



# workforce

## SOUTHWEST WASHINGTON

### WSW BOARD OF DIRECTORS MEETING

Tuesday, December 12, 2023

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"><li>Minutes, Contract, Policy Memos *</li></ul>	Paige Spratt
4:15 pm	Finance <ul style="list-style-type: none"><li>Treasurers Report</li><li>PY23 Budget Revision Presentation *</li></ul>	Renny Christopher Barri Horner
4:35 pm	Governance <ul style="list-style-type: none"><li>Board Nominations *</li><li>Officer Nominations *</li><li>Officer Recognition</li></ul>	A.D. Simmons, Miriam Halliday Nathan Webster & Tracy Doriot
4:50 pm	Strategic Plan Reflection Break Out	Miriam Halliday
5:50 pm	Board Recognition	Paige Spratt
5:55 pm	Public Comment	Paige Spratt
6:00 pm	Adjourn	Paige Spratt

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\* - Action Required



workforce  
SOUTHWEST WASHINGTON

**WSW Board Meeting Minutes**  
**September 12, 2023**  
**4:00 p.m.**  
**Zoom Conference Call**

**Board Members Present:** Jen Baker, Adam Blackwell, Mike Bridges, Bob Carroll, Renny Christopher, Monte Constable, Karin Edwards, Brent Freeman, Corey Giles, Suba Jagannathan, Tennille Johnson, Ilona Kerby, Mandy Kipfer, Sue Marshall, Nick Massie, Ebony Price, A.D. Simmons, Paige Spratt, Lee Tischer, Jasmine Tolbert, John Vanderkin, and Nathan Webster.

**Board Members with Absences:** Tracy Doriot, Bob Gustainis, Bill Sauters, Rodney Seales, Stacey Smith, Ted Sprague, Mark Tishenko, and Adrienne Watson.

**Guests Present:** Chad Sellers, Heather Rothero, and Karen Knauss.

**Staff Members Present:** Racheal Andersen, Mando Antonino, Barri Blair, Linda Czech, Denise Elliott, Marnie Farness, Amy Gimlin, Betsy Hanrahan, Darcy Hoffman, Alyssa Joyner, Kari Kollander, Lyn Love, Julia Maglione, Sean Moore, Nolan Yaws-Gonzalez, and Traci Williams.

**Welcome, Introduction of Members, Guests, and Staff**

Chair Paige Spratt opened the meeting at 4:01 p.m. and welcomed everyone in attendance. Members and staff introduced themselves via chat box.

**CONSENT AGENDA**

Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on June 13, 2023, Contract Memo, Policy Memo; which included WSW Data Element Validation Policy #3037-3 and WSW Eligibility Handbook – Attachment A.

**Brent Freeman moved to approve the Consent Agenda as presented, second by Nick Massie. Motion carried.**

**FINANCE**

Treasurer, Renny Christopher went over the Treasurer's Memo with the Full Board and gave updates on the quarterly reports, potential funding, WSW's new Staff Accountant hire, and the upcoming annual financial audit that will begin in December.

**WSW UPDATE**

WSW's Director of Business Services, Darcy Hoffman updated the board on the IBR Workforce Study and the progress made. WSW's Director of Programs, Marnie Farness gave highlights on two grants that WSW had been working on with successes. WSW's COO, Amy Gimlin shared with the board that the December board meeting will be Chair Paige Spratt's last meeting as Chair. Also shared was that Next, youth

employment center celebrates five years of successes. The state Workforce board will be renewing the state plan later this year, that will play into WSW's local and strategic plan renewals in 2024.

#### **WORKSOURCE VANCOUVER REIMAGINE PRESENTATION**

WSW's COO, Amy Gimlin; Project Advisory Committee, Monte Constable and Tennille Johnson; and LSW's Heather Rothero and Karen Knauss presented the WSW Board the Vancouver WorkSource office pre-design packet that touched on the project summary, survey results, project drawings, project estimates and timeline. Two floor plans were shared and opened the space up to the board for questions and concerns that were answered by the PAC, COO Gimlin, and LSW.

