

# WDC FINANCE & ADMINISTRATION COMMITTEE

February 10th, 2023

# WELCOME & INTRODUCTIONS

Angela Dunleavy, Board Chair

# AGENDA

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- Review draft agenda

- I. INTRODUCTIONS
- II. STRATEGIC FRAMEWORK
- III. AUDIT REPORT
- IV. ACTION ITEMS
  - A. Approve Minutes (11/4/2022)
  - B. Mid-Year Budget & Funding Update
- V. REPORT-OUT
  - A. WIOA
    - WorkSource Tukwila Provisional & Certification
  - B. CEO
    - 2023 Lookahead
    - State Funding Request
    - Staffing Update
    - WDC Lease
    - Board Retreat Agenda & Planning
  - C. Board Chair
    - CEO Evaluation
    - New Board Officers
- VI. ADJOURNMENT



# STRATEGIC FRAMEWORK

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# ACTION ITEMS

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- A. Approve FAC Minutes November 4<sup>th</sup>, 2022
- B. Mid-Year Budget & Funding Update

# PY 22 MID-YEAR BUDGET UPDATE - SUMMARY



June 2022 Approved Budget	\$23,212,635
Jan 2023 Revised Budget:	\$22,169,413

## New Grant Awards

### Adjustments to Actual Carry in and Planned Carry Forward

PY21 Carry in increased from \$2.7M to \$7M based on actual expenses

PY23 Carry forward projection has increased from \$1.3M to \$9.7M based on analysis of PY22 spending trends.

- #### Other Public Grants
- Commerce Digital Navigator (\$988K)
  - ESD Quest grant (3.2M, 1.8M budgeted PY22)

- #### Private Grants
- Bank of America (150K)
  - Gates Foundation (300K, 100K budgeted for PY22)
  - National Skills Foundation (\$25K)
  - ERRA Steering Committee (\$6K)

# PY 22 MID-YEAR BUDGET



	JUNE 2022 APPROVED BUDGET	CHANGE	MID-YEAR PY22 BUDGET
<b>TOTAL BUDGET: REVENUES &amp; GRANTS</b>	23,212,635	(1,043,222)	22,169,413
<b>WIOA TOTAL</b>	13,055,404	(3,989,707)	9,065,697
• PY22 CARRY IN	2,657,336	4,415,586	7,072,922
• PY22 FORMULA ALLOCATION	11,683,222	-	11,683,222
• PY 23 CARRY- FORWARD	(1,285,154)	(8,405,293)	(9,690,447)
<b>OTHER PUBLIC</b>	8,691,051	2,660,485	11,351,536
<b>PRIVATE</b>	1,466,180	286,000	1,752,180



# REPORT-OUT

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- A. WIOA
- B. CEO
- C. BOARD CHAIR



# PY22 WORKSOURCE CERTIFICATION

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- WIOA requires WorkSource sites be certified every 3 years
- Process and tools directed by Employment Security Department

# WIOA REQUIRES...



State and local One-Stop partners share common performance goals



Mandated to collaborate in developing and implementing One-Stop Delivery system

Services designed with customer in the center  
Resources are leveraged for efficiency  
Continuous improvement is the hallmark



Requires one (1) Comprehensive Center representing all mandatory partners



WorkSource Seattle-King County

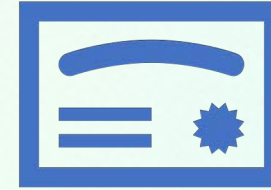
2 Centers  
5 Affiliates  
39 Connection sites

# WORKSOURCE SITE CERTIFICATION PROCESS & TIMELINE



## AREAS IN CERTIFICATION REVIEW

Functional and programmatic integration  
Performance and accountability  
Service Provision: Services, Universal Access, and Outreach  
Customer satisfaction  
Staff competence  
Partnership  
Employer engagement  
Site-specific continuous quality improvement (CQI) goal – locally added criteria



## 2023 CERTIFICATION PROCESS & TIMELINE

**February:** Letters of Intent to apply due from all sites  
**March:** Certification Applications Due and reviewed by WDC Team  
**April:** Site Visits for Center/Affiliate applicants completed  
**May:** Certification Status Determined; Recommendations & follow-up site plans due  
**May/June:** Fiscal and Administrative Committee and Full Board vote on certification recommendations

