



workforce

SOUTHWEST WASHINGTON

WSW BOARD OF DIRECTORS MEETING
Wednesday, March 13, 2019
4:00 pm to 6:00 pm
IBEW 48 Union Hall – Longview, WA

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|---------|---|---------------|
| 4:00 pm | Welcome, introduction of members, guests, and staff | |
| 4:05 pm | IBEW Welcome | Mike Bridges |
| 4:15 pm | Consent Agenda <ul style="list-style-type: none">Minutes, Policy & Contract Memos | Bill Skidmore |
| 4:20 pm | Business Innovation Awards | Bill Skidmore |
| 4:30 pm | Fiscal Report | Jim Lucey |
| 4:45 pm | CEO Report | Kevin Perkey |
| 5:00 pm | Strategic Plan Update – People | WSW Team |
| 5:45 pm | Public Comment | |
| 6:00 pm | Adjourn | |

WSW Board Meetings 2019

- April 12, 2019 –Special Joint Collaborative Board Event with CWWC Partners (Portland, OR)
- June 12, 2019 – Clark (PIC)
- September 11, 2019 – Cowlitz (TBD)
- October/November – Board Event (TBD)
- December 11, 2019 – Clark (PIC)



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WSW Board Meeting Minutes
December 12, 2018
4:00 p.m.
Partners in Careers
Vancouver, WA

Board Members Present: Darcy Altizer, Max Ault, Mike Backman, Chris Bailey, Mike Bridges, Bob Carroll, Ralph Clark, Monte Constable, Kelley Foy, Robert Gaffney, Anne Goranson, Bob Gustainis, Bob Knight, Bianca Kolle, Jim Lucey, Eddie Martin, A.D. Simmons, Bill Skidmore, Denise Smith, Paige Spratt, Shannon Stull, and John Vanderkin.

Board Members with Excused Absences: Ben Bagherpour, Renny Christopher, Rob Harris, Ilona Kerby, Mara Kieval, and Ted Sprague.

Board Members with Unexcused Absences: Bob Jungers, Diane McWithey, Eileen Quiring, and Dennis Weber.

Guests Present: Chris Hight, Robby Boney, Lekha Fernandes, Brandon Cruz, Derek Olson, Jessica Martinez, Noel Woods, Mallory Huerta, Derek Olson, Bill Erickson, Andrew McGough, Bridgett Dazey, Teresa Lu, Michael Benko, Rhonda Knuckey, Jeff Honsowetz, Jonathan Carothers, Paul Montague, Sharon Pesut, Barb Holbrook, and Marnie Farness.

Staff Members Present: Kevin Perkey, Narek Daniyelyan, Darcy Hoffman, Julia Maglione, Melissa Boles, Barri Horner, Alyssa Joyner, Miriam Martin, Traci Williams, and Benton Waterous.

Welcome, Introduction of Members, Guests, and Staff

Chair Bill Skidmore opened the meeting at 4:02 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves.

CONSENT AGENDA

Chair Skidmore entertained a motion to approve the Consent Agenda, consisting of the minutes from the Council meeting held on September 12, 2018. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved with all in favor.

WSW 2018 BUSINESS INNOVATION AWARDS AND POWER OF PARTNERSHIP AWARD PRESENTATION

WSW Chair Bill Skidmore presented the 2018 Clark County Business Innovation awards to Interject Data Systems for Excellence in Building Workforce Partnerships and to Greater Vancouver Chamber of Commerce (GVCC) for Innovation in Workforce Development. WSW CEO Kevin Perkey presented the 2018 Power of Partnership Awards to Worksystems, Inc. and Clackamas Workforce Partnership for their dedicated partnership, leadership and commitment to innovation. Representatives were on hand to receive the award on behalf of the business and to provide overviews of the programs and partnerships they forged during 2018 to enhance workforce development efforts within the community.

BUDGET REVISION

WSW Board Treasurer, Jim Lucey, and Fiscal Director, Barri Horner, recapped the necessary budget revisions for the second half of the fiscal year beginning on January 1, 2019. Following the presentation, questions were entertained and addressed by Ms. Horner and Mr. Lucey. Following brief discussion, a motion was entertained to adopt the January budget revision as presented. Upon the motion duly made and seconded and with no further discussion forthcoming, the January budget revision was approved with all in favor.

