



workforce
SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING
Wednesday, June 12, 2019
4:00 pm to 6:00 pm
Bridgeview Resource Center – Vancouver, WA

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Bridgeview Welcome	Jan Wichert
4:10 pm	Consent Agenda <ul style="list-style-type: none">• Minutes & Contract Memos	Bill Skidmore
4:15 pm	Business Member Nominations	Bill Skidmore
4:20 pm	Fiscal Report & PY19 Budget	Jim Lucey
4:40 pm	Funding Recommendations	Kevin Perkey
4:50 pm	CEO Report	Kevin Perkey
5:00 pm	Strategic Plan Update –Business	WSW Team
5:45 pm	Public Comment	
6:00 pm	Adjourn	

WSW Board Meetings 2019

- September 11, 2019 – Cowlitz (TBD – IBEW?)
- October/November – Board Event (TBD)
- December 11, 2019 – Clark (PIC)



WSW Board Meeting Minutes

March 13, 2019

4:00 p.m.

IBEW 48 Union Hall

Longview, WA

Board Members Present: Mike Backman, Mike Bridges, Bob Carroll, Ralph Clark, Monte Constable, Kelley Foy, Robert Gaffney, Bob Gustainis, Bob Jungers, Ilona Kerby, Mara Kieval, Eddie Martin, Diane McWithey, Bill Skidmore, Denise Smith, and Shannon Stull.

Board Members with Excused Absences: Ben Bagherpour, Chris Bailey, Jen Baker, Renny Christopher, Rob Harris, Bob Knight, Bianca Kolle, Jim Lucey, A.D. Simmons, Ted Sprague, and Paige Spratt.

Board Members with Unexcused Absences: Darcy Altizer and John Vanderkin.

Guests Present: Logan Horning, Maria Cheeseman, Matt Sneed, Jill Diehl, Lekha Fernandes, Marnie Farness, Gabe Gourde, Dave Cole, Donna Hughes, Morgan Parker, and Michael Benko.

Staff Members Present: Kevin Perkey, Darcy Hoffman, Julia Maglione, Melissa Boles, Barri Horner, Alyssa Joyner, Miriam Martin, Traci Williams, Amy Gimlin, and Benton Waterous.

Welcome, Introduction of Members, Guests, and Staff

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

CONSENT AGENDA

Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on December 12, 2018, the Policy Memo, and the Contract Memos. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved with all in favor.

WSW 2018 BUSINESS INNOVATION AWARDS

WSW Chair Bill Skidmore presented the following four Cowlitz County businesses for their efforts in workforce development: North American Tarp, for Innovation in Workforce Development; JH Kelly, IBEW 48, and Longview Public Schools, for Excellence in Building Workforce Partnerships. Representatives from each company provided additional information about the work they are doing to support and develop workers and collaborate with businesses in the local community to drive workforce efforts.

FISCAL REPORT

Fiscal Director, Barri Horner, recapped the WSW's Audit Report, which consisted of no issues or findings. Ms. Horner also presented the financial reports for the 2Q PY18. Following the presentation, questions were invited but none were forthcoming. A motion was entertained to accept the 2Q PY18 financial

WSW Board of Directors Meeting

March 13, 2019

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reports as presented. Upon the motion duly made and seconded and with no further discussion forthcoming, the 2Q PY18 financial reports were approved with all in favor.

CEO REPORT

Mr. Perkey highlighted some actions being taken to reach the goals of the Business portion of the new strategic plan. Some of which includes implementing a fully operational customer relationship management (CRM) system and launching our Rural Jobs Initiatives Tours with the first tour being held at Elochoman Millwork. Mr. Perkey reminded the board about the upcoming joint board meeting with the CWWC. Mr. Perkey also presented the board with a one-page summary of the new refreshed Strategic Plan. Questions were entertained and addressed by Mr. Perkey.

STRATEGIC PLAN UPDATE - PEOPLE

Following an introduction along with success measures from NEXT, Program Director Miriam Martin introduced Program Managers Benton Waterous and Melissa Boles. Mr. Waterous and Ms. Boles presented updates on the progress WSW is making within SummerWorks, NW Promise, and Career Connect Washington programs. Activities, events, and outcomes were recapped specific to meeting the criteria of each goal under the People section of the Strategic Plan. Questions were entertained and addressed by program managers during the presentation.

PUBLIC COMMENT

Public comments were invited but none were forthcoming.

ADJOURNMENT

With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 5:28 p.m.



CONTRACT MEMO

DATE: JUNE 4, 2019
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE
RE: CONTRACT UPDATE (MARCH 2019 – MAY 2019)

WSW **executed** the following contracts:

- Greater Vancouver Chamber of Commerce's contract to provide business services in Clark County totaling \$67,821.
- Employment Security Department's contract to provide business services at both WorkSource Centers totaling \$80,461.
- ResCare Workforce Services' contract to implement Recruit, Train, Place activities at WorkSource. Total contract amount \$90,000.
- Frontier Apprenticeship and Training's contract to create and expand Frontier Electric's apprenticeship program totaling \$5,000.
- Agnes Balassa's contract to coordinate and write the Economic Security for All grant totaling \$8,000.
- Aerospace Machinist Joint Apprenticeship Committee (AJAC) contract to create and expand Advanced Manufacturing apprenticeship opportunities totaling \$15,000.
- Vancouver Public Schools contract to expand the development of their registered pre-apprenticeship programs, implementation of the AJAC youth apprenticeship, and support teacher externships in career and technical programs totaling \$20,000.

WSW **modified** the following contracts:

- Increased Longview Goodwill's Career Connect Washington contract by \$22,396 to provide career related learning experiences to Cowlitz County youth. Total contracted amount \$82,396.
- Decreased Partner in Careers' Title I youth contract by \$8,000 for the addition of the shared staff person at Next, total contracted amount is \$207,078.
- Terminated Portland Leadership Foundation's contract to provide internship opportunity in SW Washington. Contract terminated on February 1, 2019 with an ending contract amount of \$5,000.
- Corrected the county split for ResCare Workforce Services' contract to provide business services. Total contracted amount did not change.
- Increased ResCare Workforce Services' contract to provide Rapid Response activities at both WorkSource Centers by \$160,058 for a total contract of \$418,737.
- Adjusted Partner in Careers' Career Connect contract performance.
- Adjusted Goodwill's Career Connect contract performance.
- Adjusted ResCare Workforce Service's Career Connect contract performance.
- Increased ResCare Workforce Service's Title I youth contract to add personnel dollars for an additional staff at Next. Total contracted amount \$412,627.62.
- Budget modification for Educational Service District 112's Cowlitz Title I youth contract. Adjusted the line items. Total contracted amount of \$114,586 did not change.
- Budget modification for Wahkiakum School District's Title I youth contract. Adjusted the line items. Total contracted amount of \$7,691.82 did not change.
- Budget modification for Employment Security Department's One – Stop Operator contract. Adjusted the line items. Total contracted amount of \$103,698 did not change.
- Budget modification for Longview Goodwill's Title I Youth contract. Total contracted amount did not change.
- Modified ResCare Title I Adult/Dislocated Worker service delivery contract to reflect the 30% transfer between programs and adjusting corresponding performance. Moving from Dislocated Worker to Adult.

