

# WDC FINANCE & ADMINISTRATION COMMITTEE

September 8, 2023



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# WELCOME & INTRODUCTIONS

Jiquanda Nelson, *Board Chair*

# AGENDA

- Review draft agenda

## I. INTRODUCTIONS

## II. ACTION ITEMS

- A. Approve Minutes -June 9th & June 16th, 2023
- B. Policy
  - Economic Security for All (EcSA)
    - Incentives/Food Assistance/Needs-related Payments/Medical and Mental Health Care
    - State & Federal for Over 200% FPL
- C. Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA)

## III. CEO REPORT

- A. Funding Report
- B. Monitoring Report - PY22 WIOA Management Letter
- C. 2023 WIOA Title I Quarterly Performance Letter
- D. Board Updates
  - a. Board Vacancies

## IV. FINANCE & ADMINISTRATION COMMITTEE

- A. Historical Overview
- B. FAC Charter
- C. Committee Discussion

## V. ADJOURNMENT

# ACTION ITEMS

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- Approve Minutes
- Policy
- Memorandum of Understanding

# POLICY UPDATES

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- EcSA State and Federal Policy for Over 200% FPL
- Allowable uses of State EcSA Funding



### **EcSA (State & Federal) Policy for Over 200% FPL**

Establishes eligibility criteria and procedures for serving individuals over 200% FPL.



### **Incentives/ Food Assistance/ Medical and Mental Health Care and Allowable Uses of State EcSA Funding Policy**

Provides guidance, policies and administrative procedures governing use of State EcSA funding.

# WorkSource Memorandum of Understanding

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- MOU
- Infrastructure Funding Agreement (IFA)

# WorkSource- American Job Centers

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Federally required system of sites and electronic connections

