



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting
Zoom Conference Call
July 26, 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 Memo, Policy Memo	Paige Spratt
3:40	<u>IBR Workforce Study Update</u>	Darcy Hoffman
3:55	<u>WSW Update</u> <ul style="list-style-type: none">• September Board of Director Meeting Agenda	Amy Gimlin
4:05	<u>Open Discussion / Other Items</u>	Paige Spratt
4:15	<u>Adjourn</u>	Paige Spratt

* - Action Required

NOTES

August Executive Meeting – Cancelled
September 27, 2023 – Zoom
October 25, 2023 – WSW Office
November 22, 2023 – Zoom
December 27, 2023 – Zoom



WSW Executive Committee Meeting Minutes
June 28, 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, Ted Sprague, Mark Tishenko, and Corey Giles.

Staff Members Present: CEO Miriam Halliday, Amy Gimlin, and Traci Williams.

WELCOME:

Vice Chair A.D. Simmons opened the meeting at 3:33 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 Committee minutes held on May 24, 2023 and the Contract Memo.

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

CEO UPDATE:

CEO Miriam Halliday gave updates on the upcoming WWA conference that will take place November 14-16 in Tacoma. A call for proposals has gone out to the public. CEO Halliday shared that the Executive Committee would need to start board leadership planning since Chair Spratt will move into the Past-Chair position in December. Chair and Vice Chair roles will need to be approved and filled by the December Executive Committee meeting.

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 3:50 p.m.

Ted Sprague moved to adjourn the meeting at 3:50 p.m.



CONTRACT MEMO

DATE: JULY 20, 2023
TO: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (JUNE-JULY 2023)

WSW **modified** the following contracts:

- Career Team WIOA Title 1 Adult & Dislocated Worker to increase budget by **\$100,000** for total amount of **\$1,049,340.03**.
- Partners in Careers WIOA Title 1 Youth to increase budget by **\$48,371** for total amount of **\$98,371** and extend end date **Sept 30, 2023**.
- Equus State Economic Security for All to decrease **\$40,000** for total amount of **\$350,434.90** no change in end date of **June 30, 2023**.
- Equus DWG Disaster Relief Employment Recovery budget changes, no change in total budget amount or **end date of June 30**.
- Career Path Services WIOA Title 1 Youth to increase budget by **\$138,726** for total amount of **\$248,726** and extend end date **September 30, 2023**.
- Equus Operator decrease budget by **\$81,618.24** for total amount of **\$234,481.76**, no change in **end date of September 30, 2024**.
- Equus Workforce Solutions modification to terminate the PY22 Summerworks contract **ending July 31, 2023**.
- Loveoverwhelming modification to revise statement of work and performance, no change in total budget amount or end date of **September 30, 2023**

WSW **executed** the following contracts:

- Cowlitz Economic Development for **\$25,000** to support and promote employers in Cowlitz County to improve job quality, one year ending **June 30, 2024**.
- Lower Columbia College **\$47,260.89** to provide a connection between the public workforce system and the region's Community College system, one year ending **June 30, 2024**.
- Clark College **\$48951.55** to provide a connection between the public workforce system and the region's Community College system, one year ending **June 30, 2024**.
- Strategies360 **\$15,000** to provide Business Outreach end date **June 30, 2024**.

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

- WSW received a grant award for the Future Leaders Project from JP Morgan Chase total grant amount **\$100,000**, end date **September 30, 2024**.
- WSW received a grant modification to adjust budget and performance for State Economic Security for All (THRIVE) from Employment Security Department, no change in total amount **\$557,764.00**.
- WSW received a grant modification for Department of Commerce Community Development Block Grant to extend end date to **December 31, 2023**.
- WSW received a grant modification for Federal Economic Security for All (Thrive) to increase budget by **\$346,724** for total budget **\$708,463** and extend end date to **March 31, 2025**.

- WSW received a grant award for State Economic Security for All (THRIVE) from Employment Security Department for PY23 for **\$775,794** end date **June 30, 2024**.
- WSW receive grant award for WIOA Title 1 from Employment Security for PY23 total amount **\$3,202,333** ending **June 30, 2025**.

Board Approval Needed

- Approval needed for PY23 Title I Adult and Dislocated Worker Career Team, LLC contract for **October 1, 2023** to September 30, 2024, this is year 2 of the 3 year Adult and Dislocated Worker procurement cycle. Contract amount not to exceed **\$900,000** to provide services in Clark, Cowlitz, and Wahkiakum Counties.
- Approval needed for the State Economic Security for All (EcSA), eg. “Thrive,” contract with **Equus Workforce Solutions** for **\$502,263**. These are state general funds administered via grant from Washington State Employment Security Department for the contract duration of **July 1, 2023 to June 30, 2024**.
- Approval needed for an increase in funds for the Federal Economic Security for All (EcSA), eg. “Thrive,” contract with **Equus Workforce Solutions**. This increase in funds is to extend the current work and services provided for another year. Funds are federal funds from Washington State Employment Security Department increasing budget by **\$267,691** for total budget amount **\$443,494** and extend end date to **June 30, 2024**.
- Approval needed for PY23 Title 1 Youth contracts, all contracts to provide services in Clark, Cowlitz, and Wahkiakum Counties as part of year 1 of the 3-year Youth procurement cycle ending June 30, 2024.
 - **Career Path Services** – services to all three counties for a total contract of **\$639,442**
 - **Partners in Careers** – services to Clark County for a total contract of **\$215,357**
 - **Career Team, LLC** – services to all three counties for a total contract of **\$162,216**
 - **Goodwill of the Olympics and Rainier Region** – services to Cowlitz and Wahkiakum Counties for a total contract of **\$70,000**
 - **Greater Vancouver Chamber of Commerce** – service in Clark County for a total contract of **\$70,000**



POLICY MEMO

DATE: JULY 20, 2023
TO: AMY GIMLIN
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW Economic Security for All (EcSA) 200% Above Poverty Level Policy #3039

This is a new policy for WSW and is required for the EcSA program. With the continued expansion of the EcSA program, new program elements have been funded such as eligibility for participants above the 200% Federal Poverty Level but are at risk of falling into poverty. This policy outlines eligibility requirements and procedures for service providers to follow when supporting a participant who is above the 200% Federal Poverty Level. This policy will enable both State and Federal EcSA programs to support participants above the 200% Federal Poverty Level.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee** and 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.