WSW *notification of grant award:*

- WSW received award for Economic Security for All, proposal development grant for \$15,000.
- WSW received a grant modification for Career Connect Washington, renegotiating the performance targets.

Board approval needed:

The following contracts will provide service delivery to Title I Youth in PY19 (July 1, 2019 – June 30, 2020):

- Contract with Educational Service District 112 to provide Title I youth services at Next not to exceed **\$163,000**.
- Contract with Partners in Careers to provide Title I youth services at Next not to exceed **\$220,000**.
- Contract with ResCare Workforce Services Title I youth services at Next not to exceed **\$443,000**.
- Contract with Educational Service District 112 to provide Title I youth services in Cowlitz County not to exceed **\$121,000**.
- Contract with Goodwill of Olympics and Rainier Region to provide Title I youth services in Cowlitz County not to exceed **\$118,500**.
- Contract with Wahkiakum School District to provide Title I youth services in Wahkiakum County not to exceed **\$7,100**.



POLICY MEMO

DATE: JUNE 4, 2019
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE
RE: POLICY UPDATES

Monitoring Policy #2003

WSW's Monitoring Policy was out of date with actual procedures and processes for monitoring our subrecipients/contractors. This revision updates WSW's procedures, reporting guidelines and timeline to follow.

Based on the approval process, this policy approval falls under Tier 2 Executive Board approved in March.

Tier 2 – Intermediate

Definition: Intermediate revisions consist of minor tweaks to language to improve functionality for service providers. The modification could be a change requested by the service provider. These revisions require Executive Board approval and Full Board notification.

LaunchPad User Guidelines Policy #2009

This policy will provide guidance to users of LaunchPad. The policy will ensure compliance with Personal Identifiable Information and describe the process to add new users to the system as well the responsibility of the user agency.

Based on the approval process, this policy approval falls under Tier 3 as a new policy Executive Board approved in March and **requires 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.

Personnel Handbook – Computers and Technology

WSW purchased cell phones for each employee and therefore a revision to the policy was needed. This section describes the usage requirements and employee responsibility of safeguarding the device.

Based on the approval process, this policy approval falls under Tier 2 Executive Board approved in March.

Tier 2 – Intermediate

Definition: Intermediate revisions consist of minor tweaks to language to improve functionality for service providers. The modification could be a change requested by the service provider. These revisions require Executive Board approval and Full Board notification.

Local Demand Training Policy #3012

WSW's Local Demand Training List Policy was out of date with branding and made minor revisions to the actual process for developing and revising the In Demand List.

Based on the approval process, this policy approval falls under Tier 2 Executive Board approved in March.

Tier 2 – Intermediate

Definition: Intermediate revisions consist of minor tweaks to language to improve functionality for service providers. The modification could be a change requested by the service provider. These revisions require Executive Board approval and Full Board notification.



BOARD MEMBER RENEWAL RECOMMENDATION MEMO

DATE: JUNE 12, 2019
TO: WSW BOARD OF DIRECTORS
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER
RE: BOARD MEMBER RENEWAL RECOMMENDATIONS

Members of the Board –

Upon the recommendation of the WSW Governance Task Force and the unanimous consent of the WSW Executive Board, we recommend the following members of the WSW Board of Directors for a new 3-Year term, beginning July 1, 2019 and ending June 30, 2022:

Christopher Bailey, JD – President, Lower Columbia College

Mike Bridges – Cowlitz-Wahkiakum Central Labor Council

Renny Christopher – Vice Chancellor for Academic Affairs, Washington State University Vancouver

Robert Gustainis – District Manager, Walgreens, Tacoma-Vancouver

Jim Lucey – Controller, Analog Devices

Eddie Martin – Human Resources, NORPAC

Diane McWithey – Executive Director, Share Vancouver

Bill Skidmore – Senior Account Executive, General Sheet Metal

Ted Sprague – President, Cowlitz Economic Development Council

Shannon Stull – Business Manager, LiUNA 335

We will hold Clark College's seat on our Board as the College continues its search for a new College President following Bob Knight's retirement this fall. We are also holding open Employer Security Department's seat on our Board while they on-board their new Regional Director. Once fully on-board and WSW has an opportunity to meet with their new Regional Director, we will consider their nomination before the Board.

Finally, we also have two open private sector Clark County board seats open. If you have any members you wish to recommend for consideration, please contact myself and/or one of our Governance Task Force leaders, A.D. Simmons & Ralph Clark. We anticipate seating these members at our Fall WSW Board Meeting.



BOARD OF DIRECTORS BUDGET MEMO

DATE: JUNE 12, 2019
TO: WSW BOARD OF DIRECTORS
FROM: JIM LUCEY – TREASURER OF THE BOARD
KEVIN PERKEY – CHIEF EXECUTIVE OFFICER
RE: PROGRAM YEAR 2019 BUDGET (JULY 1, 2019 – JUNE 30, 2020)

WSW Board of Directors –

The proposed 2019 budget has been reviewed by the Finance Committee and the Executive Committee, both of which have approved that the budget be adopted by the full board of directors.

Before we discuss the 2019 budget, we want to mention that we are on track to meet the revenue and spending targets for the 2018 program year. In early 2019, we received a clean audit report from our external auditors, Johnson, Stone & Pagano, P.S., for our 2017 program year that ended on June 30, 2018. At that date, we had unrestricted net assets of \$317,776. As such, we believe that we have appropriate reserves heading into the 2019 program year.

Highlights of the 2019 program year budget:

- WIOA Allocations were up slightly from last year by \$67K (1.73%) Other grant funding currently in the pipeline is down due to multi-year grants winding down and/or expiring. However, funds available for current year operations and 2019 WIOA contracting are close to even with the prior year at 58% of available funds used for service provider contracts.

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.

- Our operations and special projects costs have increased slightly over last year.

	Program Year 2018 (PY18)	Program Year 2019 (PY19)	Difference Year over Year
Operations	\$1,628,604.00	\$1,850,252.00	\$221,649.00
Special Projects	\$519,250.00	\$350,000.00	(\$169,250.00)
Total	\$2,147,854.00	\$2,200,252.00	\$52,399.00

Building on prior year WSW infrastructure investments to support strategic growth our organization's combined operations and special projects budget has increased by \$52,399.00.

This is largely driven by investments we're making to support the future growth of our organization, which includes a focus on

- Industry – WSW maintains a clear focus on improving our product and service offerings to our main customer segment (private sector businesses). A satisfactory proposal to provide contracted business solutions services to area businesses was not received this year through the RFP process and WSW is considering alternative approaches, which includes expanding resources in-house for this function.
- Office Space - In collaboration with our partners at CREDC, WSW has entered a new lease for our currently occupied space along with additional square footage adjacent to the current space. Renovations to the office are scheduled to begin this month. The renovation includes updates to office furniture and fixtures with the intention of enhancing collaboration and teamwork within and among the two organizations improving our ability to serve the community effectively and efficiently. Partnerships are the glue that enable us to build and scale impactful solutions for our community, as well as develop and secure new revenue streams for our organization. Special attention will be paid to all our partnerships as we fully transition our teams into the new space.
- Our team is aligned to better reflect both our current workload and future growth. We have benchmarked our compensation to the 50th & 75th percentile using a 2017 national salary & benefits survey compiled by The Nonprofit Times for similar organizations, both in size & scope, with data points from over 46,000 employees nationwide.

