WSW BOARD OF DIRECTORS MEETING
Wednesday, December 11, 2019
3:30 pm to 6:00 pm
Vancouver Hilton, 301 W 6th Street, Vancouver, WA
Discovery Room C

3:30 pm  Welcome, introduction of members, guests, and staff

3:40 pm  Consent Agenda
  • Minutes, Contract, Policy Memos  Bill Skidmore

3:45 pm  WSW Governance
  • Board Nominations  A.D. Simmons  Ralph Clark

3:55 pm  Fiscal Report  Jim Lucey

4:05 pm  CEO Report  Kevin Perkey

4:10 pm  Public Comment

4:15 pm  Adjourn

WSW Board Meetings 2020

• March 11, 2020 – Cowlitz (LCC)
• September 9, 2020 – Cowlitz (LCC)
• June 10, 2020 – Clark (WSW)
• December 9, 2020 – Clark (WSW)
Board Members Present: Darcy Altizer, Mike Backman, Chris Bailey, Jen Baker, Renny Christopher, Ralph Clark, Robert Gaffney, Bob Gustainis, Ilona Kerby, Jim Lucey, Eddie Martin, Diane McWithey, A.D. Simmons, Bill Skidmore, Denise Smith, Ted Sprague, Paige Spratt (by phone), and Shannon Stull.

Board Members with Excused Absences: Ben Bagherpour, Mike Bridges, Bob Carroll, Monte Constable, Kelley Foy, Rob Harris, Bob Jungers, and John Vanderkin.

Board Members with Unexcused Absences: Mara Kieval.

Guests Present: Donna Hughes and Dave Cole.

Staff Members Present: Kevin Perkey, Melissa Boles, Narek Daniyelyan, Julia Maglione, Miriam Martin, Traci Williams, Kari Kollander, and Benton Waterous.

Welcome, Introduction of Members, Guests, and Staff
Chair Bill Skidmore opened the meeting at 4:01 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves. Lower Columbia College's President, Chris Bailey welcomed us to LCC and gave an update on the board of the new programs and opportunities that they are pursuing.

CONSENT AGENDA
Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on June 12, 2019, the Policy Memos, and the Contract Memo. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved with all in favor.

FISCAL REPORT
Treasurer Jim Lucey and Fiscal Director Barri Horner presented the PY18 Financial results and updates for the PY19 budget. Ms. Horner 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 PY18.

Ms. Horner also informed the board that WSW has received three new grants and will be incorporated in the January 2020 budget revision. Following the presentation, questions were invited and addressed by Mr. Lucey and Ms. Horner.
CEO REPORT
Mr. Perkey highlighted some actions being taken to reach the goals of the People, Systems, Funding, and Business portion of the new strategic plan. He also thanked the WSW staff for all their hard work and dedication to reaching WSW’s new strategic plan goals. Questions were entertained and addressed by Mr. Perkey.

Mr. Perkey introduced the WSW Governance Board A.D. Simmons and Ralph Clark to give some updates on the Board seats. Ms. Simmons and Mr. Clark shared with the Board that WSW is now entering the next phase of growth. With WSW having successfully transitioned through WIOA and with a new and growing team well established, WSW is well poised to increase the impact we have on the communities we support. As such, the WSW Board must continue to evolve, which means taking a step back to recalibrate what it means to cultivate a high performing Board of Directors. WSW currently has two private sector seats open currently. Given this opportunity, WSW will be using their Fall half day retreat this year to check-in on how we collectively define what a high impact Board looks like.

The Governance Board and Mr. Perkey will finalize the details of what the half day session will look like and details will be provided to the Board along with some Board level pre-work to ensure that time is used wisely.

THRIVE – Economic Security for All
Program Director Miriam Martin presented to the full Board, an overview of WSW’s new THRIVE initiative which will help create a pathway of economic mobility in SW Washington and potentially throughout Washington state. Ms. Martin stated that the goal for THRIVE is decreasing 10% of households that are living below 200% FPL.

Director of Programs Miriam Martin invited questions and discussion ensued with comments on the new THRIVE Initiative being addressed by Ms. Martin.

STRATEGIC PLAN UPDATE - SYSTEM
Following an introduction, CEO Kevin Perkey introduced Director of Strategic Initiatives Narek Danielyan. Mr. Danielyan presented updates on the progress WSW is making and outcomes were recapped specific to meeting the criteria of each goal under the Systems section of the Strategic Plan.

