



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting
Workforce Southwest Washington – Mt. Rainier Board Room
August 24, 2022 3:30 – 5:00 pm
AGENDA

3:30	<u>Welcome</u>	Paige Spratt
3:35	<u>Consent Agenda</u> * <ul style="list-style-type: none">• Executive Meeting Minutes – June 22, 2022• Contract Memo• Policy Memo• WSW Employee Handbook Revision Memo	Paige Spratt
3:40	<u>Finance</u> <ul style="list-style-type: none">• Treasurers Memo• Quarterly Reports	Renny Christopher
3:50	<u>Progress to Date – Strategic Plan</u>	Kari Kollander
4:10	<u>CEO Report</u> <ul style="list-style-type: none">• Evaluation Funding *• September Board of Directors Meeting Agenda Draft	Miriam Halliday
4:55	<u>Open Discussion / Other Items</u>	Paige Spratt
5:00	<u>Adjourn</u>	

* - Action Required

NOTES



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SOUTHWEST WASHINGTON

WSW Joint Executive Board/Finance Committee Meeting Minutes

June 22, 2022

3:30 p.m.

Zoom Conference Call, WSW

Executive Board Members Present: Chair Paige Spratt, A.D. Simmons, Ralph Clark, Monte Constable, Ted Sprague, and Councilor Rylander.

Executive Board/Finance Committee Members with Excused Absences: Renny Christopher

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

WELCOME:

Vice Chair A.D. Simmons opened the meeting at 3:34 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 May 25, 2022 and the Contract Memo.

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

CEO REPORT:

CEO Miriam Halliday updated the Executive Committee that WSW just celebrated its 20-year anniversary and shared a link to a timeline that the Communications Team created showing all of WSW major accomplishments throughout the 20 years as an organization.

Miriam Halliday brought back to the Executive Board the needed extension of the WSW Strategic Plan from 2023 to the end of 2024. Miriam Halliday also shared the WSW Strategic Plan dashboard and highlighted the indicators that WSW would like to update and asked for thoughts and ideas from the Executive Committee. After a lengthy discussion, questions were addressed by Miriam Halliday. A motion was entertained to approve extending the Strategic Plan through 2024.

Ralph Clark moved to approve extending the Strategic Plan through 2024 as presented, second by Monte Constable. Motion carried.

Miriam Halliday shared that the September Board of Directors meeting will be a workshop around Quality Jobs and will be also attended by the WSI and CWP Board of Directors. WSW will be hosting the in-person workshop. Miriam Halliday also asked for thoughts and ideas around changing the date and/or time of the Board of Directors meetings, allowing others that have time restraints on attending at the scheduled time. A survey will be sent out to all Board of Directors to see what time/date works

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Wednesday, June 22, 2022

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for the majority of the members. Talks around a Fall-Winter Board of Directors Retreat will be discussed further at the next scheduled Executive Committee meeting.

NEW BUSINESS / OTHER ITEMS

Chair Spratt cancelled the Executive Committee meeting that was to be held in July.

ADJOURNMENT:

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

Ted Sprague moved to adjourn the meeting at 4:39 p.m.

DRAFT



POLICY MEMO

DATE: AUGUST 18, 2022
TO: MIRIAM HALLIDAY
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

Memorandum of Understanding State Policy 1013-4

This is a revision to the original policy that reflects further clarification from U.S. Department of Labor regarding required and additional partners in the one-stop. Additionally, this revision outlines certain specific components to the local MOU amendment process, signatories to the MOU and any subsequent revisions, and when fully signed modifications are required. Revised [State Policy 1013-4](#) 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.

Record Retention and Public Access 2002-2

This was a revision to our Record Retention and Public Access Policy. Employment Security Department revised the state policy which updates the participant file retention schedule to align with guidelines issued by the Secretary of State that apply to ESD and all federally funded programs that it administers.

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.

Complaint Resolution, Equal Opportunity, and Nondiscrimination Policy 2004-3

This was a revision to our Complaint Resolution, Equal Opportunity, and Nondiscrimination Policy. In this revision, a section was added to allow for informal, anonymous reporting for all types of concern. Concerns were raised from WorkSource regarding customer behavior and the safety and well-being of the staff. Therefore, the team revised and posted the WorkSource [Code of Conduct](#) flyer and added to the policy.

