



workforce  
SOUTHWEST WASHINGTON

**WSW BOARD OF DIRECTORS MEETING**

**Wednesday, December 11, 2019**

**3:30 pm to 6:00 pm**

**Vancouver Hilton, 301 W 6<sup>th</sup> Street, Vancouver, WA**

**Discovery Room C**

3:30 pm	Welcome, introduction of members, guests, and staff	
3:40 pm	Consent Agenda <ul style="list-style-type: none"><li>Minutes, Contract, Policy Memos</li></ul>	Bill Skidmore
3:45 pm	WSW Governance <ul style="list-style-type: none"><li>Board Nominations</li></ul>	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	

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**WSW Board Meetings 2020**

- March 11, 2020 – Cowlitz (LCC)
- September 9, 2020 – Cowlitz (LCC)
- June 10, 2020 – Clark (WSW)
- December 9, 2020 – Clark (WSW)



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**WSW Board Meeting Minutes  
September 11, 2019  
4:00 p.m.  
Lower Columbia College  
Longview, WA**

**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 Danielyan, 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 the board 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 Daniyelyan. Mr. Daniyelyan 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. Daniyelyan 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.



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## CONTRACT MEMO

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**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)

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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.

**Darcy Altizer**  
**Vancouver, WA 98662**  
**(360) 609-9148 / [dasmaltizer@gmail.com](mailto:dasmaltizer@gmail.com)**

**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**

Greater Vancouver Chamber of Commerce, Vancouver, WA

10/2011 – 11/2014

- 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**

Greater Vancouver Chamber of Commerce, Vancouver, WA

10/2008 – 10/2011

- 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



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<https://www.linkedin.com/in/scottghaas>  
**SEEKING SENIOR HR OR TALENT ACQUISITION ROLE**

**S U M M A R Y**

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.

**A R E A S O F E X P E R T I S E**

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

**E X P E R I E N C E**

BCIS, 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.

IID 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 (1<sup>st</sup> Battalion 8<sup>th</sup> Marines & 22<sup>nd</sup> 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**

Taleo, Reporting/Recruiting Dash, MyOptimizer, Skillport, JIRA, Confluence, Hootsuite, Lumesse/Talentlink, Workday, (HRIS/Payroll), Bitly, Paylocity (HRIS, Webtime, Web Benefits, Onboarding, Performance Management), Clear Company (ATS), HRIS ADP, Ceridian, Microsoft Office, Power BI, EMSI, Adobe Suite (Acrobat, Photoshop, etc.), Hipchat, Adium, PGP, HTML, JavaScript, PHP, CSS

**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)



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MEMO

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**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

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The Finance Committee and the Executive Board of the WSW Board of Directors met on November 20, 2019. 1<sup>st</sup> 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:

	<u>Incr./ (Decr.)</u>
• WIOA Adult (\$347,000 transferred from DW)	\$343,233
• WIOA Dislocated Worker (\$347,000 transferred to Adult)	(\$365,247)
• WIOA Youth	\$ 67,648
• WIOA Administrative Cost Pool (ACP)	\$ 29,567

PY19 available for contracted services was adjusted accordingly.

**New Grants**

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

• Rapid Response Increased Employment Initiative	\$403,002
• THRIVE Economic Security for All	\$1,600,000
• Career Connect PY19	\$240,000
• Pacific Premier Bank for Next	\$10,000
• Peace Health for Summerworks	\$5,000
• Community Foundation for THRIVE	\$25,000

**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	<b>\$ 274,158</b>
PY20 Reserves – Original Budget	<b>\$ 244,743</b>
<b>Updated PY20 Reserves</b>	<b>\$ 518,901</b>

[illegible]

