



workforce

SOUTHWEST WASHINGTON

**WSW BOARD OF DIRECTORS
AGENDA
Wednesday, September 13, 2017
4:00 pm to 6:00 pm
Cowlitz Administration Building
Kelso, WA**

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Consent Agenda <ul style="list-style-type: none">Minutes, June 14, 2017	Action
4:10 pm	Nominations of Rob Harris and Bianca Kolle	Action
4:20 pm	Price Foundation Presentation Kay Dalke	
4:30 pm	Strategic Plan Update	Kevin
4:45 pm	Infrastructure Agreement	William/Agnes
5:45 pm	Public Comment	
6:00 pm	Adjourn	

UPCOMING EVENTS:

Board Retreat: October 6, Vancouver, WA

Board Meeting: December 13, Vancouver, WA

Attachments:

- Emerging Workforce Committee Minutes
- Community Workforce Partnership Committee Minutes
- Contract Memorandum
- Policy Memorandum



workforce
SOUTHWEST WASHINGTON

WSW Board Meeting Minutes

June 14, 2017

4:00 p.m.

Partners in Careers
3210 NE 52nd Avenue
Vancouver, WA

Board Members Present: Tina Ailinger, Darcy Altizer, Commissioner Mike Backman, Ben Bagherpour, Mike Bomar, Mike Bridges, Bob Carroll, Renny Christopher, Robert Gaffney, Anne Goranson, Bob Gustainis, Kristine Hammond, Kathy Jennings, Ilona Kerby, Jim Lucey, Eddie Martin, Diane McWithey, Councilor Julie Olson, Angela Simmons, Bill Skidmore, Denise Smith, Paige Spratt, Shannon Stull, and John Vanderkin.

Also present was EBOCC representative Julie Olson, Clark County Councilor.

Board Members with Excused Absences: Chris Bailey, Kelley Foy, Frank Hurtarte, Bob Knight, Paige Lake, Ted Sprague, and EBOCC representatives Commissioner Mike Backman and Commissioner Dennis Weber.

Board Members with Unexcused Absences: Keath Huff

Guests Present: Bianca Kolle (DVR), Michael Benko (WorkSource), Marnie Farness (WorkSource), Dave Cole (WorkSource), Carl Cecka (Goodwill), Spencer Wiggins (Northwest Motor Sales & Service), Tori Skinner (Goodwill), Eka Frimpong (WorkSource), Noel Woods (WorkSource), Jessica White (Industrial Training pilot program participant), Dennis Kampe (Cascadia Technical Academy), and Sharon Pesut (Partners in Careers).

Staff Members Present: Marie Andrus, Jeanne Bennett, Melissa Boles, Barri Horner, Alyssa Joyner, Julia Maglione, Miriam Martin, Susan Pagel, Cass Parker, Kevin Perkey, and William Westmoreland.

Welcome, Introduction of Members, Guests, and Staff

Chair John Vanderkin opened the meeting at 4:05 p.m. and welcomed everyone in attendance. Members, guests, and staff introduced themselves. A special welcome was extended to LiUNA 335 labor representative, Shannon Stull, attending his first meeting as a WSW board member. Also welcomed was newest WSW staff member, Kevin Perkey, who is assuming the duties of Adult Initiatives Manager for the organization.

CONSENT AGENDA

Chair Vanderkin entertained a motion to approve the consent agenda, consisting of the meeting minutes from the meeting held on March 8, 2017, the Contract Approval Memorandum, the Policy Memorandum, and the membership of the Emerging Workforce Committee.

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Upon the motions duly made and seconded and with no discussion forthcoming, the Consent Agenda was approved in its entirety with all in favor.

BOARD MEMBERSHIP AND APPROVAL

Vice-chair Bill Skidmore informed the council members that, pending approval by the board, several current board members would be reappointed to their positions for new three-year terms effective July 1, 2017. These members include Robert Gaffney, Kelley Foy, Paige Spratt, Denise Smith, Bob Carrol, and Tina Ailinger.

A motion was entertained to approve the above board members for new three-year terms of service on the WSW Council. Upon the motion duly made and seconded, the members were approved for reappointment.

HONORING DEPARTING COUNCIL MEMBER

Chair Vanderkin acknowledged board member Keath Huff, who is transitioning off the WSW Board of Directors effective at the end of June 2017. A special glass award and certificate of service was presented to Mr. Huff in absentia.

MEMORANDUM OF UNDERSTANDING

CEO Jeanne Bennett reviewed the WSW 2017-2020 Memorandum of Understanding (MOU) document with the council members, detailing the purpose and intent of the WIOA-mandated MOU as it pertains to WSW's partnerships with all of the entities using the workforce system, including educators, businesses, service providers, non-profits, government, and labor. The proposed MOU is designed to establish a network of community workforce partners to provide efficient, effective, accessible, and high-quality skill and career development and talent pipeline development for all individuals and businesses in Clark, Cowlitz, and Wahkiakum counties.

Following the presentation, questions were invited by the members and addressed by Ms. Bennett.

Discussion ensued, and a motion was entertained to approve the Memorandum of Understanding as presented. Upon the motion duly made and seconded and with no further discussion forthcoming, the MOU was approved with all in favor.

