WSW Joint Finance Committee & Executive Board Meeting
LSW Community Room
November 20, 2019 3:30 – 5:00 pm

AGENDA

3:30 Welcome  Bill Skidmore & Jim Lucey – Chair & Finance Chair

3:35 Consent Agenda  Bill Skidmore – Chair
  • Approval of Executive & Finance Committee Minutes
  • Approval of Contract Memo

3:40 Finance  Jim Lucey – Finance Chair
  • Quarterly Financial Statements
  • PY19 WSW Budget Revision

4:10 Governance  A.D. Simmons – Governance Co-Chair
  • WSW Board Member Nominations

4:40 CEO Report  Kevin Perkey – CEO
  • WSW Board Member Recommendations

4:55 Open Discussion / Other Items  Bill Skidmore – Chair

5:00 Adjourn

NOTES
WSW Executive Board Meeting Minutes
October 23, 2019
3:30 p.m.
Hudson Community Room

Executive Board Members Present:  Chair Bill Skidmore, Jim Lucey, Paige Spratt, Ted Sprague, John Vanderkin, Renny Christopher, Kelley Foy, and A.D. Simmons.

Staff Members Present:  Kevin Perkey, CEO, Darcy Hoffman, Kari Kollander, and Traci Williams

WELCOME
Chair Bill Skidmore opened the meeting at 3:32 p.m. and welcomed everyone in attendance.

CONSENT AGENDA
Having reached quorum, Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the minutes held on September 25, 2019. Discussion ensued with regards to the meeting minutes, after discussion a motion was made to modify the wording under the Executive Session. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved with the modification to the meeting minutes with all in favor.

BUSINESS SOLUTIONS – PROSPECTIVE NEW TOOL:
Director of Business Services, Darcy Hoffman and Research and Data Analyst, Kari Kollander presented a potential new tool “Dun & Bradstreet” that WSW is a participating member in a small pilot group in the State of Washington. Employment Security has purchased a license for WSW to use, to send feedback if this will be a useful or not tool for Business Solutions.

Ms. Hoffman shared that the two major functions of this tool would for it to be used to validate financial stability and health of companies, to make sure that WSW is making smart investments surrounding on-job training and workforce training. The other function is that this tool would provide true layoff aversion services.

Ms. Kollander walked through the tool with the Executive Board and demonstrated what data and statistics WSW could access by using the Dun & Bradstreet tool. Questions and comments were invited and addressed by Ms. Hoffman, Ms. Kollander, and Mr. Perkey.

CEO REPORT:
Mr. Perkey updated the Executive board about what the WSW team has been up to. The Thrive initiative is getting ready to kickoff and final agreements with partners are almost in place. The kickoff event will be held in November with Commissioner Levine attending.
Next hosted an event with Senator Murray, which highlighted the success among the youth that has been happening. Along with some partners, three youth were able to share their experiences and achievements with Senator Murray.

Finalists are being interviewed for the Next Director and Operator roles and both should be filled by the end of the year.

WSW is continuing to have conversations with JP Morgan about additional investments into Next. We have received some money from the Community Foundation and some other regional backed partners.

WSW has added Sean Moore to the Business Solutions team, who will handle the Healthcare side. The Business Solutions team is reevaluating the position for the Construction side and will push out the open position to qualified candidates soon.

WSW is working closely with WSUV surrounding incubator hubs and support for future short-term trainings (couple weeks to a couple months). Mr. Perkey will follow up with more details.

Mr. Perkey also updated the Executive board about the fall board event. Since the end of the year board meeting is scheduled on December 11th, WSW will tag on to the scheduled meeting and have a facilitated Governance workshop about what it takes to be a high performing board, right after the board meeting. Afterwards, there will be a happy hour/get together scheduled. Mr. Perkey will update the Executive Board with location at the November meeting.

Mr. Perkey also announced that he is promoting Amy Gimlin to Chief Operating Officer effective January 1st, 2020.

