



workforce
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting
Zoom Conference Call
June 23, 2021 3:30 – 5:00 pm**

AGENDA

3:30	<u>Welcome</u>	Paige Spratt – Chair
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Approval of Executive Board Minutes• Approval of Contract Memo• Approval of Policy Memo	Paige Spratt – Chair
3:45	<u>CEO Report</u>	Kevin Perkey – CEO
4:00	<u>CEO Search Update</u>	Paige Spratt – Chair
5:00	<u>Adjourn</u>	

NOTES



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SOUTHWEST WASHINGTON

WSW Executive Board Meeting Minutes
May 26, 2021
3:30 p.m.
Zoom Conference Call, WSW

Executive Board Members Present: Chair Paige Spratt, Kelley Foy, John Vanderkin, Renny Christopher, A.D. Simmons, Ted Sprague, and Councilor Karen Bowerman.

Executive Board Members with Excused Absences: Ralph Clark

Staff Members Present: CEO Kevin Perkey, COO Amy Gimlin, CFO Barri Horner, and Traci Williams.

WELCOME

Chair Paige Spratt opened the meeting at 3:32 p.m. and welcomed everyone in attendance.

APPROVALS

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on April 28, 2021 and Contract Memo.

Ms. Gimlin reviewed the contract memo to the Executive Board and answered questions.

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

FISCAL

Treasurer Renny Christopher went over the Treasurers Memo and presented some highlights for the proposed budget for PY21. WIOA funding is down 18% over PY20 per our estimate of the coming year's allotments. Carry in WIOA funding is up 59%. Treasurer Christopher also acknowledged that the Finance Committee recommends the budget as presented which allows for subcontract spending at a level that allows WSW to meet the WIOA 80% obligation requirement by 6/30/2022. Questions and comments were invited and addressed by Treasurer Christopher and WSW's CFO Barri Horner. It was also stated that Interim Treasurer should be changed to Treasurer on all Treasurer Memos going forward and amend that the WIOA funding down 18% not 10%.

CFO Horner presented the highlights to the PY20 Q3 financial reports, including special projects and operations. CFO Horner noted that spending for WSW operations is slightly behind the 75% benchmark for Q3 at 71% and special projects spending is at 39%. Some WIOA adult, WIOA dislocated worker, and WIOA youth are expected to be underspent due to the challenges of serving participants during the COVID 19 shutdown. This funding doesn't expire and will be available for the PY21 Fiscal Year. Questions and comments were invited and addressed by CFO Horner.

Treasurer Christopher presented the proposed budget for PY21. 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 PY21 budget to the full board as amended with all in favor.

John Vanderkin moved to approve the PY21 Budget as amended to the full board, second by A.D. Simmons. Motion carried.

GOVERNANCE

- **Board Member Term Expirations**

Discussion ensued regarding the nine Board members whose terms will expire as of June 30, 2021, including the following: Ben Bagherpour, Jen Baker, Ralph Clark, Monte Constable, Bob Jungers, Ilona Kerby, Mara Kieval, A.D. Simmons, and John Vanderkin. The Governance Committee has received back 4 of the 9 accepted nominations for re-election back. The Governance Committee will send out an email for approval to the Executive Board by the end of the week for reappointments going forward to the full board at the June Board meeting.

Mr. Perkey informed the Executive Board that Scott Hass has left ESD, and his seat will remain open until a new Regional Director is hired. Also, Michele Mulhern from DVR has changed positions and her seat will remain open until a replacement is found. The Governance Committee hopes to have a couple of the open seats on the board filled during the September Board meeting.

CEO REPORT

Mr. Perkey shared with the Executive Board the Workforce MOU renewal. The MOU remained the same with no change in the IFA methodology or the major terms. Mr. Perkey and COO Amy Gimlin summarized the revisions and where they are located in the MOU. The MOU and Infrastructure Agreement renewal is effective July 1, 2021 to June 30, 2024. Questions were answered by Mr. Perkey and COO Gimlin.

Chair Spratt gave a brief update on the Search Committee for WSW's new CEO. The Search Committee has been assigned with June 1st at 4pm being the first meeting held. They will be working on a schedule/timeline, job description, recruiter referrals, and employee input.

Mr. Perkey also shared with the Executive Board the updated WSW Employee Handbook. Discussion paid time off benefits, also clarifying the one-time annual payout for PY20. Starting July 1, 2021, all employees will be front loaded with 280 hours of PTO.

Renny Christopher moved to approve the Employee Handbook as presented, second by John Vanderkin. Motion carried.

WSW FULL BOARD MEETING:

The agenda for the June 9th board meeting agenda was discussed and approved. Chair Spratt suggested that focus on the September Board meeting be around keeping board members engaged with updates on what the Program, Business, and System Committee's have been working on.

NEW BUSINESS / OTHER ITEMS

Chair Spratt wanted to discuss moving to a hybrid meeting setup in the next couple of months. Discussion ensued and will move forward with tentative hybrid full Board Meeting in September and a possible hybrid Executive Board meeting in August.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:39 p.m.

Kelley Foy moved to adjourn the meeting at 4:39 p.m.

DRAFT



CONTRACT MEMO

DATE: JUNE 21, 2021
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (JUNE 2021)

WSW *modified* the following contracts:

- Modified Equus Workforce Solutions' contract for Disaster Recovery contract to move funds within budget line items. Total contract did not change **\$503,567.69**.
- Modified Washington State University's contract for the System Liaison to extend the end to June 30, 2022 and increase the budget to **\$125,000**.

Grant notifications:

- WSW received executed grant from Department of Commerce, Community Development Block Grant (DOC-CDBG) COVID Hunger Relief Staffing and Services. Funding is US Department of Housing and Urban Development (HUD) in the amount of \$637,500. Grant is to provide Food bank and nutrition program employee placement, wages, and training in areas facing elevated food insecurity; and to prevent, prepare for, and respond to coronavirus.
- Received executed grant modification from Department of Commerce for the Child Care Partnership Grant to extend the end to July 15, 2021, clarified final invoicing, and adjustments made to the budget line items. Total grant amount did not change \$52,560.
- Received executed grant modification (3) for the DSHS BFET Grant modified to add a required service component needed to align with the Job Retention Services and participant supportive services.
- WSW received notification of grant award for PY21/FY22 WIOA Title I allocation:
 - Dislocated Worker - **\$1,254,442**
 - Admin Cost Pool - **\$440,663**
 - Youth - **\$1,373,504**
 - Adult - **\$1,338,019**



POLICY MEMO

DATE: JUNE 21, 2021
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

Governor's Procedures for Determining Training Program Eligibility

This policy is to communicate the Governor's procedures for determining training program eligibility for Workforce Innovation and Opportunity Act (WIOA) Title I-B Individual Training Accounts and the state's Training Benefits (TB) program. There is no need for WSW to write our own policy or make adjustments to this policy prior to implementation since the State Workforce Board administers the Eligible Training Provider List (ETPL) and this policy came directly from them. The [policy](#) was posted our website and sent out to providers on June 8, 2021.

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

Tier 1 – Minimum

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