



workforce
SOUTHWEST WASHINGTON

**WSW Executive Board Meeting
WSW – Zoom Conference Call
August 26, 2020 3:30 – 5:00 pm**

AGENDA

3:30	<u>Welcome</u>	Paige Spratt – Chair
3:35	<u>Consent Agenda</u> <ul style="list-style-type: none">• Approval of Executive Committee Minutes• Approval of Contract Memo• Approval of Policy Memo and Policies	Paige Spratt – Chair
3:40	<u>Finance</u> <ul style="list-style-type: none">• Treasurers Memo• Quarterly Reports	Renny Christopher – Treasurer Barri Horner – CFO
4:00	<u>CEO Report</u> <ul style="list-style-type: none">• Initiative Updates• Sept. Board Meeting	Kevin Perkey – CEO
4:30	<u>Open Discussion / Other Items</u>	Paige Spratt – Chair
5:00	<u>Adjourn</u>	

NOTES



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SOUTHWEST WASHINGTON

WSW Executive Board Meeting Minutes
June 24, 2020
3:30 p.m.
Conference Call, WSW

Executive Board Members Present: Chair Paige Spratt, A.D. Simmons, Kelley Foy, John Vanderkin, Ralph Clark, and Renny Christopher.

Staff Members Present: CEO Kevin Perkey, Amy Gimlin, and Traci Williams.

WELCOME

Interim Chair Paige Spratt opened the meeting at 3:38 p.m. and welcomed everyone in attendance.

CONSENT AGENDA

Having reached quorum, Chair Spratt entertained a motion to approve the Consent Agenda, consisting of the Executive Board minutes held on May 27, 2020, and Contract 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 DEVELOPMENT

Mr. Perkey gave the Executive Board an updated spreadsheet with a view of the current board list. The list was color coded based on what role each member placed and what county they represent, and all current open seats were also listed.

Mr. Perkey also addressed the Importance of being intentional about how we are considering equity and inclusion on our board, how and where we are soliciting potential members. Questions and comments were addressed by Mr. Perkey. Discussion ensued and next steps The Executive board agreed that

Next steps include squaring up WSW's bylaws and policy and procedures to align with the current practice with board member nominations. The Governance board is also making a matrix of skill sets for future nominations and a brief survey will go out to current board members to track their technical skills that will benefit the board. The last step will be to open recommendations for potential members that will be considered and evaluated by the Governance Committee. Questions were answered and addressed by Mr. Perkey, Mr. Clark, and Ms. Simmons.

FINANCE

- **Authorized Fiscal Signer Resolution:**

A motion was entertained to approve the removal of Past Chair Bill Skidmore and Past Treasurer Jim Lucey as authorized fiscal signers on the WSW checking account. The Resolution also calls for the addition of Board Chair Paige Spratt and Treasurer Renny Christopher as authorized signers on the account.

Discussion ensued about adding a third signer, due to the unknown circumstances that COVID might bring and having an additional signer will help having someone always available. It was agreed that Vice Chair Kelley Foy would also be added as an authorized fiscal signer on the WSW checking account. Upon the motion duly made and seconded and with no discussion forthcoming, the motion carried with all in favor.

CEO REPORT

Mr. Perkey updated the Executive Board on a grant request with GPI in the 11-12M range. WSW reached out to all the Ports in southwest Washington, with the Port of Ridgefield agreeing to join WSW on the regional application for the Discovery Ridge Project. WSW would be the sub-contractor for the Port of Ridgefield and take the lead on training and hiring. WSW will be submitting the application by the end of this week and will know the results by the end of July, early August. Questions were answered by Mr. Perkey.

The WSW/CREDC staff will continue to work remotely, with meetings being conducted via Zoom. Mr. Perkey shared the WSW/CREDC office reopening plan, which showcased the Phase 1-5, for which employees would be able to work in the office, along with what PPE would be required and the precautions taken for in office work.

Mr. Perkey presented the Executive board with the idea of the Executive board leading a group Zoom call to the business community, in order to forecast out the need that businesses see that they will need moving forward with the COVID struggles. There would be breakout rooms for different industries for key takeaways in moving forward. Discussion ensued, with the Executive board agreeing that this would be a great community outreach. Mr. Perkey will follow up with the Executive Board at the next meeting.