**ADJOURNMENT**
The November Executive board meeting will be moved to November 20th and combine with the Finance Committee meeting due to Thanksgiving falling on the original date. With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 4:47 p.m.
Executive Board Members Present: Chair Bill Skidmore, Jim Lucey, Paige Spratt, Ted Sprague, John Vanderkin, Renny Christopher, Kelley Foy, A.D. Simmons, and Ralph Clark.

Staff Members Present: Kevin Perkey, CEO and Traci Williams

WELCOME
Chair Bill Skidmore opened the meeting at 3:33 p.m. and welcomed everyone in attendance.

CONSENT AGENDA
Having reached quorum, Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the minutes held on August 28, 2019, and the Contact Memo. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved as presented with all in favor.

EXECUTIVE SESSION
Mr. Perkey informed the Executive board that LCC had reported fraud from one of their employees. The Executive Board and CEO Kevin Perkey entered an executive session for more detail at 3:47 p.m. and ended at 4:10 p.m.

CEO REPORT:
Mr. Perkey presented the Executive board with some challenges that have come up with work on the subleases for Next. The two partners that have not signed the subleases due to needed extra approval for lease requirements and some pushback into paying into the Next IFA is ESD and Clark College. Mr. Perkey is sure that the ESD sublease will be executed in the coming months after they work on some language modifications with DES surrounding their lease. He is concerned with the Clark College sublease being executed and the challenges that have surfaced. Discussion ensued and questions and comments were addressed by Mr. Perkey.

GOVERNANCE:
Mr. Perkey circled back from the August Executive board meeting with the finding that interims are not addressed in WSW’s bi-laws. Mr. Perkey then opened the dialog about possibly changing the makeup of the category that represents the 3 higher Ed positions on the board to include Port representation. Discussion ensued and questions and comments were addressed by Mr. Perkey.
A.D. Simmons and Ralph Clark gave an update on what the governance board has been working on with the recruitment for the open seats on the board. Ms. Simmons asked with the four open seats that need filled, will the candidate move WSW forward and will the candidate make the WSW board the strongest board it could possibly be. One of the high priorities for the new members will be the advocacy of WSW. Discussion ensued with comments and questions answered by the Ms. Simmons and Mr. Clark. The Governance board’s next steps will be to get together about how to further strengthen the WSW board, look at other options to fill the Clark College seat and bring back candidates for the three open positions to the Executive board.

YOUTH RFP:
Mr. Perkey summarized key points of the new Youth RFP that will be going out the week of October 30th. The Youth RFP was designed to be more intentional with the communities it will serve and be more aligned with WSW’s new Business Services team. Discussion ensued and questions were addressed by Mr. Perkey.

ADJOURNMENT
With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 5:05 p.m.
CONTRACT MEMO

DATE: NOVEMBER 12, 2019
TO: KEVIN PERKEY
    WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE

WSW executed the following contracts:

- ResCare Workforce Services to provide PY19 Rapid Response Increased Employment Initiative, contract totaling $277,441.
- Lower Columbia Community Action Council to provide Thrive – EcSA services in Cowlitz County, contract totaling $206,500.
- Cowlitz County Habitat for Humanity to provide services under Thrive – EcSA in Cowlitz County, contract totaling $374,000.

WSW notification of grant award/execution:

- WSW received grant execution from Clark County Juvenile Court for $37,500 to provide Employment and Training services at Next to justice involved young people. Services include orientation and engagement; job readiness training; work experience; and job search and employment plan for each young person moving forward.
- WSW received award notification from Department of Social and Health Services, Department of Vocational Rehabilitation to extend WSW services to DVR eligible young people through 2021, also known as SummerWorks. Amount is still being negotiated with DVR. In addition, amount of subcontract with Educational Service District 112 will be determined shortly after DVR negotiations are complete.
- WSW Office Renovation – procurement not to exceed $125,000. This amount is WSW’s portion of the total cost. Total price includes price of moving company $7,000, IT Expansion $1,600, and office furniture $143,000.
WSW was made aware of alleged misuse of funds in our Opportunity Partnership Program (OPP) at Lower Columbia College (LCC) on September 23, 2019. LCC completed an investigation on October 22, 2019. The report concluded the following incidents more likely than not occurred:

- Program Manager misappropriated funds from the Career Success Grant (OPP) to a student not qualified for the program;
- Program Manager violated LCC’s Code of Ethics and Washington State ethics laws when providing $500 from a grant she administers to her son, which is a clear conflict of interest; and
- Program Manager violated LCC’s use of leave rules as well as ethics rules when not submitting leave slips for time off.