Required to have at least one physical comprehensive center

Comprehensive services for job seekers and businesses

Integrated service delivery

Required Partnerships



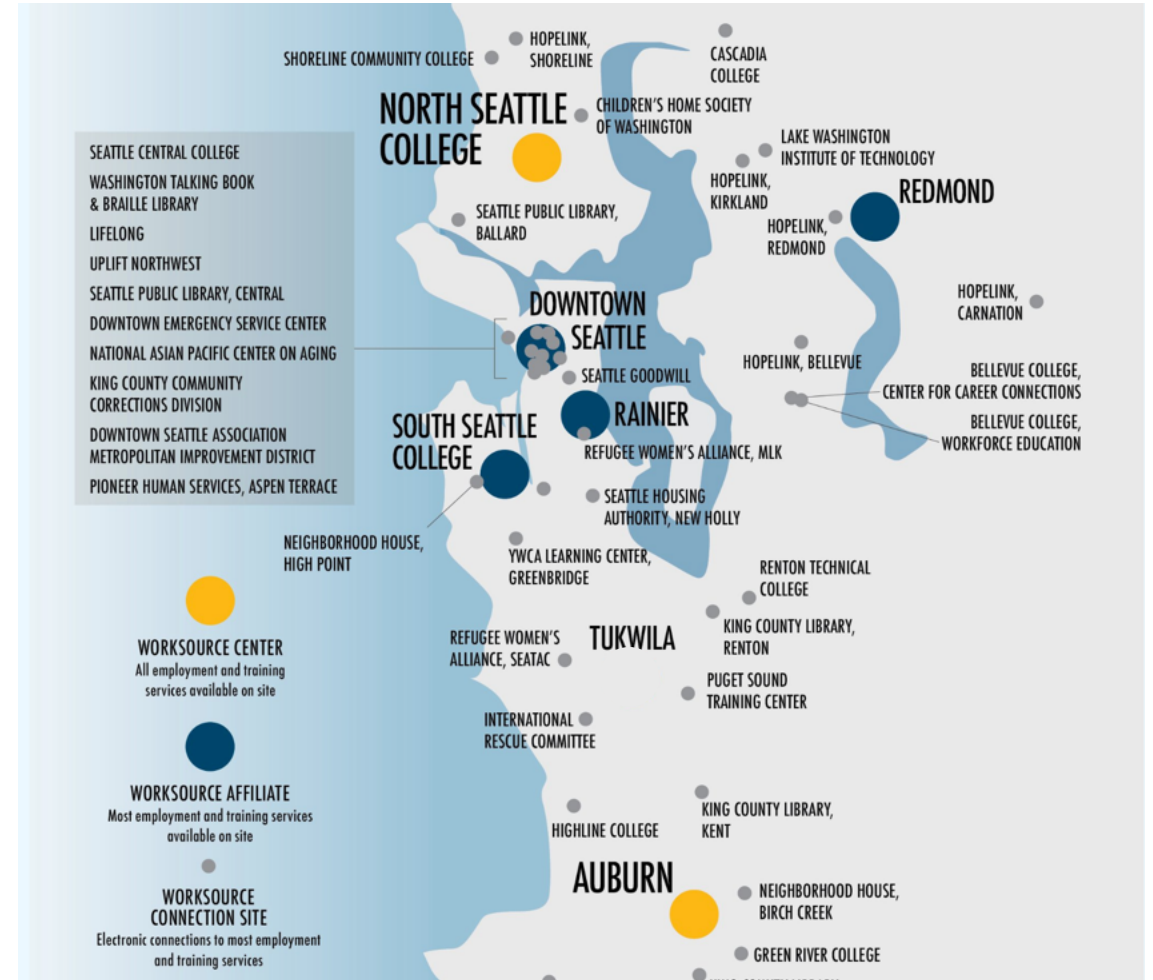
# REQUIRED ONE-STOP PARTNERS

Section 121(b)(1)(B) and 20 CFR 678.400

<b>Department of Labor</b>	WIOA Title I Programs	Adult, Dislocated Workers, and Youth
		Job Corps
		YouthBuild
		National Farmworker Jobs Program (NFJP)
		Native American Programs
	Wagner-Peyser (Employment Services)	
	Senior Community Service Employment Program (SCSEP)	
	Trade Adjustment Assistance (TAA) Program	
	Unemployment Compensation (UC) Programs	
	Jobs for Veterans State Grants (JVSG) Programs	
Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169		
<b>Department of Education</b>	Adult Education and Family Literacy Act program, authorized under WIOA title II	
	The State Vocational Rehabilitation Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C.720 et seq.), as amended by WIOA title IV	
	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006	
<b>Department of Housing and Urban Development</b>	Employment and training activities carried out by the HUD	
<b>Department of Health and Human Services</b>	Employment and training activities carried out under the Community Services Block Grant (CSBG) Programs	
	Temporary Assistance for Needy Families (TANF)	

# WorkSource Seattle-King County

- ✓ 2 Comprehensive Centers where all system services are available on-site
- ✓ 5 Affiliate Sites where most services are available on-site or by referral
- ✓ 39 Connection Sites located in communities with the greatest needs to connect and provide access to WorkSource services



# WDC Responsibilities | WorkSource



Negotiate a Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) with all WorkSource Partners



Certify that WorkSource meets high quality standards for operations and customer service



Contract for a WorkSource Operator



Contract for WIOA Title I funded services delivered through WorkSource



Develop policy to convey expectations for how WorkSource will meet regional needs

# Memorandum of Understanding

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Federally required  
WorkSource system  
operating agreement

Chief Local Elected  
Officials, WDC and  
WorkSource partners

Reinforces the shared  
mission for the system  
and partner  
commitment to work  
together

Partner roles and  
responsibilities  
(Services, referral,  
data...)

Operating Budget  
(Infrastructure Funding  
Agreement (IFA))

# Infrastructure Funding Agreement (IFA)

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## PY23 WORKSOURCE OPERATING BUDGET

- TOTAL: **\$2,243,374.**
- WIOA Title I (WDC) Share - **\$532,826.**

How WorkSource Partners will share the costs of the one-stop system:

- Physical infrastructure (rent, technology, etc.)
- Career Services (staffing)
- Other system costs agreed to by the partners (translation services, etc.)