We believe that the program year 2019 budget will enable WSW to meet our program goals and strengthen the organization to better serve our community. We are willing to answer your questions about the budget and ask your approval to adopt the budget at the June board meeting.

WSW Annual Budget

Fiscal Year 7/1/19 – 6/30/20



1

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Revenue

- Total funds available \$7.5 million
- WIOA \$5.19 million
- Regional Grants through WSI \$707K
- Rapid Response for Dislocated Workers \$522K
- DVR \$785K
- Career Connect WA \$235K
- Foundation Contributions \$23.5K

Total Available	\$7,537,423
Pre-existing obligations	<u>(\$2,156,981)</u>
Net PY19 Funds Available	\$5,380,442

2

3

PY19 Funds Available

Revenue Available WIOA:	\$4,669,440
Revenue Available Other:	<u>\$ 711,002</u>
Total Available	\$ 5,380,442
Less: Contracting and Obligations:	<u>(\$2,935,445)</u>
NET Funds Available for Special Projects and Administration:	\$2,444,996

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Contracting and Obligations

Required Future Holdback	PY19 (\$467,063)
Worksource and NEXT IFA	(\$151,699)
Contracts for Program Services	<u>(\$2,316,684)</u>
Total Contracting and Obligations	(\$2,935,445)

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Use of NET Funds Available

Operations:	
Personnel - increased	\$ 1,408,815
Occupancy - increased	\$ 129,657
Other Operating - decrease	<u>\$ 311,780</u>
TOTAL OPERATING	\$ 1,850,252
Special Projects:	
Moving/Remodel Costs	\$ 125,000
Other Strategic Initiatives	<u>\$ 225,000</u>
TOTAL SPECIAL PROJECTS	\$ 350,000
RESERVES	<u>\$ 244,743</u>
TOTAL OF NET AVAILABLE FUNDS	\$ 2,444,996

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Use of NET Funds Available

Increases/Decreases

Operations:	
Personnel Increases	\$221,391
Occupancy Increases	\$16,520
Other Operating Decreases	<u>(\$16,262)</u>
TOTAL OPERATING (+/-)	\$221,649
Special Projects:	
Office Move Increases	\$25,000
Other Strategic Initiatives Decreases	<u>(\$194,250)</u>
TOTAL SPECIAL PROJECTS (+/-)	(\$169,250)
RESERVES	<u>(\$44,020)</u>
TOTAL OF NET AVAILABLE FUNDS	\$8,379

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	A	B	C	D	E	F	G
1	WSW Budget effective for July 1, 2019	PY18 Approved Budget Jan 1, 2019		PY19 Proposed Budget as of Jul 1, 2019	NOTES	Difference	
2	Special Projects:						
3	PEOPLE						
4	AmeriCorps for Next						
5	New World of Work Training for Youth Investments						
6	YES Branding						
7	Talent Link for Adult Investments						
8	Internship Pilot--WSUV / CREDC / WSW Diverse Talent Match						
9	Total People			75,000			
10	BUSINESS						
11	Launchpad Support , Licensing, Contract System Development						
12	Recruiting Tool- LinkedIn Recruiter account (nonprofit version) to be used by						
13	business team to source candidates for open jobs						
14	CWWC Regional Collaborative Sector Plan Development, Meeting costs.						
15	JobsEQ add--on (RTI tool) in addition to what we pay now						
16	Rural Jobs Initiative						
17	Annual CWWC State of the Workforce and Sector Conference						
18	DiscoverOrg C-Suite Sector List						
19	Total Business			75,000			
20	SYSTEMS						
21	Office renovation			125,000			
22	WorkSource Facebook/digital outreach Continuation of prior project:						
23	Communications Plan Phase 2 (Prichard) Implementator						
24	Communications (graphic design, website refresh, video, events, printing, Next, Summer Works materials. Branding YES, Rural Jobs, Business Resource Network)			75,000			
25	Total Systems			200,000			
26							
27	SUBTOTAL SPECIAL PROJECTS	519,250		350,000		(169,250)	
28							
29	Operations:						
30							
31	Personnel - wages and benefits	1,187,424		1,408,815	14.2 Budgeted EE's for PY18 & 16.5 for PY19	221,391	
32							
33	Professional fees - accounting, legal, consulting	47,300		47,850		550	
34							
35	IT: Professional support	23,290		19,080		(4,210)	
36							
37	IT:Licensing, annual fees,software	22,480		24,850		2,370	
38							
39	Supplies-general office & kitchen	12,214		8,537		(3,677)	
40							
41	Telephone	14,465		8,604		(5,861)	
42							
43	Postage, print,copy, rentals	2,601		2,160		(441)	
44							
45	Occupancy	113,138		129,657	30% Increase in office space - new lease amount as of August 1, 2019	16,520	
46							
47	External Printing & publications	800		700		(100)	
48							
49	Individual Travel					0	
50	Local travel & mileage	34,485		29,800		(4,685)	
51	Long distance travel	33,380		7,500		(25,880)	
52							
53	Conferences & meetings	18,995				(18,995)	
54	Individual Industry and CBO			9,500		9,500	
55	Group Conference Events including Travel						
56	Washington Workforce Association (WWA)			7,700		7,700	
57	National Association of Workforce Boards (NAWB)			36,000		36,000	3,640
58							
59							
60	Insurance	15,000		14,000		(1,000)	
61							
62	Furniture & equipment	23,330		19,500		(3,830)	
63							
64	Local meeting support	6,000		4,350		(1,650)	
65							
66	Memberships & Subscriptions	41,702		24,850	No ELI this year	(16,852)	
67							
68	Staff Training	32,000		46,800	\$2600 each, includes travel	14,800	
69							
70	SUBTOTAL OPERATIONS	1,628,604		1,850,252		221,649	
71							
72							
73	TOTAL SPECIAL PROJECTS AND OPERATIONS	2,147,854		2,200,252	89.990%	52,399	
74							
75	Funds Available for OPS. & Special Projects - All Sources	2,436,617		2,444,996		8,379	
76							
77	Remainder in Reserve	288,763		244,743	10.010%	(44,020)	