ADJOURNMENT

With nothing further for the good of the order, Chair Spratt adjourned the meeting at 4:39 p.m.



CONTRACT MEMO

DATE: AUGUST 25, 2020
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: CONTRACT UPDATE (JULY 2020 – AUGUST 2020)

WSW ***executed*** the following contracts:

- Equus Workforce Solutions' contract to provide WIOA Out of School Youth services at Next, total contract \$762,689.
- Equus Workforce Solutions' contract to provide WIOA Out of School Youth services in Cowlitz County, total contract \$223,073.46.
- Equus Workforce Solutions' contract to provide WIOA Out of School Youth services Wahkiakum County, total contract \$7,301.42.
- Equus Workforce Solutions' contract to provide Education Employment Training (EET) with Clark County Juvenile Court services at Next, total pay for performance contract \$43,400.
- Washington State University contract to initiate a System Liaison position to help bridge the gap between WorkSource and College students, total contract \$50,000.
- Equus Workforce Solutions' contract to provide Disaster Relief Employment services funded under the Disaster Relief Dislocated Worker Grant (round 1), total contract \$341,951.

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

- WSW received executed grant for COVID Disaster Relief National Dislocated Worker (round 1), service delivery funded for **\$475,493**.
- WSW received award for COVID Disaster Relief Dislocated Worker Grant (round 2), service delivery funded for **\$1,080,380**.
- WSW received award for Opioid Disaster Relief Dislocated Worker Grant, service delivery funded for **\$700,000**.
- WSW received award from the Community Foundation to help support the Thrive Initiative in South Kelso and the Highlands Neighborhoods for **\$25,000**.
- WSW received award for BFET program implementation with an overall budget of \$250,000 of which \$62,500 is reimbursable with putting it back into the next program year.

Other notifications:

- Lower Columbia CAP after months of technical assistance and a recent staff resignation has chosen to terminate their Thrive contract effective September 15, 2020. See attached letters for additional information.

Board Approval Required:

- PointNorth Consulting, Inc. to facilitate WSW strategic planning. Contract not to exceed **\$55,000**.



*Lower Columbia CAP strengthens communities
by helping people out of poverty with access to food,
housing, job training and support services.*

1526 Commerce Avenue • Longview, Washington 98632 • telephone 360-425-3430 • toll free 800-383-2101 • www.LowerColumbiaCAP.org

Ilona A. Kerby
Executive Director

PROGRAMS:

- Basic Food Card (Food Stamps)
- Captured Treasures Boutique Clothing & Retail Training
- Community Jobs
- Emergency Services
- Employment Assistance
- Energy Assistance
- Family Asset Building
- GFO - Grounds for Opportunity Cafe & Training Kitchen
- Help Warehouse
- Hidden Gems Thrift Store
- Home Care Equipment Bank
- Homeless Housing
- Housing Rehabilitation
- Job Training
- Meals on Wheels
- Medicaid Rides
- Rental Housing
- RSVP/Volunteer Services
- RUOK? – Daily check-in service
- Rural Public Transit – Daily I-5 Van Service
- Self-Help Housing
- Senior Community Lunches
- Senior Rides
- Statewide Health Insurance Benefit Advisors (SHIBA)
- USDA Surplus Commodities
- Weatherization

August 20, 2020

Kevin Perkey, CEO
Workforce Southwest Washington
805 Broadway, Suite 412
Vancouver, WA 98660

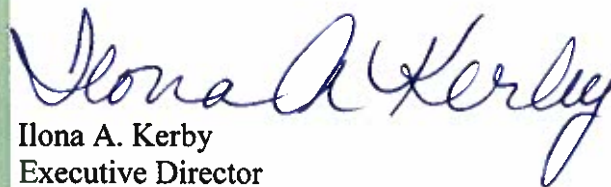
Dear Kevin,

I am writing to confirm the conversation I had with Miriam on August 12, 2020 regarding the Thrive contract. We have come to a place where our one staff person paid for through this grant has given notice of her intent to resign the position as of September 4, 2020. This leaves us without a staff person to work on the project and I do not feel it is in the best interest of the grant and all parties to try to hire a new person to attempt to complete the contract. I do realize that for me to terminate due to convenience I am to give a 60 day notice and September 4th will not meet that requirement.

