



workforce  
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting Minutes**  
**December 15, 2021**  
**3:30 p.m.**  
**Zoom Conference Call, WSW**

**Executive Board Members Present:** Chair Paige Spratt, Councilor Karen Bowerman, Renny Christopher, Ralph Clark, A.D. Simmons, and Ted Sprague.

**Executive Board Members with Excused Absences:** John Vanderkin.

**Staff Members Present:** CEO Miriam Halliday, Amy Gimlin, Barri Horner, and Traci Williams.

**WELCOME:**

Chair Paige Spratt opened the meeting at 3:33 p.m. and welcomed everyone in attendance.

**APPROVALS:**

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the joint Finance/Executive Board minutes held on November 17, 2021.

**Karen Bowerman moved to approve the Consent Agenda as presented, second by Ted Sprague. Motion carried.**

**FINANCE:**

- **WSW Resolution for Change of Authorized Account Signers on the Umpqua Bank Checking Account:**

A motion was entertained that Kevin Perkey and Kelley Foy will be removed as signers on the SWWDC Checking Account at Umpqua Bank. That Miriam Halliday, CEO will be added as a signer on the account. That Paige Spratt and Renny Christopher will remain as signers on the account.

- **Columbia Credit Union Resolution for Approval of New WSW Account Signers:**

A motion was entertained that Kevin Perkey and Kelley Foy will be removed as signers from the Money Market Account at Columbia Credit Union. That Miriam Halliday, CEO will be added as a signer on the account. That Paige Spratt and Renny Christopher will remain as signers on the account.

- **WSW Resolution for Use of Online Banking and Appointment of New Columbia Credit Union Online Banking Services Account Administrator:**

A motion was entertained that Miriam Halliday, CEO and Renny Christopher, Treasurer of the Board of Directors are authorized to sign on behalf of WSW on the Money Market account at Columbia Credit Union. This authorization includes the authority to transact financial and/or banking business using Columbia Credit Union's Business Online Banking and to assign agents to assist with carrying out these duties.

**Ted Sprague moved to approve all three resolutions as presented above, second by A.D. Simmons. Motion carried.**

#### **INTERIM VICE CHAIR PROCESS:**

Chair Spratt shared that at the December board meeting when she announced A.D. Simmons as Interim Vice Chair that some steps to that process might have been missed. After reviewing the WSW Bylaws and Board Nominations procedure that there is not a distinguished process between interim and vice chair. In the Bylaws, officer positions need to be nominated at the Executive Board level then taken to the full board for final approval.

**Paige Spratt moved to nominate A.D. Simmons to Interim Vice Chair to the full board for approval as presented, second by Renny Christopher. Motion carried.**

An email to the full board to approve the nomination of A.D. Simmons to Interim Vice Chair to the WSW Board will be sent out after the Executive Board meeting.

#### **BYLAW REVIEW + REVISION:**

Chair Spratt and Ms. Halliday updated the Executive Board that the need to revisit the bylaws is crucial, since a revision has not taken place in six years. Chair Spratt will put together a Bylaw Review Committee to review and revise WSW's current bylaws to fit and align with how WSW operates and update committees. Ms. Halliday mentioned that it would give good direction to the recruitment efforts that the Governance Committee and herself are taking on in the new year to fill open WSW board seats. The bylaw review and revisions will start at the new year. Questions were answered and addressed by Chair Spratt and Ms. Halliday.

#### **CEO REPORT**

Ms. Halliday shared with the Executive board the Employment Security Department's follow up letter of the State-Level Equal Opportunity Office Monitoring Review of WSW that occurred on October 22, 2021. Ms. Halliday thanked Amy Gimlin for all the hard work that she has been doing towards WSW's EO work to ensure equal access to WorkSource services for all the populations in our area and the level of compliance with the equal opportunity provisions of WIOA. Also shared was the general overview of the process for the Adult, Dislocated Worker, Rapid Response RFP's that will be going out this year. The scoring committee will submit their recommendation for funding to the Executive board this spring with a final approval to the full board this coming June. Questions were answered and addressed by Ms. Halliday.

CEO Halliday mentioned to the Executive Board that she would like to grant the WSW staff with an extra holiday day that would fall on December 23, 2021, for just this year.

**Ted Sprague moved to approve December 23<sup>rd</sup>, 2021, as an extra holiday day to the WSW staff as presented, second by Renny Christopher. Motion carried.**

#### **NEW BUSINESS / OTHER ITEMS**

None were forthcoming.

**ADJOURNMENT:**

With nothing further for the good of the order, Chair Spratt entertained a motion to adjourn the meeting at 4:13 p.m.