Two types of IFA Partners:

- Required Partners
- Other

**All partners** must agree to the Local Funding Mechanism

- FTEs, square footage, and annual customer counts

# WorkSource Infrastructure Funding Agreement (IFA)

## PY23 OPERATING BUDGET

Required Partner	WS Auburn	WS North	WS Rainier	Redmond	Downtown	South	Totals
WIOA Title I (WDC)	\$ 58,680.62	\$ 54,493.26	\$ 166,733.11	\$ 77,284.39	\$ 97,159.79	\$ 78,475.19	\$ 532,826.36
WIOA Title II (Adult Literacy - Colleges)	\$ 1,153.35	\$ 737.55				\$ 16,349.00	\$ 18,239.90
WIOA Title III, TAA, Vets, UI, MSFW (ESD)	\$ 212,187.25	\$ 238,023.45	\$ 296,580.92	\$ 301,850.33			\$1,048,641.95
WorkFirst (ESD)	\$ 37,280.76	\$23,932.09	\$ 92,042.36	\$ 29,696.52			\$182,951.72
WIOA Title IV (DVR)	\$ 7,735.41	\$ 16,111.44		\$ 94,162.98			\$ 118,009.83
WIOA Title IV (DSB)	\$ 1,153.35	\$ 737.55					\$ 1,890.91
WIOA Title V SCSEP (NAPCA)	\$ 188.91	\$ 120.81					\$ 309.72
WIOA Title V SCSEP (AARP Foundation)	\$ 222.05	\$ 142.00					\$ 364.05
Carl Perkins (Workforce Educ - Colleges)	\$ 58,562.43	\$ 37,449.95					\$ 96,012.37
<i>King County - Self-Sufficiency</i>	\$ 1,060.55	\$ 678.21					\$ 1,738.76
<i>SHA - HUD Employment and Training</i>	\$ 2,117.79	\$ 1,354.30					\$ 3,472.09
<b>Additional Partners</b>							
Labor & Industries	\$ 5,246.87	\$ 11,164.74	\$ 20,453.86				\$ 36,865.47
Weld			\$ 20,453.86				\$ 20,453.86
TANF (YWCA)					\$ 112,634.01		\$ 112,634.01
United Way					\$ 1,894.71		\$ 41,894.71
Embedded Career Specialist						\$ 27,068.28	\$ 27,068.28
<b>TOTALS</b>	\$385,589.36	\$384,945.36	\$596,264.10	\$502,994.21	\$251,688.52	\$121,892.47	\$2,243,374.02



# CEO REPORT OUT

# Updates



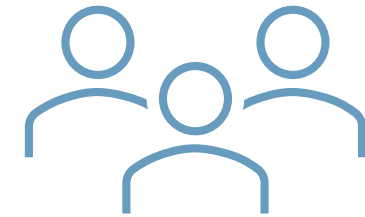
## FUNDING REPORT

- PY22 Grants
- PY23 Grant Activities



## MONITORING

- PY22 Monitoring Report
- PY23 Monitoring Calendar



## BOARD UPDATES

- Board Vacancies



# FUNDING: PY22 GRANTS RECEIVED

PUBLIC			
Economic Security for All (State)	Self Sufficiency Calculator	\$ 146,960	7/2022 – 3/2024
Economic Security for All (State)	Program	\$ 1,039,448	7/2022 – 6/2023
King County (AARPA)	Career Corps	\$ 3,000,000	3/2022 – 12/2023 *
King County (VSHSL)	Vulnerable Populations	\$ 1,600,000	1/2022 – 12/2023 *
King County	Justice Involved Adults	\$ 2,929,434	11/2021 – 12/2023 *
King County	Jobs & Housing Career Supports	\$ 1,045,448	11/2021 – 12/2023 *
US Social Security Admin	Ticket to Work	\$ 65,000	7/2022 – 6/2023
DSHS	Basic Food Employment & Training	\$ 357,829	10/2021 – 9/2023 *
State Dept of Commerce	Digital Navigator	\$ 988,505	10/2022 – 6/2023
Department of Labor National	Quality Jobs Equity Strategy & Training (QUEST)	\$ 3,189,231	11/2022- 9/2024
PRIVATE			
Gates Foundation	General Operating Support	\$ 300,000	10/2022 – 9/2025
Bank of America	Youth Work Experience	\$ 150,000	7/2022 – 6/2023
National Skill Span	SkillSPAN State Policy	\$ 25,000	1/2023-12/2023

