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SOUTHWEST WASHINGTON

**WSW Executive Board Meeting  
Zoom Conference Call  
April 27, 2022 3:30 – 5:00 pm**

**AGENDA**

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3:30	<u>Welcome</u>	<b>Paige Spratt</b>
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none"><li>• Approval of Executive Meeting Minutes</li></ul>	<b>Paige Spratt</b>
3:40	<u>Contract Memo Approval</u> <ul style="list-style-type: none"><li>• EcSA</li></ul>	<b>Paige Spratt</b>
3:45	<u>Governance Report Out</u> <ul style="list-style-type: none"><li>• New Board Member Nominations</li></ul>	<b>Ralph Clark Miriam Halliday</b>
4:05	<u>Bylaw Subcommittee Discussion</u>	<b>Paige Spratt</b>
4:15	<u>CEO Report</u> <ul style="list-style-type: none"><li>• Strategic Plan – push to 2024 to mirror the SW WA Local Plan</li><li>• Quality Jobs Proclamation</li></ul>	<b>Miriam Halliday</b>
4:55	<u>Open Discussion / Other Items</u>	<b>Paige Spratt</b>
5:00	<u>Adjourn</u>	

**NOTES**

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**WSW Joint Executive Board/Finance Committee Meeting Minutes**  
**March 23, 2022**  
**3:30 p.m.**  
**Zoom Conference Call, WSW**

**Executive Board Members Present:** Chair Paige Spratt, Vice Chair A.D. Simmons, Renny Christopher, Ralph Clark, Monte Constable, Ted Sprague, and John Vanderkin.

**Executive Board/Finance Committee Members with Excused Absences:** Darcy Altizer.

**Staff Members Present:** CEO Miriam Halliday, Amy Gimlin, Darcy Hoffman, and Traci Williams.

**WELCOME:**

Chair Paige Spratt opened the meeting at 3:35 p.m. and welcomed everyone in attendance.

**QUALITY JOBS UPDATE:**

WSW's Director of Business Services, Darcy Hoffman gave an overview of the Quality Jobs framework of the strategies, best practices, and improved retention. Ms. Hoffman will share out the final draft once it is finalized. April will be the soft launch of the Quality jobs framework and next steps will be a staff work retreat session at the end of May. WSI/CWP/WSW will be putting out a formal proclamation for Quality Jobs. Questions were answered by Darcy Hoffman and Miriam Halliday.

**APPROVALS:**

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on February 23, 2022, and the Policy Memo; which included the WIOA Title I-B Performance Sanctions State Policy #5415 Rev 1.

**Ted Sprague moved to approve the Consent Agenda as presented, second by Ralph Clark. Motion carried.**

**GOVERNANCE REPORT OUT:**

Governance Co-Chair Ralph Clark gave updates around the existing board member housekeeping, stating that a survey was sent out to current board members with terms ending June 2022. Update on new board members is that Governance will be reviewing board member applications by the 8<sup>th</sup> of April, then sending requests out to various partners for letters of recommendation for each member according to our bylaws. Members will be brought forth to the Executive Committee meeting in April. CEO Halliday will be revamping the orientation for new board members and have a completed packet in mid-April for the members approval at the April Executive Committee meeting. CEO Halliday asked for thoughts and/or opinions around the soon to be open non-profit position.

**BYLAW SUBCOMITTEE UPDATE:**

Chair Spratt informed the Executive board that the Bylaw Subcommittee will be meeting this Friday to discuss recent changes made to the bylaws. The goal is still to have the final draft go before the Executive board at the April executive meeting with a final approval at the June board meeting.

