



workforce
SOUTHWEST WASHINGTON

WSW Executive/Finance Committee Meeting Minutes
January 24, 2024
4:15 p.m.
Zoom Conference Call

Executive Committee Members Present: A.D. Simmons, Corey Giles, Adrienne Watson, Monte Constable, Renny Christopher, Ted Sprague, and Mark Tishenko.

Finance Committee Members Present: Renny Christopher, Jim Lucey (NVM), John Vanderkin, Mandy Kipfer, and Bob Gustainis.

Executive/Finance Committee Members Not Present: Paige Spratt and Karen Bowerman.

Staff Members Present: CEO Miriam Halliday, Barri Blair, Denise Elliott, Linda Czech, and Traci Williams.

Guests Present: Craig Catlin and Athalia Bowrey with Johnson, Stone & Pagano, P.S.

WELCOME:

Chair A.D. Simmons opened the meeting at 4:16 p.m. and welcomed everyone in attendance.

APPROVALS:

Having reached quorum, Chair Simmons entertained a motion to approve the Consent Agenda, consisting of the Executive/Finance Committee minutes held on December 5, 2023, Contract Memo, and Policy Memo containing; WSW Stevens Amendment Requirements Policy #2011-1, WSW Data Privacy (PII) and Security Requirements Policy #2010-1, and WSW THRIVE – State Incentives Policy #3502.

Corey Giles moved to approve the Consent Agenda as presented, second by Adrienne Watson. Motion carried.

FINANCE:

Craig Catlin of Johnson, Stone & Pagano, P.S. (JSP) joined the meeting to present the findings from the recent fiscal audit of WSW held last December. Chief Financial Officer Barri Blair provided additional information to the members.

Craig Catlin reported that JSP performed the Uniform Guidance Single Audit, which focuses on compliance related to the use of federal funds. A clean audit resulted, with no negative findings with the design and/or performance of WSW's fiscal procedures.

Craig Catlin reported that WSW's financial statement audit, as a whole is an unmodified, clean opinion; the internal controls for financial statements and the internal controls and

compliance for the federal awards were all clean and unmodified, qualifying the organization as a low-risk auditee.

Renny Christopher moved to approve the audit draft in its current form as presented and forward to the full board at the upcoming March Board meeting, second by John Vanderkin. Motion carried.

CEO UPDATE:

CEO Halliday shared her thoughts about revising the Bylaws around board attendance, the Executive Committee will review more at the meeting in February. A Strategic Plan Task Force has been assembled with the first meeting scheduled in mid-February where the task force will focus on hiring a consultant. WSW will be holding a half-day Spring Board Retreat that will be held on May 29th, a save the date will be sent out with more information to the full board. This retreat will focus on strategic planning. CEO Halliday gave updates around the Economic Security for All – Bill 2230 that herself, along with a couple other board members were up at the capital today speaking with Representatives. An email with more information will be sent out to the full board.

NEW BUSINESS / OTHER ITEMS

None was forthcoming.

ADJOURNMENT:

With nothing further for the good of the order, Chair Simmons entertained a motion to adjourn the meeting at 4:49 p.m.

Monte Constable moved to adjourn the meeting at 4:49 p.m.