	A	B	C	D	E	F	G	H	I	J	K	M	O	P
1	WSW Budget effective for July 1, 2019	WIOA FORMULA FUNDS					18 mos remaining	12 mos remain	9 mos remain	11 mos remain	3 mos remain			COMPREHENSIVE TOTAL
2		ACP	ADULT	DW	YOUTH	TOTAL WIOA	NW Promise	Rapid Response PY18	Recruit Train Place	DVR Summerworks	Career Connect WA	Foundation funds	Unrestricted	
3	Youth 7008 PY18 Carry IN				-	-								
4	ACP 1309 - FY19 - Carry IN	235,394				235,394								
5	ACP 7308 - PY18 - Carry IN	95,070				95,070								
6	Adult 1109 FY19 - Carry IN		446,930			446,930								
7	DW FY19 1209 Carry IN			43,553		43,553								
8	PY19 Total Carry Forward from PY18	330,464	446,930	43,553	-	820,947	706,933	365,974	155,937	784,961	234,756	23,490	75,330	3,168,329
9	ACP PY19 NEW	436,909				436,909								
10	Adult PY19 - NEW		1,368,094			1,368,094								
11	DW PY19 NEW			1,156,984		1,156,984								
12	Youth 7008 PY19 NEW				1,407,107	1,407,107								
13	PY19 Total New Funding	436,909	1,368,094	1,156,984	1,407,107	4,369,094								4,369,094
14														
15	Est. Fund balance, 7-1-19	767,373	1,815,024	1,200,538	1,407,107	5,190,041	706,933	365,974	155,937	784,961	234,756	23,490	75,330	7,537,423
16														
17	Pre-existing Contract Obligations:	(413,623)		(106,978)		(520,601)	(415,199)	(313,314)	(82,455)	(630,516)	(194,897)			(2,156,981)
18														
19	Subtotal: Available funds	767,373	1,401,401	1,093,559	1,407,107	4,669,440	291,734	52,660	73,483	154,445	39,859	23,490	75,330	5,380,442
20						-								
21	Required Future Holdback (PY20 Q1 RE: WIOA)	-	(234,484)	(182,975)		(417,459)	(49,604)							(467,063)
22														
23	NEXT IFA PY19(See Adj Line 24)				(115,228)	(115,228)				(30,728)	(9,199)			(155,155)
24	IFA Costs paid by Non-Title 1 but included in Contracts		26,798	21,055	102,872	150,725								150,725
25	WorkSource IFA PY19 :(See Adj Line 24)		(59,584)	(46,496)		(106,080)	(17,717)	(20,313)	(3,159)		-			(147,269)
26														
27	Subtotal WIOA Available:	767,373	1,134,131	885,144	1,394,751	4,181,399								
28														-
29	WIOA Contracting (Ad/DW Prorated):		(769,938)	(571,088)	(975,658)	(2,316,684)								(2,316,684)
30														-
31	Current Available to WSW:	767,373	364,193	314,056	419,092	1,864,714	224,414	32,347	70,323	123,717	30,660	23,490	75,330	2,444,996
32														
33	Available for Contractors FOR PARTICIPANT SERVICES (@100%) by County - WIOA	Adult DW Youth				County Totals								
34	Percentages per State allocation													
35		74.38% 67.31% 74.38%												
36	CLARK COUNTY	747,131 507,563 725,691				1,980,385								
37														
38		24.70% 31.58% 24.89%												
39	COWLITZ COUNTY	248,051 238,155 242,888				729,094								
40														
41		0.92% 1.11% 0.73%												
42	WAHKIAKUM COUNTY	9,239 8,345 7,079				24,664								
43		1,004,422 754,063 975,658												
44														
45	Available for Contractors - WIOA only													
46	Total percentage	100.00% 100.00% 100.00%				2,734,143								



RFP RECOMMENDATION MEMO

DATE: JUNE 12, 2019
TO: WSW BOARD OF DIRECTORS
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER
RE: EXECUTIVE BOARD RFP RECOMMENDATIONS

Selection Timeline

Date	
November 28, 2018	RFP released
January 7, 2019	<u>Bidder Conference(s):</u> 1:00 – 2:00 p.m. (Port of Kalama)
March 4, 2019	Proposals due
April 5, 2019	Bidder Presentations
April 8-12, 2019	Scoring Committee Review
April 19, 2019	CWP Committee Recommendation
May-June 2019	WSW Executive Board/Full Board Review and Approval
July 2019	Award Notifications
August-September 2019	Contract Development

Selection Process

A review committee formed in February 2019. Committee members include Darcy Hoffman, Miriam Martin and Narek Danielyan from WSW's Leadership Team and Renny Christopher, Monte Constable, and Bianca Kolle from the Community Workforce Partnerships (CWP) Committee. Every bidder presented to the review committee either in-person or via-skype on April 5, 2019.

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

Operator

- Demonstrated Ability and Past Performance 20 points
- Relationships and Collaboration 10 points
- Operator Plan 50 points
- Operator Budget and Budget Narrative 20 points

Adult/Dislocated Worker/Business Solutions

- Demonstrated Ability and Past Performance 25 points
- Relationships and Collaboration 5 points
- Business Solutions and Consortium Design 50 points

- Program Budget and Budget Narrative

20 points

Bidding Agencies

Operator

- ResCare Workforce Services
- Workforce Solutions LLC

Adult/Dislocated Worker/Business Solutions

- Career Path Services and Employment Security Department
- ResCare Workforce Services, Greater Vancouver Chamber of Commerce and Kelso Longview Chamber of Commerce

Final Scores

Workforce Solutions -Operator								
Proposal Criteria	Points Available	Score	Score	Score	Score	Score	Score	Total Average
Demonstrated experience and Past Performance	20	15	11	14	11	10	10	12
Relationships and Collaboration	10	3	5	7	3	5	2	4
Operator Plan	50	30	41	42	38	29	38	36
Operator Budget and Budget Narrative	20	20	17	18	17	20	20	19
Total Points Available	100							
Total		68	74	81	69	64	70	71
ResCare-Operator								
Proposal Criteria	Points Available	Score	Score	Score	Score	Score	Score	Total Average
Demonstrated experience and Past Performance	20	18	18	20	12	14	19	17
Relationships and Collaboration	10	6	9	10	6	8	7	8
Operator Plan	50	44	45	50	41	36	48	44
Operator Budget and Budget Narrative	20	20	17	20	15	20	20	19
Total Points Available	100							
Total		88	89	100	74	78	94	87
ResCare- A/DW/Bus								
Proposal Criteria	Available Points	Score	Score	Score	Score	Score	Score	Total Average
Demonstrated experience and Past Performance	25	21	22	25	20	17	22	21
Relationships and Collaboration	5	2	5	5	5	3	5	4
Business Solutions and Consortium Design	50	34	37	41	33	29	47	37
Program Budget and Budget Narrative	20	18	20	20	18	16	20	19
Total Points Available	100							
Total		75	84	91	76	65	94	81
Career Path Services- A/DW/Bus								
Proposal Criteria	Available Points	Score	Score	Score	Score	Score	Score	Total Average
Demonstrated experience and Past Performance	25	11	18	17	21	19	22	18
Relationships and Collaboration	5	3	5	5	5	5	5	5
Business Solutions and Consortium Design	50	25	34	33	42	33	45	35
Program Budget and Budget Narrative	20	18	20	20	18	14	20	18
Total Points Available	100							
Total		57	77	75	86	71	92	76

Recommendation- Adult/Dislocated Worker

Based on proposals, presentations, and discussion at the CWP Committee & Executive Board meetings, the Executive Board recommends the WSW Board of Directors invest in ResCare Workforce Services for Adult and Dislocated Worker.

