



workforce

SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING
Wednesday, June 10, 2020
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	Paige Spratt
4:15 pm	WSW Governance <ul style="list-style-type: none">• Board Officer Election• Board Member Renewals• Board Recruitment	A.D. Simmons Ralph Clark
4:35pm	WSW Finance <ul style="list-style-type: none">• FY2020/21 Budget Presentation	Renny Christopher
5:00 pm	Reopening, Recovery, Reinvesting <ul style="list-style-type: none">• WSW Response Plan for New World of Work	Kevin Perkey
5:45 pm	Public Comment	
6:00 pm	Adjourn	

WSW Board Meetings 2020

- September 9, 2020 – Zoom Meeting
- Board Retreat: October 15th & 16th (TBD)
- December 9, 2020 – Zoom Meeting



workforce
SOUTHWEST WASHINGTON

WSW Board Meeting Minutes

March 11, 2020

4:00 p.m.

Lower Columbia College, Student Center Conference Rooms STC120
Longview, WA

Board Members Present: Mike Backman, Ben Bagherpour, Chris Bailey, Jen Baker, Bob Carroll, Ralph Clark, Monte Constable, Kelley Foy, Bob Gustainis, Scott Haas, Ilona Kerby, Jim Lucey, A.D. Simmons, Ted Sprague, Denise Smith, Paige Spratt, Shannon Stull, and John Vanderkin.

Board Members with Excused Absences: Darcy Altizer, Bill Skidmore, Renny Christopher, Diane McWithey, Mike Bridges, Robert Gaffney, Mara Kieval, and Eddie Martin.

Board Members with Unexcused Absences: Bob Jungers

Guests Present: Kayce Coftus, Dayna Gohn, Rhianna Johnson, Sharon Pesut, Michele Mulhern, and Matt Sneed.

Staff Members Present: Kevin Perkey, Melissa Boles, Narek Daniyelyan, Darcy Hoffman, Barri Horner, Alyssa Joyner, Kari Kollander, Amy Gimlin, Julia Maglione, Miriam Halliday, and Benton Waterous.

Welcome, Introduction of Members, Guests, and Staff

Vice Chair Paige Spratt opened the meeting at 4:02 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves.

CONSENT AGENDA

Vice Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on December 11, 2019, Contract Memo, Policy Memo, Title I Youth RFP Recommendations. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved with all in favor.

Jim Lucey, outgoing WSW Treasurer was recognized for his outstanding dedication of service on the board. Mr. Perkey and the full board wished him well in retirement.

WSW GOVERNANCE

Board Member Elections: Following introductions by Michele Mulhern, DVR, a motion was entertained to approve Michele Mulhern for Council terms beginning on March 11, 2020 through June 30, 2023. Upon the motion duly made and seconded and with no discussion forthcoming, the motion carried with all in favor.

Mr. Perkey shared with the Board, updated board roles and will be rolling out a new job description that stemmed from the work that was accomplished during December board Governance Workshop. Mr. Perkey also gave an updated on the three open seats on the board, one Clark Private Sector, one Cowlitz

Private Sector, and one Economic Development/Educational Sector. Questions were entertained and addressed by A.D. Simmons, Ralph Clark, and Mr. Perkey.

CEO REPORT

Mr. Perkey highlighted some actions being taken to reach the goals of the People, Systems, Funding, and Business portion of the new strategic plan. He touched on the three new committees that will be formed, People Committee led by Ms. Halliday; Business Committee led by Ms. Hoffman; and System Committee led by Mr. Daniyelyan. He also mentioned that Board member Kelley Foy will Chair the new Strategic Plan Task Force and will be reaching out to other board members in April. Mr. Perkey reminded the full Board that October 15-16th will be the WSW Bi-annual board retreat, held again at Kalama McMenamins with focus on the evaluation of our Strategic Plan for the next five years. Questions were entertained and addressed by Mr. Perkey.

THRIVE – INVESTING in ECONOMIC MOBILITY in COWLITZ COUNTY

Program Manager Melissa Boles presented to the full Board, an overview of WSW's THRIVE initiative which will help create a pathway of economic mobility in SW Washington and potentially throughout Washington state. Ms. Boles stated that the goal for THRIVE is decreasing 10% of households that are living below 200% FPL. Ms. Boles also shared that the four main components that will be focused on is childcare, outreach and recruitment, enhance in capacity, and structural change.

