



workforce
SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING
Wednesday, December 9, 2020
4:00 pm to 6:00 pm
Zoom Meeting

4:00 pm	Welcome, introduction of members, guests, and staff	
4:10 pm	Consent Agenda	Paige Spratt
	<ul style="list-style-type: none">• Minutes, Contract, Policy Memos (Action required)	
4:15pm	WSW Finance	Renny Christopher
	<ul style="list-style-type: none">• Treasurers Report• Budget Revision Presentation (Action Required)	
4:30 pm	CEO Report	Kevin Perkey
	<ul style="list-style-type: none">• Economic Recovery & Strategic Planning	
4:45 pm	Childcare Model Development	Miriam Halliday
5:45 pm	Public Comment	
6:00 pm	Adjourn	



WSW Board Meeting Minutes
September 9, 2020
4:00 p.m.
Zoom Conference Call

Board Members Present: Darcy Altizer, Ben Bagherpour, Chris Bailey, Jen Baker, Mike Bridges, Bob Carroll, Renny Christopher, Ralph Clark, Kelley Foy, Bob Gustainis, Scott Haas, Ilona Kerby, Mara Kieval, Eddie Martin, Michele Mulhern, A.D. Simmons, Ted Sprague, Paige Spratt, Shannon Stull, and John Vanderkin.

Board Members with Excused Absences: Mike Backman, Monte Constable, Diane McWithey.

Board Members with Unexcused Absences: Bob Jungers.

Guests Present: Cadie Dye, Joseph Hennessey, Thavy Mom-Hing, Rhianna Johnson, Jesse Oliver, Tiffany Plous, Victoria Pruett, Lisa Schauer, and Matt Sneed.

Staff Members Present: Kevin Perkey, Kathy Ashley, Linda Czech, Narek Danielyan, Denise Elliott, Amy Gimlin, Darcy Hoffman, Barri Horner, Alyssa Joyner, Kari Kollander, Julia Maglione, Miriam Martin, Sean Moore, Nicole Hopkins, Isabella Becerra, and Traci Williams.

Welcome, Introduction of Members, Guests, and Staff

Chair Paige Spratt opened the meeting at 4:08 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves.

CONSENT AGENDA

Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on June 10, 2020, Contract Memo, and Policy Memo; which included WSW Business Services Policy #4002 Rev1 and WSW Supportive Service Policy for Nonfederal Funding #3035. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved with all in favor.

FISCAL REPORT

Treasurer Renny Christopher presented the PY19 Financial results and updates for the PY20 budget. Ms. Christopher highlighted the internal expenses, special projects, and that WSW met the 80% minimum obligation percentage for our WIOA formula funds grant allotted to WSW in PY19. WIOA Youth subcontracts with ending dates of June 30, 2020 are underspent as expected due to the challenges of serving participants during the COVID 19 shutdown. WIOA Youth funding not expended will be available for the PY20 Fiscal Year. Both WIOA Adult and WIOA Dislocated Worker service delivery contracts are behind in spending and direct participant training costs are also expected to be underspent for the contract period ending 9/30/20. Funding for those contracts does not expire and will be available for the PY20 Fiscal Year.

As agreed to at budget approval, WIOA funds to be committed to subcontracting for the current fiscal year ending June 30, 2021 (PY20) is below the usual percentage of total funds available benchmark. The finance committee spent time reviewing the available funds amounts. It is expected that WSW will be required to obligate at least 80% of the PY20 funding allocations unless the 80% obligation is waived again.

Treasurer Renny Christopher also informed the board that WSW has secured an additional \$2.68 million in grant funds which will be reflected in the January 2021 budget revision. In addition to the \$2.68 million already secured, applications have been submitted for \$2.7 million more. Questions were invited and addressed by Ms. Christopher and Mr. Perkey.

CEO REPORT

Mr. Perkey updated the board the Governor had asked for a 360 evaluation on the structure and impact of the State Workforce Board with recommendations going to the Governor on the findings this fall. Workforce Southwest Washington has been seen as a model workforce development board for the initiatives that WSW has been doing. The twelve state workforce boards hope to hold a convening this fall, targeting our executive leadership on the board and local elected officials for a policy level discussion on how workforce development can shape our economic recovery.

Also highlighted was that WSW received \$700,000 to develop a new talent pipeline in SW WA for individuals who are recovering from Opioid addiction/currently in rehabilitation. These individuals will be paired with a procured Peer Support Coordinator as a mentor, as well as an individual at WorkSource (via contract with Equus Workforce Solutions) to develop employment and training opportunities. WSW is also waiting on a large ask that was submitted by the Economic Development Agency (EDA) CARES application in partnership with Greater Portland Inc (GPI), and the CWWC for 7 M to 1. Promote and grow regional developed talent pool, 2. Promote and grow employer shared CRM, 3. Develop industry led and regional curriculum of the future of work. Negotiation and discussions will begin early September to move this investment forward.

Mr. Perkey also shared that he was appointed to service on Commissioner Levine's Unemployment Insurance Advisory Committee, consisting of seven members made up of three labor, three business and himself as chair of the Washington Workforce Association. The goal of this advisory committee is to present recommendations to the Governor ahead of the legislative session to affect any changes that may or may not be necessary through the unemployment system. Questions were entertained and addressed by Mr. Perkey.

STRATEGIC PLANNING

Mr. Perkey introduced Lisa Schauer and Cadie Dye from Point North Consulting that will be facilitating with the full board and staff to update WSW's Strategic Plan. This year's board retreat will be held virtually instead of in person. Ms. Schauer shared with the board the schedule, process, and way they will move forward with the updating to the strategic plan. The need to focus on what it is that WSW wants to continue to do, what WSW wants to start, and what WSW needs to stop. A survey will be sent out in October to the full board and staff, getting insight into the value and strategic direction of both board and staff. Questions were entertained and addressed by Ms. Schauer, Ms. Dye, and Mr. Perkey.

Ms. Dye asked the full board the following question, Workforce SW WA invests in driving the growth and development of Southwest WA. As a Board Director, you are an investor. What are your top two investment priorities in the next 12 - 18 months? Answers from some WSW board members below.

- Better serving underserved groups to promote equity; 2. Promoting economic recovery from coronavirus.

WSW Board of Directors Meeting

September 9, 2020

Page | 2

- Getting people on the path to good careers at a younger age. Our average age of students is 30 at LCC and it would be nice to get them on the path to good wages and benefits right out of high school.
- Top two priorities for the next 18 months: more broadly inclusive workforce growth and upskilling for where we want to go (industry growth-wise) not solely reopening skills.
- Upskilling those affected by COVID in the hospitality industry to get them into more stable higher paying positions.
- Top priorities for me is childcare issue, the other is creating viable career path/apprenticeship program. The apprenticeship program should go beyond traditional roles, but to include IT support roles.
- Seek out ways to better set up opportunity for smaller employers to better locate qualified local talent and offer new visions to gainful employment. And 2. get local possible employees talent the right information about what is available locally.
- Upskilling underrepresented groups (historically under employed) to increase employability. 2.) Childcare and remote learning supports for working parents.
- How do we support working parents with childcare needs, especially with online learning.

PUBLIC AND BOARD COMMENT

Matt Sneed; Equus introduced Jesse Oliver as the new Project Director inside of WorkSource, with Mr. Oliver introducing himself to the board and staff. Mr. Perkey introduced WSW's Future Leader's Program intern Isabella Becerra, who is a student at WSUV. Jen Baker; CREDC updated the full board that CREDC is continuing gaining intelligence on a couple industry clusters in Clark County that she is looking forward to collaborating with Darcy Hoffman and the business team at WSW. Barri Horner wished Kevin Perkey a Happy Birthday.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt adjourned the meeting at 5:11 p.m.



CONTRACT MEMO

DATE: DECEMBER 9, 2020
TO: KEVIN PERKEY
WSW BOARD OF DIRECTORS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT/GRANT UPDATES

WSW ***executed*** the following contracts:

- Equus Workforce Solutions contract to provide Adult and Dislocated Worker services in the three-county service area, total contract \$1,188,100.
- Equus Workforce Solutions contract to provide One Stop Operator and administer the participant expenses at both WorkSource Centers, total contract \$818,153.

