



workforce
SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING

Tuesday, June 13, 2023

4:00 pm to 6:00 pm

[Workforce Southwest Washington – Mt. Rainier Room](#)

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Consent Agenda * <ul style="list-style-type: none">• Minutes, Contract, Policy, & Administrative Memos• WSW Bylaw Revisions• Quarterly Report Memo	Paige Spratt
4:10 pm	Finance <ul style="list-style-type: none">• Treasurer's Memo• PY2023/2024 Budget Presentation *	Renny Christopher Barri Blair
4:25 pm	Economic Mobility Committee	Bob Gustainis
4:30 pm	Governance Committee Part I <ul style="list-style-type: none">• Nominations *• Renewals * Part II <ul style="list-style-type: none">• Recognition	A.D. Simmons Nathan Webster Tracy Doriot
4:50 pm	Workforce Innovation and Opportunity Act (WIOA) WorkSource Operator RFP Awardee *	Marnie Farness
5:00 pm	Economic Mobility Presentation	Mando Antonino
5:45 pm	WSW Leadership Planning	Paige Spratt
5:55 pm	Public Comment	Paige Spratt
6:00 pm	Adjourn	Paige Spratt

* - Action Required



workforce
SOUTHWEST WASHINGTON

**WSW Board Meeting Minutes
March 14, 2023
4:00 – 6:00 p.m.
Zoom Conference Call**

Board Members Present: Chris Bailey, Jen Baker, Adam Blackwell, Mike Bridges, Angela Burckhard, Bob Carroll, Renny Christopher, Monte Constable, Tracy Doriot, Corey Giles, Bob Gustainis, Tennille Johnson, Ilona Kerby, Mandy Kipfer, A.D. Simmons, Stacey Smith, Ted Sprague, Paige Spratt, Shannon Stull, Mark Tishenko, Jasmine Tolbert, John Vanderkin, Adrienne Watson, and Nathan Webster.

Board Members with Excused Absences: Brent Freeman, Karin Edwards, and Suba Jagannathan.

Board Members with Unexcused Absences: Rodney Seales.

Guests Present: Kayci Loftus, Haley Hansen, Liza Morehead, Tanisha Harris, James, Hughes, Ronda Hilman, Monique Martin, and (971) 322-6605

Staff Members Present: Miriam Halliday, Mando Antonino, Linda Czech, Kali Dugan, Denise Elliott, Marnie Farness, Amy Gimlin, Betsy Hanrahan, Darcy Hoffman, Barri Horner, Alyssa Joyner, Kari Kollander, Lyn Love, Julia Maglione, Sean Moore, Tamara Toles, Nolan Yaws-Gonzalez, and Traci Williams.

Welcome, Introduction of Members, Guests, and Staff

Vice Chair A.D. Simmons opened the meeting at 4:01 p.m. and welcomed everyone in attendance. Members and staff introduced themselves.

CONSENT AGENDA

Vice Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on December 13, 2022, Contract Memo, Policy Memo; which included WSW Data Element Validation Policy #3037 Rev 2, Administrative Memo to approve the hiring of Miriam Halliday as the Chief Executive Officer effective December 1, 2021, WIOA ISY Funding Request Memo, and the Strategic Plan Revision Memo.

Ted Sprague moved to approve the Consent Agenda as presented, second by Ilona Kerby. Motion carried.

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, 2022, 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 Executive Committee.

Ilona Kerby moved to approve the audit report as presented, second by Shannon Stull. Motion carried.

WSW Chief Financial Officer, Barri Horner gave a brief overview of the quarterly reports. A fiscal year budget for the program year beginning July 1, 2023 will be available at the June 2023 board meeting for approval. Questions were invited but none were forthcoming.

ECONOMIC MOBILITY COMMITTEE

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 of six of WSW's investments.

GOVERNANCE

Governance Chair A.D. Simmons gave the board updates around the recruitment that is underway for filling the three current and future open positions. Corey Giles and Adrienne Watson have been invited to sit on the Executive Committee. Nathan Webster and Tracy Doriot have been invited to sit on the Governance Committee. The Governance Committee is currently searching for a board member to join the Finance Committee. A survey will be sent out next week regarding the Board Sponsorship Program.

WIOA TITLE I-B YOUTH RFP AWARDEE

Lyn Love, Program Manager went over the timeline of the WIOA Title I-B Youth RFP, the selection process of the Scoring Committee, and the scoring rubric and the criteria that the committee scored each proposal. The criteria for the scoring rubric were the following: demonstrated experience and ability, relationships and collaboration, program design, and program cost and budget.

Based on proposals, presentations, and discussion at the Scoring Committee's convening meeting, and Executive Committee approval, the Committee recommends the WSW Board of Directors invest in Career Path Services' consortium for the WIOA Title I-B Youth contract.

Paige Spratt moved to approve Career Path Services as the WIOA Title I-B Youth awardee as presented, second by John Vanderkin. Motion carried.

STATE OF THE WORKFORCE PRESENTATION

Worksystem's Research & Data Analyst, Liza Morehead gave a State of the Workforce 2022-2023 presentation to the WSW Board of Directors with data focused on the post Covid-19 economy, today's labor force, education, and opportunity for Southwest Washington. Questions were invited and answered by Liza Morehead.

CEO UPDATE

Miriam Halliday shared that in late summer she will be taking extended leave with more information will be shared to the board.

PUBLIC 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 5:09 p.m.

Ted Sprague moved to adjourn the meeting at 5:09 p.m.



CONTRACT MEMO

DATE: JUNE 7, 2023
TO: MIRIAM HALLIDAY, CEO
WSW BOARD OF DIRECTORS
FROM: LINDA, WSW CONTRACTS MANAGER
RE: CONTRACT/GRANT UPDATES (APRIL-JUNE 2023)

WSW **modified** the following contracts:

- Equus Workforce Solutions to modify the Statement of Work for Federal Economic Security for All, no change in budget or end date.
- Equus Workforce Solutions revised budget, for COVID-19 Disaster Employment Relief (DWG), no change in budget of \$480,718.82 or end date.
- Equus Workforce Solutions revised for State Economic Security for All, no change in budget of \$390,434.90 or end date.
- Equus Workforce Solutions budget increase of **\$70,000**, for WorkSource Operator, for total budget of \$316,100.
- Equus Workforce Solutions budget increase of **\$5,000**, for Fourth Plain Navigator, for total budget of \$35,000.
- Equus Workforce Solutions budget decrease of **\$34,980.08**, COVID-19 Employment Recovery and decrease of **\$42,005.68**, Opioid Disaster Relief. No change in Disaster Relief Employment \$12,692.18. Total contract budget \$907,924.64.
- Equus Workforce Solutions Statement of Work and Performance for Quest Dislocated Worker, no change in budget.
- Goodwill budget increase of \$4,789.80 for total budget of **\$69,715**, for Out of School Youth, no end date change.
- Equus Workforce Solutions modification for Out of School Youth in Clark, Cowlitz and Wahkiakum counties, no change in budget or end date.
- Equus Workforce Solutions modification for SummerWorks to revise the Statement of Work, no change in budget or end date.

WSW **executed** the following contracts:

- Nancy Pionk Coaching and Consulting for budget of **\$15,755** to provide Conflict Management Training, end date **December 31, 2023**.
- Career Team for **\$141,028** to is to support, develop, and train dislocated workers ending **September 30, 2024**.
- Career Path Services for **\$110,000** to support a new service provider to begin integration into "Next", ending **June 30, 2023**.

- Partners In Careers for **\$50,000** to support a new service provider to begin integration into “Next”, ending **June 30, 2023**.
- Career Team for **\$40,000** to support a new service provider to begin integration into “Next”, ending **June 30, 2023**.

WSW *notification of grant award/execution*:

- WSW received executed grant modification for *COVID-19 Disaster Relief Employment Recovery DWG* through Employment Security Department to June 30, 2023. Grant award amount decreased by \$40,582 for total of **\$1,039,798**.
- WSW received executed grant modification for *Disaster Recovery NDWG Opioid Crisis* through Employment Security department to June 30, 2023. Grant award amount increased by \$35,000 for total of **\$735,000**.
- WSW received executed grant modification for *Workforce Innovation and Opportunity Formula funds* through Employment Security department to June 30, 2024. Grant award amount increased by \$87,413 for total of **\$3,886,983**.
- WSW received executed grant modification for *Community Development Block Grant* through City of Vancouver to extend end date to December 31, 2023. No change in amount of \$40,000.
- WSW received executed grant modification for *State Economic Security for All* through Employment Security Department, budget line-item changes and performance, no changes to budget amount or end date.

