



workforce

SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING

Wednesday, June 8, 2022

4:00 pm to 6:00 pm

Zoom Meeting

4:00 pm	Welcome, introduction of members, guests, and staff	
4:10 pm	Consent Agenda* <ul style="list-style-type: none">• Minutes, Contract, Policy Memos• WorkSource & NEXT Site Certifications• Workforce System MOU Modification• Quality Jobs Proclamation	Paige Spratt
4:15 pm	Finance <ul style="list-style-type: none">• Treasurers Memo• FY2022/2023 Budget Presentation*	Renny Christopher Barri Horner
4:45 pm	WSW Governance <ul style="list-style-type: none">• Nominations*• Renewal*• Board Chair Term Renewal*• WSW Board of Directors Sponsorship• 	A.D. Simmons Ralph Clark
5:10 pm	Welcome + WSW Bag SWAG Reveal	Paige Spratt + A.D. Simmons
5:20 pm	WSW Economic Mobility <ul style="list-style-type: none">• Grant Report	Shannon Stull
5:25 pm	CEO Report <ul style="list-style-type: none">• Adult & DW Funding*• Quality Jobs September Workshop	Miriam Halliday Benton Waterous
5:40 pm	Bylaw Revisions*	Paige Spratt
5:50 pm	Public Comment	Paige Spratt
6:00 pm	Adjourn	Paige Spratt

WSW Board Meetings 2022

- September 14, 2022 – TBD
- December 14, 2022 – TBD

* = Action Required



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WSW Board Meeting Minutes
March 9, 2022
4:00 p.m.
Zoom Conference Call

Board Members Present: Darcy Altizer, Chris Bailey, Jen Baker, Karen Bowerman, Mike Bridges, Bob Carroll, Renny Christopher, Ralph Clark, Monte Constable, Karin Edwards, Lekha Fernandes, Bob Gustainis, Ilona Kerby, Mara Kieval, Diane McWithey, A.D. Simmons, Paige Spratt, Shannon Stull, Lee Tischer, and John Vanderkin.

Board Members with Excused Absences: Tracy Doriot, and Ted Sprague.

Board Members with Unexcused Absences: Eddie Martin.

Guests Present: Tim McGann and Tennille Johnson.

Staff Members Present: Linda Czech, Denise Elliott, Amy Gimlin, Miriam Halliday, Betsy Hanrahan, Darcy Hoffman, Barri Horner, Alyssa Joyner, Kari Kollander, Julia Maglione, Sean Moore, Star Rush, Tamara Toles, Benton Waterous, and Traci Williams.

Welcome, Introduction of Members, Guests, and Staff

Chair Paige Spratt opened the meeting at 4:03 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves in the chat box.

CONSENT AGENDA

Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on December 8, 2021, Contract Memo, and Policy Memo; which included 2011 Stevens Amendment Requirements, Coordinated Business Services Policy #4002 Rev 2, and Eligibility Handbook.

Karen Bowerman moved to approve the Consent Agenda as presented, second by Shannon Stull. Motion carried.

WSW FINANCE

WSW Treasurer, Renny Christopher presented the treasurers' memo to the full Board, mentioning that WSW's financial audit report for the program year ending June 30, 2021, which consisted of no issues or findings. Treasurer Christopher also mentioned that the WSW IRS Form 990 was reviewed and approved by the Finance Committee and later reviewed and approved by the Executive Board and will be timely filed by the WSW auditor.

Treasurer Renny Christopher also shared that the WSW budget for the upcoming fiscal year beginning July 1, 2022 will be developed over the next three months. A draft will be available for review by the

WSW Board of Directors Meeting

March 9, 2022

Finance Committee and Executive board at a meeting in May with the final draft presented to the full board at the June meeting for review and approval.

WSW GOVERNANCE

Governance Co-Chair A.D. Simmons shared that the Executive board had two open seats that needed to be filled asap. The Governance Committee nominated both Monte Constable and Darcy Altizer, the Executive board unanimously approved at the February Executive board meeting. Also shared was that the Governance board extended an invite to Tracy Doriot to join the WSW Governance Committee, which he accepted. In efforts to cultivate an inclusive environment for our new board members in the coming months, the Governance Committee has created a Sponsorship Subcommittee and will be reaching out to the full board for support in this effort in the coming months.

Governance Co-Chair A.D. Simmons also gave an update on the recruitment efforts for the 11 open seats on the WSW board. The Governance Committee has been successful in recruiting ten leaders in our community. Those ten individuals have submitted their applications and Governance will review and nominate the new members to the April and May Executive board meetings. The prospective board members will be put forth in front of the full WSW board at the June board meeting for final approval. The Governance Committee is still actively seeking a private sector representative from Wahkiakum County.

WSW ECONOMIC MOBILITY

Board member Shannon Stull shared the economic mobility grant report out to the full board to provide a status snapshot of WSW's major investments. Shannon Stull highlighted some of the successes for NW Promise. Also shared was on of the challenges of the Thrive initiative, which is expected to be underspent and underperformed as it moves to the end of the grant cycle. WSW is looking ahead to the development of a new contract with ESD for ESCA round 2 and is working to spend out remaining program funds. WSW has successfully supported the emerging Neighborhood Resource Coordination Council nonprofit, as well as successfully brokered a data sharing agreement between WSW and DSHS to allow for employment focused outreach to SNAP enrolled individuals. Questions were addressed and answered by WSW CEO Miriam Halliday and WSW's Director of Programs, Benton Waterous.

WOMEN in the WORKFORCE

CEO Miriam Halliday gave the full board a presentation on Women in the Workforce, highlighting on labor force participation, average monthly wages, average earning by race, % of industry jobs held by women, and how WSW investments are being used. Board members Renny Christopher, Paige Spratt, Dr. Karin Edwards, and Darcy Altizer shared some experiences that they have gone through with the full board. The full board, WSW staff, and guests were then placed into break out rooms to discuss ways to promote economic opportunities for women in SW Washington.

PUBLIC AND BOARD COMMENT

Public comments were invited but none were forthcoming.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 5:40 p.m.

Diane McWithey moved to adjourn the meeting at 5:40 p.m.



CONTRACT MEMO

DATE: JUNE 1, 2022
TO: MIRIAM HALLIDAY, CEO
WSW BOARD OF DIRECTORS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT/GRANT UPDATES (MARCH - MAY)

WSW **modified** the following contracts:

- Early termination of Equus Workforce Solutions' Opportunity Partnership Program (OPP) contract on **March 11, 2022**. This program has proven to be difficult to engage students coming out of the COVID pandemic. While OPP students are enrolled and participating at both Clark College and Lower Columbia College in Southwest Washington, the additional paperwork and duplicative recruitment efforts specific to this OPP investment consistently created barriers for students to engage.
- Extended the end date for Equus Workforce Solutions' Economic Security for All – Thrive contract to **April 30, 2022** and increased budget by \$215,569 for additional career services and re-obligating other's terminated funds. Total contract amount **\$696,296**.

WSW **executed** the following contracts:

- Webfor for \$8,640 to provide web site hosting and maintenance on WSW and Next websites for a two-year period, ending June 30, 2024.
- Strategies 360 for \$15,000 to provide digital outreach to our communities ending June 30, 2023.

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**.
- WSW received executed grant modification for *COVID-19 Disaster Relief National Dislocated Worker Grant* through Employment Security Department to extend the end date to **March 31, 2023**. Grant award amount remained the same at \$510,604.
- WSW received executed grant modification for *NHE Disaster Recovery for the Opioid Crisis National Dislocated Worker Grant* through Employment Security Department to extend the end date to **June 30, 2023**. Grant award amount remained the same at \$700,000.
- WSW received executed grant modification for *COVID-19 Employment Recovery National Dislocated Worker Grant* through Employment Security Department to extend the end date to **March 31, 2023**. Grant award amount remained the same at \$1,080,380.
- WSW received executed grant to supplement SummerWorks through *JP Morgan Chase Foundation* in the amount of **\$100,000**.
- WSW received a grant notification to increase *PY20 Title I Youth* award from Employment Security Department, grant will be **increased by \$200,000** for a total grant amount of \$1,881,089.

Board Approvals:

- 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 through March 31, 2024. This is considered Round 2 of these funds. 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.
- *Executive Board approved at the May meeting, Full Board of Directors notification only.* The *System Liaison* renewal contracts to begin July 1, 2022 through June 30, 2023. System Liaisons provide a connection between the public workforce system and the region’s community college and community resource system.
 - Lower Columbia College not to exceed **\$98,000**
 - Wahkiakum Health and Human Services not to exceed **\$91,000**
 - Washington State University – Vancouver not to exceed **\$125,000**



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POLICY MEMO

DATE: JUNE 2, 2022
TO: MIRIAM HALLIDAY, CEO
WSW BOARD OF DIRECTORS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW LLSIL Policy #3018

This is a required revision for 2022. Annually, Human and Health Services update the Lower Living Standard this directly relates to our eligibility in Title I programs. The [updated policy](#) was sent out to providers on April 19, 2022.

Based on the approval process, this policy approval falls under **Tier 1** Executive Board and Full Board **notification**.