WSW ***modified*** the following contracts:

- Partners in Careers Northwest Promise contract to extend services to December 31, 2020.
- All three WIOA Youth contracts with Equus to add JP Morgan Chase and carry in WIOA funds. Also, BFET budget line items. Clark contract \$888,564.09, Cowlitz contract \$260,987.06, and Wahkiakum contract \$10,812.23.
- Washington State University to modify the budget line items. Original contract amount did not change.
- Equus Workforce Solutions Northwest Promise contract to extend services to December 31, 2020.

WSW ***notification of grant award/execution:***

- WSW received executed grant for the National Dislocated Worker Opioid Disaster Relief Grant, service delivery funded for **\$700,000**.
- WSW received executed grant for BFET program implementation with an overall budget of \$230,000 of which \$57,500 is reimbursable with putting it back into the next program year.
- WSW received notification of grant modification from Worksystems, Inc for Northwest Promise approved extension through **December 31, 2021**.
- WSW received executed grant from Washington State Department of Commerce Child Care Partnership Grant. Grant encompasses to funding sources one from the Seattle Foundation and one from the Department of Commerce Safe Start Fund. Combine grant is for **\$52,560**.
- WSW received executed grant from Community Foundation of Southwest Washington for **\$100,000** for technology to assist customers during COVID-19.
- WSW received executed grant modification from Department of Social and Health Services, Department of Vocational Rehabilitation to reduce performance due to COVID-19 impacts. New budget amount **\$994,350**.
- WSW received executed grant modification from Employment Security Department for EcSA – Thrive to revise eligibility to include all of Cowlitz County and allow additional flexibility in COVID environment. Grant amount did not change **\$1,600,000**.

- WSW received executed grant from the Workforce Education Training Coordinating Board for the Opportunity Partnership Program to provide Clark College OPP students with expanded social networking and more intentional connections to employment post the program. Grant amount **\$40,000**.

Board Approval Required:

- Revision to incorporate all Disaster Relief funding into one (1) contract instead of three (3) contracts to Equus Workforce Solutions. Contract is to provide Disaster Relief and Employment Recovery for Peer Resource Coordinators to be employed at *Community Voices are Born* and *Lifeline Connections* to provide mentorship and social support for Dislocated Workers in Opioid Recovery. Also, provide Disaster Relief and Employment Recovery COVID-19 and Opioid Recovery case management services to support economic recovery in SWWA specific to career coaching for individuals receiving services at both WorkSource locations and via virtual workforce development pathways. Contract not to exceed **\$503,568**.
- Revision from previous approval – Revised approval to **Increase** Equus Workforce Solutions’ PY20 contract for One Stop Operator FTE and participant expenses. Modify budget to add funding from the Community Foundation for Thrive participants (\$30,000), add the carry in money from PY19’s OSO contract that was left unspent in the Thrive contract (\$11,050), and add the remaining funds from the terminated LCCAP contract for Thrive (\$140,609). For a total new budget of **\$999,812**. In addition, a second budget modification will be done by end of January to move money within budget line items and add up to an additional \$50,000 in reserved Dislocated Worker training funds. Second modification will result in a total budget not to exceed **\$1,049,812**.
- **Increase** Equus Workforce Solutions’ PY20 contract for Title I Adult. Modification will add **\$30,000** of Opportunity Partnership Program funds to partner with Clark College OPP students to provide them with expanded social networking and more intentional connections to employment post the program. Contract not to exceed **\$1,218,100**
- **Increase** Exigy Consulting’s contract with an additional **\$30,000** and extend the contract through June 30, 2021. The additional funds come from a Department of Commerce childcare grant to continue their work in Cowlitz County providing activities specific to the workforce participation barrier of childcare. Contract not to exceed **\$55,000**.
- **Increase** Equus Workforce Solutions’ EcSA-Thrive contract with an additional **\$16,814** for a total contract of **\$480,727**.



POLICY MEMO

DATE: DECEMBER 9, 2020
TO: KEVIN PERKEY
WSW BOARD OF DIRECTORS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

WSW Fraud and Incident Reporting Policy #1005 Rev 2

Employment Security Department revised the state policy and therefore updated language is required in our local policy. See attached policy for the revisions done in track changes.

Based on the approval process, this policy approval falls under Tier 1 Executive Board and Full Board notification. The Executive Board was notified at October 28, 2020 meeting.

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.

WSW Data Privacy & Security Requirements Policy #2010

This is a new policy outlining our data privacy procedures and security requirements. As we gain more access to sensitive data it is becoming increasingly important to have a policy to protect clients PII (Personal Identifiable Information). In addition, this policy describes the infrastructure for WSW's network security.

Based on the approval process, this policy approval falls under Tier 3 Executive Board and Full Board approval. The Executive Board approved at November 18, 2020 meeting.

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.



Workforce Southwest Washington Policies and Procedures

FRAUD AND INCIDENT REPORTING

POLICY #: 1005 Revision ~~24~~

Date of Original Policy: 3/26/2014

Effective Revision Date: ~~5/25/2016~~10/28/2020

BACKGROUND:

Department of Labor proposed [20 CFR Section 683.620](#) and [TEGL 2-12](#) provide expectations and requirements for reporting information and complaints involving criminal fraud, waste, abuse or other criminal activity that must be reported immediately through DOL's Incident Reporting System to the OIG.

The [Incident Report \(IR\) form](#), Office of Inspector General (OIG) 1-156, is the official form to be used for reporting allegations of criminal and other illegal or improper activities in WIOA funded programs. When the OIG receives an IR, they determine whether the allegations have merit and, when appropriate, conduct or arrange for an investigation and/or audit. If the OIG determines that the case does not have investigative or audit merit, the case is referred back to DOL for resolution.

No action will be taken against any individual who discloses information concerning criminal or improper activities or makes a valid complaint to proper authorities. These individuals may remain anonymous. If an individual believes that his/her position will be compromised by reporting information through the IR system, ~~he/she/they~~ may send the report directly to the OIG ~~or the DOL Office of Financial and Administrative Management (OFAM).~~

POLICY:

It is the policy of Workforce Southwest Washington (WSW) and its subrecipients to immediately report information or complaints regarding fraud, waste, abuse or mismanagement of funds.

1. Internal controls must be in place to prevent the possibility of fraudulent activity within the organizations of the WSW and its subrecipients. However, if the known or suspected activity of fraud is related to the organization, this information should be immediately reported to the Chief Executive Officer or management unrelated to the activity.
2. Appropriate actions will be taken immediately to stop the fraudulent activities, safeguard remaining assets and records and prevent future instances from recurring, including personnel action if necessary.
3. Whenever the entity reporting the allegation of an incident believes that immediate action to prevent further financial loss or other damage is necessary, or recovery of funds or property may be impeded if immediate action is not taken, the reporting entity has the responsibility to take any action it deems appropriate, including contacting the local law enforcement agency. Any immediate action taken or planned by the reporting entity must be reported to Employment Security Department (ESD) when the incident report is submitted.

4. All incident reports, emergency or other, must be sent to ESD and the OIG using the contact information provided below. WSW and our subrecipients will use the [IR \(OIG 1-156\) form](#) as provided by the Department of Labor to immediately document and report suspicions, allegations or complaints involving:

- WIOA-related fraud;
- Misfeasance, nonfeasance or malfeasance;
- Misapplication of funds;
- Gross mismanagement;
- Employee/participant misconduct; or
- Other potential or suspected criminal action.

NOTE: Types of reportable incidents (with additional context) are listed in the definitions section.