Based on LCC’s investigation report and previous WSW monitoring of LCC, WSW will be conducting a full review of OPP over the last two (2) years and Career Connect Washington (CCW) for the complete contract (Jan 2019 – Sept 2019) on November 22, 2019. LCC was notified of this additional review on November 8, 2019. See Investigation Follow Up for specifics about the notification.

It is in the best interest of WSW to conduct our own full review to determine the security of our current project and our future partnership with LCC. WSW chose to look further into LCC, for several reasons:

1) Information provided in the investigation summary. LCC was very transparent with their investigation and repeated a few comments provided by the Program Manager that raised red flags for us and warrants further review. See LCC Investigation Summary for more information.
   a. Program Manager stated “(she) should have just used Career Connect Learning funds then we would not be having this conversation”. WSW needs to review to ensure all expenditures were allowable and documented appropriately.
2) PY18 monitoring concerns:
   
a. Hours charged on staff timesheets were not consistent with amounts charged to WSW resulting in $4,860 to be refunded to WSW. See PY18 Monitoring Report and LCC Repayment Memo for specifics.

b. LCC appears to be struggling with their new fiscal and enrollment system. Has staff knowledge of the system improved over the months? Can LCC produce the information we request more easily?

3) Questions not answered by LCC Investigation Report.
   
a. What changes, if any, were implemented regarding their Internal Control Process? What needs to be tightened up to reduce risk?

b. Has LCC conducted a file audit since the incident? What were the findings or is there a summary of the review?
   
   ▪ Were the PY18 OPP participant files removed from the Program Manager’s office and reviewed for allowable charges? WSW needs to review all participant files as well to ensure eligibility of all participants, given the statements in the investigation report.

c. No OPP participants are enrolled first quarter of PY19, therefore why the need for gift cards at the bookstore in September? Is this part of the enrollment/onboarding process for new OPP participants?

d. Speaking to their administrative capability, does LCC recognize what could have been done to prevent this incident? Were there red flags that were ignored? Was the employee already on a watch list?

WSW is in the process of notifying our funder for the OPP project, the Workforce Education and Training Coordinating Board, of the steps taken thus far.

Attachments:
- Investigation Follow Up
- LCC Investigation Summary
- PY18 Monitoring Report
- LCC Repayment Memo
DATE: NOVEMBER 20, 2019
TO: WSW EXECUTIVE BOARD
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER

Members of the Board –

It has been another tremendously productive quarter for our WSW team. As you will read below, we’re diligently working on many fronts to continue our push to refine and develop an effective workforce development system across our region. I’m particularly proud of how collaborative our team has been while our office is under renovation. We haven’t missed a step and we are looking forward to moving into our new space at the beginning of 2020.

BUSINESS

Staffing Changes:
- Hired Sean Moore – Senior Project Manager for Healthcare
- Promoted Alyssa Joyner – Senior Project Manager for Manufacturing
- On hold for the recruitment of Senior Project Manager for Construction (re-thinking job description to target the right candidates; waiting for office remodel for successful onboarding)

Talent Management Model:
- Various meetings, conversations and work sessions between WSW and WorkSource leadership to gain support and action on WorkSource’s renewed focus on becoming the talent development and management body in our region (sounds simple but this has taken up a ton of time over the last quarter!).