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.

WIOA Infrastructure Agreement State Policy 1024-2

This is a revision to the original policy that further defines required and additional partners who must sign the IFA and contribute to the operation and infrastructure costs of one-stops, reconciliation of infrastructures costs, and when changes to the IFA require a fully signed amended IFA and MOU. With this revision, WSW can adopt and implement State Policy 1024-2. Revised [State Policy 1024-2](#) 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 Integrated Service Delivery Policy 4010 and Integrated Service Delivery Handbook

When WSW started Integrated Service Delivery (ISD) we adopted the state handbook and policy for implementation. Over the last few years, it became apparent that local guidelines and direction were needed. This policy and handbook sets the standard for local delivery of ISD with co-enrollment through WorkSource. Also, requires the delivery of WorkSource services in a manner that aligns the resources of participating partners to seamlessly address the training and employment needs of job seekers and business customers.

Based on the approval process, this policy 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.



Record Retention and Public Access Policy: #2002 Revision ~~12~~

Date of Original Policy: March 1, 2009

Effective Revision Date: ~~May 25, 2016~~ August 28, 2022

Background:

Workforce Innovation and Opportunity Act (WIOA) Title 1-B, [Washington State Policy #5403 Rev 1](#) requires Local Workforce Development Boards to maintain and retain records of all fiscal and program activities funded under the 2014 Act. ~~Grantees, Subrecipients-subrecipients,~~ and subcontractors funded under WIOA must abide by WIOA law, regulations, guidance, all applicable Office of Management and Budget (OMB) Circulars, state regulations in laws and rules (Revised Code of Washington and Washington Administrative Code), Office of Financial (OFM) policies, and state WIOA policies. If funding is not WIOA, subrecipient and/or subcontractor must follow record retention rules outlined in grant or funding agency.

Policy:

This policy sets forth the following minimum timeframe requirements for records retention, and the extent to which such records may be made available to the public. Subrecipients/subcontractors must keep records that are sufficient to permit the preparation of reports required by the Secretary of Labor and the tracing of funds to a level of expenditure adequate to ensure that the funds were spent lawfully.

1. Record Retention

- a. Retain all records pertinent to the grant, grant agreements, interagency agreements, contracts or any other award, including financial, statistical, property, applicant or registrant records, and supporting documentation, for a period of at least three (3) years after submittal of the final expenditure report (closeout) for that funding period to WSW.
- b. Retain all records of non-expendable property for a period of at least three (3) years after final disposition of property.
- c. Retain all [program enrollment/eligibility and data validation](#) records pertinent to [program](#) applicants, [program](#) registrants, eligible [program](#) applicants/registrants, [program](#) participants, ~~ineligible program applicants, wait listed program applicants, WSW or service provider-~~ employees, and applicants for employment for a period of not less than ~~three-six (36) years after the end of the fiscal year. from the point that the record is no longer included in reportable outcomes.~~
- d. Retain records regarding complaints and actions taken on the complaints for a period of not less than 3 years from the date of resolution of the complaints.
- e. After the files have been retained for the [appropriate period cited in Section 1.a-d](#), ~~three (3) years,~~ refer to your organization's guidelines for destroying confidential information.

- f. Retain all records beyond the required ~~three-six (36)~~ years if any litigation or audit is ~~under way begun~~ or a claim is instituted involving the grant or agreement covered by the records. The records ~~shall must~~ be retained for ~~at least sixan additional three (36)~~ years after the litigation, audit, or claim has been resolved.

In the event of the termination of the relationship between ~~the State and~~ WSW or other WIOA ~~and a subrecipient, the WSW or~~ subrecipient is responsible for ~~maintaining and -retaining~~ ~~of~~ their own records as well as the records of any subcontractors. If the subrecipient is unable to retain records, the following records will be transferred to WSW: all program related records, including contract related personnel records, reports, applicant and participant files, documentation and physical evidence, in addition to documents required by the contract. ~~The State, however, is responsible for maintaining and retaining the records of WSW or subrecipient is unable to maintain and retain its own records or those of its subrecipients.~~

Copies of records made by microfilming, photocopying, or similar methods may be substituted for original records if they are preserved with integrity and are admissible as evidence.

