



**workforce**  
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting  
WSW – Zoom Conference Call  
June 24, 2020 3:30 – 5:00 pm**

**AGENDA**

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|      |   |                             |
|------|---|-----------------------------|
| 3:30 | <u>Welcome</u>  | <b>Paige Spratt – Chair</b> |
| 3:35 | <u>Consent Agenda</u> <ul style="list-style-type: none"><li>• Approval of Executive Committee Minutes</li><li>• Approval of Contract Memo</li></ul> | <b>Paige Spratt – Chair</b> |
| 3:40 | <u>Board Development</u>  | <b>WSW Governance</b>       |
| 4:00 | <u>WSW/CREDC Office Reopening Plan</u>  | <b>Kevin Perkey - CEO</b>   |
| 4:20 | <u>Diversity / Equity / Inclusion</u>   | <b>Kevin Perkey - CEO</b>   |
| 4:40 | <u>Finance</u> <ul style="list-style-type: none"><li>• Resolution to update bank account signers</li></ul>  | <b>Kevin Perkey – CEO</b>   |
| 4:55 | <u>Open Discussion / Other Items</u>  | <b>Paige Spratt – Chair</b> |
| 5:00 | <u>Adjourn</u>  |                             |

**NOTES**

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workforce  
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting Minutes**  
**May 27, 2020**  
**3:30 p.m.**  
**Conference Call, WSW**

**Executive Board Members Present:** Interim Chair Paige Spratt, A.D. Simmons, Kelley Foy, John Vanderkin, Ted Sprague, and Renny Christopher.

**Staff Members Present:** CEO Kevin Perkey, Barri Horner, and Traci Williams.

**WELCOME**

Interim Chair Paige Spratt opened the meeting at 3:30 p.m. and welcomed everyone in attendance.

**CONSENT AGENDA**

Having reached quorum, Interim Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on February 26, 2020 and March 25, 2020, and the WorkSource Certification Memo. Upon the motion duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved as presented with all in favor.

**BOARD BUSINESS**

- **Board Officers**

The Executive Board approved the following slate of officers for a final vote at the June board meeting: Paige Spratt, Board Chair; Kelley Foy, Vice Chair; and Renny Christopher, Treasurer.

A motion was entertained to approve the slate of board officers for presentation to the full Board at the June 10<sup>th</sup> meeting. Upon the motion duly made and seconded and following discussion, the motion carried with all in favor with each elected officer abstain from their own motion.

- **Board Member Term Expirations**

Discussion ensued regarding the five Board members whose terms will expire as of June 30, 2020, including the following: Paige Spratt, Kelley Foy, Bob Carroll, Robert Gaffney, and Denise Smith. Governance Co-Chair A.D. Simmons and Mr. Perkey informed the Executive Board that Ms. Spratt, Ms. Foy, and Mr. Carroll all accepted the nomination to continue serving for another three-year term on the WSW Board of Directors. Mr. Gaffney and Ms. Smith declined the nomination to continue serving on the WSW Board of Directors.

A motion was entertained to approve the three board members for presentation to the full Board at the June 10<sup>th</sup> meeting. Upon the motion duly made and seconded and following discussion, the motion carried with all in favor with each elected officer sustaining from their own motion.

## **FINANCE**

Chief Financial Officer Barri Horner presented the proposed budget for PY20. Ms. Horner invited questions and comments on the proposed budget with discussion following. A motion was entertained to recommend approval of the PY20 budget to the full board as proposed with all in favor.

Ms. Horner presented the FY19 Q3 financial reports, including special projects and internal expenses, noting no major concerns. WIOA adult, WIOA dislocated worker, and WIOA youth are all on track for spending. Questions and comments were invited and addressed by Ms. Horner.

Treasurer Renny Christopher went over the Treasurers Memo presented some highlights for the proposed budget for PY20. WIOA funding has increased 13% over PY19 per preliminary allocations received from Employment Security. Ms. Christopher also acknowledged that the Finance Committee recommends no increase in subcontract funding at this time due to the uncertainty in the economic environment as a result of Covid 19 pandemic. Questions and comments were invited and addressed by Ms. Christopher and Ms. Horner.

## **CEO REPORT**

Mr. Perkey presented the Executive board with some updates on the WSW staff, with WSW ending their employment relationship with Melissa Boles and starting to put together a description for a new Program Manager Role. Mr. Perkey also talked about what the reopening of WorkSource and Next with possible virtualization of services and what that might look like. He also updated the Executive Board on the ESD unemployment benefits and that the 2020 NAWB conference registration will be rolled over to next year. Mr. Perkey also noted that WSW has hired Denise Elliott as a Staff Accountant II position and will start the middle of June. Mr. Perkey will also send out the agenda to the upcoming June board meeting later this week. Questions and comments were addressed by Mr. Perkey.

## **ADJOURNMENT**

With nothing further for the good of the order, Interim Chair Spratt adjourned the meeting at 4:38 p.m.



