



workforce
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting
Zoom Conference Call
September 28, 2022 3:30 – 4:15 pm
AGENDA**

3:30	<u>Welcome</u>	Paige Spratt
3:35	<u>Consent Agenda</u> * <ul style="list-style-type: none">• Executive Meeting Minutes – August 24, 2022• Contract Memo• Policy Memo	Paige Spratt
3:40	<u>CEO Report</u>	Miriam Halliday
4:10	<u>Open Discussion / Other Items</u>	Paige Spratt
4:15	<u>Adjourn</u>	

* - Action Required

NOTES



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting Minutes

August 24, 2022

3:30 p.m.

Workforce Southwest Washington, Mt. Rainier Board Room

Executive Board Members Present: Vice Chair A.D. Simmons, Ralph Clark, Renny Christopher, and Councilor Rylander.

Executive Board/Finance Committee Members with Excused Absences: Paige Spratt, Ted Sprague, and Monte Constable

Staff Members Present: CEO Miriam Halliday, Amy Gimlin, Barri Horner, Kari Kollander, and Traci Williams.

WELCOME:

Vice Chair A.D. Simmons opened the meeting at 3:37 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Vice Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on June 22, 2022, Contract Memo, WSW Employee Handbook Revision Memo, and Policy Memo containing; Memorandum of Understanding State Policy 1013-4, Record Retention and Public Access #2002-2, Complaint Resolution, Equal Opportunity, and Nondiscrimination Policy #2004-3, WIOA Infrastructure Agreement State Policy #1024-2, and WSW Integrated Service Delivery Policy #4010 and Integrated Service Delivery Handbook.

Ralph Clark moved to approve the Consent Agenda as presented, second by Renny Christopher. Motion carried.

FINANCE:

Treasurer Renny Christopher presented the Treasurers Report noting that DOL and ESD have waived the requirement to have 80% of WIOA formula funding obligated by June 30, 2022, Operations spending ended the fiscal year with spending at 95% of the budgeted total, the WSW Economic Mobility Committee will review the Subrecipient reports and report to the full board. Also mentioned was the fiscal team has a new Accounts Payable Specialist – Kali Dugan. The WSW PY21 Financial Audit field work will begin October 31, 2022. CFO Barri Horner shared out the PY21 Q4 financial reports. Questions and comments were invited and addressed by Miriam Halliday and Barri Horner.

PROGRESS TO DATE – STRATEGIC PLAN:

WSW's Research & Data Analyst, Kari Kollander presented the WSW Strategic Plan Dashboard 2021-2024. Kari Kollander shared the indicators for the Business Recovery & Growth and Economic Mobility

goals. Also presented was the 2021-2024 progress for each indicator. A discussion ensued and questions were addressed and answered by Kari Kollander.

CEO REPORT:

Evaluation Funding RFP Approval:

CEO Miriam Halliday went over the timeline of the Federal Workforce Investment Evaluation 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: demonstrated experience and ability, relationships and collaboration, evaluation design, and evaluator profile.

Based on proposals, presentations, and discussion at the Scoring Committee's convening meeting, the Committee recommends the WSW Executive Committee invest in Emsi Burning Glass for the federal workforce investment evaluation contract to provide program evaluation services. Requesting to go into contract not to exceed \$120,000 from December 1, 2022-November 30, 2022. Questions were answered and addressed by Miriam Halliday. A motion was entertained to approve the evaluation funding to Emsi Burning Glass.

Ralph Clark moved to approve the Evaluation Funding to Emsi Burning Glass as presented, second by Richard Rylander. Motion carried.

Miriam Halliday shared out the September Board of Directors meeting agenda and gave a quick overview of the workshop that will follow directly after the board meeting. Also shared was WSW's two new hires, Lyn Love who is the new Program Manager and Nolan Yaws-Gonzalez who is the new Project Manager.

NEW BUSINESS / OTHER ITEMS

None was forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Vice Chair Simmons entertained a motion to adjourn the meeting at 4:46 p.m.

Richard Rylander moved to adjourn the meeting at 4:46 p.m.



CONTRACT MEMO

DATE: SEPTEMBER 28, 2022
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (SEPTEMBER 2022)

WSW *executed* the following contracts:

- Estolano for **\$7,000** to facilitate the Board of Directors workshop and summary, ending September 30, 2022.
- PointNorth for **\$20,000** to facilitate in-person and virtual focus groups to engage stakeholders in meaningful dialogue that informs WSW's approach to accomplishing its mission and drives community centered outcomes.

Executive Board Approval Needed

- Approval needed for the modification of *PY22 Title 1 Youth*, contract between WSW and **Goodwill of the Olympic and Rainier Region** to increase the budget by **\$5,000** in Cowlitz and Wahkiakum Counties to increase personnel and indirect line items for the contract ending June 30, 2023. Total contract amount not to exceed \$65,000.



POLICY MEMO

DATE: SEPTEMBER 22, 2022
TO: MIRIAM HALLIDAY
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW Training Policy Handbook – Attachment A

This was a revision to our Training Policy Handbook – Attachment A. In this revision, the below excerpt was added under the Individual Training Account section for CNA Pre-Requisites to Training. These guidelines were initially provided to Subrecipients as a Technical Assistance Memo to introduce these prerequisites and is now incorporated into our Training Policy. The other revisions to the handbook were largely grammatical. A copy of the revised handbook can be emailed, please send a request to Traci twilliams@workforcesw.org.

CNA Pre-Requisites to Training

Effective August 24, 2021 all participants registering for CNA training through WSW funding must agree to enroll and participate in all of the following courses **before** being accepted for participation in a WorkSource CNA funded program. This means that the process developed must allow for an extended eligibility period of time for participants to complete the preliminary courses.

Preliminary courses include:

- **Diabetes Care**
- **Mental Health**
- **Dementia Training**
- **Nurse Delegation**
- **Medical Terminology**
- **Electronic Health Records**
- **Typing with exam of 50wpm**

The participant file must document that all courses above were either included in the course curriculum or as separate completed courses. The case notes must document each course completion, and services should be attached to the program enrollment as appropriate. Case managers should be aware of the testing along the way and certificates received to assess if a measurable skill gain was achieved. A measurable skill gain should be documented according to policy.

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.