Please rest assured that we will work with WSW and partners to make sure that our stepping out of this contract will be a smooth transition to the new contractor. We are committed to assuring that there will be warm hand-offs of the customers we are currently work with and will continue to refer people to the program who we believe meet eligibility.

If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,


Ilona A. Kerby
Executive Director



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SOUTHWEST WASHINGTON

August 25, 2020

Ms. Ilona Kerby
Executive Director
Lower Columbia CAP
1526 Commerce Avenue
Longview, WA 98632

RE: Contract Termination for Thrive Contract #19-13

Dear Ilona,

We received your letter dated August 20, 2020 as notice to terminate contract #19-13. We understand the constraints on Lower Columbia CAP and appreciate you looking forward to what is best for the grant and all parties involved. Workforce Southwest Washington concurs with your assessment and will terminate your contract effective **September 15, 2020**. This will allow sufficient time for warm hand-offs to the new provider and give your staff time to wrap up data entry.

A contract modification will be processed terminating the contract on September 15, 2020 and decreasing the contract amount to \$60,000.

Lower Columbia CAP must submit final invoice by October 31, 2020.

Complete all data entry into ETO and prepare files to be transferred to Equus Workforce Solutions by September 9, 2020.

We appreciate your partnership and look forward to continuing our efforts together in the community. Please contact me with any questions or concerns at mhalliday@workforcesw.org or 360.567.3183.

Sincerely,

Miriam Halliday
Director of Programs

cc: Amy Gimlin, Kevin Perkey, Barri Horner



POLICY MEMO

DATE: AUGUST 19, 2020
TO: KEVIN PERKEY
WSW EXECUTIVE BOARD MEMBERS
FROM: AMY GIMLIN, WSW CHIEF OPERATING OFFICER
RE: POLICY UPDATES

WSW Business Services Policy #4002 Rev 1

This policy was out of date with what the current process is for delivering business services in our area. The revision was a complete overhaul since the previous version was a statewide policy (required by ESD). This is our current state.

Based on the approval process, this policy approval falls under Tier 3 **requires Ex. 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 Executive Board and Full Board.

WSW Supportive Service Policy for Nonfederal funding #3035

As we diversify our funding, we are receiving more than just federal funds. This prompted us to write a supportive service policy when using private funds. This policy is very similar to the federal supportive services policy, apart from less restrictions on what can be purchased, how much can be spent, and removed some of the WIOA justification requirements.

Based on the approval process, this policy approval falls under Tier 3 **requires Ex. 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 Executive Board and Full Board.



COORDINATED BUSINESS SERVICES POLICY #: 4002 Revision 1

Original Policy Date: 4/16/2012

Revision Date: 9/9/2020

Purpose:

Workforce Southwest Washington (WSW) is issuing this policy to set standards for delivering a minimum menu of consistent and coordinated services to businesses through WorkSource, Next, WSW, and, as applicable, affiliate sites.

Background:

One of the premises of U.S. Department of Labor (DOL) programs is that they serve two distinct customers: job seekers and businesses. WSW places the business customer in the driver's seat of the local workforce development system. It is WSW's vision that WorkSource serves as a talent development and delivery system, sourcing and preparing talent to meet specific business needs, particularly those in the region's high-growth, high-demand industries of healthcare, construction, manufacturing, and technology.

Policy:

WSW developed a local business services plan, which includes the following:

- WSW Business Service Staff are responsible for all business outreach and engagement, communicating business needs (including the need to create or fill training opportunities) to WorkSource Sector Liaisons through Launchpad and regular meetings, and entering job postings into Launchpad so that WorkSource Sector Teams can source and match talent.
- WorkSource Sector Liaison Staff are responsible for communicating open jobs and business needs to WorkSource Sector Teams, referring qualified job candidates to open positions in Launchpad, spearheading the recruitment of candidates for training programs, and all administrative tasks associated with Incumbent Worker Training, On-the-Job Training, Cohort Training, and Customized Training. In addition, Sector Liaisons are responsible for ensuring that businesses who contact WorkSource directly are appropriately triaged (IE – WSW sector businesses are connected to WSW, all others receive the service(s) needed including access to WorkSourceWA).
- WorkSource Sector Team staff are responsible for identifying job seekers based on open jobs and training opportunities, entering job candidates into Launchpad, and connecting them to Sector Liaisons, ultimately creating a qualified talent pool so that businesses have immediate access to qualified talent.
- Other Partner or affiliate site staff are responsible for understanding business needs communicated through Sector Liaisons and sourcing and preparing talent accordingly.
- Economic Development Partner staff are responsible for creating business connections between WSW and companies in Southwest Washington, connecting

