



**WSW BOARD OF DIRECTORS
AGENDA
Wednesday, March 8, 2017
4:00 pm to 6:00 pm
Cowlitz County Administration Building
General Meeting Room, Third Floor
207 4th Avenue North, Kelso, WA 98626**

4:00 pm	Welcome, introduction of members, guests, and staff	
4:05 pm	Consent Agenda	Action
	<ul style="list-style-type: none">• Minutes, December 14, 2016• Contract Approval Memorandum• Policy Memorandum• Finance Committee Report	
4:10 pm	Youth Proposal Presentation	Action
4:30 pm	2016-2020 Strategic Plan Update	
4:45 pm	WorkSource Systems Re-organization	
	<ul style="list-style-type: none">• Integrated Service Delivery• Business Solutions• Operator	
5:45 pm	Public Comment	
6:00 pm	Adjourn	

UPCOMING EVENTS:

- Spring Event: April 28, 2017
- Council Meeting: June 14, 2017

Attachments:

- Contracts Dashboard
- Interlocal Agreement



workforce
SOUTHWEST WASHINGTON

WSW Board Meeting Minutes
December 14, 2016
4:00 p.m.
Per Telephone – WSW Offices
805 Broadway, Suite 412
Vancouver, WA 98660

Board Members Present: Tina Ailinger, Mike Backman, Mike Bomar, Bob Carroll, Kelley Foy, Robert Gaffney, Anne Goranson, Bob Gustainis, Kristine Hammond, Bob Knight, Paige Lake, Jim Lucey, Eddie Martin, Julie Olson, Angela Simmons, and John Vanderkin. Also present was new board member candidate, Shannon Stull.

Board Members with Excused Absences: Ben Bagherpour, Chris Bailey, Mike Bridges, Ilona Kerby, Diane McWithey, Bill Skidmore, and Ted Sprague

Board Members with Unexcused Absences: Darcy Altizer, Renny Christopher, Keath Huff, Kathy Jennings, Denise Smith, and Paige Spratt

Guests Present: Due to a last-minute switch to a phone-in-only option for this meeting predicated on inclement weather, only individual board member attendance was noted for the minutes. Accordingly, guests who were present for the meeting were not specifically identified.

Staff Members Present: Marie Andrus, Jeanne Bennett, Melissa Boles, Miriam Martin, and William Westmoreland

Welcome, Introduction of Members, Guests, and Staff

Chair John Vanderkin opened the meeting at 4:06 p.m. and welcomed everyone in attendance.

Due to inclement weather and poor road conditions, the meeting took place via telephone conference. Jeanne Bennett took a roll call of board members in attendance. Quorum was established, and attending staff members were identified. A revised agenda was approved, mitigating two informational presentations.

CONSENT AGENDA

A motion was entertained to approve all items contained in the Consent Agenda. Upon the motion made by Bob Knight and seconded by Mike Bomar and with no discussion forthcoming, the Consent Agenda was approved in its entirety with all in favor.

BOARD BUSINESS

Election of New Council Members: Two candidates for WSW board membership were considered. The members had been provided with resumes and biographies of Shannon Stull, Laborers 335,

representing labor for all three counties; and Frank Hurtarte, Regional HR Manager for Kaiser Permanente, representing Clark County private sector.

After open discussion, a motion was made by Bob Knight and seconded by Mike Bomar to approve both candidates as members of the Board. With no further discussion forthcoming, the motion was approved with all in favor.

BUDGET 2016/2017

WSW's CFO, Marie Andrus, along with Treasurer Jim Lucey, detailed the proposed changes in the WSW PY16 budget subsequent to the approved October 2016 revision. It was also proposed that, due to changes in funding panel and contract terms, the regular annual budget revision be removed from the Board's consideration in September to an annual Board consideration in December, in order to be more inclusive of pertinent data.

A motion was called to approve the PY16 budget revisions as presented and schedule future budget revisions for the December Board meeting. Upon the motion duly made and seconded and with no further discussion forthcoming, the motion passed with all in favor.