Director of Business Services Darcy Hoffman and Senior Project Manager Alyssa Joyner presented to the full Board the employee retention program for companies and how this model is starting to take shape. Ms. Hoffman also shared how LaunchPad is helping collect data to help with employee retention and understanding what barriers are present. Ms. Joyner shared some quick wins that the work retention coaches have been successful providing with some Cowlitz County business and employees through THRIVE. Ms. Joyner also presented the THRIVE employer network and what the businesses have been up to.

Mr. Perkey hosted a panel discussion with our employee and on the ground partners with THRIVE Dayna Gohn, Swanson Bark; Ralph Clark, Cowlitz Container & Die Cutting; Ilona Kerby, Lower Columbia CAP; and Monte Constable, DSHS. Questions were entertained and addressed by Mr. Perkey, and the THRIVE partners during the presentation.

PUBLIC COMMENT

Public comments were invited but none were forthcoming.

ADJOURNMENT

With nothing further for the good of the order, Vice Chair Spratt adjourned the meeting at 5:41 p.m.



CONTRACT MEMO

DATE: JUNE 2, 2020
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (FEBRUARY 2020 – MAY 2020)

WSW **executed** the following contracts:

- ResCare Workforce Services to provide Career Connect services at Next, contract totaling \$130,866.
- Educational Service District 112 to provide Pre-Employment and Training Services to DVR eligible students in Clark, Cowlitz and Wahkiakum Counties, pay for performance contract totaling \$795,500.
- The Underdog Mentality to provide leadership classes to Pre-Employment and Training Services to enrolled students, pay for performance contract totaling \$30,000.

WSW **modified** the following contracts:

- Increased and extended Covenant Technology Solutions' IT contract to May 31, 2020 for a total contract of \$50,500.
- Increased ResCare Workforce Services' Out of School Youth contract by \$7,500 to add non-federal funds for food and additional resources for the Next Gen Youth Leadership Council. A total contract amount of \$449,088.
- Clarified funding sources for ResCare Workforce Services One Stop Operator budget, contract amount did not change.
- Extended Webfor's contract for the WSW website refresh to May 31, 2020.

WSW **notification of grant modification:**

- Career Connect Washington grant extended to December 31, 2020.
- PY18 Rapid Response Increased Employment grant executed a budget revision, moving money from personnel to indirect. Grant ends June 30, 2020.
- PY19 Rapid Response Increased Employment grant was increased by \$37,460. This increase is a result of the state releasing the remaining Rapid Response funds held by the state. Total grant amount \$440,462.



POLICY MEMO

DATE: JUNE 2, 2020
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

WSW Training Handbook

The State Employment Security Department revised the Incumbent Worker Policy to add guidelines specific to Layoff Aversion activities. Specific to what qualifies as Layoff Aversion and the procurement requirements for the training providers. We incorporated the revisions into our current policy and sent out to providers.

Based on the approval process, this policy approval falls under Tier 1 **requires 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.

WSW Eligibility Handbook

WSW revised the basic documentation requirements for WIOA Title I Adult basic eligibility. WSW's policy was stricter than the state policy and required proof of eligibility to work in the United States. We adopted the state policy by allowing self-attestation to make it easier to enroll and provide services during COVID-19. We incorporated the revisions into our current policy and sent out to providers.

Based on the approval process, this policy approval falls under Tier 1 **requires 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.

WSW Income Chart

Health and Human Services revised the Lower Living Standard for 2020 and in turn the State Employment Security Department revised Washington State’s income levels. WSW revised the income chart used by Title I eligibility and enrollment into training. We incorporated the revisions into our current policy and sent out to providers.

Based on the approval process, this policy approval falls under Tier 1 **requires 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.



WORKSOURCE CERTIFICATON MEMO

DATE: MAY 14, 2020
TO: KEVIN PERKEY, CEO
WSW EXECUTIVE BOARD MEMBERS
FROM: NAREK DANIYELYAN, WSW DIRECTOR OF STRATEGIC INITIATIVES
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.

The three-county region that WSW serves has one Comprehensive One-Stop Center located in Clark County and One Affiliate Center located in Cowlitz County. Both are up for re-certification. In August 2018, WSW opened Next, a youth employment and education center. During this round of certifications, Next has applied to be an Affiliate site on the Comprehensive One-Stop Campus. It is located within the same group of complex's as the Comprehensive One-Stop Center in Clark County.