WORKSOURCE CERTIFICATION PROCESS

William Westmoreland, Workforce Systems Manager, detailed the WorkSource Certification Process, including specifics on the comprehensive versus affiliate and connection site certification decisions to be made. Following the presentation, Mr. Westmoreland recommended that the Clark County WorkSource center be certified as a comprehensive one-stop and the Cowlitz-Wahkiakum WorkSource be certified as an affiliate site with greater flexibility around service to participants. It was noted that basic services would still be available at both of the WorkSource centers despite the differing certifications.

Questions and comments were invited and addressed by Mr. Westmoreland.

A motion was entertained to approve a comprehensive one-stop site in Clark County and an affiliate one-stop site in Cowlitz-Wahkiakum. Upon the motion duly made and seconded, the motion was approved with all in favor.

PY17 BUDGET

CFO Marie Andrus provided salient details of WSW's proposed budget for the 2017 program year, beginning July 1, 2017. Of particular challenge in creating this budget is the fact that WSW has yet to receive its WIOA funding allocation for PY17, nor the carry-over funds from PY16.

Chair Vanderkin weighed in with additional comments and invited questions from the membership, which were addressed by Mr. Vanderkin and Ms. Andrus.

A motion was entertained to adopt the interim budget for PY17 as presented until such time as the final State WIOA allocations can be accrued. Upon the motion duly made and seconded and with no discussion forthcoming, the motion was approved with all in favor.

The members were reminded that once the final WIOA state allocations are received, the budget will be resubmitted in its final form for approval by the WSW Council.

PRESENTATIONS

Goodwill and Northwest Motor Sales & Service: Spencer Wiggins, owner of NW Motor Sales & Service (NWMS); Tori Skinner, business development manager at Goodwill; and Jessica White, program participant, detailed the success of the three-month Industrial Training pilot program designed to prepare young adults ages 18-24 for living-wage jobs in the Cowlitz County area. Due to the strong partnership forged between NW and Goodwill, NWMS was able to provide three Goodwill program participants with 10-week paid internships. Upon the recent completion of the training program, all three interns were hired by NWMS. Because of the success of this pilot program, Goodwill and NWMS will provide this same training three times a year.

Career and Technical Education: Dennis Kampe, Cascadia Technical Academy, provided a comprehensive presentation on the skilled-labor shortage and ramifications of this shortage if a strategy is not embraced to encourage career and technical training for today's youth.

PUBLIC COMMENT

Public comments were invited, but none were forthcoming.

ADJOURNMENT

With nothing further for the good of the order, the meeting was adjourned by Chair Vanderkin at 6:01 p.m.



Board Member Nominations

September 13, 2017

Robert Harris, Vice President, JH Kelly: With over 30 years of experience in the construction industry, Rob brings a diverse background and customer focus to our project development efforts. While leading JH Kelly's pre-construction services, Rob's been successful in the front-end development and initiation of multiple projects. Rob is the past chair and current Board member of CEDC and WSPA and is current executive Board member of NWCCC. A graduate of Seattle University, Rob started his career with JH Kelly as a Field Engineer.

Bianca Kolle, Vocational Rehabilitation Supervisor, Division of Vocational Rehabilitation: A Mississippi native with West Coast roots, Bianca Kolle brings over 14 years of experiences and dedication to serving individuals with disabilities. She joined the Washington State Division of Vocational Rehabilitation in 2015 serving as a VR Counselor, then was promoted to Vancouver's VR Supervisor in 2016. Prior to moving to Washington State, Bianca was a VR Counselor for 7 years with the Mississippi Dept. of Rehabilitation Services and spent 5 years as a Medial Social Worker with MS State Hospital. A graduate of Mississippi State University, she also completed her Master's in Rehabilitation Counseling from the University of Arkansas and is a Certified Rehabilitation Counselor (CRC). Bianca is a member of the National Rehabilitation Association (NRA), National Association of Social Workers (NASW), and the American Counseling Association (ACA). She remains actively involved in various volunteering that includes United Way, DOGPAW (Off-Leash Parks), and over 25 years with the National Girl Scout Association.

Motion:

Move to approve Robert Harris, Vice President, JH Kelly; and Bianca Kolle**, Vocational Rehabilitation Supervisor, Division of Vocational Rehabilitation, to the Workforce Southwest Washington Workforce Development Council for terms beginning immediately and extending to June 30, 2020.*

