

## October 17<sup>th</sup>, 2024

### Full Board Meeting

**Board Members (Virtual):** Monty Anderson, Sharon Bias, Caroline Chan, Janice Clusserath, Yoshiko Harden, Susan McLaughlin, Jiquanda Nelson (C), Anna Pavlik, Norton Sweet, Vaughn Taylor

**CLEO Representatives (Virtual):** Markham McIntyre

**Staff (Virtual):** Michael Davie, Ana Gaeta, Mimi Getahun, Laura Kapuscinski, Alice Kim, Marie Kurose (CEO), Joseph Ntumba, Leigha Paul, Jeff Sikora, Joe Taylor, Arianna Thornton-West, Jeremy Warren, Karina Valentinas

**Guest (Virtual):** Tim McGann

#### Materials Distributed:

- [Full Board Meeting Minutes 06062024](#)
- [Full Board Meeting Minutes 08292024](#)
- [Travel and Other Business Related Expenses Memo](#)
- [P215.EcSA Guidance. Memo](#)
- [P215.EcSA AllowableUses Policy State.Final](#)
- [PY23 Budget to Actual](#)
- [PY23 Budget Report Revenue Variances by Grant](#)
- [PY-23 Audit Memo](#)
- [Grants and Funding Update](#)

#### I. INTRODUCTION

Chair Jiquanda Nelson Welcomed everyone and requested a round of intros to introduce new board members.

#### II. ACTION ITEMS

- A. Approval Minutes – June 6th, 2024
- B. Approval Minutes – August 29<sup>th</sup>, 2024

Chair Jiquanda Nelson reviewed edited draft minutes from the June 6th in-person meeting, per board request from August 29<sup>th</sup> meeting, Full Board meeting held at YWCA Greenbridge. Meeting highlights include:

- CEO Marie Kurose highlighted key program year 2023 achievements, focusing on programmatic and policy advancements.
- Chair Jiquanda Nelson then reviewed and approved meeting minutes from

April 4th and 18th. The board also discussed the WIOA Local Plan and received presentations on Youth Programs and the Self-Sufficiency Calculator.

- For program year 2024, Budget Manager, Laura Kapuscinski outlined budget priorities and funding allocations, with the board agreeing on a follow-up vote for final approval.
- Additionally, the board approved WIOA contract renewals and Youth Stipends Policy updates as part of the consent agenda.

Chair Nelson then reviewed the draft minutes from the August 29<sup>th</sup> meetings:

- Ms. Nelson introduced new board member Janice Clusserath and expressed gratitude to outgoing member Bookda Gheisar, succeeded by Anna Pavlik.
- The board approved amendments to the Finance & Administration Charter, reducing annual meetings from six to four.
- CEO Marie Kurose presented on the Department of Commerce's Community Reinvestment Project, detailing funding for the Small Business Investment Grant RFP.
- The board approved small business grant recommendations, totaling \$573,097.
- A video from People Rocket outlined progress on a CEO evaluation tool
- Ms. Kurose delivered updates, including the WDC's successful quarterly performance.

Closed Executive Session:

- Chair Nelson adjourned the meeting for non-board and CLEO members, and the board moved into a closed executive session.

Ms. Nelson opened the floor for a motion to approve Full Board Minutes from June 6<sup>th</sup> and August 29<sup>th</sup> meeting. Caroline Chan made a motion to approve; Monty Anderson seconded. The motion was unanimously passed.

### C. Policy

- Travel & Other Expenses

Ms. Karina Valentinas, Senior Training & Compliance Manager, presented on policy updates to WDC's Travel Policy, now retitled Travel and Other Business-Related Expenses policy in response to revisions made to WA State policy 5413. The state policy requires that LWDBs and their subcontractors comply with the clearer definitions of personnel responsibilities and limitations outlined in the revision. In response, the WDC has made revisions that allow food purchased for meetings and other allowable functions be charged to WIOA, assuming they meet the key allowable criteria and specific guidelines. WDC staff recommended the updated policy be accepted for final approval and immediate release of Travel and Other Business-Related Expenses Policy.

Ms. Anna Pavlik recommended implementing threshold limitations for spending and tracking spending across grants. Additionally, Ms. Janice Clusserath suggested establishing a maximum spending limit, after which any purchase requests would require formal approval.

Ms. Valentinas checked state policy and informed the board that per current policy, “food costs should be included in the approved project budget and if not, prior approval must be obtained from the awarding agency”.

Ms. Nelson opened the floor for a motion to approve the acceptance of updated WA State policy 5413. Janice Clusserath made a motion to approve; Susan McLaughlin seconded. The motion was unanimously passed.

- EcSA (Economic Security for All) Guidance -Allowable Uses

Mr. Mike Davie, Director of Programs, presented on changes to EcSA policy to remove language regarding “likely to fall into poverty” criteria in above 200% Federal Poverty Level (FPL), \$5,000 cap on supportive services and combine the guidance in the above 200% FPL and CRF into one policy under state Economic Security for All (EcSA). WDC Staff recommend changes in policy to align WDC with State policy changes.