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

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

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

Certification Applications for all three sites are available upon request.



BOARD OF DIRECTORS TREASURER'S MEMO

DATE: JUNE 10, 2020
TO: WSW BOARD OF DIRECTORS
FROM: RENNY CHRISTOPHER - INTERIM TREASURER OF THE BOARD *RC*
KEVIN PERKEY – CHIEF EXECUTIVE OFFICER
RE: WSW PROGRAM YEAR 2020 BUDGET EFFECTIVE JULY 1, 2020 AND FINANCE COMMITTEE REPORT OUT

The Finance Committee of the WSW Board of Directors met on May 20, 2020. 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 should be forwarded to the Executive Board for approval. The Executive Board reviewed the quarterly reports and the WSW PY20 Budget effective July 1, 2020 at the Executive Board meeting on May 27, 2020. The Executive Board agreed the PY20 budget should be presented to the full board for approval.

QUARTERLY REPORTS

WIOA Obligations: DOL and Employment Security have waived the requirement to have 80% of WIOA funding obligated by June 30, 2020. However, WSW was on track and expects to meet the 80% obligation requirement.

Operations and Special Projects: Spending for WSW operations is slightly behind the 75% benchmark for Q3. Special projects spending is at 50%. A minimal amount of additional special project spending is expected in Q4.

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.

Subcontract Spending and Performance: WIOA Youth subcontracts with ending dates of June 30, 2020 are expected to be underspent due to the challenges of serving participants during the COVID 19 shutdown. WIOA Youth funding not expended will be available for the PY20 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.

WSW PROGRAM YEAR 2020 (PY20) BUDGET EFFECTIVE JULY 1, 2020

New WIOA funding increased 13% over PY19 per preliminary allocations received from Employment Security. The Finance Committee recommends no increase in subcontract funding at this time due to the uncertainty in the economic environment as a result of the Covid 19 pandemic. PY20 budgeted revenue and expenditures result in \$974,886 in reserves at June 30, 2021. A summary of the budget and comparison to the prior years initial July 1, 2019 budget appear below. Historically, funding applied for throughout the year such as state Rapid Response Funds, applied for direct Federal grants, and other competitive grants 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 attached.**



	Budget	Budget
	<u>Program Year 2020</u>	<u>Program Year 2019</u>
<u>Funding</u>		
WIOA - Carry-in	1,125,935	820,947
WIOA - New Funding	4,958,600	4,369,094
Less Holdbacks for future PY	(420,938)	(417,459)
Net WIOA Funding Available	5,663,597	4,772,582
State & Federal Grants - Other	2,902,815	2,248,562
Less Holdbacks for future PY	(222,803)	(49,604)
Net State & Federal Grants - Other	2,680,012	2,198,958
Private & Unrestricted	206,556	98,820
Net Funding Available	8,550,165	7,070,360
<u>Expenditures</u>		
WIOA Pre-existing Contracts	416,048	520,601
WIOA New Contracts	2,347,978	2,316,684
Total WIOA Contract Expenditures	2,764,026	2,837,285
<i>percent of funding</i>	49%	59%
State & Fed. Grants Pre-exist. Contracts	2,401,245	1,636,381
<i>percent of funding</i>	83%	73%
Infrastructure Agreements, Net	107,759	151,699
Operating Expenses	2,025,249	1,850,252
Special Projects	277,000	350,000
Total Expenditures	7,575,279	6,825,617
Reserves	974,886	244,743