**Subject to appointment by County Commissioner Dennis Weber*

***Subject to appointment by County Councilor Julie Olson*

Goal 1	Employers	Progress	Date Updated	Staff Initials
A	Create satisfied employer customers who return to the system	<p>Developing key employer education events to assist all industries with workforce issues (possible topics include: succession planning, age-gap training, company culture, asset mapping, etc.) Two events to take place by November 2017. Several employer events are scheduled for later summer and early fall: Tech Employer Apprenticeship Focus Group on 8/29/17 (co-sponsored by CREDC, in Clark for all 3 counties); Tech Tours 9/18/17-9/22/17 (WSW co-sponsoring event with TAO for the regional - all 6 counties); Accessing Tech Talent Employer Event 9/26/17 (WSW co-sponsoring CREDC Grow Event in Clark); Cowlitz Employer Summit 11/1/17 (All sectors in Cowlitz - to discuss skill gaps and opportunities).</p>	7/30/2017	CP
		<p>Participating in statewide TAPS Business Engagement workgroup to align practices for offering the best employer customer experience. Meetings have rotated around the state for sharing of best practices. WSW and WorkSource presented on our best practices at the June 2017 meeting.</p>	7/30/2017	CP
		<p>A major Human Centered Design (AKA Customer Centered Design) will kick off in October of 2017. The past two quarters have been spent planning and aligning WS leadership to tackle this cross-functional approach to customer engagement. An external facilitator will lead this project to completion in early 2018 - encompassing a Sector aligned job focus, functional teams, facility modifications and continuous improvement.</p>	7/31/2017	WJW
		<p>While a formal plan has not been fully developed, incumbent worker training has migrated from WSW to WorkSource. ResCare (Adult Title 1 contractor) has add this training to their Business Solutions team's performance and is activity working with Clark College, Impact WA and other training partners to promote this resource. Additionally, ResCare is working with CWWC Healthcare Collaborative to implement a CNA to supervisor training program.</p>	1/4/2017	WJW
		<p>The second iteration of the Regional Manufacturing Workforce Plan was launched in July 2016. One of the three goals remains IW training. Industry workgroup sessions postponed from Dec 2016 to Jan 2017 due to weather. Workgroups came to the conclusion that two types of training are needed for manufacturing employees - Professional Development and Supervisor/Leadership training. The CWWC manufacturing team took this information to five area community colleges and requested development coursework in these two areas. The colleges agreed upon the curriculum and pricing for the requested programs. Clark College will begin piloting the first cohorts in October 2017.</p>	7/30/2017	CP

B	Create and implement a plan for training incumbent workers	Launched Tech Talent & Strategy discussion with industry and partners, in partnership with CWWC and Technology Association of Oregon in November 2016. Workgroups formed: Equity & Access, Education Partnerships, and Collaborative Sourcing. Regional Tech Workforce Plan is scheduled to finalize in June 2017. The Tech Talent Strategy Plan was launched on 6/1/17. WSW toned down the language of the collaborative plan to be more representative of SW Washington, and will hold a SW WA launch on 9/26/17 as part of the Accessing Tech Talent Event. The three plan goals are People, Access and Jobs.	7/30/2017	CP
		Completed implementation of the collaborative MISTI grant in October 2017. This grant trained 959 IW's in SW WA, positively impacting 53 companies.	1/17/2017	CP
		Long Term Care has released a plan that is underway with investors and other employers. Investors received marketing materials with their names, logos, and information on them, and other employers received materials created to advertise Long Term Care as an industry. We are currently working on instituting a vetting program called the Core Value Index, which helps employers determine how applicants would fit with the job (currently focusing on Certified Nursing Assistants). The Core Value Index is starting with investors, but we are introducing it to all panel participants at our next meeting.	1/18/2017	MB
		Budgeted dedicated IW dollars in WIOA Adult and Dislocated Worker contract for PY16. WorkSource is also implementing a newly developed IW packet to help with compliance and choosing priority of employers.	2/6/2017	AG
		Construction has begun the process of meeting to discuss a plan for training incumbent workers. Our next meeting will focus on choosing priority areas of focus for the plan.	1/18/2017	MB
		Created a contract for \$200,000 to ResCare to provide Incumbent Worker training in the four key sectors. Contract goes into effect June 2017. Performance outcomes for this contract include 87 incumbent workers to complete training with 35 to receive an industry recognized credential, or earn a wage increase or promotion.	7/30/2017	JB/CP
Goal 2	Job Candidates	Progress	Date Updated	Staff Initials
A	Define professionalism skills, identify metrics and create training guidelines that can be leveraged by partners	TAP Professional Development Group - largely in information gathering mode, working to understand what PD is already occurring in WorkSource Centers and across the system. They have \$60K to invest in training or other opportunities but no decisions have yet been made.	6/30/2017	JB
		WorkSource is putting together a new hire packet for all new employees, regardless if ResCare of ES. They will receive same training and resources.	2/6/2017	AG
		Youth Programs have been asked to articulate their specific career pathways and discuss how they present them to youth at the Quarterly Provider Meeting in January, as well as continually in program meetings.	12/20/2016	MM

