



workforce
SOUTHWEST WASHINGTON

WSW Joint Executive/Finance Committee Meeting
Zoom Conference Call
November 20, 2024
3:30 – 5:00 pm

3:30	<u>Welcome</u>	A.D. Simmons
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Minutes, Contract Memo, Policy Memo, & Quarterly Reports *	A.D. Simmons
3:40	<u>Finance</u> <ul style="list-style-type: none">• Finance Committee Minutes *• PY24 Budget Revision *• Contract Performance Reports Update• Motion to release the Finance Committee when business is concluded *	Renny Christopher Barri Blair
4:05	<u>Next – A look into the future</u>	Lyn Love
4:30	<u>Board Business</u> <ul style="list-style-type: none">• Board Member Nominations *	A.D. Simmons
4:40	<u>CEO Update</u> <ul style="list-style-type: none">• December Board of Directors Meeting Agenda Draft• Washington Workforce Association Conference Reflection• WSW Team Holiday Time Off Request *	Miriam Halliday
4:55	<u>Open Discussion / Other Items</u>	A.D. Simmons
5:00	<u>Adjourn</u>	A.D. Simmons

*** - Action Required**

NOTES

December 10, 2024 – WSW Board of Directors Meeting
January 22, 2025 – Executive Committee Meeting - Zoom



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SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting Minutes
October 23, 2024
3:30 p.m.
Zoom Conference Call**

Executive Committee Members Present: A.D. Simmons, Corey Giles, Monte Constable, Renny Christopher, Councilor Bowerman, Adrienne Watson, and Ted Sprague.

Executive Committee Members Not Present: Paige Spratt and Mark Tishenko.

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

WELCOME:

Chair A.D. Simmons opened the meeting at 3:31 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 September 25, 2024, Contract Memo and Policy Memo consisting of; WSW Monitoring Policy #2003-7, WSW Economic Security for All – Eligibility Policy #3501-2, and WSW Economic Security for All – Career Accelerator Incentives Policy #3502-2.

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

SABBATICAL LEAVE PROGRAM:

CEO Miriam Halliday shared with the Executive Committee the changes that were made from the last meeting to the Sabbatical Leave Program. More discussion and comments were provided. Next steps will be for CEO Halliday to make the needed edits and send back out to the Executive Committee through an email approval.

CEO UPDATE:

CEO Miriam Halliday gave an update on the Strategic Plan staff day that is scheduled for November 5th with PointNorth as a working retreat. The December 10th full Board meeting will be in-person and will focus on celebration of partners, strategic plan, and WSW investments. WSW is working on dashboards for all priorities and will share out when completed. CEO Halliday also shared that the NEXT lease is up June 2025 and more information will be provided at the next Executive Committee meeting.

NEW BUSINESS / OTHER ITEMS:

None.

ADJOURNMENT:

WSW Executive Committee Meeting

Wednesday, October 23, 2024

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With nothing further for the good of the order, Chair Simmons entertained a motion to adjourn the meeting at 4:25 p.m.

Ted Sprague moved to adjourn the meeting at 4:25 p.m.

DRAFT



CONTRACT MEMO

DATE: OCTOBER 23, 2024
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE BOARD MEMBERS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT UPDATE (SEPT-OCT 2024)

WSW *modified* the following contracts:

- Equus Workforce Solutions QUEST Dislocated Worker to modify performance, extend end date to **December 31, 2024**.
- Career Team WIOA Youth to modify budget, no change in total budget of **\$171,093** or end date of **June 30, 2025**.
- Career Team WIOA Youth to modify budget, no change in total budget of **\$141,028**, extend end date to **December 31, 2024**.
- Career Team Summerworks to modify budget, no change in total budget of **\$176,551.63** or end date of **September 30, 2025**
- Equus Workforce Solutions State Economic Security for All (EcSA) to modify the Statement of Work, end date to **June 30, 2025**.

WSW *executed* the following contracts:

- Love Overwhelming WIOA Adult & Dislocated Worker for **\$25,000**, end date **September 30, 2025**.
- Career Path Services WIOA Adult, Dislocated Worker and Youth System Outreach for **\$130,000**, end date **September 30, 2025**.
- Career Path Services WIOA Adult & Dislocated Worker Operator for **\$340,000**, end date **September 30, 2025**.
- Career Team WIOA Adult & Dislocated Worker for **\$900,001**, end date **September 30, 2025**.
- Career Team Federal Economic Security for All for **\$32,280**, end date **September 30, 2025**.
- Career Path Services Federal Economic Security for All for **\$37,877**, end date **September 30, 2025**.

