



**workforce**  
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting  
Zoom Conference Call  
October 27, 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><li>• Approval of Policy Memo</li></ul>	<b>Paige Spratt</b>
3:40	<u>Governance</u>	<b>A.D. Simmons Ralph Clark</b>
3:50	<u>CEO Update</u>	<b>Kevin Perkey</b>
4:30	<u>CEO Search Update</u>	<b>Paige Spratt</b>
5:00	<u>Adjourn</u>	

**NOTES**

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**November Executive Board Meeting – November 17<sup>th</sup>  
December Executive Board Meeting – December 15<sup>th</sup>**

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**WSW Executive Board Meeting Minutes**  
**September 22, 2021**  
**3:30 p.m.**  
**Zoom Conference Call, WSW**

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

**Executive Board Members with Excused Absences:** None

**Staff Members Present:** CEO Kevin Perkey, Barri Horner, 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 25, 2021 and the Contract Memo.

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

**GOVERNANCE**

Mr. Perkey reached out to the executive board about needing to solicit more potential board members since all names given have been exhausted. Mr. Perkey also informed the executive board that Adrian Bryce is resigning from the board, due to relocation out of state for employment. Adrian's Clark County Private Sector seat will be open. Questions were asked and addressed by Mr. Perkey, Ralph, and A.D..

Next steps will be for Mr. Perkey to schedule a governance meeting with Ralph and A.D. to talk about ways to accelerate WSW's recruitment efforts, it was suggested to invite new board member Tracy Doriot to this meeting.

**BFET PRESENTATION**

WSW's Director of Programs, Miriam Halliday presented to the Executive Board the overview of SNAP E+T / BFET (Supplemental Nutrition Assistance Program Employment and Training / Basic Food Employment Training) and the progress that WSW has made during the 1<sup>st</sup> year. Shared was the vision going forward for programmatic, operational, and fiscal which included expansion of Talent Development FTE, FTE for Administrative oversight at WSW, expansion of supportive services, and maximizing flexibility. COO Barri Horner reported out that during the first year budget from October 1, 2020 – September 30, 2021 the eligible non-federal spending on BFET program was \$65,000 as of

July 2021. The DSHS/BFET match as of July 2021 was \$32,500. The projected totals for the second year budget for eligible non-federal spending is planned at \$260,000 with a DSHS/BFET potential match at \$130,000. Questions were answered by Ms. Halliday, Ms. Horner, and Mr. Perkey.

**CEO SEARCH UPDATE**

Chair Spratt updated the Executive Board that the search committee has looked at sample resumes to ensure that the type of resumes coming in were on the correct direction. The next steps that will be taken by the search committee is to review resumes, meet & greet meetings for the board/commissioners and meet & greet with staff with potential candidates. Final interview with the Search Committee and the Search Committee's recommendation to the Executive Board for approval to the full board. The CEO Search Committee still anticipates identifying a successful candidate by the end of the year. 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 entertained a motion to adjourn the meeting at 4:40 p.m.

**Ted Sprague moved to adjourn the meeting at 4:40 p.m.**



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**CONTRACT MEMO**

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

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WSW *executed* the following contracts:

- Equus Workforce Solutions for \$1,158,097 to provide WIOA Title I Adult and Dislocated Worker services to eligible job seekers in Clark, Cowlitz, and Wahkiakum Counties.
- Equus Workforce Solutions for \$526,024 to provide WIOA Title I One Stop Operator services and participant expenses in Clark, Cowlitz, and Wahkiakum Counties.
- Red Sea Road for \$4,860 to provide Equity, Diversity and Inclusion Training to our subcontractor staff.
- PointNorth Consulting for \$16,500 to facilitate focus groups for the upcoming WIOA Title I Adult and Dislocated Worker Request for Proposals.

WSW *notification of grant award/execution*:

- WSW received notice of award for Department of Labor Career Dislocated Worker Grant. This grant was written in collaboration with our Regional Partners (CWWC). Total award for the region is \$2,329,992 and for Southwest Washington **\$490,440** to help align the public workforce system and childcare. This project will fill gaps and provide supports that are necessary in implement an effective workforce-child care program that can support families in poverty and open pathways into family-sustaining careers.



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**POLICY MEMO**

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**DATE:** OCTOBER 20, 2021  
**TO:** KEVIN PERKEY  
WSW EXECUTIVE BOARD MEMBERS  
**FROM:** AMY GIMLIN, WSW CHIEF OPERATING OFFICER  
**RE:** POLICY UPDATES

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**Memorandum of Understanding State Policy 1013-2**

This is a revision to the policy to clarify requirements that all partners must sign and participate in the workforce system. WSW can adopt and implement [State Policy 1013-3](#).

Based on the approval process, this policy approval falls under **Tier 1** Executive Board 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.

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**WIOA Infrastructure Agreement State Policy 1024-1**

This is a revision to the original policy to clarify the requirements that all partners must contribute to the IFA, which includes Affiliate Sites. All local boards are subject to follow State [WIOA Infrastructure Funding Agreement 1024-1](#). This is notification to the board of this revised state policy.

Based on the approval process, this policy approval falls under **Tier 1** Executive Board 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.

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