WSW to business leaders to provide program and candidate feedback to support continuous improvement efforts, and for connecting WSW to companies at risk of leaving the region so that intervention and retention strategies may be deployed.

- One-Stop Operator (OSO) is responsible for working in partnership with WorkSource Leadership to develop criteria and processes for assessing and vetting candidates in order to create a system where businesses have access to the candidates they need when they need them. In partnership with WSW Project Managers and WorkSource Sector Liaisons, develop strategies to target the number and type of occupations that need to be sourced and/or trained to meet the needs of industry. The OSO will then work with the WorkSource Sponsorship Team to provide guidance and expected outcomes to the WorkSource Centers. The OSO will also ensure that all staff in the center are properly trained and utilizing the required data management systems for all customer and business data entry and tracking and vetted talent and will work with WorkSource Leadership Team to monitor and track progress towards meeting talent development goals. The OSO will also ensure that employers have access to post jobs publicly on www.WorkSourceWA.com.

The OSO must implement the WorkSource functions of the Business Services Policy including, but not limited to:

1. Regular performance reporting for WSW to monitor and update progress towards targets from One-Stop Operator (OSO) contract.
2. Ensure the minimum menu of Business Services are available at [CFR 678.430 & 678.435](#).
3. Utilize the statewide ETO system and local system Launchpad to:
 - Create and manage job orders
 - Document employer services in ETO; and
 - Enter job seeker information and qualify talent in Launchpad
4. Ensure all WorkSource Sector Liaisons are knowledgeable of all the Basic Business Services (training documented and/or knowledge demonstrated) or able to make appropriate referrals where the service can be accessed.

Business Service Staff have the right to refuse staff assisted services to employers, including but not limited to investment, if employer is not following COVID-19 safety protocols, other employee safety protocols, has history of employee or applicant complaints either discrimination or otherwise, or is not current on required taxes and fees. Staff should document concerns in case notes and consult WSW before refusing service.

References/Resources:

- [Combined Final Rule](#)
- [WIOA Law](#)

Website:

<http://workforcesw.org/providers#OperationsPolicies>



SUPPORTIVE SERVICES FOR NONFEDERAL FUNDS POLICY #: 3035

Effective Date: 9/9/2020

Purpose:

Workforce Southwest Washington is issuing this policy to establish the principles and procedures for providing supportive services to participants enrolled in nonfederal workforce development programs.

Background:

Generally, a supportive service is defined as “services such as transportation, childcare, dependent care, and housing, which are necessary to enable an individual to participate in activities authorized by funding source. Supportive services may include the following:

- a) Assistance with transportation
- b) Assistance with childcare and dependent care
- c) Assistance with housing
- d) Assistance with groceries
- e) Assistance with educational testing
- f) Reasonable accommodations for individuals with disabilities
- g) Legal aid services
- h) Referrals to health care
- i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- j) Assistance with books, fees, school supplies, technology such as a computer or cell phone, and other necessary items for students enrolled in postsecondary education classes and
- k) Payments and fees for employment and training-related applications, tests, and certifications.

While this definition contains some illustrative examples, WSW will define the expectations and requirements further in the policy.

Policy:

Supportive services are one mechanism available to support participation in program services and/or activities to secure and retain employment or post-secondary education. Registration, pursuant to the provisions of the program of enrollment, is an absolute prerequisite to the delivery of supportive services.

Supportive services are not entitlements and shall be provided on the basis of a documented financial assessment and/or individual circumstances, the absence of other resources, and the availability of program funds. Reimbursement shall be for actual costs.