YOUTH SERVICES REQUEST FOR PROPOSAL:

WSW Youth Initiatives Manager, Miriam Martin, updated the Board on the Request for Youth Services Proposal, released December 5, 2016. The timeline of activities, reviews, and decision-making was considered for the three-year, consortium-oriented proposal.

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 5:09 p.m.

(MLA)



CONTRACT MEMO

DATE: FEBRUARY 27, 2017
TO: JEANNE BENNETT
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DATA AND COMPLIANCE MANAGER
RE: CONTRACT UPDATE (DECEMBER 2016 – FEBRUARY 2017)

WSW **executed** the following contracts:

- ResCare Workforce Services' contract for DOL LEAP project for \$362,536.
- Wahkiakum School District's contract to provide WIOA Youth services to young adults in Wahkiakum County for \$10,766.
- ResCare Workforce Services' contract to administer WorkSource Business Solutions Consortium in the amount of \$250,000.
- ResCare Workforce Services' contract to provide services under WIOA Adult and Dislocated Worker in the amount of \$2,322,359.

WSW **modified** the following contracts:

- We modified ResCare Workforce Services' Sector NEG contract to revise their budget detail and performance to move within training line items.
- We modified Cascade Community Services, Inc.'s contract to revise their budget detail.
- We modified Educational Service District 112's contract to add the Weyerhaeuser construction funds for the South Kelso Project.
- WSW and CREDC mutually terminated Contract #15-35 for the shared Secretary position (Kim Cheatley). WSW decided to hire an Office Assistant to help with front desk duties; this will eliminate the shared position of "Secretary."
- Modified Goodwill's WIOA Youth contract to reflect a budget change requested to move between participant line items. Original contracted amount did not change (\$75,000).
- Modified Point B facilitation contract to increase budget by \$10,515 for a total contract of \$23,323 and extend end date to March 31, 2017.

WSW **notification of grant award and authorization to subcontract:**

- WSW received additional Job Driven National Emergency Grant dollars from Employment Security Department for \$93,524.



POLICY MEMO

DATE: FEBRUARY 27, 2017
TO: JEANNE BENNETT
WSW BOARD MEMBERS
FROM: AMY GIMLIN, WSW DATA AND COMPLIANCE MANAGER
RE: POLICY UPDATES

Policy 3033 Training Opportunities

Revised this policy to change branding and align with the changes to the handbook.

Training Handbook

Once the WIOA Final Rules came out and Employment Security Department Policy adjusted their policies, it became apparent we also needed to revise our handbook. Changes to this handbook include:

- Change agency branding throughout including:
 - Changed our name from SWWDC to WSW
 - Changed logo
 - Changed hyperlinks throughout document to point to our new website
- Made Pre-Vocational Short-Term Training into a separate section, this was a need that was necessary with the Final Rules. It is also easier for the user to find the guidance once separated out.
- Added Entrepreneurial Training Section 6, during our last program monitoring it was apparent we needed to provide guidance to our providers about funding entrepreneurial training. It is a requirement that we must spend a specified amount of Adult and Dislocated Worker dollars on entrepreneurial training.
- Added Customized Training Section 8, the definition of Customized Training changed significantly with the Final Rules. The new definition requires the Adult and Dislocated Worker service provider to work directly with employers to fund an industry specific training for newly hired employees or job seekers that must be hired at the completion of the training. We are not sure if our provider will utilize this training, but wanted to make it possible by adding it to the handbook.
- Revised the ITA section to allow participants to receive grant-funded services if working and/or living in Washington State. The previous version would only allow for those participants working and/or living in our tri-county area. This will open it up to better serve our clients in a space they are comfortable.

During the January and February Executive Board meetings, all above revisions were approved with no additional revisions necessary.

AG



Workforce Southwest Washington

Finance Committee

Minutes – Meeting of February 15, 2017 – **DRAFT**

A meeting of the WSW Finance Committee took place via WebEX

Members Present: John Vanderkin, Paige Lake, Ilona Kirby

Members Absent: Jim Lucey (Leave of Absence)

Staff Present: Marie Andrus, Barri Horner

The meeting was called to order at 4:08 P.M.