Questions were entertained and addressed by Mr. Danielyan during the presentation.

PUBLIC COMMENT
Public comments were invited but none were forthcoming.

ADJOURNMENT
With nothing further for the good of the order, Chair Skidmore adjourned the meeting at 5:43 p.m.
DATE: DECEMBER 4, 2019
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE
RE: CONTRACT UPDATE (AUGUST 2019 – DECEMBER 2019)

WSW executed the following contracts:

- Lower Columbia College to provide PY19 Opportunity Partnership Program services in Cowlitz County, contract totaling $37,000.
- Trüpp HR to provide consulting services for revising our personnel handbook and conduct a HR audit, contract totaling $4,500.
- Economic Modeling, LLC (EMSI) to provide a third-party evaluation of our Recruit, Train, Place workshops in WorkSource. This was a requirement of the grant, contract totaling $17,000.
- ResCare Workforce Services’ to provide Thrive Business Network services in Cowlitz County, contract totaling $463,913.
- Cowlitz Economic Development Council to provide business outreach in Cowlitz County, contract totaling $25,000.
- ResCare Workforce Services to provide PY19 Rapid Response Increased Employment Initiative, contract totaling $277,441.
- Lower Columbia Community Action Council to provide Thrive – EcSA services in Cowlitz County, contract totaling $206,500.
- Cowlitz County Habitat for Humanity to provide services under Thrive – EcSA in Cowlitz County, contract totaling $374,000.
- ResCare Workforce Services for the One Stop Operator at Vancouver and Kelso WorkSource Offices and administer Title I Adult and Dislocated Worker participant funds, total contract amount $560,000.

WSW modified the following contracts:

- Increased and extended Covenant Technology Solutions’ IT contract to March 31, 2020 for a total contract of $46,000.
- Budget modification for ResCare Workforce Services’ PY18 Adult and Dislocated Worker service delivery contract to adjust budget detail. Original contract amount did not change.
- Budget and performance modification for ResCare Workforce Services’ Northwest Promise service delivery contract to decrease their budget and performance by removing the incumbent worker training. Contract amount $655,298.
- Increased Partners in Careers Title I Youth contract to include $23,000 of indirect, total contract amount $243,000.

WSW notification of grant award/execution:

- WSW received award notification for Career Connect Washington, career launch grant for $250,000.
- WSW received grant modification execution for PY19/FY20 WIOA Title I to include $11,086 of restoration funds and our approved 30% transfer from Dislocated Worker to Adult:
- Youth - $1,412,005
- Adult - $1,719,042
- Dislocated Worker - $811,115
- Admin Cost Pool - $438,018

- WSW received grant execution from Community Foundation of Southwest Washington for $25,000 to provide support to Thrive participants in Cowlitz County.
- WSW received grant execution from Clark County Juvenile Court for $37,500 to provide Employment and Training services at Next to justice involved young people. Services include orientation and engagement; job readiness training; work experience; and job search and employment plan for each young person moving forward.
- WSW received award notification from Department of Social and Health Services, Department of Vocational Rehabilitation for $1,432,600 to extend WSW services to DVR eligible young people through 2021, also known as SummerWorks.
- WSW Office Renovation – procurement not to exceed $125,000. This amount is WSW’s portion of the total cost. Total price includes price of moving company $7,000, IT Expansion $1,600, and office furniture $143,000.

Board approval needed: Executive Board approved on 10/23/19 & 12/3/19
- ResCare Workforce Services – contract not to exceed $130,875 for a 10-month contract to provide support for the scaling and development of career launch in Manufacturing and Healthcare in Southwest Washington. Funding from Career Connect Washington.
- Educational Service District 112 not to exceed $900,000 over two summers. To provide primary program services in Clark, Cowlitz, and Wahkiakum Counties, including 40-hour work readiness training, job shadow, informational interview, and placement into 100-hour internship for 220 students. Subcontractor will be paid on a “pay for performance” basis for the completion of these four services.
- ResCare Workforce Services not to exceed $450,000 over two summers. To employ 1FTE SummerWorks Program Director at Next, who will oversee program logistics and implementation across all counties. Subcontractor will also administer the participant funds budget (wages for 100-hour internship).
- The Underdog Mentality not to exceed $30,000 over two summers. To provide 2 hours of leadership training to 100 SummerWorks participants in Clark County.
SUMMARY of QUALIFICATIONS:

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

EXPERIENCE:

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

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

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

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

**Vice President, Member Services**

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

**Membership Services Director**

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

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

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

- Board of Directors, Workforce Southwest Washington
- Past Board of Directors, Leadership Clark County
- Past Board of Directors, American Red Cross
- Greater Vancouver Chamber of Commerce Political Action Committee
- Columbia River Economic Development Council, Lands for Jobs Committee
- Clark County Career and Technical Education Executive Committee
Scott Haas | sghaas74@gmail.com | 253-432-9802
https://www.linkedin.com/in/scottghaas

SEEKING SENIOR HR OR TALENT ACQUISITION ROLE

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

AREAS OF EXPERTISE

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

EXPERIENCE

BGIS, SEATTLE, WA AUGUST 2016 TO CURRENT
DIRECTOR, TALENT ACQUISITION (Real Estate Management Services – Critical Infrastructure/Data Centers/Integrated Facility Management)

- Led change management process through merger and acquisition processes. Implement, utilize and optimize applicant tracking (ATS) Taleo and assisted in the rebranding of the company careers page.
- Effectively led hiring efforts improving hiring results by 60% in the first six months in a historically hard-to-hire location. By Shifting recruiting strategy from posting on job boards to directly sourcing experienced candidates from other trades groups and military recruiting efforts.
- Using Continuous Process Improvement/Lean tools, created and successfully implemented a plan to reduce hiring lead time of hourly employees by 33%. By leading the development and maintaining reporting lifecycle, governance and roadmap.
- Enhanced recruitment operations with the introduction of strategies to attract new members as well as process improvements in the areas of sourcing, hiring, forecasting, and labor market trends analysis.
- Monitor and analyze recruitment efforts to identify and target areas in need of improvement. Provide staff mentoring and training as well as overall establishment of goals. Generate innovative social media plans.
- Specializing in the data centers and facility management industry sourcing strategies, for roles with Data Center Engineering, Data Center Construction, Data Center Operations, and Senior Leadership roles. (Currently manage 3 Recruiters and 1 Coordinator)

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

- Taught course material at University of Washington - Tacoma campus (VIBE Center) and provided mentorship to students as they progressed through the course.
- Helped bring together top companies and high-potential veterans to foster better understanding of veterans in our nation’s leading employers and ensure that veterans are ready to pursue the best careers possible.
- Delivered training product as prescribed by Columbia University and Fourblock.

IIB AN INFOBLOX COMPANY, TACOMA, WA January 2015 to April 2016 (Laid off post acquisition)
DIRECTOR, HUMAN RESOURCES (Cybersecurity and Threat Analysis)
Formalized and built out HR infrastructure within a start-up organization by leading the evaluation process of a fully integrated, web-based recruiting technology to include requisition management, internal transfers, and applicant tracking, HRIS, onboarding, web benefits modules in a startup environment.

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

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

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

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

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

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

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

**AUTO WAREHOUSING COMPANY, INC.,** Tacoma, WA September 2008 to June 2011

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

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

**SECOND IMAGE, INC.,** San Dimas, CA February 2006 to August 2008

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

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

SECURITAS SECURITY SERVICES USA, INC., Costa Mesa, CA 4/01-10/03
Formerly Lincoln Security Services, Inc., a private security and investigation firm.

HR GENERALIST/RECRUITER
Oversaw two domestic locations with over 300 employees throughout Southern California.
Special Project: Training and Development, High Volume Recruiting, Special Events

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

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

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

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

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

SOFTWARE | SCRIPTING

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

DATE: DECEMBER 11, 2019
TO: WSW BOARD OF DIRECTORS
FROM: JAMES LUCEY - TREASURER OF THE BOARD
       KEVIN PERKEY – CHIEF EXECUTIVE OFFICER
RE: MID-YEAR BUDGET REVISION EFFECTIVE JANUARY 1, 2020 AND FINANCE COMMITTEE REPORT OUT

The Finance Committee and the Executive Board of the WSW Board of Directors met on November 20, 2019. 1st quarter spending reports were reviewed and discussed. The budget revision documents were also reviewed and discussed and the members agreed that the budget as presented should be forwarded to the Full Board for approval.