Recommendation- Business Solutions

Neither bidder was able to provide a satisfactory Business Solutions model. A lack of clear direction regarding Business Services was further reinforced in bidder presentations. As a result, the Executive Board recommends the WSW Board of Directors maintain the Business Solutions funds so that WSW can align the staff associated with those funds more closely to the economic and workforce sector strategies, exploring the potential for renewing the WSW Industry/Biz Solutions Team within our organization.

Recommendation- Operator

Based on proposals, presentations, and discussion at the CWP Committee meeting, the CWP committee and the Executive Board recommends the WSW Board of Directors invest in ResCare Workforce Services for Operator, with a clear Conflict of Interest Firewall agreement between the Operator contract and the Adult/Dislocated Worker contract.



CEO REPORT

DATE: JUNE 12, 2019
TO: WSW BOARD OF DIRECTORS
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER

Members of the Board –

The following highlights provide updates on key areas of our strategic plan. Our meeting this month will go deeper on the BUSINESS section of our plan, with an in-depth conversation around our Rural Jobs Initiative lead by our Business Team.

BUSINESS

- Finalizing our Rural Jobs Initiative with employer tours & discussions with Elochoman Millwork, Inc. in Wahkiakum County, Cowlitz Container & Dye Cutting in Cowlitz County and North Pacific Paper Company (NORPAC) in Cowlitz County. During our Board meeting, we'll hear from each of our participant companies while we explore how we can best support economic growth in the rural parts of our region through meaningful workforce investment.
- Our team is continuing to buildout our CRM tool (Launchpad) with new visual dashboards (an early version is shared with this report) as well as new custom reports that will drive improved business engagement and investment opportunities.
- Following our joint CWWC Board meeting, our industry team has renewed its focus on supporting industry & career awareness through our CareersNW platform. The team recently presented to the Battle Ground School District during their year-end CTE meeting on each of our key sectors, are in the process of updating our sector posters for K-12 distribution and collaborating with our partners on increasing industry & career awareness in the coming months.

PEOPLE

- Launching a new Youth Manufacturing Apprenticeship with Vancouver SD and Cascadia Technical Academy and four companies (Alpha Iron, Elkhart Plastics, ControlTek and Vancouver School District's maintenance dept).
- Developing a pathway in partnership with Cascadia Technical Academy for Construction companies to train and hire talent from Next.
- Development and submission of Thrive, a Manufacturing and Construction led initiative to develop pathways for underemployed talent in Cowlitz County to secure livable wage employment. As part of Thrive, we are working with the Community Foundation of SWWA on a co-investment strategy to address inequities in Cowlitz County relating to economic insecurity.
- Expanded Career Connect Washington into Cowlitz County with a \$100K investment for our partners at the SWWA Stem Network, who recently formed the Cowlitz Wahkiakum Leadership Advisory Council as the kickoff team implementing this work.

- Piloted Talent Link with Healthcare team through NW promise grant participants. Talent link is a pre-qualified, vetted candidate pool that we can access when businesses need candidates.

SYSTEM

- WSW continues to implement Triage team to quickly assess customer needs and direct accordingly. On average, they see over 100 customers per month and have co-enrolled 729 job seekers since January **(506 Adult, 223 Dislocated Workers)**.
- Implemented Workshops team centered around Recruit Train Place (RTP) initiative. Hired lead facilitator to develop Essential Skills workshop based on industry feedback and evaluate current offerings to ensure consistency between workshops. We are on track to surpass workshop attendance from last year. **(2,629 customers attend a workshop in 2018. 1,452 customers have attended a workshop through May 2019)**.
- Started Co-Enrolling customers into Title I and Title III services. Co-enrollment braids funding and resources to provide a greater level of service to customers who may not have otherwise received them. In 2018, 1,109 job seekers were co-enrolled in WIOA Title I **(481 Adult; 628 Dislocated Worker)**. So far in 2019, 1,631 job seekers have been co-enrolled in WIOA Title I **(1,070 Adult; 561 Dislocated Worker)**.
- Planning WorkSource space renovation, to be completed summer 2019. Renovation will provide a larger and more flexible space for customers and allow staff to be physically located with their functional teams.
- Signed partner agreement and sub-lease with Bridgeview Resource Center to formalize our already great partnership. WorkSource staff offer job seeker services at Bridgeview five days a week.
- Conducted comprehensive evaluation of communications, marketing, and outreach efforts. New communications plan to launch July 2019.
- Planning and coordinating WSW/CREDC office renovation project. Construction to take place in summer 2019. New office ready for occupancy in fall 2019.

FUNDING & POLICY

- Successfully completed and submitted a \$1.5M proposal to the State of WA in response to their Economic Security for All Initiative (locally called THRIVE). WSW has received a \$15K planning grant to assist with our proposal development and we anticipate a final decision by the end of June. This is a two year investment opportunity.
- Successfully completed and submitted a \$1M proposal to the Department of Justice for a new local investment initiative called RAISE (Re-entry Activities Instituted for Success & Employment), in collaboration with Cowlitz County Corrections Department (Cowlitz Corrections), WorkSource, Lower Columbia Community Action Program (LCCAP), Washington State University – Vancouver (WSU-V), Love Overwhelming, and other engaged community partners. RAISE builds upon our prior LEAP efforts in Clark County aiming to reduce the recidivism of medium- and high-risk offenders by 10% by connecting them to housing supports, mental health services, family reunification services, financial coaching, and other necessary support services that ultimately will lead them to being training and/or job ready 9-12 months post-release.



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Strategic Plan Focus: **Business**

Business

Develop innovative approaches to meeting the human capital needs of our regional industries

2019 Key Initiatives

- Create a pre-qualified talent pool based on high growth, high demand industry needs
- Implement a real-time business tracking, customer satisfaction and reporting system
- Launch a new regional business talent matching service, matching talent with unfilled in-demand jobs
- Implement a new Rural Jobs Initiative aimed at supporting economic opportunity throughout our rural communities

Success Measures

- 75% of all job orders filled
- 95% of job orders have qualified referrals within five days
- 30% increase in # of incumbent workers trained
- Minimum 95% customer satisfaction rate
- 75% of cohort trainees placed in employment
- 200 job seekers vetted as pre-qualified talent



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SOUTHWEST WASHINGTON

Success Measures

Strategic Plan Metric	Outcome
75% of all jobs orders filled	36% (began tracking hires in Feb @ 47%)
95% of job orders have qualified referrals w/ in five days	n/a
30% increase in # incumbent workers trained	PY17 385; PY18 147
Minimum 95% customer satisfaction rate	n/a
75% of cohort trainees placed in employment	Cohorts complete summer/fall 2019
200 job seekers vetted as pre-qualified	n/a