Tier 1 – Minimum

Definition: Minimum revisions consist of grammar, spelling, branding changes, State or Federal mandated adjustments, or a new State or Federal mandated policy with no local revisions. These revisions would not require Executive or Full Board approval but would be included in a notification memo.

Launchpad User Guidelines Policy #2009 Rev 1

Workforce Southwest Washington's Business Team added to the process to streamline contact and communication from workforce system staff to employers by adding Single Point of Contact. WSW defined the steps to take and corrective action if the policy is not followed.

Based on the approval process, this policy approval falls under **Tier 3** *Executive Board approved at the May 25th meeting* and Full Board **approval**.

Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated "new" policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Board and Full Board.

WIOA Title I-B Performance Sanctions State Policy 5415-1

This revision to the original state policy reflects the removal of the prior appeal process to the U.S. Department of Labor (DOL) per DOL's request. All local boards are subject to follow State [WIOA Title I-B Performance Sanctions Policy 5415-1](#). This is notification to the board of this revision to the state policy.

Based on the approval process, this policy approval falls under **Tier 1** Executive Board and Full Board **notification**.

Tier 1 – Minimum

Definition: Minimum revisions consist of grammar, spelling, branding changes, State or Federal mandated adjustments, or a new State or Federal mandated policy with no local revisions. These revisions would not require Executive or Full Board approval but would be included in a notification memo.



LAUNCHPAD USER GUIDELINES

POLICY #: 2009 [REV 1](#)

Date of Original Policy: 3/20/2019

[Date of Revision: 05/25/2022](#)

PURPOSE:

To communicate Workforce Southwest Washington and WorkSource system partner roles and responsibilities related to data sharing, data disclosure, and security administration related to Launchpad management information system.

BACKGROUND:

Access to Launchpad is limited to individuals who's currently assigned job duties justify a business need for access and those with access to Launchpad data must only share private and confidential information as specified in the following policy.

POLICY:

a. Access Approver

Only WSW System Administrator can provide individuals with access to Launchpad once all requirements below are met. WSW System Administrator will provide login information to user upon acceptance.

User agencies or organization must notify WSW System Administrator immediately to deactivate accounts for the following reason:

1. Employment termination,
2. Fraudulent or malicious behavior,
3. Breach of security, or
4. Access is no longer needed for job duties.

b. Minimum Requirements for Launchpad Access

Individuals may have access to Launchpad even though they may work in a satellite office or a remote location. Access will be given to individuals based on meeting the criteria, not on where they are located. The following conditions must be met for all Launchpad users:

1. The user's agency or organization is recognized as a WorkSource Partner Agency as evidenced by a signed WorkSource Memorandum of Understanding with WSW or has a contract with WSW to provide WIOA

services, evaluation, and/or for research purposes [or an approved business engagement partner](#); [and](#)

2. The user has completed Launchpad training; and
3. The user has signed a User Agreement.

c. “Opt Out” Requirements

A customer may choose to “opt out” of data sharing within the system. As an alternative to entering client data into Launchpad for clients who choose to exercise the “opt out” option, other methods including “paper” records will be used.

d. Requests for Access to Launchpad Records

All requests from the public or subpoenas for access to Launchpad records must be immediately reported to WSW at agimlin@workforcesw.org. The request will be processed in accordance with rules for release of information.

e. Data Confidentiality

All information recorded in Launchpad is considered confidential information. Users shall protect the confidentiality of the information as required by the laws and when data sharing.

f. [Single Point of Contact](#)

[Launchpad was developed to streamline contact and communication from workforce system staff to employers. Launchpad provides a solution that reduces the number of duplicative contacts to employers. Additionally, employer information that is collected by workforce system partners and recorded in Launchpad provides all users with immediate access to employer data potentially alleviating the need to contact an employer and providing information that can be used in program development and job coaching. Maintaining a single-point-of-contact for all business/industry/employer partners of the workforce system is a requirement of all Launchpad users. All business accounts and contact records are associated with an “account owner”. Account owners could be the staff of any WSW partner organization, or a WSW staff member. This person is the lead for which all communication with the business must go through.](#)

[Prior to contacting a business, Launchpad users must first check the database to review the history of relationships held and services provided \(if any\). If a business is in Launchpad and attached to an Account Owner, ~~you the Launchpad user~~ **must** connect with the Account Owner prior to contacting the business and business contacts in Launchpad.](#)

[If policy is not followed, WSW Director of Business Services will ~~reach out to~~ contact the user’s organization ~~contact~~ to discuss the violation and go over next steps for corrective action. A Launchpad user’s access may be disabled if this requirement is not followed.](#)

DEFINITIONS:

User Agency or Organization: The agency or organization in which the individual with access to Launchpad is employed.

WEBSITE:

<http://workforcesw.org/providers#OperationsPolicies>

INQUIRIES:

Please contact Amy Gimlin agimlin@workforcesw.org (360) 567-1059 for questions.



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MEMO

DATE: JUNE 1, 2022
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW BOARD OF DIRECTORS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: WORKFORCE SYSTEM MOU MODIFICATION

WIOA mandates each area have an executed Workforce Memorandum of Understanding with all partners of the system. It also mandates a renewal every 3 years, and a signed modification annually if significant changes occur. Overall, most of the MOU terms remained the same. There were some clarifications and additions requested by system partners. There was no change in the WorkSource IFA methodology however, the Next IFA did change slightly.

Below is a summary of the revisions:

- Next IFA methodology.
- Bi-Annual reconciliation.
- Made multiple minor edits in punctuation, grammar, and consistent language throughout.
- Revised the types of modifications that require signatures from all parties.
- Revised partner contacts and added National Dislocated Worker grant subrecipients.
- Updated the signatory and contact list, optimistic the Cowlitz Tribe will sign and participate this time around.
- Revised the annual IFA budget detail for both WorkSource Centers and Next.

Please email me if you would like a copy of the revised MOU for review prior to the board meeting. The Executive Board approved to move forward to the Full Board at the May meeting.



WORKSOURCE CERTIFICATON MEMO

DATE: JUNE 1, 2022
TO: MIRIAM HALLIDAY, CHIEF EXECUTIVE OFFICER
WSW BOARD OF DIRECTORS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: WORKSOURCE AND NEXT SITE CERTIFICATIONS

The Workforce Innovation and Opportunity Act (WIOA) requires that there must be at least one physical one-stop career center in each local area. Additional locations may also provide access to workforce system services and may include specialized centers serving targeted populations, such as youth or dislocated workers. These sites are required to be certified every two years.

The three-county region that WSW serves has one Comprehensive One-Stop Center and one Affiliate site located in Clark County and one Affiliate Center located in Cowlitz County. All are up for re-certification. Next is our Youth Center in Vancouver and a current Affiliate site located on the Comprehensive One-Stop Campus.

A review committee of WSW staff, One Stop Operator, and other community partners reviewed the applications put forth by WorkSource and Next leadership teams.

The review committee recommends that the WSW Board of Directors grant re-certification to the WorkSource centers in Clark and Cowlitz County as follows:

- WorkSource Vancouver, Clark County – Certified Comprehensive One-Stop Site
- WorkSource Kelso, Cowlitz County – Certified Affiliate Site

The Review Committee recommends that the WSW Executive Board grant re-certification to Next as follows:

- Next, Vancouver, Clark County – Certified Affiliate Site, within the One-Stop campus

Certification Applications and scoring sheets for all three sites are available upon request. Executive Board approved to move forward to the Full Board at the May meeting.



Joint Board Resolution in Support of Quality Jobs

Whereas the COVID-19 pandemic has had a significant and ongoing impact on the regional economy and workforce, and

Whereas Black, Indigenous, and other People of Color; women, immigrants; people with disabilities, and lower income front-line workers have been most impacted by COVID-19 and the associated economic downturn, and

Whereas the aftermath of this crisis calls for deliberate and bold changes to stabilize our workforce and ensure equitable economic recovery, and

Whereas local Workforce Development Boards serving the broader Portland-Vancouver region have a significant role in supporting equitable economic recovery, and

Whereas equitable economic recovery must include strategies and actions that specifically address long-standing inequities that perpetuate economic disparities, including lack of access to jobs and careers that allow people to support themselves and their families, and

Whereas we believe in the value of work and the shared benefits afforded to workers, businesses, and our communities through good, high-quality jobs, and

Whereas through partnership and intentionality we can increase the number of quality jobs and improve the regional economy for all.

Now, therefore, be it resolved that the Board of Directors of Worksystems, Clackamas Workforce Partnership and Workforce Southwest Washington hereby adopt the following:

A shared commitment to:

- Prioritize advancing workforce equity.
- Ensure the region's public workforce system is preparing and supporting customers to transition to high-quality jobs.
- Include and elevate partners and companies who are committed to promoting and meeting quality jobs standards.
- Provide a blueprint for companies that want to make improvements for their workforce.
- Align wage standards with the self-sufficiency standard and other best practices.

A working definition of a quality job for the greater Portland-Vancouver region:

- **Self-Sufficiency Wages:** A quality job provides sufficient income to afford a decent standard of living. For example, jobs that offer pay consistent with published self-sufficiency standards that consider family composition and cost of living.