\* Grants awarded in PY21 that include PY22 Implementation

# FUNDING: PY23 GRANT REPORT

FUNDER	PROJECT	AWARD	PERIOD
NFWS	Human Centered Design Common Intake Form	\$ 200,000	8/23 – 7/24
Comcast	Digital Equity	\$ 60,000	9/23 – 9/24
ESD	Economic Security for All State Funded	\$1,371,586	7/23-6/24
DSHS	Basic Food Employment & Training	\$ 217,177	10/23-9/24
PENDING			
FUNDER	PROJECT/PARTNERS	REQUESTED	SUBMITTED
DOL	<b>Critical Sectors Job Quality:</b> Regional Approach to Improve Job Quality in the Hospitality Sector <b>Partners: FareStart, UNITE HERE, UFCW/We Train Washington</b>	\$500,000 (planning)	7/23
DOL/DOJ	<b>Partners for Reentry Opportunities in Workforce Development</b> <b>Co-Applicant with Employment Security Dept.</b>	\$3.5M	8/23
City/County	Funding for Backbone Organization – Pending Negotiations	\$500,000	Aug 2023
SUBMITTED NOT AWARDED			
Dept of Commerce	<b>Digital Navigator Services</b> 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. <b>Partners: Seattle Housing Authority; Seattle Information Tech; Seattle Public Library &amp; InterConnection</b>	\$ 2.34M	8/2023
NIH	<b>Community-Led, Health Equity Structural Interventions</b> <b>Partners: Healthy King County Coalition</b>	\$ 6M	2/6/2023
Urban Institute	<b>Equity Centered, Community Based Approach to Sector Partnerships</b> <b>Partners: ERRA</b>	\$ 465,000	4/7/2023

# MONITORING REPORT

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- WIOA PY22 Monitoring
- Staffing Plan
- PY23 Schedule

# PY22 WIOA MONITORING REVIEW



## WIOA Formula Program

- Program Policies
- Adult, Youth, and Dislocated Worker Programs

## State Discretionary Contract Program Federal and State EcSA

## WIOA Title I Formula Administrative and Fiscal

- Governance
- MOU/IFA
- Policies/Procedures
- Administrative Controls and monitoring (Subrecipient)
- Internal controls
- Cash and financial management
- Procurement
- Cost allocation
- Single Audit
- Personnel
- Grievance and complaint

## PROGRAM/SUBRECIPIENT REVIEW ELEMENTS

### Participant Records

- MIS/ETO Data Validation
- Case Notes
- Documentation

### Program Services

### Direct Participant Costs

# PY22 WIOA MONITORING REPORT



## FINDING:

**Repeated** challenges with ensuring subrecipient-service providers are entering data into the state's MIS accurately and on time have resulted in a finding.

## REQUIRED ACTIONS

- Require subrecipients to conduct and document monthly reviews of ETO and Participant files
- WDC will review and document to ensure accuracy and submit quarterly reports to the ESD Monitoring Unit
- Provide or procure for a third-party contractor to provide training for all subrecipient supervisors, their service delivery staff, and anyone responsible for reporting information into ETO

## BACKGROUND

The **Regional Transformation** called for:

- Expanding partnerships with and increasing the capacity of diverse CBOs serving BIPOC, immigrant, refugee, and other marginalized communities.
- Leveraging and braiding WIOA funding with non-WIOA funding to better serve the community and increase impact.

In PY22 – the WDC executed **115** contracts with **63** unique Subrecipients and **19** fund sources. Subrecipients (Contractors) have experienced high staff turnover.

The state WIOA MIS system (ETO) has been an ongoing challenge. The state ESD has been working on developing a new system since 2017, which has been delayed because of issues with the IT Consultants.

**Multiple Data Systems:** In addition to ETO, subrecipients are required to complete multiple data reports based on fund source.

Braided funding and increased number and diversity of subrecipients requires additional monitoring, technical assistance and ongoing support.

