

**September 8th, 2023**

## **WDC Finance & Administration Committee**

**Board Members Present (Virtual):** Jane Broom, Caroline Chan, Jiquanda Nelson (Chair)

**CLEO's Representatives Present (Virtual):** John Lederer

**Staff Present (Virtual):** John Bowers, Michael Davie, Mimi Getahun, Marie Kurose (CEO), Leigha Paul, Jeff Sikora, Marisol Tapia-Hopper

### **Materials Distributed:**

- June Minutes – [June 9<sup>th</sup>](#) & [June 16<sup>th</sup>](#), 2023
- Incentives/ Food Assistance/ Medical and Mental Health Care and Allowable Uses of State EcSA Funding Policy
- EcSA (State & Federal) Policy for Over 200% FPL
- MOU & IFA Memo
- MOU & IFA
- PY22 WIOA Monitoring Management Letter
- 2023 WIOA Title I Quarterly Performance Letter
- FAC Charter

### **I. INTRODUCTIONS**

### **II. ACTION ITEMS**

#### **A. Approve Minutes – June 9<sup>th</sup> & June 16<sup>th</sup>, 2023**

Chair Jiquanda Nelson reviewed the draft minutes from the June 9<sup>th</sup> and June 16<sup>th</sup> FAC meeting:

- WDC board discussed and approved PY-23 Budget, Incumbent Worker Training request, and Policy updates.
- Marie Kurose, CEO provided information on:
  - Board Leadership Nomination Committee
  - WIOA Formula Allocation
  - State Funding
  - Board Excellence Dashboard
  - ESD Monitoring PY-22
  - Lookahead Calendar

- Operator Procurement Calendar

As quorum was not met, chair Jiquanda Nelson recommended to move motion to e-vote.

## **B. Policy**

Chair, Jiquanda Nelson introduced WDC Director of Programs, Michael Davie to present on policy. Mr. Davie presented on Economic Security for All (EcSA), a poverty reduction model funded through the state. The presentation provided a review of the two policies that have been revised and added:

- **Policy 215 V2:** Incentives/Food Assistance/Needs-related Payments/Medical and Mental Health Care
  - Expanded original policy by braiding in state funds to allow for funding to be used for food assistance, housing assistance, medical and mental health care, and outreach and marketing.
- **Policy 216:** State & Federal for Over 200% (Federal Poverty Level) FPL
  - New policy that focuses on eligibility for individuals at over 200% FPL.

As quorum was not met, chair Jiquanda Nelson recommended to move motion to e-vote.

## **C. Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA)**

CEO Marie Kurose presented the WorkSource Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA), a requirement of the MOU. Ms. Kurose provided background on WorkSource and its One-Stop partners, along with WDC's responsibilities with WorkSource. In addition, the presentation included the WorkSource PY23 Operating Budget.

As quorum was not met, chair Jiquanda Nelson recommended to move motion to e-vote.

## **III. CEO REPORT-OUT**

### **A. Funding Report**

CEO Marie Kurose presented on PY22 Grants and PY23 Grant activities. The presentation included information on PY22 Grants received and PY23 Grants (received, pending, and not awarded).

### **B. Monitoring Report – PY22 WIOA Management Letter**

Ms. Marie Kurose provided an in-depth review of the WIOA PY22 Monitoring report, which included information on findings, required action, and background on the WDC's regional transformation. Ms. Kurose also provided an overview of the PY23 Operational Plan which included an expansion of diverse partners and programs, in addition to staff capacity building by adding 2 FTEs, Program

Monitor, and Management Information System Specialist. Ms. Kurose also provided a review of the PY23 Monitoring and Audit Schedule.

### **C. 2023 WIOA Title I Quarterly Performance Letter**

Ms. Kurose briefly shared that WDC had received a very positive 2023 WIOA Title I Quarterly Performance Letter for June of 2023.

### **D. Board Updates**

Chair Jiquanda Nelson provided brief updates on new PY23 officers:

- Chair – Jiquanda Nelson, CEO, Diversity Window
- Vice Chair – Angela Dunleavy, CEO, Gourmondo
- Secretary – Katie Garrow, Executive Secretary-Treasurer, MLK County Labor Council

Ms. Nelson also announced new WDC board members:

- Susan McLaughlin, Director of Behavioral Health and Recovery, King County Dept. of Community and Human Services (Business)
- Edwin Wanji, CEO, Sphere Solar Energy (Business)
- Lars Turner, International Organization of Masters, Mates and Pilots (Labor)

Ms. Nelson also announced upcoming vacancies on the WDC board for small business in January 2024 and pending appointments in higher education, adult education, and economic development.

## **IV. FINANCE & ADMINISTRATION COMMITTEE**

### **A. Historical Overview**

CEO Marie Kurose provided a historical overview of the Financial & Administration Committee. The presentation included information on the WDC board governance structure (approved in 6/2021) and the roles and responsibilities of the WDC board and committees.

### **B. FAC Charter**

CEO Marie Kurose provided a brief review of the Finance and Administration Committee charter.

### **C. Committee Discussion**

Ms. Kurose and Ms. Nelson led a discussion about what they envision as the current role of FAC and what items needed to be presented to the board versus strictly at committee meetings.

## **V. ADJOURNMENT**

Chair Jiquanda Nelson adjourned the meeting.