



workforce  
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting – WSW Office  
September 25, 2019 3:30 – 5:00 pm**

**AGENDA**

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3:30	<u>Welcome</u>	<b>Bill Skidmore – Chair</b>
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none"><li>• Approval of Executive Committee Minutes</li><li>• Approval of Contract Memo</li></ul>	<b>Bill Skidmore – Chair</b>
3:40	<u>CEO Report</u> <ul style="list-style-type: none"><li>• Mobility / Transitions / Growth (Strategic Areas for WSW)</li><li>• Office Space Update</li><li>• Governance Work</li><li>• Youth RFP</li><li>• Advocacy / Policy Update</li></ul>	<b>Kevin Perkey – CEO</b>
4:40	<u>Open Discussion / Other Items</u>	<b>Bill Skidmore – Chair</b>
5:00	<u>Adjourn</u>	

**NOTES**

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SOUTHWEST WASHINGTON

**WSW Executive Board Meeting Minutes**  
**August 28, 2019**  
**3:30 p.m.**  
**WSW Offices**

**Executive Board Members Present:** Chair Bill Skidmore, Jim Lucey, Julie Olson, Ted Sprague, John Vanderkin, Renny Christopher, Kelley Foy, and A.D. Simmons.

**Staff Members Present:** Kevin Perkey, CEO, Miriam Martin, and Traci Williams

**WELCOME**

Chair Bill Skidmore opened the meeting at 3:31 p.m. and welcomed everyone in attendance.

**CONSENT AGENDA**

Having reached quorum, Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the minutes held on July 24, 2019, Contact Memo, and the Policy Memo. 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 Jim Lucey presented the PY18 Q4 financial reports, which included internal expenses and special projects, noting that WSW came under budget for PY18 and no major concerns. Questions and comments were invited and addressed by Mr. Lucey.

Mr. Lucey also presented the Contracts Dashboard as of 6-30-2019, noting no substantial concerns. Mr. Lucey noted all the revisions that were made on the new Contracts Dashboard spreadsheet. Questions and comments were invited and addressed by Mr. Lucey and Mr. Perkey.

**30 Percent Transfer from Dislocated Worker Funds to Adult Funds:**

Mr. Perkey detailed the background and context of WSW's ability to transfer up to 30 percent of Dislocated Worker funds into Title I Adult funds to bolster programs that have suffered due to dwindling resources over the years. Mr. Perkey explained that, with continued robust Dislocated Worker funding, no adverse effects would be realized should 30 percent of these funds be transferred and used for Title I Adult programs. The execution of this transfer will significantly improve WSW's contracted partners' ability to deliver adult sector-based placements and trainings that lead to industry-recognized credentials.

Discussion ensued, with questions fielded by Mr. Perkey. A motion was entertained to approve moving forward with an appeal to the State Employment Security Department to exercise WSW's ability to transfer up to 30 percent (\$347,000) of Title I Dislocated Worker funds to Title I Adult Funds.

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Upon the motion duly made and seconded and with no further discussion forthcoming, the motion pass with all in favor.

**CEO REPORT:**

Mr. Perkey asked the Executive board a question about what they envisioned about WSW. “Who we are as a workforce board and how we think of the work that we do”. He then went on to say that the three priority areas that he sees WSW going towards in the future is mobility, transition, and growth. Mr. Perkey asked how we talk about who WSW is to the community when asked. Discussion ensued and questions and comments were addressed by Mr. Perkey.

Mr. Perkey also updated the Executive board about the office space update. WSW staff will start working remotely on September 19<sup>th</sup> with a tentative construction timeframe of 60-75 days. Once the remodel is complete, WSW plans to host an open house to the board and partners.

**THRIVE Initiative:**

Program Director Miriam Martin presented to the Executive Board, an overview of WSW’s new THRIVE initiative which will help create a pathway of economic mobility in SW Washington and potentially throughout Washington state. Ms. Martin stated that the goal for THRIVE is decreasing 10% of households that are living below 200% FPL. Director of Programs Miriam Martin invited questions and comments on the new THRIVE Initiative. Following discussion, Ms. Martin will present the new THRIVE Initiative to the full board during the September board meeting.