5. Situations involving imminent health or safety concerns or the imminent loss of funds exceeding \$50,000 are considered emergencies and must be immediately reported to ESD and the OIG using the most expedient venue listed below.
6. All subrecipients of the WSW shall also adhere to the state and federal reporting requirements noted above for all incidents of fraud as detailed in this policy, as well as notifying the WSW immediately of any suspected fraud.
7. Report Submission. All incidents must be reported to ~~each~~ of the following entities ~~either by phone, mail or email~~ by choosing one method to WSW, ESD and OIG with a copy to ETA:

- Workforce Southwest Washington
805 Broadway Suite 412
Vancouver, WA 98660
~~360-567-4075~~ [360-567-1059](tel:3605671059)
~~FAX: 360-567-1054~~
mandrus@workforcesw.org gimlin@workforcesw.org
- Employment Security Department
Attn: - ~~Incident Reporting Internal Audit Office~~ WIOA Incident Reporting
PO Box 9046
Olympia, WA 98507-9046
~~360-902-9276~~
LScheel@esd.wa.gov ESDGPCommissionerRequests@esd.wa.gov
- Office of Inspector General
Attn: Hotline
US Department of Labor
200 Constitution Avenue, N.W. Room S-~~5506~~ [5514](tel:2026935514)
Washington, D.C. 20210
FAX: 202-693-7020
1-800-347-3756 or 202-693-6999
[Hotline](https://www.oig.dol.gov/hotline.htm) Online Complaint Form: <https://www.oig.dol.gov/hotline.htm>

- Employment and Training Administration:
Email: RO6-RA-SF@dol.gov
Attention: Regional Administrator
USDOL
Employment and Training Administration (ETA)
San Francisco Regional Office
90 7th Street, Suite 17300
San Francisco, CA 94103
414-625-7977

Per requirements of 20 CFR 683.620 to copy the Department of Labor's Employment and Training Administration (DOLETA) on incident reports, ESD will forward all incident reports it receives to DOLETA on behalf of the reporting entity.

If ESD is the subject of the incident report, the incident should only be reported to WSW and OIG with a copy provided directly to DOLETA by the reporting entity.

DEFINITIONS:

Emergency – A situation involving imminent health or safety concerns or the imminent loss of funds exceeding an amount much larger than \$50,000.

Employee/Participant Misconduct – WSW, subrecipient, partner, contractor or participant actions occurring during or outside work hours that reflect negatively on the U.S. Department of Labor or its mission including, but not limited to: conflict of interest or the appearance of conflict of interest involving outside employment, business and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of Federal property; and/or, misuse of official information and such other activities as might adversely affect the confidence of the public in the integrity of the government as well as serious violations of Federal and state laws.

Fraud, Misfeasance, Nonfeasance or Malfeasance – Any alleged deliberate action which may be in violation of Federal statutes and regulations. This category includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or contractors, intentional payments to a contractor without the expectation of receiving services, payments to ghost enrollees, misuse of appropriated funds, or misrepresenting information in official reports.

Gross Mismanagement – An actions or situations arising out of management ineptitude or oversight and leading to a major violation of the legislative process, regulations, or contract/grant provisions. Such actions or situations have the potential to severely hamper accomplishment of program goals, waste government resources, and jeopardize future support for a particular project. This category includes, but is not limited to, unauditable records, unsupported costs, highly inaccurate fiscal reports or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service, and lack of good internal control procedures.

Misapplication of Funds – Any alleged deliberate use of funds, assets or property not authorized or provided for by legislation or regulations, grants, or contracts. This category includes, but is not limited to, nepotism, political patronage, use of participants for political

activity, ineligible enrollees, conflict of interest, failure to report income from Federal funds, violation of contract/grant procedures, and the use of funds for other than specified purposes.

An incident report should be filed when there appears to be an intent to misapply funds rather than merely for a case of minor mismanagement.

Indian and Native American programs are excluded from the nepotism category, as cited in Section 632.118 of 20 CFR Part 632, Subpart F.

Subrecipient – An entity that receives federal assistance passed through from a prime recipient or another subrecipient to carry out or administer a WIOA program. Distinguishing characteristics of a subrecipient include:

- Determining eligibility for assistance;
- Performance measured against meeting the objectives of the program;
- Responsibility for programmatic decision making;
- Responsibility for applicable program compliance requirements; and
- Use of the funds passed through to carry out a program of the sub-entity as compared to providing goods or services for a program of the prime recipient.

REFERENCES:

- [Public Law 113-128, Workforce Innovation and Opportunity Act \(WIOA\) of 2014, Section 185\(b\)](#)
- [20 CFR 683.430 and 683.620](#)
- [Training and Employment Guidance Letter \(TEGL\) 2-12](#)

SUPERSEDES:

- SWWDC #1005 Fraud & Incident Reporting Dated 3/26/2014 [& 5/25/2016](#)

WEBSITE:

<http://workforcesw.org/providers#OperationsPolicies>



DATA PRIVACY AND SECURITY REQUIREMENTS POLICY #2010:

Date of Original Policy: 12/9/20

PURPOSE:

This policy describes WSW data security requirements to ensure privacy of all protected and confidential records.

BACKGROUND:

WSW from time to time comes in contact with Personal Identifiable Information (PII) and other confidential information related to workforce programs. According to regulations, access must be restricted and monitored.

POLICY:

- A. Configuration and security controls** – WSW limits access to its facilities and information systems to authorized users and devices and further limits the access of authorized users to only the information and functions that are necessary for their position.

WSW staff will have limited access to certain user/program shared folders depending on their assigned duties. Annual review of user groups is facilitated by WSW Chief Operating Officer and managed IT service provider. If a WSW staff person quits or is terminated, WSW Chief Operating Officer informs the WSW managed IT service provider to deactivate their access to all data systems and network on their last day of work.

Specific controls include:

- i. **System Protection** – All equipment is monitored by WSW's managed IT provider who ensures:
 1. All security patches and hotfixes are applied quarterly or earlier as needed and
 2. All workstations and laptops have Anti-Malware application installed and updated.
- ii. **Physical access to WSW facilities** – due to the confidential and sensitive nature of information being stored and accessed by WSW staff, physical access to WSW facilities is controlled as described below:
 1. All WSW staff with access to confidential data are provided with secure equipment and/or hard copies of information containing confidential data, either through a locking office or a secure locking cabinet that cannot be easily removed from the facility.
 2. Any confidential information being viewed by WSW staff during normal business hours must be viewed in a way that unauthorized users cannot inadvertently view the information.
 3. Equipment or hard copies containing category 3 or category 4 information must not be left unattended for any length of time, unless behind a secure lock and out of view. For example, a device can be secured by locking the device in an office or within a locking cabinet.

4. Access to WSW's servers and network equipment is restricted to the WSW Office Manager, Chief Operating Officer, and the WSW's managed IT provider.
- iii. **Access to WSW network and information systems** – only devices approved by the WSW's Chief Operating Officer are authorized to access the WSW's internal network or an information system necessary for WSW operations. WSW physical server is in a locked room within the WSW offices. Access to the key is limited to WSW Office Manager and WSW Chief Operating Officer.
- iv. **Access to physical records or media** – access to data stored on physical media, such as optical discs (CD/DVD) or universal serial bus (USB) flash drives, as well as paper documents, must be restricted to authorized personnel based on the sensitivity and confidentiality of the data. Access to physical media or paper records containing confidential data must be restricted by a key or combination lock. Employees with access to such information must not share keys or combination values with other employees.
- v. **User account authorization and authentication**
 1. **Information security roles and responsibilities** – the WSW has two security roles for its internal network, which are described below. Users in either role must ensure that only the employee to whom the account is assigned knows the account logon ID and password combination. Security roles for systems not owned by the WSW, but necessary for WSW operations, are defined within the documentation for the system in question.
 - a. **Staff** – provides general access to the WSW's network. Software installation or removal and access to system settings is restricted.
 - b. **Administrator** – provides administrative access to the WSW's network. Software installation or removal and access to system settings is unrestricted.
 2. **Authentication, password creation, and password aging requirements**
 - a. **Authentication** – the WSW utilizes the DUO authentication protocol for multifactor authentication to access the network and sensitive systems. Once authenticated into the system data transfers protocols utilize advanced encryption standard (AES) required for Federal information processing standards. Only users authenticated through this process can access data on the WSW network. Failed logon attempts will lock a user's account for a full 10 minutes after 10 failed attempts
 - b. **Password creation and aging requirements** – creating or changing a password on the WSW network is enforced by industry standard complex password requirements and must be changed every 180 days. The complex password requirements are as follows:
 - Must not contain any part of staff's name
 - Must be at least 10 characters in length
 - Must include characters from at least 3 of the 4 categories
 - Uppercase characters A-Z (Latin alphabet)
 - Lowercase characters a-z (Latin alphabet)
 - Digits 0-9.
 - Special characters (!, \$, #, %, etc.)