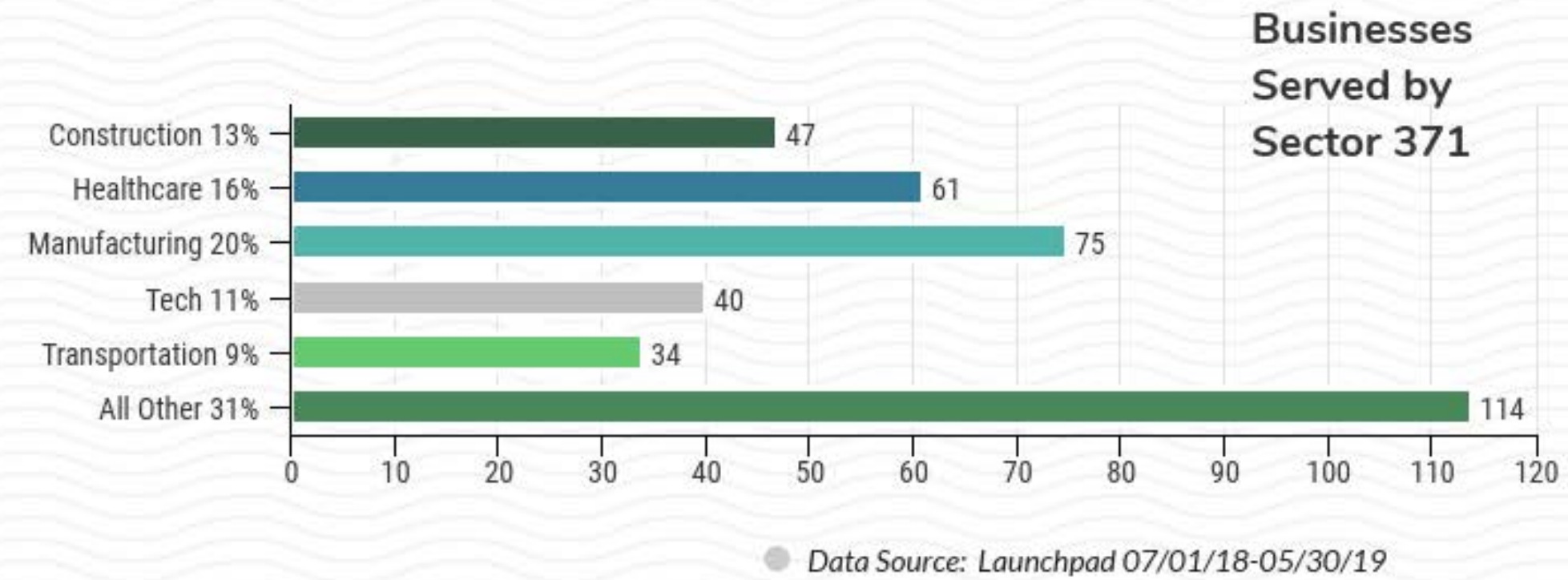
Data Source: August 2018-May 2019 Launchpad

***IW Data is for PY17 & PY18 Q1, Q2, Q3 Efforts to Outcomes (ETO)*

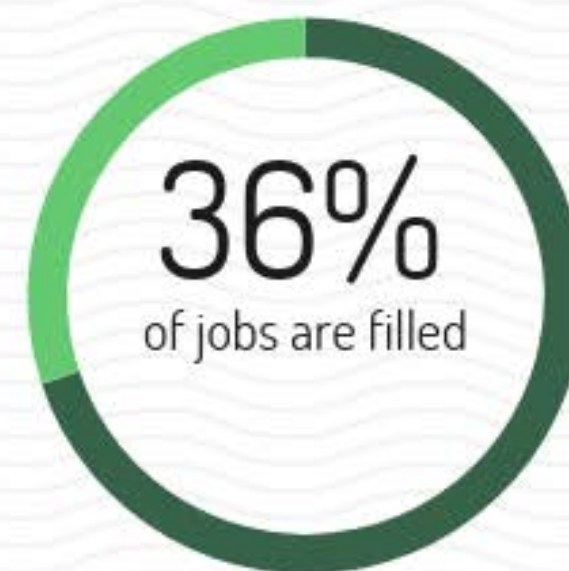


Workforce Southwest Washington June Board Meeting 2019

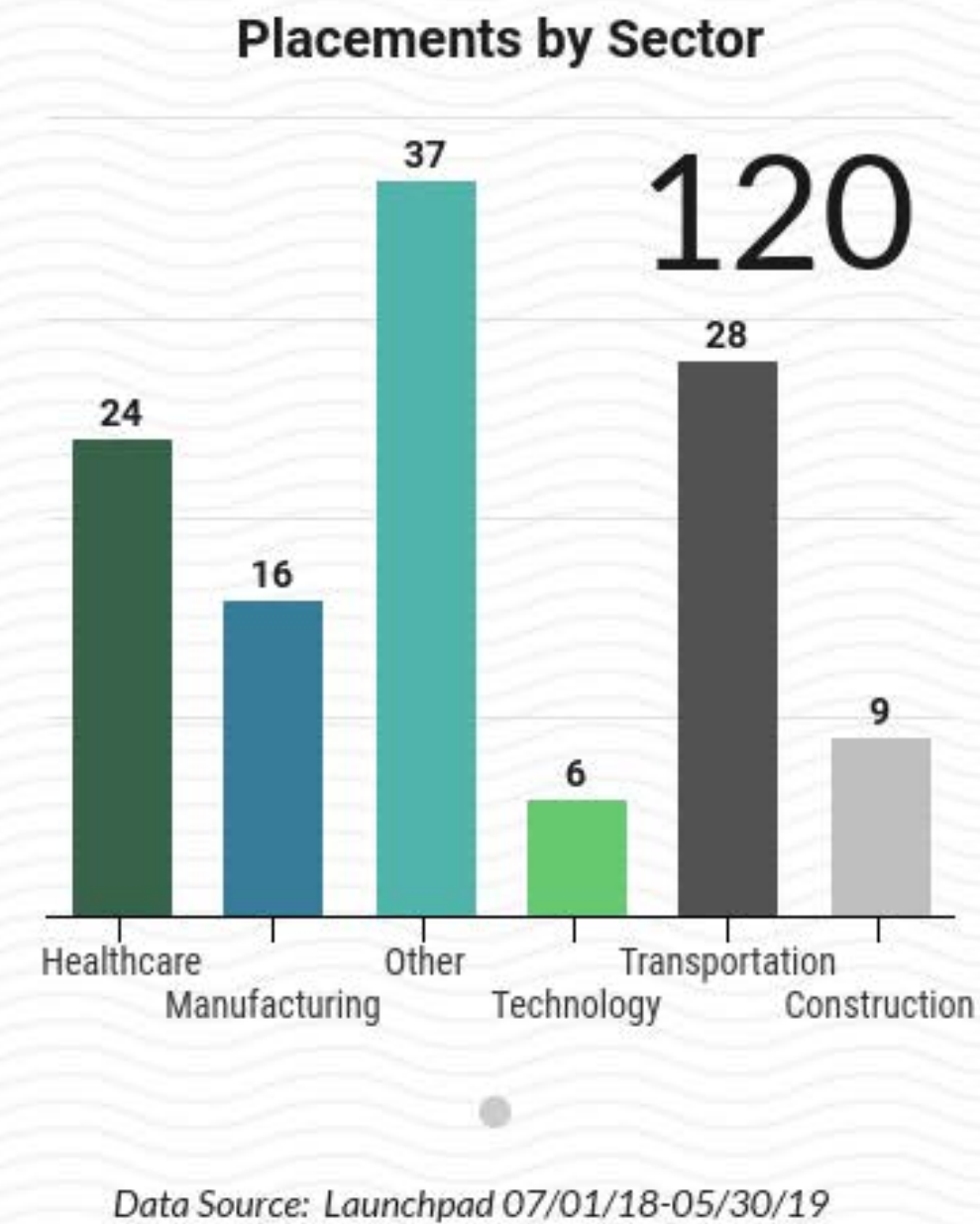
This report examines Business Services' performance and trends using relevant data collected in Launchpad between July 2018 and May 2019.



