

November 4th, 2022

WDC FINANCE & ADMINISTRATION COMMITTEE

Board Members Present (virtual): Jane Broom, Caroline Chan, Angela Dunleavy (Chair), Berit Eriksson

CLEO's Representatives Present (virtual): Ashton Allison, John Lederer

Guests Present (virtual): Nicole Trimble

Staff Present (virtual): Beth Blanchard, Michael Davie, Marie Kurose (CEO), Bryan Pannell, Marisol Tapia-Hopper, Joe Taylor

Materials Distributed:

- Agenda – FAC 11042022
- Draft FAC Minutes 09082022
- Bylaws & Partnership Agreement Modification
- MOU / IFA Partnership
- Digital Equity Work Updates October 2022
- Appendix A WF Development Digital Equity Survey Results
- Appendix B Digital Needs Assessment Report Summary Aug-October 22
- Quest Dislocated Worker Grant (DWG)

I. Introductions

Chair Angela Dunleavy welcomed the Committee, staff members and guests with an introduction and let the group know there was a quorum of the Committee in attendance. All attendees provided an opening introduction with their name, pronouns, title, and organization.

Chair Dunleavy reviewed the November 4th, 2022, Draft Agenda and passed the meeting to Marie Kurose, CEO, for an update.

II. CEO Update

A. Strategic Framework

CEO Marie Kurose opened the meeting letting the group know the WDC has engaged Nicole Trimble to support the work of our strategic framework. Ms. Trimble shared with the group the primary objective: develop an approach to systematically track and communicate work and progress to the board of directors. Additionally, Ms. Trimble shared a timeline, including the key steps to the strategic framework and the development of a dashboard to track the key stages of the work. Ms. Kurose also shared with the group that Ms. Trimble will partner with the Racial Equity Committee to ensure the

strategic framework is completed in tandem with the north stars of the WDC. The group requested the scope of work to be provided to the FAC members for feedback.

B. 2023 Lookahead

Ms. Kurose provided an overview and process of the board membership composition, nominations, and board officer elections. The lookahead included information on Board member and officer vacancies, along with the responsibility of the CLEO representatives to identify candidates. Ms. Kurose closed with a request for candidate suggestions from the FAC members. The FAC members suggested the Puget Sound Regional Council and recruiting new members with previous board leadership experience.

III. Action Items

A. Approve September 8th, 2022 -FAC Minutes

Chair Dunleavy reviewed the September 8th, 2022 -Minutes and requested additions or clarifications from the attendees, of which there were none. Chair Dunleavy opened the floor for a motion to approve the Minutes. Mr. Ashton Allison made a motion to approve. Ms. Berit Eriksson seconded. The September 8th, 2022 -Minutes were unanimously approved.

B. Full Board Consent Agenda

- Bylaws & Partnership Agreement Modification

Ms. Kurose provided a brief summary from previous discussion of the DOL Monitoring Findings: Revisions to Bylaws & Partnership Agreement. These revisions included two items:

1. Authority to hire, evaluate and terminate the CEO
2. Authority to approve or deny one-stop certification and contracts

In addition, Ms. Kurose spoke about the governance structure intent & requirements for WIOA. Finally, Ms. Kurose requested FAC approval of the Bylaws & Partnership Agreement modification items to the consent agenda for approval at the Full Board meeting on December 8th, 2022.

The Committee discussed the pending CLEO legal review of the Bylaws & Partnership Agreement. Mr. Lederer and Mr. Allison let the group know that Seattle Law and the County have not completed the legal review of the Partnership Agreement. Ms. Kurose informed the Committee that these items were specific to the CLEO's liability and the December 31st, 2022, deadline to comply with the DOL & ESD monitoring findings. The CLEO representatives requested not to hold up the consent agenda and to move the Partnership Agreement to FAC approval with the caveat of no findings and approval subject to resolution of any issues raised by Seattle Law. Note: there were no issues with the Bylaws.

Chair Dunleavy requested additions or clarifications for the Bylaws Modification to approve these action items to the Full Board Consent Agenda, of which there were none. Chair Dunleavy opened the floor for a motion to approve the draft agenda. Ms. Berit Eriksson motioned to approve, and Mr. John Lederer seconded. The motion was unanimously approved.

Chair Dunleavy requested additions or clarifications for the Partnership Agreement Modification, including the caveat of no findings and approval subject to the resolution of the CLEO representatives' legal teams to be approved to the Full Board Consent Agenda, of which there were none. Chair Dunleavy opened the floor for a motion to approve the draft agenda. Ms. Jane Broom motioned to approve, and Ms. Caroline Chan seconded. The motion was unanimously approved.

IV. Report-Out

A. WorkSource, Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA)

Chair Dunleavy introduced Ms. Beth Blanchard, Strategic Consultant & Mr. Jeff Sikora, Director of Finance and Contracts from the WDC. Ms. Blanchard outlined The WorkSource Seattle-King County System. Mr. Jeff Sikora provided an overview of the WIOA-required Infrastructure Funding Agreements (IFA). The presentation included the locations, menu of services, the Operator, and Memorandum of Understanding (MOU).

B. Grant Updates

- **Bill and Melinda Gates Foundation**

CEO Kurose provided an update on the operating funding grant from the Bill and Melinda Gates Foundation. The grant will support building infrastructure for the organization. The general operational support is \$300,000 total and \$100,000 per year.

- **Digital Navigator Grant – Department of Commerce**

Ms. Marisol Tapia-Hopper, Project Manager, reviewed the Digital Navigator Grant award. This presentation included information on services, asset maps, assessment tools, and surveys. Additionally, Ms. Tapia-Hopper provided an overview of the WA State Department of Commerce with the WDC as the Lead, partnering with King County and the City of Seattle IT. This partnership will achieve digital equity efforts through four core elements: services, training, affordable connectivity program outreach, and device distribution of hotspots and laptops.

- **Quest Dislocated Worker Grant**

Mr. Michael Davie, Program Director presented to the Committee on The Quality Jobs, Equity, Strategy, and Training (Quest) – Disaster Recovery National Dislocated Worker Grants (DWGS). Mr. Davie outlined the QUEST program into Career & Training Services, Partnership Development, Community Outreach, and Business Engagement. Additionally, Mr. Davie presented data points of total served, training, work-based learning, and exits to employment.

V. Adjournment

Chair Dunleavy adjourned the meeting at 10:30 am.