



workforce
SOUTHWEST WASHINGTON

WSW Executive Board Meeting Minutes
April 28, 2021
3:30 p.m.
Zoom Conference Call, WSW

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

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

WELCOME

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

APPROVALS

Having reached quorum, Chair Spratt entertained a motion to approve the Executive Board minutes held on March 24, 2021 with the change of correcting the spelling of Renny Christopher's name.

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

Mr. Perkey and Ms. Gimlin discussed and answered questions regarding the Policy Memo that consisting of WSW LLSIL Policy #3018 and WSW Complaint Policy #2004 and Handbook. Chair Spratt entertained a motion to approve the Policy Memo as presented.

Renny Christopher moved to approve the Policy Memo as presented, second by Karen Bowerman. Motion carried.

Ms. Gimlin discussed and answered questions regarding the Contract Memo. Chair Spratt entertained a motion to approve the Contract Memo as presented.

John Vanderkin moved to approve the Contract Memo as presented, second by Renny Christopher. Motion carried.

The WSW Employee Handbook Policy revisions were discussed in length and questions were answered by Kelley Foy, John Vanderkin, Ms. Gimlin, and Mr. Perkey. The revisions included adding WSW's diversity statement into the introduction, multiple minor edits in punctuation and grammar, changes to final pay and benefits, fringe benefits, time off benefits, and revised to add the ability for the CEO to make changes to paid holiday schedule with Executive Board approval. Chair Spratt entertained a motion to approve the revisions to the Employee Handbook.

Renny Christopher moved to approve the revisions to the Employee Handbook as presented, second by Kelley Foy. Motion carried.

GOVERNANCE

Mr. Perkey and Governance Committee Co-Chairs A.D. Simmons and Ralph Clark updated the Executive Board on their next tasks that includes board development and executive leadership development work. The Governance board is currently working with WSW Communications Director to draft a memo and send out to the board and community partners to attain more names for potential new board members. The memo will have detailed information for what specific information WSW is looking for in new board members.

CEO REPORT

Mr. Perkey shared with the Executive Board that this meeting was to focus on the communications front and engaging with unemployed individuals. Mr. Perkey also gave a quick update on the kickoff of the WIOA reauthorization. Mr. Perkey introduced Julia Maglione, Communications Director to share out some of WSW's communications updates from January – April 2021. Ms. Maglione share the launch efforts of WSW Strategic Plan with a Community Convening scheduled for April 29th and a Business Convening scheduled for May 6th. Also shared was WSW's outreach to individuals receiving unemployment insurance benefits from the information WSW was able to obtain from the ESD. Additional outreach will happen in the coming weeks, including targeted messaging to individuals that worked in specific industries and youth.

Ms. Maglione also informed the Executive board that other ways that communications are sent out is through email blasts, snail mail, and the monthly newsletters, sharing that the May 1st newsletter will include the Manufacturing hiring event that will be held on May 26th. Ms. Maglione also included in a handout all the coverage of the Workforce System with links to media and partner articles about WSW and our workforce system.

Mr. Perkey and Ms. Maglione asked the Executive board the question on how you effectively engage 21,000 unemployed individuals yesterday with the ask to Executive board around creative thinking and support. Some ideas that emerged was to have employers speak directly to the individuals with job openings in the email blasts, e-blast changed from looking like its coming directly from WS/ESD to possibly a group of employers, and to have the subject line be more enticing to get people to want to open it.

NEW BUSINESS / OTHER ITEMS

Mr. Perkey will bring to the May executive meeting the draft agenda for the June full board meeting. The June board meeting will include a panel discussion with the three higher ed institution. Also mentioned was a possible hybrid fall board retreat, depending on current circumstances.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:51 p.m.

Ralph Clark moved to adjourn the meeting at 4:51 p.m.