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**CONTRACT MEMO**

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**DATE:** JUNE 16, 2020  
**TO:** KEVIN PERKEY  
WSW EXECUTIVE BOARD MEMBERS  
**FROM:** AMY GIMLIN, WSW CHIEF OPERATING OFFICER  
**RE:** CONTRACT UPDATE (MAY 2020 – JUNE 2020)

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WSW **executed** the following contracts:

- ResCare Workforce Services to provide Pre-Employment and Training Services to DVR eligible SummerWorks students in all three counties, pay for performance contract totaling \$463,400.
- Washington Workforce Association to provide statewide Rapid Response coordination activities contract totaling \$20,000.
- Exigy to assess the childcare needs of customers in Cowlitz County, contract totaling \$25,000.
- Strategies360 to provide digital outreach strategies for Thrive customers, contract totaling \$20,000.
- Webfor for 2 year contract to provide website hosting and maintenance, contract totaling \$8,640.

WSW **modified** the following contracts:

- Increased and extended Covenant Technology Solutions' IT contract to August 31, 2020 for a total contract of \$57,250.
- Adjusted performance for Lower Columbia CAP's EcSA Thrive contract. Budget and duration remained the same.
- Adjusted performance for ResCare Workforce Services' EcSA Thrive contract. Budget and duration remained the same.

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

- WSW received award for COVID Disaster Relief National Dislocated Worker Grant, service delivery grant for **\$475,493**.
- WSW received award and grant execution for Education and Employment Training Clark County Juvenile Court, total contract **\$50,000**.
- WSW received grant package for PY19/FY20 WIOA Title I annual allocation:
  - Youth - **\$1,681,089**
  - Adult - **\$1,637,160**
  - Dislocated Worker - **\$1,470,340**
  - Admin Cost Pool - **\$532,066**

**Board Approval Required:**

- EQUUS Workforce Services (formerly ResCare Workforce Services) to provide Disaster Relief and Recovery services to non-profit organizations and training services for laid off workers as a result of COVID-19. Contract not to exceed **\$345,000**.

## WSW & CREDC Reopening Plan

Using a phased approach to fully reopen our offices to staff and the public. As of June 1, 2020, WSW/CREDC is in Phase I of reopening. Beginning June 15, 2020, WSW/CREDC will move into Phase 2 (contingent on Clark County approval to moving to Phase 2). The office will continue to move through the Phases every 3 weeks or when the Governor approves the county moving forward.

|                                      | Phase 1  | Phase 2  | Phase 3  | Phase 4  | Phase 5   |
|--------------------------------------|--|--|--|--|---|
| <b>Timeline</b>                      | Current  | 6/15/20  | 7/6/20   | 7/27/20  | 8/17/20   |
| <b>Who is allowed in the office?</b> | Essential staff only   | Staff only in shifts   | Staff only in shifts   | Staff and Public (in person meetings <10)                                  | Staff and Public (in person meetings >10)                             |
| <b>PPE and precautions taken</b>     | face coverings worn, physical distancing, hand sanitizer, sanitizing wipes | face coverings worn, physical distancing, hand sanitizer, sanitizing wipes | face coverings worn, physical distancing, hand sanitizer, sanitizing wipes | face coverings worn, physical distancing, hand sanitizer, sanitizing wipes | physical distancing (when possible), hand sanitizer, sanitizing wipes |

Beginning June 15, 2020, staff can work in shifts at the office. A joint schedule will be made to ensure physical distancing requirements are met for the number of staff working in the office. Staff are encouraged to speak with their supervisor on their level of comfort in returning to the office. Remote work is still allowable throughout the phases until it is deemed safe for all populations and/or it is required by CEO of WSW and President of CREDC to return to work.

When in Phase 4 and 5, visitors are allowed as long as face coverings are worn, and physical distancing can be enforced. Use these guidelines for number allowed in each area at one time:

- No more than three (3) people can be in the breakroom at one time.
- Only one (1) person allowed in the copy room at one time.
- No more than four (4) people in the open space outside of breakroom.
- No more than two (2) people allowed in the open space outside of the Mt. Rainier Room.
- No more than fifteen (15) people allowed in the Mt. Rainier Room (specific to Phase as well).
- No more than two (2) people allowed in the Mt. St. Helens Room.
- No more than three (3) people allowed in the Mt. Adams Room.
- No more than one (1) person allowed in Kevin and Jen's Offices.
- Workstations should be every other one, no one should sit next to each other. There must be one empty space between co-workers.
- No more than fifteen (15) people in the office at the same time.

In all phases (unless restrictions are relaxed or stated above) the following should be followed.