#### **PUBLIC COMMENT**

Public comments were invited but none were forthcoming.

#### **ADJOURNMENT**

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 5:25 p.m.

**Jen Baker moved to adjourn the meeting at 5:25 p.m.**



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## CONTRACT MEMO

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**DATE:** DECEMBER 6, 2023  
**TO:** WSW BOARD OF DIRECTORS  
**FROM:** LINDA CZECH, WSW CONTRACTS MANAGER  
**RE:** CONTRACT/GRANT UPDATES (OCTOBER-DECEMBER 2023)

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WSW **modified** the following contracts:

- Partners in Careers modified WIOA Youth contract to increase budget by \$116,986 for total budget of **\$215,357** and extend end date to **June 30, 2024**.
- Career Path Services modified WIOA Youth contract to increase budget by \$393,966 for total budget of **\$642,692.30** and extend end date to **June 30, 2024**.
- Nancy Pionk Consulting modified to adjust budget, no change in total budget **\$15,755** or end date of **December 31, 2023**.
- Career Team modified WIOA Youth contract to revise the budget, no change in total budget **\$122,216** or end date of **June 30, 2024**.
- Equus modified Fourth Plain Navigator to revise Performance and Productivity, no change to budget or end date.
- Equus modified Career National Dislocated Worker to extend end date to **June 30, 2024**. No change in budget.
- Equus modified State EcSA (Economic Security for All) to revise performance and productivity details. No change in budget or end date.
- Equus modified Community Development Block Grant (CDBG) contract to end Basic Food Employment & Training (BFET) requirements as of September 30, 2023, and no change in budget of **\$423,220** extend end date to **December 31, 2023**.
- Lower Columbia College modified to end Cost Reimbursement contract to move to a Professional Services agreement, end date **September 30, 2023**.
- Clark College modified to end Cost Reimbursement contract to move to a Professional Services agreement, end date **September 30, 2023**.
- Washington State University modified to end Cost Reimbursement contract to move to a Professional Services agreement, end date **September 30, 2023**.

WSW **executed** the following contracts:

- Greater Vancouver Chamber for **\$70,000** to lead business development activities in "NEXT", ending **June 30, 2024**.
- Love Overwhelming for **\$25,000** to provide access to high-quality employment and advancement opportunities in Cowlitz and Wahkiakum counties, ending **September 30, 2024**.
- Career Path Services for **\$448,420** for One Stop Operator ending **September 30, 2024**.
- Career Team for **\$900,000** for WIOA Adult and Dislocated Worker contract, ending **September 30, 2024**.
- Lower Columbia College for **\$34,800.90** System Liaison Professional Services contract ending **June 30, 2024**.
- Clark College for **\$37,141** System Liaison Professional Services contract ending **June 30, 2024**.
- Washington State University for **\$43,406.25** System Liaison Professional Services contract ending **June 30, 2024**.

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

- WSW received a grant award for the Basic Food Employment & Training (BFET) from Department of Social & Health Services amount is **\$158,766**, end date **September 30, 2024**.
- WSW received a grant modification for Federal Economic Security for All, no change in total amount or end date.
- WSW received notice of award for American Rescue Plan Act (ARPA) from Clark County Community Grant Program II total grant amount is **\$100,000**.
- WSW received notice of award for Opioid Disaster Recovery National Dislocated Worker Grant (NDWG) total grant amount is **\$687,000** end date **September 30, 2025**.
- WSW received a grant modification for the Basic Food Employment & Training (BFET) from Department of Social & Health Services to decrease amount by **-\$103,766** for total grant amount of **\$55,000**, end date **September 30, 2024**.
- WSW received grant award Opioid Disaster Recovery Dislocated Worker Grant (DWG) for **\$687,000**, end date **September 30, 2025**.
- WSW received a notification of grant award for Economic Security for All (EcSA) Community Reinvestment Funds from Employment Security Department for **\$1,762,986**, end date **May 31, 2025**.
- WSW received a grant modification for Career National Dislocated Worker Grant from Worksystems, no change in total grant amount or end date.
- WSW received a grant award for American Rescue Plan Act (ARPA) from Clark County for **\$100,000** ending **December 31, 2024**.

