



workforce
SOUTHWEST WASHINGTON

WSW Executive-Finance Committee Meeting
Zoom Conference Call
May 22, 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• Acknowledgement of One Stop Annual Report Memo	A.D. Simmons
3:45	<u>Finance</u> <ul style="list-style-type: none">• Quarterly Reports• Approval of PY24 Budget*	Renny Christopher + Barri Blair
4:00	<u>EcSA RFP Memo *</u> <ul style="list-style-type: none">• Approval of Scoring Committee Funding Recommendation	Mando Antonino
4:10	<u>EcSA Business Services RFP Memo *</u> <ul style="list-style-type: none">• Approval of Scoring Committee Funding Recommendation	Darcy Hoffman + Mando Antonino
4:20	<u>Governance</u> <ul style="list-style-type: none">• Nominations (New Board Members) *• Renewals (Existing Board Members) *• Board Officer Update	A.D. Simmons
4:35	<u>CEO Update</u> <ul style="list-style-type: none">• June Board of Director Meeting Agenda• May Board of Director Retreat – May 29th	
4:55	<u>Open Discussion / Other Items</u>	A.D. Simmons
5:00	<u>Adjourn</u>	A.D. Simmons

*** - Action Required**

NOTES

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



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting Minutes
April 24, 2024
3:30 p.m.
Zoom Conference Call

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

Executive Committee Members Not Present: Karen Bowerman.

Staff Members Present: CEO Miriam Halliday, Barri Blair, Darcy Hoffman, and Traci Williams.

WELCOME:

Interim Chair A.D. Simmons opened the meeting at 3:32 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 February 28, 2024, Contract Memo, IRS Form 990, and Policy Memo containing; WSW Data Element Validation Policy #3037-4, WSW LLSIL Policy #3018, WSW Stevens Amendment Requirements Policy #2011-2, WSW Procurement Policy #1003-6, WSW Coordinated Business Services Policy #4002-3 and WSW Economic Security for All (EcSA) 200% Above Poverty Level Policy #3039-1.

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

SPOTLIGHT REPORT OUT:

Mark Tishenko gave an update on his shadowing at Next with WSW Program Manager Lyn Love to get a better understanding of what role WSW has. Mark encouraged other Executive Committee members to shadow WSW team members to get a deeper understanding of WSW's work.

STRATEGIC PLANNING UPDATE:

Vice Chair Corey Giles gave an update on the timeline and next steps with the strategic plan. The task force has a meeting coming up with the facilitators, the WSW staff has met with the facilitators, and the full board will be working on strategic planning at the board retreat held on May 29th.

IBR – WORKFORCE REPORT OVERVIEW:

CEO Miriam Halliday and Director of Business Services Darcy Hoffman gave an overview presentation of the IBR Workforce report and what recommendations WSW is encouraging IBR to adopt. Discussion ensued and questions were addressed and answered by Miriam Halliday and Darcy Hoffman.

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 4:29 p.m.

Ted Sprague moved to adjourn the meeting at 4:29 p.m.

DRAFT



CONTRACT MEMO

DATE: MAY 16, 2024
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (FEB-MAY 2024)

WSW **modified** the following contracts:

- Career Team to modify Statement of Work for Title 1 Adult & Dislocated Worker contract, no change in total budget of **\$900,000** or end date of **September 30, 2024**.
- Career Team to increase budget by **\$10,000** for total budget of **\$132,216** for Title 1 Youth, no change in end date of **June 30, 2024**.
- Equus Workforce Solutions increase budget by **\$70,188.22** for State Economic Security for All (ECSA) for total budget of **\$621,168.59**, no change in end date of **June 30, 2024**.
- Equus Workforce Solutions to modify budget, no change in total of **\$443,494** or end date of **June 30, 2024**.
- Career Path Services to modify the budget, no change in total of **\$328,603.90** or end date of **September 30, 2024**.

WSW **executed** the following contracts:

- Equus Workforce Solutions for **\$25,000** for American Rescue Plan Act (ARPA) contract, end date **December 31, 2024**.
- Strategies360 for **\$30,000** for Economic Security for All Community Reinvestment, end date **May 31, 2025**.
- PointNorth for **\$56,000** for Strategic Plan Development, end date **December 31, 2024**.
- Washington State Employment Security Department for **\$575,000** for Washington Jobs Initiative, end date **September 30, 2025**.
- Equus Workforce Solutions for **\$25,000** for Washington Jobs Initiative, end date **September 30, 2025**.