### 1. Staff should continue to:

- Engage in physical distancing, staying at least six feet away from other people



- Wear cloth face coverings (unless health condition exists or working alone in the office):
  - In common areas when not eating or drinking
  - When 6 feet of distance is not possible
- Stay home if sick. All staff are responsible for taking their own temperature prior to leaving their home to come into the office. If you have a temperature of 100.4 or higher you must stay home. If you come to work not feeling well, you will be sent home by your supervisor.
- Avoid others who are sick
- Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available)
- Cover coughs and sneezes
- Avoid touching eyes, nose, and mouth with unwashed hands
- Disinfect surfaces and objects on and around your desk area regularly

**2. WSW/CREDC will ensure the following:**

- Provide antibacterial hand soap at the kitchen sink for frequent hand washing
- Provide at least 60% alcohol hand sanitizer for frequent sanitizing
- Provide cloth face masks for staff use while working in the office
- Provide sanitizing wipes to be used to clean personal desk area, copier buttons, printer, phone, keyboard, keycard, computer mouse, office chair, file cabinet handle, etc.
- Place posters around the office that support [staying home when sick](#), and [keeping hands clean](#)
- Make sure there are tissues and trash cans throughout the office

**3. Schlesinger will ensure the following:**

- Disinfect all high touch areas like stair handrails, elevator buttons, kitchen counters and handles, conference and lobby counters, and all door handles.
- Ensure physical distancing by allowing a maximum of 5 individuals per elevator. Face mask or cloth covering is suggested.
- Stairwell is available for all *down* traffic using the North Stairwell. For *up* traffic, use the South Stairwell however a badge is required for access.
- Building lobby will include signage for one-way traffic. The doors on Broadway are for entering the building and the doors on C Street are for exiting the building.



- To encourage physical distancing, some restroom stalls will be closed off. Signage will be posted encouraging no more than two individuals in the restroom at one time. Face mask or cloth covering is encouraged.
- Upgrade the HVAC air filters to MERV 13, as well as continuing to bring fresh outside air into the building.
- Plexiglass screen will be installed at the guard station. Guards and Schlesinger Staff will always wear proper face coverings.

DRAFT

**Southwest Washington Workforce Development Council (SWWDC)  
Dba Workforce Southwest Washington (WSW)**

Executive Committee Meeting

Wednesday June 24, 2020

3:30 p.m.

Virtual Zoom Meeting

**WSW RESOLUTION FOR CHANGE OF AUTHORIZED ACCOUNT SIGNERS ON  
THE UMPQUA BANK CHECKING ACCOUNT**

A meeting of the WSW Executive Committee took place on Wednesday June 24, 2020 over a virtual Zoom meeting.

The following resolution was considered at this meeting and was approved in accordance with the bylaws of the corporation.

RESOLVED: That Kevin Perkey, Chief Executive Officer will remain as a signer on the SWWDC Checking Account #1000004596 at Umpqua Bank. That Bill Skidmore and James Lucey will be removed as signers on the account. That Paige Spratt, Incoming Chair of the Board of Directors and Renny Christopher, Incoming Treasurer of the Board of Directors will be added as signers on the account.

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Kevin Perkey, WSW CEO

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Date

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Kelley Foy, WSW Vice-Chair of the  
Board of Directors

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Date



**Southwest Washington Workforce Development Council (SWWDC)  
Dba Workforce Southwest Washington (WSW)**

Executive Committee Meeting

Wednesday June 24, 2020

3:30 p.m.

Virtual Zoom Meeting

**COLUMBIA CREDIT UNION RESOLUTION FOR APPROVAL OF NEW WSW  
ACCOUNT SIGNERS**

A meeting of the WSW Executive Committee took place on Wednesday June 24, 2020 over a virtual Zoom meeting.

The following resolution was considered at this meeting and was approved in accordance with the bylaws of the corporation.

RESOLVED: That Kevin Perkey, Chief Executive Officer will remain as a signer on the following numbered Money Market account at Columbia Credit Union, Vancouver, WA: 1000246312. That Bill Skidmore, Outgoing Chair of the Board of Directors will be removed as a signer on the account. That Paige Spratt, Incoming Chair of the Board of Directors will be added as a signer on the account.

Resolution approved by WSW, as signed herein:

\_\_\_\_\_  
Bill Skidmore, Outgoing Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Perkey, CEO

\_\_\_\_\_  
Date

**Southwest Washington Workforce Development Council (SWWDC)  
Dba Workforce Southwest Washington (WSW)**

Executive Committee Meeting  
Wednesday June 24, 2020  
3:30 p.m.  
Virtual Zoom Meeting

**WSW RESOLUTIONS FOR USE OF ONLINE BANKING AND APPOINTMENT OF NEW  
COLUMBIA CREDIT UNION ONLINE BANKING SERVICES ACCOUNT ADMINISTRATOR**

RESOLVED: That Kevin Perkey, Chief Executive Officer, and Paige Spratt, Incoming Chair of the Board of Directors are authorized to sign on behalf of WSW on the following numbered Money Market account at Columbia Credit Union, Vancouver, WA: 1000246312. 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.

FURTHER CERTIFIED: That WSW is duly organized and existing and has the power to take the action called for by the foregoing resolution.

The foregoing resolutions are approved in accordance with the bylaws of the organization, as signed herein:

\_\_\_\_\_  
Bill Skidmore, Outgoing WSW Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Perkey, WSW Chief Executive Officer

\_\_\_\_\_  
Date