



workforce
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting
Zoom Conference Call
June 22, 2022 3:30 – 4:30 pm
AGENDA**

3:30	<u>Welcome</u>	Paige Spratt
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Approval of Executive Meeting Minutes• Approval of Contract Memo	Paige Spratt
3:40	<u>CEO Report</u> <ul style="list-style-type: none">• 20 Year Anniversary – WSW• Strategic Plan – Update + One Year Extension*• September Board of Directors Meeting Strategy• Fall – Winter Board of Directors Retreat• Board of Director Meeting Schedule – July 2022 – June 2024	Miriam Halliday
4:15	<u>Open Discussion / Other Items</u>	Paige Spratt
4:30	<u>Adjourn</u>	

* - Action Required

NOTES



WSW Joint Executive Board/Finance Committee Meeting Minutes
May 25, 2022
3:30 p.m.
Zoom Conference Call, WSW

Executive Board Members Present: Chair Paige Spratt, A.D. Simmons, Renny Christopher, Monte Constable, Ted Sprague, Bob Gustainis, Ilona Kerby, and Councilor Rylander.

Executive Board/Finance Committee Members with Excused Absences: Ralph Clark and John Vanderkin.

Staff Members Present: CEO Miriam Halliday, Barri Horner, Amy Gimlin, Denise Elliott, Benton Waterous, Star Rush, and Traci Williams.

WELCOME:

Vice Chair A.D. Simmons opened the meeting at 3:32 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Vice Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on April 27, 2022, Contract Memo, and the Policy Memo; which included the WSW LLSIL Policy #3018 and Launchpad User Guidelines Policy #2009 Rev 1.

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

CONTRACT MEMO APPROVAL:

Amy Gimlin gave a brief overview of the Workforce System MOU which mandates a renewal every three years. Overall, most of the MOU terms remained the same. There were some clarifications and additions requested by system partners. There was no change in the WorkSource IFA methodology however, the NEXT IFA did change slightly. Amy Gimlin shared the summary of the revisions with the Executive board.

Renny Christopher moved to approve the Workforce System MOU Modification and IFA Budget as presented to the June 8th board meeting for final approval, second by Ted Sprague. Motion carried.

Amy Gimlin gave a brief overview of the WorkSource and NEXT site certifications stating that these sites are required to be certified every two years. A Review Committee of WSW staff, One-Stop Operator, and other community partners reviewed the applications put forth by WorkSource and Next leadership teams. The Review Committee recommends that the WSW Executive Board grant re-certification to the WorkSource centers in Clark and Cowlitz County as follows:

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

- WorkSource Kelso, Cowlitz County – Certified Affiliate Site

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

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

Ted Sprague moved to approve the WorkSource & Next Site Certifications as presented to the June 8th board meeting for final approval, second by Ilona Kerby. Motion carried.

ADULT & DISLOCATED WORKER RFP MEMO APPROVAL:

Benton Waterous, Director of Programs went over the timeline of the Adult & Dislocated Worker 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, and program design. The five open RFP's under the WIOA Adult & Dislocated Worker grant were the following: Housing Clark County, Housing Cowlitz + Wahkiakum Counties, Re-entry Clark County, Re-entry Cowlitz + Wahkiakum Counties, and WorkSource Clark, Cowlitz, and Wahkiakum Counties.

Based on proposals, presentations, and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee invest in Career Team, LCC for the WorkSource contract; Educational Opportunities for Children and Families as a small subset of the WorkSource contract; Love Overwhelming Services for Re-entry populations in Cowlitz + Wahkiakum counties; recommends to retain the Housing Cowlitz + Wahkiakum counties funds so that WSW may sole source the procurement due to bidder unable to provide a satisfactory program design, staffing model, or connection to employment services; retain the Housing – Clark County funds so that WSW may sole source the procurement due to no bidders submitted proposals; retain the Re-entry – Clark County funds so that WSW may sole source the procurement due to no bidders submitted proposals.

Questions were answered and addressed by Miriam Halliday, Benton Waterous, and Star Rush.

Monte Constable moved to approve the Scoring Committee's Adult & Dislocated Worker funding recommendations as presented to the June 8th board meeting for final approval, second by Renny Christopher. Motion carried.

FINANCE COMMITTEE REPORT OUT:

CFO Barri Horner presented the proposed budget for PY22. Treasurer Christopher and CFO Horner invited questions and comments on the proposed budget with discussion following. A motion was entertained to recommend approval of the PY22 budget to the full board as presented with all in favor.

Ilona Kerby moved to approve the PY22 Budget as presented to the June 8th board meeting for final approval, second by Paige Spratt. Motion carried.

Barri Horner stated to the Executive board that WSW's auditor firm Johnson, Stone, & Pagano that WSW procured in July 2019, and this will be the fourth year using JSP. Barri Horner recommended that a procurement be done next fiscal year and continue JSP as our auditor for the fiscal year ending in

June 2022. Treasurer Renny Christopher entertained a proposal to maintain the auditor for PY22 and go out for procurement for the following year.

A.D. Simmons moved to approve the proposal presented above, second by Bob Gustainis. Motion carried.

Treasurer Renny Christopher entertained a motion to approve the Finance Committee minutes held on February 16, 2022.