CWWC:
- Researched, explored and visited three Medical Assistant Apprenticeship programs (2 in WA; 1 in OR) at the urging of our healthcare industry partners. Healthcare partners have selected the program operated by the Allied Health West JATC out of southern Oregon to move forward with due to its flexibility and online related supplemental instruction. The CWWC has negotiated a pilot program with the Allied Health West JATC and are currently having 1:1 conversation with individual healthcare providers to map out unique program designs. New apprentices are slated to begin work/programming in March 2020.
- Alyssa is preparing to host the Manufacturing Panel in SW Washington in February. Currently planning the agenda and plan to utilize this convening as a way to engage new manufacturing partners in our work while bringing relevant, valuable content to existing industry partners.
- WSW signed on in support of the Regional Construction Career Pathways Project (C2P2) pledge designed to support greater diversity and equity to the trades.
- CWWC’s construction team provided employer-led training to all regional career coaches (WorkSource, CBO’s, etc.) – tech is slated for January and will complete our four sectors.
• Tech Tours (Clark County specific) held in September (designed to showcase tech innovations and tech employment in Vancouver)
• Lead workforce development conversation with WSI and CWP in Portland with Greater Portland Inc. audience of city/county government leaders

**Elevate WSW’s Brand:**
• WSW staff presented at all City Council meetings over the summer/fall months to promote our work and ensure council’s understand when/how to connect businesses and people
• WSW staff lead presentations at multiple breakout sessions at WWA (CRM Technology, Rapid Response, Thrive/EcSA, ISD)
• WSW business team presented at the Port of Vancouver’s quarterly tenant series (about us, services for businesses, etc.)
• CEO invited to present at CREDC’s Future of Transportation luncheon & Close It Summit focused on innovative solutions to closing the skills gap

**PEOPLE**

**Contracts**
• Successfully executed Thrive subcontracts for Habitat for Humanity, ResCare, and Lower Columbia CAP.
• Successfully completed Career Connect Washington—performance was almost entirely met, as well as spending goals.
• The Next Director has been hired and began the week of 11/12.
• The Next Strategic Plan was reviewed by all leadership and updated to provide the incoming Next Director a clear path forward.
• Currently in negotiations with DVR about next iteration of the Preemployment and Training Contract, slated to be executed January 1, 2020.

**Program Management + Procurement**
• Researched and set up demonstrations with 5 program management tools to enable the WSW Program and Fiscal team to work more closely together. These tools will allow all to see current performance and spending for each subcontractor, as well as provide a database to run our procurement through in the future.
• Developed and executed the Opportunity Youth RFP on October 4th and led the Bidders Conference on October 21st.
• Working closely with the business team to develop the following sector pathways:
  o CareerWorks Medical
  o MA Apprenticeship
  o Manufacturing Career Launch(es) with companies on the HTC
• Leading a group of community partners in Cowlitz County around bettering employment and training connections for individuals exiting the criminal justice system.
• Developing an equity action plan for WSW and specifically how we invest in the community.