2019 STRATEGIC PLAN REFRESH

Mr. Perkey shared with the board; WSW's refreshed Vision and Mission statements and how WSW plans to accomplish this by developing innovative approaches to meeting the human capital needs of our regional industries. **(Business)** Empowering individuals to realize their full potential through meaningful education, training, and work. **(People)** Creating an excellent opportunity engine for Southwest Washington through sustaining a public-private partnership of business, education, government, and community-based partners. **(Systems)** Investing in, evaluating and advocating for what works as entrusted stewards of public resources. **(Funding)** Mr. Perkey also shared three Key Initiatives and Success Measures for each of the four areas for 2019. Mr. Perkey will present the board with a one-page summary at the March board meeting. Questions were entertained and addressed by Mr. Perkey.

ROI Study

WSW CEO Perkey presented the board with some highlights from the investment analysis of Workforce Southwest Washington's work with WIOA and Non-WIOA Programs. He stated that combined across all WSW's programs, WSW Service Area taxpayers are rewarded with a benefit-cost ratio of 1.4, which means taxpayers gain back what they invest in training by WSW. Questions were invited and addressed by Mr. Perkey.

PUBLIC COMMENT

Public comments were invited. Anne Goranson announced to the board that she was moving into a different position with ESD and would be stepping away from her position with the board following the December Board Meeting. WorkSource representative Michael Benko provided details about the newly opened Bridgeview Resource Center that opens its doors on January 7th. Bridgeview is a start of the art facility, will have classrooms, and will house some WorkSource, PIC and Goodwill staff.

ADJOURNMENT

With nothing further for the good of the order, the meeting was adjourned by Chair Skidmore at 5:10 p.m.



POLICY MEMO

DATE: MARCH 6, 2019
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE
RE: POLICY UPDATES

Veterans Priority of Service Policy #3019

During the recent monitoring by Employment Security Department, it was discovered our Veterans policy incorporated the Priority of Service for Adults. This policy is for veterans and eligible spouses only. To avoid confusion, we removed the Priority of Service for Adults, it is already incorporated in the Eligibility Handbook. We also took the opportunity to update the references and WSW branding.

Based on the approval process, this policy approval falls under Tier 1 no approval required.

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.

Eligibility Handbook

Employment Security Department revised their policy and therefore we must revise our local policy. The policy and handbook have been revised to accomplish the following:

- Update the list of references to include additional state policies and guidance since the policy and handbook were last issued.
- Clarify in Section 1.2 (Career Services) that individuals need not be 18 years of age or older to be eligible for the Title I Dislocated Worker program and further clarify that while there is no sequence requirement for basic and individualized career services, follow-up services can only be provided after exit.
- Create a new Section 1.4 (Supportive Services) to provide guidance on supportive services for Title I youth, adult, and dislocated workers as well as individuals in Title I funded incumbent worker training and clarifies that supportive services in the form of food and groceries is prohibited.
- Clarify the eligibility categories for In-School Youth and Out-of-School Youth in Sections 2.1.1 and 2.1.2, respectively, by separating homelessness and foster care into two categories as consistent with the WIOA regulations.
- Clarify language in Section 3.2 (Priority Services under the Adult Program) to underscore that priority of service applied only to individualized and training services and to change references from Governor's 10 percent discretionary funds to Title I statewide activities funds.

- Clarify in Section 4.1 (Dislocated Worker Program Requirements) that males under the age of 18 need not be registered with the Selective Service system.
- Clarify in Section 5.3 (Priority of Service for Veterans and Eligible Spouses) that priority of service for the Title I Adult program are standing requirements not based on demonstration of limited funding and included additional references to federal law, regulations, and guidance that speak to priority of service for veterans and eligible spouses.
- Clarify in Section 5.10 (Incumbent Workers) that only a mathematical majority of the individuals in incumbent worker cohort training must meet the six month or more employment history requirement, that LWDBs must document that employers meet the eligibility requirements set forth in WIOA Title I Policy 5607, incumbent worker training paid for by statewide Rapid Response funds must be associated with and documented as an activity that is part of a layoff aversion strategy designed to prevent layoffs or minimize durations of unemployment resulting from layoffs, and individuals in incumbent worker training cannot receive supportive services unless they are co-enrolled in the Title I adult or dislocated worker program and receive a qualifying career or training service.
- Clarify in the definition section of the policy and in Section 6 of the handbook that the definition of self-attestation also includes signed and dated WIOA eligibility applications that are either paper documents or one of two forms of electronic documentation (scanned and uploaded copies of paper documents or applications in the state’s case management system along with electronic signatures).
- Clarify in the Section 6 table that documentation of Low-Income status using “State MIS” requires is a signed WIOA Eligibility Application in WAWIN accompanied by at least one uploaded document from the EDRVS 43 list and that self-attested documentation of a Dislocated Worker date of actual qualifying dislocation can be a signed self-attestation form (Section 7) or a signed WIOA eligibility application.