All records retained beyond the mandatory retention period are subject to audit and/or review.

2. Limitation of Public Access to Records

Personal records of program registrants (including WIOA) will be private and confidential, and will not be disclosed to the public. Personal information may be made available to WorkSource partners or service providers on a selective basis consistent with the registrant's signed "Authorization for Release of Requested Information" form. In addition, this information may be made available to persons or entities having responsibilities under WIOA including representatives of:

- a. The U.S. Department of Labor
- b. The Governor
- c. WIOA Grant Recipients and Public Agencies
- d. Local ~~Area~~ Subrecipients

The conditions under which information may be released or withheld are shown below:

- a. WIOA registrants will have access to all information concerning themselves as individuals unless the records or information are exempted from disclosure.
- b. The names of WSW staff and subrecipient staff in positions funded by WIOA, in part or in whole, will be a matter of public record. Other information pertaining to these recipients or subrecipient employees will be made available to the public in the same manner and to the same extent as such information is made available regarding staff in positions not funded by WIOA.

References:

- [Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Section 185\(a\)](#)
- [2 CFR 200.333-337](#)
- [Federal Register Vol 65 No 127 Rules and Regulations, Disclosure of Records under the Freedom of Information Act](#)

- 29 CFR 37.37
- 29 CFR 97.42
- [RCW 42.17.020\(1\)](#)
- [RCW 42.56](#)
- [RCW 40.14](#)
- [Telford v. Thurston County Board of Commissioners](#)
- [ESD Policy Record Retention 5403 Rev 1](#)

Field Code Changed

Supersedes:

- [SWWDC #2002 WIA Record Retention Dated 3/9/2009](#)
- [WSW Record Retention and Public Access Policy #2002 Rev 1 effective date 5/25/2016](#)

Website:

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



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SOUTHWEST WASHINGTON

Workforce Southwest Washington
Policies and Procedures

COMPLAINT RESOLUTION, EQUAL OPPORTUNITY, and NONDISCRIMINATION

POLICY #: 2004 Revision [32](#)

Original Policy Date: 8/28/2013

Effective Revision Date: [4/28/2021](#)/[9/14/2022](#)

Purpose:

To provide one policy with links to each relevant systemwide policies for resolution depending on type of complaint. Also provide equal opportunity (EO) and nondiscrimination principles and the enforcement of those principles in the administration and operation of the programs and activities under its oversight.

Background:

Federal law and regulations require procedures for handling complaints alleging violation of WIOA Title 1, Wagner-Peyser, and Trade Adjustment Assistance (TAA) laws. All recipients under WIOA Title I are responsible for ensuring EO and nondiscrimination in programs and activities funded in whole or in part under WIOA.

Policy:

A. [Customer Concern and Complaint Resolution Policy 1012 Revision 2](#)

WSW's priority is the health and safety of the staff and customers. System customers must abide by the Code of Conduct posted in the Center(s) or risk being banned from the Center(s) in accordance with WSW policy. Staff must abide by employee code of conduct or their personnel handbook. Any inappropriate behavior witnessed by staff must be immediately reported to the Complaint Coordinator or done so anonymously by completing this [online form](#).

WSW and system partners will follow this procedure for handling **program complaints, issues, or concerns:**

- The WSW service area also has an anonymous option to file an issue or concern. Customers or employees may click [here](#) for that option. Any customer who witnesses inappropriate conduct may report it anonymously, verbally, or in writing. Verbal or in writing may be sent to the Complaint Coordinator or Local EO Officer. The submitted online form is sent to the Complaint Coordinator for processing.
- WSW appoints one WorkSource Complaint Coordinator (the One-Stop Operator) and one Youth System Complaint Coordinator (Next Director) who is responsible for the oversight of the complaint throughout the process. The Complaint Coordinator will lead the complaint procedure and will consult program supervisors as necessary for each program and/or office.

Commented [AG1]: Added this section to allow for informal anonymous reporting for all types of concerns. Also, included the Code of Conduct for WorkSource.