A motion to accept the minutes of the meeting of January 25, 2017 was seconded and passed unanimously.

The Committee then reviewed internal, contract and grant spending reports for the quarter ending December 31, 2016.

- Internal and Special Project spending are, over all, within budget and at acceptable levels.
- It was duly noted that all ResCare contracts were in a greater than 10% variance situation, many for two quarters in a row.
- Adult Accrual and accrual reversal patterns were outside the norm
- Staff action: A meeting of WSW staff with ResCare local and regional management staff is scheduled for March 7th to examine these issues
- Youth contracts: ESD 112 seems to have fallen farther behind in spending. Monitoring will take place February 9, 2017. Goodwill is on corrective action but is improving. PIC is on target for both spending and performance.

The meeting was adjourned at 4:47 PM.

(MLA)



**Strategic Plan - Progress Report
July 2016 through June 2020**

Goal 1	Employers	Progress	Date Updated	Staff Initials
A	Create satisfied employer customers who return to the system	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.	1/17/2017	CP
		Participating in statewide TAPS Business Engagement workgroup to align practices for offering the best employer customer experience.	1/17/2017	CP
B	Create and implement a plan for training incumbent workers	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.	1/4/2017	WJW
		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.	1/17/2017	CP
		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.	1/17/2017	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 choosing priority areas of focus for the plan.	1/18/2017	MB

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.	2/6/2017	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
B	Create and communicate career pathways	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
		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.	1/17/2017	CP
		In coordination with the CWWC, WSW is working with an ad agency and a marketing firm to create sector collateral for use in the regional 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.	1/17/2017	CP
		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.	1/17/2017	CP
		Delivered multiple Certified Production Technician courses via Clark College and LCC, to train job-ready candidates in STEM skills for the manufacturing industry.	1/17/2017	CP
		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.	1/18/2017	MB
		Our Construction team is currently working with employers to determine pathways.	1/18/2017	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

D	Focus on retention and follow-up services	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
		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
Goal 3	Workforce System	Progress	Date Updated	Staff Initials
A	Coordinate marketing and outreach to establish strong brand awareness	The Emerging Workforce Committee will creating 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 Branding & 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 Branding Committee hopes to meet in early 2017 to begin developing a WorkSource marketing plan and suite of materials for business services.	12/27/2016	JM
		Coordination and collaboration between the Communications Manager and WorkSource center staff continues to increase. Assistance has included press release writing, outreach brainstorming and flyer development.	12/27/2016	JM

		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
B	Coordinate, standardize and leverage programs and services	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
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
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

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
Goal 4	Funding	Progress	Date Updated	Staff Initials
A	Increase non-WIOA funding	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
B	Align fund sources to maximize leverage			
		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

C	Research funding sources and apply			
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
		Approximately once a quarter, Workforce Southwest's CEO has sent state elected officials workforce data, reports, updates and/or 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