# WORKSOURCE TUKWILA / YOUTHSOURCE

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- WorkSource Tukwila is operated by King County with a Young Adult focus
- July 2022: DOL monitored Tukwila as an Affiliate site
- September 2022: WDC received monitoring report – Tukwila site out of compliance with federal and state policies. DOL requires certification process done by 3/31/23
- September 2022- February 2023
  - King County requests review as Affiliate site
  - WDC Certification Team formed, reviews application, and completes in-person site visit
  - Site given provisional status – recommendations for improvement from team
  - King County provides written response to recommendations
  - WDC Certification Team and WDC Leadership currently considering King County's proposal

# CEO REPORT

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2023 Lookahead



State Funding Request



Staffing Update



WDC Lease



Board Retreat Agenda & Planning

# 2023 CALENDAR LOOKAHEAD



2023 CALENDAR	REVIEW/ APPROVAL	JAN	FEB	MAR	APRIL	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
WIOA PLANNING AND COMPLIANCE													
MID-YEAR BUDGET	FAC, CLEO LWDB		X (FAC)	X (LWDB)									
PY23 BUDGET							X						
WORKSOURCE CERTIFICATION	FAC, CLEO LWDB		X	X	X	X	X						
WORKSOURCE MOU AND INFRASTRUCTURE FUNDING AGREEMENT REVISIONS	FAC, CLEO LWDB						X	X	X	9/20			
AUDIT	FAC, CLEO LWDB		X (FAC)	X (LWDB)									
STATE ESD WIOA MONITORING	FAC, CLEO LWDB					X	X						
PY23 WIOA ALLOCATION (FED ETA, STATE ESD)						X	X						
PY23/FY24 BUDGET	FAC, CLEO LWDB					X (FAC)	X (WDB)						
WIOA PY 23 CONTRACTS EXECUTED YOUTH, ADULT, DW, BUSINESS SERVICES	Internal CEO						X						
OPERATOR PROCUREMENT	FAC, LWDB			X	X	X	X						
BUSINESS SERVICES PROCUREMENT PY24 (CONTRACT JULY 2023)	FAC, LWDB											Process	FAC LWDB
ADULT/DW PROCUREMENT PY24 (CONTRACT JULY 2023)	FAC, LWDB											Process	FAC LWDB

# STATE FUNDING REQUEST

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## **Initial Request: Workforce Impact Fund Request 2023 Budget**

- Create new dedicated state funding to support local regional priorities
- Leverage Local Workforce Development Board's infrastructure and funding
- Predictable, flexible and consistent funding

## **Revised Request: Economic Security for All (EcSA) Expansion**

- Partnership with Workforce Training & Education Coordinating Board and ESD
- Requested \$13.8M
- Governor's Budget - \$8.1 million

# STAFFING UPDATE

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## **New Hires**

- Policy Specialist – Avi Lauden
- Communications Specialist – Ana Gaeta

## **Recent Promotions**

- Director of Funding and Strategic Initiatives – Marisol Tapia Hopper
- Operations Manager – Leigha Paul

## **Open/Pending Positions**

- Project Manager
- Director of Industry Engagement



# WDC LEASE DISCUSSION

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Current Lease expires 1/31/2025

- 5,349 Square Feet
- Utilization of space is limited – staff working virtually

## Options

1. Pursue new site
2. Stay in current space
  - i. Leverage price with a second new lease at Market Place for less space
  - ii. Reduce size of current space & extend lease with a secondary sub-lease & tenant\*

## Discussion

- Consultation options
  - ✓ Board, City or County expertise
  - ✓ Consider engaging property broker recommendation

# BOARD RETREAT

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Thursday, March 23, 2023



9:00 AM – 5:00 PM



Pacific Tower





# BOARD CHAIR REPORT

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- CEO Evaluation
- New Board Officers

# ADJOURNMENT

*Thank you*

*The next Finance & Administration Meeting is scheduled on Friday, May 19, 2023.*

*The next Full Board Meeting is on Thursday, March 23, 2023.*