- **Safe Working Conditions/Worker Engagement:** A quality job offers employees dignity and respect and welcomes engagement in workplace operations. For example, quality jobs uphold and enforce anti-harassment and anti-discrimination policies and provide reasonable accommodation to employees with disabilities.
- **Predictable Hours:** A quality job offers employees with predictability on the number of hours they are offered per week to minimize hardship on employees and their families.
- **Comprehensive Benefits:** A quality job provides basic benefits that increase economic security, improve health and overall well-being. Quality jobs include healthcare, childcare, transportation, wellness programs, and access to retirement savings programs, among other supports.
- **Accessible Hiring and Onboarding Practices:** A quality job offers transparent and accessible hiring and onboarding practices to ensure that employer and employee are set for success.
- **Training and Advancement Opportunities:** A quality job provides opportunities to build skills and access new roles and responsibilities in a workplace. For example, quality jobs offer internal pathways to support career progression, professional development, and incumbent worker training opportunities.

By:

James Paulson, Chair

Date



By:

Peter Lund, Char

Date



By:

Paige Spratt, Chair

Date





MEMO

DATE: June 8, 2022
TO: WSW BOARD OF DIRECTORS
FROM: RENNY CHRISTOPHER - TREASURER OF THE BOARD *RC*
MIRIAM HALLIDAY – CHIEF EXECUTIVE OFFICER
RE: WSW PROGRAM YEAR 2022 BUDGET EFFECTIVE JULY 1, 2022 AND FINANCE COMMITTEE REPORT OUT

A joint meeting of the WSW Executive Board and the WSW Finance Committee was held on May 25, 2022. 3rd quarter spending reports were reviewed and discussed. The program year 2022 (PY22) budget documents were also reviewed and discussed and the members agreed that the budget, as presented, should be forwarded to the WSW Board of Directors 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, 2022.

WSW Coordination and Admin (Operations): Spending for WSW operations is slightly behind the 75% benchmark for Q3 at 71%.

Grant Budget vs Actual Spending: Reports detailing competitive and other state and federal grants with fixed grant terms were presented at the meeting.

Subcontract Spending and Performance: A detailed listing of subcontract investments was presented at the meeting. Individual Subrecipient spending and performance reports were also presented. The WSW Economic Mobility Committee reviewed the Subrecipient reports and will report to the full board.

WSW PROGRAM YEAR 2022 (PY22) BUDGET EFFECTIVE JULY 1, 2022

Total Available funds	\$11,021,443
Expenditures:	
Program Year 2022 (PY22)	\$9,011,251
Earmarked for Future Years	<u>\$1,162,778</u>
Total Expenditures	<u>\$10,174,029</u>
Reserves	<u>\$847,414</u>

Additional detail on attached report "1. WSW Budget Overall Summary 2022-2023 (PY22)"

YEAR OVER YEAR HIGHLIGHTS:

Budgeted **federal funding** and federal contract spending is down over last year. WSW entered the year last year with excess unspent funding and unspent contracted investments. That will not be the case this year. The Workforce Investment and Opportunity Act (**WIOA**) **funding** which is the recurring federally appropriated funding allocated to WSW by formula through the Washington State Employment Security Department is also down by 13.78% versus last year. **Non-federal funding** has more than doubled over last year and now represents 16% of our total budget. The

budget for **WSW Coordination and Admin** (Operating) is increasing by \$279,819 (12%) over last year. Personnel costs increased \$297,230 after level setting our payrates with non-profit salary survey benchmarks and the expected addition of 1.5 new staff in PY22. A steady increase in the number of personnel on our team over the years has been necessary due to the increasing complexity of our work, multiple types and sources of funds, and additional support for our direct service partners. Other operating costs are down by \$17,411.

Additional detail on attached report "2.WSW Budget Comparative Detail 2022-2023 (PY22)"

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PY22 PROPOSED BUDGET (Initial) - BY YEAR
Fiscal Year - July 1, 2022 Through June 30, 2023

Item	Proposed Budget PY22	% of Total	Future Years	% of Total	Total
FUNDING					
FEDERAL FUNDING					
Total WIOA - Carry In	2,457,454	26%	-	0%	2,457,454
Total WIOA - New Funding	3,447,915	36%	493,220	33%	3,941,135
Net WIOA Funding Available	5,905,369	62%	493,220	33%	6,398,589
Total WIOA Governor Discretionary Funds	189,575	2%	158,994	11%	348,569
Total Other Federal Grants	1,964,968	21%	697,382	47%	2,662,350
Net Federal Grants - Other	2,154,543	23%	856,376	58%	3,010,919
NET FEDERAL FUNDING	8,059,913	84%	1,349,596	92%	9,409,508
NON-FEDERAL FUNDING					
Total Private and Unrestricted	359,284	4%	124,737	8%	484,021
Total Other Government Funding	1,127,914	12%	-	0%	1,127,914
NET NON-FEDERAL	1,487,197	16%	124,737	8%	1,611,934
NET FUNDING AVAILABLE	9,547,110	100%	1,474,333	100%	11,021,443
EXPENDITURES					
FEDERAL CONTRACTS					
Total WIOA Pre-Existing Contracts	627,940	7%	-	0%	627,940
Total WIOA New Contracts	2,903,463	30%	493,220	33%	3,396,683
Net WIOA Contract Expenditures	3,531,403	37%	493,220	33%	4,024,623
Total Governor Discretionary Contracts	113,035	1%	84,776	6%	197,812
Total Other Federal Grants	1,326,435	15%	584,782	40%	1,911,217
Net Federal Contracts	1,439,470	15%	669,559	45%	2,109,029
NET FEDERAL CONTRACTS	4,970,873	52%	1,162,778	79%	6,133,652
NON-FEDERAL CONTRACTS					
Total Private and Unrestricted Contracts	214,119	2%	-	0%	214,119
Total Other Government Contracts	896,308	9%	-	0%	896,308
NET NON-FEDERAL CONTRACTS	1,110,427	12%	-	0%	1,110,427
TOTAL DIRECT AND INDIRECT COSTS	2,929,950	31%	-	0%	2,929,950
TOTAL EXPENDITURES	9,011,251	100%	1,162,778	79%	10,174,029
Reserves	535,859		311,555		847,414

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10														
11					PY22 PROPOSED BUDGET (Initial) - COMPARISON									
12					Fiscal Year - July 1, 2022 Through June 30, 2023									
13														
14					Item	Proposed Budget PY22	% of Total	Approved Revised Budget PY21	% of Total	Increase (Decrease)	% Change			
15					FUNDING									
16					FEDERAL FUNDING									
35					Total WIOA: Regional Resource Allocation	5,905,369	62%	6,466,138	64%	(560,769)	(9%)			
41					Total WIOA Governor Discretionary Funds	189,575	2%	664,542	7%	(474,968)	(71%)			
51					Total Other Federal Grants	1,964,968	21%	2,324,031	23%	(359,063)	(15%)			
53					TOTAL FEDERAL FUNDING	8,059,913	84%	9,454,712	94%	(1,394,799)	(15%)			
55					NON-FEDERAL FUNDING									
63					Total Private and Unrestricted	359,284	4%	210,438	2%	148,846	71%			
72					Total Other Government Funding	1,127,914	12%	441,099	4%	729,315	165%			
74					TOTAL NON-FEDERAL FUNDING	1,487,197	16%	651,537	6%	878,160	135%			
76					TOTAL FUNDING	9,547,110	100%	10,106,249	100%	(516,639)	(5%)			
78					EXPENDITURES									
79					FEDERAL CONTRACTS									
98					Total WIOA Contracts	3,531,403	39%	4,477,644	44%	(946,241)	(21%)			
104					Total Governor Discretionary Contracts	113,035	1%	539,562	5%	(426,526)	(79%)			
114					Total Other Federal Contracts	1,326,435	15%	1,955,011	19%	(628,576)	(32%)			
116					TOTAL FEDERAL CONTRACTS	4,970,873	52%	6,972,216	69%	(2,001,343)	(29%)			
118					NON-FEDERAL CONTRACTS									
126					Total Private and Unrestricted Contracts	214,119	2%	173,461	2%	40,658	23%			
135					Total Other Government Contracts	896,308	9%	381,900	4%	514,408	135%			
137					TOTAL NON-FEDERAL CONTRACTS	1,110,427	12%	555,361	5%	555,066	100%			
139					DIRECT AND INDIRECT COSTS									
157					Total Infrastructure Agreements **	349,615	4%	296,155	3%	53,460	18%			
159					WSW Coordination and Administration									
160					Personnel - wages and benefits	2,041,929	23%	1,744,699	17%	297,230	17%			
161					Professional fees - accounting, legal, consulting	84,150	1%	121,305	1%	(37,155)	(31%)			
162					IT: Professional support	33,600	0%	31,200	0%	2,400	8%			
163					IT:Licensing, annual fees,software	64,635	1%	67,012	1%	(2,377)	(4%)			
164					Supplies-general office & kitchen	10,010	0%	7,960	0%	2,050	26%			
165					Telephone	11,436	0%	10,038	0%	1,398	14%			
166					Postage, print,copy, rentals	900	0%	900	0%	-	0%			
167					Occupancy	123,420	1%	119,520	1%	3,900	3%			
168					External Printing & publications	3,000	0%	1,000	0%	2,000	200%			
170					Individual Travel									
171					Local travel & mileage	22,350	0%	14,900	0%	7,450	50%			
172					Long distance travel	7,500	0%	3,750	0%	3,750	100%			
173					Individual Travel	29,850	0%	18,650	0%	11,200	60%			
175					Conferences & Meetings									
176					Individual Industry and CBO	9,500	0%	4,750	0%	4,750	100%			
177					Group Conference Events including Travel									
178					Washington Workforce Association (WWA)	12,000	0%	-	0%	12,000	100%			
179					National Association of Workforce Boards (NAWB)	18,000	0%	36,000	0%	(18,000)	(50%)			
180					Prepaid NAWB Registration and Flights	-	0%	-	0%	-	100%			
181					Conferences & Meetings	39,500	0%	40,750	0%	(1,250)	(3%)			
182					Insurance	17,936	0%	16,380	0%	1,556	10%			
183					Furniture & equipment	41,099	0%	39,782	0%	1,317	3%			
184					Local meeting support	5,350	0%	8,350	0%	(3,000)	(36%)			
185					Memberships & Subscriptions	23,520	0%	22,970	0%	550	2%			
186					Staff Training	50,000	1%	50,000	0%	-	0%			
188					Total WSW Coordination and Admin	2,580,335	29%	2,300,516	23%	279,819	12%			
211					Total Special Projects & Prepaids	-	0%	(18,000)	(0%)	18,000	(100%)			
213					TOTAL DIRECT AND INDIRECT COSTS	2,929,950	31%	2,578,671	26%	351,279	14%			
215					TOTAL EXPENDITURES	9,011,251	100%	10,106,248	100%	(1,094,998)	(11%)			
216					FUNDING LESS EXPENDITURES	535,859		0						
217					Check Total to Programs	-								
218														
219					**Expected IFA expense offset contributions from partners moved to new funding section of the (proposed) report.									