										Sub-Contractor Explanation & Plan										
TREND																				
STATUS	Compares spread direction																			
		WIOA - ADULT AND DISLOCATED WORKER	Percent of Contract Term	Current Spending Rate %	CTD Spent \$\$	CTD Budget \$\$	CTD Variance \$\$	Total Contract Budget \$\$	Total Contract Budget Variance \$\$		WSW Staff comments									
		Contract # 16-17 RESCARE*															Less than 5% variance			
		Adult															Less than 10% variance			
	new	Arbor (Rescare)-CLARK	25%	38.8%	364,600	234,769	(129,831)	939,076	574,476	Reboot Leverage requirements have had a significant impact on Adult and DW Contracts. We are running at a higher spend rate, as Reboot does not have enough training dollars to meet training outcomes. We have been forced to only pay \$100 of Reboot for trainings and then pay the remaining balance out of WIOA. Trainings for Reboot start a minimum of \$1,000 and go up from there. Additionally, SPNEG contract is causing overspending in WIOA as the contract did not have enough "Other Personnel" based on our cost allocation plan. Per approval of WSW, we have charged WIOA AD/DW for this shortage, as all SPNEG customers are co-enrolled. With our JDNEG contract just getting started, we have approval from WSW to offset some of SPNEG Other Personnel to JDNEG. SPNEG will be ending next quarter which will reduce spending trend. Our work with WSW to re-define who is eligible for DW will also shift spending from Adult to DW. Despite over spending, Both WIOA AD & DW contracts are performing at high levels and exceeding most targets for their year-to-date performance expectations.	Not acceptable; to be discussed at March 7th meeting									
	new	ARBOR (Rescare)-Cowlitz and Wah	25%	43.0%	124,745	72,520	(52,225)	290,081	165,336								More than 10% variance			
		TOTALS - ADULT	25%	40.9%	489,345	307,289	(182,056)	1,229,157	739,812	We have reduced staff off WIOA to regional contracts and additionally running high in WIOA due to being out of Other Personnel in SP NEG for which the WSW has approved us to charge to WIOA							Completed or Discontinued			
		Dislocated Worker																		
	new	Arbor (Rescare)-CLARK	25%	32.7%	271,664	207,982	(63,682)	831,927	560,263	See above										
	new	ARBOR (Rescare)-Cowlitz and Wah	25%	30.3%	79,281	65,319	(13,962)	261,275	181,994	See above										
		TOTALS - DISLOCATED WORKER	25%	31.5%	350,945	273,301	(77,645)	1,093,202	742,257											
		TOTAL WIOA	25%	33.9%	840,290	580,590	(259,700)	2,322,359	1,482,069											
	*	Not fully executed; based on accruals																		
		WSI Regional Contracts	Percent of Contract Term	Current Spending Rate %	CTD Spent \$\$	CTD Budget \$\$	CTD Variance \$\$	Total Contract Budget \$\$	Total Contract Budget Variance \$\$											
		CONTRACTS BY GROUP:																		
	=	ResCare Reboot 14-34-Career Link	56%	30.3%	56,748	104,809	48,061	187,553	130,805	We have stepped up recruitment and have 2 career link classes scheduled, one for next week and one in April, also trying to get a CL class scheduled for spring break so Reboot participants attending Clark and Lower Columbia College would be able to attend, and have increased staff to Career Link. Having Welding occupations added to our approved occupations will also increase enrollments and spending.							Unchanged			
	↓	ResCare Reboot 14-35 Training	48%	34.1%	363,467	507,415	143,948	1,065,211	701,744	We experienced some staffing turn-over in this grant, but have staff replaced, and now fully trained. 48% of participant funds have either been paid or obligated, which is right on for our program-to-date spending. We have found these trainings to take longer and therefore having to wait for training completion for invoice. Additionally for our ITA dollars we are having to reduce the amount we are spending out of Reboot to ensure we have enough funds to meet target completions over the life of the grant. (See above comments under WIOA AD/DW. Did a Reboot recruiting event 2/9/17, and have 18 potential enrollments, just finished a cohort for soldering and trying to put a cohort together for CPT, and have increased staff to Reboot. Having Welding occupations added to our approved occupations will also increase enrollments and spending.	A new Youth WEX provider has been hired at this time.								Still over 10% but mor	
	←	Cascade Health Reboot NW 15-34	40%	19.4%	11,637	24,000	12,363	60,000	48,363								Still over 10% but less			
		TOTALS			431,852	636,224	204,372	1,312,764	880,912											