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

- WSW receive a grant award for the Future Leaders Project from JP Morgan Chase for **\$100,000**, end date of **September 30, 2025**.

Board Approval Needed-

- Approval needed for PY24 Title 1B Youth contracts, which will provide services in Clark, Cowlitz, and Wahkiakum Counties as part of year 2 of the 3-year Youth procurement cycle. PY24 (July 1, 2024 – June 30, 2025) allocation to the **Next Careers Consortium** is **not to exceed \$996,109**. The partners in the consortium to be contracted with are **Partners in Careers, Career Team, Career Path Services, Greater Vancouver Chamber of Commerce, and Goodwill of the Olympics and Rainier Region**, final individual contract amounts will be determined during contract negotiations and the total of all contracts will not exceed total consortium allocation of \$996,109.

Contracts will not be executed until the PY24 WIOA Grant from ESD is fully signed.



MEMO

DATE: MAY 16, 2024
TO: WSW EXECUTIVE COMMITTEE
CC: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: **PY22 ONE STOP ANNUAL REPORT**

In June of 2022, the WSW Board of Directors approved the certification of one Comprehensive One-Stop Center (Vancouver WorkSource) and one Affiliate site (Next Vancouver) and one Affiliate site (Kelso WorkSource). These three sites are currently in year 2 of a 3-year approval period. Per DOL guidelines, an annual report must be submitted providing progress updates identified in the certification application.

Below is the PY22 (July 1, 2022-June 30, 2023) annual report for your review. The summary will highlight the changes that have been made since the certification approval.

Vancouver WorkSource – Comprehensive Site & Kelso WorkSource – Affiliate Site

Post COVID, the hours of operation return to consistent hours M-F 9:00am to 5:00pm. The required partners/programs located onsite or through electronic means have not changed with the exception of Title II and other community college programs are available only through electronic connection during standard office hours. DSHS has an office onsite, however hours are still being worked without any consistency (Vancouver only). Many employees are still working remotely. We have seen a decrease in hours for AmeriCorps volunteers, we were awarded one volunteer instead of the two we had previously.

System Integration

As of October 2022, a new WIOA Title 1B provider began delivering services. In the spring of 2023, our One Stop Operator (OSO) resigned from their position. WSW was in the RFP cycle with a new OSO provider starting October 2023. ESD Regional Director and WorkSource Administrator were also recent new hires. Therefore, with leadership, staff, and provider transitions, system integration stalled post COVID with many employees learning the system. In fact, many long-standing processes, procedures, and policies were all stalled or reviewed for relevance. It took time to learn to work together in person again.

Services

No new services, partners, or co-location opportunities were identified in PY22. Many partners and locations are still contemplating what their service provision looks like post COVID. Love Overwhelming a partner in Cowlitz County was added to aid in the service delivery to those who have experience incarceration. Customer service delivery continued at status quo, no improvements were made, and a

few things were learned. Those opportunities for growth will begin to take effect in PY23 under new OSO leadership.

Staff Development

Most professional development ceased during COVID; it is slowly making its way back in. WSW hosted an all-system staff Professional Development Day in May 2023. It was a huge hit with lots of excitement and proved to be beneficial for all staff. These days will be scheduled every six months moving forward. Internal communication suffered during COVID, and learning how to communicate with new co-workers can also be a challenge. New leadership and changes to process will help alleviate some of the struggle over the upcoming year.

Lease Renewal – Vancouver Only

Vancouver WorkSource lease expires November 2025. In spring of PY22, work began to survey customers and staff to identify if either a remodel or new space is a better option. It was decided a remodel is the better option. WSW contracted with LSW Architects to help with coordination, facilitation, and development of a new space. Initial results and decisions will be presented to the Board of Directors at the September 2023 meeting. Work will continue through PY23.

Next Vancouver – Affiliate Site

Post COVID, the hours of operation return to consistent hours M-F 9:00am to 5:00pm.

Services

Equus Workforce Solutions was the WIOA Title IB Youth provider during PY22 and served as the service delivery and administrative provider. The community struggled with finding consistency post COVID. PY22 is the final year of an RFP cycle, and a new partner/consortium was awarded in PY23.

Staff Development

Most professional development ceased during COVID; it is slowly making its way back in. WSW hosted an all-system staff Professional Development Day in May 2023. It was a huge hit with lots of excitement and proved to be beneficial for all staff. These days will be scheduled every six months moving forward. Staff turnover was significant towards the end of the PY and into PY23. New leadership and changes to processes will help alleviate some of the struggle over the upcoming year.