workforce
SOUTHWEST WASHINGTON

MEMO

DATE: JUNE 2, 2022
TO: MIRIAM HALLIDAY
WSW BOARD OF DIRECTORS
FROM: WSW GOVERNANCE COMMITTEE
RE: Board of Director Membership Renewal

Board of Director Renewal

Ted Sprague

Mike Bridges

Bob Gustainis

Chris Bailey

Shannon Stull

Renny Christopher

The WSW Executive Administrator surveyed all renewing members for feedback as it related to their experience serving on the Board of Directors, as well as their suggestions and recommendations for improvement.

When asked to share their “why” for their Board of Director membership, many answered that they were committed to increased quality employment opportunities as well as our values of advancing equity in the workforce and community. Also, there was high value placed on supporting displaced workers and at-risk young adults in achieving economic security.

Board of Director Exit

Eddie Martin, NORPAC

Eddie expressed his inability to participate in all that the WSW Board of Directors role has to offer and recommended another from his company represent NORPAC instead.

Diane McWithey, SHARE

Diane supported bringing on another non-profit to bring forth fresh ideas and ways to support the community and region.



workforce
SOUTHWEST WASHINGTON

ECONOMIC MOBILITY STATUS REPORT

DATE: JUNE 2, 2022
TO: WSW BOARD OF DIRECTORS
FROM: BENTON WATEROUS – DIRECTOR of PROGRAMS

Members of the Board –

This document is intended to provide a status snapshot of WSW’s major investments. Detailed information on contract performance and spending may be seen in WSW’s fiscal contract spending reports.

State of WSW Investments

The WSW program team continues to be optimistic given recent efforts of the team and numbers seen in the most recent fiscal report. Numbers appear to be climbing out of a long period of slow performance, many contracts are still behind performance and spending but are trending upwards. This is likely driven by the re-opening of centers, (relatively) improving Covid conditions, and stabilizing subcontractor turnover, which has been quite high over the past year and has adversely effected operational capacity. WSW program has also experienced a great deal of internal structuring with three team members moved or moving into new positions on the team (Miriam, Benton, Star). Contractually, there has been a slew of contract modifications and extensions for existing grants (Dislocated Worker grants + Disaster Grants), and additional funding for tentpole initiatives like Thrive (expecting a round 2 and 3 of Fed and State funds shortly) and SummerWorks (which is to be awarded a half-million Federal investment from the office of Senator Murray. Program team has worked closely with the Business Team to strategize ways to increase integration of the *quality jobs initiative* in contract to incentivize sustainable and high demand placements.

WIOA Formula Investments

WIOA Title 1 Youth –

Summary: WIOA Title 1 Youth funding supports WSW youth investments, including services at Next (Southwest Washington’s Youth one-stop center), and services for “Opportunity Youth” between the ages of 16-24 who are disconnected from work and school.

Status: WIOA T1 Youth spending and performance is behind in all counties, but is seeing improvement from prior quarters. This improvement is likely due to improved Covid-19 conditions, and slightly less staff turnover at Next. While new staff have joined the Next team, training duties and limited institutional knowledge (especially in areas of policy and process) are splitting the attention of more senior staff, including the Next Director. In Cowlitz county, service delivery improved again due to greater staffing consistency. However, Equus and Goodwill Industries continue to face challenges related to their colocation arrangement.

WIOA Title 1 Adult –

Summary: WIOA Title 1 Adult funds support the bulk of WSW’s adult investments, including Title 1 services at WorkSource (one-stop American Jobs Center).

Status: WIOA T1 spending continues to be behind schedule but has seen growth in the preceding quarter. WSW has encountered challenges persuading subcontractors to adopt *quality jobs* standards (including wage) for adult

programming.

WIOA Title 1 Dislocated Worker –

Summary: WIOA Title 1 Dislocated Worker funds complement WIOA T1 Adult funds by providing resources for workers “dislocated” from employment by layoffs or job loss.

Status: WIOA DW programs in Clark County have bounced back from the nadir of enrollments numbers in October-December 2021. WSW predicts continued growth of positive outcomes due to stabilizing Covid conditions and staffing at WSW investments.

One Stop Operator –

Summary: This contract oversees the WorkSource “One Stop Operator,” who functionally leads the center. This funding also guides various shared initiatives that aim to boost in-center synergies, like increasing co-enrollment, governing functional teams, developing the “vetted talent pool,” and distributing customer surveys.

Status: The OSO continues to spur greater co-enrollment at WorkSource (41% of participants are co-enrolled with a target of 40%). However, numbers of participants placed within the WorkSource “Vetted Talent Pool” have decreased in the preceding quarter (75 – compare with 177 job seekers in Q2). WSW intends to provide additional training to WorkSource functional leads (and provide a helpful talent pool desk aid for the “Launchpad” platform) to boost usage and understanding.

Title I System Liaisons

WIOA TI System Liaisons –

Summary: System Liaisons are staff anchored at local institutions (mostly higher education) designed to facilitate connections between local communities and the public workforce system, primarily in the realm of forwarding vetted talent to opportunities. Three System Liaison contracts currently exist, which are detailed below.

Wahkiakum Health and Human Services:

- The WHHS system liaison designed brand, “Employ Wahkiakum,” is generating job seeker and employer referrals and email, social media and in-person traffic. System liaison posted 9 open in-county openings, generating 39 job-seeker inquiries but limited follow-through from them.
- Washington State University – Vancouver: New direct supervisor working in Career Services (same unit as System Liaison) is improving performance and documentation of performance across the board, including composition of quarterly reports. Budget modification in March 2022 (no new funds) enabled hire of PT student employee to assist in data capture and recording for LaunchPad and work-based events, including career fair, workshops, trainings, advising.
- Lower Columbia College: LCC system liaison program intentionally hired multi-lingual staff to serve the students to contribute to equitable outcomes. LCC Continue to see quarter over quarter gains in all metrics. Largest gain was again for diverse students in vetted talent pool 48 YTD%
- Clark College: Contract executed in December 2021- Clark system liaison start date mid-term on February 28, 2022.

Disaster Grants

Covid 19 Disaster Relief –

Summary: Emergency funds designed to ease the employment/economic impacts of Covid-19

Status: Performance is on track. exceeding expectations. Budget increased and extended to May 2022.

Covid 19/Opioid Disaster Recovery –

Summary: Disaster recovery grants for job seekers effected by Covid-19 as well as those impacted by the Opioid crisis.

Status: Contract extended to be extended to June 2023. Grant is overperforming and underspent. WSW is working with subcontractor to expend remaining program funds by investing in education/training pathways specifically responsive to the Opioid crisis.

Covid Response Community Development Block Grant (CDBG) –

Summary: CDBG funds allow for the placement of participants dislocated by Covid-19 into jobs at Lower Columbia Community Action Program (CAP) and Clark County Food Bank.

Status: Subcontractor Staff have begun to register services in partnership with CAP. WSW is currently awaiting final approval of contract extension to July 30, 2023. WSW has explored opportunities for expansion to additional worksites with the Department of Commerce.

Other Investments

Thrive (AKA Economic Security for All ECSA) –

Summary: Thrive (part of WA State's Economic Security for All initiative) aims to move people out of poverty with community driven service engagement and wrap around supports. WSW's Thrive initiative has worked to lift participants out of poverty in Cowlitz County's South Kelso and Highland's neighborhoods, and now has expanded to the county more broadly.

Status: Round 1 concluded April 30, 2022; ESD granted extension from original March 2022.

