



workforce
SOUTHWEST WASHINGTON

**WSW Joint Finance Committee/Executive Board Meeting Minutes
November 17, 2021
4:00 p.m.
Zoom Conference Call, WSW**

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

Executive Board Members with Excused Absences:

Staff Members Present: CEO Kevin Perkey, Amy Gimlin, Barri Horner, Kathy Ashley, Denise Elliott, and Traci Williams.

WELCOME:

Chair Paige Spratt opened the meeting at 4:04 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 October 27, 2021, Contract Memo, and the Policy Memo; which included the Training Handbook Rev 8 and Allowable Costs Policy #1001 Rev2.

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

FINANCE:

Having reached quorum, Treasurer Renny Christopher entertained a motion to approve the Finance Committee's meeting minutes held on August 18, 2021.

John Vanderkin moved to approve the Finance Committee Minutes as presented, second by Paige Spratt. Motion carried.

Chief Financial Officer, Barri Horner presented the PY21 Q1 financial reports, which included the WIOA Formula Grant Fund Obligations report for WIOA Adult, WIOA Dislocated Worker, and WIOA Youth. Last year's WIOA Formula grants have been fully obligated at 100%. Operations and internal expenses were also presented, noting that WSW is on track with spending for PY21 Q1 and no major concerns.

Ms. Horner also shared that the WSW PY21 Budget has been fully translated into a new format. There are now three summary reports; By Program, Comparative, and By Year. Two additional funding sources were added to the WSW Budget. Career (National) Dislocated Worker Grant – Total 2-year funding at \$490,440.00 and Opportunity Partnership Program – Total 1-year funding at \$42,500.00. Estimates used to calculate carry-in for the original approved budget have been updated to actuals for

this budget revision. CFO Horner also shared that the total amounts budgeted for WIOA contracts and WSW operating costs have not changed. CFO Horner noted all the revisions that were made on the PY21 budget revision. Questions and comments were invited and addressed by Treasurer Christopher and CFO Horner.

The Annual Audit Report presentation was scheduled for the January Executive/Finance Committee meeting that will be held on January 19, 2022, at 3pm.

John Vanderkin moved to approve the recommendation of the budget revision to the full board for final approval at the December board meeting as presented, second by Ralph Clark. Motion carried.

GOVERNANCE:

Mr. Perkey updated the executive board on the BaCE initiative project progress focused on explicitly and intentionally diversifying Board and Leadership including power structure on the Board. This initiative primarily focuses on recruitment and retention for the WSW Board, along with Board education and development. The WSW team will present their initiative at the November 30th BaCE meeting to fellow staff. The Governance Board along with WSW's new CEO, plans to start implementing this initiative at the beginning of the year to recruit and onboard new potential WSW board members. Questions were asked and addressed by Mr. Perkey, Ralph, John, and A.D.

CEO REPORT

Mr. Perkey shared with the Executive board a few updates that included talks around WETA supporting generally state level funding into workforce development to bridge the gap for the funding that we receive on the federal side to help support the 300,000+ people currently on unemployment. Action items around this would be advocacy with our County Commissioners and Councilors. Mr. Perkey shared that there is a leader to leader call this Friday around the statewide data replacement where they will be asking the state workforce board to provide oversight over that process so that a failed effort doesn't happen again. Mr. Perkey mentioned that WSW's newest team member Kollin Bell was recognized as an Honoree at the Say Hey! event held by Partners in Careers.

EXECUTIVE SESSION:

The Executive Board entered Executive Session at 4:50 p.m. to approve the new WSW CEO.

ADJOURNMENT:

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 5:32 p.m.