



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting
Zoom Conference Call
June 28, 2023
3:30 – 4:15 pm

3:30	<u>Welcome</u>	Paige Spratt
3:35	<u>Consent Agenda</u> * <ul style="list-style-type: none">• Minutes, Contract Memos	Paige Spratt
3:40	<u>CEO Update</u> <ul style="list-style-type: none">• WWA Conference Update• Board Leadership Succession Planning	Miriam Halliday
4:10	<u>Open Discussion / Other Items</u>	Paige Spratt
4:15	<u>Adjourn</u>	Paige Spratt

* - Action Required

NOTES

July Executive Meeting – July 26, 2023 (Zoom)
August Executive Meeting – Cancelled



WSW Executive Committee Meeting Minutes
May 24, 2023
3:30 p.m.
Zoom Conference Call

Executive Committee Members Present: Chair Paige Spratt, Vice Chair A.D. Simmons, Monte Constable, Adrienne Watson, Renny Christopher, Councilor Sue Marshall, and Corey Giles.

Executive Committee Members Excused: Ted Sprague and Mark Tishenko.

Staff Members Present: CEO Miriam Halliday, Barri Blair, Amy Gimlin, Nolan Yaws-Gonzalez, Marnie Farness, and Traci Williams.

WELCOME:

Chair Paige Spratt opened the meeting at 3:33 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 Committee minutes held on April 26, 2023, Contract Memo, Policy Memo that included; WSW LLSIL Policy #3018, WSW Trade Adjustment Assistance and Dislocated Worker Co-Enrollment Policy #3036-2, and WSW Conflict of Interest Policy #1006-3.

A.D. Simmons moved to approve the Consent Agenda as presented, second by Sue Marshall. Renny Christopher abstained. Motion carried.

SUMMERWORKS RFP MEMO:

WSW's Senior Project Manager, Nolan Yaws-Gonzalez went over the timeline of the SummerWorks RFP, the selection process of the Scoring Committee, and the scoring rubric and the criteria that the committee scored the proposal. The criteria for the scoring rubric were the following: proposal summary, demonstrated experience and ability, relationships and collaboration, program design, and budget detail & narrative.

Based on proposal and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee award the proposal of Career Path Services, submitted on behalf of the Next Careers Consortium, and enter into contract with Career Path Services and Next Career Consortium members for the SummerWorks summer youth employment program. Total contract amount not to exceed \$1,200,000 for the period between July 1, 2023 – September 30, 2025.

Renny Christopher moved to approve the Scoring Committee's SummerWorks funding recommendations as presented to the full board for final approval, second by A.D. Simmons. Motion carried.

ONE STOP OPERATOR RFP MEMO:

WSW's Director of Programs, Marnie Farness went over the timeline of the One Stop Operator RFP, the selection process of the Scoring Committee, and the scoring rubric and the criteria that the committee scored the proposal. The criteria for the scoring rubric were the following: organizational experience and past performance, relationships and collaboration, proposal narrative, and budget and budget narrative.

Based on proposal and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee award the proposal of Career Path Services and enter into contract with Career Path Services for the One Stop Operator services. Total contract amount not to exceed \$274,000 for one year with the option to renew for up to four years.

Monte Constable moved to approve the Scoring Committee's One Stop Operator funding recommendations are presented to the June 13th board meeting for final approval, second by Sue Marshall. Motion carried.

FINANCE:

WSW's CFO, Barri Blair presented the proposed budget for PY23. CFO Blair invited questions and comments on the proposed budget with discussion following. A motion was entertained to recommend approval of the PY23 budget to the full board as presented with all in favor.

Sue Marshall moved to approve the PY23 Budget as presented to the June 13th board meeting for final approval, second by Monte Constable. Motion carried.

GOVERNANCE:

Board Member Nominations: CEO, Miriam Halliday gave a brief overview of new potential board members, Nick Massie, Trainer for Rotschy Inc. under Private Sector Clark County; Bill Sauters Jr., WA State Area Representative for AWPPW under Organized Labor Cowlitz County; and Ebony Price, Assistant Director of Healthcare for SEIU #49 under Organized Labor Clark County. The Governance Committee and CEO Miriam Halliday recommends that Nick Massie, Bill Sauters Jr., and Ebony Price be put forward to the full board for nomination. A motion was entertained to approve the individuals listed above to the full board at the June 13th meeting.

A.D. Simmons moved to approve Nick Massie, Bill Sauters Jr., and Ebony Price to the June 13th board meeting for final approval, second by Adrienne Watson. Motion carried.

Term Renewals:

CEO Halliday shared with the board the need for renewal of three-year Council member terms for Bob Carroll, IBEW #48 and Paige Spratt, Schwabe, Williamson & Wyatt.

The Governance Committee and CEO Miriam Halliday recommends that Bob Carroll and Paige Spratt be put forward to the full board for their three-year board seat renewal. A motion was entertained to approve Bob Carroll and Paige Spratt to the full board at the June 13th meeting.

Renny Christopher moved to accept the renewals of Bob Carroll and Paige Spratt to the June 13th board meeting for final approval, second by Sue Marshall. Paige Spratt abstained from voting. Motion carried.

Term Completions:

CEO Halliday shared that Chris Bailey, Angela Burckhard, and Shannon Stull will be completing their terms as WSW Board of Directors at the end of June.

CEO MATERNITY LEAVE PLAN:

Chair Spratt shared that from July 24th to Nov 8th CEO Halliday will be out on family leave. In her absence COO Amy Gimlin will be taking on some of CEO Halliday's duties. Upcoming Executive Committee meetings were discussed and was decided that the August Executive Committee meeting will be cancelled.

CEO UPDATE:

CEO Miriam Halliday went over the current revisions to the WSW Bylaws that were made around the hiring of the CEO. During WSW's WIOA monitoring from ESD, it was made away that the 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.

A.D. Simmons moved to accept the revisions to the WSW Bylaws to the June 13th board meeting for final approval, second by Renny Christopher. Motion carried.

CEO Miriam Halliday shared the proposed June Board meeting draft agenda to the Executive Committee.

NEW BUSINESS / OTHER ITEMS

None was forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 5:01 p.m.

A.D. Simmons moved to adjourn the meeting at 5:01 p.m.



CONTRACT MEMO

DATE: JUNE 21, 2023
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (MAY-JUNE 2023)

WSW **modified** the following contracts:

- Early termination of Equus Workforce Solutions' City of Vancouver Community Development Block Grant contract on end date **May 23, 2023**.

WSW **executed** the following contracts:

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

- WSW received a grant modification to increase PY22 Title I Formula Adult & Dislocated Worker to **increase funds by \$9217** for total grant amount of \$3,896,200.
- WSW received a grant modification to increase PY21 WIOA Title I Dislocated Worker to **increase funds by \$19,181** for total \$4,425,809.

Board Approval Needed

- No approvals needed.