WIOA Round 2 funding started April 1, 2022 – March 31, 2024. Quarter over Quarter enrollment continued steady gains: Quarter 11 gain of 34 is highest yet. ESD/DSHS Data Share Agreement + dedicated Case Manager telephoning with new tele-script is successful. WorkSource reporting participants experiencing waitlists of upwards of several weeks due to high demand, resulting in some participants opting for immediate employment rather than be waitlisted.

EET (Employment, Education, and Training) –

Summary: EET is an investment which supports justice-involved youth by providing them with job readiness training and workshops at Next. The program is a partnership between WSW and the Clark County Justice Center (CCJC) which makes referrals to the program.

Status: EET has met 30% to 35% of the performance for two service steps (Orientation and Job Readiness Training) near the end of the program year. EET relies on referrals from the Clark County Justice Center, and CCJC has seen significantly low numbers of young adults engage in programming due to the pandemic.

Questions? Contact Benton Waterous, WSW Director of Programs – Bwaterous@workforcesw.org

**SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL
DBA
WORKFORCE SOUTHWEST WASHINGTON (WSW)
BYLAWS**

DEFINITIONS

Member – Refers to an individual member of the WSW Board of Directors.

WSW Board of Directors – Refers to the group of individuals that meet the criteria defined by the Governor and State Workforce Development Board and are appointed by the Local Elected Officials for each county within the Local Workforce Development Area to lead efforts to implement and oversee workforce programs.

Executive Committee – Refers to the group of individuals that are members of the WSW Board of Directors and are appointed by the WSW Board of Director Chair and CEO to provide a leadership and oversight for the Corporation.

Local Workforce Development Board (LWDB) - Refers to the local workforce development entity established by the LWDA to conduct the functions specified under WIOA sec. 107(d) for such area; also referred to as "LWDB 7".

Local Workforce Development Area (LWDA) – Refers to the area designated by the Governor to administer Workforce Innovation & Opportunity Act services. Factors that are considered in the designation include geographic location, population, and commonality of labor market areas. CSCR's LWDA is comprised of the geographic area of Clark, Cowlitz, and Wahkiakum Counties.

Executive Board of County Commissioners (EBOCC)– Refers to the required appointment of local elected officials from Clark, Cowlitz, and Wahkiakum Counties to oversee all matters of the Corporation. To learn more, go here to find the [Southwest Washington Workforce Investment Interlocal Agreement](#).

Corporation – Refers to the non-profit corporation, the Southwest Washington Workforce Development Council, dba as Workforce Southwest Washington (WSW).

Governance Committee – Refers to the standing WSW Board of Directors committee that is charged with recruitment, nomination, and renewal of the WSW Board of Director membership.

NAME, MISSION, VISION, and VALUES

Name. The name of this non-profit corporation is the Southwest Washington Workforce Development Council. The organization does business as Workforce Southwest Washington (WSW).

Vision. A region where economic prosperity and growth exist for every person.

Mission. Lead a regional workforce development system where every individual has access to high-quality employment and every business has access to a highly skilled workforce.
WSW

Values.

- ◆ **Equity:** Promoting justice, impartiality and fairness within processes and the distribution of resources by institutions or systems
- ◆ **Diversity:** Collectively interweaving differences and similarities that include, for example, individual and organizational characteristics, values, beliefs, experiences, background, preferences and behaviors
- ◆ **Inclusion:** Building a multicultural workforce climate where every community member can safely share their voice and be heard
- ◆ **Innovation:** Introducing new ideas, methods, or products to make changes
- ◆ **Collaboration:** Working jointly with our customers, community, and colleagues to achieve our shared goals
- ◆ **Impact:** Positively influencing and affecting our community

PURPOSE

Primary Object. The primary object of the Corporation is to fulfill its responsibilities under the Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-108 and its amendment/s and successor/s) in partnership with the local elected officials of the Southwest Washington workforce investment area.

Jurisdiction. The Corporation's workforce investment area shall be the political jurisdictions of Clark, Cowlitz, and Wahkiakum counties or any other geographic area resulting from agreements approved by the WSW Board of Directors, the chief elected officials of the local workforce investment area (herein referred to as the Executive Board of County Commissioners (or EBOCC), and the Governor.

AUTHORITY OF WSW BOARD OF DIRECTORS

The WSW Board of Directors shall assume the role and responsibilities of a local workforce development board (LWDB) as provided for under the WIOA. The WSW Board of Directors shall provide policy guidance and exercise oversight of programs conducted under the WIOA in partnership with the EBOCC. While it is not the intent of WSW to provide direct services, WSW may provide direct services for non-WIOA programs on an exceptional basis and with the approval of the EBOCC. All approvals will be reported to the full WSW Board of Directors at the next regularly scheduled meeting. The WSW Board of Directors as a full membership body shall be responsible for the following:

- a. Establish a strategic plan, a **regional and/or local** plan (if required) for workforce development that incorporates the goals and visions of each of the three counties as represented in each county's comprehensive land use and economic development plans.
- b. Obtain input and develop training program standards that meet or exceed federal and state program requirements.
- c. Select and certify **WorkSource one-stop centers**.
- d. Partner and integrate with business, education, community-based organizations, organized labor, and government entities to identify workforce development needs and priorities.
- e. Advocate on behalf of the region's workforce development priorities.
- f. Establish and review the Corporation's mission, priorities, and goals.
- g. Have and exercise all powers necessary or convenient to affect any or all of the purposes for which WSW is organized.

WSW BOARD OF DIRECTOR MEMBERSHIP

The members of the WSW Board Directors shall be appointed by the elected officials of Clark, Cowlitz, and Wahkiakum counties to represent the various segments of the population of the workforce investment area as outlined in Section 107(b) of the WIOA and required by the State Workforce Board and as allowed by the WIOA in section 107.

A majority of the WSW Board of Directors shall be representatives of businesses in the local area, who shall be owners of business concerns, executives, or chief operating officers of non-governmental employers, or other private-sector executives who have substantial management, hiring or policy responsibility. Further, priority of recruitment will be placed on MWBE (Minority-Women Owned Business Enterprises).

Length of Term. WSW Board of Director members shall be appointed to WSW Board of Directors for a (3)-year term. WSW Board of Director member terms shall be scheduled to expire on June 30th or December 31st of the applicable year. Unless the WSW Board of Director member dies, resigns, or is removed, each member shall serve until the said term expires or until a successor is appointed. When a vacancy occurs prior to the expiration of a term, the vacancy shall be filled, and a new term will begin. For any WSW Board of Director member who holds a WSW Officer position and/or Executive Committee position, their term will continue as needed.

Number of Terms. The number of terms a member may serve shall be unlimited for Non-Business Representation. WSW Board of Director members representing business may serve for up to two rotations (for a total of up to six (6) years).

Change in Status. WSW Board of Director members are appointed to represent specific constituencies. Therefore, should a WSW Board of Director member terminate their employment with a specific company or organization, unless specifically requested by Governance Committee and CEO to complete their term, they will cease to be a member of the WSW Board of Directors.

Non-Business Representation. Non-business WSW Board of Director members shall be appointed by the designated authorities for fixed terms and may serve until their successors are appointed. WIOA law designates these members as partners.

Vacancies. Any vacancy in the membership of the WSW Board of Directors shall be filled in the same manner as the original appointment and a new term will begin. The Governance Committee and the CEO are tasked with the recruitment of replacement members who support the strategic objectives of the WSW Board of Directors and the EBOCC. Nomination and recruitment documentation must be retained for five years.

Removal of Members. WSW Board of Director members may be removed at the sole discretion of the appointing entity or by the Governor of Washington for cause.

WSW BOARD OF DIRECTOR MEETINGS

Regular Meetings. At the beginning of each fiscal year, the WSW Executive Committee and the WSW Executive Administrator shall establish a regular meeting schedule for the WSW Board of

Directors meetings. A meeting notice, agenda, and background information shall be prepared and sent to all members at least seven (7) days prior to the meeting, by email.

Annual Meeting. The annual membership meeting of the Corporation shall be held in June of each year, or at another time specified by the membership.

Special Meetings. The WSW Board of Directors Chair shall call special meetings of WSW Board of Director membership when requested to do so by one-third (1/3) the current membership of WSW, by the WSW Board of Directors, by the EBOCC, or when such a meeting is otherwise deemed necessary by the WSW Board of Director Chair. To call a special meeting, a minimum of ten (10) days' advance notice must be given to each member. The agenda for a special meeting shall clearly state the purpose(s) of the meeting, and no other business may be considered at the meeting except that which is stated on the agenda.

Public Meetings. WSW membership meetings shall be conducted in accordance with the Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington, as amended. The public will be informed of all regular meetings of the WSW Board of Directors through publication of a notice [here](#). Every effort will be made to issue a public notice of special meetings, including but not limited to the usage of technology to encourage participation from the public and WSW Board of Director members. When issued, the public notice for a special meeting shall specify the purpose of the meeting.

Executive Sessions. The WSW Board of Directors may meet in closed session when discussing personnel matters, real estate transactions, contract negotiations, or other matters identified in and allowed under RCW 42.30.110 of the Open Public Meetings Act.

WSW BOARD OF DIRECTOR ATTENDANCE

Active and Inactive Members. There shall be two categories of members: active and inactive. "Active" members are those who are not on an approved leave of absence. An "inactive" member is one who is excused from participation under an approved leave of absence.