	A	D	E	F	G	H
	WSW Budget effective for July 1, 2020	PY19 Approved Budget as of Jul 1, 2019	Percent INC/ -DEC	PY20 Proposed Budget as of Jul 1, 2020	Difference PY19 vs PY20	NOTES
1						
2	Special Projects: tied to outcome, not representative of operations 50K					
3	PEOPLE					
4						
5	Child Care consultant			20,000		
6	Internet for Cowlitz Wahkiakum \$10 per month for 200 For 6 Months			12,000		
7						
8	Other			50,000		
9						
10						
11	Total People	75,000	9%	82,000	7,000	
12	BUSINESS					
13	Other			50,000		
14						
15						
16	Total Business	75,000	-33%	50,000	(25,000)	
17	SYSTEMS					
18	Wahkiakum County Outreach			45,000		
19	WSUV System Liason			50,000		
20						
21	OTHER			50,000		
22						
23	Total Systems	200,000	-28%	145,000	(55,000)	
24						
25						
26	SUBTOTAL SPECIAL PROJECTS	350,000	-21%	277,000	(73,000)	
27						
28	Operations:					
29						
30	Personnel - wages and benefits	1,403,639	14.7%	1,610,314	206,675	1. Staff Pay increases PY19, PY20 2. Insurance increase PY20. 3. Add net 1.25 FTE staff over PY19 (Sean + .25, new BS+ .5, new Accountant +.5,
31						
32	Professional fees - accounting, legal, consulting	47,850	2%	48,850	1,000	
33						
34	IT: Professional support	19,080	7%	20,340	1,260	
35						
36	IT: Licensing, annual fees, software	24,850	130%	57,141	32,291	Black Baud Grant Management Software
37						
38	Supplies-general office & kitchen	8,537	-24%	6,495	(2,042)	
39						
40	Telephone	8,604	33%	11,424	2,820	
41						
42	Postage, print, copy, rentals	2,160	-42%	1,260	(900)	
43						
44	Occupancy	129,657	-10%	116,976	(12,681)	No storage charges
45						
46	External Printing & publications	700	0%	700	-	
47						
48	Individual Travel					
49	Local travel & mileage	29,800	-50%	14,900	(14,900)	
50	Long distance travel	7,500	-50%	3,750	(3,750)	
51						
52	Conferences & meetings	53,200	-23%	40,750	(12,450)	
53	Individual Industry and CBO	9,500	-50%	4,750	(4,750)	
54	Group Conference Events including Travel					
55	Washington Workforce Association (WWA)	7,700	-100%	0	(7,700)	
56	National Association of Workforce Boards (NAWB)	36,000	0%	36,000	-	
57	Prepaid NAWB Registration and Flights					
58						
59	Insurance	15,500	5%	16,275	775	5% Estimated Increase
60						
61	Furniture & equipment	30,000	-4%	28,700	(1,300)	
62						
63	Local meeting support	4,350	0%	4,350	-	
64						
65	Memberships & Subscriptions	24,850	-21%	19,625	(5,226)	
66						
67	Staff Training	46,800	-50%	23,400	(23,400)	
68						
69	SUBTOTAL OPERATIONS	1,857,077	9.1%	2,025,249	168,172	
70						
71						
72	TOTAL SPECIAL PROJECTS AND OPERATIONS	2,207,077	4%	2,302,249	95,172	
73						
74	Funds Available for OPS. & Special Projects - All Sources*	2,444,996	34%	3,277,135	832,139	
75						
76	Remainder in PY20 Reserve*	244,743	298%	974,886	730,142	
77						
78	* PY19 Figures represent original budget approved in June 2019. January Revision Figures appear below.					
79						
80						
81	Funds Available for OPS. & Special Projects - All Sources	2,725,978				
82						
83	Remainder in PY19 Reserve	518,901				