B	Create and communicate career pathways	<p>The second iteration of the Regional Manufacturing Workforce Plan was launched in July 2016. One of the three goals remains new worker training. An industry workgroup has been working on a messaging campaign similar to the co-investment model developed by the LTC industry, to attract new workers and career changes. MOU's have been signed by several employers. Next the campaign will be taken to economic development and community partners. The messaging campaign hopes to create awareness about the industry and create clear pathways in the manufacturing industry. Manufacturers and ec dev in the collaborative region have invested \$47,500 to the messaging campaign. The manufacturing campaign was added to the Sector collateral contract with Veritas (WSI as lead) to simultaneously compliment and expand the work in progress for our regions four target sectors. Digital ads, an online portal and printed materials will be available to job seekers and WorkSource center staff mid fall.</p>	7/30/2017	CP
		<p>In coordination with the CWWC, WSW is working with a marketing firm to create sector collateral for use in the region's WorkSource centers, which will draw job candidates to our high-growth, high-demand sectors by creating interest, and showing clear pathways to living wage jobs. Work continues on this project which will launch in early fall. This sector focused project should be complete in early fall, with a website which directs job seekers to career exploration, training and jobs, as well as a digital marketing campaign to direct job seekers to the site, and materials and training for WorkSource center staff to better understand the importance of educating job seekers about the high growth, high demand occupations in the region.</p>	7/30/2017	CP
		<p>In discussion with Washington Technology Association to implement the Apprenti Tech Apprenticeship program in SW WA to meet employer demand, earmarking Reboot NW and sector funding. Discussion with Tech employers led WSW and collaborative partners to change strategy by moving away from the Apprenti apprenticeship model to that of Launchcode. The Launchcode model will be discussed at the 8/29/17 Tech Employer Focus Group to best gauge how to move forward with this apprenticeship model in SW WA.</p>	7/30/2017	CP
		<p>Delivered multiple Certified Production Technician courses via Clark College and LCC, to train job-ready candidates in STEM skills for the manufacturing industry. CPT will be revisited with the 5 area colleges and WorkSource staff in August 2017 to revitalize this program in the region.</p>	7/30/2017	CP
		<p>Our Long Term Care team has worked with employers to determine which pathways already exist and which can be developed, and has built those pathways into the marketing campaign.</p>	1/18/2017	MB
		<p>Our Construction team is currently working with employers to determine pathways.</p>	1/18/2017	MB

		The Construction Workforce Plan was launched on July 19. The plan includes the following priority areas: "Connect Youth to Jobs and Training Opportunities in Construction," "Advance Equity and Diversity in the Construction Industry," and "Improve Retention of Existing Apprentices and Workers." The next step is to begin work on strategies that connect to all three priority areas, including the development of career pathways, a mentorship program, and a calendar with recruitment events for the industry that school districts can use.	7/27/2017	MB
C	Expand services in rural communities	WIOA Youth Title I contract executed with Wahkiakum High school January 1. This will open up WorkSource services as well to this community--more comprehensively than before.	12/20/2016	MM
		The YouthWorks Program will extend its services to Ridgefield School District, Woodland School District, and Kalama. These negotiations are occurring currently with a plan of MOU's being signed by July 1.	12/20/2016	MM
		The Youth Employment Summit in 2017 planning team expanded access to the event at the Clark County Event Center by providing transportation for the youth from more rural areas.	6/30/2017	MM
		Wahkiakum Job Fair May 2017	7/20/2017	AG/AJ
		Cathlamet Community Center houses WorkSource resources and services and is staffed once a month and on demand as opportunities are available. Self-serve functions are available daily 8-1pm.	7/20/2017	AG
		Collaboration and coordination of marketing and outreach between WSW, WorkSource and Clark College on several programs, including Clark's Rural Access Mechatronics training.	6/30/2017	JM
		WSW collaborated with Goodwill in Longview to promote success of industrial training program pilot at NW Motors to call attention to the program and services provided in Cowlitz County.	6/30/2017	JM
		Developing a strategy with Employment Security Department workforce team and Open Sesame (platform designer) to offer a robust online training resource to SW Washington job seekers. Will be modeled after www.trainoregon.com, which was developed by WSI with Open Sesame. Allows for several thousand industry recognized training options in key sectors to be offered to anyone with a computer and wifi access. WorkSource will oversee user access controls. SW WA to pilot the program in early 2018, with plan to roll-out to entire state in the future.	7/30/2017	CP
		Goodwill Longview has hired a Navigator in their Work Opportunity Center who is leading classes on follow-up in the beginning of WIOA enrollment rather than waiting till the completion of their GED/diploma.	10/31/2016	MM
		The YouthBuild program is continually putting on re-engagement events for past YouthBuild cohorts.	10/31/2016	MM
		A referral process has been set up between case managers at WorkSource and PIC to provide wrap-around services to YouthBuild participants. If this works, this process could be then used in all of our youth services in the new contract year.	12/20/2016	MM

D	Focus on retention and follow-up services	The YouthWorks Program is working to catch the successes of Catalyst in terms of finding how many youth return to Catalyst after a first use. This will be with a small sample size from each of the YouthWorks schools, and will be analyzed in the following months.	12/20/2016	MM
		LEAP grant provides services to inmates while incarcerated and then leveraging WIOA dollars at release (follow-up to LEAP) to provide pathways to either education or employment.	2/6/2017	AG
		Each Title 1 Youth provider will streamline their follow-up services, in order to maintain a coordinated way across providers and the region	6/30/2017	MM
		Our Long Term Care investors have been given access to the Core Value Index (CVI) a recruitment and retention tool. Investors have largely been using this to measure the fit of their current employees in their positions and as a team, and have found it to be valuable in retaining current employees.	7/27/2017	MB