When changing password, it must be significantly different from previous four versions of passwords. For instance, changing a number within the password incrementally is not sufficiently different to meet this requirement.

3. **Remote access** – the WSW allows for remote access to its network through VPN. VPN software is setup for staff by the WSW's managed IT provider in coordination with the WSW's Chief Operating Officer. VPN software utilized by the WSW is NIST validated and encrypts all remote access traffic based on FIPS

140-2 encryption standards. Remote access to other data systems can be used when allowed by those systems. When accessing the WSW network or another data system from an external location, staff must mitigate any potential risks identified within this policy. At a minimum, remotely accessing a network must meet the following requirements:

- a. Any remote access of the WSW network or other data systems necessary for WSW operations must be done so on a trusted network. Remote access from untrusted networks, such as public hotspots in airports or hotels, or dial-up connections, are not allowed.
 - b. When accessing the WSW network remotely, WSW staff must do so using WSW approved devices and VPN software.
- vi. **Portable devices** – all WSW staff utilize portable devices, such as laptops, tablets, and smartphones, for their day-to-day work and to access the WSW network. These devices are configured to adhere to the security requirements of this policy. Staff utilizing these devices must adhere to the following protections:
- a. Manually lock devices whenever they are left unattended.
 - b. Ensure devices are set to automatically lock after a period of inactivity of no more than 20 minutes.
 - c. Keep devices in a secure area when not in use and when transporting devices outside of a secure area, ensure they are under the physical control of authorized WSW staff at all times.
 - d. For devices shared by multiple staff, a check-in/check-out procedure is required.
 - e. Protected data should not be downloaded or saved to computer hard drive; printed; emailed (unless encrypted and sent to other authorized users only); or saved on physical media.
 - f. For mobile devices such as smartphones, remote access to the WSW network is prohibited.
- vii. **Installing software on a workstation or portable device** – automated network security protocols prevents any unauthorized installations of software on the WSW's internal network. Employees who have a valid business need for, and who wish to install, software on their workstation or portable device, must first obtain approval from the WSW's Chief Operating Officer before installing the software. Only employees with the administrator security role, or the WSW's managed IT provider, may install software on a workstation or portable device.
- viii. **Backup Cloud Storage** – WSW's IT provider manages the frequent back up of all data stored on the network. This ensures consistent scheduling and ability for a quick response in case of a disaster. Data is encrypted at all times. If backup is needed to restore data, the data will be placed back on the network by the IT provider. It will not be downloaded to individual workstations or portable devices.

B. Security awareness

- i. **Acceptable uses of computer systems and user responsibilities** –
 - 1. **Acceptable use of data** – any data owned or obtained by the WSW may only be used for official business of the WSW.
 - 2. **Acceptable use of software** – usage of software by WSW staff must be used in accordance with the software's terms of service and applicable licensing and copyright laws.
 - 3. **Accessing confidential data** – all category 3 and category 4 data owned or obtained by the WSW must be accessed using WSW-issued equipment, using WSW managed information technology (IT) services, and in designated locations approved by the WSW. Confidential information that is accessed must not be left

open and unattended. Accessing category 3 or category 4 data on personally-owned equipment (including portable and mobile devices), at off-site locations such as the employee's home, and using IT services not managed by the WSW such as Gmail, is strictly prohibited unless approved in writing by the CEO or WSW Chief Operating Officer. The WSW has approved the following locations for accessing confidential data:

- a. Workforce Southwest Washington – 805 Broadway, Suite 412, Vancouver, WA 98660
- b. Next – 120 NE 136th Avenue # 130, Vancouver, WA 98684
- c. Longview Goodwill – 1030 15th Avenue, Longview, WA 98632
- d. During the COVID pandemic, all WSW staff are working remotely from their homes. Therefore, as long as working from home is approved accessing confidential data digitally is also approved.
- e. Any location in the state of Washington managed by the Employment Security Department (ESD) or a State or Local Workforce Development Board.

ii. **Notification of access to confidential information –**

1. WSW employees who will have access to, or are expected to have access to in the future, sensitive, confidential, proprietary, or private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
2. Employees, before being granted access to confidential information, must acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.

iii. **Non-Compliance** – if for any reason WSW staff are in noncompliance with this policy, their access to secure folders and files will be revoked and/or disciplinary action taken.

1. If data was compromised or potentially compromised from a specific program. WSW will notify program contact within one (1) business day of discovery.
2. WSW Chief Operating officer will also take action to mitigate risk of loss.

DEFINITIONS:

- **Data classification:** a category of information based on the sensitivity and confidentiality requirements of the data, as specified in Office of the Chief Information Officer (OCIO) Policy 141.10, other Washington state laws, and Training and Employment Guidance Letter (TEGL) 39-11, which includes the following categories:
 - **Category 1 – Public Information:** public information is information that can be or currently is released to the public and does not require protection from unauthorized disclosure.
 - **Category 2 – Sensitive Information:** any information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or conduct of the WSW, its subrecipients, or the privacy to which individuals are entitled under the Privacy act. Sensitive information is not specifically protected from release or disclosure by law. Sensitive information is generally not released to the public unless specifically requested.
 - **Category 3 – Confidential Information:** confidential information is information that is specifically protected from either release or disclosure by law. This includes, but is not limited to:
 - **Protected PII:** information that if disclosed could result in harm to the individual whose name is linked to that information or that can be used to distinguish or trace

an individual's identity on its own. Examples of protected PII include, but are not limited to:

- Social security number
- Driver's license number or Washington identification card number
- Account number, credit or debit card number, or any required security code, access code, or password that would permit access to an individual's financial account, or any other numbers or information that can be used to access a person's financial account
- Home telephone number
- Age
- Full date of birth
- Marital status
- Spouse's name
- Educational history
- Biometric data generated by automatic measurements of an individual's biological characteristics, such as a fingerprint, voiceprint, eye retinas, irises, or other unique biological patterns or characteristics that is used to identify a specific individual
- Financial information
- Computer password
- Any information, that when combined with other personal or identifying information, is linkable to a specific individual, including but not limited to:
 - First name (or first initial) and last name
 - Student, military, or passport identification number
 - Health insurance policy number or health insurance identification number
 - Username or email address in combination with a password or security questions and answers that would permit access to an online account
 - Business address
 - Business telephone number
 - General education credentials
 - Gender
 - Race
- **Lists of individuals for commercial purposes:** though first name (or first initial) and last name are not confidential by themselves, lists of individuals by name must be protected from release or disclosure for commercial purposes (RCW 42.56.070 (8)).
- **Network infrastructure and security information:** information regarding the infrastructure and security of computer and telecommunications networks owned or utilized by the WSW is considered confidential and consists of: security passwords, security access codes and programs, access codes for secure software applications, security and service recovery plans, security risk assessments, security test results to the extent that they identify specific system vulnerabilities, and other such information that the release of which may increase risk to the confidentiality, integrity, or availability of data or IT systems (RCW 42.56.420 (4)).
- **Category 4 – Confidential Information Requiring Special Handling:** confidential information requiring special handling is information that is specifically protected from disclosure by law and for which especially strict handling requirements are dictated through statute, regulation, or agreement and serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions. This information includes, but is not limited to:

- Any information about an individual's medical history or mental or physical condition or about a health care professional's medical diagnosis or treatment of the individual, must be secured in a separate location (physical or electronic) and access must be restricted to individuals who explicitly require access to the information for agency business (see storage and sharing below).
- Wage data obtained through state unemployment insurance records must be secured in a separate location (physical or electronic) and access must be restricted to individuals who explicitly require access to the information for agency business.
- **Security breach:** unauthorized acquisition of unsecured data, account credentials, or encryption keys or other means used to decipher secured information that is maintained by the WSW.
- **Trusted network:** a network that includes security controls. At a minimum, these controls must include a firewall, access control on networking devices such as routers or switches, and antimalware software (including antivirus). Trusted networks may also include other mechanisms which protect the confidentiality, integrity, and availability of data.

WEBSITE:

<http://workforcesw.org/providers#OperationsPolicies>

INQUIRIES:

Please contact Amy Gimlin agimlin@workforcesw.org (360) 567-1059 for questions.