WSW Budget effective for July 1, 2020	WIOA FORMULA FUNDS					6 mos remaining	12 mos remain	18 mos remain	NEW Estimated \$450,000	19 mos remain	2 mos remain			COMPREHENSIVE TOTAL PY20
	ACP	ADULT	DW	YOUTH	TOTAL WIOA	NW Promise	Rapid Response PY19	DVR Summerworks	NDWG	THRIVE - Economic Security for All	Career Connect PY19	Foundation funds	Unrestricted	
Youth 7009 PY19/FY20 Carry IN				242,921	242,921									
ACP 7309 - PY19/FY20 - Carry IN	297,999				297,999									
Adult 7109 PY19/FY20 - Carry IN		425,058			425,058									
DW PY19/FY20 7209 Carry IN			159,957		159,957									
PY20 Sub-Total Carry Forward from PY19	297,999	425,058	159,957	242,921	1,125,935	63,684	245,390	1,419,336	-	1,157,919	16,486	136,218	-	4,164,968
Pre-existing Contract Obligations:		(315,111)	(100,937)		(416,048)	(51,804)	(171,192)	(1,295,360)	-	(840,538)	(16,486)	(25,865)		(2,817,293)
PY20 Total Available Carry Forward from PY19	297,999	109,947	59,020	242,921	709,887	11,880	74,198	123,976	-	317,381	0	110,353	70,338	1,347,675
ACP PY20 NEW ACP	495,860				495,860									
Adult PY20 - NEW Adult		1,641,108			1,641,108									
DW PY20 NEW DW			1,135,644		1,135,644									
Youth PY20 NEW Youth				1,685,987	1,685,987									
PY20 Total New Funding	495,860	1,641,108	1,135,644	1,685,987	4,958,600									4,958,600
Est. Fund balance, 7-1-20	793,859	1,751,055	1,194,664	1,928,908	5,668,487	11,880	74,198	123,976	-	317,381	0	110,353	70,338	6,306,275
Required Future Years Holdback (PY21 Q1 RE: WIOA)	-	(210,323)	(210,615)		(420,938)	-		(86,783)		(136,020)				(643,741)
NEXT IFA PY20- Non Contracted				(103,376)	(103,376)			(56,123)	-	-	-	(4,677)		(164,176)
WorkSource IFA PY20 Non-Contracted :		(54,479)	(45,995)		(100,474)	(1,514)	(8,955)		-	(4,900)	-			(115,843)
Subtotal WIOA Available:	793,859	1,486,253	938,054	1,825,532	5,043,698									
MOU/IFA OTHER Funding included in contracts		61,659	50,448	60,153	172,260									
Funding Supplemental Transfer	(35,416)				(35,416)			18,930			16,486			-
WIOA Contracting (Ad/DW PY20 Prorated):		(696,294)	(653,620)	(998,064)	(2,347,978)									(2,347,978)
Current Available to WSW:	758,443	851,618	334,881	887,621	2,832,564	10,366	65,243	0	0	176,461	16,486	105,676	70,338	3,277,135
Available for Contractors FOR PARTICIPANT SERVICES (@100%) by County - WIOA Percentages per State allocation		Adult	DW	Youth	County Totals									
CLARK COUNTY		75.28%	67.58%	75.31%	2,018,141									
COWLITZ COUNTY		23.74%	31.37%	23.91%	725,017									
WAHIAKUM COUNTY		0.98%	1.05%	0.78%	25,759									
Available for Contractors - WIOA only		906,617	864,236	998,064										
Total percentage		100.00%	100.00%	100.00%	2,768,916									
						\$ 0	Increase over PY19							



TEAM REPORT

DATE: JUNE 10, 2020
TO: WSW BOARD OF DIRECTORS
FROM: WSW DIRECTOR TEAM

BUSINESS

Serving Businesses in the Midst of COVID-19

- The business team has spent the past 11 weeks fielding calls from businesses regarding unemployment insurance programs and SBA lending, providing advice and best practices for each unique business situation. Overall, we have consulted directly with about 60 companies, many needing multiple sessions to pick their best path forward. Additionally, the business team has provided information to broad business audiences through various town hall virtual meetings over the past three months. The industries largely mirror those that our state is reporting as experiencing the greatest impacts in terms of layoffs: Manufacturing, Construction, Healthcare, Accommodation and Food Services, and Other Services.
- A page to aid essential businesses with hiring was added to our local WorkSource website <https://worksourceswwa.com/immediate-employment-opportunities/>.
- Very few essential industries in Southwest Washington are experiencing major hiring needs. Job opportunities are most commonly found in grocery stores and transportation services.
- We conducted a COVID-19 Business Impact survey and found that of the 58 companies who have responded to date:
 - 31 respondents have experienced a significant impact to their workforce due to majority of employees being required to work onsite to carry out business operations
 - 38 respondents represent companies with less than 25 employees
 - 37 companies have allowed employees to work from home, 19 reduced working hours, 23 temporarily laid off workers and 17 permanently cut jobs and laid off workers
 - Early results indicate that WSW's On-the-Job Training program may help businesses bring more workers back faster (when safe to do so)
- The WSW team held a Recovery & Resiliency Zoom call for businesses on May 5th. We shared relevant economic and labor market information, talked about our response to date, and started a conversation about how WSW can support recovery and reopening now and in the future. Asks of participating businesses included a request for new sources of needed PPE for workers, and support and best practices for socially distant workspace design.
 - The CWWC is convening construction contractors on June 10th in partnership with the Association of General Contractors. Early concerns from contractors are around their ability to retain apprentices and new workers. Lessons learned during the Great Recession are prompting them to find solutions to retaining this pipeline of newer workers.
 - WSW, CREDC, CEDC and Impact Washington are convening metals manufacturers on June 11th.
 - The CWWC participates in weekly calls with healthcare organizations from throughout Oregon and Washington.
- Cowlitz county healthcare organizations, particularly long-term care, home care, and hospice care, are experiencing challenges with workers feeling safe at work and experiencing attendance issues due to the

unavailability of childcare. The WSW team hopes to address some of these challenges through Thrive's childcare initiative.