Board Approval Needed

No approvals needed.



POLICY MEMO

DATE: JUNE 7, 2023
TO: MIRIAM HALLIDAY
WSW BOARD OF DIRECTORS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

Supportive Service and Needs Related Policy 3005-9

This was a revision to our Supportive Service and Needs Related Policy. Employment Security Department revised the state policy which updated the supportive services definition to clarify the circumstances under which WIOA Title I-B funds can be used to provide food as a supportive service to Title I Youth. The revision also includes additional guidance provided by Training Employment Guidance Letter (TEGL) 9-22 allowing supportive services expenditures to count toward the minimum 20 percent Work Experience (WEX) expenditure requirement for the WIOA Title I Youth program. The other revisions to this policy were largely grammatical. Revised [Supportive Service and Needs Related Policy #3005 Rev 9](#) is posted for your reference.

Based on the approval process, this policy approval falls under Tier 2 Executive Committee approval. *Executive Committee approved on March 22, 2023.* Also, requires **Full Board notification**.

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 Committee approval and Full Board notification.

WIOA Title I-B Administrative Sanctions State Policy 5406-3

This was a revision to the state policy to bring it up to standard with WIOA regulations. All local boards are subject to follow State [WIOA Title I-B Administrative Sanctions Policy 5406-3](#). 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 Committee 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.

WSW Training Policy Handbook – Attachment A

This was a revision to our Training Policy Handbook – Attachment A. In this revision, WSW adjusted based on a revision of staff responsibilities, market needs, and equity. The goal is to increase training accounts to match the market while maintaining the financial relationship between OJTs and ITAs. Furthermore, align youth and adult WEX to open access through flexibility while equitably addressing WEX duration. A copy of the revised handbook is attached.

- WSW staff contact changed from Amy Gimlin, COO to Tamara Toles, Quality & Compliance Manager
- OJT Cap maintains previous \$5,000 limit that existed when combined with ITA. Moved the reference and reframed from the ITA section to the OJT section (Pg. 13)
- Adjusted ITA funding caps from \$12,000-\$15,000 to \$17,000 based on market and that the caps have not been adjusted since 2016, evened out across all four sectors (Pg. 21)
- Adjusted the duration from referenced weeks to only hours to provide more flexibility matching Adult and clarified criteria to consider when determining the WEX duration (Pg. 27)

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on March 22, 2023.* Also, **requires the 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 Committee and Full Board.

Dispute Resolution Policy 4007-3

This was a revision to our Dispute Resolution Policy. Employment Security Department revised the state policy that expands on the dispute resolution and appeals to the WIOA Title I-B program, by establishing a one-stop system dispute resolution and appeals policy. The revision also establishes the Workforce Training and Education Coordinating Board (WTECB), in its capacity as the State Workforce Development Board (SWDB), as the state-level appellate body. Revised [Dispute Resolution Policy 4007-3](#) is posted for your reference.

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

Eligibility Handbook – Attachment A

This was a revision to our Eligibility Handbook – Attachment A. Employment Security Department revised the state policy by opening up self-attestation to be participant generated and traceable uniquely to that person. Digital electronic signatures can include an email, a text, or unique online survey responses from participants to help document. Other revisions to this policy are listed below. Revised [Eligibility Handbook - Attachment A](#) is posted for your reference.

- Updated eligibility criteria for the Jobs for Veterans State Grant program.
- Updated the eligibility documentation requirements table to align with TEGL 23-19, Change 1, as well as state policy.
- Replaced reference to the federal Defense of Marriage Act of 1996 with reference to the Respect for Marriage Act of 2022.
- Updated the definition of cross-match to give clarification around data element validation.
- Updated the definition of self-attestation to align with that in federal TEGL 23-19, Change 1.
- Revised Section 5.2 to conform with Selective Service System requirements for transgender individuals.
- Added a new Section 5.11 with a state definition of long term unemployed for National Dislocated Worker Grants for which the U.S. Department of Labor does not otherwise define the term.

Based on the approval process, this policy approval falls under Tier 2 Executive Committee approval. *Executive Committee approved on April 26, 2023.* Also, requires the **Full Board notification**.

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 Committee approval and Full Board notification.

One-Stop Evaluation and Certification State Policy 1016-1

This was a revision to the state policy 5612, which was re-designated and appropriately numbered as this WorkSource system policy 1016-1. The previous version of the policy was written prior to WIOA Final Rule and TEGL 16-16 and subsequent USDOL guidance. All local boards are subject to follow State [One-Stop Evaluation and Certification Policy 1016-1](#). 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 Committee 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.

WSW LLSIL Policy #3018

This is a required revision for 2023. Annually, Human and Health Services update the Lower Living Standard, this directly relates to our eligibility in Title I programs. Revised [LLSIL Policy](#) is posted for your reference.

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

WSW Trade Adjustment Assistance and Dislocated Worker Co-Enrollment Policy #3036-2

This was a revision to our Trade Adjustment Assistance & Dislocated Worker Co-Enrollment Policy. Employment Security Department revised the state policy to reflect the requirement to co-enroll Trade Adjustment Assistance (TAA) participants into the WIOA Title I-B Dislocated Worker program if they are eligible, unless they decline. This revision also amended language to support the requirement of referring customers for co-enrollment with the different service delivery models throughout the state. Also in this revision, the policy name was changed to align with the state policy. Revised [Trade Adjustment Assistance and Dislocated Worker Co-Enrollment Policy](#) is posted for your reference.

Based on the approval process, this policy approval falls under Tier 2 Executive Committee approval. *Executive Committee approved on May 24, 2023.* Also, requires the **Full Board notification**.

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 Committee approval and Full Board notification.

WSW Conflict of Interest Policy #1006-3

This was a revision to our Conflict of Interest Policy. Employment Security Department revised the state policy which now allows Local Workforce Development Boards (LWDBs) to set standards for situations in which LWDB officers, employees, or agents may accept unsolicited gifts, gratuities, or favors not to exceed \$50 per source per year where the financial interest is not substantial and local written policy includes allowance and code of conduct penalties for violations. This is notification to the board of this revision to the state policy. Revised [Conflict of Interest Policy](#) is posted for your reference.

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

WSW Allowable Costs #1001-3

This was a revision to our Allowable Costs Policy. Employment Security Department revision updates the approval process within ESD to designate the Director of Financial Services as the final approver for requests for purchases exceeding \$5,000. This is notification to the board of this revision to the state policy. Revised [Allowable Costs Policy](#) is posted for your reference.

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



**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 under consideration 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 Interlocal Agreement.

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

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 and/or a regional 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. For more information regarding WSW Board of Director membership criteria, please go to Employment Security Department's Local Board Member Appointment Criteria [Policy #5610 Revision 1](#).

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 Director 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 Director's 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. 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 Director's 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 in attendance 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 ex-officio 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, the WSW Board of Director Chair may appoint interim officers. The interim officer will complete the term for which they are replacing. At end of term, the officer position will be open for election according to Section 10.3.

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 process laid out in Board Nomination Procedures document.

Election Criteria. The WSW Board of Director Chair and WSW Board 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 Officer or WSW Board of Directors will be notified prior to the meeting at which a motion to remove will be made. The WSW 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. The Executive Committee shall appoint Committee Chairs. 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 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 continues 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 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 WSW Board of Directors shall govern the business affairs of the Corporation.

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 convening authority may extend the sunset date. 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 Chair will lead a hiring committee, that will recommend a candidate to the WSW Executive Committee and WSW Board of Directors to hire. The Chief Executive Officer shall report to the Chair and the WSW Executive Committee. The WSW Board of Directors will hire and ~~may~~ dismiss the Chief Executive Officer.

Commented [AG1]: During WIOA monitoring from Employment Security Department, it was discovered our ByLaws were missing a key point. The Full Board of Directors must approve the hiring of the CEO, they cannot assign it to a committee. As a result, this language was added.

Commented [TW2]: ByLaw revisions were approved by the Executive Committee during the May 24th scheduled meeting.