- The Complaint Coordinator will act as the first point of contact to the complainant and is responsible for logging, tracking, and overall oversight of all local complaints.
- It is the expectation of WSW that the Complaint Coordinator and program supervisors (if necessary) shall collaborate when complainants present allegations involving multiple system partners. The collaboration will also include the other Complaint Coordinator and Local Equal Opportunity Officer, if necessary.
- WSW requires that all WorkSource or Next partners provide an assurance that the Complaint Coordinator will be informed of all local complaints concerning WorkSource Centers, Affiliate Sites, Connection Sites or Next Centers, from point of entry to resolution.
- All WorkSource and Next partners will make an effort to informally resolve customer complaints, issues or concerns at the lowest level possible while still achieving satisfactory resolution for the complainant.
- All WorkSource and Next system partners are required to follow the minimum complaint processing requirements contained in the [WorkSource Program Complaint Handbook](#) for WIOA Title 1, Wagner-Peyser, and TAA.
- The Local Equal Opportunity Officer is responsible for logging, tracking, and processing local discrimination complaints.
- Program complaint logs must be made available to the Local EO Officer and State EO Officer when asked. The log must be stored in a secure location with limited access and contain name of complainant, contact information, name of staff handling, description of the complaint, date of complaint, program complaint is alleged, outcome/resolution, and date of resolution. This log will be reviewed annually during monitoring.
- Follow [State Policy 1012 Revision 2](#) for additional guidance and procedures.

B. [WorkSource System Discrimination Complaint Processing Policy 1017](#)

In its oversight capacity for **discrimination complaints**, WSW and system partners will follow this procedure:

- The Local Equal Opportunity Officer is responsible for logging, tracking, and processing local discrimination complaints.
- Complaints will be processed using the requirements outlined in the [WorkSource System Discrimination Complaint Processing Handbook](#).
- Discrimination complaint log must be made available to the WSW CEO and State EO Officer when asked. The log must be stored in a secure location with limited access and contain name and contact information of complainant, description of the complaint, prohibited factor basis, date of complaint, date of response, date sent to state, outcome/resolution, and date of resolution.
- Follow [State Policy 1017](#) for additional guidance and procedures.

C. [Equal Opportunity and Nondiscrimination Policy 5402 Revision 3](#)

- Washington is committed to providing equal opportunity and equal access in WIOA Title I programs and services to all individuals.

- Follow [State Policy 5402 Revision 3](#) for additional guidance and procedures.

Supersedes:

All of these documents have been superseded by this policy and the accompanying handbooks.

WSW Policies:

- 2004 revision 1 and 2 Complaint Resolution
- Complaint Handbook dated July 2013

State Policies/Guidance:

- WorkSource Policy 1012, Revision 1 and Handbook
- WIOA Policy 5402 Revision 2 dated 12/12/18

References:

See individual policies for resources and reference links.

Website:

<https://workforcesw.org/results-and-data/policies#OperationsPolicies>

Attachments:

- Attachment A: [Customer Concern and Complaint Resolution Policy 1012 Revision 2](#)
Attachment B: [WorkSource System Discrimination Complaint Processing Policy 1017](#)
Attachment C: [Equal Opportunity and Nondiscrimination Policy 5402 Revision 3](#)
Attachment D: [WorkSource Program Complaint Handbook](#)
Attachment E: [WorkSource System Discrimination Complaint Processing Handbook](#)



INTEGRATED SERVICE DELIVERY POLICY #: 4010

Date of Original Policy: 9/14/2022

Purpose:

Workforce Southwest Washington (WSW) is issuing this policy to set standards for delivering integrated service delivery with co-enrollment through WorkSource and as applicable, affiliate sites.

Background:

The Workforce Innovation and Opportunity Act (WIOA) provides the basis for an integrated workforce system aligned to address employer and job seeker needs. The Act defines a single set of outcome metrics for the federal workforce programs encompassed by the Act. It encourages integrating intake, case management, and reporting systems. It eliminates “sequence of services” in favor of a workforce system that meets the unique needs of individuals seeking services. It encourages local areas to provide more access to “real-world” education and workforce development opportunities through on-the-job training, incumbent worker, and customized training and sector and pathway strategies.