Based on the approval process, this policy approval falls under Tier 1 no approval required.

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.

Personnel Handbook

During our recent monitoring by Employment Security Department, we discovered a deficiency in our Staff and Board Member Travel Policy. WSW added additional internal controls around approvals of hotel and conference costs.

Based on the approval process, this policy approval falls under Tier 2 Executive Board approved in January.

Tier 2 – Intermediate

Definition: Intermediate revisions consist of minor tweaks to language to improve functionality for service providers. The modification could be a change requested by the service provider. These revisions require Executive Board approval and Full Board notification.



CONTRACT MEMO

DATE: MARCH 6, 2019
TO: KEVIN PERKEY
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DIRECTOR OF QUALITY ASSURANCE
RE: CONTRACT UPDATE (JANUARY 2019 – FEBRUARY 2019)

WSW **executed** the following contracts:

- Edge Networks to donate annual IT services for Next.
- Educational Service District 112 – STEM Network to provide STEM related activities in Cowlitz County under Career Connect Washington totaling \$100,000.
- ResCare Workforce Services' contract to provide service delivery for Title I Adult and Dislocated Worker in all three counties totaling \$1,543,685.
- ResCare Workforce Services' contract to provide business services under Title I Adult and Dislocated Worker in all three counties totaling \$101,718.
- Employment Security Department's contract for the One-Stop Operator at both WorkSource Centers totaling \$103,698.
- Jeanne Bennett's contract to facilitate CWWC Retreat totaling \$2,000.
- Lower Columbia College contract to develop an apprenticeship funded under Career Connect Washington totaling \$40,000.
- ResCare Workforce Services contract to administer Rapid Response dollars in all counties totaling \$258,679.
- Prichard Communications contract develop a marketing strategy totaling \$30,000.

WSW **modified** the following contracts:

- Increased ResCare Workforce Service's contract for PY17 Rapid Response services and extended end date to 5/31/2019, total contracted amount is \$325,604.
- Increased Partners in Careers' contract for Career Connect Washington services, total contracted amount is \$309,201.
- Terminated Washington Association for Community Health's contract to provide apprenticeship opportunities through Career Connect. Contract was terminated as of February 1, 2019 with an ending amount of \$6,066.84.
- Modified language in Educational Service District 112's contract for Summer Works to change from a "subrecipient" to a "contractor". Contract term, amount, or deliverables did not change.
- Decreased Educational Service District 112's contract for Title I Youth services for the addition of the shared staff person at Next, total contracted amount is \$157,103.

WSW **notification of grant award:**

- WSW received notification of grant award for PY18 Rapid Response Increase Employment Initiative for and additional **\$193,217**.
- WSW received grant modification for Recruit, Train, Place adjusting the statement of work and deliverables. Total contract amount did not change \$200,000.
- WSW received executed grant for PY18 Rapid Response Increase Employment Initiative for a total grant amount of **\$512,918**.
- WSW received executed grant for PY18 Title I Adult including Restoration funds and the approved 30% transfer for a total grant amount of **\$1,664,457**.
- WSW received executed grant for PY18 Title I Dislocated Worker including Restoration funds and the approved 30% transfer for a total grant amount of **\$875,992**.

- WSW received executed grant for PY18 Title I Administrative Cost Pool to include Restoration funds a total grant amount of **\$429,881**.

Executive Board approved the following contracts:

- Increase ResCare Workforce Services' current *Rapid Response Increase Employment Initiative* contract not to exceed and additional **\$170,000** for a total contract not to exceed **\$288,000**. This contract will allow ResCare to enroll additional dislocated workers in services and place them in employment.
- Increase Goodwill's current *Career Connect Washington* contract, adding **\$22,396** for a total contract not to exceed **\$82,396**. This contract will allow Goodwill to provide Career Related Learning Experiences to more Cowlitz County youth.
- Increase ResCare Workforce Services' current *Title I Youth* contract to add an additional shared staff person at Next and increase the budget for shared Next supplies. Additional amount will not exceed **\$20,000** for a total contract amount of **\$414,627**.