Goal 3	Workforce System	Progress	Date Updated	Staff Initials
		The Emerging Workforce Committee will create a new subcommittee to focus on visibility and the creation of a platform to share documents and events for committee members. This subcommittee has chosen to "connect youth to provide necessary resources to support them."	12/20/2016	MM
		Workforce Southwest's Communications Manager serves on the statewide WWA-WorkSource Brand & Media Committee, a joint venture of the state's workforce boards and Employment Security's communications team, to advise on WorkSource branding efforts and communicate with the local WorkSource centers.	12/27/2016	JM
		The WWA-WorkSource Brand & Media Committee met in January 2017 to begin developing a WorkSource suite of materials for business services. A new brochure was completed and provided to WorkSource business services staff in second quarter 2017.	6/30/2017	JM
		Coordination and collaboration between the WSW's Communications Manager and WorkSource staff continues to increase. Assistance has included press release writing, outreach brainstorming and flyer development.	12/27/2016	JM
		Contracted to teach WorkSource staff best practices for writing and posting information on social media. Online ads targeting long-term unemployed and dislocated workers resulted in an increase in the number of people coming to the centers and large numbers of attendees at Vancouver WorkSource hiring events (60 attendees in July and 80 in August). WSW launched a website containing Southwest Washington-specific WorkSource information to connect individuals who click on the Facebook ads to information about services in our area.	6/30/2017	JM

A	Coordinate marketing and outreach to establish strong brand awareness	A Business Solutions Consortium of ResCare, Employment Security, Greater Vancouver Chamber of Commerce and the Kelso Longview Chamber of Commerce was awarded a contract to develop and implement outreach to businesses to promote WorkSource services. A facilitator was hired to help the group develop processes and procedures to work together effectively. A kick-off meeting was held in December and full-day session was held at the end of January.	12/27/2016	JM
		The Business Solutions Consortium has cross-trained staff to be able to discuss services provided by other partners. Employee shared by WorkSource and Kelso Longview Chamber is in place.	6/30/2017	JM
		Begin marketing and branding youth Title 1 Youth programs under one single brand entity	6/30/2016	MM
		Coordination of marketing Catalyst as the way to engage businesses across all contracts.	6/30/2017	MM
		Youth Employment Summit 2018 Breakfast for Employers to engage employers around hiring youth in our local community. This is supported and involves many community partners in planning.	6/30/2017	MM
		Teacher Externships have been funded via our Community Foundation dollars for Summer 2017. Four school districts have agreed to participate, and 10 teachers will receive this opportunity this summer. There will be a presentation in August to reveal skills gained.	6/30/2017	MM
		Collaboration and coordination of marketing and outreach between WSW, WorkSource and Clark College on several training programs, including Clark's Rural Access Mechatronics training.	6/30/2017	JM
		Collaboration between WSW and Employment Security's communications team on selection of contractor to provide online outreach services to promote WorkSource across the state. Lead by WSW's Communications Manager, WorkSource has developed a new outreach and recruitment model leveraging social media and new resources as a way to connect to target audiences. We're still in the early stages of this effort, but WS has already adapted new posting procedures.	7/31/2017	WJW
		The Operator addressed DOL compliance issues with One-Stop Branding. At WS Kelso & Vancouver, new door decals and exterior signage was put into place reflecting the DOL's required tagline of "A proud partner in the American Job Center network."	7/31/2017	WJW
	Co-enrollment meetings have begun between youth and adult services to coordinate and leverage services and funds Those on the meetings have been divided into sub groups and have been tasked to come up with plans on 1. Referral Process, 2. Service Delivery, 3. Data Tracking	12/20/2016	MM	
	Integrated Service Delivery with co-enrollment - changing the way we deliver services at WorkSource and enroll all eligible into WIOA Title I Adult and WIOA Title III Wagner-Peyser.	2/6/2017	AG	

B	Coordinate, standardize and leverage programs and services	All Title 1 Youth programs are now leveraging the others for shared performance, standardized practices for ETO input, standardized policy and procedures, cost per participant, personnel costs, etc.	6/30/2017	MM
		All Title 1 Youth Programs have access to the various programmatic strengths that each program separately has attained over the years. This will be done via electronic charting, and streamlined ways in which they practice.	6/30/2017	MM
		WSW Fiscal Team provided leverage training to ResCare to enhance the reporting and expand the leveraged resources.	7/20/2017	AG/MA
		Co-enrollment will begin 9/1/2017. The design team is in place and will develop co-enrollment procedures and implementation plans by late August. Focus will be on BFET and Workfirst customers with a gradual transition to all customers (during Sept). This ISD Plan has been established with Title I and Title III. PointB's contract will be extended, allowing them the opportunity to facilitate this project. Key teams have been formed (though assignments haven't been made). The HCD project will begin in October, with customer surveys in September. The four areas of focus will be customer engagement, training and rollout, Business solutions, and Reporting (co-enrollment, ETO and performance impact).	7/31/2017	WJW
		WorkSource Leadership Team development - WS leaders (Business solutions, Employment Security , Title I and the Operator agreed to move under a distributed leadership model. Under this model, the 4 leaders would have equal contribution to the operation of WS. As new partners come on, this leadership team with grow. A RACI is planned to Sept. 2017 to clarify roles and responsibilities. This model is a necessary precursor to asking staff to form functional teams. This has been in place for the past 3 months.	7/31/2017	WJW
C	Create standard systems for referring job candidates to ensure quality	The YouthBuild partners are working to design referral pathways that will reveal who is a ready candidate for adult services (WorkSource), and if they are not "ready" then the partners are working on a process to provide the adult services in the PIC environment.	12/20/2016	MM
		All Title 1 Youth Providers are developing the same system for referring to all community partners, the adult system, etc.	6/30/2017	MM
		At WorkSource, efforts are underway to the move towards function-based teams. In this approach, major job functions will be tackled from a cross-functional approach - giving customer access to the best of our system. These teams will also be staffed based upon Sector expertise. Business Solutions staff will lead sector teams that will have an in-depth knowledge of each of our 5 sectors (Construction, Healthcare, Manufacturing, technology and Logistics). As these teams mature, they will develop "job-ready" standards - specific to their sectors. These standards will be used to ensure candidates are in fact job ready.	7/30/2017	WJW