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(s), agent(s), to enter into 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 evidence of indebtedness issued in the name of the Corporation shall be signed by such officer(s), agent(s), 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 Director 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 Director 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 Director membership has set such a time by a previously adopted motion.

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

Board Chair

Chief Local Elected Official



MEMO

DATE: JUNE 7, 2023

TO: WSW BOARD OF DIRECTORS

FROM: RENNY CHRISTOPHER, WSW BOARD TREASURER *RC*
BARRI BLAIR, CHIEF FINANCIAL OFFICER

RE: WSW QUARTERLY FINANCIAL REPORTS

WSW quarterly spending reports for the third quarter of the current fiscal year have been reviewed by the WSW Finance Committee and the WSW Executive Board.

QUARTERLY REPORTS

WSW WIOA Fund Obligations: All active WIOA Formula Fund Grants are displayed for the three funding streams. The prior year's grant allocations are 100% obligated for all funds. Current year grants are required to be 80% obligated by June 30, 2023. WSW forecasts show that as of June 30, 2023 obligations will reach the required level.

WSW Coordination and Admin: Total spending for WSW operations is at 72% of budget as of March 31, 2023. There are no major concerns with current spending rates.

Grant Budget vs Actual Spending: These reports communicate the details of competitive and other state and federal grants with fixed grant terms which have been awarded to WSW. Most have line item budgets. Data displayed in the reports includes the length of the funding term, budget versus actual spending by budget line item, and contracted obligations. WIOA Formula funding is not included in this group of reports. Several of the grants expire June 30, 2023. WSW staff are actively involved in oversight for those and all programs to insure targeted spending and performance are met.

Subcontract Spending and Performance: These reports display spending and performance measured against expectations for twenty separate programs/contracts. All funding sources are represented. The reports also display qualitative information regarding the status of the program in the form of comments developed by program management staff. These reports will be presented to and discussed with the Economic Mobility Committee with a subsequent report out to the Board of Directors.

Copies of the quarterly reports are available to board members upon request.



ECONOMIC MOBILITY STATUS REPORT

DATE: June 7, 2023
TO: WSW BOARD OF DIRECTORS
FROM: MARNIE FARNES – DIRECTOR OF PROGRAMS
RE: ECONOMIC MOBILITY STATUS REPORT

Members of the Board –

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

Further this specific memo contains a high-level summary of six investments. These investments are top of mind for the WSW Programs Team and show several common strengths and challenges of the workforce system in Southwest Washington.

Covid-19 Dislocated Worker Grants (2)

Summary: Two grants that provide both job training and career navigation support for individuals dislocated from work due to the pandemic. WSW received these funds in partnership with the Washington Workforce Association and Employment Security Department from the Department of Labor during the pandemic to meet the needs of our worker community in a time of complete unknown and massive unemployment.

Status: Both grants are exceeding performance goals. WSW Program Team has worked with the contractor to ensure a full spend down of the grants.

Notable Highlights: Record enrollments and interest from the community, as well as strong placement to employment outcomes.

City of Vancouver Community Development Block Grant

Summary: Grant provides \$40,000 at Next, aiming to support low-income mothers of color residing in the Vancouver area with childcare and other employment and training reimbursements (transportation, educational testing, books and supplies, etc.). These funds have been matched to the 50% reimbursement model of Basic Food Employment and Training (BFET) to build an ongoing revenue for this specific investment strategy into the future.

Status: The grant has been extended through the end of December 2023 due to the complexities of BFET, and as a result WSW has decided to partner with a different contractor to complete the performance and project.

Notable Highlights: The potential new contractor holds a similar contract in Spokane which has performed well. We plan to work closely with the new contractor to ensure that the goal is attained.

City of Vancouver/Key Bank Fourth Plain Navigator

Summary: WSW received a grant from Key Bank and the City of Vancouver to connect Fourth Plain Blvd residents and businesses to the workforce system to provide training, education, and employment assistance. Next staff have been co-locating at Fourth Plain Forward’s office and spending more time in the Fourth Plain community to establish connections with various families and business owners. These funds have been matched to the 50% reimbursement

model of Basic Food Employment and Training (BFET) to build an ongoing revenue for this specific investment strategy into the future.

Status: The grant has been extended through December 31, 2023. Performance has been met for connecting with businesses and providing referrals to WorkSource, and there are still improvements to be made in the connection of young adults to Next. The WSW Program Team will be modifying the agreement with the contractor to ensure that all performance is met.

Notable Highlights: The program has served to better connect Next staff with community partner Fourth Plain Forward as well as the area's residents.

Department of Commerce Community Development Block Grant

Summary: Grant provides capacity (staffing) to regional food distribution sites and was received during the pandemic to support the many community-based organizations focused on food access in the region. The individuals who are placed at the food banks then receive job training and career readiness, allowing for them to re-career when their paid internship is completed. WSW received these funds in partnership with the Department of Commerce during the pandemic, to have a workforce strategy (both short term and long term) as it relates to food access throughout the region.

Status: The grant is scheduled to end on June 30, 2023. To date, grant performance is nearly attained. However, due to internships ending early and/or falling through, we are working with the Dept of Commerce to extend the grant for an additional six months to ensure the dollars are spent.

Notable Highlights: WSW was recently able to offer support to the program by connecting with several food banks in SW Washington to identify new opportunities for internships.

Opioid Epidemic Dislocated Worker Grant

Summary: Grant provides specific job training and career services to individuals who have been affected by the Opioid epidemic. WSW worked closely with Employment Security Department in attaining this investment for our region, and strong local partnerships have made it a success.

Status: Contract ends June 30, 2023. To date, performance is exceeded on nearly every level. One area of struggle has been securing work experiences to train participants for professional fields that positively impact the opioid crisis. As a result, we are opting to spend the remaining dollars as supportive services for existing participants.

Notable Highlights: WSW recently submitted a proposal with Employment Security Department to support a statewide application for a second cycle of funding. Further, WSW is hosting two Recovery Supported Workspace events, one in Clark County and the other in Cowlitz county in late June. Space is limited, please RSVP!

Thrive (AKA Economic Security for All - ECSA)

Summary: The Thrive (part of WA State's Economic Security for All) investment aims to move people out of poverty with community driven service engagement and wrap around support, focusing on high quality employment outcomes. WSW's Thrive initiative has worked to lift participants out of poverty in specifically Cowlitz and Wahkiakum Counties since 2019.

Status: WSW (as well as the other 11 LWDBs) continues to receive funds from the WA State general budget as well as the Governors Discretionary funds to invest in the Thrive model. Thrive funding was successfully written into WA State biennium budget, ensuring funding until 2025. The key focuses of the current program include training placements, exits into self-sufficient wages, and meeting expenditure performance goals.

Notable Highlights: Thrive continues to support individuals living in poverty within Cowlitz and Wahkiakum Counties. After regrouping post COVID-19 the partners network is increasing, now with more than 24 partners. The network is currently planning outreach events, developing, and strengthening referral pipelines while sharing information within the community.

WSW's Executive Committee and Finance Committee reviewed and approved the full fiscal contract report at the May 24th Executive-Finance Committee meeting. Questions? Contact Marnie at marniefarness@workforcesw.org or 360-559-5095



workforce
SOUTHWEST WASHINGTON

RFP RECOMMENDATION MEMO

DATE: JUNE 7, 2023
TO: WSW BOARD OF DIRECTORS
FROM: MARNIE FARNESSE, DIRECTOR OF PROGRAMS
RE: ONE STOP OPERATOR RFP RECOMMENDATIONS

The WorkSource One-Stop Operator oversees and facilitates the vision of the WSW Strategic Plan at the WorkSource centers across SW Washington. WSW released a Request for Proposals (RFP) for the WorkSource Operator on March 20, 2023. This memorandum details the process that was followed and the Scoring Committee's recommendations.

Timeline:

Activity:	Date:
RFP Released	March 20, 2023
RFP Shared & Promoted	March 27, 2023 – April 14, 2023
Proposer Conference - Virtual	March 22, 2023
Proposals Due to WSW	April 26, 2023, by 5 p.m. PT
Proposal Presentations	April 28, 2023
Executive Committee Review & Approval	May 24, 2023
Board of Directors Review & Approval	June 13, 2023
Qualified Proposer Notified of Award Decision	June 14, 2023
Contract Development	July 1, 2023 – September 30, 2023
Deadline for Contract to be Executed	October 1, 2023
Selected Contractor Begins Providing Services	October 1, 2023

Selection Process:

In February of 2023, a Scoring Committee was formed to guide and lead this process. Scoring Committee members included Traci Williams, Barri Blair, Marnie Farness, and Kari Kollander from WSW's staff team and Tennille Johnson, Jennifer Baker, and Bob Carroll from WSW's Board of Directors. The Scoring Committee met twice, first connecting in mid-March 2023, to review the RFP, discuss proposal criteria, and review the scoring rubric. The Scoring Committee next met on April 28th, to discuss each proposal, review scores, and discuss the committee's recommendations.