Mr. Markham McIntyre, Chief Local Elected Official (CLEO), inquired whether the WDC has the authority to propose policy changes to the state. He was informed that the WDC actively participates in the Washington Workforce Association Policy Committee, which includes all local workforce boards and collaborates with the state to advocate policy revisions.

Ms. Nelson opened the floor for a motion to approve the EcSA (Economic Security for All). Monty Anderson made a motion to approve; Caroline Chan seconded. The motion was unanimously passed.

### III. CEO REPORT

#### A. Grants Update

Ms. Marie Kurose, CEO, provided the Board with an update on recently awarded, denied, and pending grants, as well as upcoming opportunities. Key highlights included:

- \$3 Million secured from U.S. Department of Labor (USDOL) for hospitality job quality improvement.
- WDC serving as the lead applicant for an Environmental Protection Agency (EPA) grant, in collaboration with various community partners.

#### B. Budget vs. Actuals PY23

Ms. Laura Kapuscinski, Budget Manager, presented the PY23 Budget versus actuals and reported on revenue variances by grant. She indicated that the overall revenue variance was minor but provided further details, noting that some grants were received that had not been budgeted, while others were underspent and will be carried over into PY24.

Ms. Anna Pavlik commended the low variance, especially in comparison to other workforce organizations, and inquired about how it compared to variances from previous years, given her organization's challenges in managing variances.

Ms. Marie Kurose, CEO, explained that the WDC waived the 80% expenditure requirement, allowing the organization two years to spend the allocated funding. This flexibility is expected to help maintain contracts at levels consistent with the previous year, even as the WIOA allocation decreases. Ms. Kapuscinski also noted that the WDC has never had to return any unspent funds.

#### C. Audit Timeline

Mr. Jeff Sikora, Director of Finance and Contracts, provided an update on the audit timeline for Program Year 2023 (PY23). He noted that the PY23 budget presented earlier is unaudited and explained that, upon the conclusion of the audit, WDC's audit firm, CliftonLarsonAllen LLP (CLA), will present the results to the Board, covering both the financial audit and the Single Audit (A-133 Audit).

#### **Update on Boeing Briefing:**

Ms. Marie Kurose, CEO, reminded the Board that Boeing Machinists are currently on strike. In response, the WDC's Business Services Rapid Response Team has been proactively reaching out to affected workers to offer their support. Additionally, WDC is preparing a briefing on the reemployment services available, which will be distributed to the Board shortly.

#### D. New Office Space

Ms. Leigha Paul, Senior Operations Manager, announced that the WDC will be relocating its office to the Spaces: Stadium building in Pioneer Square. She said that there are plans to try and host the next in-person Board meeting at the new location.

### IV. BOARD CHAIR REPORT

#### A. City of Seattle Presentation

Mr. Markham McIntyre, Chief Local Elected Official (CLEO), reaffirmed the City's commitment to the Workforce Development Council (WDC). He outlined several

strategies he is pursuing to strengthen this partnership, including:

- Funding Initiatives:
  - A current contract of \$250,000 to support general operations.
  - An additional \$250,000, through an addendum, is allocated for the strategic plan refresh and board engagement efforts.
- City Budget Process:
  - \$350,000 earmarked for the WDC in the 2025 City Budget.
  - A second allocation of \$350,000 proposed for 2026.

Mr. McIntyre emphasized that there is general support for this initiative but encouraged Board members to advocate for these funding initiatives with City Council members if they desire to do so.

He further noted that the city is currently conducting an assessment across 15 City departments to review all existing spending and programs. The goal of this comprehensive assessment is to develop a city-wide strategic plan with clearly defined outcomes and metrics. This plan will inform budget recommendations for the following year, with the intent to reallocate funding based on the strategic plan's priorities.

Mr. McIntyre underscored that the purpose of this effort is to evaluate whether the city is achieving its desired outcomes. In the long term, he aims to align the City's strategic plan with the Regional Strategic Plan.

#### B. Regional Strategic Planning update

Board Chair, Ms. Jiquanda Nelson, provided a reminder to the Board, referencing the earlier remarks by Mr. Markham McIntyre, regarding the upcoming plans for the City Assessment Plan, the Regional Strategic Plan, and the internal WDC Strategic Plan. She further informed the Board that the WDC is in the process of contracting with the Center for Workforce Excellence International (CWEI), an initiative that the City has committed to funding. The consultant, CWEI, will collaborate with the Board to assist with the Board assessment, enhance Board engagement, and support the facilitation and implementation of the Regional Strategic Plan.

Additionally, Ms. Nelson shared her intention to engage a communications consultant to provide strategic support in developing communication assets, including videos and interviews, specifically for the promotion and execution of the Regional Strategic Plan.

Ms. Nelson also issued an invitation to Board members to join the committee for the Regional Strategic Plan. Norton Sweet, Yoshiko Harden, and Vaughn Taylor volunteered to serve on the committee, joining previously committed members or those who have expressed interest, including Ms. Nelson herself, Mr. McIntyre, Ashton Allison, Susan McLaughlin, and Caroline Chan.

## **V. ADJOURNMENT**

Chair Jiquanda Nelson adjourned the meeting for all non-board and CLEO members and moved into a closed executive session.

## **VI. CLOSED EXECUTIVE SESSION**

A. Presentation from People Rocket