**SYSTEM**
• Successfully completed Operator contract negotiations and are ready to execute that contract.
• Hired a new Operator who is scheduled to start on December 2nd. This individual is highly skilled and brings an impressive, diverse background spanning higher education, workforce development, and re-entry/incarcerated populations. We expect this person to jump right into this newly redesigned leadership role and help us move several key projects forward inside of WorkSource.
• We made a commitment through our ISD efforts to reposition our participant funds under the Operator contract instead of Title 1. We’ve spent several weeks working on the logistics and fine tuning what that will look like and I’m happy to report that we have successfully transitioned those funds. Here are some of the ways we envision this change impacting service delivery:
  o Participant funds available to any partner in the center, not just Title 1.
  o WSW Business Services team influences how participant funds are spent based on industry need.
  o The spending of funds is no longer a performance requirement. i.e. we are not incentivizing spending down funds for the sake of spending down. We want funds to be spent based on industry need and if we can meet that need and the other performance metrics without spending funds, that is enough.
• With ISD, we have created a minimum standard of services that we expect all partners to adopt. What this means for customers is they will have a consistent experience and leave with the same basic level of information regardless of what program or agency they receive services from. These standards of services include:
  o Customers will see a menu of services.
  o Customers will leave with an employment plan.
  o Customers will be co-enrolled and leave their appointment with clear next steps.
• Created a seamless referral process between WSW entrepreneurship investments and WSUV business students.
  o WSUV is in the process of identifying advanced business students who are interested in entrepreneurship and small business ownership, and who already have a business plan. Once we have a cohort of students, our investments at WorkSource will help remove potential barriers and assist with qualifying services.
  o We are also identifying individuals who come through WorkSource and are interested in entrepreneurship so we can link them to the WSUV program.
• Working with WSUV on developing an internship program focused on building social capital.
  o Starting small with 5 or so interns who will be placed in an internship during summer 2020 and then matched with an executive level mentor who will provide guidance and open up their network to the student throughout the academic year.
• Added Next to Systems MOU and will be certifying it as an affiliate site.
  o As we talk about breaking down silos and aligning our efforts, this was a step in the right direction for better system integration. We hope this move will provide us with opportunities for greater innovation and efficiencies across our entire system
• Working with our partners in Wahkiakum County on ways to better extend the full suite of WorkSource services to their community.
• Supporting the investment of a tool called “Tables Ready” inside of WorkSource, which will help track customers coming into the center and help triage them based on need.

FUNDING & POLICY

• Sat on a panel for the Community Foundation Northbank Insights on Asset Building to pitch Next and other WSW initiatives.
• Provided a presentation on Thrive for the Community Foundation Board of Directors meeting focused on equity.
• Currently in discussion with JP Morgan Chase about possible SummerWorks investment and support.
• Working closely with PeaceHealth to formulate a development plan for a private industry led childcare consortium in Cowlitz County to support Thrive efforts.
• Currently in discussion with KMR Foundation about possible SummerWorks investment and support.
• Completed the YouthBuild application and waiting for notice on funding.
- Completed the BFET application and in discussion with Seattle Jobs Initiative on the method of SNAP 50/50 funding development.
- Received $37,500.00 via the Employment and Education Training Dept of Children, Youth, and their Families (DCYF) to provide 15 young adults from the Juvenile Recovery Court services at Next.
- Met and discussed possible investment at Next with Homestreet Bank and HAPO Community Credit Union.
- In negotiation with Employment Security Dept for the Career Connect WA grant.
- Working with State on possible RESEA evaluation study for SW WA.
SUMMARY of QUALIFICATIONS:

- 10+ years of executive leadership experience
- Successful collaborator uniting associations, government agencies, and public and private economic development entities
- Experienced manager: Board of Directors (19), staff (12), teams, benefit partners, and committees
- Extensive strategic planning, cost control and budget experience
- Skilled in creating and implementing business systems influencing revenue growth
- Firsthand knowledge establishing a nonprofit organization
- Experienced advocate for policy changes on behalf of business and constituents
- Exceptional interpersonal, communication and organizational skills
- Keen understanding about strategies that raise a business platform driving revenue
- Superior customer service with strong problem resolution and follow up skills
- Proven and effective project manager
- Quick learner. Highly capable of learning industry and business trends, challenges, and initiatives that drive activities and the evolution of new products and services
- Experienced in using various database systems and Microsoft Office programs
- Bachelor of Science Degree, Business and Leadership

EXPERIENCE:

Director of Innovation
Matrix Roofing & Home Solutions, Vancouver, WA 10/2019 – present

- Direct business strategy supporting company growth. Analyze business position and systems. Determine business target market(s). Implement business systems that streamline efforts and efficiencies.