		WFB - Opportunity Partnership and YouthWorks	Percent of Contract Term	Current Spending Rate %	CTD Spent \$\$	CTD Budget \$\$	CTD Variance \$\$	Total Contract Budget \$\$	Total Contract Budget Variance \$\$					
Red	↓	16-10 ResCare OPP	55%	15.7%	3,352	11,618	8,267	21,300	17,948	Referrals from Clark College were extremely low this year, and we have struggled to spend support services. We are currently at 29% obligated for support services (\$1,432 out of \$5,000) we have a meeting scheduled for the week of February 13th to create a strategy for spending these funds. Just yesterday the Opportunity Grant Program Specialist found 3 additional students to participate. The remaining funds for OPP are in Personnel and Operating, which we will spend without any necessary changes, prior to contract end date.				38.8%
	↓	16-09 LCC OPP	55%	37.6%	7,516	10,909	3,393	20,000	12,484					17.0%
Green	↑	16-07 PIC YouthWorks	29%	30.6%	36,019	33,631	(2,388)	117,709	81,690					-2.0%
Red	↓	16-08 ResCare YouthWorks	29%	3.7%	2,272	17,625	15,353	61,688	59,416	The staff turn-over discussed under YouthBuild also had an impact on YouthWorks. We have since hired a new staff member who started mid January. With new staff on board, we will see an increase in spending here.				24.9%
		TOTALS	27%	21.9%	49,159	73,783	24,625	220,697	171,538					
		Direct DOL - LEAP Program	Percent of Contract Term	Current Spending Rate %	CTD Spent \$\$	CTD Budget \$\$	CTD Variance \$\$	Total Contract Budget \$\$	Total Contract Budget Variance \$\$					
Red	new	16-12 ResCare LEAP	26%	7.3%	26,597	94,575	67,978	362,536	335,939	We are staffed appropriate, with our 2 staff members now working at the Jail. We experienced delays getting staff hired and completing an extensive background check with the Sheriff's Office. January invoices will show increased spending for supplies to get our Jail Resource Room up and running. We are just now getting participants enrolled in the program. As we see customers start to exit and experience any challenges with connecting to WorkSource Services, we will look to add additional staffing from LEAP to ensure customers are successfully being supported. The need for additional staffing support is being evaluated.				18.8%
							0		0					
							0		0					
			26%	7.3%	26,597	94,575	67,978	362,536	335,939					

**INTERLOCAL AGREEMENT AMONG
CLARK, COWLITZ, AND WAHKIAKUM COUNTIES
TO FORM THE SOUTHWEST WASHINGTON
WORKFORCE INVESTMENT AREA**

WITNESSETH:

WHEREAS, the Workforce Innovation and Opportunity Act of 2014, hereinafter referred to as the “WIOA,” authorizes the Governor of the State of Washington to establish local workforce investment areas with local workforce investment boards to plan and set policy for a local workforce investment system; and

WHEREAS, the Revised Code of Washington, Chapter 39.34, titled “Interlocal Cooperation Act” authorizes the local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby provide workforce development and related services in a manner that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the political boundaries of Clark, Cowlitz, and Wahkiakum Counties have been designated a local workforce investment area by the Governor; and

WHEREAS, the WIOA requires the appointment of local workforce investment board members by local elected officials; and

WHEREAS, the WIOA requires local elected officials and the local workforce investment board to jointly approve the job training plans for the service delivery area; and

WHEREAS, in 2002 the undersigned parties created the Southwest Washington EBOCC of County Commissioners, hereinafter referred to as the “EBOCC,” for the purposes of establishing a process for fulfilling local elected officials’ responsibilities under the WIOA for the local workforce investment area; such purposes are to be accomplished and said common power exercised in a manner hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the parties desire to amend and extend this agreement.

I. DURATION

This Agreement is made effective the 1st day of June 2016, and shall be in full force and effect until the 30th day of June 2021.

II. AMENDMENT

This Agreement may be amended at any time by written agreement signed by each of the parties.

III. TERMINATION

Any party to this Agreement may terminate this Agreement by giving at least 120 days advance written notice to each of the other parties of its intention to terminate this Agreement. This notice of termination shall be effective at the end of the program year in which notice of termination is given.

IV. ADMINISTRATIVE ENTITY

The Counties taking part in this Interlocal Agreement understand and agree that the Workforce Development Council of Southwest Washington (dba Workforce SW Washington or Workforce SW), hereinafter referred to as “Southwest Washington Workforce Development Council,” a private not-for-profit corporation, or any successor of Southwest Washington Workforce Development Council or other entity designated by the EBOCC, shall act as the administrative entity for funds allocated to the workforce investment area pursuant to the Workforce Innovation and Opportunity Act and related federal and state legislation. The Southwest Washington Workforce Development Council will indemnify each of the counties for claims or causes of action arising out of its administration of the grants program. Further, the Southwest Washington Workforce Development Council will obtain and/or retain insurance coverage for liability and/or damage claims.