**CEO REPORT:**

CEO Miriam Halliday shared some updates with the Executive board that included the upcoming WWA conference that will be held November 8-10<sup>th</sup> that all WSW staff will be attending. WSW is still hiring for the Senior Program Manager and Staff Accountant II positions. The WSW team will be participating in a climate survey that was one of the BaCE projects from earlier this year, WSW also plans to have the board participate in a climate survey by next year. CEO Halliday also shared a funding update on the 1.5 million dollars that will go to SummerWorks. Office COVID protocols were mentioned with an in-person hybrid model starting in June/July. Ms. Halliday asked for reflection around the Board of Director March meeting and questions were addressed. Ms. Halliday touched on board culture development sharing that an option of having an online form to anonymously reach out about microaggressions that might happen at meetings. Also, in early fall a survey will go out to all board members after the September board meeting to get feedback

**NEW BUSINESS / OTHER ITEMS**

None were forthcoming.

**ADJOURNMENT:**

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:27 p.m.

**Ted Sprague moved to adjourn the meeting at 4:27 p.m.**



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**CONTRACT MEMO**

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**DATE:** APRIL 20, 2022  
**TO:** MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER  
WSW EXECUTIVE BOARD MEMBERS  
**FROM:** AMY GIMLIN, WSW CHIEF OPERATING OFFICER  
**RE:** CONTRACT UPDATE (MARCH – APRIL 2022)

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

- WSW received executed grant for *Economic Security for All* through Employment Security Department in the amount of **\$361,739**.

**Board Approval Needed**

Approval needed for the *Economic Security for All (EcSA)*, eg. “*Thrive*,” contract between WSW and **Equus Workforce Solutions** for **\$216,651.00**. These are federal WIOA funds administered via grant from Washington State Employment Security Department for the contract duration of April 1, 2022 to March 31, 2024.

The purpose of the *Equus Thrive* contract is to recruit, retain, and provide wraparound services for economically marginalized individuals of diverse backgrounds who reside in areas marked by poverty in Cowlitz and Wahkiakum Counties to ensure they are connected to (1) all the supports necessary to focus on their career plans and/or training, (2) subsidized training and (3) employment above \$34,480. Specific services include, but are not limited to, the following:

Recruiting individuals who are below 200% of Federal Poverty Level (FPL), including SNAP recipients via partnership with DSHS and the ESD/DSHS SNAP data share agreement; coordinating connection to SNAP benefits for participants not connected at intake; developing career plans that identify a self-sufficiency goal using the Self-Sufficiency Calculator; and co-enrolling participants continuing in subsidized training into WIOA Adult and co-enrolling participants in WIOA Adult, Youth, and Dislocated Work programs, as appropriate. Subrecipient will coordinate, as needed, with community and state agency partners to help customers access services.



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## Executive Committee Meeting April 27<sup>th</sup> 2022

### Bylaw Subcommittee Executive Summary

- Added Definitions of commonly used terms for clarity.
- Revised Executive Board to Executive Committee to ensure clarity within the WSW leadership structure.
- Added values and updated strategic plan and goals to match the current WSW Strategic Plan.
- Revised the length of term for WSW Board of Directors to be 3 year terms, with the cap of 2 terms (for a total of 6 years of membership).
  - 6 year term limit does not apply to Officer level positions and Executive Committee positions.
- Public will be notified of public meetings via the WSW website and other methods to ensure visibility and transparency.
- Members will need to notify the WSW Executive Administrator of absences for meetings.
  - After two unexcused and excused absences, the WSW CEO and WSW Governance Committee will reach out to the member to gauge participation.
- Voting may occur through electronic means when deemed necessary by urgency of the item needing approval , at the discretion of the WSW CEO.
- The WSW Board of Directors Chair will be able to appoint interim officers when deemed necessary.
- WSW Officers (Chair, Treasurer, Vice Chair) shall serve for on two year term.
- The WSW Executive Committee AND WSW CEO may appoint new standing and ad hoc committees from the WSW Board of Directors membership.
- Committee Chairs will be appointed by the Executive Committee. All standing Committees will have a Committee Chair who is a member of the WSW Board of Directors.
- The immediate past chair of WSW Board of Directors will have a seat on the Executive Committee for the first term of the incoming WSW Board of Directors Chair. At the beginning of the second term for the WSW Board of Directors Chair, the seat on the Executive Committee will open to an elected member from the WW Board of Directors representing private sector.
- At a minimum, two meetings of the Executive Committee will occur in person over the course of the year.