



**workforce**  
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting  
Zoom Conference Call  
September 22, 2021 3:30 – 5:00 pm**

**AGENDA**

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3:30	<u>Welcome</u>	<b>Paige Spratt</b>
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none"><li>• Approval of Executive Board Minutes</li><li>• Approval of Contract Memo</li></ul>	<b>Paige Spratt</b>
3:40	<u>Governance</u>	<b>A.D. Simmons Ralph Clark</b>
3:50	<u>BFET Presentation</u>	<b>Miriam Halliday</b>
4:30	<u>CEO Search Update</u>	<b>Paige Spratt</b>
5:00	<u>Adjourn</u>	

**NOTES**

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**WSW Executive Board Meeting Minutes**  
**August 25, 2021**  
**3:30 p.m.**  
**Zoom Conference Call, WSW**

**Executive Board Members Present:** Chair Paige Spratt, Kelley Foy, John Vanderkin, Renny Christopher, Ted Sprague, Councilor Karen Bowerman, Ralph Clark.

**Executive Board Members with Excused Absences:** A.D. Simmons

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

#### **WELCOME**

Chair Paige Spratt opened the meeting at 3:38 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 June 23, 2021 and Contract Memo and Policy Memo; which included Memorandum of Understanding State Policy #1013-2, Supportive Service Policy #3005-7, Title I Adult and Dislocated Worker Follow Up Services Policy #3034-1, Data Element Validation Policy #3037, Dispute Resolution Policy #4007-2, Governor's Procedures for Determining Training Program Eligibility, Eligibility Handbook, Veterans Priority of Service Policy #3019-2, Training Handbook, WIOA Infrastructure Agreement State Policy #1024, Data Integrity and Performance Policy and Handbook 1020-1, WIOA Title I-B Administrative Sanctions State Policy #5406-1, and WIOA Title I-B Performance Sanctions State Policy #5415.

**Karen Bowerman moved to approve the Consent Agenda as presented, second by Kelley Foy. Motion carried.**

#### **FINANCE**

Treasurer Renny Christopher presented the PY20 Q4 financial reports, which included internal expenses and special projects, noting that WSW came under budget for PY20 and no major concerns. The 80% required spending requirement by 6/30/21 was waived again due to COVID. Spending for WSW operations ended the year at 94.7% of the forecast budget total for PY20 ending 6/30/21 and special projects spending is at 50.03%. Questions and comments were invited and addressed by Treasurer Christopher and CEO Perkey.

#### **GOVERNANCE**

Governance Co-Chair Ralph Clark updated the Executive Board, that he along with the Governance Co-Chair A.D. Simmons and Mr. Perkey have had a chance to sit down with Lekha Fernandes, SW Coastal Regional Director with ESD, who would replace the seat that Scott Haas held under the required WIOA Partners and Tracy Doriot, Managing Partner with Doriot Construction LLC under the

Clark County Private Sector. CEO Kevin Perkey and Mr. Clark recommend both Lekha Fernandes and Tracy Doriot to be put forward to the full board for nomination.

**Renny Christopher moved to approve the nomination of both Lekha Fernandes and Tracy Doriot to the full board at the September 8<sup>th</sup> meeting, second by Ralph Clark. Motion carried.**

### **CEO REPORT**

Mr. Perkey shared with the Executive Board some updates which included the following:

- Kick-off of the WSW & WSUV BaCE Program this week.
- The Quality Jobs Campaign has kicked off this month, seating a regional board made up of private sector businesses, regional economic development, and community-based partners. Mr. Perkey also mentioned that the Governance Board is still working on Board recruitment seats.
- ESD's ETO replacement update: ESD has launched their third effort to design, develop and implement a successful statewide workforce development data management & labor exchange system. WSW in partnership with our peers through the Washington Workforce Association will be working closely with ESD, the State Workforce Training SEPTEMBER 8, 2021 CEO REPORT Page 2 of 2 & Education Coordinating Board (WTECB) and the Governor's office to ensure we have a usable, accurate and reliable data system for our State.
- Revenue Development: WSW is pursuing two large federal grant opportunities through the US Department of Commerce Economic Development Administration. WSW and our CWWC partners (WSI & CWP) are leading a regional application for EDA's Good Jobs Challenge. This request aligns well with our Quality Jobs Campaign and our shared regional strategic workforce development goals. The second, WSW and our CWWC partners are supporting a large regional application lead by Greater Portland, Inc. under EDA's Build, Back, Better Regional Challenge. We also continue to track Federal Budget negotiations and the potential inclusion of \$100B in workforce development funding for local workforce development boards.
- September Board Meeting Agenda: Mr. Perkey shared with the Executive board the draft agenda for the September board meeting.

Questions were answered by Mr. Perkey.

### **CEO SEARCH UPDATE**

Chair Spratt updated the Executive Board that the executive search process is well underway. The posting for the next CEO is up and is being promoted by the search firm (Good Citizen) and throughout WSW's social media channels. The CEO Search Committee anticipates identifying a successful candidate by the end of November. Questions were answered by Chair Spratt.

### **NEW BUSINESS / OTHER ITEMS**

None were forthcoming.

### **ADJOURNMENT**

With nothing further for the good of the order, Chair Spratt adjourn the meeting at 4:14 p.m.



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**CONTRACT MEMO**

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**DATE:** SEPTEMBER 20, 2021  
**TO:** KEVIN PERKEY  
WSW EXECUTIVE BOARD MEMBERS  
**FROM:** AMY GIMLIN, WSW CHIEF OPERATING OFFICER  
**RE:** CONTRACT UPDATE (AUGUST - SEPTEMBER 2021)

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WSW *executed* the following contracts:

- Equus Workforce Solutions for \$898,095 to provide WIOA Title I Out of School Youth services to eligible youth in Clark County.
- Equus Workforce Solutions for \$274,269 to provide WIOA Title I Out of School Youth services to eligible youth in Cowlitz and Wahkiakum Counties.
- Equus Workforce Solutions for \$43,400 to provide Education and Employment Training Youth services to Clark County Juvenile Justice youth in Clark County.

**Board Approvals:**

- Subcontract with Equus Workforce Solutions to provide administrative support for Incumbent Worker Training to eligible employers in the tri-county area, total contract not to exceed **\$200,000**. Funding is Title I Adult and Dislocated Worker.