- 1) The participant is registered in a WSW Program that allows supportive services. The participant may receive follow-up services and support as needed to obtain or retain employment or continue education; and

- 2) The participant is receiving career or training service; and
- 3) Supportive services are necessary to enable continued participation in career or training services; and
- 4) The participant is unable to obtain similar services from another community resource. Research was done to show all other resources were researched,

Service providers must establish internal controls that result in equitable treatment, maximize allocations, and ensure coordination with, and referral of participants and applicants to, other community resources.

As a part of the assessment, program staff will determine a participant's need for supportive services and appropriate resources.

To categorizing and defining these participant supportive services, the WSW recognizes the following support:

Career or Training Assistance

A participant may receive Career or Training Assistance during program participation, provided that the support is determined necessary to: a) facilitate or continue participation; or b) maintain or increase employability by reducing barriers and establish employment eligibility. When assistance is provided, there must be a reasonable expectation that the assistance will resolve the situation; for example, if rent is paid for one month, there must be a reasonable expectation that the participant will obtain the resources to pay rent for the following months. Documentation of the barrier to participate in career or training services must be documented. WSW approves the following supportive services; this list is intended to be an exclusive list services outside of this list may be approved using an exception request:

- a) Assistance with childcare or dependent care (read additional section below for more information)
- b) Assistance with transportation costs (read additional section below for more information)
- c) Purchasing uniforms or other appropriate work related attire or supplies, could include interviewing clothing or required clothing or supplies for employment such as protective eye wear, steel toe boots, business suit, work jeans, uniform, required tools, or items required by the employer for employment and allowable under this policy
- d) Housing assistance, could include one month's rent, referrals to housing agencies
- e) Grooming supplies/services, could include hair cut or personal hygiene items such as shampoo, soap, toothpaste, or toothbrush
- f) Translation assistance, could include interpreting services or document translation services
- g) Educational testing and accommodations could include GED testing fees
- h) Reasonable accommodations for disabilities including learning disabilities
- i) Assistance with purchasing of groceries, excluding alcohol, marijuana, and tobacco products

- j) Legal aid could include referral to legal services. Total legal aid services not to exceed \$300 for each participant and must be documented as a career or training barrier.
- k) Addressing debts or credit reporting issues, could include referral to credit reporting services or classes on personal finance.
- l) Aid in securing a first-time driver's license, could include Department of Licensing fees and/or driver's training fee total cost up to \$500 (training and fees must be paid directly to a state registered driving school). Fee will only be paid **one time** all reoccurrences of fees is the participant's responsibility.
- m) Aid in securing a Commercial Driver's License, could include Department of Licensing first time fees or renewal fee.
- n) Assistance with books, fees, school supplies, technology, and other necessary items for students enrolled in postsecondary education classes. All items must be listed on the course syllabus or college registration could also include post-secondary registration fee. Exceptions can be made for general school supplies. IE: notebooks, backpacks, pencils, etc.
- o) Payments and fees for employment and training-related applications, tests, and certifications. Payments or fees could include fees for state registered occupations (IE: nurse, CNA, childcare, or other health care occupations) or other recognized certifications that require a fee. Fee will only be paid **one time** all reoccurrences of fees is the participant's responsibility.
- p) Assistance with health care services could include medical, dental, and optical services or referrals to such services. Payments not to exceed \$150 per participant.
- q) Other supportive services approved by the WSW Program Manager prior to expenditure.

A. Child Care or Dependent Care Assistance

Childcare or dependent care assistance is a supportive service provided to participants if it is determined that without it a participant will not be able to participate in career or training services or secure employment. Participants will be encouraged to make their own arrangements that they can afford when supportive services terminate. Case managers will document the after-assistance plan in case notes.

Childcare assistance may be provided to participants with children age twelve years or younger. Dependent care assistance may be provided to participants with a family member living in their household that requires adult supervision. Payment will be based on participant attendance; the applicable rate will be paid for each day of participation. Travel time may be added to the actual hours of participation, when necessary. If the participant is absent from training or a no-show to employment, care assistance will not be paid.

Care assistance may be provided as a direct payment to a licensed care provider. Care assistance will not be provided when a competent adult (over the age of 18 years) residing at the same address as the participant and is available to provide care.

