



workforce

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
4:25 pm	Governance <ul style="list-style-type: none">Board Nominations *	A.D. Simmons, Miriam Halliday Nathan Webster & Tracy Doriot
4:35 pm	A Time for Celebration – Spotlights of Success	WSW Team + Guests
5:55 pm	Public Comment	A.D. Simmons
6:00 pm	Adjourn	A.D. Simmons

* - Action Required



WSW Board Meeting Minutes
September 10, 2024
4:00 p.m.
Zoom Conference Call

Board Members Present: Jen Baker, Adam Blackwell, Max Booth, Mike Bridges, Renny Christopher, Monte Constable, Tracy Doriot, Corie Dow-Kramer, Karin Edwards, Brent Freeman, Corey Giles, Bob Gustainis, Dustin Hysmith, Mandy Kipfer, Karen Bowerman, Nick Massie, Kyria McGill, Matt Seimears, Ebony Price, Bill Sauters, A.D. Simmons, Ted Sprague, Paige Spratt, Lee Tischer Jasmine Tolbert, John Vanderkin, Joe Vansyckle, Adrienne Watson, and Nathan Webster.

Board Members with Absences: Ed Nicholson and Mark Tishenko.

Guests Present: Michelle McClanahan, Janel Loving, Barbara Burkhart, Amber Carter, John Traugott, Kim Sogge, and Lisa Keohokalole Schauer.

Staff Members Present: Miriam Halliday, Mando Antonino, Barri Blair, Kali Dugan, Denise Elliott, Marnie Farness, Amy Gimlin, Darcy Hoffman, Alyssa Joyner, Kari Kollander, Lyn Love, Julia Maglione, Sean Moore, Joseph Tijerina, Tamara Toles, Traci Williams, and Nolan Yaws-Gonzalez.

Welcome, Introduction of Members, Guests, and Staff

Chair A.D. Simmons opened the meeting at 4:02 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves.

CONSENT AGENDA

Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on June 11, 2024, Contract Memo, Policy Memo; which included WSW Stevens Amendment Requirements Policy #2011-3, WSW Economic Security for All – Eligibility Policy #3501-1, WSW Economic Security for All – Career Accelerator Incentives Policy #3502-1, WSW Monitoring Policy #2003-6, WSW Eligibility Policy Handbook – Attachment A, and the acknowledgement of the PY23 One Stop Annual Report.

John Vanderkin moved to approve the Consent Agenda as presented, second by Karen Bowerman. Motion carried.

FINANCE

WSW Treasurer, Renny Christopher shared out the Treasurer's Memo. The Procurement process to select an audit firm has been completed. The Finance Committee selected Alegria and Company to perform the Fiscal Year end June 30, 2024 audit.

WSW STRATEGIC PLANNING

Lisa Keohokalole Schauer and Kim Sogge with Point North shared with the full board 2025-2029 WSW Strategic Plan. WSW values, problem statement, glossary, along with goals, goal statements, priorities, and success measures for Jobs and Business Growth, Community Connector, and Equitable and Inclusive Systems were reviewed. Questions were addressed by Lisa Keohokalole Schauer, Kim Sogge, and CEO Halliday.

Corey Giles moved to adopt the WSW Strategic Plan 2025-2029 as presented, second by Jasmine Tolbert. Motion carried.

WORKFORCE DEVELOPMENT – A STATEWIDE VIEW PRESENTATION

John Traugott, Executive Director of WWA and Amber Carter, Lobbyist for WWA gave presentations to the full board around what WWA is and what they do. Advocacy and Policy, Program and Partnership Development/Support, and Professional Development and Technical Assistance were shared. Also shared out was the WWA 2024 Legislative Priorities and the upcoming 2025 Legislative Session. Questions were addressed by John Traugott and Amber Carter.

TERM COMPLETIONS:

Chair Simmons shared that Bob Gustainis and Brent Freeman have completed their terms as WSW Board of Directors and thanked them for their extraordinary service and contributions to the WSW Board of Directors.

PUBLIC COMMENT

Public comments were invited but none were forthcoming.

ADJOURNMENT

With nothing further for the good of the order, Chair Simmons entertained a motion to adjourn the meeting at 5:37 p.m.

Tracy Doriot moved to adjourn the meeting at 5:37 p.m.



CONTRACT MEMO

DATE: DECEMBER 3, 2024
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW BOARD OF DIRECTORS
FROM: LINDA CZECH, WSW CONTRACTS MANAGER
RE: CONTRACT/GRANT UPDATES (OCT-DEC 2024)

WSW **modified** the following contracts:

- Partners in Careers decreased budget by \$42,762 for total of **\$173,526.00** for Title 1 Youth Out of School, end date remains **June 30, 2025**.
- Partners in Careers revised Statement of Work and Productivity & Performance Measures Department of Labor Summerworks, no change in budget of **\$165,629.70**, end date remains **September 30, 2025**.
- Career Path Services revised Statement of Work and Productivity & Performance Measures Department of Labor Summerworks, no change in budget of **\$695,656.13**, end date remains **September 30, 2025**.
- Career Team increased budget by \$10,471.63 for total of **\$176,551.63** Department of Labor Summerworks, end date remains **September 30, 2025**.
- 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 of **\$171,093**, end date remains **June 30, 2025**.
- Career Team WIOA Youth to modify budget, no change in total of **\$141,028**, extend end date to **December 31, 2024**.
- Career Team Summerworks to modify budget, no change in total of **\$176,551.63**, end date remains **September 30, 2025**
- Equus Workforce Solutions State Economic Security for All (EcSA) to modify the Statement of Work, extend end date to **June 30, 2025**.