The Scoring Committee reviewed each proposal and scored the submissions based on a scoring rubric with the following criteria:

- **Criteria 1:** Organizational Experience + Past Performance - 10 points possible.
- **Criteria 2:** Relationships + Collaboration - 20 points possible.

- **Criteria 3:** Proposal Narrative - 50 points possible.
- **Criteria 4:** Budget and Budget Narrative - 20 points possible.

Responding Agencies:

Operator proposals were received from the following organizations:

- Career Path Services
- CareerTeam
- Grant Associates

Final Scores:

Career Path Services	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	SCM 5	SCM 6	SCM 7	TOTAL	Mean
Organizational Experience + Past Performance	10	10	9	10	10	10	8	10	67	10
Relationships and Collaboration	20	14	15	18	17	17	19.5	19	119.5	17
Proposal Narrative	50	50	39	46	46	38	49.5	50	318.5	46
Budget and Budget Narrative	20	18	18	20	16	19	18	20	129	18
TOTAL	100	92	81	94	89	84	95	99	634	91

CareerTeam	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	SCM 5	SCM 6	SCM 7	TOTAL	Mean
Organizational Experience + Past Performance	10	10	7	9	10	9	7.5	9	61.5	9
Relationships and Collaboration	20	18	10	15	14	9	19.5	16	101.5	15
Proposal Narrative	50	50	26	42	30	30	49	47	274	39
Budget and Budget Narrative	20	18	16	20	15	20	18	17	124	18
TOTAL	100	96	59	86	69	68	94	89	561	80

Grant Associates	Points Possible	SCM 1	SCM 2	SCM 3	SCM 4	SCM 5	SCM 6	SCM 7	TOTAL	Mean
Organizational Experience + Past Performance	10	6	7	7.5	8	7	8	6	49.5	7
Relationships and Collaboration	20	10	10	16	12	10	12.5	11	81.5	12
Proposal Narrative	50	39	26	45	27	25	44.5	43	249.5	36
Budget and Budget Narrative	20	18	16	20	16	20	18	16	124	18
TOTAL	100	73	59	88.5	63	62	83	76	504.5	72

Recommendation:

Based on the proposals received and discussion of the Scoring Committee, the Scoring Committee recommends that the WSW's Board of Directors award the proposal of Career Path Services and enter contract with Career Path Services for the One Stop Operator services. Total contract amount not to exceed \$274,000.00 for the period between October 1, 2023 – September 30, 2027. *The Executive Committee approved at their May 24th meeting.*

In their proposal, Career Path Services outlined a thoughtful, intentional, and compelling plan for Operator role that will work to clarify roles and responsibilities across partners in the center, as well as holding equity and inclusion at the center. Further, as shown in many other regions across the State, Career Path Services thrives in leadership and facilitator roles, bridging divides across State agencies, systems, and employees in the one-stop centers. Their documented experience, presentation focus, clear budget, and budget narrative, as well as their committed leadership and tenure of other roles were specifically mentioned by the Scoring Committee in their notes as further justification.

Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.



BUDGET MEMO

DATE: JUNE 13, 2023
TO: WSW BOARD OF DIRECTORS
FROM: RENNY CHRISTOPHER, WSW BOARD TREASURER *RC*
BARRI BLAIR, WSW CHIEF FINANCIAL OFFICER
RE: WSW 2023-2024 ANNUAL BUDGET EFFECTIVE JULY 1, 2023

The following are highlights of the WSW 2023-2024 (PY23) annual budget. This budget has been reviewed and approved by the WSW Finance Committee and WSW Executive Board. Detailed budget reports are included in the meeting packet.

FUNDING and CONTRACTS

Overall available funding for PY23 is down by 17% when compared to the mid-year budget revision for PY22. Historically 15-20% of our available funding is awarded after the start of the fiscal year. We have multiple grant applications in play that are likely to be awarded but not certain enough to be included in the current budget. A list of those funding opportunities is included in the packet.

WIOA Formula: Preliminary allocations from the Employment Security Department indicate an overall reduction in WIOA Formula Funding (Adult, Dislocated Worker, and Youth) of 21.5%. Obligation requirements did not allow for additional holdback for carry-in this year as has been available for the past two years. Overall WIOA Formula Funds available for the 2023-2024 fiscal year are down 35% over last year.

Other Funding: Governor's Federal WIOA Discretionary Funding for the THRIVE Economic Security for All program experienced a large increase of 203%. Over \$800K of Washington State General Budget Funding to support the THRIVE Program has been promised as well. Private and unrestricted funding which includes the BFET program increased by 35%.

Item	Proposed Budget PY23	% of Total	Approved Revised Budget PY22	% of Total	Increase (Decrease)	% Change
FUNDING						
FEDERAL FUNDING						
WIOA: Regional Resource Allocation						
ACP	516,665	6%	665,890	6%	(149,225)	(22%)
Adult	1,375,725	16%	1,787,907	17%	(412,182)	(23%)
Dislocated Workers	1,006,835	12%	1,666,096	16%	(659,261)	(40%)
Youth	1,349,159	16%	2,440,719	24%	(1,091,560)	(45%)
Total WIOA: Regional Resource Allocation	4,248,384	50%	6,560,613	64%	(2,312,229)	(35%)
Total WIOA Governor Discretionary Funds	520,002	6%	171,350	2%	348,652	203%
Total Other Federal Grants	2,073,787	24%	1,854,884	18%	218,903	12%
TOTAL FEDERAL FUNDING	6,842,172	81%	8,586,846	84%	(1,744,674)	(20%)
NON-FEDERAL FUNDING						
Total Private and Unrestricted	619,660	7%	458,062	4%	161,598	35%
Total Other Government Funding	1,020,000	12%	1,215,152	12%	(195,152)	(16%)
TOTAL NON-FEDERAL FUNDING	1,639,660	19%	1,673,214	16%	(33,554)	(2%)
TOTAL FUNDING	8,481,832	100%	10,260,060	100%	(1,778,228)	(17%)

Contracts: A standard allowance for **contracting** of 75% of available funding is applied to most funds. The budget for subcontracts is down 28% overall. Some funding is specifically earmarked and reserved for Operating and Administrative costs including the Administrative Cost Pool Portion (ACP) of the WIOA formula funds. Programs that operate from the Worksource Centers must have funds held back to support the operational costs of the centers. Those costs are included in the Infrastructure Agreements line item.

Item	Proposed Budget PY23	% of Total	Approved Revised Budget PY22	% of Total	Increase (Decrease)	% Change
FEDERAL CONTRACTS						
WIOA Contracts						
ACP	-	0%	-	0%	-	100%
Adult	1,031,109	12%	1,234,132	13%	(203,023)	(16%)
DW	739,832	9%	1,164,772	12%	(424,939)	(36%)
Youth	921,672	11%	1,682,618	18%	(760,946)	(45%)
Total WIOA Contracts	2,692,613	32%	4,081,521	43%	(1,388,908)	(34%)
Total Governer Discretionary Contracts	363,639	4%	87,516	1%	276,123	316%
Total Other Federal Contracts	1,598,143	19%	1,414,573	15%	183,569	13%
TOTAL FEDERAL CONTRACTS	4,654,395	55%	5,583,611	54%	(929,216)	(17%)
NON-FEDERAL CONTRACTS						
Total Private and Unrestricted Contracts	231,694	3%	211,444	2%	20,250	10%
Total Other Government Contracts	645,000	8%	1,007,167	10%	(362,167)	(36%)
TOTAL NON-FEDERAL CONTRACTS	876,694	10%	1,218,611	12%	(341,917)	(28%)
Total Infrastructure Agreements **	413,978	5%	298,438	3%	115,540	39%

WSW Operations

Multiple categories of cost were budgeted at much lower amounts this year due to the reduced funding available. Should additional funding become available as expected, plans are in place to restore certain categories. A more detailed report of Operating Costs is included in the packet. The PY23 Operations Budget is 4% less than last year.

