

WDC FINANCE & ADMINISTRATION COMMITTEE

December 8, 2023



SEAKINGWDC.ORG

WELCOME & INTRODUCTIONS

Jiquanda Nelson, Board Chair



AGENDA



- Review draft agenda

I. INTRODUCTIONS

II. ACTION ITEMS

- A. Approve Minutes – September 8th, 2023
- B. Economic Security for All (EcSA) Incentive Policy
- C. Regional Strategic & WIOA Local Plan Update

III. CEO REPORT

- A. Fiscal Performance
 - Grant updates
 - Commerce: BIPOC Small Businesses
 - Workforce & Economic Development
- B. Programmatic Innovation, Impact & Compliance
 - WorkSource Redmond
 - Policy Updates
 - Youth Stipends Policy – Preview

IV. BOARD CHAIR REPORT

- A. Committee Engagement
 - PY23 Finance & Administration Committee (FAC) Goals & Lookahead
 - FAC Engagement Opportunities

V. ADJOURNMENT

ACTION ITEMS

- Approve Minutes – September 8th, 2023
- Economic Security for All (EcSA) Incentive Policy
- Regional Strategic & WIOA Local Plan Update

POLICY UPDATES

Economic Security for All (EcSA) Incentives

Change: WDC staff has reviewed and recommends the following policy change to increase the monthly incentive under state EcSA from \$500 to \$1,000.

Action Requested: Finance and Administration Committee review and approve policy change on December 8, 2023, and advance the policy to the consent agenda at Full Board. If approved, the policy will be immediately released and effective December 14, 2023, following Full Board.



Regional Strategic & WIOA Local Plan

WDC Regional Planning



WIOA mandates comprehensive plans every four years.

Local Workforce Development Boards (LWDBs) preparing plans for 2024-2027.

Current plan, part of 2021 WDC Regional Strategic planning, expires June 2024.

Steering Committee proposed for strategic planning efforts.

WIOA Requirements and Strategic Approach



- WIOA requires state and local plans, aligning workforce systems.
- State Board finalizing **Talent and Prosperity for All (TAP) plan** (2024-28).
- 2021 WIOA Local Plan stemmed from the **WDC Regional Strategic Plan**.
- **Approach:** Align with Regional Plan Priorities, focusing on racial equity and job quality.



PRIORITIES: ADVANCING RACIAL EQUITY & JOB QUALITY

- Commitment to **centering racial justice**.
- Addressing other inequities and disproportionately impacted communities to **support economic opportunity and inclusion**.
- **Explicit focus on equitable economic opportunity** and outcomes for Black, Indigenous, People of Color (BIPOC) and immigrant and refugee communities, who have historically experienced economic marginalization exclusion.
- **Improving job quality** and the placement of workers into quality jobs.

REGIONAL STRATEGIC PLAN UPDATE

- Regional Workforce Development (WFD) Transformation
- Shared blueprint
- Alignment of regional and partner workforce efforts and resources
- Partnership & collaboration
- Framework for WIOA Local Plan

WIOA LOCAL PLAN 2024-2028

- Local Workforce Development Board (LWDB) in Partnership with CLEOS
- Aligned with State Workforce Board Plan
- Strategy, Operations & Compliance

Planning Timeline and Action Requested



Action Requested: Finance & Administration Committee approval for Regional Strategic & WIOA Local Plan Steering Committee creation.

CEO REPORT OUT

- Fiscal Performance
- Programmatic Innovation, Impact & Compliance

Fiscal Performance



Staffing Updates

- **Hired Monitoring and Compliance Manager** who will join fiscal team on 12/11/2023.
- **Actively recruiting and conducting interviews** for Grants Manager and WorkSource Management Information System (MIS) Lead.



Fiscal Efficiencies

- **Cost Allocation Module** set up in Accounting Software to reduce journal entry creation and improve accuracy for allocating expenses.
- **Electronic Automated Clearing House (ACH)** payments to vendors and contractors. Eliminates the need to issue paper checks. Speeds payments and adds further protection against fraudulent activities.
- **Expense Management Module** added to facilitate electronic expense reimbursements.
- **Private grant contract template** developed to simplify and remove unnecessary language linked to federal requirements.



