

**September 8<sup>th</sup>, 2022**

**WDC FINANCE & ADMINISTRATION  
COMMITTEE**

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

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

**Staff Present (virtual):** Sheena Clarke, Michael Davie, Laura Kapuscinski, Marie Kurose (CEO), Bryan Pannell, Leigha Paul, Jeff Sikora, Abby Taft, Joe Taylor

**Materials Distributed:**

- [FAC Agenda 09082022](#)
- [August 12th, 2022 - FAC Minutes](#)
- [PY21 WIOA Management Letter](#)
- [Governance Presentation-WDC Full Board Slide Presentation March 25, 2021](#)
- [Executive-Summary Regional-Strategic-Plan WDC](#)
- [WDCSKC VISION RSP](#)

**I. Introductions & Agenda Review**

Chair Angela Dunleavy welcomed the Committee and staff members and the group provided introductions. Next, Ms. Dunleavy reviewed Draft Agenda September 8<sup>th</sup>, 2022, and requested additions or clarifications from the attendees, of which there were none.

**II. Action Item -Minutes – August 12<sup>th</sup>, 2022**

Chair Dunleavy reviewed the Minutes and requested additions or clarifications from the attendees, of which there were none. Ms. Dunleavy opened the floor for a motion to approve the Minutes. Mr. Ashton Allison motioned to approve; Ms. Caroline seconded. The remaining members of the Finance & Administration Committee (FAC) unanimously approved the Minutes from August 12<sup>th</sup>, 2022.

**III. Information**

**A. PY-21 WIOA Monitoring Report Update**

**1. Status: Questioned costs & items to address**

CEO Marie Kurose reviewed the Annual Compliance Federal Program Year 2021, which included the oversight and administration of WIOA discretionary and DOL grants. The presentation included information on WIOA Title I Formula Program Review (Adult, Dislocated Workers & Youth). Ms. Kurose also provided administrative and fiscal reviews.

Mr. Michael Davie, Director of Programs, reviewed the items to be addressed from the WIOA Monitoring Report Management Letter. The presentation outlined the items to address and resolution/status on:

- a. Incentives Policies: Adult & Dislocated Worker & Youth
- b. Youth Program Incentive Payments & ETO/MIS errors
- c. Adult & Dislocated Worker and Economic Security for All (EcSA) Programs

## **2. Design & Governance**

Ms. Kurose reported to the Committee on DOL Monitoring Findings: Revisions to Bylaws & Partnership Agreement. These revisions included two items:

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

The Committee determined that these were minimal administrative Bylaw updates that would need full consensus and moved to the full Board consent agenda during the next FAC convening on November 4<sup>th</sup>, 2022. Additionally, Ms. Kurose reviewed the Governance Structure (June 2021) and the Governance Journey (2019-2022).

## **B. Discussion: Operationalizing the Regional Strategic Plan, WDC Priorities and Capacity**

Ms. Kurose reviewed the target model, racial equity strategies, organizational priorities, and organizational change priorities. Next, the presentation focused on the Regional Strategic Plan (RSP), highlighting the north starts, advocacy and systems change strategies, workforce development strategies, population-based strategies, PY-22 priorities, internal capacity, and next steps.

The Committee discussed supporting and understanding the Backbone and transformation objectives of the WDC. Next, the discussion focused on strategies to inform the full Board of operationalizing RSP, actionable priorities, and specific capacity needs, including: date and monetary metrics and assessment (target); simplified language and action items; SMART goals to track and frame; template flexibility to show how and why goals are changed; short- and long-term goals; input and output measures; separating operations from goals. The goal is to lead to co-creating priorities with the full Board, utilizing the FAC as a council for Marie and staff in determining actionable tasks for Board members.

## **IV. Adjournment**

Chair Dunleavy adjourned the meeting at 2:15pm.