WSW *notification of grant award/execution*:

- None

Board Approval Needed-

- None



POLICY MEMO

DATE: NOVEMBER 13, 2024
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW EXECUTIVE COMMITTEE MEMBERS
FROM: TRACI WILLIAMS, WSW OPERATIONS MANAGER/SENIOR EXECUTIVE ADMINISTRATOR
RE: POLICY UPDATES

WSW Reasonable Accommodations Policy 2006

This is a new policy for WSW. WSW created this policy to communicate operational guidance on the provision of reasonable accommodation, making reasonable modification to policies, practices, and procedures, and the provision of auxiliary aids and services to individuals with disabilities. This policy applies to all programs and partners within the WSW One-Stop System.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee approval** and Full Board approval.

Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated “new” policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Board and Full Board.

WSW Case Noting Policy 3038

This is a new policy for WSW. WSW discovered there was a need for additional guidance surrounding participant case noting. WSW staff converted the current Technical Assistance Memo into a formalized policy to provide more robust procedures. Subrecipients struggled with proper case noting in recent monitoring. Providing additional guidance and technical assistance will hopefully provide the needed clarity for less findings.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee approval** and Full Board approval.

Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated “new” policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Board and Full Board.

WSW Fraud and Incident Reporting Policy 1005-3

This revision to our Fraud and Incident Reporting Policy aligns with the state policy and TEGL 12-23. In addition, we expanded the criteria to apply to all of WSW funded programs not just to WIOA. The state policy removed ESD as the intermediary to where WIOA fraud and abuse incidents are reported directly to USDOL.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee approval** and Full Board approval.

Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated “new” policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Board and Full Board.

WSW SummerWorks Policy 3043

This is a new policy for WSW. WSW created this policy to respond to USDOL’s recent grant monitoring. Our Federal Project Officer recommended a written policy to clearly state the program elements in a policy format. The policy will provide the needed clarity to WSW Subrecipients. The policy includes eligibility and documentation requirements, allowable services, program administration, case management, and reporting requirements.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee approval** and Full Board approval.

Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated “new” policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Board and Full Board.

WSW Economic Security for All –State Supportive Service Policy 3503

This is a new policy for WSW. WSW created this policy to explain the requirements and procedures for providing supportive services to participants enrolled in State Economic Security for All.

Based on the approval process, this policy approval falls under **Tier 3 Executive Committee approval** and Full Board approval.

Tier 3 – Substantial

Definition: Substantial revisions consist of significant revisions to a current policy or a State or Federal mandated “new” policy with local revisions made that will affect service delivery. These revisions require approval from both Executive Board and Full Board.

Community Reinvestment Plan Matched Investment Savings Accounts (MISA) Policy 7010

This is a new policy for WSW. WSW is adopting this state policy as is which outlines the structure and implementation of the Matched Savings Investment Accounts (MISAs) funded by Community Reinvestment Funds

through an interagency agreement between Washington Department of Commerce and Employment Security Department. The new [Community Reinvestment Plan Matched Investment Savings Account \(MISA\) Policy](#) is posted for your reference.

Based on the approval process, this policy approval falls under **Tier 1 Executive Committee notification** 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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SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING

Tuesday, December 10, 2024

4:00 pm to 6:00 pm

[Workforce Southwest Washington – Mt. Rainier Room](#)

4:00 pm	Welcome, introduction of members, guests, and staff	
4:10 pm	Consent Agenda <ul style="list-style-type: none">Minutes, Contract, Policy Memos *	A.D. Simmons
4:15 pm	Finance <ul style="list-style-type: none">Treasurers ReportPY24 Budget Revision Presentation *	Renny Christopher Barri Horner
4:35 pm	Governance <ul style="list-style-type: none">Board Nominations *	A.D. Simmons, Miriam Halliday Nathan Webster & Tracy Doriot
4:45 pm	A Time for Celebration – Spotlights of Success	TBD
5:55 pm	Public Comment	A.D. Simmons
6:00 pm	Adjourn	A.D. Simmons

* - Action Required