BUDGET MEMO

DATE: DECEMBER 09, 2020
TO: WSW BOARD OF DIRECTORS
FROM: RENNY CHRISTOPHER – TREASURER OF THE BOARD
RE: MID-YEAR BUDGET REVISION EFFECTIVE JANUARY 1, 2021 AND FINANCE COMMITTEE REPORT OUT

The Finance Committee and the Executive Board of the WSW Board of Directors met on November 18, 2020. 1st quarter spending reports were reviewed and discussed. The budget revision documents were also reviewed, discussed with members agreeing the budget as presented should be forwarded to the Full Board for approval

Carry-in funding and WIOA Grant amounts available for PY20 **revised** for a net increase of \$643,508:

- WIOA Administrative Cost Pool (ACP) decreased (\$64,006)
- WIOA Adult increased \$ 166,304
- WIOA Dislocated Worker increased \$458,903
- WIOA Youth Increased \$82,307

A line item for **WIOA Contracting – Additional** has been added to the budget-\$1,380,769. This represents the additional contracted obligations needed to meet the 80% obligation requirement this fiscal year if enforced by the Department of Labor through ESD.

Nine new grants were **awarded to WSW** and added to the budget totaling \$2,585,873

- Disaster Recovery - National DW \$475,493
- Employment Recovery - National DW \$1,080,380
- Clark County Juvenile Court Education and Employment Training \$50,000
- Opioid Recovery via Workforce Services – Tri County \$700,000
- Community Foundation of Southwest Washington for THRIVE \$25,000
- Community Foundation Disaster Relief \$100,000
- DSHS Basic Food and Employment Training (BFET) (Conditional) \$95,000
- Department of Commerce for Childcare Initiatives \$52,500
- Opportunity Partnership Program (OPP) \$40,000

Net **decrease** in remainder in reserve at 6/30/21 is:

SPECIAL PROJECTS EXPENSE DECREASE 5.4%	(\$15,000)
ADMINISTRATION SPENDING EXPENSE INCREASE 1.7%	\$34,677
FUNDS AVAILABLE - ALL SOURCES DECREASE 6.2%	(\$203,585)
NET DECREASE IN REMAINDER IN RESERVE 23%	(\$223,262)

REPORTS ATTACHED: WSW PY20 Mid-year Revision Summary Reports.

	A	F	G	H	I	J	K	L	M	N	O	P	Q	S	T	U
1																
2	WSW Budget effective for July 1, 2020		New 11/1/20 8 months remaining	New 7/1/20 21 months remaining	New 11/1/20 17 months remaining	New 11/1/20 17 months remaining	New 11.17.20 6 months remaining	6 mos remaining	12 mos remain	18 mos remain	19 mos remain	2 mos remain	Add 100K CF,50K JPMC, 25K CF THRIVE			
3		TOTAL WIOA	Dept of Commerce- Childcare	Disaster Relief National DW	Employment Recovery National DW	Opiod Disaster Relief National DW	Opportunity Partnership State General Fund	NW Promise	Rapid Response PY19	DVR Summerworks	THRIVE - Economic Security for All	Career Connect PY19	Foundation funds	Unrestricted (includes NEW - BFET)	COMPREHENSIVE TOTAL PY20	PRIOR YEAR COMPREHENSIVE (Jan 20 Revision)TOTAL PY19
4	Youth 7009 PY19/FY20 Carry IN	330,126														
5	ACP 7309 - PY19/FY20 - Carry IN	197,787														
6	Adult 7109 PY19/FY20 - Carry IN	823,803														
7	DW PY19/FY20 7209 Carry IN	310,018														
8	PY20 Sub-Total Carry Forward from PY19	1,661,734		-	-	-		115,699	245,390	1,419,336	1,157,919	16,486	42,620	-	4,659,184	3,476,175
9	Pre-existing Contract Obligations:	(670,396)		-	-	-		(112,239)	(171,192)	(1,295,360)	(840,538)	(16,486)	-		(3,106,210)	(4,018,628)
10	PY20 Total Available Carry Forward from PY19	991,339	-	-	-	-		3,460	74,198	123,976	317,381	0	42,620	94,262	1,552,974	(542,453)
11	ACP PY20 NEW ACP	532,066														
12	Adult PY20 - NEW Adult	1,637,160														
13	DW PY20 NEW DW	1,470,340														
14	Youth PY20 NEW Youth	1,681,089														
15	PY20 Total New Funding	5,320,655	52,560	475,493	1,080,380	700,000	40,000				-	-	175,000	95,000	7,939,088	6,663,182
16	NOTE : Carry in Plus total new funding														12,598,272	10,139,357
17	Est. Fund balance, 7-1-20	6,311,994	52,560	475,493	1,080,380	700,000	40,000	3,460	74,198	123,976	317,381	0	217,620	189,262	9,492,062	6,120,279
18	Required Future Years Holdback (PY21 Q1 RE: WIOA)	(420,938)	(30,000)	(360,411)	(910,040)	(657,647)	(30,000)	-		(86,783)	(136,020)			(23,750)	(2,655,589)	(835,855)
19	NEXT IFA PY20- Non Contracted	(103,376)		-						(56,123)	-	-	(4,677)		(164,176)	na
20	WorkSource IFA PY20 Non-Contracted :	(143,922)						(3,459)	(13,830)		(9,104)	-			(170,315)	na
21	Subtotal WIOA Available:	5,643,757														
22	MOU/IFA OTHER Funding included in contracts	173,354													173,354	150,725
23	Funding Supplemental Transfer	(25,093)								18,930		16,486	(10,323)		-	
24	WIOA Contracting (Ad/DW PY20 Prorated):	(2,347,978)													(2,347,978)	(2,350,365)
25	WIOA Contracting -ADDITIONAL	(1,380,769)													(1,380,769)	na
26	Prepaid costs	-													32,700	na
27	Current Available to WSW:	2,063,271	22,560	115,082	170,340	42,353	10,000	0	60,368	0	172,257	16,486	202,620	165,512	3,073,550	2,725,978

	A	B	C	D	E	F
1						
2	WSW Budget effective for July 1, 2020	WIOA FORMULA FUNDS				
3		ACP	ADULT	DW	YOUTH	TOTAL WIOA
4	Youth 7009 PY19/FY20 Carry IN				330,126	330,126
5	ACP 7309 - PY19/FY20 - Carry IN	197,787				197,787
6	Adult 7109 PY19/FY20 - Carry IN		823,803			823,803
7	DW PY19/FY20 7209 Carry IN			310,018		310,018
8	PY20 Sub-Total Carry Forward from PY19	197,787	823,803	310,018	330,126	1,661,734
9	Pre-existing Contract Obligations:		(543,605)	(126,791)		(670,396)
10	PY20 Total Available Carry Forward from PY19	197,787	280,199	183,227	330,126	991,339
11	ACP PY20 NEW ACP	532,066				532,066
12	Adult PY20 - NEW Adult		1,637,160			1,637,160
13	DW PY20 NEW DW			1,470,340		1,470,340
14	Youth PY20 NEW Youth				1,681,089	1,681,089
15	PY20 Total New Funding	532,066	1,637,160	1,470,340	1,681,089	5,320,655
16	NOTE : Carry in Plus total new funding					
17	Est. Fund balance, 7-1-20	729,853	1,917,359	1,653,567	2,011,215	6,311,994
18	Required Future Years Holdback (PY21 Q1 RE: WIOA)	-	(210,323)	(210,615)		(420,938)
19	NEXT IFA PY20- Non Contracted				(103,376)	(103,376)
20	WorkSource IFA PY20 Non-Contracted :		(44,225)	(99,697)		(143,922)
21	Subtotal WIOA Available:	729,853	1,662,811	1,343,255	1,907,839	5,643,757
22	MOU/IFA OTHER Funding included in contracts		56,600	56,600	60,153	173,354
23	Funding Supplemental Transfer	(35,416)				(25,093)
24	WIOA Contracting (Ad/DW PY20 Prorated):		(696,294)	(653,620)	(998,064)	(2,347,978)
25	WIOA Contracting -ADDITIONAL		(560,291)	(387,382)	(433,096)	(1,380,769)
26	Prepaid costs					-
27	Current Available to WSW:	694,437	462,826	358,854	536,832	2,063,271
28						
29	Available for Contractors FOR PARTICIPANT SERVICES (@100%) by County - WIOA	Adult DW Youth				County Totals
30	Percentages per State allocation					
31		75.28% 67.58% 75.31%				
32	CLARK COUNTY	682,513 584,028 751,600				2,018,140
33						
34		23.74% 31.37% 23.91%				
35	COWLITZ COUNTY	215,239 271,125 238,653				725,017
36						
37		0.98% 1.05% 0.78%				
38	WAHIAKUM COUNTY	8,866 9,082 7,811				25,759
39		906,617 864,235 998,064				
40						
41	Available for Contractors - WIOA only					
42	Total percentage	100.00% 100.00% 100.00%				2,768,916
43						
44	Current YEAR WIOA CONTRACTING With Additional :					
45	Available for Contractors FOR PARTICIPANT SERVICES (@100%) by County - WIOA	Adult DW Youth				County Totals
46	Percentages per State allocation					
47		74.38% 67.31% 74.38%				
48	CLARK COUNTY	1,091,147 842,469 1,064,492				2,998,108
49						
50		24.70% 31.58% 24.89%				
51	COWLITZ COUNTY	362,267 395,296 356,284				1,113,847
52						
53		0.92% 1.11% 0.73%				
54	WAHIAKUM COUNTY	13,494 13,851 10,384				37,730
55		1,466,908 1,251,617 1,431,160				
56						
57	Available for Contractors - WIOA only					
58	Total percentage	100.00% 100.00% 100.00%				4,149,685