Care assistance will be provided at no more than the rate charged by the provider subject to the following maximum rates. Full-time care is defined as five (5) or more hours per day, while part-time care is less than five (5) hours per day. Rates are established as maximums, and should be reduced to reflect the participant's circumstances, estimated needs, and other sources of support. Child/dependent care

services shall be paid to a licensed provider. Exceptions can be made if it is clearly demonstrated that such care is not readily available due to the child's age or special needs or in instances when there is no appropriate care available in the area. Such exceptions are intended as a temporary measure to allow the participant to engage in career or training services until acceptable care can be found. Exception must be documented thoroughly in case notes.

Care agreements shall be authorized for a maximum of sixteen weeks; they can be renewable if needed (need must be documented in case notes) and no other support assistance is available.

Requests for care payments will coincide with the submission of attendance reports. Program staff will review and endorse timesheets to verify the accuracy of the participant's request for care payments for career and training activities.

B. Transportation Assistance

Southwest Washington is a mix of rural and suburban environments. This causes a variety of transportation problems for participants who do not own a vehicle or must travel great distances to and from work or training.

WSW service providers may provide transportation assistance in the form of bus passes, trip tickets, a fuel allowance, or personal vehicle repair/maintenance. Participants will be encouraged to use public transportation when available except when doing so will create more costly problems or major inconveniences and must be documented in case notes. Fuel vouchers must be used in lieu of direct payment to the participant.

Personal vehicle repair/maintenance is allowed when the vehicle is necessary to participate in offered services, attend post-secondary courses, or retain employment. Prior to approving expense, participant must provide documentation for why the need for repair to participate and who is the registered owner of the vehicle and how they relate to the participant. Vehicle repair/maintenance must not exceed \$500 per participant.

Fuel assistance, it is allowable to provide assistance if participant does not own a vehicle or driver's license but relies on a family member for assistance. If participant does not own the vehicle, it must be documented in case notes that an immediate family member provides transportation and public transportation is not available or feasible, participants may receive fuel assistance not to exceed 23¢ per mile for the estimated number of miles driven each week necessary to participate. This rate is based upon an estimated average cost per gallon of gasoline in your area divided by an estimated average of 15 miles per gallon for participant vehicles. To find your average price per gallon for your area go to [AAA Gauge Report](#). This formula establishes a maximum weekly amount, which should be reduced to reflect the participant's circumstances, estimated needs, and other sources of support. Service Providers must record the formula used either in case notes or on the signed supportive service form.

Post-Exit Assistance

Post-exit supportive services may be provided for up to one year following exit. Post-exit supportive services must be related to obtaining or maintaining employment or post-secondary education. Supportive services provided during follow up must follow the same procedures as a current participant.

Procedures and Documentation

The following procedures are provided to assist in administering supportive services:

- A. Service Providers must work together to develop a supportive service plan on those co-enrolled. All individual supportive services caps still exist and must be included in the overall cap.
- B. Participant files must adequately document that all supportive services are allowable, reasonable, justified, and not otherwise available to the participant and show evidence of collaboration. The file must contain the following:
 - An assessment of the participant's need for supportive services and must be documented in the IEP/ISS/IDP; and
 - A determination must be made and documented whether other community resources are available to cover necessary expenses and show evidence of referrals to other resources, including, when feasible, outcome of the referral. Must be documented in case notes; and
 - Justification of purchase must be documented on the signed supportive service form or agency form. Form must include participant's name, seeker id, date of service, vendor's name, justification for the service, and must include signatures from both the participant and case manager; and
 - For Youth enrollments, a service/touchpoint must be added to the electronic file on the date the service was provided. Must include what was purchased and the amount expended; and
 - A case note must be entered giving a summary of all above, including but not limited to, the need/justification for why the item was purchased or given, describe other resources exhausted, and amount expended.

Disallowed Supportive Services

Supportive service dollars **cannot** be used to pay for the following items for a participant that is either currently enrolled or in follow up of any WSW funded program.

- Child support payments
- Bail or restitution
- Entertainment - including but not limited to:
 - i. tips
 - ii. theater tickets
 - iii. restaurant gift cards
 - iv. sporting events or
 - v. other venue where entertainment is the sole purpose
- Alcohol, marijuana, or tobacco products
- Refundable deposits
- Contributions or donations, funds cannot be used to donate or contribute to an organization on behalf of the participant

- Items for family members or friends, funds cannot be used to purchase items for anyone other than the enrolled participant, except if it is for an approved vehicle repair/maintenance expense.
- Out of state job search and relocation expenses that are paid for by the prospective employer.