D	Ensure a professional atmosphere at WorkSource and Youth Providers	Relocated WorkSource offices have made continual efforts to ensure professional atmospheres. Staff teams regularly meet to address concerns and develop new or enhanced protocols.	12/15/2016	JB
		Although we just moved into space at WorkSource, we are already finding that we have too little space and that affects professionalism. We are working to locate other space that might work as a connection or affiliate site.	12/15/2016	JB
		All Youth Staff have undergone trainings around Racial Equity, Trauma Informed Care, and will also attend the WWA Conference and NAWDP in the Fall 2017.	6/30/2017	MM
		Professional Development training is in the works for WorkSource staff	7/20/2017	AG/KP
		At WorkSource, all staff participated in Business Etiquette training that focused on maintaining professional relationship and interactions, profession attire, and communication and behavior habits.	6/14/2017	WJW
		In partnership with WSW Marketing Manager, the WorkSource Leadership team developed a new system-wide signature block (with EO statements) that all partners within WorkSource will utilize. Along these lines, staff have agreed to wear nametags during work hours and offsite events.	7/31/2017	WJW
E	Increase access to mentors, internships and work-based learning opportunities	Planning meetings have begun to create the best strategy for schools and business for the use of Catalyst. This will increase the amount of mentor/internship/work-based learning opportunities.	10/31/2016	MM
		Goodwill Longview now has a Business Coordinator who is actively recruiting businesses in Cowlitz County for internships, etc.	10/31/2016	MM
		Continual business engagement and career pathway planning meetings with current youth providers.	12/20/2016	MM
		Youth Initiatives Manager will be meeting with Costco and DHS for a potential mentoring opportunity for our Youth Programs in January.	12/20/2016	MM
		The Youth Employment Summit increased access to mentors/summer employment opportunities.	6/30/2017	MM
		Manufacturing Day allowed many youth in Clark County to participate in hands-on experiences built around manufacturing. This took place in October 2016, and will take place in October 2017 as well.	6/30/2017	MM
		WorkSource is exploring Customized Training, a new training opportunity developed with the employer and a guarantee job at the end of training.	7/20/2017	AG/KP
Goal 4	Funding	Progress	Date Updated	Staff Initials
		Applied for funds from Riverview Bank, Harvest Foundation and Weyerhaeuser to supplement Youth programs. Weyerhaeuser \$15,000 funds will go to the South Kelso Construction Project. YouthBuild partners, with WSW as the lead applicant, will re-apply in the spring.	12/20/2016	MM

A	Increase non-WIOA funding	Applied and received funds for a South Kelso Art Mural Project from the Price Foundation.	6/30/2017	MM
B	Align fund sources to maximize leverage	Process Improvement budgets across grants have been combined to address system work.	8/21/2017	MA
		ResCare staff training during monitoring	7/20/2017	AG/MA
		Talks have begun with ResCare to ensure that all funding sources are leveraged by creating co-enrollment processes	6/30/2017	JB
		Youth providers applied for Title I youth funding as a consortium to ensure that youth services are not duplicated but rather distributed to whichever organization has the most expertise. Added ResCare into the Consortium to ensure leadership for the consortium. Providers are discussing further options in advance of a youth employment center options in 2018.	6/30/2017	MM
		Developed strategies to co-enroll youth and adults to better leverage funding.	6/30/2017	JB
C	Research funding sources and apply	A list of foundations/organizations to apply for funds from has been created.	10/31/2016	MM
		Applied for funds from Riverview Bank, Harvest Foundation and Weyerhaeuser to supplement Youth programs. Received \$15,000 from Weyerhaeuser.	12/27/2016	JM
		Applied and received funds for a South Kelso Art Mural Project from the Price Foundation.	6/30/2017	MM
		Applied for NWDG \$500K in funding from Employment Security for technology apprenticeship programs.	8/10/2017	KP
		Applied for \$17K in Community Foundation funding to create a community workforce system scan	6/30/2017	KP
D	Educate Legislators	Emerging Workforce Committee's subcommittee "Funding and Sustainability" will focus on achieving one goal around further education of legislators about workforce services. Their first step is to "identify the current legislative agenda for Workforce SW WA."	12/20/2016	MM
		Updates have been sent to state elected officials including workforce data, reports, updates and other pertinent information about the workforce system.	12/27/2016	JM
		Invited elected officials to ribbon cuttings for WorkSource Cowlitz-Wahkiakum and LEAP program. CEO met newly-elected official and WorkSource Vancouver staff provided a tour of the center.	12/27/2016	JM
		Arranged and hosted meetings in Washington DC with Senator Murray and Congresswoman Herrera Buetler.	4/1/2017	JB