Compliance

- Employment Security Department Annual Monitoring (**November 2023**)
- Annual Financial and A-133 Audit (**October – December 2023**)
- King County Career Corps (**January 2024**)

Infrastructure Funding Agreement (IFA)

- MOU revised to reflect Regional Strategic Plan (RSP)
- MOU IFA Fully Executed for commencement (**October 2023**)
- Indirect rate application due to ESD (**December 2023**)

Grant Updates

Feb
2023

National Institute of Health:
Guaranteed Income Program

April
2023

Urban Institute: Job Quality
National Fund: Human Centered Design. [Awarded](#)

August
2023

WA State Dept. of Commerce:
Digital Navigator
Comcast: Digital Navigator. [Awarded](#)
USDOL & DOJ: PROWD. [Awarded](#).



USDOL: Job Quality Academy

March
2023



USDOL: Critical Sectors Job Quality -> Focus on hospitality

WA State Dept. of Commerce: Re-entry Services

July
2023



City of Seattle, OED: General Operating

December
2023



Families & Workers Fund
Job Quality: DOL & National Fund

Lookahead
2024

Grant Updates



Community Reinvestment Fund – Washington State Department of Commerce

Background:

In 2022, the Legislature established the **\$200 million** Community Reinvestment Account to address racial, economic, and social disparities in Washington communities disproportionately harmed by unjust practices.

Before disbursing the funds, the Legislature mandated the creation of a community reinvestment plan. The plan's focus encompasses:

1. Economic Development: \$138M
2. Violence Reduction: \$30M
3. Reentry Services: \$12M
4. Legal Assistance: \$8M

Funding Allocation for Workforce Development

- \$25M awarded to support EcSA Career Accelerator Incentives (10M) and EcSA Business Support (15M)
- WDC Award **\$3,550,427**.
- **Investment Impact:**
 - 75 EcSA participants will receive \$1,000/month incentive payments for 12 months.
 - BIPOC businesses will receive business navigation, training, and partnership business support.

Grant Updates



2024 Funding Opportunities:

- National Fund for Workforce Solutions - Shifting the Childcare Industry: Better Jobs for Better Access
Focus: Job Quality. Release Date: Jan. 2024
- Department of Labor (DOL): Critical Sectors Job Quality Grant
Focus: Job quality in the hospitality sector.
Partners: FareStart, UNITE HERE, UFCW/We Train Washington
- Families & Workers Fund
Focus: Climate & Infrastructure

Awarded Grants:

- Partners for Reentry Opportunities in Workforce Development (PROWD)
Co-applicant with Employment Security Department.
Grant award: **\$6M**
- City of Seattle, Office of Economic Development: General Operating
Focus: Industry Engagement; Data, Research & Innovation; Regional Strategy & Policy
Grant award: **\$250K**



Funding: PY23 Grant Report

FUNDER	PROJECT	AWARD	PERIOD
NFWS	Human Centered Design Common Intake Form	\$ 200,000	8/23 – 7/24
Comcast	Digital Equity: Expand digital navigation services at WorkSource Centers	\$ 60,000	9/23 – 9/24
DOL/DOJ	Partners for Reentry Opportunities in Workforce Development Co-Applicant with Employment Security Dept	\$6,000,000	Four Years
ESD/Commerce	Community Reinvestment Fund: EcSA Career Accelerator Incentives and EcSA Business Support	\$3,550,427	11/23-5/25
Total Awarded		\$9,810,427	
PENDING			
FUNDER	PROJECT/PARTNERS	REQUESTED	SUBMITTED
City/County	Funding for Backbone Organization – Pending Negotiations	\$500,000	12/2023
SUBMITTED NOT AWARDED			
DOL	Critical Sectors Job Quality: Regional Approach to Improve Job Quality in the Hospitality Sector Partners: FareStart, UNITE HERE, UFCW/We Train Washington	\$500,000 (planning)	7/2023
Dept of Commerce	Digital Navigator Services through 45 culturally and linguistically diverse digital navigators at 12 community-rooted organizations, operating from 30 community-embedded accessible locations covering 4 regions of King County. Partners: Seattle Housing Authority; Seattle Information Tech; Seattle Public Library & InterConnection	\$ 2.34M	8/2023
NIH	Community-Led, Health Equity Structural Interventions Partners: Healthy King County Coalition	\$ 6M	2/6/2023
Urban Institute	Equity Centered, Community Based Approach to Sector Partnerships Partners: ERRA	\$ 465,000	4/7/2023