- Unique businesses served: 371
- Services provided: 884
- Total job openings: 334
- Total jobs filled: 120
- Total # on-the-job training: 80
- Total # incumbent workers trained: 155



Data Source: Launchpad 07/01/18-05/30/19



Columbia-Willamette Workforce Collaborative



Manufacturing
Staff Training



Construction
Extending workforce plan for one year



Healthcare
Industry-led workgroups actively participating



Tech
Implementing Next Gen Sector Partnership

Rural Jobs Initiative

Prepare a Rural Jobs Report to Help:

- Better inform our investment strategies throughout the region
- Showcase the work of our employer partners
- Find new ways that we can support business growth, and develop or strengthen strategies to support our rural industry partners

Task Force Members

- Mike Backman
- Ted Sprague
- Ralph Clark
- Bob Jungers
- Mike Bridges
- Bill Skidmore
- Eddie Martin

Business Tours

- **Elochoman Millwork**
Cathlamet, WA (Wahkiakum County)
- **Cowlitz Container & Die Cutting**
Longview, WA & Kalama, WA (Cowlitz County)
- **NORPAC**
Longview, WA (Cowlitz County)

Rural Jobs Initiative – Industry Panel

Moderator:

- Alyssa Joyner, Industry Initiatives Manager | Workforce Southwest Washington

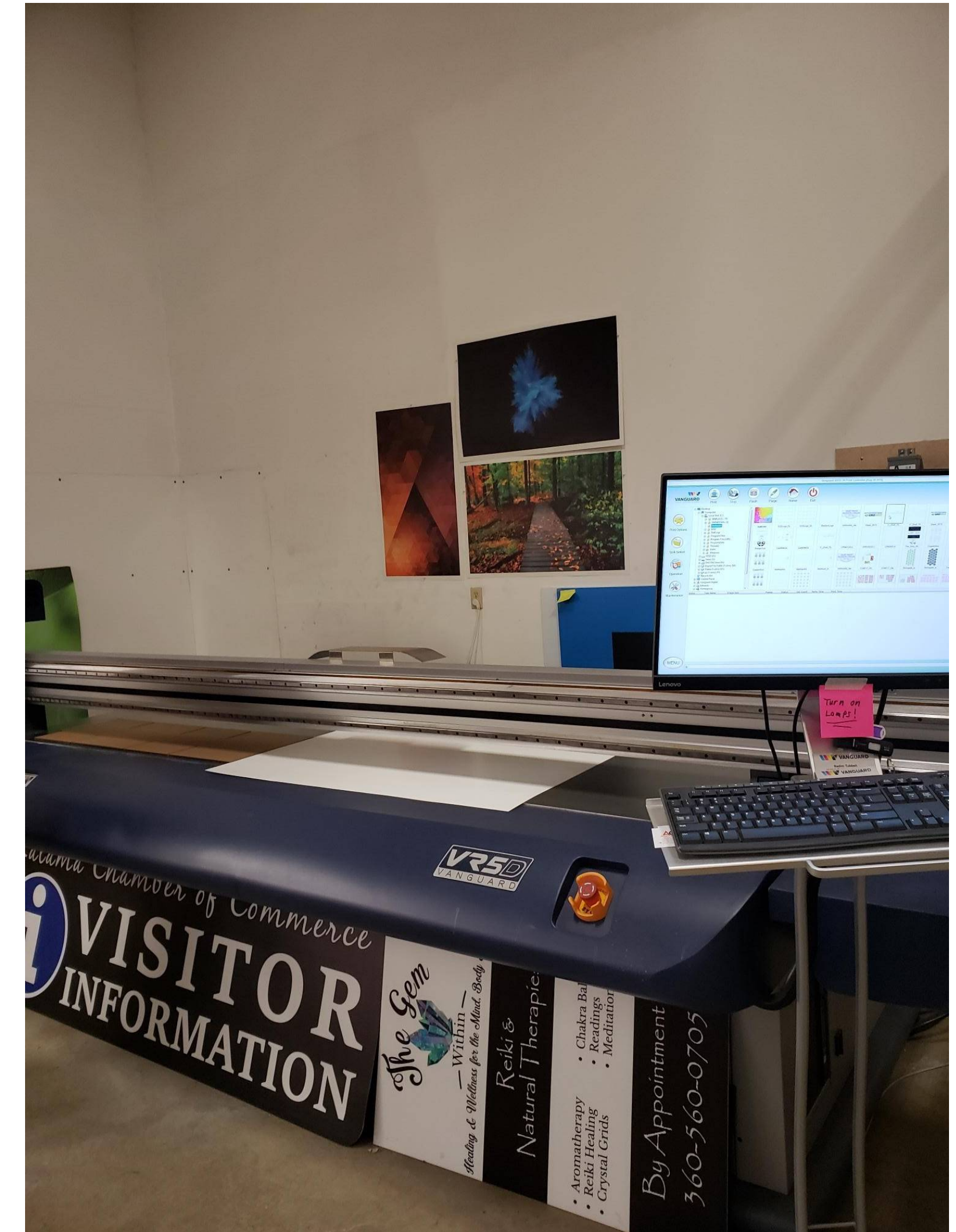
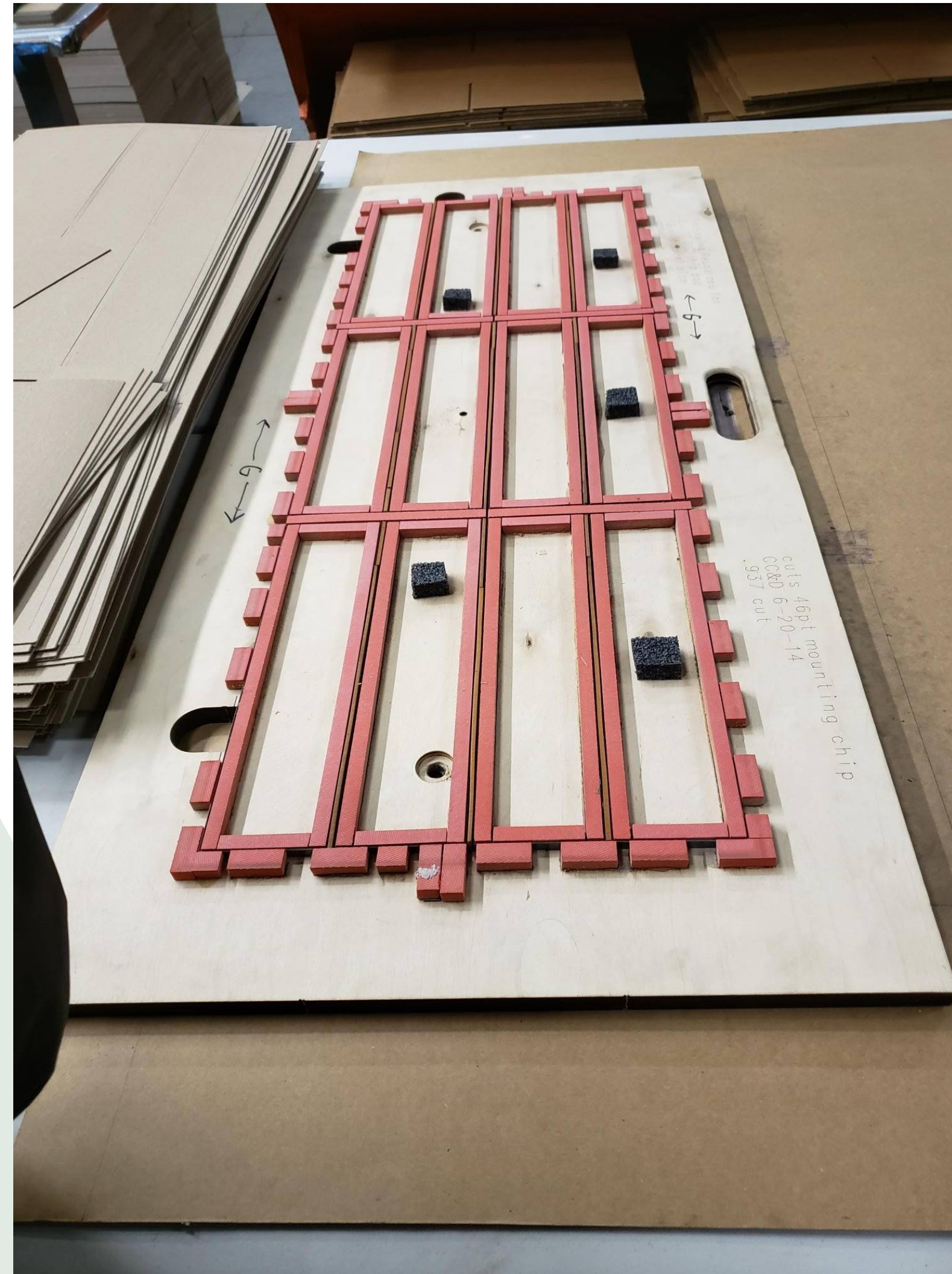
Panelists:

