



workforce  
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting Minutes  
September 25, 2024  
3:30 p.m.  
Zoom Conference Call**

**Executive Committee Members Present:** A.D. Simmons, Corey Giles, Monte Constable, Renny Christopher, Councilor Bowerman, and Ted Sprague.

**Executive Committee Members Not Present:** Paige Spratt, Mark Tishenko, and Adrienne Watson.

**Staff Members Present:** CEO Miriam Halliday and Traci Williams.

**WELCOME:**

Chair A.D. Simmons opened the meeting at 3:34 p.m. and welcomed everyone in attendance.

**APPROVALS:**

Having reached quorum, Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive Committee minutes held on August 14, 2024 and the Contract Memo.

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

**EMPLOYEE HANDBOOK REVISIONS MEMO:**

CEO Miriam Halliday gave an overview of the employee handbook revisions. The summary of revisions included the following: Work Schedules, Vehicle Use, Travel Time, Benefits, Fringe Benefit, Holiday, Sick Leave, and the Sabbatical Leave Program. Questions and comments were addressed by CEO Halliday. After discussion, CEO Halliday will bring back the Sabbatical Leave Program to the October Executive Committee meeting with the changes that were brought up in discussion for final approval.

**Renny Christopher moved to approve all aspects of the handbook revisions, with the exception of the Sabbatical Leave Program which will be separately considered at a later date as presented, second by Monte Constable. Motion carried.**

**CEO UPDATE:**

CEO Miriam Halliday gave an update on the Interstate Bridge Replacement Project. Also shared was the Digital Equity Statewide Grant submission. The WWA Conference will be held Nov 12-14<sup>th</sup> and early bird pricing ends September 30<sup>th</sup>. The strategic planning dashboard will be shared out at the next scheduled meeting. The Governor EcSA visit will be held on October 10<sup>th</sup> at Dreamline, Inc.

**NEW BUSINESS / OTHER ITEMS:**

None.

**ADJOURNMENT:**

With nothing further for the good of the order, Chair Simmons entertained a motion to adjourn the meeting at 4:23 p.m.

**Ted Sprague moved to adjourn the meeting at 4:23 p.m.**