PROGRAMMATIC INNOVATION, IMPACT & COMPLIANCE

- WorkSource Redmond
- Policy Updates
 - Youth Stipends Policy - Preview

A white sign with a blue border and a yellow lightning bolt graphic. The text on the sign reads "WorkSource" in a bold, blue, sans-serif font, with "Redmond" in a smaller, blue, serif font below it. The sign is set against a background of green grass and some bushes.

WorkSource
Redmond

WorkSource Redmond Closure

- WorkSource Reimagined – Geographic location of WorkSource Offices

Background

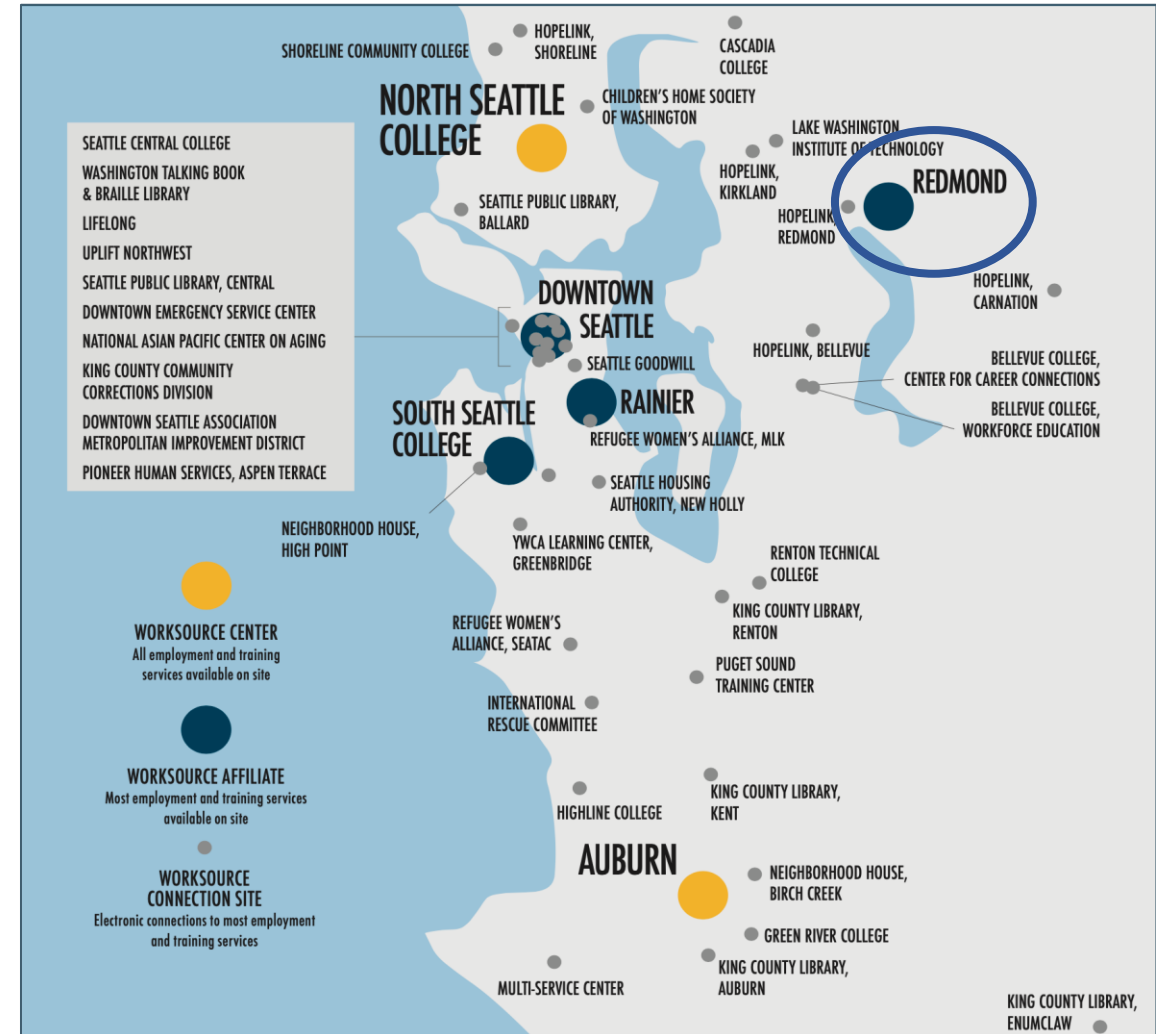


- Lease expiring at the end of Program Year 2023 (PY23 – July 2023 – June 2024)
 - Cost of Redmond location is high in comparison to other sites
 - Fewer partners available to share costs
 - More square footage than needed
 - Property owner unwilling to reduce the space with lease renewal
- WIOA only requires a single One-Stop Center in each Workforce Development Area – we currently have two: Auburn and North Seattle
 - Gives us the flexibility in determining what type of presence we need to have in this area
- Opportunity to look at current customer base and service delivery data to analyze if a Redmond location is the most accessible for customers on the east side of King County who rely on in-person services vs. virtual services