Leave of Absence. A member may petition the WSW Board of Director Chair for a leave of absence for a specified period normally not to exceed three (3) months. Inactive members shall be excused from meetings of the WSW Board of Directors. An inactive member shall not be reported as absent during an approved leave of absence, nor shall an inactive member be counted for the purpose of determining a quorum.

Absenteeism. A member shall notify the WSW Executive Administrator of their impending absence. When a member confirms his/her intention to be present at a meeting of the WSW Board of Directors and then does not attend the meeting, the absence will be considered unexcused. When a member neither contacts the WSW Executive Administrator nor attends a meeting of WSW, the absence will be considered unexcused.

After two (2) unexcused absences in a year, a courtesy email from the WSW CEO and WSW Governance Committee shall be sent to that member providing notice that another unexcused

absence shall result in termination from the WSW Board of Directors. Three (3) unexcused absences during a member's term shall act as a voluntary resignation from the WSW Board of Directors, creating a vacancy without the need for further action. Unexcused absences shall be noted in the minutes of the WSW Board of Directors meetings.

WSW BOARD OF DIRECTOR CONFLICT OF INTEREST

Pursuant to the WIOA and consistent with Chapter 42.23 Revised Code of Washington, no WSW Board of Director member shall cast a vote on the provision of services by that WSW Board of Director member (or any organization which that member represents) or vote on any matter which would provide direct or indirect financial benefit to that member or director (or to any agency or organization that member or director represents). To the extent possible, WSW Board of Director members shall avoid the appearance of a conflict.

No WSW Board of Director member shall lobby individual members of WSW, the WSW Board of Directors or individual members of the Board, EBOCC, or Board Committees in private or in public on behalf of any action before WSW, Board, or EBOCC that may financially benefit the member or director or any organization which that member or director represents.

WSW Board of Director members shall be bound by and shall comply with any and all conflict of interest policies ([Policy #1006](#)) and procedures adopted by the WSW Board of Directors.

WSW BOARD OF DIRECTOR QUORUM REQUIREMENTS AND VOTING

WSW Quorum. A quorum shall exist when fifty (50) percent or more of the appointed active members are present. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the WSW, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

WSW Voting. Each member shall have one vote, which may not be assigned to another member or alternate. The WSW Board of Director Chair shall vote only to make or break a tie. No votes shall be taken by secret ballot or submitted in the form of a proxy. Voting may occur through electronic means when deemed necessary by urgency of the item needing approval and at the request of the WSW Chief Executive Officer.

WSW Presumption of Assent. A member present at a WSW Board of Director meeting at which action on any corporate matter is taken shall be presumed to have assented to the action taken, unless the member's dissent or abstention is entered in the minutes of the meeting, or unless the member files a written dissent to such action with the person taking the minutes of the meeting before the adjournment thereof, or unless such dissent or abstention is forwarded by registered mail to the Chair of the Corporation within twenty-four (24) hours of the date and time of the adjournment of the meeting. A member who voted in favor of such action may not subsequently dissent or abstain.

WSW OFFICERS OF THE CORPORATION

Officers. The officers of the Corporation shall be the WSW Board of Director Chair, the WSW Board of Director Vice Chair, and the Treasurer.

Duties and Responsibilities of the Officers. The duties and responsibilities of the officers shall be:

WSW Board of Director Chair

The WSW Board of Director Chair shall preside over all meetings of the full WSW Board of Directors. Subject to the WSW Board of Director's control, the WSW Board of Director Chair shall supervise the assets and business affairs of the Corporation.

The WSW Board of Director Chair may sign deeds, mortgages, bonds, contracts, or other instruments that the WSW Board of Directors has authorized to be executed, except when the signing and execution thereof have been expressly delegated by the WSW Board of Directors or by these Bylaws to some other officer or agent of the Corporation or are required by law to be otherwise signed or executed by some other officer or agent in some other manner.

The WSW Board of Director Chair shall perform all duties incident to the office of WSW Board of Directors/WSW Chair and such other duties prescribed by the WSW Board of Directors from time to time. The WSW Board of Director Chair has the authority to create ad hoc committees. The WSW Board of Director Chair shall appoint interim officers. The WSW Board of Director Chair shall be an exofficio- member of all committees for the first term of the subsequent WSW Board of Director Chair.

WSW Board Vice Chair

In the absence of the WSW Board of Director Chair or in the event of his/her death, inability, or refusal to act, the WSW Board of Director Vice Chair shall perform the duties of the WSW Board of Director Chair and, when so acting, shall have all the powers of and be subject to all the restrictions upon the WSW Board of Director Chair.

The WSW Board Vice Chair shall have, to the extent authorized by the WSW Chair of the Board, the same powers as the WSW Board of Directors/WSW Board of Director Chair to sign deeds, mortgages, bonds, contracts, or other instruments. The WSW Board Vice Chair shall perform such other duties as from time to time may be assigned by the WSW Board of Director Chair or by the WSW Board of Directors.

WSW Treasurer

The WSW Treasurer shall perform, or cause to be performed, the following duties: (a) keeping of full and accurate accounts of all financial records of the Corporation; (b) deposit of all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the WSW Board of Directors; (c) disbursement of all funds when proper to do so; (d) making financial reports as the

financial condition of the Corporation to the WSW Board of Directors; (e) leading and appointing members to Finance Committee, and (f) any other duties as may be prescribed by the WSW Board of Directors.

Interim Officers. In extenuating circumstances, where an officer has left their position prematurely, interim officers may be appointed by the WSW Board of Director Chair. The interim officer will complete the term for which they are replacing. At end of term, the officer position will be open for election.

ELECTION OF WSW BOARD OF DIRECTORS AND WSW OFFICERS OF THE CORPORATION

Election of Officers and Board Members. The election of WSW officers and at-large WSW Board of Director members of the WSW Board of Directors shall take place on even-numbered years at the June WSW Board of Directors meeting; if there is no June meeting, then the next meeting following the month of June. To hold an election, a quorum of the members must be present. To be elected, the WSW Officer and WSW Board of Director candidates must each receive a majority affirmative vote of those members present.

Governance Committee. WSW will follow the procedures laid out in [Board Nomination Procedure #2006](#).

Election Criteria. The WSW Board of Director Chair and WSW Board of Director Vice Chair shall be elected from among representatives of the private sector. The Treasurer shall be elected from members of the WSW Board of Directors. A WSW officer shall not be eligible to serve more than two consecutive terms in the same office.

Length of Term. WSW Officers shall be appointed for a two (2)-year term. Unless a WSW officer resigns, or is removed, he/she shall hold office until the said term is expired or until a successor is elected.

Number of Terms. The number of terms a WSW Officer may serve is two (for a total of up to four (4)-years).

Removal. A WSW Officer or WSW Board of Directors member elected by WSW may be removed by a vote of the WSW Board of Directors when, in their sole judgment, the best interest of the Corporation would be served. The WSW Board of Director Officer or WSW Board of Directors will be notified prior to the meeting at which a motion to remove will be made. The WSW Board of Director Officer or WSW Board of Director is removed by a two-thirds (2/3) affirmative vote of those members present.

Vacancies. A vacancy in a position shall be filled as soon as possible for the remainder of the term. An interim appointment can be made if necessary. The Governance Committee shall provide this nomination in the event of such vacancy.

COMMITTEES

Committees. The WSW Executive Committee and Chief Executive Officer may appoint standing and ad hoc committees from WSW Board of Directors membership and invest such committees with such powers as it may see fit, subject to such conditions as may be prescribed by the WSW Executive Committee and applicable laws. The establishment of any such committee and the delegation of authority thereto shall not relieve the WSW Board of Directors, the Executive Committee, or any individual director thereof of any responsibility imposed by law.

Committee Appointments. To the extent possible, committee members shall be appointed so that the private sector and the geographic areas of the three-county area are equitably represented. Members shall be appointed to committees by the Executive Committee. The Executive Committee and Chief Executive Officer need not formally approve appointments but shall have the right to overturn or reverse an appointment or group of appointments by a majority vote of a quorum of the Executive Committee.

Committee Leadership. Committee Chairs shall be appointed by the Executive Committee. The Executive Committee and Chief Executive Officer shall have the right to overturn or reverse an appointment or group of appointments by a majority vote of a quorum of the Executive Committee.

Absences and Vacancies. Three unexcused absences within a fiscal year by a committee member may result in termination from the committee if, in the sole judgment of the Committee Chair, the best interests of the Corporation would be served. Vacancies may be filled at any time by the Executive Committee in consultation with the Committee Chair.

Committee Meetings. The committees shall determine the frequency of their meetings based upon the work that must be done. The Chair of each committee shall determine the meeting dates and the agenda as needed or directed.

Committee Authorities and Limitations. A committee shall recommend any resolution or change to the Executive Committee.