Item	Proposed Budget PY23	% of Total	Approved Revised Budget PY22	% of Total	Increase (Decrease)	% Change
WSW Coordination and Administration						
Personnel - wages and benefits	2,028,221	24%	1,971,467	21%	56,754	3%
Professional fees - accounting, legal, consulting	68,950	1%	95,150	1%	(26,200)	(28%)
IT: Professional support	33,600	0%	37,200	0%	(3,600)	(10%)
IT:Licensing, annual fees,software	41,738	0%	64,635	1%	(22,897)	(35%)
Supplies-general office & kitchen	7,377	0%	10,010	0%	(2,633)	(26%)
Telephone	12,500	0%	11,436	0%	1,064	9%
Postage, print,copy, rentals	750	0%	900	0%	(150)	(17%)
Occupancy	123,420	1%	123,420	1%	-	0%
External Printing & publications	750	0%	3,000	0%	(2,250)	(75%)
Individual Travel						
Local travel & mileage	10,000	0%	22,350	0%	(12,350)	(55%)
Long distance travel	5,000	0%	7,500	0%	(2,500)	(33%)
Individual Travel	15,000	0%	29,850	0%	(14,850)	(50%)
Conferences & Meetings						
Individual Industry and CBO	9,500	0%	9,500	0%	-	0%
Group Conference Events including Travel						
Washington Workforce Association (WWA)	13,000	0%	12,000	0%	1,000	8%
National Association of Workforce Boards (NAWB)	-	0%	18,000	0%	(18,000)	(100%)
Prepaid NAWB Registration and Flights	-	0%	-	0%	-	100%
Conferences & Meetings	22,500	0%	39,500	0%	(17,000)	(43%)
Insurance	19,464	0%	18,538	0%	926	5%
Furniture & equipment	20,870	0%	41,099	0%	(20,228)	(49%)
Local meeting support	6,000	0%	5,350	0%	650	12%
Memberships & Subscriptions	23,696	0%	23,520	0%	176	1%
Staff Training	7,500	0%	50,000	1%	(42,500)	(85%)
Total WSW Coordination and Admin	2,432,336	29%	2,525,075	26%	(92,739)	(4%)

Reserves

WSW Reserve Funds are a combination of excess WIOA funding expected to be carried over to the following year and funding held back from multiyear program grants to support operations in upcoming years. The following graphic shows current calculated reserves for PY23 compared to last year (PY22) after the mid-year budget revision. This graphic is less concerning to WSW leadership than it appears. In context, multiple years of no limit carry-in due to waiving of the 80% obligation requirement and an influx of multi-year emergency relief grants during that time allowed for large reserves and carry-forward funding which was subsequently put to good use in the community. Our expectation for the upcoming year is that our level of available funding and carry-in reserves will rebound.

RESERVES		PY23	PY22	Increase (Decrease)	% Change
Current year excess		\$ 104,429	\$ 682,253	\$ (577,824)	-85%
Holdback for future years		\$ 200,484	\$ 641,691	\$ (441,207)	-69%
Total		\$ 304,913	\$ 1,323,944	\$ (1,019,031)	-77%



PY23 PROPOSED BUDGET (Initial) - COMPARISON
Fiscal Year - July 1, 2023 Through June 30, 2024

Item	Proposed Budget PY23	% of Total	Approved Revised Budget PY22	% of Total	Increase (Decrease)	% Change
FUNDING						
FEDERAL FUNDING						
WIOA: Regional Resource Allocation						
ACP - Carry In	218,577	3%	285,933	3%	(67,356)	(24%)
New Funding	298,088	4%	379,957	4%	(81,869)	(22%)
Holdbacks for Future (Total)	-	0%	-	0%	-	100%
ACP	516,665	6%	665,890	6%	(149,225)	(22%)
Adult Allocation - Carry In	499,235	6%	831,558	8%	(332,323)	(40%)
New Funding	1,088,282	13%	1,230,237	12%	(141,954)	(12%)
Holdbacks for Future (Total)	(211,792)	(2%)	(273,887)	(3%)	62,095	(23%)
Adult	1,375,725	16%	1,787,907	17%	(412,182)	(23%)
Dislocated Workers Allocation - Carry In	394,774	5%	781,816	8%	(387,042)	(50%)
New Funding	784,005	9%	1,135,699	11%	(351,693)	(31%)
Holdbacks for Future (Total)	(171,944)	(2%)	(251,418)	(2%)	79,474	(32%)
Dislocated Workers	1,006,835	12%	1,666,096	16%	(659,261)	(40%)
Youth Allocation - Carry In	316,295	4%	1,231,974	12%	(915,679)	(74%)
New Funding	1,032,864	12%	1,208,745	12%	(175,881)	(15%)
Holdbacks for Future (Total)	-	0%	-	0%	-	100%
Youth	1,349,159	16%	2,440,719	24%	(1,091,560)	(45%)
Total WIOA: Regional Resource Allocation	4,248,384	50%	6,560,613	64%	(2,312,229)	(35%)
WIOA: Governor Discretionary Funds						
THRIVE - Economic Security for All Round 3	346,000	4%	-	0%	346,000	100%
THRIVE - Economic Security for All Round 2	174,002	2%	171,350	2%	2,652	2%
Total WIOA Governor Discretionary Funds	520,002	6%	171,350	2%	348,652	203%
Other Federal Grants						
QUEST National DW 7572-03	911,459	11%	259,559	3%	651,901	251%
Summerworks DOL	851,205	10%	250,000	2%	601,205	240%
Expired Grants	-	0%	945,051	9%	(945,051)	(100%)
CareerDWG (WSI)	311,122	4%	400,274	4%	(89,152)	(22%)
Total Other Federal Grants	2,073,787	24%	1,854,884	18%	218,903	12%
TOTAL FEDERAL FUNDING	6,842,172	81%	8,586,846	84%	(1,744,674)	(20%)
NON-FEDERAL FUNDING						
Private and Unrestricted						
Community Foundation	114,447	1%	111,444	1%	3,003	3%
JP Morgan Chase	100,000	1%	97,304	1%	2,696	3%
BFET - Carry In and new	392,638	5%	218,251	2%	174,387	80%
Other Reserves	10,000	0%	11,064	0%	(1,064)	(10%)
Key Bank	2,575	0%	20,000	0%	(17,425)	(87%)
Total Private and Unrestricted	619,660	7%	458,062	4%	161,598	35%
Other Government Funding						
CDBG	40,000	0%	572,388	6%	(532,388)	(93%)
ARPA Quality Jobs Funding	150,000	2%	25,000	0%	125,000	500%
EcSA State General Fund PY23	825,000	10%	557,764	5%	267,236	48%
City of Vancouver	5,000	0%	60,000	1%	(55,000)	(92%)
Total Other Government Funding	1,020,000	12%	1,215,152	12%	(195,152)	(16%)
TOTAL NON-FEDERAL FUNDING	1,639,660	19%	1,673,214	16%	(33,554)	(2%)
TOTAL FUNDING	8,481,832	100%	10,260,060	100%	(1,778,228)	(17%)
EXPENDITURES						
FEDERAL CONTRACTS						
WIOA Contracts						
ACP - Existing Contracts	-	0%	-	0%	-	100%
New Contracts	-	0%	-	0%	-	100%
Holdbacks for Future	-	0%	-	0%	-	100%
ACP	-	0%	-	0%	-	100%
Adult - Existing Contracts	395,732	5%	412,471	4%	(16,738)	(4%)
New Contracts	847,169	10%	1,095,548	11%	(248,379)	(23%)
Holdbacks for Future	(211,792)	(3%)	(273,887)	(3%)	62,095	(23%)
Adult	1,031,109	12%	1,234,132	13%	(203,023)	(16%)
DW - Existing Contracts	224,000	3%	410,518	4%	(186,518)	(45%)
New Contracts	687,777	8%	1,005,671	11%	(317,895)	(32%)
Holdbacks for Future	(171,944)	(2%)	(251,418)	(3%)	79,474	(32%)

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PY23 PROPOSED BUDGET (Initial) - COMPARISON
Fiscal Year - July 1, 2023 Through June 30, 2024

