



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 <sup>*</sup> <ul style="list-style-type: none"><li>Minutes, Contract, &amp; Policy Memos</li></ul>	Paige Spratt
4:10 pm	Finance <ul style="list-style-type: none"><li>Treasurers Memo</li></ul>	Renny Christopher
4:20 pm	WSW Update	Amy Gimlin
4:40 pm	WorkSource Vancouver Reimagine	Amy Gimlin, LSW, & Project Advisory Committee
5:55 pm	Public Comment	Paige Spratt
6:00 pm	Adjourn	Paige Spratt

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<sup>\*</sup> - Action Required



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SOUTHWEST WASHINGTON

## WSW Board Meeting Minutes

June 13, 2023

4:00 p.m.

Workforce Southwest Washington – Mt. Rainier Board Room

**Board Members Present:** Jen Baker, Mike Bridges, Monte Constable, Tracy Doriot, Brent Freeman, Corey Giles, Suba Jagannathan, Tennille Johnson, Ilona Kerby, Ted Sprague, Paige Spratt, Shannon Stull, Mark Tishenko, John Vanderkin, Adrienne Watson, and Nathan Webster.

**Board Members with Absences:** Chris Bailey, Adam Blackwell, Bob Carroll, Renny Christopher, Angela Burckhard, Karin Edwards, Bob Gustainis, Mandy Kipfer, Rodney Seales, A.D. Simmons, Stacy Smith, Lee Tischer, and Jasmine Tolbert.

**Guests Present:** Kristi Williams, Carissa Staley, Kevin Mackie, Angela Mackie, Nick Massie, and Bill Sauters.

**Staff Members Present:** Miriam Halliday, Mando Antonino, Barri Blair, Linda Czech, Marnie Farness, Amy Gimlin, Betsy Hanrahan, Darcy Hoffman, Alyssa Joyner, Kari Kollander, Lyn Love, Julia Maglione, Sean Moore, Tamara Toles, Nolan Yaws-Gonzalez, and Traci Williams.

### Welcome, Introduction of Members, Guests, and Staff

Chair Paige Spratt opened the meeting at 4:03 p.m. and welcomed everyone in attendance. Members and staff introduced themselves.

### CONSENT AGENDA

Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on March 14, 2023, Contract Memo, Policy Memo; which included WSW Supportive Service & Needs Related Policy #3005-9, WIOA Title I-B Administrative Sanctions State Policy #5406-3, WSW Training Policy Handbook – Attachment A, WSW Dispute Resolution Policy #4007-3, WSW Eligibility Handbook – Attachment A, One-Stop Evaluation & Certification State Policy #1016-1, WSW LLSIL Policy #3018, WSW Trade Adjustment Assistance & Dislocated Worker Co-Enrollment Policy #3036-2, WSW Conflict of Interest Policy #1006-3, WSW Allowable Costs Policy #1001-3, WSW Bylaws Revisions, and the Quarterly Report Memo.

**Ted Sprague moved to approve the Consent Agenda as presented, second by Nathan Webster. Motion carried.**

### FINANCE

WSW CFO, Barri Blair recapped the key essentials of the Budget Memo. CFO Blair went over the proposed PY23 budget in detail, including all direct and indirect costs. Also shared was the potential funding for PY23.

Following the presentation, questions were invited and addressed by CFO Blair and CEO Halliday. A motion was entertained to adopt the PY23 budget as presented.

**Mike Bridges moved to approve the PY23 Budget as presented, second by Shannon Stull. Motion carried.**

#### **ECONOMIC MOBILITY COMMITTEE**

WSW CEO, Miriam Halliday shared the economic mobility grant report out to the full board to provide a status snapshot of WSW's major investments. CEO Halliday highlighted some of the successes and challenges of WSW's investments.

#### **GOVERNANCE**

**Board Member Elections:** Governance Committee Tracy Doriot, Nathan Webster, and Miriam Halliday gave introductions of Nick Massie, Rotschy Inc.; Ebony Price, SEIU #49; and Bill Sauters Jr., AWPPW, sharing with the full board unique qualities that the Governance Committee thought each perspective board member would bring to the WSW board.

#### **Term Extension Elections:**

Tracy Doriot 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.