WSW EXECUTIVE COMMITTEE MEMBERSHIP

Executive Committee. The Executive Committee shall consist of **nine** members, as follows:

- a. The Chair of WSW Board of Directors
- b. The Vice-Chair of WSW Board of Directors
- c. The Treasurer of WSW Board of Directors
- d. Four WSW Board of Directors members elected at-large

- e. The immediate past chair of WSW Board of Directors (for only the first term of the incoming WSW Board of Director Chair)
- e. One member of the EBOCC

Composition of the Executive Committee. At least two of the WSW Board of Director members elected at-large serving on the Executive Committee shall represent the private sector. At least one member of the Executive Committee shall be elected from each of the region's three counties whenever possible. No member affiliated with a service-providing organization receiving WIOA Title I-B or other WSW-administered funds may be seated on the Executive Committee, except for those funds directed by individual participant choice such as individual training accounts, on-the-job training contracts, childcare providers, etc. The immediate past chair of the WSW Board of Directors shall sit on the Executive Committee for the first term of the incoming WSW Board of Director Chair. If the WSW Board of Director Chair is elected to serve a second term, the position shall be open to members representing private sector from the WSW Board of Directors.

Duties of an Executive Committee Member. An Executive Committee member shall serve in good faith; in a manner such Executive Committee member believes to be in the best interests of the Corporation; and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

In performing the duties of an Executive Committee member, a member shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

- (1) One or more WSW Board of Director members or employees of the Corporation whom the member believes to be reliable and competent in the matter presented; or
- (2) Counsel, public accountants, or other persons as to matters which the Executive Committee member believes to be within such person's professional or expert competence.

Responsibility of Executive Committee Members. Members are elected as individuals, not delegates, to the Executive Committee. They are, therefore, expected to always act in the best interest of the Corporation. Executive Committee members are obliged to prepare for and attend meetings, participate in committee work, and abide by the Executive Committee's policies and Bylaws. Directors shall abide by majority rule after presenting their views and the views of those they represent. Members of the Executive Committee will nominate committee chairs, and subsequent committee members for other committees of the WSW Board of Directors.

WSW EXECUTIVE COMMITTEE MEETINGS

Regular Meetings. At the beginning of each fiscal year, the Executive Committee shall establish a regular meeting schedule. Meetings may be cancelled by the WSW Board of Directors Chair so long as one meeting is held each program quarter, on dates and at times determined by the Executive Committee. A meeting notice, agenda and background information shall be prepared and sent to all members at least seven (7) days prior to the meeting.

Special Meetings. The WSW Board of Directors Chair shall call special meetings of the Executive Committee when requested to do so by one-third (1/3) the current membership of the Executive Committee, by the EBOCC, or when such a meeting is otherwise deemed necessary by the Chair. To call a special meeting, a minimum of 24-hour advance notice must be given to each member. The agenda for a special meeting shall clearly state the purpose(s) of the meeting, and no other business may be considered at the meeting except that which is stated on the agenda.

Member Participation in Meetings. Members of the Executive Committee may participate in member meetings virtually, whereby all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. At minimum, two meetings a year will be held in person.

Voting of the Executive Committee. If it becomes necessary for the Executive Committee to take action on a particular issue and the twenty-four (24) hour notification requirement cannot be met, the Chair may authorize the polling of directors in order to facilitate such action by the WSW Board of Directors Chair. The results of a poll shall be reported at the next WSW Board of Directors meeting and recorded in the minutes of that meeting.

Non-member Participation at Executive Committee Meetings. Participation at Executive Committee meetings shall be limited to the set members and specific members of the Corporation with the following exceptions:

- a. When regularly scheduled agenda items call for reports or participation by non-committee members
- b. When, at the discretion of the WSW Board of Directors Chair, comments, or other participation by non-committee members are relevant or material to a matter under consideration or before the group

Waiver of Notice. When any notice is required to be given to a director of the Board under the provisions of the Bylaws, the Articles of Incorporation, or the Washington Non-Profit Corporation Act, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. In addition, attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where the director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

AUTHORITY OF WSW EXECUTIVE COMMITTEE, the WSW BOARD OF DIRECTORS, and the WSW CHIEF EXECUTIVE OFFICER

General Authority. The business affairs of the Corporation shall be governed by the WSW Board of Directors.

Administrative Entity Authority and Responsibility. The Corporation shall assume designation as the Administrative Entity for the WIOA, effective July 1, 2015. To carry out these

functions, the Corporation's Executive Committee shall, in compliance with the laws, rules and regulations pertaining to the WIOA and non-profit corporations, be responsible for the following:

Human Resources:

- a. The WSW Chief Executive Officer serves at the pleasure of the WSW Executive Committee, which is responsible to hire, supervise, and assess the performance of the Chief Executive Officer of the Corporation.
- b. The WSW Chief Executive Officer shall determine and enforce the personnel policies of the Corporation.

Program Administration:

- a. At the direction of WSW Chief Executive Officer, and in accordance with its established procurement process, the WSW Board of Directors shall award contracts to organizations to implement the policies of the strategic plan.
- b. The WSW Chief Executive Officer shall lead the monitoring and evaluation of the performance of all contractors and WorkSource one-stop sites, and report performance to the WSW Board of Directors and the WSW Executive Committee.

Financial Management:

- a. The WSW Chief Executive Officers shall ensure that the Corporation's administrative and fiscal management systems meet the requirements of its funding sources.
- b. The WSW Chief Executive Officer shall approve budgets, approve disbursements, and control capital assets for the use and benefit of the three-county workforce investment area.

Advisory Committees:

- a. Advisory committees, comprised in full or in part of non-members, may be convened at any time by the Executive Committee Chair or by a vote of the Executive Committee when the expertise, advice and/or assistance of specialists is needed or when a broader community perspective is desired. Advisory committees shall have specified duties and shall exist for limited duration with a sunset date established at the time such a committee is convened. The sunset date may be extended by the convening authority. Advisory committee findings shall be submitted directly the Executive Committee.

BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of accounts and finances and shall keep minutes of the proceedings of the WSW Board of Directors, EBOCC, Governance Committee, and Executive Committee meetings. Minutes will be made available at the Corporation's website at workforcesw.org, and minutes will be reviewed and approved at the next meeting of the WSW Board of Directors EBOCC, or Executive Committee, respectively. The Board shall keep, at its registered office or principal place of business, a copy of its current Articles of Incorporation and Bylaws, and a record of the names and addresses of WSW members, directors, and officers.

STAFF, AGENTS, CONSULTANTS, AND PROFESSIONAL SERVICES

Chief Executive Officer. The Corporation, acting through the WSW Executive Committee, shall hire and retain a Chief Executive Officer who shall be an “at will” employee as defined by Washington law. The Chief Executive Officer shall report to the Chair and the WSW Executive Committee. The WSW Board of Directors may dismiss the Chief Executive Officer.

Authority and Responsibility of Chief Executive Officer. As the Chief Executive Officer and agent of the Executive Committee, the Chief Executive Officer shall have authority to conduct the day-to-day operations of the Corporation; to hire, discipline, set compensation for, discharge, and otherwise supervise other staff of the Corporation; and to otherwise ensure that the purposes, policies, and programs of the Corporation are fully and properly carried out. The Chief Executive Officer shall have responsibility for managing the Corporation’s budget and ensuring that the Corporation's accounting system meets acceptable accounting standards.

WSW Executive Administrator. The Chief Executive Officer shall make available to the Executive Committee the WSW Executive Administrator whose responsibilities shall include maintaining the attendance roster, recording minutes of WSW Board of Director and Committee Meetings, and facilitating such other meeting arrangements as the Executive Committee may require.

RULES OF ORDER

Roberts' Rules of Order Newly Revised shall constitute the ruling authority in all cases where they do not conflict with these Bylaws, any statute of the State, or the Act.

Should WSW Board of Directors members take an action in good faith that is subsequently found to conflict with these Bylaws, and which is both material and reversible, the member(s) or director(s) with knowledge of the breach shall inform the WSW Board of Director Chair within ninety (90) days or at the next WSW Board of Directors meeting, whichever is later, so that the WSW Executive Committee may take corrective action.

ADMINISTRATIVE MANAGEMENT

Contracts. The Executive Committee may authorize any officer or officers, agent or agents, to enter any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific contracts or instruments.

Loans. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the WSW Executive Committee. Such authority may be general or confined to specific instances. No loans shall be made by the Corporation to its officers, directors, members, or staff.

Expenditure Authorization. All orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation and in the manner determined by resolution of the Executive Committee.

Administrative Controls. The WSW Executive Committee shall adopt purchasing, procurement, audit, and other fiscal management policies necessary to implement this Article.

Fiscal Year. The Corporation's fiscal year shall begin on the first day of July of one year and end on the last day of June of the next year.

COMPENSATION AND INDEMNIFICATION

WSW Board of Directors members shall serve without compensation. Individual WSW Board of Directors members may be reimbursed for actual expenses incurred on behalf of the Corporation in accordance with travel and expense reimbursement policies established by the WSW Executive Committee.

To the fullest extent permitted by the Washington Non-Profit Corporation Act, the Corporation shall indemnify and hold harmless any person who was or is a party, or is threatened to be made a party, to any civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the right of the Corporation or otherwise) by reason of the fact that that person is or was a director or officer of the Corporation, or is or was serving at the request of the Corporation as a director or officer of another corporation, against all expenses (including attorney's fees), judgments, fines, penalties, costs and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit or proceeding; and the WSW Board of Directors members may, at any time, approve indemnification of any other person(s) which the Corporation has the power to indemnify under the Washington Non-profit Corporation Act. The indemnification provided by this section shall not be deemed exclusive of any other rights to which a person may be entitled as matter of the law or by contract.