Partners

Partner development struggled in PY22, many organizations were still determining their path forward coming out of COVID. Open Doors still provides referrals but did not have office hours at Next. The JobCorps program was out for RFP and was onsite at Next infrequently. The Underdog Mentality and PAX Learning are still very active. In fact, PAX hosted workshops after hours to ensure accessibility to all young adults. Next Director and WSW Program Manager are working on solidifying a mental health provider to have office hours at Next.



RFP RECOMMENDATION MEMO

DATE: MAY 16, 2024
TO: EXECUTIVE COMMITTEE MEMBERS
CC: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
FROM: MANDO ANTONIO, PROGRAM MANAGER
RE: **ECSA RFP RECOMMENDATIONS**

Economic Security for All, also known as Thrive locally supports poverty prevention and business support and navigation to move eligible individuals within Clark, Cowlitz, and Wahkiakum counties into quality jobs. WSW released a Request for Proposals (RFP) for EcSA actives to support adults, youth, and businesses on February 16, 2024. This memorandum details the process that was followed and the Scoring Committee's recommendations.

Timeline:

Activity:	Date:
RFP Released	February 16, 2024
RFP Shared & Promoted	February 16, 2024-April 1, 2024
Proposer Conference – in-person	April 15, 2024
Proposals Due to WSW	April 1, 2024 at 5 p.m.
Proposal Presentations	April 15, 2024 1-5 p.m.
Executive Committee Review & Approval	May 22, 2024
Board of Directors Review & Approval	June 11, 2024
Selected Contractor Begins Providing Services	July 1, 2024

Selection Process:

In January of 2024, a Scoring Committee was formed to guide and lead this process. Scoring Committee members included Lyn Love, Linda Czech, Mando Antonio from WSW's staff team and Corie Dow, Monte Constable from WSW's Board of Directors. The Scoring Committee met twice, first connecting in late-March 2024, to review the RFP, discuss proposal criteria, and review the scoring rubric. The Scoring Committee met on April 15th after each proposer's conference to discuss the presentation and ensure equal understanding. All scoring rubrics were needed by April 24, 2024.

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

- **Criteria 1:** Proposal Summary at 5 points
- **Criteria 2:** Demonstrated Experience and Ability at 15 points
- **Criteria 3:** Relationship and Collaboration at 15 points

- **Criteria 4:** Program Design at 25 points
- **Criteria 5:** Budget Detail and Narrative 15 points

Responding Agencies:

EcSA proposals were received from the following organizations:

- Career Path Services to provide Youth and Business program activities
- Career Team to provide Adult program activities
- Equus Workforce Solutions to provide Adult and Business program activities

Final Scores:

Career Path Services (Youth and Business)	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	TOTAL	Mean
Proposal Summary	5	5	5	5	5	20	5
Demonstrated Experience and Ability	15	12	14	11	12	49	12
Relationship and Collaboration	15	12	14	14	13	53	13.5
Program Design	25	20	24	21	20	85	20.5
Budget Detail and Narrative	15	15	15	14	14	58	14.5
TOTAL	75	64	72	65	64	265	64.5

Career Team (Adult)	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	TOTAL	Mean
Proposal Summary	5	3	5	5	5	18	5
Demonstrated Experience and Ability	15	10	15	11	10	46	10.5
Relationship and Collaboration	15	12	14	10	10	46	11
Program Design	25	20	24	20	20	84	20
Budget Detail and Narrative	15	15	14	15	13	57	14.5
TOTAL	75	60	72	61	58	251	60.5

Equus (Adult and Business)	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	TOTAL	Mean
Proposal Summary	5	4	5	5	5	19	5
Demonstrated Experience and Ability	15	12	15	15	14	56	14.5
Relationship and Collaboration	15	12	14	14	15	55	14
Program Design	25	20	25	18	20	83	20
Budget Detail and Narrative	15	15	15	14	15	59	15
TOTAL	75	63	74	66	69	272	67.5

Recommendation:

Based on the proposals received and discussion of the Scoring Committee, the Scoring Committee recommends that the Executive Committee approves and recommends to the WSW’s Board of Directors to award the proposal and enter into contract with the Next Careers Consortium for the EcSA Youth and Business connected with Economic Security for All. Total contract amount for PY24 not to exceed \$345,000.00. \$300,000 for youth service delivery contracted to Career Path Services, Career Team, and Partners in Careers (final contract amounts will be negotiated once awarded and the total of all three contracts will not exceed \$300,000) and \$45,000 for business services contracted to Partners in Careers and Goodwill of Rainier and Olympic Region (final contract amounts will be negotiated once awarded and the total of both contracts will not exceed \$45,000) for the period between July 1, 2024 – June 30, 2027.