**Board Approval Needed**

- Approval needed for Opioid Disaster Recovery National Dislocated Worker Grant (NDWG) with Equus Workforce Solutions, contract for October 1, 2023, to September 30, 2025. Contract amount not to exceed **\$620,095** to provide services in Clark, Cowlitz, and Wahkiakum counties.
  - Program aimed at supporting individuals impacted by Opioid Use Disorder through career services, training (education, OJTs, WEXs), supportive services, and it will pay for three FTE peer navigator positions (12 mos. each, wages, and benefits). There will also be a strong element in assisting re-entry/justice involved individuals.
- Approval needed for The Community Reinvestment EcSA Career Accelerator Incentive Program with Equus Workforce Solutions, contract not to exceed **\$960,000**. Contract ending **May 31, 2025**, will provide services in Clark, Cowlitz, and Wahkiakum counties.
  - Fund Incentives incentive payments to Economic Security for All (EcSA) participants who are making progress on their career plans with a focus is on Black, Indigenous, and Latinx participants.
  - Help Community Reinvestment EcSA Businesses, with a focus on Black, Latinx, and Indigenous owned or operated businesses, to develop business partnerships that lead to training and employment opportunities.



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## POLICY MEMO

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**DATE:** DECEMBER 5, 2023  
**TO:** MIRIAM HALLIDAY  
WSW BOARD OF DIRECTORS  
**FROM:** TRACI WILLIAMS, WSW OFFICE MANAGER/EXECUTIVE ADMINISTRATOR  
**RE:** POLICY UPDATES

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### **WSW One-Stop Operator Policy #4011**

This is a new policy for WSW. WSW discovered during the RFP process for the One Stop Operator that there was a need in the system for a One Stop Operator Policy. The policy describes with clarity the role and responsibilities of the One Stop Operator and WSW within the system. Other Workforce Development Areas have written a similar policy with great success.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on September 27, 2023.* Also, **requires the Full Board approval.**

#### **Tier 3 – Substantial**

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

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### **WSW Monitoring Policy #2003-5**

This was a revision to our Monitoring Policy. In this revision, WSW added the Equal Opportunity monitoring process and procedure to allow separation of documented reports, while still conducting simultaneously with program and fiscal monitoring. Furthermore, added to the term definitions and clarified timelines for the monitoring process.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on October 25, 2023.* Also, **requires the Full Board approval.**

#### **Tier 3 – Substantial**

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

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### **WSW Careers NDWG Policy #3041**

This is a new policy for WSW. Previously WSW provided guidance for Careers NDWG supportive services through TA Memo 38 and the subcontract. During the last round of DOL monitoring, it was decided The Collaborative must use the same policy written by WorkSystems. Policy includes information conveyed through the TA memo, TEGL 25-20, TEGL 16-21, TEGL 10-16, Change 2, and regional guidance from WSI. The policy provides comprehensive guidance for eligibility criteria, support services, and training services, as well as requirements for documentation, performance, and MIS.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on October 25, 2023.* Also, **requires the Full Board approval.**

#### **Tier 3 – Substantial**

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

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### **WSW Supportive Service Policy 3005-10**

This was a revision to our Supportive Service Policy. This policy was revised to remove the Youth Incentives section out of the policy to allow WSW to write its own Youth Incentives Policy. Revised [Supportive Service Policy 3005-10](#) is posted for your reference.

Based on the approval process, this policy approval falls under **Tier 1** Executive Committee and Full Board **notification**.

#### **Tier 1 – Minimum**

Definition: Minimum revisions consist of grammar, spelling, branding changes, State or Federal mandated adjustments, or a new State or Federal mandated policy with no local revisions. These revisions would not require Executive or Full Board approval but would be included in a notification memo.

