



workforce  
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting Minutes**  
**August 26, 2020**  
**3:30 p.m.**  
**Zoom Conference Call, WSW**

**Executive Board Members Present:** Chair Paige Spratt, A.D. Simmons, Kelley Foy, John Vanderkin, Ralph Clark, and Renny Christopher.

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

**WELCOME**

Chair Paige Spratt opened the meeting at 3:35 p.m. and welcomed everyone in attendance.

**CONSENT AGENDA**

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on June 24, 2020, Contract Memo; which included the termination of the Thrive contract #19-13 to LCCA, Policy Memo and Policies. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved as presented with all in favor.

**FINANCE**

Treasurer Renny Christopher presented the Treasurer's Memo and PY19 Q4 financial reports, which included internal expenses and special projects, noting that WSW came under budget for PY19 and no major concerns. Spending for WSW operations ended the year at 91% of the forecast budget total for PY19 ending 6/30/20 and special projects spending is at 59%. Questions and comments were invited and addressed by Ms. Christopher.

Ms. Christopher also stated that WIOA Youth subcontracts with ending dates of June 30, 2020 are underspent as expected due to the challenges of serving participants during the COVID 19 shutdown. WIOA Youth funding not expended will be available for the PY20 Fiscal Year. Both WIOA Adult and WIOA Dislocated Worker service delivery contracts are behind in spending and direct participant training costs are also expected to be underspent for the contract period ending 9/30/20. Funding for those contracts does not expire and will be available for the PY20 Fiscal Year.

Mr. Perkey presented to the executive board that WSW has secured an additional \$2.68 million in grant funds which will be reflected in the January 2021 budget revision. In addition to the \$2.68 million already secured, applications have been submitted for \$2.7 million more. Questions were addressed and answered by Mr. Perkey and Barri Horner, CFO.

## **CEO REPORT**

Mr. Perkey updated the Executive Board that the September Board meeting will set the stage for the strategic planning. Lisa Schauer from PointNorth Consulting Inc. will be speaking to the board about what their strategic priorities for the next three, six, and nine-month goals. Mr. Perkey is still holding the Board retreat dates in October for a future virtual retreat for WSW's strategic planning. Questions were answered by Mr. Perkey.

Mr. Perkey also updated the Executive board the Governance board, along with himself will be going over the list of potential new board members and get meet and greet Zoom meetings setup. The Governance board will update the Executive board once meetings have been conducted.

Mr. Perkey also informed the Executive board that WSW has hired Nicole Hopkins as the new Program Manager and a formal introduction will be held at the upcoming September board meeting. Mr. Perkey also stated that WSW had two new press releases out about WSW new partnerships with Career Karma and WSUV. He also updated the Executive board that WSW has decided to go with a new IT provider, switching to On-Line Support from Covenant. Question were answered by Mr. Perkey.

## **ADJOURNMENT**

With nothing further for the good of the order, Chair Spratt adjourned the meeting at 4:17 p.m.