In their proposal, Career Path Services and the Next Careers Consortium have outlined a clear and compelling program to support youth in our region through the integration of Title 1b funding and EcSA funding. With a comprehensive outreach plan and a strong network of partners, the Next Careers Consortium will support equitable access and outcomes of underserved youth populations. Next Careers Consortium plans to enhance support to local businesses that address skill gaps and facilitate career pathways for youth aligns with the goals of the Business program activities with a clear explanation on the need for these resources. Through prioritizing inclusivity and engagement with underserved communities, the Next Careers Consortium aims to create equitable opportunities for all participants, leading to sustained self-sufficiency and economic empowerment.

Additionally, based on the proposals received, discussion, and recommendations of the Scoring Committee, the Scoring Committee recommends that the Executive Committee approves and recommends to the WSW's Board of Directors to award the proposal and enter into contract with Equus Workforce Solutions for Adult services in all three counties connected with Economic Security for All. Total contract amount not to exceed \$530,000.00 for the period between July 1, 2024 – June 30, 2027.

Within the proposal, Equus Workforce Solutions showcased the impact and reach they have been able to support since 2019 when they started providing program activities for EcSA. Through this extensive experience, Equus has developed strong community engagement plans and co-location sites that support equitable access to priority community members that was shown with 20 letters of supports from diverse organizations that represent all of SW WA. Continuing to enhance the local program, Equus's plan to support participants through a partnership with Inside Track that focuses on long-term coaching and goal setting is an exciting enhancement to the program. With experience and insights gained from providing program activities since 2019, Equus has strong skills with BFET, EOT, eJAS, and service delivery for individuals experiencing poverty or in financial need.



RFP RECOMMENDATION MEMO

DATE: MAY 16, 2024
TO: EXECUTIVE COMMITTEE MEMBERS
CC: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
FROM: DARCY HOFFMAN, DIRECTOR OF BUSINESS SERVICES
RE: **CRF FOCUSED BUSINESS SERVICES RFP RECOMMENDATIONS**

The Reinvest Washington project aims to invest in community organizations that support businesses that are owned or operated by Black, Latine, and Indigenous People in Clark, Cowlitz, and Wahkiakum counties to connect workforce development supports and resources to help businesses thrive. WSW released a Request for Proposals (RFP) for Business Services on March 26, 2024. This memorandum details the process that was followed and the Scoring Committee’s recommendations.

Timeline:

Activity:	Date:
RFP Released	March 26, 2024
RFP Shared & Promoted	March 26, 2024 – April 22, 2024
Proposer Conference – Virtual	April 8, 2024
Proposals Due to WSW	April 22, 2024 at 5 p.m.
Proposal Presentations	May 2, 2024 1-5 p.m.
Executive Committee Review & Approval	May 22, 2024
Selected Contractor Begins Providing Services	June 12, 2024

Selection Process:

In March of 2024, a Scoring Committee was formed to guide and lead this process. Scoring Committee members included Mando Antonio, Darcy Hoffman, Sean Moore, and Alyssa Joyner from WSW’s team. The Scoring Committee met twice, first connecting in May 2024, after each proposer’s conference to discuss the presentation and ensure equal understanding. The committee then met again on May 9 to confirm recommendations. All scoring rubrics were needed by May 16, 2024.

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

- **Criteria 1:** Demonstrated Experience and Ability at 5 points
- **Criteria 2:** Relationship and Collaboration at 5 points
- **Criteria 3:** Budget at 5 points

Responding Agencies:

EcSA proposals were received from the following organizations:

- Score
- Fourth Plain Forward
- Impact NW
- Hispanic Metropolitan Chamber
- Latino Build
- The Foundation

Final Scores:

SCORE	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	Mean
Demonstrated Experience and Ability	5	3	3	2	3	2.75
Relationship and Collaboration	5	2	2	2	2	2
Budget Detail and Narrative	5	1	2	2	1	1.5
TOTAL	15	6	7	6	6	6.25