Co-enrolled Integrated Service Delivery (ISD) is the delivery of WorkSource services in a manner that aligns/braids the resources of participating partners to seamlessly address the training and employment needs of job seeker and business customers. Co-enrolled ISD uses co-enrollment to reduce duplicative and administrative activities in favor of positive customer experiences. This allows service delivery partners to use their resources for value-added services to ensure that job seekers have the skills to succeed in the regional economy. Co-enrolled ISD creates a warm and meaningful welcome and a quick connection to resources. Rather than simply providing a “countable” service, co-enrolled ISD immediately connects the customer to a robust set of high-value system resources relevant to local and regional economies, including assessment, skill development, work-readiness, skill validation and certification. Staff working in a co-enrollment ISD environment are organized into functional teams (rather than by programmatic boundaries) to meet the needs of customers.

The components of co-enrolled ISD include:

- Co-enrolling as many job seekers accessing WorkSource services as possible and braiding/directing resources to provide appropriate services, regardless of categorical eligibility.
- Organizing staff and services around functions rather than programs or agencies.
- Meeting a common set of outcome measures for all customers.
- Providing a robust menu of services that result in positive labor market outcomes (e.g., finding a job, keeping a job, and continuing on the career

ladder).

- Increase the focus on skill development, certification and work-based experiences based on what the job market requires.
- Gathering and using customer input (job seeker and business) to continuously improve services.

Policy:

WSW's co-enrolled ISD policy is as follows:

- a. One-Stop Centers engaging in ISD with co-enrollment must follow the requirements and procedures cited in WSW's Integrated Service Delivery with Co-Enrollment Handbook.
- b. Co-enrolled ISD does not eliminate WIOA Title I eligibility criteria. Co-enrolled ISD utilizes self-attestation for the purpose of co-enrolling job seekers into Basic Career Services. Please refer to the WSW Integrated Service Delivery with Co-Enrollment Handbook.
- c. WSW supports the use of functional teams at the One-Stop Centers for co-enrollment ISD and other efforts to better align staff functions to the needs of job seekers and businesses.

Definitions:

Co-Enrolled Integrated Service Delivery (ISD) - The delivery of basic career services in a manner that (1) aligns/braids the resources of participating partners to quickly and seamlessly address the training and employment needs of WorkSource system job seeker and business customers while reducing duplicative and administrative activities; (2) immediately connects customers to a robust set of high-value system resources relevant to local/regional economies, including assessment, skill development, work-readiness, skill validation and certification; and (3) organizes participating partner staff into functional teams rather than by program to meet customer needs.

References/Resources:

- WorkSource System Policy 1019, Revision 2 – Eligibility Guidelines and Documentation Criteria
- Co-Enrolled Integrated Service Delivery Policy and Operations Manual
- WSW's Integrated Service Delivery Handbook

Website:

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

Attachments:

Attachment A – Integrated Service Delivery with Co-Enrollment Handbook (PDF)



MEMO

DATE: AUGUST 18, 2022
TO: WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: EMPLOYEE HANDBOOK REVISIONS

WSW Employee Handbook

Due to the pandemic and the changing work environment, our Employee Handbook required a few revisions.

Below is the summary of revisions:

1. Added microaggression reporting:

MICROAGGRESSIONS can be carried out in many ways. A microaggression is defined as a comment or action that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group. WSW strives for inclusion and equity for all employees. If an employee witnesses or is subject to a microaggression, they should report it to their supervisor, COO, or anonymously by completing this [form](#). Follow up and resolution will occur between COO, CEO, and the employee that said the alleged microaggression. Such resolution could include education or training for employee, or corrective action plans.

2. Revised required working hours (previously called core working hours):

WORK SCHEDULES

WSW is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday; however, our work from time to time may be conducted outside of normal business hours. Employees should coordinate with their manager to determine their work schedule and required availability.

Please keep in mind that workloads, staffing needs and operational efficiency may require temporary or permanent adjustments to your work schedule, including releasing you from work before your scheduled shift end time, or requiring you to work beyond your scheduled shift end time.