	A	F	G	H	I
1	WSW Budget effective for July 1, 2020	PY20 APPROVED Budget as of Jul 1, 2020	PY20 Proposed REVISED Budget as of Jul 1, 2020	Difference PY20 APPROVED vs PY20 REVISED	NOTES
2	Special Projects: tied to outcome, not representative of operations				
3	PEOPLE				
4					
5	Child Care consultant	20,000	20,000		
6	Internet for Cowlitz Wahkiakum \$10 per month for 200 For 6 Months	12,000	12,000		
7					
8	Other(Dept of Commerce Child Care Initiative \$30K)	50,000	30,000		30K for Childcare Initiative Funded by the Department of Commerce Grant.
9					
10					
11	Total People	82,000	62,000	(20,000)	
12	BUSINESS				
13	OTHER	50,000	50,000		
14					
15					
16	Total Business	50,000	50,000	0	
17	SYSTEMS				
18	Wahkiakum County Outreach - Obligated	45,000			System Liasons moved to Subrecipient contracts category
19	WSUV System Liason- Obligated	50,000			System Liasons moved to Subrecipient contracts category
20	OTHER	50,000	50,000		
21	Community Foundation for Technology		100,000		Received \$100K from The Community Foundation for Technology
22	Total Systems	145,000	150,000	5,000	
23					
24					
25	SUBTOTAL SPECIAL PROJECTS	277,000	262,000	(15,000)	
26					
27	Operations:				
28					
29	Personnel - wages and benefits	1,610,314	1,576,438	(33,876)	1 FTE for a full year replaced with 2 FTE * 5mos (FEB Start)
30				-	
31	Professional fees - accounting, legal, consulting	48,850	102,350	53,500	Add Strategic Planning - Contracted \$53,500
32				-	
33	IT: Professional support	20,340	27,390	7,050	New IT Contract begin 9/1/20
34				-	
35	IT:Licensing, annual fees,software	57,141	65,144	8,003	1.DocuSign Increase \$7003. 2.Add Tableau \$1000. 3. \$14,700 of total expenses this category are prepaid assets.
36				-	
37	Supplies-general office & kitchen	6,495	6,495	-	
38				-	
39	Telephone	11,424	11,424	-	
40				-	
41	Postage, print,copy, rentals	1,260	1,260	-	
42				-	
43	Occupancy	116,976	116,976	-	
44				-	
45	External Printing & publications	700	700	-	
46				-	
47	Individual Travel			-	
48	Local travel & mileage	14,900	14,900	-	
49	Long distance travel	3,750	3,750	-	
50				-	
51	Conferences & meetings	40,750	40,750	-	
52	Individual Industry and CBO	4,750	4,750	-	
53	Group Conference Events including Travel			-	
54	Washington Workforce Association (WWA)	0	0	-	
55	National Association of Workforce Boards (NAWB)	36,000	36,000	-	\$18,000 of total expenses this category are prepaid assets.
56	Prepaid NAWB Registration and Flights			-	
57				-	
58	Insurance	16,275	16,275	-	
59				-	
60	Furniture & equipment	28,700	28,700	-	
61				-	
62	Local meeting support	4,350	4,350	-	
63				-	
64	Memberships & Subscriptions	19,625	19,625	-	
65				-	
66	Staff Training	23,400	23,400	-	
67				-	
68	SUBTOTAL OPERATIONS	2,025,249	2,059,926	34,677	
69					
70					
71	TOTAL SPECIAL PROJECTS AND OPERATIONS	2,302,249	2,321,926	19,677	
72				-	
73	Funds Available for OPS. & Special Projects - All Sources	3,277,135	3,073,550	(203,585)	Increased Funding less additional WIOA obligations needed
74				-	
75	Remainder in PY20 Reserve	974,886	751,624	(223,262)	Represents unbudgeted funds



TEAM REPORT

DATE: DECEMBER 9, 2020
TO: WSW BOARD OF DIRECTORS
FROM: WSW DIRECTOR TEAM

BUSINESS

Serving Businesses

Job Openings in SW Washington: according to JobsEQ, there are currently 7,123 unique job openings in our region (up from 5,831 in September). Topping the list are retail sales workers, registered nurses, stockers and order fillers, supervisors of food preparation workers, fast food workers, medical and health services managers, software developers, truck drivers, and maintenance and repair workers. This reflects an improvement in top occupations and earnings from September where the majority of the top occupations were in jobs averaging \$13.50 to \$15.50 per hour. The majority of today's top occupations average \$15.55 to \$42.25 per hour.

WSW is working with Wahkiakum county partners including WSU, UW/Sea Grant and the County, to develop training for the maritime industry. WSW's role will be to market the program and support student tuition and tools.

The CWWC applied for a \$9.9M DOL H-1B Visa Grant, One Region Works, in November. One Region Works partners will implement a program that will address the region's workforce challenges and help job seekers who are most likely to be left behind in the economic recovery. The One Region Works coalition will help underemployed, long-term unemployed and incumbent workers skill up and move into family-supporting IT, cybersecurity and advanced manufacturing jobs that are in-demand by the region's employers, and likely to continue to be in demand, despite the pandemic. One Region Works will focus on career pathways into the industries of IT and Advanced Manufacturing. Four distinct training pathways for Mechatronics, IT, Cybersecurity and CNC machining occupations will put participants on a pathway to middle- and high-skilled occupations as well as providing a much-needed ongoing pipeline

The business team is using Dun and Bradstreet employer data to perform an outreach campaign during the first week of December. Dun and Bradstreet offers data on employers in SW WA that received Paycheck Protection Program (PPP) loans over \$150K and also provides data on their financial stability. Utilizing Workforce Snohomish's outreach messaging, we will tailor the messages for businesses that received PPP loans and are considered low, medium and high risk financially to share information about tools and resources provided by our system to support them.

Talent Management Model

The second phase of Launchpad development is officially complete. A user manual for talent pool entry has been created and WSW held training for subcontractors on business engagement and talent pool entry in November. Further development of the Launchpad platform will be ongoing.

WSW is now importing active job postings from JobsEQ into Launchpad on a regular basis. Job imports are limited to opportunities paying above \$16.75 per hour (225% of the Federal Poverty Level).

New subcontracted partners from WSU-V and Wahkiakum County Health and Human Services are now using Launchpad to coordinate business outreach and service delivery.

WSW subcontractors have now entered 408 job seekers in Launchpad, of which, 106 are deemed “qualified”; this is up from 52 in September.