Fourth Plain Forward	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	Mean
Demonstrated Experience and Ability	5	4	4	5	4	3.5
Relationship and Collaboration	5	2.5	4	5	4	4
Budget Detail and Narrative	5	4	4	5	4	5
TOTAL	15	10.5	12	15	12	12.37

Impact NW	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	Mean
Demonstrated Experience and Ability	5	3	4	4	3	4.1
Relationship and Collaboration	5	3	3	4	3	3.3
Budget Detail and Narrative	5	3	4	5	4	5
TOTAL	15	9	11	13	10	10.75

Hispanic Metropolitan Chamber	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	Mean
Demonstrated Experience and Ability	5	5	5	5	5	5
Relationship and Collaboration	5	3.5	5	5	4	4.3
Budget Detail and Narrative	5	4	0	5	3	3
TOTAL	15	12.5	10	15	12	12.37

LatinoBuild	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	Mean
Demonstrated Experience and Ability	5	3	5	5	4	4.25
Relationship and Collaboration	5	3.5	3	5	3	3.6
Budget Detail and Narrative	5	4	5	5	4	4.5

Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.

TOTAL	15	10.5	13	15	11	12.37
--------------	-----------	-------------	-----------	-----------	-----------	--------------

The Foundation	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	Mean
Demonstrated Experience and Ability	5	2	4	3	3	3
Relationship and Collaboration	5	3	4	3	2	2.75
Budget Detail and Narrative	5	1	3	5	2	2.75
TOTAL	15	6	11	11	7	8.75

Recommendation:

The Scoring Committee recommends that the Chief Executive Officer of WSW award the proposals from LatinoBuilt, and Business Impact NW for the Focused Business Services connected with Reinvest WA and Economic Security for All. The Scoring Committee also recommends that the Chief Executive Officer and the WSW Executive Committee award the proposal of Fourth Plain Forward, for the Focused Business Services connected with Reinvest WA and Economic Security for All. Total contract amounts not to exceed \$245,000 with \$150,000 for Fourth Plain Forward, \$50,000 for Business Impact NW, and \$45,000 for LatinoBuilt for the period between June 12, 2024- May 31, 2025.

In their proposal, Fourth Plain Forward will leverage Fourth Plain Community Commons as a central hub to engage with business through events, workshops, referrals, and technical assistance while also creating dedicated office hours, community engagement opportunities, Business mini grants, referrals from current and community programs, social media promotion and quarterly working groups for “By and For” businesses. With the strong community connection and unique approach to supporting business, the RFP committee recommends Fourth Plain Forward to be awarded \$150,000 for the contract period.

Additionally, Business Impact Northwest will offer services that are focused within Cowlitz and Wahkiakum counties, that aims to support businesses with front line business advisors who are skilled in the Quality Jobs Framework. Business Impact will also integrate workforce resources to basic orientation and cohorts, with takeaway materials on workforce development and opportunities to better align resources provided by the organization. In focusing support for Cowlitz and Wahkiakum counties, the RFP committee recommends Business Impact Northwest to be awarded \$50,000 for the contract period.

Within the LatinoBuilt proposal, classes for construction related businesses within the Latino community will be hosted with topics such as contract management, estimating & bidding, and safety. The proposal aligns greatly with the intent of the RFP and the RFP committee recommends LatinoBuilt be awarded \$45,000 for the contract period.



workforce

SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING

Tuesday, June 11, 2024

4:00 pm to 6:00 pm

[Workforce Southwest Washington – Mt. Rainier Room](#)

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Consent Agenda * <ul style="list-style-type: none">• Minutes, Contract, and Policy Memos• WSW Procurement Policy	A.D. Simmons
4:10 pm	Finance <ul style="list-style-type: none">• Treasurer's Memo• PY2024/2025 Budget Presentation *	Renny Christopher Barri Blair
4:30 pm	Governance Committee Part I <ul style="list-style-type: none">• Nominations *• Renewals * Part II <ul style="list-style-type: none">• Board Officer Nominations *	Nathan Webster Tracy Doriot
4:40 pm	EcSA RFP Award Approval *	Mando Antonino
4:45 pm	EcSA Business Services RFP Award Approval *	Mando Antonino + Darcy Hoffman
5:10 pm	Advancing Regional Economic Vitality Part I - CEDC Part II - CREDC	Ted Sprague Jen Baker
5:55 pm	Public Comment	A.D. Simmons
6:00 pm	Adjourn	A.D. Simmons

* - Action Required