Mid-Year Budget Revision

WIOA Grants Update

Carry In funding and WIOA Grant amounts available for PY19 revised for a net increase of $75,201:

<table>
<thead>
<tr>
<th>Incr./(Decr.)</th>
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<tbody>
<tr>
<td>WIOA Adult ($347,000 transferred from DW)</td>
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<tr>
<td>WIOA Dislocated Worker ($347,000 transferred to Adult)</td>
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<tr>
<td>WIOA Youth</td>
</tr>
<tr>
<td>WIOA Administrative Cost Pool (ACP)</td>
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</tbody>
</table>

PY19 available for contracted services was adjusted accordingly.

New Grants

Six new grants were executed and added to the budget totaling $2,283,002:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Rapid Response Increased Employment Initiative</td>
<td>$403,002</td>
</tr>
<tr>
<td>THRIVE Economic Security for All</td>
<td>$1,600,000</td>
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<tr>
<td>Career Connect PY19</td>
<td>$240,000</td>
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<tr>
<td>Pacific Premier Bank for Next</td>
<td>$10,000</td>
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<tr>
<td>Peace Health for Summerworks</td>
<td>$5,000</td>
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<tr>
<td>Community Foundation for THRIVE</td>
<td>$25,000</td>
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Special Projects, Administration Spending and Reserves Update

| Special Projects Expense – no change | $ - |
| Administration Spending - Increase 0.4% (mostly due to higher equipment) | $ (6,824) |
| Funds Available, All Sources - Increase 112% (new grants above) | $280,982 |
| Net Increase in the PY20 Reserves from the Original Budget | $274,158 |
| PY20 Reserves – Original Budget | $244,743 |
| Updated PY20 Reserves | $518,901 |
### WIOA FORMULA FUNDS