Executive Director
Southwest Washington Contractors Association (SWCA), Vancouver, WA 11/2014 – 06/2019

- Directed all financial, operation, education, advocacy, marketing, communication, and member benefits/services. Metrics over a 4 year and 7-month period:
  - 25% membership increase
  - 35% revenue increase
  - 90% retention rate
  - 6 months in cash reserve
- Board of Directors Management:
  - Southwest Washington Contractors Association (19 member 501C6)
  - SWCA Foundation (9 member 501C3)
- Researched, surveyed, monitored trends, and maintained close working knowledge of commercial and industrial construction industry initiatives. Produced relevant professional development opportunities. Responsible for raising the platform of the association increasing membership and revenue. Added $70,000 of new annual revenue through education and networking events
• Managed staff of 3, 6 key benefit partners, committees, all conference speakers, trainers, subject matter experts
• Initiated deliberate strategic focus, outreach, and success based on trends and stakeholder feedback. Empowered collaboration between other associations, government agencies, and the region’s public and private economic development entities
• SWCA Foundation Registered Agent 11/2015 – 06/2019
  Established the 501C(3) foundation in November 2015. Mission: Enhancing Southwest Washington through scholarships and community outreach projects. Responsible for development in addition to all aspects of the foundation: Articles of Incorporation, bylaws, fundraising strategies, in addition to all financial and operational processes and procedures. Pursued and developed Board of Directors.

Vice President, Member Services

• Appointed operation and spokesperson during CEO absence
• Chamber senior staff; counsel CEO on member related issues determining the best course of action
• Work in concert with board, committees, and business entities in developing and implementing business products, trainings, member services, programs, education seminars, forums and events for the 1,100+ business members
• Managed all membership services projects
• Managed 25+ volunteer member Ambassador Team
• Developed, launched and implemented plans of action: education seminars, member retention, membership drives, social media, networking, marketing and communication, small business plans
• Interim Marketing and Communications Director: responsible for web site content, marketing material, social media, press releases, monthly content and publication of GVCC Chamber News

Membership Services Director

• Managed all membership services projects
• Work with board, committees, and business entities in developing and implementing business products, trainings, member services, programs, trainings, education seminars, forums and events for the 1,100+ business members
• Managed 25+ volunteer member Ambassador Team
• Responsible for member satisfaction and retention
• Collections

EDUCATION:
• Bachelor of Science, Business and Leadership, Marylhurst University, Marylhurst, OR
• Associate of Arts and Sciences Degree, Business Administration, NWIC, Bellingham, WA

CERTIFICATIONS:
• Master’s Degree Level Program Certificate of Completion, Collaborative Leadership Institute, Seattle Pacific University, Seattle, WA
• Leadership Clark County Graduate
• Turbo Leadership Development Lab Graduate
• Certificate of Completion, Faith-Based and Community Partners Grant Writing and Grant Management, U.S, Department of Health & Human Services, Vancouver, WA
VOLUNTEER EXPERIENCE:

- Board of Directors, Workforce Southwest Washington
- Past Board of Directors, Leadership Clark County
- Past Board of Directors, American Red Cross
- Greater Vancouver Chamber of Commerce Political Action Committee
- Columbia River Economic Development Council, Lands for Jobs Committee
- Clark County Career and Technical Education Executive Committee
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https://www.linkedin.com/in/scottghaas

**SEEKING SENIOR HR OR TALENT ACQUISITION ROLE**

**SUMMARY**
Seasoned and accomplished professional with over 19 years of progressive responsibility and diversified experience in Talent Acquisition/Human Resources field with various competitive professional environments. Articulate communicator with a proven ability to leverage relationships with all levels of management and staff. Highly motivated and committed to professional excellence and focused on improving organizational goals and objectives. A Strategic Senior Partner who develops and manages innovative recruiting/human resources strategies in support of organizational objectives. Strengths include strong, analytic skills and practical application of programs that support the organization’s strategic goals and the alignment of well-designed Talent Acquisition/Human Resource business plans.