Ilona Kerby moved to approve the Finance Committee meeting minutes as presented, second by Bob Gustainis. Motion carried.

CFO Horner presented the highlights to the PY21 Q3 financial reports, touching on the WSW WIOA fund obligations for Adult, Dislocated Worker, and Youth and stated there are no concerns. Barri Horner also presented internal operation cost expenses and touched on the notes regarding larger variances. Also shared was the contract spending reports and the actual vs. budget by grant for PY21 Q3. Questions and comments were invited and addressed by CFO Horner.

GOVERNANCE REPORT OUT:

Governance Co- Chair A.D. Simmons gave a brief overview a new potential board member, Stacey Smith, Principal for ControlTek under the Private Sector Clark County. The Governance Committee and CEO Miriam Halliday recommends that Stacey Smith be put forward to the full board for nomination. A motion was entertained to approve Stacey Smith to the full board at the June 8th meeting.

Renny Christopher moved to approve Stacey Smith to the June 8th board meeting for final approval, second by Paige Spratt. Motion carried.

Miriam Halliday shared that Bob Gustainis, Shannon Stull, Mike Bridges, Chris Bailey, Renny Christopher, Ted Sprague, Diane McWithey, and Eddie Martin are up for board seat renewal June 2022. All listed have decided to renew their board memberships except Diane McWithey and Eddie Martin. A motion was entertained to approve the board seat renewals for Bob Gustainis, Shannon Stull, Mike Bridges, Chris Bailey, Renny Christopher, and Ted Sprague.

Bob Gustainis moved to approve the board seat renewals as presented above to the June 8th board meeting for final approval, second by Ted Sprague. Motion carried.

A.D. Simmons presented that the Governance Committee has been hard at work creating WSW's new Board Sponsorship strategy, where new board members are matched with fellow WSW Board of Directors member. The Governance Committee will share this information with the full board at the June 8th meeting and will then follow up with the next steps to those who are matched after the new board members orientations that will be occurring this July and August.

Miriam Halliday shared that WSW would have two open seats representing private sector in Clark County and Wahkiakum County. Recruitment will continue with the goal to fill the open seats by the December Board of Directors meeting.

BYLAW SUBCOMMITTEE REPORT OUT:

Miriam Halliday touched on the high-level changes that were listed in the Bylaw Subcommittee Executive Summary memo. The revised Bylaws with changes were presented to the Executive board members. Questions were answered by Chair Spratt and Miriam Halliday. A motion was entertained to approve the revised bylaws to the full board for final approval.

Paige Spratt moved to approve the revised bylaws to be presented to the June 8th board meeting for final approval, second by Renny Christopher. Motion carried.

CEO REPORT:

CEO Miriam Halliday shared the June Board of Directors meeting draft agenda and shared the September Board of Directors meeting strategy. Miriam Halliday mentioned that with this Executive meeting having a packed agenda, she will share the Strategic Plan – update and one year extension at the upcoming June Executive meeting. Questions were addressed by Miriam Halliday.

NEW BUSINESS / OTHER ITEMS

None were forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Vice Chair Simmons entertained a motion to adjourn the meeting at 4:57 p.m.

Renny Christopher moved to adjourn the meeting at 4:57 p.m.



CONTRACT MEMO

DATE: JUNE 16, 2022
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (MAY - JUNE 2022)

WSW **modified** the following contracts:

- Modified Equus Workforce Solutions' budget detail for WIOA Title 1 Youth PY21 contracts for Clark, Cowlitz, and Wahkiakum County. **Total budget amount did not change.**

WSW **notification** of grant award/execution:

- WSW received executed grant for Department of Labor Career Dislocated Worker Grant. This grant was written in collaboration with our Regional Partners (CWWC). Total award for the region is \$2,329,992 and for Southwest Washington **\$490,440** to help align the public workforce system and childcare. Contract was executed with Worksystems, Inc for the first year of the project in the amount of **\$243,611**.
- WSW received executed grant modification from Department of Commerce for the CDBG-CV COVID Hunger Relief to extend end date to **June 30, 2023**.

Board Approval Needed

1. Approval needed for the PY22 Title 1 Youth Clark County, Cowlitz, and Wahkiakum Counties. These are federal WIOA Title 1 formula funds administered via Department of Labor by way of the Employment Security Department for the contract duration of July 1, 2022 – June 30, 2023. The purpose of this contract is to support young adults ages 16-24 enter post-secondary education and/or quality employment.
 - Equus Workforce Solutions - Clark County services at NEXT not to exceed **\$838,000**
 - Equus Workforce Solutions - Cowlitz and Wahkiakum County services not to exceed **\$171,000**
 - Goodwill of the Olympic and Rainier Region - Cowlitz and Wahkiakum services not to exceed **\$59,300**
2. Approval needed for the Career National Dislocated Worker Grant (NDWG) contract. These are federal National Dislocated Worker funds administered via grant from Worksystems for the contract duration of September 30, 2021 – September 12, 2023. The purpose of the Career NDWG contract is to build on emerging public investments toward universal preschool, fill gaps in public funding for childcare, and provide supports that are necessary to implement an effective workforce-childcare program that can support families in poverty and open pathways into family-sustaining careers. Equus Workforce Solutions for the two-year project not to exceed **\$423,911**.