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### **WSW Training Policy Handbook – Attachment A**

This was a revision to our Training Policy Handbook – Attachment A. This policy was revised to add Next alongside WorkSource for participation in CNA funded programs and to clarify short-term vs ITA training in WIOA programs.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on December 5, 2023.* Also, **requires the Full Board approval**

#### **Tier 3 – Substantial**

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

### **WSW Youth Incentives Policy 3042**

This is a new policy for WSW. WSW created this policy to provide guidance on the expected use of incentives for youth enrolled in Title I of WIOA to support comprehensive service delivery for recognition and achievement directly tied to training activities and work experiences. Other Workforce Development Areas have written a similar policy with great success.

Based on the approval process, this policy approval falls under Tier 3 Executive Committee approval. *Executive Committee approved on December 5, 2023.* Also, **requires the Full Board approval**

#### **Tier 3 – Substantial**

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

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### **WSW Record Retention Policy 2002-3**

This was a revision to our Record Retention Policy. Employment Security Department revised the state policy to clarify the retention schedule when any litigation or audit is under way. Revised [Record Retention Policy 2002-3](#) is posted for your reference.

Based on the approval process, this policy approval falls under **Tier 1** Executive Committee and Full Board **notification**.

#### **Tier 1 – Minimum**

Definition: Minimum revisions consist of grammar, spelling, branding changes, State or Federal mandated adjustments, or a new State or Federal mandated policy with no local revisions. These revisions would not require Executive or Full Board approval but would be included in a notification memo.

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## TREASURER'S MEMO

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**DATE:** DECEMBER 12, 2023

**TO:** WSW BOARD OF DIRECTORS

**FROM:** RENNY CHRISTOPHER, WSW BOARD TREASURER *RC*  
BARRI BLAIR, CHIEF FINANCIAL OFFICER

**RE:** FINANCE COMMITTEE REPORT OUT

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**A meeting of the Finance Committee and the Executive Board was held on December 5th, 2023.** WSW 1<sup>st</sup> quarter spending and obligations reports were included in the meeting packet for review. Mid-year budget revision documents were reviewed and discussed with members agreeing the budget as presented should be forwarded to the Full Board for approval.

### **QUARTERLY REPORTS – QUARTER ENDING 9/30/23**

A summary memo (page 2) is included for review. The full suite of reports is included with your board materials.

### **MID-YEAR BUDGET REVISION EFFECTIVE 01/01/2024**

A summary memo (page 3,4,5) and detailed reports (pages 6,7,8) are included for review.

### **ANNUAL FINANCIAL AUDIT**

The audit firm of Johnson, Stone, and Pagano is compiling the audit report for the fiscal year ending 06/30/2023. The report will be presented to the Finance Committee and Executive Board in January 2024. The final report will be available at the March 2024 Board of Directors Meeting.



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## MEMO

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**DATE:** DECEMBER 5, 2023

**TO:** WSW FINANCE COMMITTEE  
WSW EXECUTIVE BOARD

**FROM:** BARRI BLAIR, CHIEF FINANCIAL OFFICER

**RE:** WSW QUARTERLY FINANCIAL REPORTS

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WSW quarterly spending reports for the first quarter of the current fiscal year are available and were included in the meeting packet.

### QUARTERLY REPORTS

**WSW Coordination and Admin :** Total spending for WSW operations is at 23.5% of budget as of September 30, 2023. Noteworthy variances are explained on the report. Many categories are not expected to be spent evenly across the year, such as Equipment, Travel, and Conferences. There are no concerns with current spending rates.

**WSW WIOA Fund Obligations :** All active WIOA Formula Fund Grants are displayed for the three funding streams. The prior year's grant allocations are 100% obligated for all funds. Current year grants are required to be 80% obligated by June 30, 2024. Obligation totals include all contracts in place as of November 22, 2023 and all operational spending as of September 30, 2023. Only contracted funds can be obligated before they are spent. Operational costs are obligated over time as funds are expended.