**AREAS OF EXPERTISE**

- 19 Years HR & Talent Acquisition Exp.
- Technical & Non-technical Recruiting
- Manage Vendor & Partnerships
- Behavioral Interview Training
- ATS/Reporting & Metrics
- Provide Research Oriented Direction
- On-boarding Strategy & Implementation
- Creative & Fundamental Sourcing Techniques
- Online Branding/Social Media
- Process Improvement/Six Sigma/LEAN
- Competitive Intelligence
- Oversee HR Budgets
- Economic Development
- Military Relationship Manager
- University Relations/Recruiting
- Human Capital Planning
- Talent Market Analysis/Analytics
- HR Project Management

**EXPERIENCE**

**BGIS, SEATTLE, WA AUGUST 2016 TO CURRENT**

**DIRECTOR, TALENT ACQUISITION** *(Real Estate Management Services – Critical Infrastructure/Data Centers/Integrated Facility Management)*

> Led change management process through merger and acquisition processes. Implement, utilize and optimize applicant tracking (ATS) Taleo and assisted in the rebranding of the company careers page.

> Effectively led hiring efforts improving hiring results by 60% in the first six months in a historically hard-to-hire location. By Shifting recruiting strategy from posting on job boards to directly sourcing experienced candidates from other trades groups and military recruiting efforts.

> Using Continuous Process Improvement/Lean tools, created and successfully implemented a plan to reduce hiring lead time of hourly employees by 33%. By leading the development and maintaining reporting lifecycle, governance and roadmap.

> Enhanced recruitment operations with the introduction of strategies to attract new members as well as process improvements in the areas of sourcing, hiring, forecasting, and labor market trends analysis.

> Monitor and analyze recruitment efforts to identify and target areas in need of improvement. Provide staff mentoring and training as well as overall establishment of goals. Generate innovative social media plans.

> Specializing in the data centers and facility management industry sourcing strategies, for roles with Data Center Engineering, Data Center Construction, Data Center Operations, and Senior Leadership roles. (Currently manage 3 Recruiters and 1 Coordinator)

**Fourblock - Veteran Career Readiness, TACOMA, WA February 2018 TO CURRENT**

**ASSOCIATE INSTRUCTOR**

> Taught course material at University of Washington - Tacoma campus (VIBE Center) and provided mentorship to students as they progressed through the course.

> Helped bring together top companies and high-potential veterans to foster better understanding of veterans in our nation’s leading employers and ensure that veterans are ready to pursue the best careers possible.

> Delivered training product as prescribed by Columbia University and Fourblock.

**IID AN INFOLBOX COMPANY, TACOMA, WA January 2015 to April 2016 (Laid off post acquisition)**

**DIRECTOR, HUMAN RESOURCES** *(Cybersecurity and Threat Analysis)*
Formalized and built out HR infrastructure within a start-up organization by leading the evaluation process of a fully integrated, web-based recruiting technology to include requisition management, internal transfers, and applicant tracking, HRIS, onboarding, web benefits modules in a startup environment.

Created and executed full life-cycle recruitment and retention strategies including job analysis, compensation analysis, employee recognition and training programs.

Provided managers with HR mentoring, training and support in all aspects of employee relations resulting in managers who are knowledgeable and adept in managing and maintaining a successful workforce.

Played a key role in the identification and recruitment process to target a more diverse pool of candidates specializing in Cyber Security and Technical Recruiting (entry level analysts to Threat Analysts) and Software Development teams (Software Engineering, Front End and Back End Developers, QA.

Key contributor through merger and acquisition processes and transition over from IID to Infoblox. (Managed 2)

**THYSSENKRUPP AEROSPACE NA/TMX AEROSPACE, A THYSSENKRUPP MATERIALS NA, INC. COMPANY, Kent, WA June 2011 to December 2014** *(Aerospace manufacturing and supply chain management)*

**TALENT ACQUISITION MANAGER, NORTH AMERICA – (formerly Regional HR Manager – Western Region)*

- Provided strategic and operational leadership in the development and delivery of all talent acquisition services and programs for eight business units nationally with 2,900+ corporate and field-based associates.
- Directly responsible for recruiting budgets, staffing goals, candidate pipeline, vendor negotiation, media/branding development and labor market analysis. Built out and ran recruiting programs (apprenticeship, internship, university – undergrad/grad, and veterans).
- Reduced use of agencies from 49% saving the company over $3 million dollars in agency the first year and established best practices. Reduced “Days to Fill” by 22% by implementing specific metrics to measure each step of the interview process and change the selection interview process for recruiters, human resources, and hiring managers and established best practices.
- Through work in veterans hiring initiative, company received recognition for military recruiting twice from GI Jobs “Military Friendly” (2014 & 2015 – made top 100 list) and by Employer Support of Guard and Reserve (ESGR) – “Above & Beyond Award” and the “Patriot Award.”
- Oversaw and mentored a cross functional team of 10 - (6) Recruiters/ (2) Sourcers/ (2) Coordinators