Item	Proposed Budget PY23	% of Total	Approved Revised Budget PY22	% of Total	Increase (Decrease)	% Change
DW	739,832	9%	1,164,772	12%	(424,939)	(36%)
Youth - Existing Contracts	135,107	2%	1,806	0%	133,301	7,380%
New Contracts	786,565	9%	1,680,812	18%	(894,247)	(53%)
Holdbacks for Future	-	0%	-	0%	-	100%
Youth	921,672	11%	1,682,618	18%	(760,946)	(45%)
Total WIOA Contracts	2,692,613	32%	4,081,521	43%	(1,388,908)	(34%)
Governer Discretionary Contracts						
THRIVE - EcSA Round 3	259,500	3%	-	0%	259,500	100%
THRIVE - EcSA FED Round 2	104,139	1%	87,516	1%	16,623	19%
Total Governer Discretionary Contracts	363,639	4%	87,516	1%	276,123	316%
Other Federal Contracts						
QUEST National DW 7572-03	714,404	9%	197,059	2%	517,345	263%
Expired	-	0%	677,796	7%	(677,796)	(100%)
CareerDWG (WSI)	283,738	3%	339,718	4%	(55,980)	(16%)
DOL Summerworks	600,000	7%	200,000	2%	400,000	200%
Total Other Federal Contracts	1,598,143	19%	1,414,573	15%	183,569	13%
TOTAL FEDERAL CONTRACTS	4,654,395	55%	5,583,611	54%	(929,216)	(17%)
NON-FEDERAL CONTRACTS						
Private and Unrestricted Contracts						
Community Foundation - Planned	114,119	1%	111,444	1%	2,675	2%
JP Morgan Chase - Planned	65,000	1%	50,000	0%	15,000	30%
BFET - Planned	40,000	0%	20,000	0%	20,000	100%
Key Bank	2,575	0%	20,000	0%	(17,425)	(87%)
Other Reserves	10,000	0%	10,000	0%	-	0%
Total Private and Unrestricted Contracts	231,694	3%	211,444	2%	20,250	10%
Other Government Contracts						
CDBG	40,000	0%	544,232	6%	(504,232)	(93%)
ARPA Quality Jobs Funding	100,000	1%	22,500	0%	77,500	344%
EcSA State General Fund PY23	500,000	6%	390,435	4%	109,565	28%
City of Vancouver	5,000	0%	50,000	1%	(45,000)	(90%)
Total Other Government Contracts	645,000	8%	1,007,167	10%	(362,167)	(36%)
TOTAL NON-FEDERAL CONTRACTS	876,694	10%	1,218,611	12%	(341,917)	(28%)
DIRECT AND INDIRECT COSTS						
Infrastructure Agreements						
WIOA - ACP	-	0%	-	0%	-	100%
WIOA - Adult	62,226	1%	43,345	0%	18,881	44%
WIOA - DW	37,744	0%	66,243	1%	(28,499)	(43%)
WIOA - Youth	165,299	2%	140,336	1%	24,962	18%
Expired Grants	-	0%	19,774	0%	(19,774)	(100%)
THRIVE -EcSA FED Round 3	8,235	0%	-	0%	8,235	100%
QUEST National DW 7572-03	45,591	1%	-	0%	45,591	100%
Summerworks DOL	67,187	1%	-	0%	67,187	100%
Career DWG (WSI)	4,556	0%	7,880	0%	(3,324)	(42%)
CDBG Dept of Commerce - Food Security	-	0%	8,090	0%	(8,090)	(100%)
THRIVE - EcSA FED Round 2	2,745	0%	4,416	0%	(1,671)	(38%)
EcSA State General Fund PY23	20,396	0%	8,354	0%	12,042	144%
Total Infrastructure Agreements **	413,978	5%	298,438	3%	115,540	39%

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PY23 PROPOSED BUDGET (Initial) - COMPARISON
Fiscal Year - July 1, 2023 Through June 30, 2024

Item	Proposed Budget PY23	% of Total	Approved Revised Budget PY22	% of Total	Increase (Decrease)	% Change
WSW Coordination and Administration						
Personnel - wages and benefits	2,028,221	24%	1,971,467	21%	56,754	3%
Professional fees - accounting, legal, consulting	68,950	1%	95,150	1%	(26,200)	(28%)
IT: Professional support	33,600	0%	37,200	0%	(3,600)	(10%)
IT:Licensing, annual fees,software	41,738	0%	64,635	1%	(22,897)	(35%)
Supplies-general office & kitchen	7,377	0%	10,010	0%	(2,633)	(26%)
Telephone	12,500	0%	11,436	0%	1,064	9%
Postage, print,copy, rentals	750	0%	900	0%	(150)	(17%)
Occupancy	123,420	1%	123,420	1%	-	0%
External Printing & publications	750	0%	3,000	0%	(2,250)	(75%)
Individual Travel						
Local travel & mileage	10,000	0%	22,350	0%	(12,350)	(55%)
Long distance travel	5,000	0%	7,500	0%	(2,500)	(33%)
Individual Travel	15,000	0%	29,850	0%	(14,850)	(50%)
Conferences & Meetings						
Individual Industry and CBO	9,500	0%	9,500	0%	-	0%
Group Conference Events including Travel						
Washington Workforce Association (WWA)	13,000	0%	12,000	0%	1,000	8%
National Association of Workforce Boards (NAWB)	-	0%	18,000	0%	(18,000)	(100%)
Prepaid NAWB Registration and Flights	-	0%	-	0%	-	100%
Conferences & Meetings	22,500	0%	39,500	0%	(17,000)	(43%)
Insurance	19,464	0%	18,538	0%	926	5%
Furniture & equipment	20,870	0%	41,099	0%	(20,228)	(49%)
Local meeting support	6,000	0%	5,350	0%	650	12%
Memberships & Subscriptions	23,696	0%	23,520	0%	176	1%
Staff Training	7,500	0%	50,000	1%	(42,500)	(85%)
Total WSW Coordination and Admin	2,432,336	29%	2,525,075	26%	(92,739)	(4%)
Total Special Projects & Prepays or allowance for under	-	0%	(47,928)	(1%)	-	0%
TOTAL DIRECT AND INDIRECT COSTS	2,846,314	34%	2,775,586	27%	22,801	0.82%
TOTAL EXPENDITURES	8,377,403	100%	9,577,807	100%	(1,248,332)	(13%)
FUNDING LESS EXPENDITURES	104,429		682,253			

Check Total to Programs (0)