**WSW WIOA Subcontract Details :** This report is a detailed list of current WIOA Formula contracts by category with comparison to the total revised contract budget. Youth contracts executed last year for services in the current year are included in the youth total.

**Grant Budget vs Actual Spending :** These reports communicate the details of competitive and other state and federal grants with fixed grant terms which have been awarded to WSW. Most have line item budgets. Data displayed in the reports includes the length of the funding term, budget versus actual spending by budget line item, and contracted obligations. WIOA Formula funding is not included in this group of reports. Most of the funds are on track with expectations. Activity is expected to increase over the course of the year for those that are behind in spending relative to the length of time they have been in play. The current year's BFET/DSHS grant has expired but has been renewed. The ability to continue to stand up this program, and others, will be enhanced by new program staff. A summary of the grant reports with comments on selected data is included.

**Subcontract Spending and Performance :** These reports display spending and performance measured against expectations for individual programs/contracts. All funding sources are represented. The reports also display qualitative information regarding the status of the program in the form of comments developed by program management staff.



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## BUDGET MEMO

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**DATE:** DECEMBER 5, 2023  
**TO:** WSW FINANCE COMMITTEE MEMBERS  
WSW EXECUTIVE BOARD MEMBERS  
**FROM:** BARRI BLAIR, WSW CHIEF FINANCIAL OFFICER  
**RE:** WSW 2023-2024 (PY23) BUDGET REVISION EFFECTIVE JANUARY 1, 2024

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The following are highlights of the revised WSW 2023-2024 (PY23) annual budget. Detailed budget reports and worksheets are included in the meeting packet.

### WIOA FUNDING and CONTRACTS

Increased WIOA Formula funding carry-in, Rapid Response allocation for Dislocated Workers, and a small additional allocation from ESD resulted in an 9% increase in available WIOA funding for PY23 after future year reserves and holdback for executed contracts was accounted for. The increase in carry-in was a result of underspending realized when actual costs totals for the fiscal year operations and contracts were finalized.

Item	Proposed Budget PY23	Approved Initial Budget PY23	Increase (Decrease)	% Change
<b>WIOA: Regional Resource Allocation</b>				
ACP	488,889	516,665	(27,777)	(5%)
Adult	1,389,157	1,375,725	13,432	1%
Dislocated Workers	1,219,989	1,006,835	213,154	21%
Youth	1,540,881	1,349,159	191,722	14%
Total WIOA: Regional Resource Allocation	4,638,916	4,248,384	390,532	9%

The WIOA contracting budget was increased for PY23 using de-obligated funds from prior years' underspent contracts.

ITEM	Proposed Budget PY23	Approved Initial Budget PY23	Increase (Decrease)	% Change
ADULT New Contracts	886,655	847,169	39,486	5%
DISLOCATED WORKER New Contracts	904,277	687,777	216,500	31%
YOUTH New Contracts	1,040,018	786,565	253,453	32%
	2,830,950	2,321,511	509,439	22%

The following table is a summary of current WIOA Formula contracts by category with comparison to the total revised contract budget. Youth contracts executed last year for services in the current year are included in the youth total.

	Adult	DW	Youth
<b>TOTAL in Contracts</b>	<b>819,859</b>	<b>813,397</b>	<b>1,030,469</b>
Systems Liasons	112,761	113,544	15,411
Systems Technology	-	-	1,690
Direct Workforce Development Systems Support	3,761	3,787	578
Business Services-Quality jobs	50,317	50,667	7,731
Outreach	35,825	36,073	-
Participant Training and Career Services	617,196	609,326	1,005,060
<b>New Contracting Budget REVISED</b>	<b>886,655</b>	<b>904,277</b>	<b>1,040,018</b>
<b>Contracts budget remaining</b>	<b>66,796</b>	<b>90,880</b>	<b>9,549</b>

Increased WIOA Formula Funding carry-in also resulted in an 57.5% increase in dollars available for Operations and Reserves after subcontract allowance. 90% of the increase equal to \$665,904 is included in reserves for the future year.