**AUTO WAREHOUSING COMPANY, INC., Tacoma, WA September 2008 to June 2011** *(Automotive Processing and Installations)*

**REGIONAL HR MANAGER, WESTERN REGION –** *(Automotive Processing and Installations)*

- Unions: (both Union and Non-Union facilities), oversaw labor relations in 3 states, with 5 different Labor Unions.
- Through recruiting efforts was able to capture over $200k in Work Opportunity Tax Credits (WOTC) in an enterprise tax zone for a startup in a new location.
- Oversaw and mentored a cross functional team of 10 employees in Human Resources
- HR responsibility for a multi-state region covering over 1000 employees with a business focus in automotive processing and transportation logistics.

**SECOND IMAGE, Inc., San Dimas, CA February 2006 to August 2008** *(Legal Copy Services)*

**HUMAN RESOURCES MANAGER –** *(Legal Copy Services)*

- Recruiting: Effectively recruited for a variety of positions including top executives, managers, sales, financial professionals, information technology, administrative, and customer service; partnered with hiring manager to determine needed competencies, skills, and education thus increasing employee headcount by 30% in the first year.
- Safety/Workers Comp: Managed the risk of legal liabilities through administering compliance concerns, facilitating communication, and advising top management as to areas of exposure which help reduced MOD Rate from 2.67% to 1.08%
- Corporate wide HR responsibility for a multi-site company of 150 employees with a business focus in law firms and insurance companies.
ADP, Inc., La Palma, CA 6/05-2/06
HR IMPLEMENTATION SPECIALIST
ADP’s HR/Benefits Solution is a hosted, full-featured, web-based (SAAS) Human Resources and Benefits Administration system.

SECURITAS SECURITY SERVICES USA, INC., Costa Mesa, CA 4/01-10/03
Formerly Lincoln Security Services, Inc., a private security and investigation firm.
HR GENERALIST/RECRUITER
Oversaw two domestic locations with over 300 employees throughout Southern California.
Special Project: Training and Development, High Volume Recruiting, Special Events

SELF-EMPLOYED, Long Beach, CA 2/99-6/06
INDEPENDENT CONTRACTOR/WEB DEVELOPER/PROJECT MANAGER
Web Branding (Managed 10 to 15 web designers and programmers)
Contracted with following companies: Filmworks.com, eByz.com/Cyberoffice.com, Enable-IT.net, & Real Life Advertising

MAN RABBIT HOUSE MULTIMEDIA, Newport Beach, CA 2/97-2/99
JR. WEB DEVELOPER
Managed the web development, design and ongoing updates of web site from inception to maintenance.

UNITED STATES MARINE CORPS, Camp Lejeune, NC 6/92-6/96
SQUAD LEADER - Infantry Squad Leader in a Marine Expeditionary Unit/Special Operations Capable (1st Battalion 8th Marines & 22nd MEU/SOC) (Managed 30 Marines)

EDUCATION
Bachelor of Science, Organizational Management, University of La Verne
Certificate, Human Resources Management, CSU Long Beach

MEMBERSHIPS
SHRM (Society of Human Resources Management) | NACE (National Association of Colleges and Employers) | HCI (Human Capital Institute) | Sourcing 7 | IFMA

SOFTWARE | SCRIPTING

VOLUNTEER
Board Member – Washington State Career and Technical Education Foundation | Former Vice Chair and Board Member –Tacoma Pierce County Workforce Development | Former Board Member of Hire Americas Heroes | Veterati (Mentor)