Emerging Workforce Committee Meeting

August 29, 2017

Members Present: Kelley Foy, William Westmoreland, Angela Simmons, Darcy Hoffman, Katie Miles, Andrew Westlund, Bill Skidmore, Christine Katon, Mark Wreath, Mike Bridges, Dennis Kampe, Josh Beaman, and Marcie Ebarb

Members Absent: Kelly McNutt, Ashley Sierra, Denise Smith, Darcy Altizer, Mike Zanhizer, Sue Orchard, Ryan Cunningham, Cass Parker, Eric Kindvall, Morgan Parker, Rebecca Royce, Melissa Boles, Carl Cecka, and Ashley Cruz

Round-Table Youth Program Updates: See attached handout. All bullets in red are requests for participation.

- Performance and Spending Review: See attached handout.

Survey: Committee members participated in a survey to gauge interest on various subjects and to take a look at our last program year. The Youth Initiatives Manager will create a synthesis of information from these surveys, and report back in the next meeting. [If you were unable to do the survey in the meeting, please complete here.](#)

Focus Group Question Brainstorm: In groups of four, the committee members worked to develop an initial list of questions for upcoming focus groups centered on the rebranding and development of partner planning for our youth employment center to open in July of 2018. These focus groups are for four major categories: (1) Business Leaders, (2) Community Partners, (3) Service Providers, and (4) Youth (Cowlitz and Clark separate).

An email will be sent out to request individual requests on those to participate in the focus groups by the Youth Initiatives Manager on Wednesday, August 30th.

Comments for the good of the order:

- The next meeting will be held on **November from 3-4:30 at a Cowlitz specific location TBD. The meeting will focus on sub-committee report outs and planning time.**

Adjournment: With nothing further for the good of the order, the meeting adjourned at 4:35 p.m.



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Next Steps:

You will likely see an email from me requesting your engagement and participation in a focus group to guide our strategy and framework for our youth employment and training center. This space will be a great place for your concerns, excitement, and great ideas for our space, and I am hopeful that each one of you will be able to share.

Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.

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Community Workforce Partnership Committee Meeting Minutes – 08/14/2017

Members Present: Robert Gaffney, Gaffney Counseling Services; Meredith Hardin, Services for the Blind; Paige Spratt, Schwabe Williamson & Wyatt; Nina Davenport, Agency on Aging and Disabilities for Southwest Washington; Bianca Kolle, DSHS-Division of Vocational Rehabilitation; Dani Trimble, Lower Columbia College; Eka Frimpong, WorkSource Vancouver; Tina Ailinger, DSHS-Division of Vocational Rehabilitation; Dave Cole, WorkSource Vancouver-Kelso; Anne Goranson, Employment Security Department; Noel Woods, WorkSource; Heather Fox, WorkSource Kelso; and Rosemary Brinson Sipola, Kalama City Council.

Staff Members Present: Jeanne Bennett, CEO; Kevin Perkey, Adult Initiatives Manager; Cass Parker Senior Industry Initiatives Manager; William Westmoreland, Workforce Systems Manager, and Susan Pagel, Office and HR Manager.

Welcome, Introductions, Agenda Overview

Chair Robert Gaffney called the meeting to order at 9:07 a.m. and welcomed everyone in attendance. Following introductions, a motion was entertained to approve the minutes from the CWP meeting that took place on May 8, 2017 in Kelso, WA. Upon the motion duly made and seconded and with no discussion forthcoming, the motion was approved with all in favor.

Work Group Updates

Targeted Populations Success Stories:

Dave Cole and Noel Woods of WorkSource shared recent success stories from the Reboot NW and LEAP programs. Additional updates were provided on a recent job fair and a new endeavor out of WorkSource Vancouver called the Kids Coding Club, developed to engage the community's youth in IT coding and gaming creation. Discussion ensued regarding the success of the LEAP program and opportunities for expanding this type of program to prisons and work-release organizations to leverage the impact of this program in the community.

Data and Performance and Spending Overview (Kevin Perkey, WSW Adult Initiatives Manager):

Kevin Perkey explained that WSW has been striving to gain better understanding of the overall Washington State WorkSource data available for analysis. Mr. Perkey shared several spreadsheets with data pulled from the State's ETO data system related to the Adult programs in the SW Washington service area. Data shared included information regarding five-year employment trends for adult and dislocated worker populations who have exited out of programs provided through WorkSource.

Discussion ensued regarding the difficulty of getting the information out of the system that will extrapolate accurate data regarding barriered populations, duplicative services, co-enrollment, and overall employment information for those who have exited any of the available programs at



WorkSource. The next step will be for the working group to reconvene to further explore what data we need, where we can find it, and how we best want to report/show our investment impacts.

System Work (William Westmoreland, WorkSource Systems Manager)

Integrated Service Delivery (ISD):

William Westmoreland informed the CWP members that on July 1st, the partner MOU was signed that describes WorkSource functions, partner commitments, the infrastructure funding agreement (IFA), client processing from one agency to the next, and data sharing. Mr. Westmoreland detailed the IFA currently under construction, including the overall system budget and funding for WorkSource centers. WSW is currently working with a consultant to develop a template for this IFA. The local IFA is due to the governor by October 1st to prevent the State from dictating how this IFA will work in SW Washington.

