

December 8th, 2023

Finance & Administration Committee

Board Member (Virtual): Jane Broom-Davidson, Caroline Chan, Angela Dunleavy, Jiquanda Nelson (C)

CLEO Representatives (Virtual): Ashton Allison, John Lederer

Staff Members (Virtual): John Bower, Ericka Cox (COSS), Michael Davie, Ana Gaeta, Mimi Getahun, Marie Kurose (CEO), Joe Taylor, Leigha Paul, Bryan Pannell, Jeff Sikora, Marisol Tapia Hopper

Materials Distributed:

- [Economic Security for All \(EcSA\) Incentives Policy Memo WDC-SKC 12.2023](#)
- [P215.EcSA Allowable Uses Policy State.Final DRAFT V3 WDC-SKC 12.2023](#)
- [FAC Minutes 09082023](#)
- [FAC Regional Strategic and WIOA Local Plan Update WDC-SKC-120823](#)
- [TAP Plan One Pager WDC-SKC](#)
- [Bridging the Gap - Washington Allocates \\$200 Million to Address Racial, Economic, and Social Disparities](#)
- [WS Redmond Closure WDC-SKC 2023](#)
- [NF Childcare CSCCEPresentation WDC-SKC 110923](#)
- [Youth Stipends Draft Policy WDC-SKC 2023](#)
- [Invitation to Rating Committee WDC-SKC 12.2023](#)
- [Digital Equity Letter to Gov. Inslee 11.20.23](#)

I. INTRODUCTIONS

II. ACTION ITEMS

A. Approve Minutes – September 8th, 2023

Chair Jiquanda Nelson reviewed the draft minutes from the September 8th FAC meeting:

- WDC board met virtually and approved the June 9th and 16th FAC Minutes, Economic Security for All (EcSA) policy updates, and the WorkSource MOU and IFA updates. As quorum was not met, we moved the motion to e-vote.
- Marie Kurose, CEO provided information on:
 - PY22 Funding Report
 - Monitoring Report – PY22 WIOA Management Letter

- 2023 WIOA Title I Quarterly Performance Letter
- Marie Kurose, CEO and Jiquanda Nelson, Chair, provided information on the Finance & Administration Committee’s Historical Overview and Charter.

Ms. Nelson opened the floor for a motion to approve the minutes from September 8th, 2023. Angela Dunleavy made a motion to approve; Ashton Allison seconded. The motion was unanimously passed.

B. Economic Security for All (EcSA) Incentive Policy

Michael Davie, Director of Programs, presented the Economic Security for All (EcSA) incentives policy updates. The policy update would increase the monthly incentive under state EcSA from \$500 to \$1000.

Mr. Davie requested the review and approval of the EcSA Incentives policy change and advancement to the consent agenda at Full Board. If approved the policy will be immediately released and effective on December 14th, 2023.

Ms. Nelson opened the floor for a motion to approve the EcSA policy change. Caroline Chan made a motion to approve; John Lederer seconded. The motion was unanimously approved.

C. Regional Strategic & WIOA Local Plan Update

Marie Kurose, CEO, provided a high-level overview of the Regional Strategic & WIOA Local Plan. The presentation included historical background of the WDC Regional Strategic Plan, Talent and Prosperity for all (TAP) plan along with the WIOA Local plan. Ms. Kurose provided a clear outline on upcoming timelines, requirements and strategic approach, and support needed from WDC Board and CLEO members.

Ms. Kurose requested the approval for a Regional Strategic & WIOA Local Plan steering committee. This committee will help in guiding the plan and reporting back to the Finance and Administration committee and Full Board.

Ms. Nelson opened the floor for a motion to approve the creation of the Regional Strategic & WIOA Local Plan steering committee. Ashton Allison made a motion to approve; Caroline Chan seconded. The motion was unanimously passed.

III. CEO REPORT

A. Fiscal Performance

Jeff Sikora, Director of Finance and Contracts, provided the board with essential updates, including the recent appointment of a Monitoring and Compliance Manager and ongoing recruitment efforts for the positions of Grants Manager and WorkSource Information System

(MIS) Lead. Mr. Sikora also outlined fiscal efficiencies implemented, such as a new Cost Allocation module, Electronic Automated Clearing House (ACH) payments, an Expense Management Module, and a private grant contract template to assist small providers. Additionally, he provided updates on upcoming activities, including ESD monitoring, Financial Audits, and King County Career Corps Monitoring. Mr. Sikora concluded by informing the board about all revisions to Memoranda of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) that are set to be executed.

- Grant updates

- Commerce: BIPOC Small Businesses

Marisol Tapia Hopper, Director of Strategic Partnerships & Funding, presented the board with a comprehensive overview of the grants awarded to WDC in 2023 and outlined key considerations for the year 2024. Additionally, Ms. Tapia Hopper provided insights into the Community Reinvestment Fund by the Washington State Department of Commerce, allocating \$200 million to address racial, economic, and social disparities in Washington state communities disproportionately affected by unjust practices. WDC secured over \$3 million from this fund, earmarked for increased incentive payments for EcSA participants and to offer business navigation, training, and partnership support to BIPOC-owned businesses.

- Workforce & Economic Development

Ms. Tapia Hopper provided the board with updates on grants, including information on 2024 funding opportunities with the National Fund for Workforce Solutions, the Department of Labor, and the Families and Workers Fund. Additionally, Ms. Tapia Hopper offered an overview of grants for Program Year 23 (PY23) and provided updates on the progress of expanding current partnerships, particularly in anticipation of the hiring of a new Grants Manager.

B. Programmatic Innovation, Impact & Compliance

- WorkSource Redmond

Bryan Pannell presented to the board, conveying the decision to close WorkSource Redmond at the expiration of ESD's lease by the end of Program Year 2023. Mr. Pannell provided the board with detailed information on one-stop center requirements, considering factors such as location and demographics. He presented a comprehensive analysis of the Redmond customer base and service delivery, leading to the conclusion that relocating the one-stop center to Bellevue would offer the optimal location to serve the target population for in-person services. Looking ahead, WDC is actively collaborating with ESD to explore new locations and facilitate the transfer and relocation of ESD and contracted WIOA staff.

- Policy Updates
 - Youth Stipends Policy – Preview

Michael Davie, Director of Programs, provided a brief preview on the Youth Stipends policy, based on ESD’s Policy 5622. Mr. Davie informed the board that the policy is currently open to public comment toward the end of the month. WDC Seattle- King County is set to be the first in the state to have a local stipends policy to support career navigation and career pathways for youth.

IV. BOARD CHAIR REPORT

A. Committee Engagement

- PY23 Finance & Administration Committee (FAC) Goals & Lookahead

The Board Chair delivered a concise overview of the PY23 Finance and Administration Committee lookahead agenda items, highlighting upcoming engagement opportunities, and encouraged active participation from committee members.

- FAC Engagement Opportunities

Ms. Nelson underscored the significance of engagement for both Chief Local Elected Officials (CLEOs) and Finance and Administration Committee (FAC) members, emphasizing the involvement in the Regional Strategic & WIOA Local Steering Committee. It was announced that comprehensive engagement opportunities will be presented at the Full Board meeting scheduled for December 14th, providing all board members with the opportunity to sign up and participate.

V. ADJOURNMENT

Chair Jiquanda Nelson adjourned the meeting.