DISSOLUTION

The Corporation shall use its funds and/or assets to accomplish the mission of the Corporation and the WIOA or its successor/s. On dissolution of the Corporation, any remaining WIOA funds and/or assets shall be returned to the State of Washington. All other private funds and/or assets purchased with private funds shall be donated to one or more charitable, educational, or philanthropic organizations selected by the WSW Board of Directors pursuant to a plan of distribution as provided for by RCW 24.03.230, as amended.

The Governor, the Attorney General, and the elected officials of Clark, Cowlitz, and Wahkiakum counties shall be notified in writing by certified mail at least ninety (90) days prior to the date when a vote to voluntarily dissolve the Corporation shall be taken. Voluntary dissolution shall occur at a regular meeting at which a quorum is present by a two-thirds (2/3) affirmative vote of WSW Board of Directors membership.

AMENDMENTS OF BYLAWS

These Bylaws may be amended at any regular meeting of the membership of the Corporation at which a quorum exists by a two-thirds (2/3) affirmative vote of members in attendance, provided that the proposed amendment(s) were provided in writing to each member at least thirty (30) days before the date of the meeting at which the proposed amendment is to be considered. An amendment to the Bylaws shall take effect immediately upon its adoption unless the motion to adopt specifies another time for the amendment to become effective, or unless WSW Board of Directors membership has set such a time by a previously adopted motion.

The foregoing Bylaws are adopted by the WSW Board of Directors members on the 8th day of June 2022, with an effective date of July 1, 2022.

Chair of WSW

Chief Local Elected Official



RFP RECOMMENDATION MEMO

DATE: JUNE 2, 2022
TO: MIRIAM HALLIDAY- CEO
WSW BOARD OF DIRECTORS
FROM: STAR RUSH, WSW PROGRAM MANAGER
RE: WIOA ADULT + DISLOCATED WORKER RFP RECOMMENDATIONS

Timeline

	DATE
Community Focus Group	August – October 2022
RFP Opened	January 10, 2022
Promote + Share RFP	January 10, 2022 to February 28, 2022
Bidders' Conference: Virtual + In-person at Port of Kalama	January 14, 2022
Implicit + Explicit Bias Training for Scoring Committee Members	February 25, 2022 Virtual
Proposals Due	April 8, 2022
Bidders/Proposer Presentations	April 22, 2022
WSW Directors, CEO, COO Review	April 25, 2022, to May 2, 2022
Scoring Committee Review	April 18, 2022 to May 15, 2022
RFP Committee Convening & Contractor Recommendation	May 16, 2022
Send recommendation to Executive Committee	May 18, 2022
Executive Board review	May 19, 2022
Board announcement of new providers & contract approval	June 8, 2022
Feedback Meeting with Bidders	TBD – August – September 2022

Selection Process

A Scoring Committee formed in December 2021. Committee members include Miriam Halliday, Star Rush, Kollin Bell, Sean Moore, and Betsy Hanrahan from WSW's staff and Dr Karin Edwards and Lee Tischer from the WSW Board of Directors, as well as Bill Fashing from the CWCOG. Every bidder presented to the review committee either in-person or via-Zoom on April 22, 2022.

The following 5 Five WIOA Adult + Dislocated Worker Requests for Proposals were opened.

1. Housing Clark County
2. Housing Cowlitz + Wahkiakum Counties
3. Re-entry Clark County
4. Housing Cowlitz + Wahkiakum Counties
5. WorkSource Clark, Cowlitz, and Wahkiakum Counties

The committee scored each proposal based on a scoring rubric with the following criteria:

Criteria 1:	Demonstrated Experience and Ability	25 points
Criteria 2:	Relationships and Collaboration	25 points
Criteria 3:	Program Design	50 points

Bidding Agencies

1. **WorkSource Clark, Cowlitz, and Wahkiakum Counties**
 - a. Arbor E&T, LLC dba Equus Workforce Solutions
 - b. Career Team, LCC
2. **Housing Clark County**
 - a. No bidders submitted.
3. **Housing Cowlitz + Wahkiakum Counties**
 - a. Chay Environmental
4. **Re-entry Clark County**
 - a. No bidders submitted.
5. **Re-Entry Cowlitz + Wahkiakum Counties**
 - a. Love Overwhelming, Inc.

Final Scores

Application: Re-entry Works Cowlitz + Wahkiakum

	Available Points	1	2	3	4	5	6	7	8	TOTAL	Median	Mean
Proposer: Love Overwhelming												
Proposal Criteria 1: Demonstrated Experience and Ability	25	21	20	24	15	12	0	12	20	124	18	16
Proposal Criteria 2: Relationships and Collaboration	25	20	20	23	16	20	20	16	25	160	20	20
Proposal Criteria 3: Program Design	50	40	40	46	20	38.5	35	28	45	292.5	39	37
TOTAL	100	81	80	93	51	70.5	55	56	90	576.5	75	72

Application: Housing Works Cowlitz + Wahkiakum

	Available Points	1	2	3	4	5	6	7	8	TOTAL	Median	Mean
Proposer: Chay Environmental												
Proposal Criteria 1: Demonstrated Experience and Ability	25	21	10	20	8	11	15	13	25	123	14	15
Proposal Criteria 2: Relationships and Collaboration	25	23	15	20	12	11	20	14	23	138	18	17
Proposal Criteria 3: Program Design	50	40	20	43	5	23	45	32	45	253	36	32
TOTAL	100	84	45	83	25	45	80	59	93	514	70	64

Application: WorkSource Clark, Cowlitz, Wahkiakum

Proposer: Equus	Available Points	1	2	3	4	5	6	7	8	TOTAL	Median	Mean
Proposal Criteria 1: Demonstrated Experience and Ability	25	15	22	24	22	16.5	10	20	25	129.5	21	19
Proposal Criteria 2: Relationships and Collaboration	25	15	22	23	17	17	0	23	25	142	20	18
Proposal Criteria 3: Program Design	50	30	45	44	30	35.5	35	25	49	293.5	35	37
TOTAL	100	60	89	91	69	69	45	68	99	590	69	74

Application: WorkSource Clark, Cowlitz, Wahkiakum

Proposer: EOCF	Available Points	1	2	3	4	5	6	7	8	TOTAL	Median	Mean
Proposal Criteria 1: Demonstrated Experience and Ability	25	20	20	23	25	14	15	24		141	20	20
Proposal Criteria 2: Relationships and Collaboration	25	25	15	24	25	19	20	24		152	24	22
Proposal Criteria 3: Program Design	50	45	30	46	30	43.5	30	35		259.5	35	37
TOTAL	100	90	65	93	80	76.5	65	83		552.5	80	79

Note: 1 recusal

Application: WorkSource Clark, Cowlitz, Wahkiakum

Proposer: Career Team	Available Points	1	2	3	4	5	6	7	8	TOTAL	Median	Mean
Proposal Criteria 1: Demonstrated Experience and Ability	25	25	23	24	22	16	10	21	25	166	23	21
Proposal Criteria 2: Relationships and Collaboration	25	23	22	24	17	16	20	24	23	169	23	21
Proposal Criteria 3: Program Design	50	45	45	48	50	39.5	30	44	45	346.5	45	43
TOTAL	100	93	90	96	89	71.5	60	89	93	681.5	90	85

Recommendations

Recommendation- WorkSource Clark, Cowlitz, Wahkiakum Counties

Based on proposals, presentations, and discussion at the Scoring Committee's Convening Meeting, the Committee recommends the WSW Board of Directors invest in **Career Team, LCC**, for WorkSource contract, pending a WSW review of the staffing model vis a vis precise staff FTE to deliver services under contract.

Recommendation- WorkSource Clark, Cowlitz, Wahkiakum Counties

Based on proposals, presentations, and discussion at the Scoring Committee's Convening Meeting, the Committee recommends the WSW Board of Directors invest in **Educational Opportunities for Children and Families** as a small subset of the WorkSource contract. The Committee requests WSW ensure the contract provides sufficient, family-sustaining wages within the career pathway for Early Childhood Education.

Recommendation- Reentry Cowlitz + Wahkiakum Counties

Based on proposals, presentations, and discussion at the Scoring Committee's Convening Meeting, the Committee recommends the WSW Board of Directors invest in **Love Overwhelming Services** for Re-entry Population(s).

Recommendation- Housing Cowlitz + Wahkiakum Counties

The bidder was unable to provide a satisfactory program design, staffing model, or connection to employment services. The proposal and presentation exhibited a lack of completeness and specificity regarding staffing, program design, budgeting, and performance outcomes. As a result, the Committee recommends the WSW Board of Directors retain the Housing Cowlitz + Wahkiakum Counties funds so that WSW may sole source the procurement.

Recommendation- Housing Clark County

No bidders submitted proposals for contracts. As a result, the Committee recommends the WSW Board of Directors retain the Housing Clark County funds so that WSW may sole source the procurement.

Recommendation- Re-Entry Clark County

No bidders submitted proposals for contracts. As a result, the Committee recommends the WSW Board of Directors retain the Re-Entry Clark County funds so that WSW may sole source the procurement.