



workforce
SOUTHWEST WASHINGTON

**WSW Executive-Finance Committee Meeting Minutes
November 20, 2024
3:30 p.m.
Zoom Conference Call**

Executive Committee Members Present: A.D. Simmons, Corey Giles, Monte Constable, Councilor Bowerman, Ted Sprague, and Paige Spratt.

Executive Committee Members Not Present: Renny Christopher, Adrienne Watson, and Mark Tishenko.

Finance Committee Members Present: A.D. Simmons, Mandy Kipfer, John Vanderkin, and Jim Lucey.

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

WELCOME:

Chair A.D. Simmons opened the meeting at 3:30 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive Committee minutes held on October 23, 2024, Quarterly Reports, Contract Memo, and Policy Memo consisting of; WSW Reasonable Accommodations Policy #2006, WSW Case Noting Policy #3038, WSW Fraud and Incident Reporting Policy #1005-3, WSW SummerWorks Policy #3043, WSW Economic Security for All – State Supportive Service Policy #3503, and Community Reinvestment Plan Matched Investment Savings Accounts (MISA) Policy #7010.

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

FINANCE:

Chair Simmons entertained a motion to approve the Finance Committee minutes held on August 21, 2024.

John Vanderkin moved to approve the Finance Committee minutes as presented, second by Jim Lucey. Motion carried.

WSW's CFO, Barri Blair presented the highlights of the revised WSW PY24 annual budget. CFO Blair presented all the revisions that were made as noted on the budget memo for the PY24 budget revision. Questions and comments were invited and answered by CFO Blair.

Karen Bowerman 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 John Vanderkin. Motion carried.

Chair Simmons entertained a motion to adjourn the Finance Committee from the meeting at 4:10 p.m.

Monte Constable moved to adjourn the Finance Committee from the meeting at 4:10 p.m.

NEXT – A LOOK INTO THE FUTURE:

WSW's Program Manager, Lyn Love updated the Executive Committee that Next's lease expires June 30, 2025. Program Manager, Love gave a presentation on the evaluation and assessed options to renew, downsize, or relocate the Next office space to better serve our participants and align with WSW's new Strategic goals. Shared were potential co-locations with partners and what it would look like moving forward. Questions were addressed and answered by CEO Halliday and Lyn Love. A full board notification will happen at the December board meeting.

BOARD BUSINESS:

- **Board Member Nomination**

Governance Chair, A.D. Simmons gave a brief overview of the new potential board members, Corey Balkan, Area Vice President for Gallagher under Private Sector Cowlitz County and Elizabeth Gubrud-Howe, President for Pacific Die Casting under Private Sector Clark County. The Governance Committee and CEO Halliday recommend that Corey Balkan and Elizabeth Gubrud-Howe be put forward to the full board for nomination. Without quorum, an email will be sent out for Executive Committee approval, which will then go to the December board meeting for full board approval.

- **Board Officer Nomination**

Chair Simmons recommends that Monte Constable be put forward as the new WSW Treasurer beginning December 11, 2024, in accordance with WSW's Bylaws. Without quorum, an email will be sent out for Executive Committee approval, which will then go to the December board meeting for full board approval.

CEO UPDATE:

CEO Miriam Halliday shared with the Executive Committee the December Board of Directors meeting draft agenda. The Washington Workforce Association Conference reflection was shared with Executive Committee attendees and CEO Halliday. CEO Halliday requested three additional WSW Team holiday time off for the dates December 24th, December 26th, and December 27th. Without quorum, an email will be sent out for Executive Committee approval for the three additional WSW team time off.

NEW BUSINESS / OTHER ITEMS:

None.

ADJOURNMENT:

With nothing further for the good of the order, Chair Simmons entertained a motion to adjourn the meeting at 4:59 p.m.

Ted Sprague moved to adjourn the meeting at 4:59 p.m.