<u>WIOA Adult,DW,Youth, Admin</u>	
1,290,502	Total initial available for Operations and Reserves
2,033,157	Total available revised for Operations and Reserves
57.5% Increase over initial budget	

### NEW FUNDING

The following sources of funding were added to the revised budget. These figures represent funding for both operations and contracting in the current and future years. Total new funding equals \$4,112,987.

ITEM	Proposed Budget PY23	Future Years	Total
<b>OPIOID NDWG PY23</b>	408,478	791,522	<b>1,200,000</b>
<b>WJI-CGC Sectoral Partnership</b>	228,571	571,429	<b>800,000</b>
<b>DOL: Future Leaders</b>	97,195	252,805	<b>350,000</b>
<b>DOC: Incentive</b>	240,088	411,579	<b>651,667</b>
<b>DOC: Business Serv. &amp; Training</b>	409,434	701,886	<b>1,111,320</b>

### TOTAL FUNDING

Overall funding for the current program year decreased 8% over PY22 and increased 11% over the initial approved budget for PY23.

Item	Proposed Budget PY23	Approved Revised Budget PY22	Increase (Decrease)	% Change	Approved Intitial Budget PY23	Increase (Decrease)	% Change
<b>TOTAL FUNDING</b>	<b>9,410,198</b>	<b>10,260,060</b>	<b>(849,863)</b>	<b>(8%)</b>	<b>8,481,832</b>	<b>928,366</b>	<b>11%</b>

## EXPENDITURES and RESERVES

Total expenditures for contracts is up 17% after the increase in carry-in funding for NEW WIOA contracts and other new funding added to the budget. Infrastructure costs increased 3% attributable to increased WSW costs at the NEXT Center. A combination of the loss of contributing partners and increased contractor staff caused the increase. Additional operating cost adjustments including additions in the personnel category, costs related to technology updates and required lease accounting changes resulted in a 3% increase in WSW Coordination and Administration costs equal to \$68,233.

Total reserves to be carried forward to PY24 are budgeted at \$1,895,291, up 522% from the initial budget. Reserves represent current year WIOA funds intended to support operations in the future year and other funds held back from multi-year grant programs which must be self-supported through the end of their terms.

Item	Year over Year				Change from Initial Approved (June 2023) Current Year		
	Proposed Budget PY23	Approved Revised Budget PY22	Increase (Decrease)	% Change	Approved Initial Budget PY23	Increase (Decrease)	% Change
TOTAL FEDERAL CONTRACTS	5,165,186	5,583,611	(418,425)	(7%)	4,654,395	510,791	11%
TOTAL NON-FEDERAL CONTRACTS	1,317,666	1,218,611	99,055	8%	876,694	440,972	50%
<b>TOTAL ALL CONTRACTS</b>	<b>6,482,852</b>	<b>6,802,222</b>	<b>(319,370)</b>	<b>(5%)</b>	<b>5,531,089</b>	<b>951,763</b>	<b>17%</b>
Total Infrastructure Agreements	426,776	298,438	128,338	43%	413,978	12,798	3%
Total WSW Coordination and Admin	2,500,570	2,525,075	(24,506)	(1%)	2,432,336	68,233	3%
<b>TOTAL DIRECT AND INDIRECT COSTS</b>	<b>2,927,346</b>	<b>2,823,514</b>	<b>103,832</b>	<b>4%</b>	<b>2,846,314</b>	<b>81,032</b>	<b>3%</b>
<b>TOTAL EXPENDITURES</b>	<b>9,410,198</b>	<b>9,625,735</b>	<b>(215,537)</b>	<b>(2%)</b>	<b>8,377,403</b>	<b>1,032,795</b>	<b>12%</b>
<b>RESERVES</b>	<b>1,895,291</b>	<b>1,323,944</b>	<b>571,347</b>	<b>43%</b>	<b>304,913</b>	<b>1,590,378</b>	<b>522%</b>



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