Talent Management Model

- Completed the additional Launchpad development (case management) funded through Thrive. Thrive staff were trained along with the WorkSource Sector Liaisons. WorkSource Sector Liaisons are now using Launchpad to collect qualified candidates, and to provide recruitment and job matching services for job openings sourced by WSW's business team.
 - Due to ESD's need to shift staffing priorities to meeting the needs of UI customers, we are experiencing challenges in focusing local sector teams on talent development and delivery. Under the current conditions, candidate identification, vetting and job matching is additional work that ESD staff do not have the capacity to support. As a result, we are making adjustments to our sector teams to ensure ESD staff are able to respond to UI, while the system moves forward with talent identification, vetting, job matching and placement.
- The manufacturing team is working on their first major plant closure. Karcher, a manufacturer of pressure washers in Camas, WA, is relocating to Denver, CO. The 100 remaining employees have all received notice of layoff and official layoff dates which will be staggered between May 29th and the end of July. The team is working to collect resumes and virtually connect talent to other open local jobs with companies such as Marks Design and Metalworks, Vigor, Farwest Steel and Schurman Machine.
- The Division of Vocational Rehabilitation (DVR) has hired a new business engagement specialist in Clark County. Conversations have begun to integrate this role into current business engagement lead by WSW so that it is supportive, seamless and non-duplicative. Launchpad training for DVR's business engagement specialist is scheduled for June.

CWWC

- CWWC sector teams have continued to work together through the COVID-19 crisis to ensure businesses get access to the services that they need, regardless of what side of the river they are located.
- The WSW team is exploring a partnership with CompTIA after referral from CWWC Tech partners and demonstrated success with CompTIA's short term A+ training in Portland. CompTIA's national partners may offer an opportunity for the rural areas of Cowlitz and Wahkiakum counties to secure home-based employment opportunities in the tech sector.

COMMUNICATIONS

Elevate WSW's Brand

- Our "Workforce System Response to COVID-19" reports to the community on what's happening and how WSW and its partners are supporting businesses and individuals impacted by the crisis have been well received and will continue for the foreseeable future. We've expanded the reports to include industry unemployment data and have reported on construction and healthcare so far.
- WSW's website refresh is complete. Navigation was changed to a drop-down menu format so all pages can be found easily and the homepage design reworked with updated content and photos. The site includes more areas for data and an expanded blog section.
- WSW's website and our local WorkSource website www.WorkSourceSWWA.com are routinely updated to provide new resources and information to businesses and individuals impacted by COVID-19. Recent updates include childcare and domestic violence resources and a map of free Wi-Fi locations.
- Accessibility tools on all three of WSW's websites (WSW, WorkSource SW WA and Next) have been expanded to provide greater access to individuals with disabilities.
- Vancouver Business Journal article "[Commercial contractors prepare sites for phase-one return to work](#)" quoted our Director of Business Services Darcy Hoffman as she spoke about rehiring employees after a furlough or standby.

- WSW's article "[Workforce system planning for recovery and reopening](#)" appeared in the May 4 Vancouver Business Journal.
- WSW article about [resources for businesses impacted by COVID-19](#) appeared in the May Kelso Longview Chamber of Commerce newsletter.