Center Certification Status:

Mr. Westmoreland detailed the state-defined criteria, processes, and status for certifying the WorkSource one-stop centers, including affiliate and connection sites. Mr. Westmoreland also detailed the Integrated Service Delivery (ISD) model currently in place at the WorkSource centers to triage all visitors entering through the front door, ensuring that all participants are correctly assessed via a functional team approach that better addresses each customer's needs and appropriately funnels customers into identified, in-demand sectors. Last, Mr. Westmoreland detailed the operator implementation strategy, including the focus of the Employment Security contract and the roles of the WorkSource Leadership Team.

Next Steps

Chair Gaffney summarized the meeting's discussions, noting that the next CWP meeting will take place on Monday, November 13, 2017 at WSUV.

Adjournment

With nothing further for the good of the order, Chair Gaffney adjourned the meeting at 10:38 a.m.



CONTRACT MEMO

DATE: SEPTEMBER 6, 2017
TO: JEANNE BENNETT
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DATA AND COMPLIANCE MANAGER
RE: CONTRACT UPDATE (JUNE 2017 – AUGUST 2017)

WSW **executed** the following contracts:

- ResCare Workforce Services to provide Incumbent Worker training for \$200,000.
- ResCare Workforce Services to provide Rapid Response Increased Enrollments and Employment Initiative for \$200,020.
- Webfor for annual website hosting and maintenance for \$4,080.
- Vancouver School District to reimburse teacher externships not to exceed \$11,700.
- Battle Ground School District to reimburse teacher externships not to exceed \$3,000.
- Camas School District to reimburse teacher externships not to exceed \$3,900.
- Agnes Balassa Solutions, LLC to work with 6 other WDBs to develop a common IFA not to exceed \$9,500.
- Columbia River Economic Development Council's contract for Business Outreach for \$26,500.
- Cowlitz Economic Development Council's contract for Business Outreach for \$25,000.
- Covenant Technology's contract to provide IT services for one year for \$26,000.
- Washougal School District to reimburse teacher externships not to exceed \$1,500.
- Pyramid Communications procured to facilitate youth focus groups, marketing and outreach for the PY18 Youth One-Stop, not to exceed \$45,780.
- Partners in Careers' contract to provide Clark County services under Title I Youth for \$180,000.
- Wahkiakum School District's contract to provide Wahkiakum County services under Title I Youth for \$10,201.
- Goodwill of the Olympics and Rainier Region's contract to provider Cowlitz County service under Title I Youth for \$75,000.

WSW **modified** the following contracts:

- ResCare Workforce Services' Reboot NW Training contract modified adding \$15,000 to Individual Training Account line item and move money within the training line items. Total contract amount \$1,080,210.53.
- ResCare Workforce Services' LEAP contract was modified adding the leverage requirement of \$299,247.
- May52, Inc's contract was extended to December 31, 2017, to complete the work with the social media campaign.
- Agnes Balassa Solutions, LLC's contract was increased by \$3,500 to help with our local Infrastructure Agreement new amount not to exceed \$13,000.

WSW **notification of grant award:**

- WSW received PY17 WIOA Title I formula grants from Employment Security Department:
 - Youth for \$1,286,995
 - Administrative Cost Pool for \$185,871
 - Adult for \$156,683 (July allocation only)
 - Dislocated Worker for \$229,164 (July allocation only)
- WSW received another year of funding from the Workforce Training and Education Coordinating Board for the Opportunity Partnership Program in the amount of \$45,000. WSW will subcontract with Lower Columbia College to fulfill deliverables under this grant.



POLICY MEMO

DATE: SEPTEMBER 6, 2017
TO: JEANNE BENNETT
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DATA AND COMPLIANCE MANAGER
RE: POLICY UPDATES

During the June, July and August Executive Board meetings, the below policies were approved with no additional revisions necessary.

Training Handbook – Entrepreneurial Training

At the request of our service provider, WSW revised this section of the handbook to clarify the intent and give more clear guidance on how to spend the entrepreneurial dollars. Some of the revisions loosened up the procedures as it became evident the requirements were too strict. See attached document (Section 6) for the revisions seeking approval.

Training Handbook – Customized Training

This section of the handbook required a revision to align with the State policy revision. See attached document (Section 7) for the revisions seeking approval.

Income Charts #3018

WSW revised this chart to reflect the 2017 income requirements for Title I and YouthBuild programs and Priority of Service under Title I Adult. The State sends out the guidance and we format it and align it with our programs.

Dispute Resolution #4007

WSW revised this policy to update with the new WSW name and branding. In addition, align with WIOA legislation.

Title I Follow Up Services for Adult & Dislocated Workers #3034

Following WIOA Law, Employment Security Department issued Policy #5620 that states the minimum requirements for administering follow up services and Local Workforce Development Boards must implement a local policy within 90 days. WSW wrote a policy with the same parameters as written in the State policy with no local revisions.

Policy Approval Process

The Executive Board approved the following approval process in August. Moving forward we will follow this process.

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.

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.

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.