**GOVERNANCE:**

A.D. Simmons gave an update on what the governance board has been working on with the recruitment for the open seats on the board. One of the high priorities for the new members will be the advocacy of WSW. The Governance team will have some names to bring forward to the Executive board before the November meeting, for full board approval in December. Discussion ensued, about whether interims can sit on the board and be a non-voting member. The Governance board will look at WSW bi-laws and get back to the Executive board at the September meeting with their finding and next steps.

**WSW FULL BOARD MEETING:**

The agenda for the September 11<sup>th</sup> board meeting agenda and the November Fall Board Activity was discussed and approved.

**ADJOURNMENT**

With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 4:45 p.m.



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**CONTRACT MEMO**

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**DATE:** SEPTEMBER 17, 2019  
**TO:** KEVIN PERKEY  
WSW EXECUTIVE BOARD MEMBERS  
**FROM:** AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE  
**RE:** CONTRACT UPDATE (AUGUST 2019 – SEPTEMBER 2019)

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WSW *executed* the following contracts:

- Lower Columbia College to provide PY19 Opportunity Partnership Program services in Cowlitz County, contract totaling \$37,000.
- Trüpp HR to provide consulting services for revising our personnel handbook and conduct a HR audit, contract totaling \$4,500.
- Economic Modeling, LLC (EMSI) to provide a third-party evaluation of our Recruit, Train, Place workshops in WorkSource. This was a requirement of the grant, contract totaling \$17,000.

WSW *notification of grant award/execution*:

- WSW received award notification for Career Connect Washington, career launch grant for **\$250,000**.

# 2020-2023 Youth RFP



## Improve and Sustain Next

Next, our Youth One-Stop, has been open for just over 1 year and has seen over 1,400 youth in that time. Those youth come back time and again, as shown by the 9,000 visits Next has had since August. Of the youth who visited, 85% were enrolled in an education or career pathway. Our goal for the Youth RFP in Clark County is to see the Title I service provider (or providers) integrate into the already existing space, operate under the functional leadership of Next, retain Next's emphasis on trauma-informed care, and further develop industry pathways at Next with WSW's high-growth, high-demand sectors.

## Strengthen Youth Services in Cowlitz/Wahkiakum

While a long-term goal for WSW is to open a Next in Cowlitz and Wahkiakum counties, WSW believes there is additional work to do on strengthening the current youth services in these counties before we move forward with this process. Our goal for the Youth RFP in Cowlitz and Wahkiakum is to see a shift for the Title I providers towards a more youth-centric, trauma-informed culture that helps Opportunity Youth get what they need. WSW would like to see Wahkiakum specifically focus on serving out of school youth, and believe that a consortium that serves Cowlitz and Wahkiakum together will be additionally beneficial for Opportunity Youth in our most rural areas.



## Improve Community + Business Engagement

Youth RFP proposers will be required to develop detailed business and community engagement plans to assure that Title I Youth work is being undertaken through community partnership. Proposers will be asked to demonstrate how they will work with WSW's newly redesigned Business Team to ensure Next is developing talent and designing programming according to the needs of local businesses and in alignment with CWWC regional industry efforts.

## Invite Innovation

WSW strives to create a Youth system that is collaborative and innovative. RFP proposers will be asked to discuss their ability to improve data collection efficiency by adopting Launchpad along with continuing to use ETO (or other state required system), adopt nationally recognized curriculum such as the New World of Work 21st Century Skills Model, and be innovative by implementing and creating new concepts, technologies, curriculum and other organizational solutions that will improve the value of WSW's Title I Youth work.



## Serve Additional Populations

WSW's Title I Youth services serve Opportunity Youth that fall within the WIOA 14 Populations with Barriers, as well as serving communities of color. This RFP, we are proposing a more intentional approach to outreaching to and serving youth who are members of the LGBTQ+ Community, as well as youth who struggle with mental health issues. Young adults in the LGBTQ+ community see high rates of bias, both physical and emotional, and often receive inadequate support in schools and employment. Young adults dealing with mental health issues are more likely to experience discrimination and negative attitudes, either exacerbating or contributing to their struggle as a job seeker. We have seen these youth at Next already, and believe a thoughtful focus on these populations will increase their ability to see successful long-term careers in the region.