Initiatives Outreach

- WorkSource – new pages were added to our local www.WorkSourceSWWA.com website to address COVID-19:
 - Immediate Employment Opportunities – to help support hiring by essential industries
 - Job Seeker + Community Resources – links to various resources to aid individuals and families, including unemployment, childcare, domestic violence, education and healthcare
 - Wi-Fi Hot Spots – map of locations in our three counties providing free wi-fi access
 - Business Resources – maintaining or reducing workforce, financial assistance, reopening + recovery resources and more
 - Job seekers can also access the calendar of online workshops
- Next
 - A “resources” page was added to Next’s website www.nextsuccess.org and includes links to schools + education, childcare, health, LGBTQ+ resource, utilities, grief support and others
 - Next launched a [YouTube channel](#) where staff are creating and posting videos on college, entrepreneurship and job search.
- Thrive digital outreach – five proposals were received in response to the RFP for a digital outreach campaign to assist in increasing Thrive job seeker registrations. Proposals were reviewed and evaluated and we are in discussion with Strategies360 around a campaign to direct unemployed individuals to WorkSource and Lower Columbia CAP for assistance.
- To help amplify messaging and reach more businesses and job seekers with pertinent information about resources, WSW is sharing messages from ESD, economic development and other partners on its social media channels.

PEOPLE

Contracts

- Executed Childcare consultant contract with Exigy for \$25,000.00. See under Development for additional information.
- In the process of finalizing PY 20’s contract between the Clark County Juvenile Court and Next for \$50,000.00. This contract will be subcontracted to ResCare to operate programming at Next and continue to make a clear connection between the CCJC and Next services.
- Modified and enhanced ResCare’s role in Thrive to include recruitment across WorkSource programming, as well as getting participants placed in jobs that are above 200% the Federal Poverty Line.
- Modified and lowered the performance expectations for LCCAP in their recruitment, enrollment, and case management of Thrive participants.
- Title 1 Youth contracts are in negotiation for ResCare, The Underdog Mentality, PAX Tutoring, and Goodwill of the Olympic Rainier Region. These contracts will be executed July 1st.

Program Management + Procurement

- SummerWorks is continuing forward with all virtual internships and virtual workforce preparation for up to 70 young adults graduating high school this year. Internship placements will be focused on nonprofit capacity building across the region, as well as supporting organizations and businesses with projects and work that they need a continued focus on. This has been a tremendous lift with TA for our

subcontractors, ResCare, ESD 112, and The Underdog Mentality, and with our funder, Dept of Vocational Rehabilitation.

- Thrive eligibility has been opened to include three additional census tracks, as well as a % of individuals who are below 100% the FPL. This will influence the number of individuals who are eligible for the program in South Kelso and the Highlands to ultimately shift focus to recently dislocated workers due to COVID-19.
- Northwest Promise trainings are largely on hold across the CWWC region, and WSI is in application for a grant extension with DOL to ensure that we can capture the placement data for performance.
- Next and WorkSource continue to operate fully virtually for customers in need of their services.
- CareerWorks Medical continues to move forward – this is a cohort designed for non-medical positions in the healthcare field and is a partnership between WSI and The Biller Foundation. Recruitment across the region will occur over the summer months, and the training will begin early Fall.
- WSW is investing in a cohort training for 15 individuals to participate in a 6-week IT training to start in August. This will be positioned primarily for rural communities in SW WA, and placement services will be provided for the individuals who complete training. The placements will largely be remote work opportunities.
- GED testing has been unavailable across SW WA due to a number of complications since early Fall. This has caused an incredibly high need in our community for students to move forward in their career goals and plans. WSW is working with ESD 112 to make Next a GED testing site, as well as Goodwill of the Olympic Rainier Region and Bridgeview. This will allow for GED testing to be available in the evenings and weekends moving forward for our local community.

Development

- Requested to submit an application to the Aspen Institute to expand childcare study and availability for Thrive initiative in Cowlitz County. WSW submitted this application May 15th, and we will know by June 30th if we are awarded.
- Completed and submitted an application to Key Bank for placed based workforce development strategy focused on supporting the small businesses on Fourth Plain Blvd, as well as the recently dislocated workers due to COVID-19 in partnership with the City of Vancouver and 4th Plain Forward.
- Program + Business Team is working together to develop a clear connection between work and childcare provision—including the development of a private/public investment model with Thrive partner companies. The work will be largely focused on Cowlitz County, but WSW is in conversation with GVCC, EOCF, SELF, ESD 112, etc. for Clark County as well. Exigy will move this work forward into the coming Program Year.
- WSW put together an Opioid Prevention + Response Dislocated Worker Disaster Relief grant in December 2019. The DOL, WSW, and ESD are now in contact to negotiate the investment, and it is highly likely that WSW will receive in the coming months.
- WSW put together a COVID-19 Disaster Relief Dislocated Worker grant in April through the Washington Workforce Association. WA State received the initial round of funds, and these dollars will support capacity needs in local nonprofits, as well as provide additional training and support service dollars.
- WSW is partnering with WSUV and CREDC to implement a new internship and social capital opportunity for students of color at WSUV in Summer 2020 – the program is called The Future Leaders Project.
- JP Morgan Chase will be supporting our SummerWorks program through a \$50,000.00 investment. This will support staffing of our service providers in the interim months between Summers and offer additional capacity to grow the program.