OFF-SITE WORK – REMOTE WORK

Employees are eligible to work off-site under certain conditions, on either a temporary or ongoing basis. All off-site work arrangements must allow for all functions of your position to be performed to the same standard as on-site work. Employees working off site are expected to carry out their job tasks with at least the same level of quality and quantity of work that you produce while working in the office. Missed deadlines, not completing deliverables in a timely manner and other poor performance may result in loss of off-site work privileges.

3. Timekeeping (allowed for COO and CEO to sign in absence of manager):

Reported hours and any changes to your time records are reviewed and must be approved by your manager. In the absence of your manager, the Chief Operating Officer or Chief Executive Officer can answer questions and sign timesheets. Questions regarding the timekeeping system should be directed to your manager. In addition, employee absences due to illness that are over three days consecutively should be reported to the Chief Operating Officer to understand whether there are benefits and/or return to work obligations that may result from the continuous absence.

4. Time off benefits (clarified PTO requests and a check in with supervisor):

Paid Time Off

All PTO requests must be submitted to and approved by your manager. Employees should follow the [Attendance and Punctuality](#) policy when requesting scheduled PTO. Known sick leave requests should be requested as soon as known. If calling in sick for the day, notify your manager or COO, a formal signed request does not need to be made. For PTO requests of 40 consecutive hours, the request must be made a minimum of 30 days in advance. For PTO requests of 41 or more consecutive hours, the request must be made a minimum of 60 days in advance. Each request for time off or late arrival will be considered separately, in light of your needs and the needs of WSW.

Quarterly PTO check ins are required with your manager to ensure time off is allocated across the program year. These meetings are to prevent large amounts of PTO being used in the final quarter of the program year. An employee cannot use more than 160 hours of PTO in the quarter ending June 30, unless approved by the Chief Operating Officer. Hours must be available in your PTO bank before they are used. Deficit hours are not allowed. Generally, employees must exhaust their PTO before requesting unpaid time off.

WSW Cares Paid Leave (removed this requirement below before Cares is available)

PTO must be used prior to using paid leave however, WSW will allow up to 80 hours of PTO to be left in an employee's PTO bank before accessing paid leave benefits.

Paid leave is a benefit provided by WSW to assist an employee who is faced with an unplanned and/or serious or life-threatening illness, disability, or medical condition of their own, their spouse, child (including stepchild or adopted child), parent, parent-in-law, sibling, or grandparent that requires hospitalization or supervised medical treatment, recuperation, or care in their home. Paid leave may also be used by the employee to bond with a newborn child or adoption or foster placement of a child under the age of 18.

Full-time employees are provided 320 hours and part-time employees are provided 160 hours of paid leave at the beginning of each fiscal year (July 1).

Documentation of the illness, disability, treatment program or medical condition may be required from the attending physician, along with the employee's expected date of return to work, to qualify. WSW reserves the right to require, at WSW's expense, a second opinion from a qualified medical facility chosen by WSW.



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MEMO

DATE: AUGUST 24, 2022
TO: WSW EXECUTIVE BOARD
FROM: RENNY CHRISTOPHER - TREASURER OF THE BOARD *ec*
MIRIAM HALLIDAY – CHIEF EXECUTIVE OFFICER
RE: FINANCE COMMITTEE REPORT OUT

A meeting of the WSW Finance Committee was held on August 17, 2022. 4th quarter spending reports were reviewed and discussed.

QUARTERLY REPORTS

WIOA Obligations: DOL and Employment Security have waived the requirement to have 80% of WIOA formula funding obligated by June 30, 2022.

WSW Coordination and Admin (Operations): Spending for WSW operations ended the fiscal year with spending at 95% of the budgeted total.

Grant Budget vs Actual Spending: Reports detailing competitive and other state and federal grants with fixed grant terms were presented at the meeting.

Subcontract Spending and Performance: A detailed listing of subcontract investments was presented at the meeting. Individual Subrecipient spending and performance reports were also presented. The WSW Economic Mobility Committee will review the Subrecipient reports and report to the full board.

OTHER MATTERS

The fiscal team has a **new** Accounts Payable Specialist -Kali Dugan.

The WSW PY21 Financial **Audit** field work begins October 31, 2022.