Analysis of WS Redmond Customer Base and Service Delivery

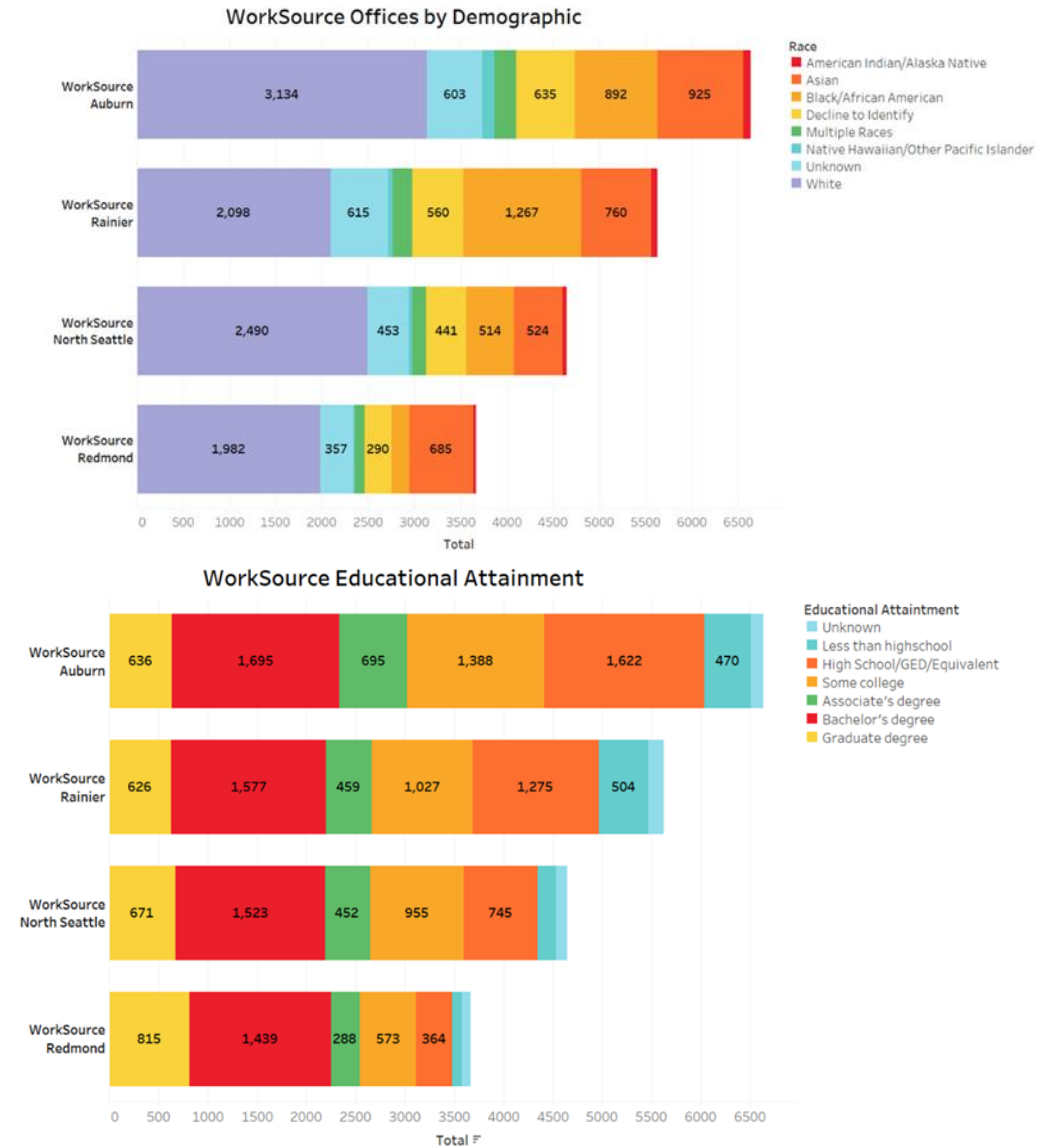


- WorkSource Redmond had the **smallest number of job seekers served on-site** by staff of the ESD-managed sites.
- Most job seekers assigned to WorkSource Redmond based on residence location were **accessing virtual services (70%), not in-person staff-assisted services (30%)**.
