



workforce  
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting Minutes**  
**April 26, 2023**  
**3:30 p.m.**  
**Zoom Conference Call**

**Executive Committee Members Present:** Chair Paige Spratt, Vice Chair A.D. Simmons, Monte Constable, Ted Sprague, Councilor Sue Marshall, and Corey Giles.

**Executive Committee Members Excused:** Renny Christopher, Adrienne Watson, and Mark Tishenko

**Staff Members Present:** CEO Miriam Halliday, Barri Blair, Amy Gimlin, Nolan Yaws-Gonzalez, 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 March 22, 2023, Contract Memo, Policy Memo that included; WSW Dispute Resolution Policy #4007-3, Eligibility Handbook – Attachment A, and One-Stop Evaluation and Certification State Policy #1016-1, and Transfer of Funds – Dislocated Worker to Adult Memo.

**Sue Marshall moved to approve the Consent Agenda as presented, second by A.D. Simmons. Motion carried.**

**WAHKIAKUM OUTREACH SYSTEM LIAISON:**

WSW's Senior Project Manager, Nolan Yaws-Gonzalez went over the timeline of the Wahkiakum Outreach System Liaison RFP, the selection process of the Scoring Committee, and the scoring rubric and the criteria that the committee scored the proposal. The criteria for the scoring rubric were the following: demonstrated experience and ability, relationships and collaboration, and budget detail.

Based on proposal and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee invest in Wahkiakum County Health & Human Services (WHHS) for the Wahkiakum Outreach System Liaison contract.

Questions were answered and addressed by Nolan Yaws-Gonzalez and Miriam Halliday.

**Sue Marshall moved to award the proposal of WHHS and enter into contract not to exceed \$90,000 with WHHS for the Wahkiakum Outreach System Liaison, second by Monte Constable. Motion carried.**

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**FINANCE:**

WSW's CFO, Barri Blair presented a draft copy of the WSW 2021 IRS form 990 to the Executive Board for review and approval. Questions were addressed by Barri Blair.

**A.D. Simmons moved to accept and approve the 990 Form as presented, second by Monte Constable. Motion carried.**

**MOU/IFA:**

WSW's COO, Amy Gimlin 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 and Miriam Halliday.

**Sue Marshall moved to approve the Workforce System MOU/IFA annual modification as presented, second by Ted Sprague. Motion carried.**

**CEO REPORT:**

CEO Miriam Halliday shared that on June 15<sup>th</sup> WSW will be having a staff retreat and a part of that retreat would be giving the WSW staff June 16<sup>th</sup> off as a holiday.

**Monte Constable moved to approve giving the WSW staff June 16<sup>th</sup> off as a holiday for this year only as presented, second by Sue Marshall. Motion carried.**

Miriam Halliday gave the Executive Committee a reminder that there will be a committee dinner after the May 24<sup>th</sup> in-person Executive Committee meeting, location to follow. Miriam Halliday also gave an update on WSW's work with CREDC around the CHIPS funding and an infrastructure workforce update. Also mentioned was the state funding around Economic Security for All. Questions were answered by Miriam Halliday.

**NEW BUSINESS / OTHER ITEMS**

None was forthcoming.

**ADJOURNMENT:**

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:18 p.m.

**Sue Marshall moved to adjourn the meeting at 4:18 p.m.**