



workforce
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting
Zoom Conference Call
May 26, 2021 3:30 – 5:00 pm**

AGENDA

3:30	<u>Welcome</u>	Paige Spratt – Chair
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Approval of Executive Board Minutes• Approval of Contract Memo	Paige Spratt – Chair
3:45	<u>Fiscal</u> <ul style="list-style-type: none">• Treasurers Memo• Q3 PY20 Fiscal Reports• Approval of PY21 Budget	Renny Christopher – Treasurer
3:55	<u>Governance</u> <ul style="list-style-type: none">• Update on Board Recruitment• Board Seat Renewals	A.D. Simmons – Governance Co-Chair Ralph Clark – Governance Co-Chair
4:05	<u>CEO Report</u> <ul style="list-style-type: none">• Worksource MOU Memo• Search Committee Update• Memo on Updated WSW Employee Handbook• June Board Meeting Draft Agenda	Kevin Perkey – CEO
4:55	<u>Open Discussion / Other Items</u>	Paige Spratt – Chair
5:00	<u>Adjourn</u>	

NOTES

June 9, 2021 WSW Full Board Meeting



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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.



CONTRACT MEMO

DATE: MAY 20, 2021
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (APRIL 2021 – MAY 2021)

WSW **executed** the following contracts:

- Lower Columbia College contract for system liaison in Cowlitz County for \$97,750.

WSW **modified** the following contracts:

- Equus Workforce Solutions' contract to revise the performance of the COVID-19 Disaster Relief Employment Recovery project to align with the grant document.

Grant notifications:

- WSW received a grant modification for PY19/FY20 WIOA Title I to increase to our Dislocated Worker funds due recapture and reallocation from other states that did not meet the obligation requirements:
 - Dislocated Worker - **\$5,956 increase** for a total of **\$1,476,296**
 - Admin Cost Pool - **\$661 increase** for a total of **\$532,727**

Board Approvals:

- PY21 Title I youth contracts beginning July 1, 2021, all contracts to provide services to Out of School Youth as part of year 2 of the current youth procurement cycle. We kept it at level funding for the first quarter of PY21. This will give staff an opportunity to assess the carry in dollars and possibly increase during 2nd quarter once our new BFET contract is executed.
 - Equus Workforce Solutions – Clark County services at Next **\$896,095**
 - Equus Workforce Solutions – Cowlitz County **\$263,379**
 - Equus Workforce Solutions – Wahkiakum County **\$10,891**



MEMO

DATE: MAY 26, 2021
TO: WSW EXECUTIVE BOARD
FROM: RENNY CHRISTOPHER - INTERIM TREASURER OF THE BOARD *RC*
KEVIN PERKEY – CHIEF EXECUTIVE OFFICER
RE: WSW PROGRAM YEAR 2021 BUDGET EFFECTIVE JULY 1, 2021 AND FINANCE COMMITTEE REPORT OUT

The Finance Committee of the WSW Board of Directors met on May 19, 2021. 3rd quarter spending reports were reviewed and discussed. The budget documents were also reviewed and discussed and the members agreed that the budget as presented, with noted adjustments, should be forwarded to the Executive Board for approval.

QUARTERLY REPORTS

WIOA Obligations: DOL and Employment Security have waived the requirement to have 80% of WIOA formula funding obligated by June 30, 2021. **Report attached.**

Operations and Special Projects: Spending for WSW operations is slightly behind the 75% benchmark for Q3 at 71%. Special projects spending is at 39%. A minimal amount of additional special project spending is expected in Q4. **Reports attached.**

Grant Budget vs Actual Spending: Competitive and other state and federal grants with fixed grant period terms are on track to be spent in the defined period. **Reports attached.**

Subcontract Spending and Performance: Some PY20 WIOA Youth, Adult and Dislocated Worker subcontracts are expected to be underspent due to the challenges of serving participants during the COVID 19 shutdown. This funding does not expire and will be available for the PY21 Fiscal Year. Spending and performance for all other contracts is being closely monitored and ongoing communication with subcontract recipients is underway to help facilitate the delivery of services. **Reports attached.**

WSW PROGRAM YEAR 2021 (PY21) BUDGET EFFECTIVE JULY 1, 2021

New WIOA funding is down 10% over PY20 per our estimate of the coming year's allotments. Carry in WIOA funding is up 59%. The Finance Committee recommends the budget as presented which allows for subcontract spending at a level that allows WSW to meet the WIOA 80% obligation requirement by 6/30/2022. The increase in the WIOA subcontract amount over last year's initial subcontract amount is 37%. Overall, budgeted revenue is up 19% and budgeted expenses are up 20%. The total of PY21 budgeted revenue and expenditures results in \$1,513,212 in reserves at June 30, 2022. A summary of the budget and comparison to the prior year's initial July 1, 2020 budget appear below. Funding applied for throughout the year such as direct federal grants, and other competitive grants from both government and private entities, have made up between 15-21% of WSW's overall annual budget. Those funds will be recognized in the mid-year revision in January. **Full budget detailed worksheets are included in today's meeting materials.**



	Budget	Budget		
	Program Year 2021	Program Year 2020	Increase/Decrease	
Funding				
WIOA - Carry-in	2,772,137	1,125,935	1,646,202	59%
WIOA - New Funding	4,821,329	5,320,655	(499,326)	-10%
Less Holdbacks for future PY	(624,163)	(420,938)	(203,225)	33%
Net WIOA Funding Available	6,969,303	6,025,652	943,651	14%
State & Federal Grants - Other	3,838,044	2,902,815	935,229	24%
Less Holdbacks for future PY	(273,214)	(222,803)	(50,411)	18%
Net State & Federal Grants - Other	3,564,830	2,680,012	884,818	25%
Private & Unrestricted	460,275	206,556	253,719	55%
Net Funding Available	10,994,408	8,912,220	2,082,188	19%
Expenditures				
WIOA Pre-existing Contracts	522,859	416,048	106,811	20%
WIOA New Contracts	3,699,486	2,347,978	1,351,508	37%
Total WIOA Contract Expenditures	4,222,346	2,764,026	1,458,320	35%
percent of funding	61%	46%	15%	
State & Fed. Grants Pre-exist. Contract	2,743,050	2,401,245	341,805	12%
percent of funding	71%	83%	-11%	
Infrastructure Agreements, Net	104,825	107,759	(2,934)	-3%
Operating Expenses	2,300,516	2,025,249	275,267	12%
Prepaid Operating Expenses	(18,000)		(18,000)	100%
Other Contracts-Unrestricted funds	128,459		128,459	100%
Special Projects *	-	277,000	(277,000)	-100%
Total Expenditures	9,481,196	7,575,279	1,905,917	20%
			0	
Reserves	1,513,212	1,336,941	176,271	12%

*Costs formerly accounted for in the special projects category of the budget are now categorized as Other Contracts-Unrestricted funds , WIOA New Contracts or WSW Operations Costs.