

May 31st, 2024

Finance & Administration Committee

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

CLEO Representatives (Virtual): Ashton Allison, Markham McIntyre

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

Materials Distributed:

- [Draft Agenda Finance & Administration Committee 05312024](#)
- [Finance & Administration Committee Minutes WDC-SKC 03152024](#)
- [WIOA Contract Renewals Memo WDC-SKC 05312024](#)
- [Youth Stipends Policy Memo WDC-SKC 05312024](#)
- [P202 Youth Stipends Incentives WDC-SKC 05312024](#)
- [Dec Qtrly Performance Letter LWDB 05 WDC-SKC 05312024](#)
- [PY22 WIOA Monitoring Report WDC-SKC 05312024](#)
- [WIOA Reauthorization Update WDC-SKC 05242024](#)

I. INTRODUCTIONS

II. ACTION ITEMS

A. Approve Minutes – *March 15th, 2024*

Chair Jiquanda Nelson reviewed the draft minutes from the March 15th FAC meeting:

- Move the approval of the February FAC Minutes, PY-22 Audit, Youth RFP Recommendations and EcSA Policy for Allowable Uses. Email was later sent out to the board for e-vote and motion was passed.
- Marie Kurose provided a CEO report that included *the WIOA Local Plan & Strategic Plan Refresh*
- Finally, Marisol Tapia Hopper, Director of Strategic Partnerships & Funding, who provided the board with some grants updates

Ms. Nelson opened the floor for a motion to approve the minutes from March 15th, 2024. Ashton Allison made a motion to approve; Caroline Chan seconded. The motion was unanimously passed.

B. Financial Overview

- PY24 Budget

Laura Kapuscinski, budget Manager, provided a brief overview and background on the PY24 budget. The presentation included updates on new staff hired in PY23, funds and contracts awarded, WDC's backbone function and Guaranteed Basic Income (GBI) media coverage. Ms. Kapuscinski also provided board members with a look at PY24 plans, including new positions projected, budgeted revenue and expenditures.

Marisol Tapia-Hopper also provided further information on funding priorities.

Ms. Nelson opened the floor for a motion to approve PY24 Budget. Caroline Chan made a motion to approve; Markham McIntyre seconded. The motion was unanimously passed.

Ms. Nelson asked committee members to decide whether this should also be moved to full board agenda. Markham McIntyre asked if this presentation would move to full board for a full discussion.

- WIOA Allocation & formula

Ms. Marie Kurose also presented on the WIOA Allocation and formula. The presentation included information on the formula and Hold Harmless Adjustments, Adult, Youth and Dislocated worker data, along with funding trends between PY19 to PY23. Ms. Kurose noted that she is prepared to provide a more extensive presentation on WIOA formula trends per board request.

C. WIOA Contract Renewals

Michael Davie, Director of Programs, presented on WIOA contract renewals and Incumbent worker Training Reserve for PY24. WDC staff have reviewed and recommended contract extensions of WIOA Adult, Dislocated Worker and Youth Programs

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

D. Programmatic Innovation, Impact & Compliance

- Youth Stipends Policy Updates

Mr. Davie also updated board members on, presented on Youth stipends policy. The presentation included information on

Ms. Nelson opened the floor for a motion to approve the Youth stipends policy updates for contract awards. Markham McIntyre made a motion to approve; Ashton Allison Caroline Chan seconded. The motion was unanimously passed.

Ms. Nelson reminded the board that these will go to the full board consent agenda.

III. CEO REPORT

- A. Executive Summary
- State Performance Letter

Marie Kurose, CEO, highlighted WDC's quarterly performance letter that presented positive performance measures.

- B. Programmatic Innovation, Impact & Compliance
- State Monitoring Letter

Ms. Kurose presented the state monitoring letter. The letter highlighted the scope of review, results and corrective action that are already underway including consistent training and internal monitoring.

- WIOA RE-Authorization

Marisol Tapia-Hopper, Director of Strategic Partnerships & Funding, provided the board with a background WIOA Reauthorization bill (H.R. 6655, A Stronger Workforce for America Act). The presentation included key components of the bill along with positive provisions and Areas of concerns. Ms. Tapia-Hopper noted that the policy team has reached out to the office that introduced the bill and will continue to update the board on where the bill stands as they get updates.

- C. Administrative Operations
- Office Space: Lease Expiration & New space

Leigha Paul, Operations Manager, presented on WDC's office lease expirations and current search for new space. Presentation provided lease expiration details, current steps with consultation and evaluation along with goals for new office space. Markham McIntyre, CLEO member, volunteered his support with helping secure a space for WDC.

IV. ADJOURNMENT

Chair Jiquanda Nelson reminded members that this committee is currently out of compliance so chair hopes to reach out to more board members to join the committee and encourages current members reach out to other members to ensure we stay in compliance. Member, Caroline Chan, volunteered to help with speaking with potential candidates. Ms. Nelson adjourned the meeting.