A motion was entertained to approve Nick Massie, Ebony Price, and Bill Sauters Jr. for Council terms and approve the renewal of three-year Council member terms for Bob Carroll and Paige Spratt. Upon approval of the nominations, these board members will serve from July 1, 2023 through June 30, 2026.

**Tracy Doriot moved to accept the nominations of Nick Massie, Ebony Price, and Bill Sauters Jr. to serve on the WSW Board of Directors; and to approve the renewal of Bob Carroll and Paige Spratt to serve on the WSW Board of Directors as presented, second by Mike Bridges. Paige Spratt abstained from voting. Motion carried.**

#### **Term Completions:**

Chair Spratt shared that Chris Bailey, Angela Burckhard, and Shannon Stull have completed their terms as WSW Board of Directors.

#### **WORKSOURCE OPERATOR RFP**

Marnie Farness, Director of Programs went over the timeline of the WIOA WorkSource Operator 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: organizational experience + past performance, relationships and collaboration, proposal narrative, and budget + budget narrative. Questions were answered by Marnie Farness and CEO Halliday.

Based on proposals, presentations, and discussion at the Scoring Committee's convening meeting, and Executive Committee approval, the Committee recommends the WSW Board of Directors invest in Career Path Services for the WIOA WorkSource Operator contract.

**Shannon Stull moved to approve Career Path Services as the WIOA WorkSource Operator awardee as presented, second by Ilona Kerby. Motion carried.**

### **ECONOMIC MOBILITY PRESENTATION**

WSW's Program Manager, Mando Antonino gave a presentation to the WSW Board of Directors about what has happened and what the future looks like for the EcSA grant. Mando shared an overview of poverty in our region, key focuses of pilot and outcomes, results of the pilot, and next steps. Kristi Williams with WorkSource, Carissa Staley with DSHS, and Kevin Mackie with Right Way had a panel discussion around their work on the EcSA grant. Questions were invited and answered by Mando Antonino and the panelists.

### **WSW LEADERSHIP PLANNING**

Chair Spratt shared that from July 24<sup>th</sup> to Nov 8<sup>th</sup> CEO Halliday will be out on family leave. In her absence COO Amy Gimlin will be taking on some of CEO Halliday's duties.

### **PUBLIC COMMENT**

Public comments were invited but none were forthcoming.

### **ADJOURNMENT**

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 5:54 p.m.

**Tracy Doriot moved to adjourn the meeting at 5:54 p.m.**



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## CONTRACT MEMO

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**DATE:** SEPTEMBER 12, 2023  
**TO:** AMY GIMLIN, WSW CHIEF OPERATING OFFICER  
WSW BOARD OF DIRECTORS  
**FROM:** LINDA, WSW CONTRACTS MANAGER  
**RE:** CONTRACT/GRANT UPDATES (JULY-SEPTEMBER 2023)

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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 to **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, 2023**.
- Career Path Services WIOA Title 1 Youth to increase budget by **\$138,726** for total amount of **\$248,726** and extend end date to **September 30, 2023**.
- Equus Operator decrease budget by **\$81,618.24** for a total amount of **\$234,481.76**, no change in end date of **September 30, 2023**.
- 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**.
- Equus Community Development Block Grant contract with Department of Labor to extend date to **December 31, 2023**.
- Equus Federal Economic Security for All to increase budget by **\$267,691** for total budget of **\$443,949**, extend end date to **June 30, 2024**.
- Lightcast modification to terminate Investment Evaluation contract as 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 **\$48,951.55** 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**.
- Washington State University Vancouver for **\$57,503.52** for System Liaison, ending **June 30, 2024**.
- Partners in Careers for **\$165,629.70** for Summerworks, two years ending **September 30, 2025**.
- Career Path Services for **\$695,656.13** for Summerworks, two years ending **September 30, 2025**.
- Equus for State Economic Security for All for **\$502,263**, contract ending **June 30, 2024**.
- Wahkiakum Health and Human Services for **\$90,000** for System Liaison, ending **June 30, 2024**.
- Career Team for **\$166,080** Summerworks, ending **September 30, 2025**.

- Career Team for **\$122,216** Title 1 Youth Clark, Cowlitz and Wahkiakum counties, ending **June 30, 2024**.
- Career Path Services for **\$40,000** City of Vancouver Community Development Block Grant, ending **December 31, 2023**.
- Goodwill for **\$21,467.76** Summerworks, ending **September 30, 2025**.
- Goodwill for **\$70,000** Title 1 Youth Cowlitz and Wahkiakum Counties, ending **June 30, 2024**.