Board approval needed:

- Increase ResCare Workforce Services' current *Rapid Response Increase Employment Initiative* contract not to exceed and additional **\$170,000** for a total contract not to exceed **\$288,000**. This contract will allow ResCare to enroll additional dislocated workers in services and place them in employment.
- Increase ResCare Workforce Services' current *Title I Youth* contract to add an additional shared staff person at Next and increase the budget for shared Next supplies. Additional amount will not exceed **\$20,000** for a total contract amount of **\$414,627**.



BOARD OF DIRECTORS FISCAL MEMO

DATE: MARCH 13, 2019
TO: WSW BOARD OF DIRECTORS
FROM: JIM LUCEY – TREASURER OF THE BOARD
KEVIN PERKEY – CHIEF EXECUTIVE OFFICER
RE: FINANCE COMMITTEE REPORT

A joint meeting of the WSW Executive Board and the WSW Finance Committee was held on January 30, 2019

- Craig Catlin, CPA from our auditing firm, Johnson, Stone & Pagano, P.S., presented the results of the financial audit for the program year ended June 30, 2018.
- The final audit report includes an unqualified opinion of the WSW financial statements and there were no audit findings. Additionally, the auditing firm gave an unqualified opinion for the compliance audit of our major federal contracts.
- For the program year ended June 30, 2018, WSW's net assets increased by \$60,852 and the net asset balance as of June 30, 2018 was \$317,776.

The Finance Committee of the WSW Board of Directors met on February 20, 2019

- The financial results for the first six months of program year 2018 (year ending June 30, 2019) were reviewed. Through the first half of program year 2018, special projects spending was at 38% of the annual budget and operations spending was at 45% of the annual budget. We expect spending for both special projects and operations to be within budget for the full program year.
- The WSW IRS Form 990 was reviewed and approved. At the subsequent Executive Board Meeting, the Form 990 was reviewed and approved by the Executive Board and has been timely filed by the WSW auditor.

PY19 Budget Schedule

- May 15th – PY19 Budget to the Finance Committee
- May 22nd – PY19 Budget to the Executive Board
- June 12th – PY19 Budget to the Full Board



CEO REPORT

DATE: MARCH 13, 2019
TO: WSW BOARD OF DIRECTORS
FROM: KEVIN PERKEY, CHIEF EXECUTIVE OFFICER – WSW

Members of the Board –

It's hard to believe we're nearing the end of Q1 2019. Since our year-end Board Meeting in December of 2018, our team has remained laser focused on implementing the initiatives and strategies we collectively outlined in our refreshed strategic plan for 2019/2020. The following highlights provide updates on key areas of our strategic plan. Our meeting this month will go deeper on the PEOPLE section of our plan, with an in-depth conversation lead by our Program Team.

BUSINESS

- Implemented a fully operational customer relationship management (CRM) system for WSW's Business Consortium (LaunchPad, built on Salesforce platform), providing WSW with a real-time business service tracking system.
- Launched our Rural Jobs Initiative with our first employer tour & discussion at Elochoman Millwork, Inc. in Wahkiakum County. WSW Board Member & Elochoman founder & CEO, Bob Jungers, graciously opened his company's doors to our Board and staff for an in-depth tour & workforce discussion. This conversation and the lessons learned, will be part of a larger report to our Board in June following several remaining business tours across our region.
- We're welcoming on board Kari Kimura our new Data & Research Analyst on March 18th. Kari will lead our data & research efforts, supporting our focus on high quality data collection and analysis for WSW.
- Reviewing proposals submitted in response to our recent Request for Proposals for Business Services. Responses will be fully vetted by a task force from our CWP Committee, with final implementation slated for Oct. 1, 2019.

PEOPLE

- Launching our new SummerWorks Initiative to provide high-quality, meaningful, paid summer youth employment opportunities to young adults across SWWA. We're planning a private sector kick off conversation at the Hudson aimed at developing a Business Champion Network to support our efforts
- Expanded Career Connect Washington into Cowlitz County with a \$100K investment for our partners at the SWWA Stem Network, who recently formed the Cowlitz Wahkiakum Leadership Advisory Council as the kickoff team implementing this work.
- Reviewing proposals submitted in response to our recent Request for Proposals for Adult & Dislocated Worker leadership. Responses will be fully vetted by a task force from our CWP Committee, with final implementation slated for Oct. 1, 2019.

