



workforce  
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting Minutes**  
**August 24, 2022**  
**3:30 p.m.**  
**Workforce Southwest Washington, Mt. Rainier Board Room**

**Executive Board Members Present:** Vice Chair A.D. Simmons, Ralph Clark, Renny Christopher, and Councilor Rylander.

**Executive Committee Members with Excused Absences:** Paige Spratt, Ted Sprague, and Monte Constable

**Staff Members Present:** CEO Miriam Halliday, Amy Gimlin, Barri Horner, Kari Kollander, and Traci Williams.

**WELCOME:**

Vice Chair A.D. Simmons opened the meeting at 3:37 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 June 22, 2022, Contract Memo, WSW Employee Handbook Revision Memo, and Policy Memo containing; Memorandum of Understanding State Policy 1013-4, Record Retention and Public Access #2002-2, Complaint Resolution, Equal Opportunity, and Nondiscrimination Policy #2004-3, WIOA Infrastructure Agreement State Policy #1024-2, and WSW Integrated Service Delivery Policy #4010 and Integrated Service Delivery Handbook.

**Ralph Clark moved to approve the Consent Agenda as presented, second by Renny Christopher. Motion carried.**

**FINANCE:**

Treasurer Renny Christopher presented the Treasurers Report noting that DOL and ESD have waived the requirement to have 80% of WIOA formula funding obligated by June 30, 2022, Operations spending ended the fiscal year with spending at 95% of the budgeted total, the WSW Economic Mobility Committee will review the Subrecipient reports and report to the full board. Also mentioned was the fiscal team has a new Accounts Payable Specialist – Kali Dugan. The WSW PY21 Financial Audit field work will begin October 31, 2022. CFO Barri Horner shared out the PY21 Q4 financial reports. Questions and comments were invited and addressed by Miriam Halliday and Barri Horner.

**PROGRESS TO DATE – STRATEGIC PLAN:**

WSW's Research & Data Analyst, Kari Kollander presented the WSW Strategic Plan Dashboard 2021-2024. Kari Kollander shared the indicators for the Business Recovery & Growth and Economic Mobility

goals. Also presented was the 2021-2024 progress for each indicator. A discussion ensued and questions were addressed and answered by Kari Kollander.

**CEO REPORT:**

**Evaluation Funding RFP Approval:**

CEO Miriam Halliday went over the timeline of the Federal Workforce Investment Evaluation 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, evaluation design, and evaluator profile.

Based on proposals, presentations, and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee invest in Emsi Burning Glass for the federal workforce investment evaluation contract to provide program evaluation services. Requesting to go into contract not to exceed \$120,000 from December 1, 2022-November 30, 2022. Questions were answered and addressed by Miriam Halliday. A motion was entertained to approve the evaluation funding to Emsi Burning Glass.

**Ralph Clark moved to approve the Evaluation Funding to Emsi Burning Glass as presented, second by Richard Rylander. Motion carried.**

Miriam Halliday shared out the September Board of Directors meeting agenda and gave a quick overview of the workshop that will follow directly after the board meeting. Also shared was WSW's two new hires, Lyn Love who is the new Program Manager and Nolan Yaws-Gonzalez who is the new Project Manager.

**NEW BUSINESS / OTHER ITEMS**

None was forthcoming.

**ADJOURNMENT:**

With nothing further for the good of the order, Vice Chair Simmons entertained a motion to adjourn the meeting at 4:46 p.m.

**Richard Rylander moved to adjourn the meeting at 4:46 p.m.**