

March 15th, 2024
Finance & Administration Committee

Board Member (Virtual): Caroline Chan, Jiquanda Nelson (C)

CLEO Representatives (Virtual): John Lederer, Ashton Allison

Staff Members (Virtual): Sheena Clarke, Michael Davie, Ana Gaeta, Mimi Getahun, Marie Kurose (CEO), Bryan Pannell, Leigha Paul, Jeff Sikora, Laura Kapuscinski, Marisol Tapia Hopper

Guest (Virtual): Hanna Medlin, Bryce Rassilyer

Materials Distributed:

- [Finance & Administration Committee Minutes WDC-SKC 02022024](#)
- [PY22 Audit Results WDC-SKC 03152024](#)
- [FS Final Draft as of 3-7-24 WDC-SKC](#)
- [Management Representation Letter DRAFT WDC-SKC 03152024](#)
- [DRAFT Governance Letter WDC-SKC 03152024](#)
- [Youth RFP Recommendations WDC-SKC 03152024](#)
- [Memo.P215.EcSA Incentive Policy State Funded WDC-SKC 03152024](#)
- [P215.EcSA Incentives Policy State.Final.v4 WDC-SKC 03152024](#)
- [DRAFT WIOA+Regional+Local+Plan WDC-SKC 03052024](#)
- [Grant Updates WDC-SKC 03152024](#)

I. INTRODUCTIONS

II. ACTION ITEMS

A. Approve Minutes – February 2nd, 2024

Chair Jiquanda Nelson reviewed the draft minutes from the February 2nd FAC meeting:

- The WDC board met virtually and approved the December 8th minutes, the PY-23 Mid-Year Budget, the release of Youth Stipends policy and Work Experience (WEX) policy with and addendum to WEX that will be integrated to the entirety of the QUEST DWG grant.
- In the CEO report, Marie Kurose, CEO, updated FAC members on the three new staff hired:
 - Wendy Lau, *Monitoring and Compliance Manager*
 - Kate Ridings, *Grants Manager*
 - Claire Brittain, *WorkSource Management Information System (MIS) Lead*
- Ms. Kurose also provided board members with an update on the WIOA Local Plan

Refresh and Steering Committee.

Ms. Nelson opened the floor for a motion to approve the minutes from February 2nd, 2023. Caroline Chan made a motion to approve; John Lederer seconded. The motion was unanimously passed.

B. Financial Overview

- PY22 Audit

Jeff Sikora, Director of Finance & Contracts, provided a brief overview and background on the PY22 audit. He concluded that the audit had no findings, and previous material weaknesses in internal controls, especially regarding revenue recognition from indirect expenses, were thoroughly addressed with corrective measures implemented, resulting in a clean audit.

Mr. Sikora introduced CliftonLarsonAllen LLP auditors, Hanna Medlin, Senior Associate and Bryce Rassilyer, Principal. Mr. Rassilyer. Provided a brief presentation on their team's overview & opinions, audit process, scope & deliverables, what's new in the report and highlights. He noted that it is rare to have 3 programs to audit in a federal audit and congratulated WDC for having no findings.

Ms. Nelson opened the floor for a motion to approve PY22 Audit. Ashton Allison made a motion to approve; Caroline Chan seconded. The motion was unanimously passed.

Ms. Nelson also reminded the board that an email will be sent Full Board for E-vote as the approval is needed to send the Audit to the Clearing House.

C. Programmatic Innovation, Impact & Compliance

- Policy

- Youth RFP Recommendations

Sheena Clarke, Project Manager, presented on Youth RFP Recommendations for RFP NO. 23-0. The presentation provided a background to explain the "why" for the RFP, program design principles, RFP timeline, available funding, funding requests, analysis of top proposals and awardees.

Ms. Nelson opened the floor for a motion to approve the Youth RFP Recommendations for contract awards. Caroline Chan made a motion to approve; Ashton Allison seconded. The motion was unanimously passed.

Ms. Nelson also reminded board that an email will be sent to Full Board for e-vote on Youth RFP Recommendations.

- EcSA Policy for Allowable Uses

Michael Davie, Director of Programs, presented on Economic Security for All (EcSA), funding allowable uses policy. The policy updates guidance on allowable uses with state EcSA funds and adds flexibility in the application of incentives.

Ms. Nelson opened the floor for a motion to approve the EcSA Policy for Allowable

Uses for contract awards. John Lederer made a motion to approve; Caroline Chan seconded. The motion was unanimously passed.

Ms. Nelson informed the board that this will not go to the full board as it is a minor change.

III. CEO REPORT

A. Executive Summary

- WIOA Local Plan & Regional Strategic Plan Refresh Update

Marie Kurose, CEO, reminded board that WIOA Local Plan was posted to WDC website, and email reminders were sent out to board for public comments. The presentation included information on WIOA Local plan vs. Regional Strategic Plan, how to align shared priorities, WIOA Local Plan workstreams, updated timelines and next steps.

B. Programmatic Innovation, Impact & Compliance

- Grants Update

Marisol Tapia Hopper, Director of Strategic Partnerships & Funding, provided a brief presentation that provided grant updates, including awarded, pending and proposals that have been submitted but not yet awarded. Ashton Allison, CLEO, requested a more detailed breakdown of grants to include funding restrictions.

Ms. Tapia Hopper shared the work they are doing around Guaranteed Basic Income (GBI) pilot and upcoming presentations. Ms. Tapia Hopper requested that board members help amplify their work by sharing social media post with their communities.

IV. ADJOURNMENT

Chair Jiquanda Nelson noted that there are currently some opening on this committee due to vacancies left by previous members, Angela Dunleavy and Jon Holden and are looking to fill it. Ms. Nelson also opened the floor for any updates from committee members and Ashton Allison (CLEO) shared that he has received communication from the King County cities from the eastside sharing their concerns about the Workforce Redmond closure. Ms. Kurose confirmed that she is working closely with Ashton to address any issues.

Chair Jiquanda Nelson adjourned the meeting.