***Expected IFA expense offset contributions from partners moved to new funding section of the (proposed) report.*

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11	PY23 PROPOSED BUDGET - BY PROGRAM																			
12	Fiscal Year - July 1, 2023 Through June 30, 2024																			
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15		Proposed Budget PY23	FEDERAL FUNDING										NON-FEDERAL FUNDING							
			WIOA: Regional Resource Allocation				Governor Discret. Funds	Regional CWWC	Governor Discret. Funds	Other Federal Grants		Private and Unrestricted					Other Gov			
16	Item		ACP	Adult	DW	Youth	THRIVE - EcSA FED Round 2	Career DWG (WSI)	THRIVE -EcSA FED Round 3	QUEST National DW 7572-03	Summerworks DOL	Community Foundation	JP Morgan Chase	Key Bank	BFET	Other Reserves	City of Vancouver - CDBG for Childcare	City of Vancouver- Fourth Plain Forward	EcSA State General Fund PY23	ARPA Quality Jobs Funding
			Expirations:	N/A	N/A	N/A	N/A	3/31/24	9/30/23	Unexecuted	9/30/24	12/31/25	N/A	Unexecuted	N/A	N/A	N/A	6/30/23	12/31/23	Unexecuted
17																				
18	FUNDING																			
19	Carry In	4,788,518	218,577	499,235	394,774	316,295	174,002	311,122		951,459	1,471,205	114,447	(0)	2,575	219,343	70,484	40,000	5,000	-	-
20	New Funding	4,655,173	298,088	975,186	705,413	1,002,191	-	-	346,000	-	-	-	100,000	-	253,295	-	0	-	825,000	150,000
21	Holdbacks for Future Contracts	(983,736)	-	(211,792)	(171,944)	-	-	-	-	-	(600,000)	-	-	-	-	-	-	-	-	-
22	Holdbacks for Future WSW Operations (RESERVES)	(200,484)	-	-	-	-	-	-	-	(40,000)	(20,000)	-	-	-	(80,000)	(60,484)	0	-	-	-
23	Operator Cost Reimbursement per IFA	222,361		113,096	78,592	30,673														
24																				
25	TOTAL FUNDING	8,481,832	516,665	1,375,725	1,006,835	1,349,159	174,002	311,122	346,000	911,459	851,205	114,447	100,000	2,575	392,638	10,000	40,000	5,000	825,000	150,000
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27	EXPENDITURES																			
28	FEDERAL AND NON FEDERAL CONTRACTS																			
29	Pre-Existing Contracts	1,868,048	-	395,732	224,000	135,107	67,491	283,738		714,404		-	-	2,575	-	-	40,000	5,000	-	-
30	New Contracts	4,646,778	-	847,169	687,777	786,565	36,648	-	259,500	-	1,200,000	114,119	65,000	-	40,000	10,000	0	-	500,000	100,000
31	Future Year Portion of New Contract	(983,736)	-	(211,792)	(171,944)	-	-	-	-	-	(600,000)	-	-	-	-	-	0	-	-	-
32																				
33	TOTAL FEDERAL AND NON FEDERAL CONTRACTS	5,531,089	-	1,031,109	739,832	921,672	104,139	283,738	259,500	714,404	600,000	114,119	65,000	2,575	40,000	10,000	40,000	5,000	500,000	100,000
34																				
35	DIRECT AND INDIRECT COSTS																			
36																				
37	Infrastructure Agreements																			
38	Allocated Costs WSW Share	413,978	-	62,226	37,744	165,299	2,745	4,556	8,235	45,591	67,187	-	-	-	-	-	-	-	20,396	-
39	See Row 23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
40																				
41	Total Infrastructure Agreements	413,978	-	62,226	37,744	165,299	2,745	4,556	8,235	45,591	67,187	-	-	-	-	-	-	-	20,396	-
74	Total WSW Coordination and Admin	2,432,336	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
98																				
99	TOTAL DIRECT AND INDIRECT COSTS	2,846,314	-	62,226	37,744	165,299	2,745	4,556	8,235	45,591	67,187	-	-	-	-	-	0	-	20,396	-
100																				
101	TOTAL EXPENDITURES	8,377,403	-	1,093,335	777,576	1,086,970	106,884	288,294	267,735	759,995	667,187	114,119	65,000	2,575	40,000	10,000	40,000	5,000	520,396	100,000
102																				
103	Net Revenue Less Expenditures Before Admin Transfer	104,429	516,665	282,390	229,259	262,188	67,118	22,828	78,265	151,464	184,018	328	35,000	-	352,638	(0)	0	-	304,604	50,000

	A	B	C
	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Total by Category</u>
1			
2			
3	<u>603 OTHER PROFESSIONAL</u>		\$ 20,000.00
4			
5			
6	HR Consulting and Recruiting	\$ 20,000.00	
7			
8	<u>610 Outreach activities</u>		\$ 650.00
9			
10	Campaign Monitor	\$ 450.00	
11	Flash Alert	\$ 200.00	
12	Check Figure:	\$ 650.00	
13	<u>701 HARDWARE</u>		\$ 20,870.40
14			
15	computers \$3200 each includes monitors, docking stations and set up.		
	Replacing 4 that have exceeded useful life of 3 years +2 new staff @ \$3200/each	\$ 19,200.00	
16			
17	Tax on equip 19200*.087	\$ 1,670.40	
18		\$ -	
19		\$ -	
20			
21	Check Figure :	\$ 20,870.40	
22	<u>710 MEMBERSHIPS, DUES & SUBSCRIPTIONS</u>		\$ 23,696.00
23			
24	SHRM	\$ 199.00	
25	Philippine American Chamber of Commerce	\$ 100.00	
26	Hispanic Metropolitan Chamber of Commerce NEW	\$ 200.00	
27	Columbian	\$ 710.00	
28	Daily News	\$ 150.00	
29	GPI	\$ 3,600.00	
30	Seattle Times	\$ 192.00	
31	Kelso Longview Chamber	\$ 50.00	
32	NAWB	\$ 2,300.00	
33	Partners in Diversity	\$ 2,000.00	
34	Public Relations Society of America	\$ 320.00	
35	Survey Monkey	\$ 425.00	
36	US Conference of Mayors	\$ 1,100.00	
37	Vancouver Business Journal	\$ 60.00	
38	Vancouver Chamber	\$ 370.00	
39	Wahkiakum Chamber	\$ 20.00	
40	WWA	\$ 11,500.00	
41	WEDA	\$ 400.00	
42			
43			
44			
45			
46	Check Figure:	\$ 23,696.00	
47	<u>714, 790,713 OFFICE SUPPLIES</u>		\$ 7,377.00
48			
49	Business Card Reprints- pre-covid level	\$ 350.00	
50	Non-Profit Salary Survey	\$ 425.00	
51	EE Photos @ 200 x 4	\$ 800.00	
52	Amex Annual Fee	\$ 700.00	
53	Shredding EOM \$52 - pre-covid level	\$ 312.00	
54	General Office Supplies pre-Covid level.	\$ 3,000.00	
55	Bank Fees 95x12	\$ 1,140.00	
56	Name Badges New Hires or Title Changes	\$ 100.00	
57	Jackets for New EE's x 4	\$ 550.00	
58			
59			
60			
61			
62	Check Figure:	\$ 7,377.00	
63	<u>715 SOFTWARE</u>		
64			\$ 41,738.00
65	Website Maintenance and Hosting	\$ 4,320.00	
66	Chmura Jobs EQ and Real Time Intelligence Tool (RTI)	\$ 9,500.00	
67	MIP Fund Accounting Cloud Maintenance and Support	\$ 10,000.00	
68	Domain name renewals	\$ 500.00	
69	Tableau Software PY23 x 1 Licenses	\$ 750.00	

Southwest Washington Workforce Development Council DBA Workforce Southwest Washington
Budget PY23

	A	B	C
70	Zoom Licenses (2 WSW,1 WS)	\$ 500.00	
71	Adobe Pro x 9	\$ 2,200.00	
72	Adobe Creative Cloud Annual License	\$ 400.00	
73	SSL Certificates	\$ 100.00	
74	WSW annual DocuSign . The remainder of the total cost is charged to the IFA's	\$ 10,000.00	
75	Venngage Graphic Design software \$54 per month	\$ 648.00	
76	Timekeeping Software	\$ 2,820.00	
77			
78			
79			
80	Check Figure :	\$ 41,738.00	
81	<u>720 STAFF TRAINING/PROFESSIONAL DEVELOPMENT</u>		
82			\$ 7,500.00
83	Communications and Conflict Management Training Continued from PY22	\$ 7,500.00	
84			
85	<u>730 POSTAGE AND SHIPPING</u>		
86			\$ 100.00
87	PY23 Estimate	\$ 100.00	
88			
89	<u>740 COPY AND PRINT INTERNAL</u>		
90			\$ 650.00
91	PY23 Estimate	\$ 650.00	
92			
93	<u>760 OUTSIDE PRINTING</u>		
94			\$ 750.00
95	Meeting notices in local media	\$ 750.00	
96			
97	<u>770 LOCAL TRAVEL</u>		
98			\$ 10,000.00
99	Travel costs @ \$5140 as of 3.31.23	\$ 10,000.00	
100			
101	<u>775 LONG DISTANCE TRAVEL</u>		
102			\$ 5,000.00
103	Conference of Mayors, other relevant travel related to out of state conferences and meetings (non PD). PY22 costs @ \$800 as of 3.31.23	\$ 5,000.00	
104			
105			
106	<u>780 CONFERENCES AND MEETINGS</u>		
107			\$ 22,500.00
108	WWA Statewide Conference 10 Staff and 2 Board Members	\$ 13,000.00	
109	Other local industry assoc meetings no change from PY22 Budget	\$ 9,500.00	
110			
111	<u>785 INTERNAL MEETING EXPENSE</u>		
112			\$ 6,000.00
113	Estimate PY22 costs @ \$5065 as of 3/31/2023	\$ 6,000.00	
114			
115	<u>XXX OTHER COST CATEGORIES</u>		
116			\$ 237,284.00
117	600 ACCOUNTING AND AUDITING Per PY23 Proposal includes 990	\$ 38,300.00	
118	601 LEGAL annual contingency	\$ 10,000.00	
119	602 COMPUTER SUPPORT \$2800 per month, no increase (transitioned to Cloud)	\$ 33,600.00	
120	621 TELEPHONE and internet \$726/mo fro 22 phones, + \$291 per month for internet + \$12 per month for Efax	\$ 12,500.00	
121	640 OCCUPANCY \$9285 monthly rent, \$1000 per month estimated operations and tax	\$ 123,420.00	
122	690 INSURANCE Add full cost of policy for PY22 + 5% estimated increase	\$ 19,464.00	
123	TOTALS		
124	Operations	\$ 404,115.40	
125	Personnel	\$ 2,028,220.76	
126	Total	\$ 2,432,336.16	

