

February 10th, 2023

WDC FINANCE & ADMINISTRATION COMMITTEE

Board Members Present (virtual): Jane Broom, Caroline Chan, Angela Dunleavy (Chair), Jon Holden, Jiquanda Nelson

CLEO's Representatives Present (virtual): Ashton Allison, John Lederer

Guests Present (virtual): Nicole Trimble

Staff Present (virtual): Beth Blanchard, Sheena Clarke, Ericka Cox, Michael Davie, Ana Gaeta, Marie Kurose (CEO), Avi Laudon, Bryan Pannell, Jeff Sikora, Marisol Tapia-Hopper, Joe Taylor

Materials Distributed:

- [WorkSource Certification](#)
- [November 4th, 2022 Minutes](#)
- [EcSA Expansion One-Pager](#)

I. INTRODUCTIONS

Chair Angela Dunleavy welcomed the Committee, staff members and guests with an introduction and let the group know there was a quorum of the Committee in attendance. Additionally, Chair Dunleavy welcomed Board Member, Mr. Jon Holden with an invitation to join the FAC as a member, and he accepted. All attendees provided an opening introduction.

Chair Dunleavy reviewed the February 10th, 2023, Draft Agenda and passed the meeting to Ms. Nicole Trimble, WDC Consultant, Principal and Founder at Braided Rivers to present on the Strategic Framework initiative.

II. STRATEGIC FRAMEWORK

Ms. Trimble began by sharing the WDC's vision, mission, and regional strategic plan as a reminder that the Strategic Framework and Dashboard are crafted directly from those existing documents. Ms. Marie Kurose, CEO, outlined the strategic framework highlighting the pillars of innovation, job quality, advocacy, and community partnerships. These pillars filter down the plan's foundation to include racial equity, systems change, culture & people, and operational excellence. The final level highlights the WDC values: integrity, support, adaptability, inclusion, trust, and courage.

Next, Ms. Trimble previewed the draft version of the Dashboard to measure: Youth and Adult Programs, Business Services, People & Culture, and Operational Excellence. The in-progress draft of the Dashboard measures funding, activities, goal attainment, and the pillars

of the strategic framework. The group discussed risks and barriers, WDC Racial Equity Consultant engagement (ensuring alignment with the WDC's racial equity commitments), tool highlights, including innovative programming, partnership, co-funded programs, succinct and tangible data, and job quality measurement definitions.

III. Action Items

A. Approve November 4th, 2022 -FAC Minutes

Chair Dunleavy reviewed the November 4th, 2022, Minutes and requested additions or clarifications from the attendees, of which there were none. Chair Dunleavy opened the floor for a motion to approve the Minutes. Ms. Nelson made a motion to approve. Ms. Chan seconded. The November 4th, 2022, Minutes were unanimously approved.

B. Mid-Year Budget & Funding Update

Mr. Jeff Sikora, Director of Finance and Contracts, briefly summarized the Mid-Year Budget & Funding Update. Mr. Sikora provided the following updates and highlights:

1. June 2022 Approved Budget
2. January 2023 Revised Budget
3. Adjustments to Actual Carry in & Planned Carry Forward
4. New Grant Awards

Chair Dunleavy opened the floor for a motion to approve the Mid-Year Budget and Funding to the Full Board Consent Agenda. Mr. Holden made a motion to approve. Ms. Chan seconded. The FAC unanimously approved the Mid-Year Budget and Funding to Full Board Consent Agenda.

IV. Report-Out

A. Workforce Innovation Opportunity Act (WIOA)

- PY-22 Worksource Certification & Tukwila Provisional

Chair Dunleavy introduced Ms. Beth Blanchard, Strategic Consultant, to report on WIOA. Ms. Blanchard outlined The WorkSource Certification including:

1. Three Year WIOA certification requirements for WorkSource sites
 - Areas of Certification
 - 2023 Certification Process & Timeline
2. Mandated processes and tools Federally directed by Employment Security Department (ESD)
 - State and local One-Stop partners
 - Mandated to collaborate in developing and implementing a One-Stop delivery system
 - One comprehensive center to represent all mandatory partners
 - WorkSource Seattle-King County
 - 2 Centers
 - 5 Affiliates
 - 39 Connection Sites
3. Worksource Tukwila/YouthSource
 - Department of Labor Compliance Issue (September 2022)
 - Provisional Status Determination

- Awaiting Affiliate Status Proposal

Ms. Blanchard informed the group of the formation of the Site Certification Committee, including WDC Staff & Board members. Ms. Kurose acknowledged Mr. Holden's participation in the Tukwila Affiliate site monitoring. Mr. Holden shared appreciation with the group on the process and handling of the monitoring. Additionally, Ms. Blanchard announced that the certification status and recommendations would be presented to the FAC for approval to the Full Board's consent agenda during scheduled June meetings.

B. CEO

- **2023 Lookahead**

Ms. Kurose provided an overview and 2023 calendar lookahead. The calendar and presentation included Annual WIOA Planning & Compliance Activities for the Finance and Administration Committee (FAC), City and County Local Elected Officials (CLEO), and Local Workforce Development Board (LWDB).

- **State Funding Request**

Ms. Kurose reviewed the State Funding Request and included the following information:

1. Initial Request: Workforce Impact Fund Request 2023 Budget
 - Dedicated state funding to support local and regional priorities
 - Leverage LWDB's infrastructure and funding
 - Predictable, flexible, and consistent funding
2. Revised Request: Economic Security for All (EcSA) Expansion
 - Partnership with Workforce Training & Education Coordinating Board & ESD
 - Requested \$13.8M; Governor's Budgeted \$8.1M

- **Staffing Update**

Ms. Kurose provided a staffing update, including the following:

1. New Hires
2. Recent Promotions
3. Open & Pending Positions

- **WDC Lease**

Ms. Kurose engaged the group in discussing the current WDC Office Lease. Ms. Kurose highlighted the current lease specifications and options a local real estate broker proposed and requested expertise consultation with Board and CLEO members.

- **Board Retreat Agenda & Planning**

Ms. Kurose provided the group with details on the upcoming planning efforts for the Board Retreat, scheduled for Thursday, March 23, 2023, from 9 a.m. to 5 p.m. at the Pacific Tower.

C. Board Chair

- **CEO Evaluation**

Chair Dunleavy announced the upcoming CEO Evaluation process and survey, alerting the FAC members to complete it via Survey Monkey once received.

- **New Board Officers**

Chair Dunleavy reminded the FAC members of the need to nominate three upcoming Board Leadership roles at the June Board meeting elections.

V. Adjournment

Chair Dunleavy adjourned the meeting at 10:30 a.m.