



workforce
SOUTHWEST WASHINGTON

WSW Executive-Finance Committee Meeting Minutes
May 22, 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 Councilor Bowerman.

Executive Committee Members Not Present: Paige Spratt.

Finance Committee Members Present: Bob Gustainis, John Vanderkin, Mandy Kipfer, and Jim Lucey.

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

WELCOME:

Interim Chair A.D. Simmons opened the meeting at 3:31 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 Committee minutes held on April 24, 2024, Contract Memo, and acknowledgement of the PY22 One Stop Annual Report.

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

FINANCE:

Treasurer Renny Christopher went over the Quarterly Report memo that went over the WSW coordination and admin, WIOA fund obligations, WIOA subcontract details, grant budget vs actual spending, and subcontract spending and performance for PY23 Q3. A motion was entertained to approve the Finance Committee minutes held on February 21, 2024.

John Vanderkin moved to approve the Finance Committee minutes as presented, second by Bob Gustainis.

WSW's CFO, Barri Blair presented the proposed budget for PY24. CFO Blair invited questions and comments on the proposed budget with discussion following. A motion was entertained to recommend approval of the PY24 budget to the full board as presented with all in favor.

John Vanderkin moved to approve the PY24 Budget as presented to the June 11th board meeting for final approval, second by Bob Gustainis. Motion carried.

EcSA RFP MEMO:

WSW's Program Manager, Mando Antonio went over the timeline of the EcSA 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: proposal summary, demonstrated experience and ability, relationships and collaboration, program design, and budget detail & narrative.

Based on proposal and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee award the proposal of 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 and \$45,000 for business services contracted to Partners in Careers and Goodwill of Rainier and Olympic Region for the period between July 1, 2024 – June 30, 2027.

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 of 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.

Monte Constable moved to approve the Scoring Committee's EcSA funding recommendations as presented to the full board for final approval, second by Adrienne Watson. Motion carried.

EcSA BUSINESS SERVICES RFP MEMO:

WSW's Director of Business Services, Darcy Hoffman went over the timeline of the EcSA CRF Business Services 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.

Based on proposal and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee 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.

Adrienne Watson moved to approve the Scoring Committee's EcSA CRF Business Services funding recommendations as presented to the full board for final approval, second by Renny Christopher. Motion carried.

GOVERNANCE:

Board Member Nominations: CEO, Miriam Halliday gave a brief overview of new potential board members, Matt Seimears, President for Lower Columbia College, under Post-Secondary Education Cowlitz County; Kyria McGill, HR Manager for Portco Packaging under Private Sector Cowlitz County; Max Booth, Community Engagement & Development for Maddox Industrial Transformer under Private Sector Clark County; Joe Vansyckle, Director Southwest Coastal Region under WIOA Partner Clark County, Ed Nicholson, Sr. Recruiter for TSMC Washington under Private Sector Clark County; and Dustin Hysmith, Business Representative for NWRC of SMART Local #16 Sheet Metal Workers under Organized Labor Clark County. The Governance Committee and CEO Miriam Halliday recommends that Matt Seimears, Kyria McGill, Max Booth, Joe Vansyckle, Ed Nicholson, and Dustin Hysmith be put forward to the full board for nomination. A motion was entertained to approve the individuals listed above to the full board at the June 11th meeting.

Adrienne Watson moved to approve Matt Seimears, Kyria McGill, Max Booth, Joe Vansyckle, Ed Nicholson, and Dustin Hysmith to the June 11th board meeting for final approval, second by Monte Constable. Motion carried.

Board Officers:

The Executive Board approved the following slate of officers for a final vote at the June board meeting: A.D. Simmons, Board Chair with term ending June 30, 2026, and Renny Christopher, Treasurer with term ending December 10, 2024 in accordance with WSW's Bylaws.

Adrienne Watson moved to approve the slate of board officers for presentation to the full Board at the June 11th meeting as presented, second by Karen Bowerman. Motion carried with all in favor with each elected officer abstaining from their own motion.

Term Renewals:

CEO Halliday shared with the board the need for renewal of three-year Council member terms for Karin Edwards, Clark College; Jen Baker, CREDC; Tracy Doriot, Doriot Construction; A.D. Simmons, Aligned Lifestyle Concierge; Monte Constable, DSHS; and John Vanderkin, On-Line Support.

The Governance Committee and CEO Miriam Halliday recommends that Karin Edwards, Jen Baker, Tracy Doriot, A.D. Simmons, Monte Constable, and John Vanderkin be put forward to the full board for their three-year board seat renewal. A motion was entertained to approve the individuals listed above to the full board at the June 11th meeting.

Adrienne Watson moved to accept the renewal of Karin Edwards, Jen Baker, Tracy Doriot, A.D. Simmons, Monte Constable, and John Vanderkin to the June 11th board

meeting for final approval, second by Corey Giles. A.D. Simmons and Monte Constable abstained from voting. Motion carried.

CEO UPDATE:

CEO Miriam Halliday reviewed the draft June Board of Directors meeting agenda. CEO Halliday also reminded the Executive Committee about the May Board of Directors retreat that will be held on May 29th at the Kalama McMenamins.

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 4:57 p.m.

Adrienne Watson moved to adjourn the meeting at 4:57 p.m.