	A	D	E	F	G	H
	WSW Budget effective for July 1, 2019 Revised January 1, 2020	PY19 Approved Budget as of Jul 1, 2019	Percent INC/-DEC	PY19 Proposed REVISED Budget as of Jul 1, 2019	Difference PY19 Approved vs PY19 Revised	NOTES
1						
2	<b>Special Projects:</b>					
3	<b>PEOPLE</b>					
4	AmeriCorps for Next					
5	New World of Work Training for Youth Investments					
6	YES Branding					
7	Talent Link for Adult Investments					
8	Internship Pilot--WSUV / CREDC / WSW Diverse Talent Match					
9	<b>Total People</b>	<b>75,000</b>	<b>0%</b>	<b>75,000</b>		
10	<b>BUSINESS</b>					
11	Launchpad Support , Licensing, Contract System Development					
12	Recruiting Tool- LinkedIn Recruiter account (nonprofit version) to be used by business team to source candidates for open jobs					
13	CWWC Regional Collaborative Sector Plan Development, Meeting costs.					
14	JobsEQ add-on (RTI tool) in addition to what we pay now					
15	Rural Jobs Initiative					
16	Annual CWWC State of the Workforce and Sector Conference					
17	DiscoverOrg C-Suite Sector List					
18	<b>Total Business</b>	<b>75,000</b>	<b>0%</b>	<b>75,000</b>		
19	<b>SYSTEMS</b>					
20	Office renovation	125,000		125,000		
21	WorkSource Facebook/digital outreach Continuation of prior projects					
22	Communications Plan Phase 2 (Prichard) Implementation					
23	Communications (graphic design, website refresh, video, events, printing, Next, Summer Works materials. Branding YES, Rural Jobs, Business Resource Network)	75,000		75,000		
24	<b>Total Systems</b>	<b>200,000</b>	<b>0%</b>	<b>200,000</b>		
25						
26						
27	<b>SUBTOTAL SPECIAL PROJECTS</b>	<b>350,000</b>	<b>0%</b>	<b>350,000</b>	<b>0</b>	
28						
29	<b>Operations:</b>					
30						
31	Personnel - wages and benefits	1,408,815	-0.4%	1,403,639	(5,176)	Adjust for timing of hiring.
32						
33	Professional fees - accounting, legal, consulting	47,850	0%	47,850	-	
34						
35	IT: Professional support	19,080	0%	19,080	-	
36						
37	IT:Licensing, annual fees,software	24,850	0%	24,850	-	
38						
39	Supplies-general office & kitchen	8,537	0%	8,537	-	
40						
41	Telephone	8,604	0%	8,604	-	
42						
43	Postage, print,copy, rentals	2,160	0%	2,160	-	
44						
45	Occupancy	129,657	0%	129,657	-	
46						
47	External Printing & publications	700	0%	700	-	
48						
49	Individual Travel					
50	Local travel & mileage	29,800	0%	29,800	-	WWA travel moved to conferences category
51	Long distance travel	7,500	0%	7,500	-	NAWB travel moved to conferences category
52						
53	Conferences & meetings	53,200	0%	53,200	-	
54	Individual Industry and CBO	9,500	0%	9,500	-	
55	Group Conference Events including Travel					
56	Washington Workforce Association (WWA)	7,700	0%	7,700	-	WWA travel moved to conferences category
57	National Association of Workforce Boards (NAWB)	36,000	0%	36,000	-	NAWB travel moved to conferences category
58						
59						
60	Insurance	14,000	11%	15,500	1,500	Revised to actual cost
61						
62	Furniture & equipment	19,500	54%	30,000	10,500	Additional: new equipment for 3 interns
63						
64	Local meeting support	4,350	0%	4,350	-	
65						
66	Memberships & Subscriptions	24,850	0%	24,850	-	
67						
68	Staff Training	46,800	0%	46,800	-	
69						
70	<b>SUBTOTAL OPERATIONS</b>	<b>1,850,252</b>	<b>0.4%</b>	<b>1,857,077</b>	<b>6,824</b>	
71						
72						
73	<b>TOTAL SPECIAL PROJECTS AND OPERATIONS</b>	<b>2,200,252</b>	<b>0%</b>	<b>2,207,077</b>	<b>6,824</b>	
74						
75	<b>Funds Available for OPS. &amp; Special Projects - All Sources</b>	<b>2,444,996</b>	<b>11%</b>	<b>2,725,978</b>	<b>280,982</b>	
76						
77	<b>Remainder in PY20 Reserve</b>	<b>244,743</b>	<b>112%</b>	<b>518,901</b>	<b>274,158</b>	



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## CEO REPORT

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**DATE:** DECEMBER 3, 2019  
**TO:** WSW BOARD MEMBERS  
**FROM:** KEVIN PERKEY, CHIEF EXECUTIVE OFFICER

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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.

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### **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 4<sup>th</sup> and led the Bidders Conference on October 21<sup>st</sup>.
- Working closely with the business team to develop the following sector pathways:
  - CareerWorks Medical
  - MA Apprenticeship
  - 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 2<sup>nd</sup>. 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:
  - Participant funds available to any partner in the center, not just Title 1.
  - WSW Business Services team influences how participant funds are spent based on industry need.
  - 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:
  - Customers will see a menu of services.
  - Customers will leave with an employment plan.
  - 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.
  - 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.
  - We are also identifying individuals who come through WorkSource and are interested entrepreneurship so we can link them to the WSUV program.
- Working with WSUV on developing an internship program focused on building social capital.
  - 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.
  - 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.