WSW *notification of grant award/execution*:

- WSW received a grant award for the Future Leaders Project from JP Morgan Chase. The total grant amount **\$100,000**, end date of **September 30, 2024**.
- WSW received a grant modification to adjust budget and performance for PY22 State Economic Security for All (THRIVE) from Employment Security Department, no change in total amount of **\$557,764.00**.
- WSW received a grant modification for Department of Commerce Community Development Block Grant to extend the 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 of **June 30, 2024**.
- WSW received grant award for WIOA Title 1 from Employment Security for PY23 total amount **\$3,202,333** end date of **June 30, 2025**.
- WSW received a grant modification for the Career National Dislocated Worker Grant from Worksystems total grant amount **is unchanged**, end date of **June 30, 2024**.
- WSW received a grant modification for City of Vancouver Community Block Grant, total amount, and end date is **unchanged**.

**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.



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## POLICY MEMO

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**DATE:** SEPTEMBER 6, 2023  
**TO:** AMY GIMLIN  
WSW BOARD OF DIRECTORS  
**FROM:** TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR  
**RE:** POLICY UPDATES

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### **Eligibility Handbook – Attachment A**

This was a revision to our Eligibility Handbook – Attachment A. Employment Security Department revised the state policy and the revisions to this policy are listed below. Revised [Eligibility Handbook - Attachment A](#) is posted for your reference.

- Revised Section 8 to add self-attestation and the DD-214 as allowable source documentation for validating transitioning service member status under Category 5 eligibility for the Title I-B dislocated worker program.
- Updated the Reference section and various links to reflect the issuance of TEGL 23-19, Change 2, by replacing references and links to TEGL 23-19, Change 1, with references and links to Change 2.

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.

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### **Data Element Validation Policy 3037-3**

This was a revision to our Data Element Validation Policy. Employment Security Department revised the state policy and the revisions to this policy are listed below. Revised [Data Element Validation Policy](#) is posted for your reference.

- Reducing the data elements required for JVSG validation.
- Additional required elements for Wagner-Peyser.
- Formatting and non-substantive typographical revisions.

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.

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## TREASURER'S MEMO

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**DATE:** SEPTEMBER 12, 2023

**TO:** WSW BOARD OF DIRECTORS

**FROM:** RENNY CHRISTOPHER, WSW BOARD TREASURER *RC*  
BARRI BLAIR, CHIEF FINANCIAL OFFICER

**RE:** FINANCE COMMITTEE REPORT OUT

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**The Finance Committee met on August 16, 2023.** WSW quarterly spending reports for the fourth and final quarter of the current fiscal year ending June 30, 2023 were reviewed. Other matters were discussed. Copies of the quarterly reports are available to board members upon request.

### QUARTERLY REPORTS

**WSW WIOA Fund Obligations:** All three active WIOA Formula Fund Adult, Dislocated Worker and Youth grants are displayed on the report. The prior year's grant allocations are 100% obligated for all funds. Current year grants have been obligated in excess of 80% as required by the Department of Labor and the Employment Security Department. A report listing all contracts obligated against the grants during the fiscal year was also presented.

**WSW Coordination and Admin:** Total spending for WSW operations is at 94.5% of budget as of June 30, 2023.

**Grant Budget vs Actual Spending:** These reports communicate the details of competitive and other state and federal grants with fixed grant terms which have been awarded to WSW. Most have line item budgets. Data displayed in the reports includes the length of the funding term, budget versus actual spending by budget line item, and contracted obligations. Several of the grants have expired as of June 30, 2023. One of the Covid Relief grant funds ending June 30 had unspent dollars, but exceeded performance goals. A grant from Clark County to serve court involved youth was unsuccessful due to a lack of available participants. Ongoing funds are all being managed effectively and there are no major concerns in regard to spending or performance.

**Subcontract Spending and Performance:** These reports display spending and performance measured against expectations for twenty-six service delivery contracts encompassing all programs. All funding sources are represented. The reports also display qualitative information regarding the status of the program in the form of comments developed by program management staff. These reports will be presented to and discussed with the Economic Mobility Committee with a subsequent report out to the Board of Directors.