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PY23 PROPOSED BUDGET (Initial) - BY YEAR
Fiscal Year - July 1, 2023 Through June 30, 2024

Item	Proposed Budget PY23	% of Total	Future Years	% of Total	Total
FUNDING					
FEDERAL FUNDING					
WIOA - Carry In					
ACP	218,577	3%	-	0%	218,577
Adult	499,235	6%	-	0%	499,235
Dislocated Workers	394,774	5%	-	0%	394,774
Youth	316,295	4%	-	0%	316,295
Total WIOA - Carry In	1,428,881	17%	-	0%	1,428,881
WIOA - New Funding					
ACP	298,088	4%	-	0%	298,088
Adult	876,490	10%	211,792	18%	1,088,282
Dislocated Workers	612,061	7%	171,944	15%	784,005
Youth	1,032,864	12%	-	0%	1,032,864
Total WIOA - New Funding	2,819,503	33%	383,736	32%	3,203,239
Net WIOA Funding Available	4,248,384	50%	383,736	32%	4,632,120
WIOA: Governor Discretionary Funds					
THRIVE - Economic Security for All Round 3	346,000	4%	-	0%	346,000
THRIVE - Economic Security for All Round 2	174,002	2%	-	0%	174,002
Total WIOA Governor Discretionary Funds	520,002	6%	-	0%	520,002
Other Federal Grants					
QUEST National DW 7572-03	911,459	11%	40,000	3%	951,459
Summerworks DOL	851,205	10%	620,000	52%	1,471,205
Career DWG (WSI)	311,122	4%	-	0%	311,122
Total Other Federal Grants	2,073,787	24%	660,000	56%	2,733,787
Net Federal Grants - Other	2,593,789	31%	660,000	56%	3,253,789
NET FEDERAL FUNDING	6,842,172	81%	1,043,736	88%	7,885,909
NON-FEDERAL FUNDING					
Private and Unrestricted					
Community Foundation	114,447	1%	-	0%	114,447
JP Morgan Chase	100,000	1%	-	0%	100,000
BFET - Carry In	392,638	5%	80,000	7%	472,638
Other Reserves	10,000	0%	60,484	5%	70,484
Key Bank	2,575	0%	-	0%	2,575
Total Private and Unrestricted	619,660	7%	140,484	12%	760,144
Other Government Funding					
CDBG	40,000	0%	-	0%	40,000
City of Vancouver	5,000	0%	-	0%	5,000
EcSA State General Fund PY23	825,000	10%	-	0%	825,000
ARPA Quality Jobs Funding	150,000	2%	-	0%	150,000
Total Other Government Funding	1,020,000	12%	-	0%	1,020,000
NET NON-FEDERAL	1,639,660	19%	140,484	12%	1,780,144
NET FUNDING AVAILABLE	8,481,832	100%	1,184,220	100%	9,666,053

	A	B	C	D	E	F	G	H	I	J	K	L	M
78													
79					EXPENDITURES								
80					FEDERAL CONTRACTS								
81					WIOA Pre-Existing Contracts								
82					ACP		-		0%	-		0%	-
83					Adult		395,732		5%	-		0%	395,732
84					Dislocated Workers		224,000		3%	-		0%	224,000
85					Youth		135,107		2%	-		0%	135,107
86													
87					Total WIOA Pre-Existing Contracts		754,839		9%	-		0%	754,839
88													
89					WIOA New Contracts								
90					ACP		-		0%	-		0%	-
91					Adult		635,377		7%	211,792		18%	847,169
92					Dislocated Workers		515,833		6%	171,944		15%	687,777
93					Youth		786,565		9%	-		0%	786,565
94													
95					Total WIOA New Contracts		1,937,774		23%	383,736		32%	2,321,511
96													
97					Net WIOA Contract Expenditures		2,692,613		32%	383,736		32%	3,076,350
98													
99					Governer Discretionary Contracts								
100					THRIVE -EcSA FED Round 3		259,500		3%	-		0%	259,500
101					THRIVE - EcSA FED Round 2		104,139		1%	-		0%	104,139
102													
103					Total Governer Discretionary Contracts		363,639		4%	-		0%	363,639
104													
105					Other Federal Grants								
107					QUEST National DW 7572-03		714,404		9%	-		0%	714,404
109					Summerworks DOL		600,000		7%	600,000		51%	1,200,000
111					Career DWG (WSI)		283,738		3%	-		0%	283,738
112													
113					Total Other Federal Grants		1,598,143		19%	600,000		51%	2,198,143
114													
115					Net Federal Contracts		1,961,782		23%	600,000		51%	2,561,782
116													
117					NET FEDERAL CONTRACTS		4,654,395		55%	983,736		83%	5,638,131
118													
119					NON-FEDERAL CONTRACTS								
120					Private and Unrestricted Contracts								
121					Community Foundation - Planned		114,119		1%	-		0%	114,119
122					JP Morgan Chase - Planned		65,000		1%	-		0%	65,000
123					BFET - Planned		40,000		0%	-		0%	40,000
124					Other Reserves		10,000		0%	-		0%	10,000
125					Key Bank		2,575		0%	-		0%	2,575
126													
127					Total Private and Unrestricted Contracts		231,694		3%	-		0%	231,694
128													
129					Other Government Contracts								
130					CDBG		40,000		0%	-		0%	40,000
131					City of Vancouver-Fourth Plain Forward		5,000		0%	-		0%	5,000
132					EcSA State General Fund PY23		500,000		6%	-		0%	500,000
133					ARPA Quality Jobs Funding		100,000		1%	-		0%	100,000
135					Total Other Government Contracts		645,000		8%	-		0%	645,000
136													
137					NET NON-FEDERAL CONTRACTS		876,694		10%	-		0%	876,694
138													
139					DIRECT AND INDIRECT COSTS								
140					Infrastructure Agreements		413,978		5%	N/A		0%	413,978
141													
142					WSW Coordination and Admin		2,432,336		29%	N/A		0%	2,432,336
143													
144					Special Projects & Prepaids		-		0%	N/A		0%	-
145													
146					TOTAL DIRECT AND INDIRECT COSTS		2,846,314		34%	-		0%	2,846,314
147													
148					TOTAL EXPENDITURES		8,377,403		100%	983,736		83%	9,361,140
149													
150					Reserves		104,429			200,484			304,913



workforce

SOUTHWEST WASHINGTON

Potential Funding for July 2023-June2024 (PY23)

- **Department of Labor Employment and Training Administration (DOL-ETA)**
 - WIOA Dislocated Worker Rapid Response; Employment Security Department release of 15% of 25% holdback **\$195,000.00**
 - Community Projects Funding for Future Leaders Project **\$350,000.00**
 - Opioid Disaster Recovery National Dislocated Worker Grant; Subaward through Employment Security Department. Funding Proposal submitted for **\$1,200,000.00**
 - H1B Pathways to Infrastructure Jobs; Subaward through Employment Security Department. Funding proposal will be submitted in June for **\$1,500,000.00**
 - WIOA Governor's Discretionary Funds Economic Security for All: Program funding \$5.7 Mil to be allocated statewide after 5% holdback
- **Washington Department of Commerce**
 - Economic Security for All: Incentives funding \$10 Mil to be allocated statewide after 5% holdback
 - Economic Security for All: BIPOC Business Services \$5 Mil to be allocated statewide after 5% holdback
 - Child Care Partnership Grant **\$50,000.00**
 - Office of Homeless Youth: Street Outreach Services **\$200,000.00-\$350,000.00**
- **ARPA Clark County**
 - Business Services and Support: **\$250,000.00**
 - Re-Entry and Training: **\$150,000.00**
- **Employment Security Dept/Washington State Achievement Council**
 - Good Jobs Challenge **TBD** on amount