COMMUNICATIONS

Elevate WSW’s Brand

- Our two community Listening + Learning sessions to gather input for our strategic plan generated excellent interaction and discussion. Seventeen people participated in Tuesday’s session and 24 people attended on Wednesday, not including WSW staff and our Point North consultants.
- We continue to update and add to WSW’s website www.Workforcesw.org and recently added [employment labor market data](#) and language to more clearly share our diversity and equity values and initiatives: [About](#), [Careers at WSW](#), [Youth Investments](#), [Business Resources](#).
- WSW’s team continues to write and submit articles and news releases to the media and partner publications about the workforce system. Recent coverage includes:
 - [Workforce Southwest Washington gets funding for virus worker relief](#), Columbian, September 18, 2020
 - [Local job training groups get more than \\$2.2M to help workers](#), The Daily News, September 15, 2020
 - [Workforce Southwest Washington secures more than \\$2M to aid workers impacted by COVID-19](#), ClarkCountyToday.com, September 15, 2020
 - [Workforce SW Washington secures more than \\$2 million to aid workers impacted by COVID-19](#), Vancouver Business Journal, September 11, 2020
 - [Opportunities to grow remote work in SW WA](#), Kelso Longview Chamber of Commerce, September 2020 (Pages 12-13)

Initiatives Outreach

- The www.CareersNW.org website created several years ago with our CWWC partners to promote the region’s key sectors is being refreshed and updated career pathway information will be added. Each partner will promote the site as needed to meet the needs of their area.
- The Thrive digital outreach campaign launched July 9. In light of the continuing pandemic and subsequent increase in unemployment claimants, we have expanded the campaign to all of our counties, not just the Thrive neighborhoods. Instagram and LinkedIn have been added to the platforms we’re using in addition to continuing to place ads on Facebook and through Google Search. Results as of 11/13/20:
 - Facebook + Instagram Ads – clicked 3,600 times. One hundred and sixty people provided personal information and asked to be contacted for assistance finding a job, getting a full-time job, training to advance in a career or help changing careers. This information is distributed to the WorkSource team for outreach and follow-up.
 - Google Search Ads – 2,600 clicks linking people to our local www.WorkSourceSWWA.com website.
- Recent media and partner coverage of WSW initiatives includes:
 - [Workforce collaborative connects job seekers to competitive manufacturing industry](#), Portland Business Journal, October 30, 2020

- [New employment engagement coordinator presents future career paths for students](#), VanCougar Magazine, October 5, 2020
- [WSW secures grant for services to support South Kelso and Highlands neighborhoods](#), Kelso Longview Chamber of Commerce, October 2020 (Pages 12)
- [Workforce SW WA partners with Career Karma to provide underrepresented populations access to tech training and careers](#), Vancouver Business Journal, September 2, 2020

PEOPLE

Contracts

- Received and obligated grant via subcontracts from DOL for Disaster Relief Recovery and Career Services/Training for Dislocated Workers due to COVID-19, total of \$1,080,380. Funds will be added to the Operator Contract under Equus Workforce Solutions for support services and training services, and also standing up needed capacity for talent development specialists.
- Received and obligated grant via subcontracts from DOL for Disaster Relief Recovery and Career Services/Training for Dislocated Workers due to the Opioid Epidemic, total of \$700,000. Funds will develop a new talent pipeline in SW WA, and kick of a mentorship component led by community organizations focused on recovery. Organizations that will be funded are Columbia Wellness, Ideal Option, and others as the project progresses.
- Executed Title 1 Adult, Dislocated Worker PY 20 contracts to Equus for talent development specialist capacity.
- Modified the Equus Thrive subcontract to include BFET terms and conditions, performance metrics, and additional funds to support talent development specialist capacity. Also, modified to coordinate with our recent Economic Security for All grant modification.
- Modified Equus Northwest Promise and obligated an additional \$34,000 to increase performance for the CWWC effort.

Program Management + Procurement

- Completed the Economic Security for All modification considering COVID-19 changes include: 1) Be inclusive of all in Cowlitz County, 2) Have outcomes for long term training + employment, and 3) Be inclusive of all individuals below 200% Federal Poverty Level.
- Next + WorkSource are continuing to operate WSW invested programs 100% virtually. The Program Team and Chief Operating Officer received a demo on an application for phones to coordinate appointments, document retrieval, and notifications for services across programs via Launchpad. Launchpad will be sending a quote for this service, and the WSW team will continue to investigate other offerings to expand digital access and simplicity to service provision.
- Participated in and facilitated BFET training across service providers to ensure that services are delivered in partnership with other BFET programs and data entry in the State system EJAS is consistent and of high quality.
- WSW Program Director is working with members of the team to dig into demographic data across the WSW investments. This analysis is comparing our demographic served to county wide percentages, and then creating SMART goals for our investments into PY 22.

- Reviewed and completed the Case Management User Guide for Launchpad MIS. Training and data input will begin with service providers January 2021.
- Worked closely with DSHS and ESD State level leadership to create a data sharing pilot specific to Thrive customers. The data sharing would be to enhance capacity to outreach to those receiving SNAP benefits and provide them with workforce services to enable them to achieve economic sufficiency. If this occurs, WSW would be the only and first organization outside of the DSHS state system to have access to this data and drive customer engagement specific to workforce development.

Development

- Received \$50,000.00 from the Dept of Commerce to continue the Childcare + Workforce model development work that WSW seed funded last PY. This grant is in partnership with over 20 employers in Cowlitz County, and 10 community partners. The project will 1) Cover WSW internal costs attributed to the childcare model development and 2) Cover the costs of Exigy Consulting to complete their model development by Summer 2021.
- The Director of Programs and Chief Executive Officer participated in a demo for Working Metrics, a company that provides data and quality indicators to companies and organizations in the region. The WSW team will be meeting in early-mid December to discuss this tool and operationalizing it across the organization.
- WSW invested in a pilot in partnership with the LinkedIn Learning virtual workforce development strategy to begin January 4, 2020. A key component to this will be an API between Launchpad (regional talent pool and employer CRM) and LinkedIn Learning to connect individuals into our talent pool outside of brick and mortar locations. Four learning paths have been chosen to focus recruitment for, with a goal of 500 individuals being recruited across the region, trained, and placed into local or remote employment by July 1, 2021.
- Researched, received a demo, and discussed a common referral system for state agencies and non-profits in Cowlitz County specific to Thrive. In efforts to reduce duplication of services, create a common thread of a story for an individual seeking services, and to connect service providers more intentionally. Next steps will be to provide a demonstration for the Thrive partners and ensure that this resource is available via Launchpad.
- Facilitated a quarterly meeting of reentry and workforce partners in Cowlitz County and decided upon three goals: 1) Establishing a computer check out system at WorkSource, 2) Establishing a common checklist for services with roles and responsibilities named, and 3) Establishing a common referral system. Goals are shared across WSW, WorkSource, Dept of Corrections, and Goodwill of the Olympic Rainier Region.
- Received \$40,000.00 for the Opportunity Partnership Program from the State Workforce Board to partner with Clark College OPP students and provide them with expanded social networking and more intentional connections to employment post the program.
- Applied to two grants from the Seattle Foundation specific to support service expansion for programmatic investments and with a focus on BIPOC communities as it relates to COVID-19 support and re-employment.
- Supported the food purchases for the Thanksgiving Grab and Go Service 2020 hosted by OdesseyWorld International, NAACP, Seeds of Greatness Ministries at the River City Church on Fourth Plain Blvd.

SYSTEM

Workforce System

- Two new positions funded through WSW hired and started in Fall 2020. (System Liaisons)
 - a) The Wahkiakum County Community Resource Coordinator is a partnership between WSW and Wahkiakum County Health and Human Services (HHS). The position is charged with working with Wahkiakum County residents to help connect them to workforce resources, training opportunities and career opportunities in the region's high-growth, in-demand sectors.
 - b) The Washington State University Employer Engagement Coordinator is a partnership between WSW and WSUV. The position is charged with working with WSUV and WSW business partners to create career development and career pathway opportunities for WSUV students.
- Executed Launchpad Data sharing agreements with Wahkiakum County HHS and WSUV. Working on Launchpad Data Sharing agreements with L&I, Clark College, Lower Columbia College, Goodwill of Olympics and Rainier Region, and the Employment Security Department. As more partners start using Launchpad, we come closer to a centralized and unified business engagement strategy.
- Finalized partnership with Career Karma in Summer 2020, which is set to launch in Winter 2021. Starting in January, we will be working with Workforce Partners to recruit and fund 20 individuals through one of Career Karma's tech career pathways.
- Facilitated Quarterly Employment Access Committee meeting with regional workforce partners from, Department of Services for the Blind, DVR, Council for the Homeless, Clark County Supportive Services, Bridgeview Resource Center, Human Service Council, Clark County Corrections and Clark College. The group will focus on a collective response to creating equitable access to employment opportunities for all subsets of the region's populations. Each agency brings a different lens and focuses on serving unique populations who are historically underserved/underrepresented in the workforce.
- Received \$100,000 for the Community Foundation of Southwest Washington to purchase and stand up a laptop checkout system. Checkout system to launch January 2021.