### OTHER MATTERS

**Potential Funding Update:** A report, updated on August 30, on potential funding for PY23 is attached to this memo.

**Annual Financial Audit:** The accounting firm of Johnson, Stone and Pagano will begin field work on the annual audit December 4, 2023

**Hiring:** A new Staff Accountant has joined the fiscal team-Racheal Andersen.



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## SOUTHWEST WASHINGTON

### Potential Funding for July 2023-June2024 (PY23)

- **Department of Labor Employment and Training Administration (DOL-ETA)**
  - **RECEIVED:** WIOA Dislocated Worker Rapid Response; Employment Security Department release of 15% of 25% holdback **\$195,000.00** **Dislocated Worker Funds**
  - **APPLICATION SUBMITTED:** Community Projects Funding for Future Leaders Project **\$350,000.00**
  - **APPLICATION SUBMITTED:** Opioid Disaster Recovery National Dislocated Worker Grant; Subaward through Employment Security Department. Funding Proposal submitted for **\$1,200,000.00**
  - **APPLICATION SUBMITTED:** H1B Pathways to Infrastructure Jobs; Subaward through Employment Security Department. Funding proposal will be submitted in June for **\$1,500,000.00**
  - **PENDING WITH ESD:** WIOA Governor's Discretionary Funds Economic Security for All: Program funding \$5.7 Mil to be allocated statewide after 5% holdback
- **Washington Department of Commerce**
  - **PENDING WITH ESD:** Economic Security for All: Incentives funding \$10 Mil to be allocated statewide after 5% holdback
  - **PENDING WITH ESD:** Economic Security for All: BIPOC Business Services \$5 Mil to be allocated statewide after 5% holdback
- **ARPA Clark County**
  - **NOT AWARDED:** Business Services and Support: **\$250,000.00**
  - **APPLICATION SUBMITTED:** Re-Entry and Training: **\$150,000.00**
- **Employment Security Dept/Washington State Achievement Council**
  - **APPLICATION SUBMITTED:** Good Jobs Challenge TBD on amount **Construction \$2 MIL, Health Care \$800K**
- **\*new\* Columbia Willamette Workforce Collaborative (CWWC)/Washington State Patrol**
  - **PENDING WITH CWWC (Worksystems Portland):** WSW to consult on interstate bridge replacement **\$10,400**

From: raci Williams  
Sent: onday, July 31, 2023 1:10 PM  
To: my Gimlin  
Cc: inda Czech  
Subject: ontract/Policy Approved - 18 Approvals

Yes:

A.D. Simmons  
Renny Christopher  
Adrienne Watson  
Corey Giles  
Tracy Doriot  
Jen Baker  
Monte Constable  
Karin Edwards  
Nick Massie  
Suba Jagannathan  
Nathan Webster  
Rodney Seales  
Ted Sprague  
Adam Blackwell  
Mandy Kipfer  
Stacy Smith  
Bob Gustainis  
Bob Carroll

Haven't heard back from:

Mike Bridges  
Brent Freeman  
Tennille Johnson  
Ilona Kerby  
Mark Tishenko  
Jasmine Tolbert  
John Vanderkin

No:

Best,  
Traci

**TRACI WILLIAMS**

Executive Administrator/Office Manager  
twilliams@workforcesw.org 360.567.1070  
www.workforcesw.org

Workforce Southwest Washington  
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From: Traci Williams  
Sent: Thursday, July 27, 2023 11:46 AM  
Subject: WSW Board of Directors Contract/Policy Email Approval Needed  
Importance: High

WSW Board Members,

The contracts below and attached policy need your approval now as we cannot wait until the next Board of Director meeting to execute these contracts and implement this new EcSA policy. The Executive Committee of our Board approved the contracts and policy below at yesterday's meeting.

Please respond via email to Traci with your "I approve" or "I do not approve" by EOD on Friday, July 28, 2023.

Full Board Approval Needed:

- \* 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, 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.

- o Career Path Services – services to all three counties for a total contract of \$639,442
- o Partners in Careers – services to Clark County for a total contract of \$215,357

#### 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.

Thank you.  
Best,  
Traci

TRACI WILLIAMS

Executive Administrator/Office Manager

twilliams@workforcesw.org 360.567.1070

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