SYSTEM

- WSW continues to implement an Integrated Service Delivery (ISD) approach to our system, where by partners are all fully integrated within one another's work, streamlining service to our customers, and cutting unnecessary red tape where feasible. In response, we've launched an effort to redesign our Vancouver WorkSource Center to better accommodate the needs of our customers, the goals of ISD, and the alignment of our Sector teams.
- On April 12, 2019 our Columbia Willamette Workforce Collaborative will be jointly hosting a special Board event, bringing together our three workforce boards for a high level conversation around regional workforce development opportunities.
- Reviewing proposals submitted in response to our recent Request for Proposals for WorkSource Operator. Responses will be fully vetted by a task force from our CWP Committee, with final implementation slated for Oct. 1, 2019.

FUNDING & POLICY

- Successfully completed and submitted a clean Audit & 990 filing for WSW (copy of Audit included).
- Exploring a proposal to the State of WA in response to their Economic Security for All Initiative. WSW has received a \$15K planning grant to assist with our proposal development.
- Working closely with our State partners and Washington Workforce Association on following the current State legislative session. We're hopeful resources will be made available to support expanding Incumbent Worker Training for businesses, scaling a statewide Career Connected Learning system, and enabling our Port partners to support workforce development efforts at the many ports across our region.



STRATEGIC PLAN 2019-2020

MISSION

Invest in human potential, driving the growth and development of our Southwest Washington Economy.

VISION

A region where the opportunity for prosperity and growth exists for all.

GOALS

| Business | People | System | Funding |
|--|--|--|--|
| Develop innovative approaches to meeting the human capital needs of our regional industries. | Empower individuals to realize their full potential through meaningful education, training and work. | Create a world-class opportunity engine for Southwest Washington by sustaining a public-private partnership of business, education, government and community-based partners. | Invest in, evaluate and advocate for what works as entrusted stewards of public resources. |

KEY INITIATIVES

| | |
|-----------------|---|
| Business | <ul style="list-style-type: none"> • Create a Pre-Qualified Talent pool based on high growth, high demand industry needs • Implement a real-time business tracking, customer satisfaction and reporting system • Launch a new Regional Business Talent Service, matching regional talent with unfilled in-demand jobs • Implement a new Rural Jobs Initiative aimed at supporting economic opportunity throughout our rural communities |
| People | <ul style="list-style-type: none"> • Launch Summer Works (a paid private sector internship and work experience initiative) for Opportunity Youth and young adults with IEP/504 Plans across Southwest Washington • Expand our support for and investment in Pre-Apprenticeship, Apprenticeship and Career Exposure • Develop a "New Start" initiative for specific populations of opportunity in our community |
| System | <ul style="list-style-type: none"> • Implement Integrated Service Delivery (ISD) across WorkSource partners • Elevate Workforce Southwest Washington by expanding our communication and outreach efforts • Fully incorporate our CWWC Sector Strategies within our regional Service Delivery System • Launch new platform for system data reporting, research and analysis |
| Funding | <ul style="list-style-type: none"> • Design and implement new development function for WSW to diversify revenue and investment resources • Fully implement and expand our Infrastructure Funding Agreement (IFA) • Refine our financial, contracting and QA reporting tools to better understand the impact of our investments |

SUCCESS MEASURES

| Business | People | System | Funding |
|--|---|---|---|
| <ul style="list-style-type: none"> • 75% of all job orders filled • 95% of job orders have qualified referrals within five days • 30% increase in # of incumbent workers trained • Minimum 95% customer satisfaction rate • 75% of cohort trainees placed in employment • 200 job seekers vetted as Pre-Qualified Talent | <ul style="list-style-type: none"> • 1,500 Opportunity Youth served • 700 Opportunity Youth and Adults employed • 60 SummerWorks Placements • 90% of job placements are in family-sustaining wage jobs • 85% of individuals trained are done through cohorts • Minimum 95% customer satisfaction rate | <ul style="list-style-type: none"> • 25% increase in # of job placements • 50% increase in the # of employers using system • 30% increase in retention rate of qualified job seekers • 85% co-enrolled adults across system • 35% increase in the number of media hits • WSW brand is well understood across region | <ul style="list-style-type: none"> • Year 1: 70% Public / 30% Non-public • Year 2: 60% Public / 40% Non-public • 15% increase in leveraged funds • 20% increase in number of private grant applications • New contract and financial dashboard implemented • All IFA partners contribute to system investment |

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.