As the administrative entity, the Southwest Washington Workforce Development Council’s authority shall include: the recruitment, selection, organization, and training of staff; the administration of the budget; monitoring of program operations and performance; grant and contract management; planning; evaluation; contract negotiation and compliance; grievance procedures; affirmative action; EEO; and other duties as deemed necessary by the EBOCC. Pursuant to the Workforce Innovation and Opportunity Act, and consistent with Chapter 42.23 Revised Code of Washington, no Council member or director shall cast a vote on the provision of services by that member or director (or any organization which that member represents) or vote on any matter which would provide direct or indirect financial benefit to that member or director (or to any agency or organization that member or director represents). To the extent possible, Council members and directors shall avoid the appearance of a conflict.

V. WIOA GRANT RECIPIENT

The Southwest Washington Workforce Development Council shall act as grant recipient.

VI. FISCAL AGENT

The Southwest Washington Workforce Development Council, through its Board of Directors, and with the consent of the EBOCC, shall either retain an independent private sector Certified Public Accountant or hire a Certified Public Accountant on its own staff to serve as its fiscal agent and Chief Financial Officer. The fiscal agent shall be responsible for receipt and disbursement of funds awarded the Southwest Washington Workforce Development Council, under the supervision of the Executive Director.

VII. EXECUTIVE BOARD OF COUNTY COMMISSIONERS

The undersigned parties delegate their authority in all matters requiring local elected official involvement under the Workforce Innovation and Opportunity Act or other workforce development legislation to the EBOCC. Any action requiring elected official representation in the development or approval of the workforce investment system plan shall involve the EBOCC as that representation.

The EBOCC shall consist of one (1) elected commissioner from each county. Each county shall be responsible for designating its representative.

The EBOCC shall meet quarterly and conduct business according to its own rules, which include operating by consensus. When consensus cannot be achieved and a vote must be taken, a majority vote is all that is needed to carry the vote. When a tie vote occurs, the tie will be broken in favor of the counties with the combined largest total population voting together on any particular issue.

Three absences by an EBOCC Member over the course of one year shall require the county represented by that EBOCC Member to select another appointee to represent that county on the EBOCC.

VIII. CHIEF ELECTED OFFICIAL

One member of the EBOCC representing the various counties shall serve as the chief elected official to represent the views and interests of local government to the Governor, the Department of Labor, the Workforce Development Council, and other stakeholders in all matters pursuant to the Workforce Innovation and Opportunity Act.

The Chief Elected Official shall be chosen at the first meeting held after January 1 of even numbered years. The Chief Elected Official shall serve for a term of two years. The Board of County Commissioners of the county where the Chief Elected Official serves shall appoint a replacement if the Chief Elected Official is unable to fulfill his/her term. The Chief Elected Official may be removed from the position for any reason by a vote of 66% of the members of the EBOCC.

IX. ADDITIONAL COMMISSIONER ASSIGNMENTS

The EBOCC member(s) serving as the Chief Local Elected Official and on the WDC Executive Board shall be chosen at the first meeting held after January 1 on even-numbered years to serve for a term of two years. If the member(s) is unable to fulfill his/her term, a replacement shall be chosen. The member serving on the WDC Board of Directors may be removed from such assignment for any reason by a vote of 66% of the members of the EBOCC. All members of the EBOCC are welcome to attend and participate in the Workforce Development Council's meetings and special events including retreats but will not be counted for quorum.

X. APPOINTMENT OF WORKFORCE DEVELOPMENT COUNCIL MEMBERS

Each county shall be responsible for the appointment of Workforce Development Council members who will represent their county. Appointment shall be made pursuant to the WIOA. The EBOCC shall establish the size of the Workforce Development Council, geographic distribution of its membership, and its length of terms.