Right to Reduce or Eliminate Supportive Services

WSW reserves the right to reduce or eliminate supportive services in the event funding is reduced or other budgetary constraints exist. In such circumstances, WSW will work with service providers to determine equitable measures to affect the reduction or elimination, including sufficient prior notice for participants. In no event would a reduction or elimination of funded supportive services be retroactive.

Supportive Service Waiver Process

In some unique circumstances, service providers may be unable to obtain receipts for goods or services. In such circumstances, staff shall investigate the circumstances and document in writing his/her findings and what, if any, corrective action is taken.

On an individual basis, exceptions may be made by the WSW Program Manager or his/her designee. Consideration of waiver requests shall ensure to the extent possible that similarly situated participants receive similar payments. Copies of the approved waiver documenting the extraordinary circumstances that exist/existed will be maintained in the participant's file and in the fiscal records.

Definitions:

Exhausted all Resources – a process in which the participant and case manager will research and document all other possibilities for receiving the requested support.

Financial Assessment – an assessment recorded at the time of enrollment or shortly after registration of the participant's budget often used to determine self-sufficiency and support needs. Providers can use the [Self-Sufficiency Calculator](#).

Website:

<http://workforcesw.org/providers#OperationsPolicies>



MEMO

DATE: AUGUST 26, 2020
TO: WSW EXECUTIVE BOARD
FROM: RENNY CHRISTOPHER - TREASURER OF THE BOARD *RC*
KEVIN PERKEY – CHIEF EXECUTIVE OFFICER
RE: WSW FINANCE COMMITTEE REPORT OUT

The Finance Committee of the WSW Board of Directors met on August 19, 2020. 4th quarter spending and obligations reports for the fiscal year ending 6/30/20 (PY19) were reviewed and discussed. Reports which included forecast spending, obligations and new funding for the current fiscal year ending 6/30/21 (PY20) were also presented to the committee.

QUARTERLY REPORTS

WIOA Obligations: DOL and Employment Security have waived the requirement to have 80% of WIOA funding obligated by June 30, 2020. However, WSW did meet the 80% obligation requirement. **Report attached.**

Operations and Special Projects: Spending for WSW operations ended the year at 91% of the forecast budget total for PY19 ending 6/30/20. Special projects spending is at 59%. **Reports attached** include explanatory notes regarding spending and variances.

Grant Budget vs Actual Spending: Competitive and other state and federal grants with fixed grant period terms and line item budgets are on track to be spent in the defined period. **Report attached.**

Subcontract Spending and Performance: WIOA Youth subcontracts with ending dates of June 30, 2020 are underspent as expected due to the challenges of serving participants during the COVID 19 shutdown. WIOA Youth funding not expended will be available for the PY20 Fiscal Year. Both WIOA Adult and WIOA Dislocated Worker service delivery contracts are behind in spending and direct participant training costs are also expected to be underspent for the contract period ending 9/30/20. Funding for those contracts does not expire and will be available for the PY20 Fiscal Year. Spending and performance for all ongoing contracts is being closely monitored and ongoing communication with subcontract recipients is underway to help facilitate the delivery of services. **Reports attached** include explanatory notes regarding spending and variances as well as performance metrics.

WSW PROGRAM YEAR 2020 (PY20) BUDGET EFFECTIVE JULY 1, 2020

Obligations: As agreed to at budget approval, WIOA funds to be committed to subcontracting for the current fiscal year ending June 30, 2021 (PY20) is below the usual percentage of total funds available benchmark. The finance committee spent time reviewing the available funds amounts. It is expected that WSW will be required to obligate at least 80% of the PY20 funding allocations unless the 80% obligation is waived again. **Report attached.** The status of the requirement and WSW obligations will continue to be monitored regularly with spending and obligation plans developed as needed. The committee expects that WSW will have plans to make use of the required percentage of funding by the end of the calendar year.

New Funding: WSW has secured an additional \$2.68 million in grant funds which will be reflected in the January 2021 budget revision. In addition to the \$2.68 million already secured, applications have been submitted for \$2.7 million more. **Report attached.**