

February 2nd, 2024

Finance & Administration Committee

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

CLEO Representatives (Virtual): John Lederer

Staff Members (Virtual): John Bower, Ericka Cox (COSS), Michael Davie, Ana Gaeta, Mimi Getahun, Alice Kim, Marie Kurose (CEO), Bryan Pannell, Jeff Sikora, Laura Kapuscinski

Materials Distributed:

- [Finance & Administration Committee Minutes WDC-SKC 12082023](#)
- [A.FAC Policy.Memo WDC-WKC 020224](#)
- [P210.WEX.POLICY WDC-SKC 020224](#)
- [P210.Addendum.WEX WDC-SKC 020224](#)
- [P202.YouthStipends.Incentives WDC-SKC 020224](#)
- [Quarterly Performance Letter LWDB05 Dec 2023](#)
- [WS Redmond Closure WDC-SKC 020224](#)
- [WS Operator Team Update WDC-SKC 020224](#)

I. INTRODUCTIONS

II. ACTION ITEMS

A. Approve Minutes – December 8th, 2023

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

- The WDC Board met virtually and approved the September 8th, 2023, Minutes, Economic Security for All (EcSA) Incentive Policy and Regional Strategic & WIOA Local Plan Update
- Marie Kurose, CEO, and team provided updates on Fiscal Performance, Grants, WorkSource Remond closure, and Youth Stipends policy.
- Additionally, Ms. Nelson provided a report out on the PY23 FAC look-ahead and goals in addition to upcoming engagement opportunities.

Ms. Nelson opened the floor for a motion to approve the minutes from December 8th, 2023. Caroline Chan made a motion to approve; John Lederer seconded. The motion was unanimously passed.

B. Financial Overview

- PY-23 Mid-Year Budget

Laura Kapuscinski, Budget Manager, presented on PY-23 mid-year budget. The Presentation covered information on PY23 WIOA funding, private funding, and other public funding. Additionally, she expanded on adjustments to PY22 carry-in and PY24 planned carry forward. Ms. Kapuscinski also noted that the WDC team has been working closely with providers to help them with planning out funding and utilizing carryover, particularly considering the decreasing trend in WIOA funding.

Ms. Nelson opened the floor for a motion to approve PY-23 Mid-year budget. Caroline Chan made a motion to approve; John Lederer seconded. The motion was unanimously passed.

C. Programmatic Innovation, Impact & Compliance

- Policy
 - Work Experience
 - Stipends

Michael Davie, Director of Programs, presented on policy recommendations for the new Youth Stipends policy, initially previewed at the December 8th FAC meeting, updates to the Work Experience (WEX) policy along with an addendum to WEX that will be integrated to the entirety of the QUEST DWG grant.

Ms. Nelson opened the floor for a motion to approve the release of Youth Stipends policy, Work Experience policy and addendum to work Experience policy – Quest DWG. Jane Broom-Davidson made a motion to approve; Caroline Chan seconded. The motion was unanimously passed.

III. CEO REPORT

A. Executive Summary

- Staff Update

Marie Kurose, CEO, informed FAC members that WDC has hired three new staff members:

- Wendy Lau, Monitoring & Compliance Manager
- Kate Ridings, Grants Manager
- Claire Brittain, WorkSource Management Information System (MIS) Lead

- State Performance Letter - 12.19.23

Ms. Kurose highlighted the quarterly performance letter from the State employment security department. The letter stated that WDC has exceeded all enrollment and performance targets for WIOA Youth, Dislocated Worker and Adult programs for quarter ending in September 2023.

- WIOA Local Plan & Regional Strategic Plan Refresh
 - Process, Timeline & Approvals

Ms. Kurose presented on the WIOA Local Plan draft timeline, highlighting

important dates. They also informed members about how the work developed for WIOA Local plan will be used for the Regional Strategic plan in the second phase.

- Steering Committee

Ms. Kurose, thanked Steering Committee members, including Board, CLEOs and WDC staff for their support and help with the WIOA Local Plan. They also provided a brief presentation on WIOA Local plan Steering Committee roles and responsibilities.

- B. Programmatic Innovation, Impact & Compliance

- WorkSource Redmond Closure Update

Bryan Pannell, Director of Performance & Sector Partnerships, provided updates on the WorkSource Redmond closure. Mr. Pannell stated that the lease will be closing at the end of June, so they are looking for new location options in Bellevue, after reviewing Census data that helped identify concentration of target demographic in the area.

They are currently working with ESD for June closure and looking at April for transferring equipment and furniture to other offices before the end of lease. The relocation team has tours of potential spaces underway and are looking at spaces in the community that are available at less cost than the previous Redmond office.

- New Operator Vendor Progress & Innovation

Mr. Pannell provided an overview of WDC's new One Stop Operator, Career Path Services. The presentation included information on Career Path Services' responsibilities, and their geographic reach, along with a timeline of their progress since the start of their contract in June 2023.

Additionally, Mr. Pannell provided updates on upcoming projects with the team, including the staff learning and communications hub, connection site networking events, and the development of opportunities for connection sites staff to pursue the Workforce Development Professional certifications.

IV. BOARD CHAIR REPORT

- A. Updates

Jiquanda Nelson, Board Chair, provided an update on the WIOA Local Steering Committee – including a quick summary of the most recent meeting and final decisions regarding upcoming engagement meetings with community partners. Ms. Nelson also emphasized the importance of alignment with the community and how this is a small piece of the greater Regional Strategic Plan.

- B. Board Engagement

Ms. Nelson also updated FAC board members about changes on the WDC board, including resignation from Angela Dunleavy and the potential addition of two new board members –

Janice Clusserath and Marcus Warren. Jiquanda will be engaging with these potential board members.

Ms. Nelson also reminded FAC board members that the WDC Programs team is still looking for more volunteers to serve on the Youth Stipend RFP Rating Team that would be due by February 12th.

V. ADJOURNMENT

Chair Jiquanda Nelson adjourned the meeting.