- Ted Sprague, President | Cowlitz Economic Development Council
- Bob Jungers, Owner | Elochoman Millwork
- Ralph Clark, Owner | Cowlitz Container & Die Cutting
- Eddie Martin, Human Resources | NORPAC

Rural Jobs Initiative – Elochoman Millwork



Rural Jobs Initiative – Cowlitz Container & Die Cutting



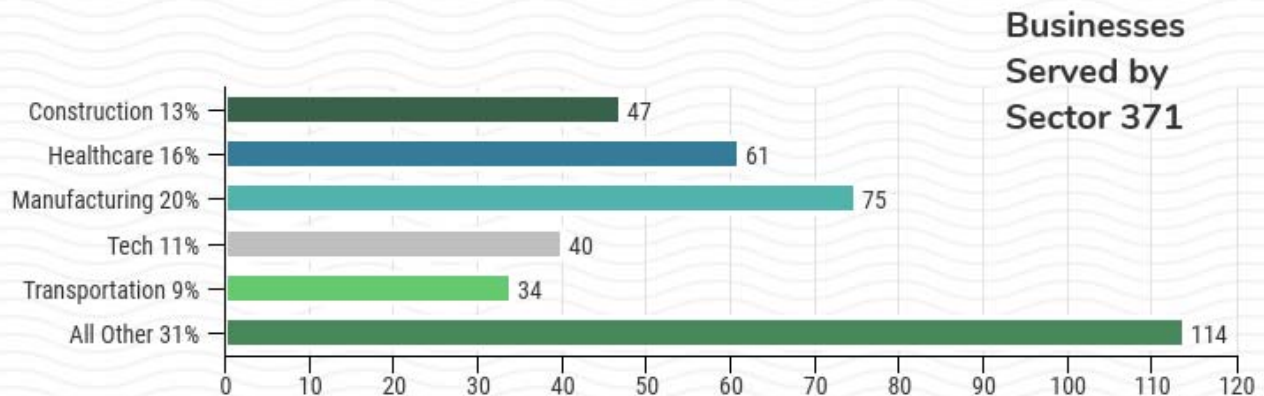
Rural Jobs Initiative - NORPAC





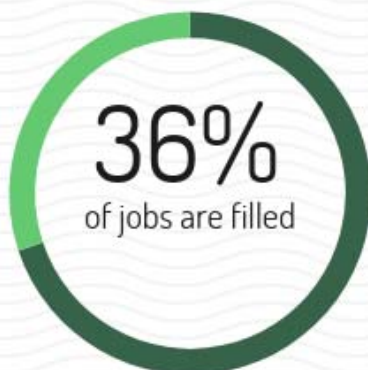
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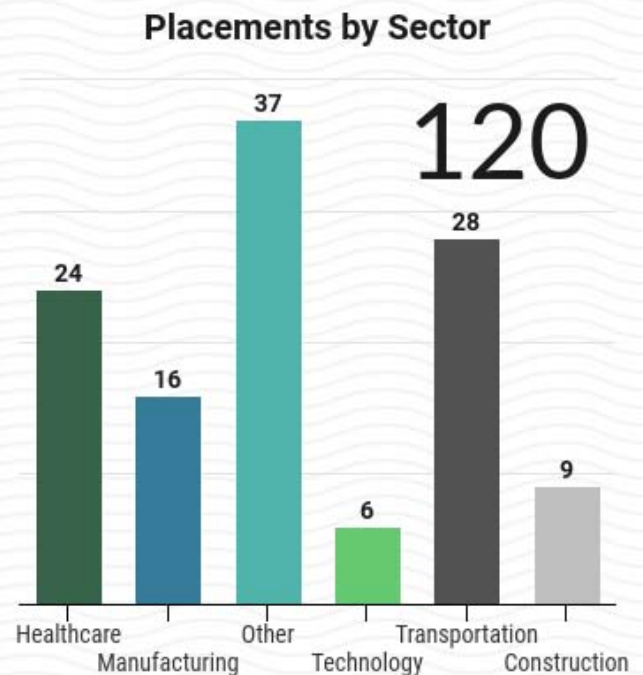


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