH RFP RECOMMENDATIONS

The Wahkiakum Community Outreach RFP is connected to WSW's System Liaison investment strategy. Through investing in the System Liaison connected role in Wahkiakum County, Workforce Southwest Washington (WSW) aims to connect Wahkiakum County residents with resources, support services, and employment opportunities, and reduce the number of barriers Wahkiakum County residents face when attempting to engage with WorkSource and the boarder workforce development system. In preparation for Program Year 2023 – 2024, WSW released a Request for Proposals (RFP) for Wahkiakum Community Outreach on March 15, 2023. This memorandum details the process that was followed and the Scoring Committee's recommendations.

Timeline:

Activity:	Date:
RFP Released	March 15, 2023
RFP Shared & Promoted	March 15, 2023 – April 17, 2023
Initial Scoring Committee Meeting	April 10, 2023
Proposals Due to WSW	April 17, 2023, by 5 p.m. PT
Scoring Committee Review of Proposals	April 18 – 25, 2023
Scoring Committee Meeting to Discuss Recommendations	April 25, 2023
Executive Committee Review & Approval	April 26, 2023
Contract Development	April 28, 2023 – June 1, 2023
WSW Board of Directors Notified of Contract Approval	June 13, 2023
Deadline for Contract to be Executed	June 20, 2023
Selected Contractor Begins Providing Services	July 1, 2023

Selection Process:

In February 2023, a Scoring Committee was formed to guide and lead this process. Scoring Committee members included Armando Antonino, Alyssa Delgadillo-Joyner, Amy Gimlin, and Nolan Yaws-Gonzalez from WSW's staff team. The Scoring Committee met twice, first connecting on April 10, 2023, to review the RFP, discuss proposal criteria, and review the scoring rubric. The Scoring Committee next met on April 25, 2023, to discuss each proposal, review scores, and discuss the committee's recommendations.

The Scoring Committee reviewed each proposal and scored the submissions based on a scoring rubric with the following criteria:

- **Criteria 1: Demonstrated Experience & Ability** - 5 points possible.
- **Criteria 2: Relationships & Collaboration** - 5 points possible.
- **Criteria 3: Budget Detail** - 5 points possible.

Responding Agencies:

Wahkiakum Community Outreach proposals were received from the following organizations:

- Wahkiakum County Health & Human Services (WHHS)

Final Scores:

Wahkiakum County Health & Human Services	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	TOTAL	Median	Mean
Criteria 1: Demonstrated Experience & Ability	5	3	4	5	4.5	16.5	4.25	4.125
Criteria 2: Relationships & Collaboration	5	4	4	5	4.5	17.5	4.25	4.375
Criteria 3: Budget Detail	5	2	3	3.5	3.5	12	3.25	3
TOTAL	15	9	11	13.5	12.5	46	11.75	11.5

Recommendation:

In their proposal, WHHS outlined a compelling plan for continuing to expand the reach and impact of the Employ Wahkiakum Program they have developed in partnership with WSW over the past three years. Through engaging in direct outreach to job seekers and local businesses, Employ Wahkiakum Program staff are guided by the goal of helping job seekers in Wahkiakum County overcome barriers so they can get connected to quality, long-term employment opportunities. Employ Wahkiakum Program staff helps job seekers develop job search skills, explore potential employment opportunities, prepare necessary application materials, and get connected to the resources and support services available through WorkSource and additional community partners as necessary. Additionally, Employ Wahkiakum staff coordinates quarterly community resource fairs and provides office space to WorkSource and Next staff one day per week so they can provide in-person services to Wahkiakum residents in Cathlamet, Washington.

Based on the proposal and discussion of the Scoring Committee, the Scoring Committee recommends that the Executive Committee of WSW’s Board of Directors award the proposal of Wahkiakum County Health and Human Services (WHHS) and enter into contract with WHHS for the Wahkiakum County connected System Liaison role. Total contract amount for PY23 not to exceed \$90,000.



MEMO

DATE: APRIL 19, 2023
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: WORKFORCE SYSTEM MOU/IFA ANNUAL MODIFICATION

WIOA mandates each area have an executed Workforce Memorandum of Understanding with all partners of the system. Also included in legislation is a requirement for an Infrastructure Agreement. WSW includes this agreement within the MOU therefore, it is one agreement. Legislation also mandates a renewal every 3 years, and a signed modification annually if significant changes occur. Overall, most of the MOU and IFA terms remained the same. There were some clarifications and an addition to the IFA budget.

Below is a summary of the revisions and where to locate in the attached MOU, track changes are shown for ease of finding changes:

- Page 1 indicates major revisions - **Modification 3 adds the new WIOA Title I Youth partner delivering services at Next in all three counties. Updated WorkSource IFA to include the front desk positions to begin October 1, 2023.**
- Made multiple minor edits in punctuation, grammar, and consistent language throughout.
- Updated the partner process for requesting Launchpad access.
- Adding the two Front Desk positions to the WorkSource IFA calculation.
- Revised partner contacts and signatory list added new Title I Youth subrecipients.
- Updated the annual IFA budget and methodology (front desk positions) for WorkSource Centers and Next.