Data

- Created demographic dashboards outlining regional demographics and those of education partners. Created detailed demographic dashboards across WSW programs and investments. Will be using this data to inform equitable investment strategy.
- Created dashboard outlining UI Claimants by occupation to help inform hardest hit industries and help with developing outreach and training strategies for UI claimants.
- Updated labor market dashboards, monthly employment data and in-demand jobs for WSW and WorkSource SW WA websites.

WorkSource/Service Delivery

- WorkSource and Next offices closed to customers and staff until further notice. All services are available online and all staff are working remotely.

- Sector leads have been working with WSW Business Team and WorkSource Sector Teams to develop processes/procedures for vetting and entering qualified talent into Launchpad. 100+ candidates entered as qualified talent since September
- Working with L&I to add them to System MOU/IFA. The partnership will add one FTE to the WorkSource Vancouver office and integrate L&I into the local WorkSource operation. Partnership set to be finalized in Q1 2020 (Jan-Mar).

FUNDING, POLICY & OPERATIONS

- One policy revision for the Fraud and Incident Reporting and wrote one new policy on Data Security Requirements. See Policy Memo for additional information.
- Staff continue to work remotely, with very limited office access needed. In collaboration with CREDC, we wrote a Safe Workplace plan to ensure our employee's health and safety if and when access to the office is necessary.
- Annual staff evaluation time and benefit open enrollment. Evaluations will be completed by January 31, 2021 and benefit enrollment closes December 9, 2020.
- WSW office will be closed for extended holiday December 23, 2020 – January 1, 2021.

Traci Williams

From: Traci Williams
Sent: Tuesday, September 29, 2020 10:01 AM
To: Traci Williams
Subject: RE: Contract Approval Needed

A.D. Simmons – Yes
Bob Carroll – Yes
Bob Gustainis – Yes
Chris Bailey – Yes
Darcy Altizer – Yes
Ilona Kerby – Yes
John Vanderkin – Yes
Kelley Foy – Yes
Michele Mulhern – Yes
Monte Constable – Yes
Renny Christopher – Yes
Ted Sprague – Yes

Haven't heard back from the following:

Ben Bagherpour
Jen Baker
Mike Bridges
Ralph Clark
Scott Haas
Robert Jungers
Mara Kieval
Eddie Martin
Diane McWithey
Paige Spratt
Shannon Stull

Best regards,

Traci



TRACI WILLIAMS

Executive Administrator/Office Manager

twilliams@workforcesw.org 360.567.1070 www.workforcesw.org

Workforce Southwest Washington

805 Broadway, Suite 412 | Vancouver, WA 98660

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From: Kevin Perkey <kperkey@workforcesw.org>
Sent: Monday, September 28, 2020 12:45 PM
To: Traci Williams <TWilliams@workforcesw.org>

Cc: Amy Gimlin <agimlin@workforcesw.org>

Subject: Re: Contract Approval Needed

Excellent. Please add a memo to the folder noting the approval of the contracts.

Thanks,
Kevin



Kevin Perkey

Chief Executive Officer

kperkey@workforcesw.org | 503.902.2875 | www.workforcesw.org

Workforce Southwest Washington

805 Broadway, Suite 412 | Vancouver, WA 98660

From: Traci Williams <TWilliams@workforcesw.org>

Date: Monday, September 28, 2020 at 11:58 AM

To: Kevin Perkey <kperkey@workforcesw.org>

Subject: RE: Contract Approval Needed

We now have twelve, and have twenty six board members with three non-voting, so we are good now.

Best regards,

Traci



TRACI WILLIAMS

Executive Administrator/Office Manager

twilliams@workforcesw.org 360.567.1070 www.workforcesw.org

Workforce Southwest Washington

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From: Kevin Perkey <kperkey@workforcesw.org>

Sent: Monday, September 28, 2020 11:34 AM

To: Traci Williams <TWilliams@workforcesw.org>

Subject: FW: Contract Approval Needed

How are we looking? Do we have enough votes?



Kevin Perkey

Chief Executive Officer

kperkey@workforcesw.org | 503.902.2875 | www.workforcesw.org

Workforce Southwest Washington

805 Broadway, Suite 412 | Vancouver, WA 98660

From: "Mulhern, Michele L (DSHS/DVR)" <mulheml@dshs.wa.gov>
Date: Monday, September 28, 2020 at 10:52 AM
To: Kevin Perkey <kperkey@workforcesw.org>
Cc: Kevin Perkey <kperkey@workforcesw.org>, Amy Gimlin <agimlin@workforcesw.org>
Subject: RE: Contract Approval Needed

I approve.

MICHELE MULHERN, M.S., CRC
Columbia Unit Supervisor/ Clark and Skamania Counties
Division of Vocational Rehabilitation
Washington State Department of Social and Health Services
(O) 360.397.9963 / mulheml@dshs.wa.gov
Pronouns: she/her/her

Transforming Lives

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From: Traci Williams <TWilliams@workforcesw.org> **On Behalf Of** Kevin Perkey
Sent: Friday, September 25, 2020 10:13 AM
Cc: Kevin Perkey <kperkey@workforcesw.org>; Gimlin, Amy (ESD Partner) <agimlin@workforcesw.org>
Subject: Contract Approval Needed

WSW Board Members:

I hope all of you are doing well and staying safe and healthy.

Since our last full Board meeting, we received the second round of our COVID National Dislocated Worker - Disaster Relief Employment Recovery Grant. We also determined to increase the Out of School Youth contracts with carry in funds from PY19 and JP Morgan Chase as matching funds for BFET.

The Adult and Dislocated Worker contracts begin October 1st and therefore we cannot wait until our next full Board meeting to approve our subcontract with Equus Workforce Solutions. As per our regular process, our Executive Board approved yesterday at our regularly scheduled September 23, 2020 meeting.

Please review the following contract amount requested for approval and respond via email to Traci and myself with your "I approve" or "I do not approve" as quickly as you are able.

Full Board Approval Required: (Executive Board approved 9/23/20)

- Equus Workforce Solutions PY20 contract for One Stop Operator FTE and participant expenses. Contract to include funding from formula Adult and Dislocated Worker and COVID-19 Disaster Relief Employment Recovery. Contract not to exceed **\$818,153**.
- Equus Workforce Solutions PY20 contract for Adult and Dislocated Worker case management services. Contract not to exceed **\$1,188,100**.

- **Increase Equus Workforce Solutions** PY20 contracts for Out of School Youth services. Adding in carry in funds and JP Morgan Chase private funds.
 - Increased Clark County budget by \$125,875 for a total contract amount **\$888,564.09**.
 - Increased Cowlitz County budget by \$37,914 for a total contract amount **\$260,987.06**.
 - Increased Wahkiakum County budget by \$3,511 for a total contract amount **\$10,812.23**.

Also....

I'm looking forward to our upcoming Strategic Planning Retreat set for October 15th & 16th. I'm working with our partners at Point North to finalize our agenda and times, which will following to you shortly.

Later this morning you will also receive our Strategic Planning Retreat Board Survey. This survey is intended to gather member's feedback prior to our facilitated sessions on the Oct. 15th & 16th. Please keep an eye out for this email.

Thank you again for your ongoing support and I look forward to talking to you all again soon.

Kevin



Kevin Perkey

Chief Executive Officer

kperkey@workforcesw.org | 503.902.2875 | www.workforcesw.org

Workforce Southwest Washington

805 Broadway, Suite 412 | Vancouver, WA 98660