<table>
<thead>
<tr>
<th></th>
<th>ACP</th>
<th>ADULT</th>
<th>DW</th>
<th>YOUTH</th>
<th>TOTAL WIOA</th>
<th>NW Promise</th>
<th>Rapid Response FY18</th>
<th>Rapid Response FY19</th>
<th>Recruit Train Place</th>
<th>DVR</th>
<th>Summerworks</th>
<th>Career Connect WA</th>
<th>THRIVE - Economic Security for All</th>
<th>Career Connect FY19</th>
<th>Foundation funds</th>
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<tbody>
<tr>
<td>Youth 705B FY18 Carry-In</td>
<td>231,000</td>
<td>335,954</td>
<td>305,000</td>
<td>335,954</td>
<td>1,202,908</td>
<td>247,200</td>
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<td>1,202,908</td>
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<tr>
<td>Adult 705B - FY19 - Carry-In</td>
<td>122,988</td>
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<td>122,988</td>
<td>467,200</td>
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<td>Adult 1109 FY19 - Carry-In</td>
<td>730,804</td>
<td>1,220,000</td>
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<td>1,220,000</td>
<td>3,168,000</td>
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<td>Youth 705B FY18 Carry-In</td>
<td>358,922</td>
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<td>358,922</td>
<td>1,076,786</td>
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<td>Total Carry Forward from FY18</td>
<td>438,018</td>
<td>1,719,042</td>
<td>811,115</td>
<td>1,412,005</td>
<td>3,476,179</td>
<td>556,591</td>
<td>417,525</td>
<td>72,963</td>
<td>1,600,000</td>
<td>240,000</td>
<td>55,047</td>
<td>72,963</td>
<td>4,305,194</td>
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<tr>
<td>PY19 Total New Funding</td>
<td>358,922</td>
<td>358,922</td>
<td>358,922</td>
<td>358,922</td>
<td>1,076,786</td>
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<tr>
<td>PY19 Estimated Fund Balance, 7-1-19</td>
<td>796,940</td>
<td>2,186,242</td>
<td>812,115</td>
<td>1,412,005</td>
<td>4,305,194</td>
<td>556,591</td>
<td>417,525</td>
<td>72,963</td>
<td>1,600,000</td>
<td>240,000</td>
<td>55,047</td>
<td>72,963</td>
<td>4,369,094</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-existing Contract Obligations:</td>
<td>(89,058)</td>
<td>(739,000)</td>
<td>(347,730)</td>
<td>(1,126,390)</td>
<td>(4,018,628)</td>
<td>(2,156,981)</td>
<td>(347,730)</td>
<td>(1,126,390)</td>
<td>(4,018,628)</td>
<td>(2,156,981)</td>
<td>(347,730)</td>
<td>(1,126,390)</td>
<td>(4,018,628)</td>
<td>(2,156,981)</td>
<td>(347,730)</td>
</tr>
<tr>
<td>Subtotal: Available funds</td>
<td>796,940</td>
<td>2,186,242</td>
<td>812,115</td>
<td>1,412,005</td>
<td>4,305,194</td>
<td>556,591</td>
<td>417,525</td>
<td>72,963</td>
<td>1,600,000</td>
<td>240,000</td>
<td>55,047</td>
<td>72,963</td>
<td>4,369,094</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEXT IFA PY19</td>
<td>(136,849)</td>
<td>(136,849)</td>
<td>(36,493)</td>
<td>(11,404)</td>
<td>(147,269)</td>
<td>(147,269)</td>
<td>(136,849)</td>
<td>(136,849)</td>
<td>(36,493)</td>
<td>(11,404)</td>
<td>(147,269)</td>
<td>(147,269)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFA Costs paid by Non-Title 1 but included in Contracts</td>
<td>26,798</td>
<td>21,055</td>
<td>109,844</td>
<td>157,697</td>
<td>150,725</td>
<td>150,725</td>
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</tr>
<tr>
<td>Subtotal WIOA Available:</td>
<td>796,940</td>
<td>2,186,242</td>
<td>812,115</td>
<td>1,412,005</td>
<td>4,305,194</td>
<td>556,591</td>
<td>417,525</td>
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<td>240,000</td>
<td>55,047</td>
<td>72,963</td>
<td>4,369,094</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available for Contractors FOR PARTICIPANT SERVICES (@100%) by County - WIOA</td>
<td>CLARK COUNTY</td>
<td>932,493</td>
<td>348,153</td>
<td>742,356</td>
<td>2,023,002</td>
<td>74.38%</td>
<td>67.31%</td>
<td>74.38%</td>
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<td></td>
</tr>
<tr>
<td>COWLITZ COUNTY</td>
<td>309,593</td>
<td>163,358</td>
<td>248,465</td>
<td>721,416</td>
<td>67.31%</td>
<td>31.58%</td>
<td>74.38%</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAHKIAKUM COUNTY</td>
<td>11,532</td>
<td>5,724</td>
<td>7,242</td>
<td>24,498</td>
<td>0.92%</td>
<td>0.73%</td>
<td>24.70%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total percentage</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
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<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Notes:**
- **NW Promise:** New NW Promise funds.
- **Estimated Fund Balance:** Includes pre-existing contract obligations, required future holdback, and future IFA commitments.
- **Available for Contractors:** Includes pre-existing contract obligations and future IFA commitments.
- **Total available to WSW:** Includes pre-existing contract obligations, required future holdback, and future IFA commitments.
### WSW Budget effective for July 1, 2019 Revised January 1, 2020

#### Special Projects:

<table>
<thead>
<tr>
<th>PEOPLE</th>
<th>BUSINESS</th>
<th>SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AmeriCorps for Next</td>
<td>Launchpad Support, Licensing, Contract System Development</td>
<td>Office renovation</td>
</tr>
<tr>
<td>New World of Work Training for Youth Investments</td>
<td>Recruiting Tool - LinkedIn Recruiter account (nonprofit version) to be used by business team to source candidates for open jobs</td>
<td>WorkSource Facebook/digital outreach Continuation of prior projects</td>
</tr>
<tr>
<td>YES Branding</td>
<td>CWWC Regional Collaborative Sector Plan Development, Meeting costs.</td>
<td>Communications Plan Phase 2 (Prichard) Implementation</td>
</tr>
<tr>
<td>Talent Link for Adult Investments</td>
<td>JobsEQ add-on (RTI tool) in addition to what we pay now</td>
<td>Communications (graphic design, website refresh, video, events, printing, Next, Summer Works materials. Branding YES, Rural Jobs, Business Resource Network)</td>
</tr>
<tr>
<td>Internship Pilot--WSUV / CREDC / WSW Diverse Talent Match</td>
<td>Rural Jobs Initiative</td>
<td>Total Systems</td>
</tr>
</tbody>
</table>

