



workforce
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting
Zoom Conference Call
October 26, 2022 3:30 – 5:00 pm
AGENDA**

3:30	<u>Welcome</u>	Paige Spratt
3:35	<u>Consent Agenda</u> * <ul style="list-style-type: none">• Executive Meeting Minutes – September 28, 2022• Contract Memo• Policy Memo	Paige Spratt
3:40	<u>Goverance Committee</u> <ul style="list-style-type: none">• Executive Board Nomination	A.D. Simmons Ralph Clark
3:55	<u>CEO Report</u> <ul style="list-style-type: none">• Quest Grant Award• Recruitment• I-5 Bridge Replacement Program• Regional Challenge Grant	Miriam Halliday
4:55	<u>Open Discussion / Other Items</u>	Paige Spratt
5:00	<u>Adjourn</u>	

* - Action Required

NOTES

**November 16, 2022 – Joint Executive/Finance Committee Meeting held at WSW
December 28, 2022 – Executive Committee Meeting - Cancelled**



workforce
SOUTHWEST WASHINGTON

WSW Executive Committee Meeting Minutes
September 28, 2022
3:30 p.m.
Zoom Conference Call

Executive Board Members Present: Paige Spratt, A.D. Simmons, Renny Christopher, Ralph Clark, Monte Constable, Councilor Rylander, and Ted Sprague.

Staff Members Present: CEO Miriam Halliday, Amy Gimlin, and Traci Williams.

WELCOME:

Chair Paige Spratt opened the meeting at 3:32 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 August 24, 2022, Contract Memo, and Policy Memo containing; WSW Training Policy Handbook – Attachment A.

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

CEO REPORT:

CEO Halliday shared with the Executive Committee some staffing updates which included Star Rush, Benton Waterous, and Kollin Bell from the Program Team leaving to other job opportunities and continuing schooling. WSW team had staff and team photos done today at the office. The WSW team will be participating in a staff retreat next Tuesday with the focus on diving deeper into the climate survey the staff took with a facilitated meeting with Obie from WSUV and ending the day at Round 1 for bowling and pizza. November Executive meeting will be combined with Finance, December Executive meeting will be cancelled, and the December board meeting will be held in-person at the WSW office with a light holiday reception to follow. The WSW team will observe October 10th Indigenous Peoples' Day as a paid holiday. Board recruitment was discussed and a report out from the Governance Committee will happen in the October Executive meeting. The Systems MOU will be sent out for signatures to include the new providers and signatures that are required. The CWWC will like to host a State of the Workforce breakfast event to be held sometime during January in north Portland, CEO Halliday will bring a date for the event to the October Executive meeting.

NEW BUSINESS / OTHER ITEMS

None was forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 3:52 p.m.

Ralph Clark moved to adjourn the meeting at 3:52 p.m.

DRAFT



CONTRACT MEMO

DATE: OCTOBER 26, 2022
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (SEPTEMBER - OCTOBER 2022)

WSW **modified** the following contracts:

- Revised the Scope of Work for PointNorth Consulting Disaster to provide Next with storytelling and strategic content development on **October 6, 2022**, no change to budget of **\$3,750**.

WSW **executed** the following contracts:

- Goodwill of the Olympic and Rainier Region for **\$60,000** to provide Out-of-School Youth work-based learning and other services, ending June 30, 2023.

WSW **notification of grant award/execution**:

- WSW received executed grant for *Basic Food Employment & Training (BFET)* through Department of Social & Health Services for October 1, 2022 to September 30, 2023. Grant award amount is **\$349,507**.
- WSW received executed grant for *COVID-19 Disaster Relief DWG* through Employment Security Department for additional funds of \$240,000 through June 30, 2023. Total grant award amount is **\$750,604**.
- WSW received executed grant for *Community Development Block Grant Program* through City of Vancouver for August 1, 2022 through June 30, 2023. Total grant award amount is **\$40,000**.

Executive Board Approval Needed

- Approval needed for the modification of *PY20 COVID-19 Disaster Relief DWG*, contract between WSW and **Equus** to increase the budget by **\$100,000** in Clark County to increase personnel and participant expenses for the contract ending June 30, 2023. Total contract amount not to exceed **\$470,719**.
- Approval needed for the modification of *PY22 One Stop Operator*, contract between WSW and **Equus** to increase the budget by **\$80,000** in Clark, Cowlitz and Wahkiakum Counties to increase personnel directly related to outreach efforts for the contract ending June 30, 2023. Total contract amount not to exceed **\$240,000**.
- Approval needed for *PY22 WIOA Adult & Dislocated Worker* contract between WSW and **Career Team** to increase the budget by **\$79,340**. Increase of \$62,057 in Clark and \$17,283 in Cowlitz and Wahkiakum Counties for an Early Childhood Education cohort training.

Clark County \$742,542

Cowlitz & Wahkiakum Counties \$206,798

Total Contract \$979,340



POLICY MEMO

DATE: OCTOBER 20, 2022
TO: MIRIAM HALLIDAY
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW Data Element Validation Policy 3037-1

This is a revision to our Data Element Validation policy. This policy is used by WSW staff and Subrecipient staff to inform what documentation requirements for key elements in eligibility and program design. Employment Security Department revised the state policy to clarify the following:

- Local area and ESD sponsored annual training requirements,
- Adds the self-attestation form with signature can be on paper or electronic in the state Management Information System or Labor Exchange system,
- Increases the error rate threshold from 10% to 20%, actual error rate is determined during annual monitoring,
- Revises allowable source documentation for PIRL Element 804 (Basic Skills Deficient/Low Levels of Literacy at Program Entry), and
- Adds a clarifying statement to PIRL Element 2700 (Social Security Number) that states that only required for the Dislocated Worker Grant (DWG).

Revised [Policy 3037-1](#) is posted for your reference.

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.