The Workforce Development Council shall fulfill the responsibilities of a Workforce Investment Board pursuant to the WIOA and any other such functions as may be determined. The Workforce Development Council membership shall meet at least quarterly. Additional meetings will be scheduled as needed. The Workforce Development Council will maintain bylaws that specify, among other matters, what are excused and unexcused absences, its process for selecting its Board of Directors, and the authorities and functioning of its Executive Board.

XI. PROGRAM OVERSIGHT

The EBOCC shall approve strategic plans and significant changes in strategic direction of the Southwest Washington Workforce Development Council. The EBOCC shall also approve the annual allocation of funds between the Counties.

The Chief Elected Official may act on behalf of the EBOCC consistent with the developed policy of the EBOCC governing the powers of the Chief Elected Official. The Chief Elected Official may act for the EBOCC, when required, for required programmatic oversight functions.

XII. LIABILITY

The Southwest Washington Workforce Development Council is an entity separate and apart from the parties to this Interlocal agreement, and to the maximum extent

allowed by law, the debts, liabilities, and obligations incurred by the Southwest Washington Workforce Development Council shall not pass through the counties. Liability shall remain with the Southwest Washington Workforce Development Council and its contractors. All contractors entering into agreements with the Southwest Washington Workforce Development Council in order to perform part or all of the obligations created by the Workforce Innovation and Opportunity Act or other revenue sources shall agree to indemnify and hold harmless the EBOCC, the individual elected officials, the counties, and county employees from any and all liability arising from the work performed.

The Southwest Washington Workforce Development Council and any contractors entering into agreements with the Southwest Washington Workforce Development Council shall demonstrate sufficient proof of insurance with the persons and entities named above listed as additional named insureds.

In the event that the Southwest Washington Workforce Development Council and the contractors incur liability over and above the combined total assets, any remaining liability that should flow through to the counties involved in this agreement shall be apportioned based upon funds expended on behalf of residents of the counties.

Approved as to Form:

BOARD OF COUNTY COMMISSIONERS
Clark County, Washington

DocuSigned by:
Amanda Mizchelbrink
560B114A5D5C405...
Tony Golik, Prosecuting Attorney

DocuSigned by:
Marc Boldt
0356466AD7F54DC...
Marc Boldt, Chairman

ATTEST:

DocuSigned by:
David Madore
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David Madore, Councilor

DocuSigned by:
Rebecca Tilton
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Rebecca Tilton, Clerk of the Board

DocuSigned by:
Tom Mielke
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Tom Mielke, Councilor

DocuSigned by:
Julie Olson
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Julie Olson, Councilor

DocuSigned by:
Jeanne Stewart
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Jeanne Stewart, Councilor

Approved as to Form:

BOARD OF COUNTY COMMISSIONERS
Cowlitz County, Washington

DocuSigned by:
Douglas E Jensen
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Doug Jensen, Deputy Prosecuting Attorney

DocuSigned by:
Michael Karnofski
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Michael A. Karnofski, Chairman

ATTEST:

DocuSigned by:
Joe Gardner
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Joe Gardner, Commissioner

DocuSigned by:
Tiffany Ostreim
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Tiffany Ostreim, Clerk of the Board

DocuSigned by:
Dennis Weber
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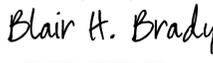
Dennis Weber, Commissioner

Approved as to Form:

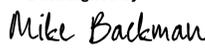
BOARD OF COUNTY COMMISSIONERS
Wahkiakum County, Washington

DocuSigned by:

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Daniel H. Bigelow, Prosecuting Attorney

DocuSigned by:

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Blair H. Brady, Chairman

ATTEST:

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Mike Backman, Commissioner

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Beth Johnson, Clerk of the Board

DocuSigned by:

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Daniel Cothren, Commissioner

The Southwest Washington Workforce Development Council acknowledges and agrees to perform those duties set forth in sections IV, V, VI and XII of this agreement.

DocuSigned by:

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Jeanne Bennett, Chief Executive Officer
Southwest Washington Workforce Development Council