- The customer base of WorkSource Redmond did not reflect the populations identified in the **Regional Strategic Plan (RSP)** as the target populations for the system.
- A location in Bellevue would provide **more access to populations where needs are greatest** on the east side of the county.



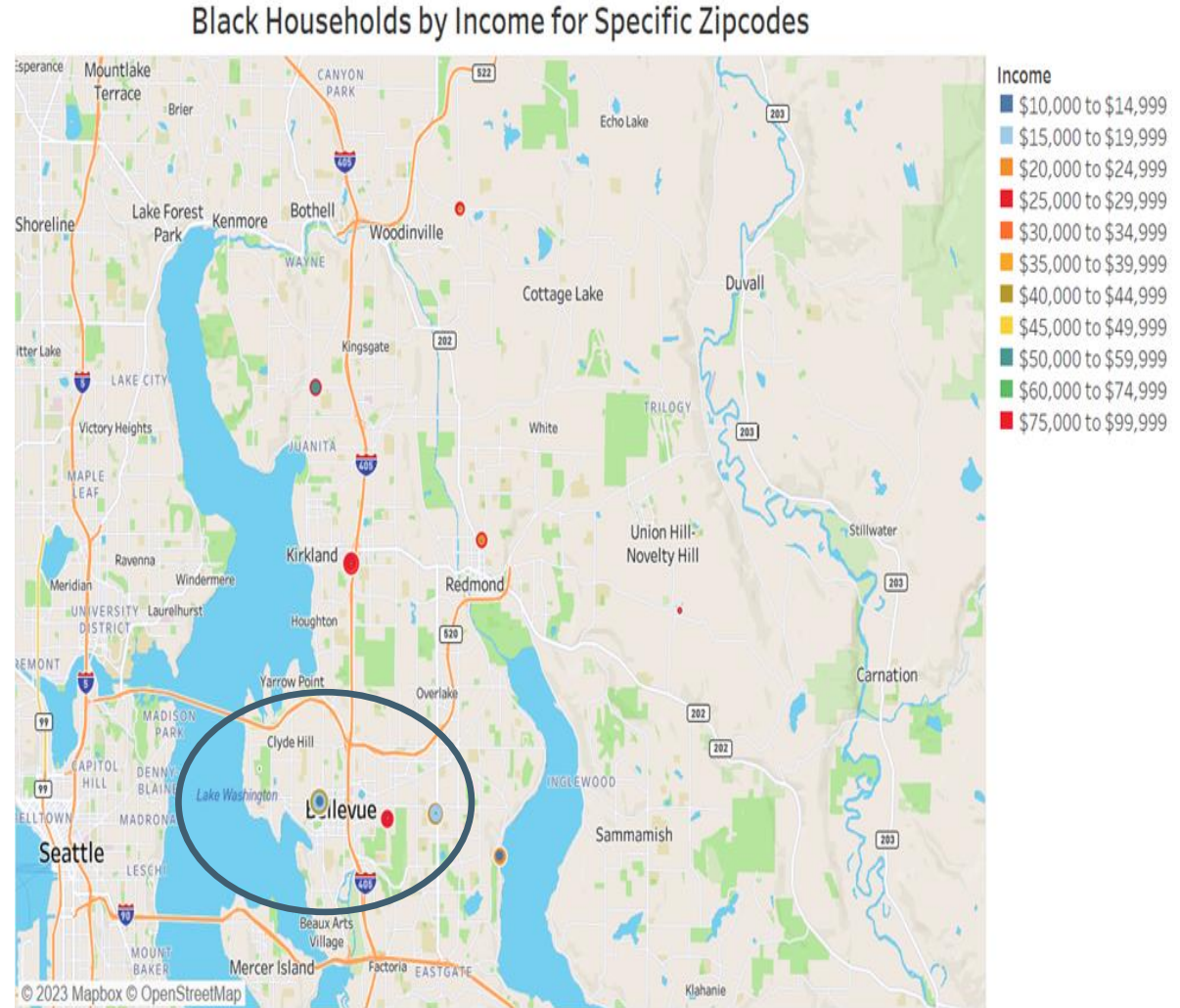
Analysis of WS Redmond Customer Base and Service Delivery