ECONOMIC SECURITY FOR ALL (EcSA) 200% ABOVE POVERTY LEVEL POLICY #: 3039

Date of Original Policy: 6/1/2023

PURPOSE:

To ensure Workforce Southwest Washington (WSW) policy compliance set forth in Washington Information Notice (WIN) [0135](#) and (WIN) [0129 Change 2](#) which allows for Federal and State Economic Security for All (EcSA) eligibility for those household's whose income is above 200% of the Federal Poverty Level (FPL).

BACKGROUND:

Economic Security for All (EcSA) is a poverty reduction model that coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency.

This document has been created to establish a local policy to expanded EcSA eligibility criteria for those household's whose income is above 200% of the Federal Poverty Level (FPL) and enroll participants who meet factors that make an participant likely to fall into poverty.

Note: To avoid ambiguity, programs funded by the Governor's WIOA statewide activities funds will be called Federal EcSA, while those funded by state general funds will be called State EcSA.

POLICY:

WSW designated portions of Federal and State EcSA enrollments to serve individuals whose documentation shows their household income in excess of 200% of the FPL but are at risk of falling below 200% of the FPL.

- a. Individuals must meet basic eligibility requirements of one of the WIOA Title IB Formula Programs; and
- b. Be below self-sufficiency wage as defined by the UW Self-Sufficiency calculator;
OR
- c. Are at risk of falling into poverty based on:
 - i. Recent or pending lay-off or upcoming loss of employment
 - ii. Change or increase in family size
 - iii. Loss of housing
 - iv. Previously incarcerated or justice involved individuals
 - v. End of unemployment insurance payments or other public assistance
 - vi. Status as a recent victim of domestic violence or stalking

Once enrolled, EcSA participants over 200% of the FPL must be served in accordance with all the same rules and polices that govern individuals enrolled below 200% of the FPL. For State EcSA participants over 200% FPL, see below "state EcSA" for specific guidelines. Funding expended for participants over 200% of the FPL may not exceed

\$5,000 spent on incentives, support services, and training costs combined for any single participant.

Co-enrollment into formula and/or discretionary grants is recommended but not required. All eligibility criteria are required to be met for all programs of enrollment.

Documentation requirements to serve individuals over the 200% of the FPL includes the following (where applicable):

- a. Layoff letter
- b. Documentation showing the end of benefits.
- c. Eviction notice
- d. Self-attestation. While allowable, self-attestation is a last resort option when no other documentation is available. Self-attestation as documentation requires a detailed case note explaining the circumstances that place the participants at risk and follows local policy [TA Memo 21, Rev 2 Case Noting](#).

Federal EcSA

- The WSW subrecipient contracted to implement and serve Federal EcSA eligible participants are not required to serve those above the 200% FPL.
- WSW designated 15% of Federal EcSA enrollments to serve individuals whose documentation shows their household income in excess of 200% of the FPL but are at risk of falling below 200% of the FPL.

State EcSA

- The WSW subrecipient contracted to implement and serve State EcSA eligible participants are required to serve those above 200% FPL.
- As designated in subrecipient's contract State EcSA PY23 funds are to serve individuals whose documentation shows their household income in excess of 200% of the FPL but are at risk of falling below 200% of the FPL.
- State EcSA funded support services are now required to add a Type of Resource Provide into statewide MIS system for tracking purposes (see [WIN 0129 Change2](#), Attachment B, p. 13)

PROCEDURES:

Enrollment guidance and procedures are available in [WIN 0135, Attachment A](#) and [WIN 0129 Change 2, Attachment B](#).

When enrolling a participant into either State or Federal EcSA, Select the program "Economic Security for All," and then answer the question that populates "Household income greater than 200% of the Federal Poverty Level" with either a yes or no, depending on their income status.

Review the seeker's personal data on the Demographics at Enrollment Tab. If needed, impersonate the seeker and use their Job Match |

Program of Enrollment *

Economic Security for All (EcSA) ▼

Household income greater than 200% of Federal Poverty Level *

Yes

No

Use of the State and Federal EcSA funds, monitoring, and performance measures follow WSW statement of work and contracted obligations.

REFERENCES/RESOURCES:

[TA Memo 21, Rev 2 Case Noting](#)

[WIN 0135](#)

[WIN 0129 Change 2](#)

WEBSITE:

<http://workforcesw.org/providers#OperationsPolicies>

INQUIRIES:

Please contact Mando Antonino mantonino@workforcesw.org (360) 567-3185 for questions.



workforce
SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING

Tuesday, September 12, 2023

4:00 pm to 6:00 pm

Zoom Conference Call

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Consent Agenda *	Paige Spratt
	• Minutes, Contract, Policy, & Administrative Memos	
4:10 pm	Finance	Renny Christopher
	• Treasurers Memo	
4:20 pm	WSW Update	Amy Gimlin
4:30 pm	WorkSource Vancouver Reimagine	Amy Gimlin, LSW, & Project Advisory Committee
5:55 pm	Public Comment	Paige Spratt
6:00 pm	Adjourn	Paige Spratt

* - Action Required