RFP RECOMMENDATION MEMO

DATE: AUGUST 17, 2022
TO: MIRIAM HALLIDAY- CEO
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: BENTON WATEROUS, WSW DIRECTOR OF PROGRAMS
RE: FEDERAL WORKFORCE INVESTMENT EVALUATION RFP RECOMMENDATION

From April 22, 2022, to June 10, 2022, Workforce Southwest Washington (WSW) conducted a public competitive procurement for the provision of comprehensive program evaluation service of its WIOA Adult + Dislocated Workers programs. The procurement's purpose is to identify an organization best able to successfully assist WSW in analyzing the degree to which these programmatic investments individually and in the aggregate effectively meet the performance goals, key performance indicators, and investment stated in contracts. As well as accomplish the investment strategies articulated in WSW's strategic plan.

A successful bidder will enable WSW to oversee the design and execution of an impartial, equitably administered, and inclusive program evaluation design and process that helps WSW to better understand the diverse populations it serves the degree to which its investments meet the needs of this population, the effectiveness and efficiency of its investment strategies and the longer-term impact of WSW investments upon job seekers, workers, and employers in achieving robust, equitable, and well-prepared workforce and sustainable economy in southwest Washington.

Following is a summary of the RFP process and the final recommendation of the Scoring Committee.

Timeline

	DATE
Promotion and Outreach	April 22 nd , 2022
RFP Opened	April 22 nd , 2022
Bidders' Conference: Virtual + In-person at Port of Kalama	April 29 th , 2022
Implicit + Explicit Bias Training for Scoring Committee Members	June 1 st , 2022
Proposals Due	June 10 th , 2022
Scoring Committee Review & Contractor Recommendation	July 14 th , 2022
WSW Directors, CEO, COO Review	July 21 st , 2022
Send Recommendation to Executive Board	July 25 th , 2022
Executive Board Review	August 1 st , 2022
Board Announcement of New Providers & Contract Approval	August 12 th , 2022
Feedback Meeting with Bidders	August 15 th , 2022

Selection Process

A Scoring Committee formed in January 2022. Committee members include Amy Gimlin, Tamara Toles, and Kollin Bell from WSW's staff and Renny Christopher and Chris Bailey from the WSW Board of Directors.

The following Federal Workforce Investment Evaluation proposals were reviewed by the committee –

Emsi Burning Glass

The committee scored each proposal based on a scoring rubric with the following criteria:

- Criteria 1:** Demonstrated Experience and Ability 25 points
- Criteria 2:** Relationships and Collaboration 25 points
- Criteria 3:** Evaluation Design 25 points
- Criteria 4:** Evaluator Profile 25 points

Applicants may earn a maximum of 100 points

Final Scores

Application: Federal Workforce Investment Evaluation

	Available Points	1	2	3	4	5	TOTAL	Median	Mean
Proposer: Emsi Burning Glass									
Proposal Criteria 1: Demonstrated Experience and Ability	25	23	20	25	24	10	102	23	20
Proposal Criteria 2: Relationships and Collaboration	25	21	0	25	23	15	84	21	17
Proposal Criteria 3: Evaluation Design	25	22	25	22	22.5	15	106.5	22	21
Proposal Criteria 3: Evaluator Profile	25	24	20	22	22.5	20	108.5	22	22
TOTAL	100	90	65	94	92	60	401	88	80

Recommendation

The Federal Workforce Investment Evaluation RFP Scoring Committee met on 07/14/22. After engaging in discussion of the eligible submitted proposal, a vote was called, with the Scoring Committee members voting to approve **Emsi Burning Glass's** proposal. An approval is requested to approve the procurement of Emsi Burning Glass to provide program evaluation services. Requesting to go into contract not to exceed \$120,000 from December 1, 2022 – November 30, 2024.



workforce

SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING

Wednesday, June 8, 2022

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 Memos *	Paige Spratt
4:10 pm	CEO Report	Miriam Halliday
4:25 pm	Public Comment	Paige Spratt
4:30 pm	Transition	
4:45 pm	Quality Jobs CWWC Board of Director Workshop	Miriam Halliday
6:00 pm	Adjourn	Paige Spratt

WSW Board Meetings 2022

- December 13, 2022 – TBD

* - Action Required