**WDC ACTIONS:** The PY23 Operational Plan includes steps and staffing to address the MIS/Data Finding

**115** **Contracts**

**63** **Subrecipients**

**19** **Fund Sources**

# PY22 WIOA MONITORING REPORT: ACTIONS



## WDC PY23 Operational Plan

- Expand partnerships with and increase the capacity of diverse CBOs serving BIPOC, immigrant, refugee, and other marginalized communities.
- Create a skilled and well-trained, frontline staff that is reflective of the communities served and is prepared to provide services and get clients, especially those who are furthest from opportunity, access to the support services needed.
  - a. Implement professional development training for front-line staff (Launch Q3 2023)
  - b. Facilitate Peer-to-Peer capacity building convenings for community partners to share information, best practices, and address systems barriers. (Ongoing)
- Increased administrative capacity and compliance of community partners needed to effectively meet contract funding requirements.
  - a. Streamline administrative processes when possible (ongoing)
  - b. Provide capacity building support and ongoing training and technical assistance on administrative processes: financial, data, reporting, and performance management. (ongoing)
  - c. **Hire 2 FTE:** Program Monitor and Management Information System (MIS) Specialist (*Posted*)

# PY22 WIOA MONITORING REPORT



## ITEMS TO ADDRESS

QUESTIONED COSTS	<ul style="list-style-type: none"><li>• <b>Disallowed Youth Incentive Payments:</b> Reimbursed \$1,800</li><li>• <b>Other questioned costs:</b> Additional documentation submitted to ESD</li></ul>
POLICIES	<ul style="list-style-type: none"><li>• <b>Incentive Policy:</b> Update eligibility and documentation requirements</li><li>• <b>Co-enrollment Policy:</b> Monitor subrecipients for compliance</li><li>• <b>Travel Policy</b> updated to include Board members and partners</li></ul>
ONE STOP CERTIFICATION	<ul style="list-style-type: none"><li>• Certification completed (LWDB Approved 6/30/23)</li></ul>
PROCUREMENT AND CONTRACTS	<ul style="list-style-type: none"><li>• Contracts and Compliance Manager revised contract language</li></ul>
SINGLE AUDIT	<ul style="list-style-type: none"><li>• Audit submitted to the Federal Audit Clearinghouse late due to restatement of 2022 costs.</li><li>• FAC Approved 4/17/2023</li></ul>
MOU/IFA	<ul style="list-style-type: none"><li>• MOU IFA Updated – Pending FAC and (LWDB Approval)</li></ul>



# PY23 Monitoring and Audit Schedule



# BOARD UPDATES

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# BOARD UPDATES



## PY23 OFFICERS

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



## NEW MEMBERS

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



## UPCOMING VACANCIES

- Small Business – January 2024

## Pending Appointments

- Higher Education
- Adult Education
- Economic Development

# BOARD COMPOSITION CRITERIA

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Appointed by Chief Local  
Elected Officials (CLEO)

Must meet WIOA  
composition requirements

## WIOA Required Criteria 20 CFR 679.320(b)

**Business (51% minimum)** Requires majority business Owner, CEO, COO, or other individual with optimum policy-making or hiring authority; and (2) Provide employment opportunities in in-demand industry sectors or occupations

### **Workforce Representative (20% minimum)**

At least two members from labor organizations: training director or a member of a labor organization; one or more joint labor-management, or union affiliated, registered apprenticeship program