**Total People:**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
<th>Percent INC/DEC</th>
<th>PY19 Proposed REVISED Budget as of Jul 1, 2019</th>
<th>Difference PY19 Approved vs PY19 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>75,000</td>
<td>0%</td>
<td>75,000</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Total Business:**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
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</tr>
</thead>
<tbody>
<tr>
<td>75,000</td>
<td>0%</td>
<td>75,000</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Total Systems:**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
<th>Percent INC/DEC</th>
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<th>Difference PY19 Approved vs PY19 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>200,000</td>
<td>0%</td>
<td>200,000</td>
<td>0%</td>
</tr>
</tbody>
</table>

**SUBTOTAL SPECIAL PROJECTS:**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
<th>Percent INC/DEC</th>
<th>PY19 Proposed REVISED Budget as of Jul 1, 2019</th>
<th>Difference PY19 Approved vs PY19 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>350,000</td>
<td>0%</td>
<td>350,000</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Operations:**

- **Personnel - wages and benefits**
  - PY19 Approved: 1,408,815
  - Percent INC/DEC: -0.4%
  - PY19 Proposed: 1,403,639
  - Difference: (5,176)
  - Adjust for timing of hiring.

- **Professional fees - accounting, legal, consulting**
  - PY19 Approved: 47,850
  - Percent INC/DEC: 0%
  - PY19 Proposed: 47,850
  - Difference: 0%

- **IT: Professional support**
  - PY19 Approved: 19,080
  - Percent INC/DEC: 0%
  - PY19 Proposed: 19,080
  - Difference: 0%

- **IT: Licensing, annual fees, software**
  - PY19 Approved: 24,850
  - Percent INC/DEC: 0%
  - PY19 Proposed: 24,850
  - Difference: 0%

- **Supplies-general office & kitchen**
  - PY19 Approved: 8,537
  - Percent INC/DEC: 0%
  - PY19 Proposed: 8,537
  - Difference: 0%

- **Telephone**
  - PY19 Approved: 8,604
  - Percent INC/DEC: 0%
  - PY19 Proposed: 8,604
  - Difference: 0%

- **Postage, print, copy, rentals**
  - PY19 Approved: 2,160
  - Percent INC/DEC: 0%
  - PY19 Proposed: 2,160
  - Difference: 0%

- **Occupancy**
  - PY19 Approved: 129,657
  - Percent INC/DEC: 0%
  - PY19 Proposed: 129,657
  - Difference: 0%

- **External Printing & publications**
  - PY19 Approved: 700
  - Percent INC/DEC: 0%
  - PY19 Proposed: 700
  - Difference: 0%

- **Individual Travel**
  - PY19 Approved: 29,800
  - Local travel & mileage: 29,800
  - Percent INC/DEC: 0%
  - PY19 Proposed: 29,800
  - Difference: 0%
  - WWA travel moved to conferences category

- **Local travel & mileage**
  - PY19 Approved: 7,500
  - Percent INC/DEC: 0%
  - PY19 Proposed: 7,500
  - Difference: 0%
  - NAWB travel moved to conferences category

- **Conferences & meetings**
  - PY19 Approved: 53,200
  - Percent INC/DEC: 0%
  - PY19 Proposed: 53,200
  - Difference: 0%

- **Group Conference Events including Travel**
  - PY19 Approved: 9,500
  - Percent INC/DEC: 0%
  - PY19 Proposed: 9,500
  - Difference: 0%

- **Washington Workforce Association (WWA)**
  - PY19 Approved: 7,700
  - Percent INC/DEC: 0%
  - PY19 Proposed: 7,700
  - Difference: 0%
  - WWA travel moved to conferences category

- **National Association of Workforce Boards (NAWB)**
  - PY19 Approved: 36,000
  - Percent INC/DEC: 0%
  - PY19 Proposed: 36,000
  - Difference: 0%
  - NAWB travel moved to conferences category

- **Insurance**
  - PY19 Approved: 14,000
  - Percent INC/DEC: 11%
  - PY19 Proposed: 15,500
  - Difference: 1,500
  - Revised to actual cost

- **Furniture & equipment**
  - PY19 Approved: 10,500
  - Percent INC/DEC: 54%
  - PY19 Proposed: 30,000
  - Difference: 19,500
  - Additional: new equipment for 3 interns

- **Local meeting support**
  - PY19 Approved: 4,350
  - Percent INC/DEC: 0%
  - PY19 Proposed: 4,350
  - Difference: 0%

- **Memberships & Subscriptions**
  - PY19 Approved: 24,850
  - Percent INC/DEC: 0%
  - PY19 Proposed: 24,850
  - Difference: 0%