- When comparing the ESD-managed sites around the county the customer base for WorkSource Redmond is:
 - Predominantly White (54%)
Only 198 Black/African American customers (5% of the total) received staff-assisted services at WorkSource Redmond in Program Year 2022 (PY22)
 - Highly educated (61% have a bachelor's degree or higher)



Analysis of WS Redmond Customer Base and Service Delivery

- Identify a viable location on the east side of the county for a WorkSource office.
- US Census Bureau's American Community Survey was used to isolate specific households by race, income, and location (ZIP Codes) for **Kirkland, Bellevue, and Redmond**.
- Bellevue has the largest concentration of Black/African American households living with lower incomes. Prioritizing this population, whose needs are greatest, directly aligns with the pro-equity strategies outlined in the Regional Strategic Plan (RSP).
- A Bellevue location would provide in-person access to services for east side communities still facing persistent digital inequity.





The Way Ahead

WorkSource Redmond will close by the end of the current program year.

- **Multi-organization working group** established to work through the details involved.
 - Planning is underway to manage the transfer/relocation of ESD and contracted WIOA service provider staff to other offices and to work through the logistics of closing the office

- WDC and ESD staff are also exploring **options in Bellevue to house a new location** that would be more accessible for clients and centered in the communities who rely on in-person access to services.
 - Crossroads Mall
 - Bellevue College

Youth Stipends Policy

Policy Preview

As a result of our last monitoring visit and WDC advocacy, Employment Security Department has released draft guidance (**Policy 5622**) on Youth stipend payments.

Guidance: Stipends may be used as an allowable payment for participation in WIOA Title I-B youth program element activities such as occupational skills training or classroom activities, including high school equivalency preparation, work readiness, or employability skills training. Stipends cannot be used when an employer-employee relationship exists because that relationship warrants wages rather than stipends.

Seattle-King County is set to be the first Board in the state to have a local Stipends policy to support career navigation and career pathways for youth.



BOARD CHAIR REPORT

- Committee Engagement
 - PY23 Lookahead
 - FAC Engagement Opportunities

PY23 Finance & Administration Committee Lookahead Agenda Items



02/02/2024

Mid-Year Budget Review

Youth RFP Release – Centering Young Black Men

Advancements in the Regional Plan

03/15/2024

PY-23 Audit

WDC Office Lease Advancement

Youth RFP Awards– Centering Young Black Men

05/31/2024

PY-24 Budget Approval

Partners for Reentry Opportunities in Workforce Development (PROWD) Grant Launch

Regional Plan Submission

Closure of WorkSource Redmond



Regional Strategic
& WIOA Local
Plan Steering
Committee



Budget & Audit
Review



Invitation to RFP
Rating
Committee



Policy Advocacy

CLEO & FAC Member Engagement



ADJOURN

Thank you

The next Full Board Meeting is in Person on December 14th.