

June 6th, 2024

Full Board Meeting

Board Members in Person: Monty Anderson, Sharon Bias, Caroline Chan, Gina Breukelman, Katie Garrow, Bookda Gheisar, Kate Harkness, Susan McLaughlin, Nicholas Michiels, Jiquanda Nelson (C)

CLEO Representatives in Person: Ashton Allison, Markham McIntyre

Staff in Person: Shelan Aldridge, Sheena Clarke, Michael Davie, Mimi Getahun, Laura Kapuscinski, Marie Kurose (CEO), Tessa McClellan, Joseph Ntumba, Bryan Pannell, Leigha Paul, Jeff Sikora, Marisol Tapia Hopper

Materials Distributed:

- [Meeting Minutes April 4th, 2024](#)
- [Meeting Minutes April 18th, 2024](#)
- [PY-24 Budget Presentation & Request from Board Chair](#)
- [WIOA Allocation](#)
- [WIOA Contract Renewals Memo](#)
- [Youth Stipends Policy Memo](#)
- [Quarterly Performance Letter](#)
- [WIOA Reauthorization Update](#)
- [WIOA Monitoring Report](#)
- [Office Space -Lease Expiration Future Plans](#)

I. WELCOME FROM BOARD CHAIR & CEO

Chair Jiquanda Nelson Welcomed everyone and thanked YWCA Greenbridge for hosting this WDC board meeting. Ms. Nelson also welcomed WDC's newest staff and board members:

- Staff:
 - Arianna Thornton-West, *Industry Engagement Manager*
 - Joseph Ntumba, *Project Manager*
 - Tessa McClellan, *Director of Industry Strategies*
- Board Members:
 - Dr. Yoshiko Harden, President, Renton Technical College

II. PY-23 INNOVATION SPOTLIGHT

Marie Kurose, CEO, presented the board with highlights and achievements of the WDC for the program year 2023. The spotlight included a focus on programmatic

advancements, policy developments, and internal growth.

III. INTRODUCTIONS

IV. BUSINESS MEETING

A. Action Items

- **Full Board Meeting Minutes – April 4th & April 18th, 2024**

Chair Jiquanda Nelson reviewed the draft minutes from the April 4th in-person Full Board meeting:

- Approved the minutes from the December 14th Full Board meeting.
- Approved staff-recommended exceptions to the Quality Job, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) Policy.

Additionally, the board meeting included:

- A discussion to move the approval of the WIOA Local Plan to a special meeting on April 18th.
- A presentation by Project Manager Sheena Clarke on the Youth Programs RFP.
- A presentation by Project Manager Shelan Aldridge on the Self-Sufficiency Calculator.
- Presentations by several provider partners on the VSHSL program and partnerships.

Chair Jiquanda Nelson reviewed the draft minutes from the **April 18th** virtual special meeting:

- The board met virtually for a special meeting to approve the WIOA Local Plan.
- Marie Kurose, CEO, provided highlights, impact data, the certification process, state comments, and addressed board questions and feedback.
- After the presentation, the board approved the WIOA Local Plan with revisions.

Ms. Nelson opened the floor for a motion to approve the minutes from April 4th and April 18th, 2023. Markham McIntyre made a motion to approve; Katie Garrow seconded. The motion was unanimously passed.

- **Program Year 2024 (7/1/2024 – 6/30/2025)**
 - **Budget Presentation (Action Item)**

Laura Kapuscinski, Budget Manager, delivered a presentation on the PY-24 Budget, covering key aspects such as awarded funds and contracts, backbone functions, revenue and expenditures, staffing, and funding priorities for the upcoming program year.

Ms. Kapuscinski sought approval of the PY-24 Budget. Following her presentation, Chair Jiquanda Nelson opened the floor for a motion to approve the budget. Katie Garrow moved to approve, with Bookda Gheisar seconding the motion. Gina Breukelman abstained from the vote, citing a need for further clarification on the carryover details. In response, Ms. Nelson informed the board that additional information would be provided to address the questions raised, with an e-vote to follow for final approval.

- **WIOA Funding Process & Allocation**
- **WIOA Formula Funding Trends**

Marie Kurose, CEO, presented on the WIOA Funding Process and Allocation, along with formula funding trends. The presentation included the WIOA allocation for PY24/FY25 for Youth, Adult, and Dislocated Workers. Additionally, Ms. Kurose discussed the WIOA allocation process, including formula allocation data and metrics, formula adjustments, and hold harmless adjustments. She also provided a detailed breakdown of Seattle King County's WIOA allocation formula trends from PY17 to PY24 and offered a future funding forecast.

- **Strategic Funding**

Marisol Tapia-Hopper, Director of Strategic Partnerships & Funding, provided a brief presentation on strategic funding. The presentation included information on fund development priority activities for 2024 through Grants Management, Strategic Partnerships, Funders Relationships and Backbone Fundraising.

B. Consent Agenda

- **WIOA Contract Renewals**
- **Youth Stipends Policy Updates**

Mike Davie, Director of Programs, reviewed and recommended contract extension of WIOA Adult, Dislocated Worker and Youth Programs, Business Services, Operator Team, and Incumbent Worker Training.

Ms. Nelson opened the floor for a motion to approve contract consent agenda items. Gina Breukelman made a motion to approve; Ashton Allison seconded. The motion was unanimously passed.

V. ADJOURNMENT

Chair Jiquanda Nelson, adjourned meeting for all non-board and CLEO members.