WSW **executed** the following contracts:

- Career Team for **\$20,000** State Economic Security for All, end date **June 30, 2025**.
- Career Path Services for **\$588,990** Youth Out of School, end date **June 30, 2025**.
- Career Team for **\$171,093**, Title 1 Youth Out of School, end date **June 30, 2025**.
- Equus Workforce Solutions for **\$506,479.80** State Economic Security for All, end date **June 30, 2025**
- 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**.
- Partners in Careers Federal Economic Security for All for **\$41,089**, 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**.
- Career Path Services Basic Food Employment and Training (BFET) Youth **\$2,991**, end date **June 30, 2025**.
- Partners in Careers Basic Food Employment and Training (BFET) Youth **\$49,872**, end date **June 30, 2025**.

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

- WSW received grant modification Department of Labor Community Projects Summerworks for the Statement of Work, no change in budget **\$1,500,000** and extend end date to **December 31, 2025**.
- WSW received grant award Employment Security Federal Economic Security for All for **\$187,211**, end date September 30, 2025
- WSW received grant modification Employment Security Department QUEST DWG to extend end date to December 31, 2024
- WSW received grant award for the Basic Food Employment & Training (BFET) from Department of Social & Health Services for **\$132,047**, end date **September 30, 2025**.
- WSW received grant modification to adjust performance for Opioid Dislocated Worker, no change in amount of **\$687,000.00** or end date of **September 30, 2025**.

Board Approval Needed

None



POLICY MEMO

DATE: DECEMBER 3, 2024
TO: MIRIAM HALLIDAY, WSW CHIEF EXECUTIVE OFFICER
WSW BOARD OF DIRECTORS
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**. *The Executive Committee approved this policy during the November 20th Executive Committee 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.

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**. *The Executive Committee approved this policy during the November 20th Executive Committee 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.

WSW Fraud and Incident Reporting Policy 1005-3

This revision to our Fraud and Incident Reporting Policy aligns with the state policy and TEG 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**. *The Executive Committee approved this policy during the November 20th Executive Committee 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.

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**. *The Executive Committee approved this policy during the November 20th Executive Committee 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.

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**. *The Executive Committee approved this policy during the November 20th Executive Committee 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.

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**. *The Executive Committee was notified of this policy during the November 20th Executive Committee 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.

Governor’s Procedures for Determining Training Program Eligibility Policy 5611-3

This was a revision to the state policy to update the content of the procedures document to reflect updated state and regional minimum wage expectations and updated Classification of Instructional Programs (CIP) names. The revised [Governor’s Procedures for Determining Training Program Eligibility 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.

From: [Traci Williams](#)
To: [Traci Williams](#)
Subject: RE: WSW Board of Directors Contract Email - 22 Approved
Date: Wednesday, October 2, 2024 8:57:07 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)

Yes:

A.D. Simmons
Ed Nicholson
John Vanderkin
Nick Massie
Tracy Doriot
Adrienne Watson
Corey Giles
Jasmine Tolbert
Mike Bridges
Karin Edwards
Renny Christopher
Matt Seimears
Jen Baker
Ted Sprague
Monte Constable
Joe Vansyckle
Dustin Hysmith
Adam Blackwell
Mark Tishenko
Max Booth
Bill Sauters
Mandy Kipfer

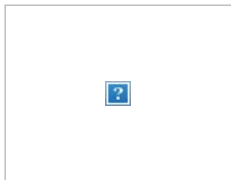
No:

Haven't heard back from yet:

Nathan Webster
Paige Spratt
Kyria McGill
Ebony Price
Corie Dow-Kramer

Best,

Traci



TRACI WILLIAMS
Senior Executive Administrator/Operations Manager
twilliams@workforcesw.org 360.567.1070 www.workforcesw.org

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Upcoming Days Off:

Join us at the Washington Workforce Association (WWA) Conference!



From: Traci Williams
Sent: Monday, September 30, 2024 9:31 AM
Cc: Miriam Halliday <mmartin@workforcesw.org>
Subject: WSW Board of Directors Contract Email Approval Needed
Importance: High

WSW Board of Directors,
The contracts below need your approval now as we cannot wait until the next Board of Director meeting to execute these contracts. *The Executive Committee has approved the contracts below on September 25, 2024.*

Please respond via email to Traci with your “I approve” or “I do not approve” by EOD on Tuesday, October 1, 2024.

Full Board Approval Needed:

- Approval needed for *PY24 Title I Adult and Dislocated Worker* funded contracts for October 1, 2024, to September 30, 2025, this is year 3 of the 3-year Adult and Dislocated Worker procurement cycle, to provide services in Clark, Cowlitz, and Wahkiakum Counties.
 - Career Team, LLC Adult & Dislocated Worker contract not to exceed **\$900,001**
 - Adult Total: \$504,721
 - Adult – Clark: \$332,816
 - Adult – Cowlitz & Wahkiakum: \$171,905
 - Dislocated Worker Total: \$395,280
 - DW – Clark: \$260,650
 - DW – Cowlitz & Wahkiakum: \$134,630
 - Career Path Services Operator contract not to exceed **\$340,000**.
 - Clark: \$272,000
 - Cowlitz & Wahkiakum: \$68,000
- Approval needed for Matched Investment Savings Accounts (MISA) project funded by Economic Security for All Community Reinvestment (EcSA CRF) funded for October 1, 2024 to June 30, 2025.
 - Hispanic Metro Chamber - **\$300,000**
 - Lower Columbia Community Action Program - **\$199,251**

Thank you.
MH

Miriam Halliday (she/her/hers)
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