SYSTEM

Workforce System

- Through partnerships with Edge Networks, The Community Foundation of SW WA, WSU Extension, Wahkiakum School District, and Lower Columbia Community Action Program, we purchased and

distributed 30 Google Chromebooks to families in need of technology resources. While only addressing a fraction of the immense needs of the community, these Chromebooks will allow the recipients to stay connected to the workforce and education during these challenging times.

- Through a partnership with Comcast, WSW purchased 6-months of free high-speed internet for up to 200 families. We are working with our network of partners to identify families in need and get them connected to this resource as soon as possible.
- We are in the final stages of executing a contract with Wahkiakum County Health and Human Services for Job Seeker Outreach and Recruitment in Wahkiakum County. This contract will enable a consistent workforce presence in Wahkiakum County.
- WSW is partnering with WSUV on co-funding a System Liaison position in order to better align our joint workforce efforts and connect WSUV students to employment opportunities in our regional labor shed.
- Convened CBO partners to discuss the Impacts of COVID, our response, and hear from them about their needs – planning follow up engagement opportunities with CBO's to develop shared strategies on COVID-19 response, this includes discussing subcontracts through WSW to support CBO staff.
- MOU/IFA renewal meeting happening throughout the month of May and June.

Data

- Launchpad development & support: expanding use of Launchpad to SummerWorks program and launching community license to partner users, providing ongoing support of technical issues & reporting needs.
- Impact Report Data: Weekly & now bi-weekly report, I have been providing data to track virtual services provided by WorkSource & tracking weekly UI claimant data for SW WA region & analyzing UI claimants by industry for our targeted sectors.
- Labor Market Data Request: Providing up to date labor market data for targeted industries and occupations in SW WA to support grant applications & new partnerships.
- Performance Reporting: Quarterly performance reporting on title 1/local program enrollment and outcomes.
- WiFi map developed and posted on WSW website and WorkSource SW WA website.
- Developed regional map showing confirmed COVID cases, unemployment claims and total population by county – Working on data tables outlining COVID impacts by county, based on total population. Data broken down demographics, and education attainment levels.

WorkSource/Service Delivery

- WorkSource Vancouver and Kelso up for re-certification. Review committee recommends that WSW grant certification.
- Next would like to become a certified WorkSource Affiliate Site. Review committee recommends that WSW grant certification.
- All job seeker facing services continue to be available through virtual means.
- We are one of the only areas in the state offering a comprehensive menu of virtual workshops, independent of statewide offerings. Our local workshops have gained popularity with some that have had over 100 participants.
- Working with local leadership team and statewide leadership teams on assessing needs, and planning towards what re-opening might look like.
- WorkSource and ISD re-grouping, re-thinking, and re-organizing in response to COVID (including sector teams, remodel, service delivery, etc.)
- Convened our first, monthly sector leadership team meeting in May. Meeting is led by WSW Business team and consists of WorkSource sector leads and WSW leadership team. These meetings will inform

WorkSource participant investments and will give guidance to WorkSource leadership on where to focus efforts.

FUNDING, POLICY & OPERATIONS

- A new Staff Accountant, Denise Elliot joins the fiscal team on June 8, 2020.
- The PY20 WSW Budget has been developed and is ready for approval -see Treasurer's Memo and reports.
- A new Electronic Funds Transfer accounting software module was implemented with many outbound payments now being made electronically instead of using a paper check.
- Aside from the occasional required wet signature and use of paper checks, fiscal operations have been completely converted to a paperless system, using digital storage and document management systems including DocuSign.
- Reposted the IT RFP, we revised the requirements to include remote work experience and cloud storage.
- Working on a plan to reopen our office in a phased approach.
- Melissa Boles' last day was May 22nd. We have the Program Manager position posted internally and will be accepting external applicants starting June 5th.
- Monitoring of our subrecipients is starting back up from being put on hold during the COVID break out. We are conducting all the reviews (program and fiscal) remotely.