### **Required Partners**

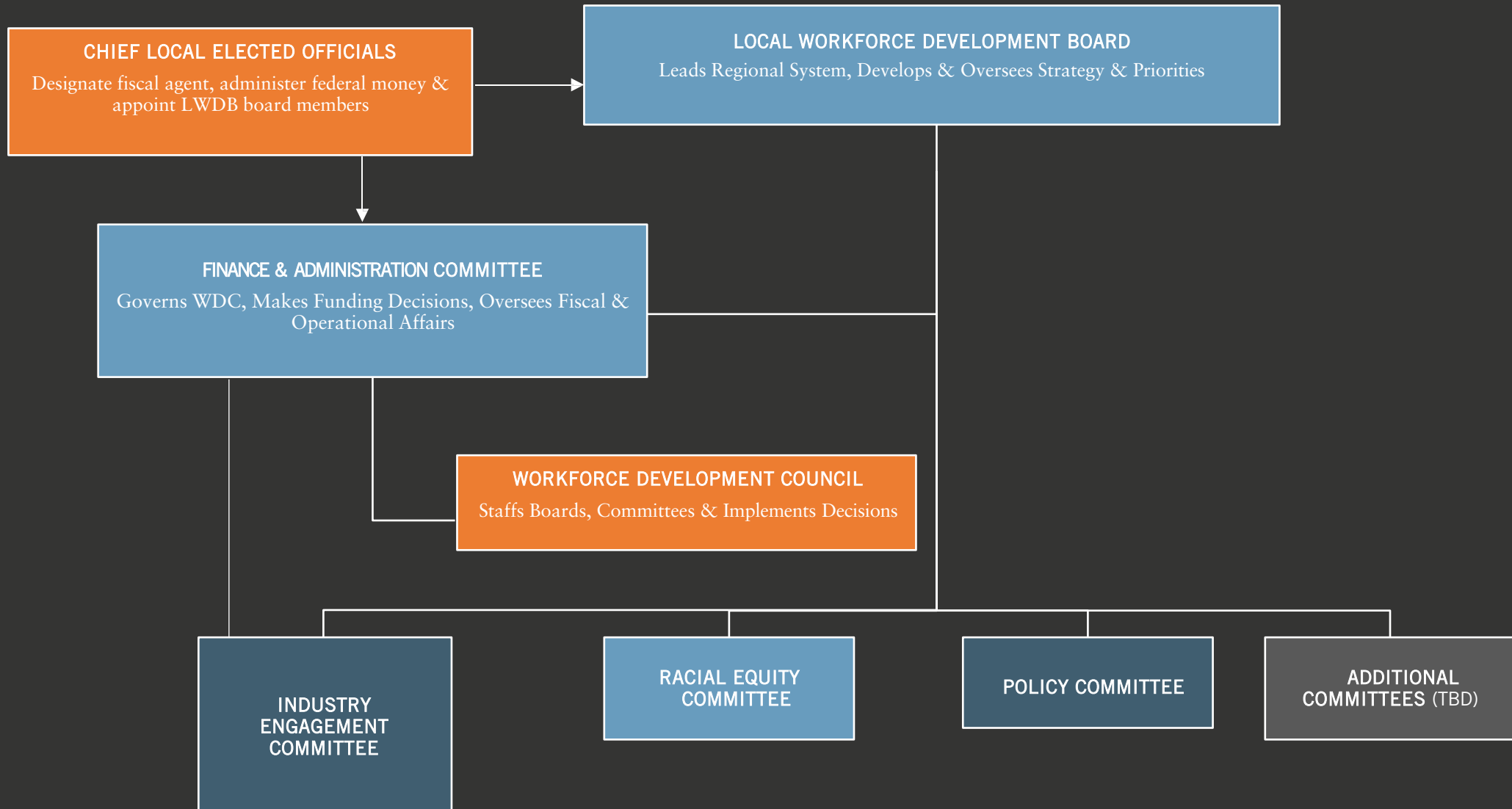
- WIOA Title II adult education and literacy
- Higher education, including community colleges
- Economic and community development entities
- State Employment Service office under the Wagner-Peyser Act
- Title I of the Rehabilitation Act of 1973

# FINANCE & ADMINISTRATION COMMITTEE

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- Historical Overview
- FAC Charter
- Committee Discussion

# NEW GOVERNANCE STRUCTURE – APPROVED 6/2021



# BOARD & COMMITTEE ROLES & RESPONSIBILITIES



## FULL BOARD

- System strategy, guidance, & advocacy
- Policy
- Local Plan Approval
- Regional Strategic Plan
- Convening
- CEO hiring/evaluation
- Annual budgeting
- Performance accountability negotiation

## FINANCE & ADMINISTRATION

- Fiduciary
- Administrative
- Audit
- Monitoring & Compliance
- Procurement
- Operations
- Local policies



# ADJOURN

*Thank you*

*The next Full Board Meeting is on Thursday, September 14<sup>th</sup>, 2023.*

*The next Finance & Administration Meeting is scheduled for Friday, December 8<sup>th</sup>, 2023.*