- **Staff Training**
  - PY19 Approved: 46,800
  - Percent INC/DEC: 0%
  - PY19 Proposed: 46,800
  - Difference: 0%

**SUBTOTAL OPERATIONS**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
<th>Percent INC/DEC</th>
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<th>Difference PY19 Approved vs PY19 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,850,252</td>
<td>0.4%</td>
<td>1,857,077</td>
<td>6,824</td>
</tr>
</tbody>
</table>

**TOTAL SPECIAL PROJECTS AND OPERATIONS**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
<th>Percent INC/DEC</th>
<th>PY19 Proposed REVISED Budget as of Jul 1, 2019</th>
<th>Difference PY19 Approved vs PY19 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,200,252</td>
<td>0%</td>
<td>2,207,077</td>
<td>6,824</td>
</tr>
</tbody>
</table>

**Funds Available for OPS. & Special Projects - All Sources**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
<th>Percent INC/DEC</th>
<th>PY19 Proposed REVISED Budget as of Jul 1, 2019</th>
<th>Difference PY19 Approved vs PY19 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,444,996</td>
<td>11%</td>
<td>2,725,978</td>
<td>280,982</td>
</tr>
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**Remainder in PY20 Reserve**

<table>
<thead>
<tr>
<th>PY19 Approved as of Jul 1, 2019</th>
<th>Percent INC/DEC</th>
<th>PY19 Proposed REVISED Budget as of Jul 1, 2019</th>
<th>Difference PY19 Approved vs PY19 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>244,743</td>
<td>112%</td>
<td>518,901</td>
<td>274,158</td>
</tr>
</tbody>
</table>
DATE: DECEMBER 3, 2019
TO: WSW BOARD MEMBERS
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER

Members of the Board –

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

BUSINESS

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

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

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

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

PEOPLE

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

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

SYSTEM
• Successfully completed Operator contract negotiations and are ready to execute that contract.
• Hired a new Operator who is scheduled to start on December 2nd. This individual is highly skilled and brings an impressive, diverse background spanning higher education, workforce development, and re-entry/incarcerated populations. We expect this person to jump right into this newly redesigned leadership role and help us move several key projects forward inside of WorkSource.
• We made a commitment through our ISD efforts to reposition our participant funds under the Operator contract instead of Title 1. We’ve spent several weeks working on the logistics and fine tuning what that will look like and I’m happy to report that we have successfully transitioned those funds. Here are some of the ways we envision this change impacting service delivery:
  o Participant funds available to any partner in the center, not just Title 1.
  o WSW Business Services team influences how participant funds are spent based on industry need.
  o The spending of funds is no longer a performance requirement. i.e. we are not incentivizing spending down funds for the sake of spending down. We want funds to be spent based on industry need and if we can meet that need and the other performance metrics without spending funds, that is enough.

• With ISD, we have created a minimum standard of services that we expect all partners to adopt. What this means for customers is they will have a consistent experience and leave with the same basic level of information regardless of what program or agency they receive services from. These standards of services include:
  o Customers will see a menu of services.
  o Customers will leave with an employment plan.
  o Customers will be co-enrolled and leave their appointment with clear next steps.

• Created a seamless referral process between WSW entrepreneurship investments and WSUV business students.
  o WSUV is in the process of identifying advanced business students who are interested in entrepreneurship and small business ownership, and who already have a business plan. Once we have a cohort of students, our investments at WorkSource will help remove potential barriers and assist with qualifying services.
  o We are also identifying individuals who come through WorkSource and are interested in entrepreneurship so we can link them to the WSUV program.

• Working with WSUV on developing an internship program focused on building social capital.
  o Starting small with 5 or so interns who will be placed in an internship during summer 2020 and then matched with an executive level mentor who will provide guidance and open up their network to the student throughout the academic year.

• Added Next to Systems MOU and will be certifying it as an affiliate site.
  o As we talk about breaking down silos and aligning our efforts, this was a step in the right direction for better system integration. We hope this move will provide us with opportunities for greater innovation and efficiencies across our entire system

• Working with our partners in Wahkiakum County on ways to better extend the full suite of WorkSource services to their community.
• Supporting the investment of a tool called “Tables Ready” inside of WorkSource, which will help track customers coming into the center and help triage them based on need.

FUNDING & POLICY

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