

JANUARY 10, 2020  
Systems Alignment Committee  
*Draft Minutes*

Committee Members Present: Princess Ayers-Stewart, Gina Breukelman (phone), Kristen Fox, Katie Garrow, Tim McGann

Chief Local Elected Officials' Representatives Present: Nancy Yamamoto (phone)

Board Members Present: Berit Eriksson

Staff Present: Shelan Aldridge, Beth Blanchard, Vey Damneun, Mike Davie, Marie Kurose, Jason Petrait, Min Song, Joe Taylor, Cathy Wacker, Marcelle Wellington

Guests Present: Jack Chapman

Materials Distributed:

- October 25, 2019 Draft Minutes
- January 23, 2020 Full Board Draft Agenda
- Draft SAC Charter
- SAC Community Membership
- Key Workforce Activities Timeline
- November 14, 2019 Full Board Education Session Notes
- Workforce Innovation & Opportunity Act (WIOA) Business Services Request for Proposal (RFP) Timeline
- WIOA Youth RFP Timeline

**I. Introductions**

Chair Kristen Fox welcomed the committee and guests and asked for introductions. Chair Fox noted at this time a quorum was not present and the agenda would be approved when one is met.

**III. Action Items (moved to item III on agenda)**

**A. 1 & 2. Consent Agenda and Minutes**

Mr. Jason Petrait reviewed the October 25, 2019 draft minutes and Chair Fox reviewed the day's draft agenda. Chair Fox asked for a motion to approve both items. Mr. Tim McGann so moved. Ms. Princess Ayers-Stewart gave second. The Motion was unanimously approved.

**II. Discussion (moved to item II on agenda)**

**1. November 14, 2019 Full Board Education Session Debrief and Next Steps**

CEO Marie Kurose reviewed the November 14, 2019 Board Education Session notes, Board members' questions and feedback on what they need to make informed decisions, and action/next steps recommended by WDC staff. Board members seek more content, time for engagement, reflection and discussion on upcoming issues and action items. There is also interest to engage board members outside of full board meetings (e.g. committees, lunch & learns, staff 'office hours' - where board members can come spend time with staff). Packets will continue to be sent one week prior to meetings. Discussion also included making meetings longer or meeting more frequently for more robust discussion on action items e.g. RFP funding awards, WorkSource certification, budget. Updates to RFP's will be provided prior to board meetings. Future discussions/presentations will also include education of what works, what hasn't, "pain points" and opportunities.

## **2. January 23, 2020 Full Board Planning**

This meeting will be held at the Jerry Brockey Center at South Seattle College main campus. Chair Fox raised concerns about the time for each agenda item, specifically on the upcoming RFP's and the Audit & Budget action items. Suggestions included: preparing the auditor to present critical items in brief in his presentation for board approval; keep the previous board recap to a higher level.

Ms. Marcelle Wellington reviewed two documents for the audit and mid-year budget. Francis & Co is the WDC's auditor. Horace Francis is the principal and will present at the board meeting. Currently, the WDC has a strong cash balance of \$1.1M (previously \$24K). It was asked why there is a significant change from the previous year to now. The positive cash position the WDC has is due to JP Morgan Chase funding for the Industry tables, changes in personnel and slower spending. Mr. Francis will cover this in his presentation. Ms. Wellington then reviewed the mid-year budget which showed a significant rise in private funding.

Chair Fox read the Conflict of Interest statement. Board member Tim McGann and guest Jack Chapman recused themselves from the RFP planning discussion.

Mr. Mike Davie reviewed the WIOA Youth RFP timeline documents and the WIOA requirements. Some services and requirements are: sequence of services e.g. outreach, recruitment, orientation, intake eligibility determination; requirement to make all 14 program elements available; eligibility requirements e.g. school status, age, low-income; Out of School Youth (OSY) expenditure requirement (the WIOA minimum is 75%; locally the WDC board approved this at 80%); priority on work experience (minimum of 20%). Mr. Davie updated the committee on Program Year (PY) 19 funding and awarded contractor/partnerships. Chair Fox recommended reminding the full board the review is to provide context to board members as requested. In addition, the board presentations on RFP's include key highlights, opportunities to learn more about the RFP process (including community convenings) and ensuring population-specific concerns are addressed.

Ms. Beth Blanchard reviewed the WIOA Business Services RFP timeline. In response to board requests more context will be provided to the full board. Business Services has been implemented for 16 years. The WDC Business Services measures include number of businesses served, size of business, new customers, unique (unduplicated) business served, youth- appropriate opportunities demand-driven events, and customer satisfaction: goal is 95%. WARN/Rapid Response services are also measured.

## **3. SAC Community Membership**

Ms. Kurose briefly reviewed the bylaws regarding SAC membership. Currently the WDC is considering King County Housing Authority, One America, and United Way of King County's youth racial equity coalition for community representation. Additional suggestions included: POCAAN, African American community serving organizations, and Native American community serving organization who are not WDC service providers.

## **4. SAC Charter Metrics of Success**

Mr. Jason Petrait reviewed the charter document. The following suggestions were made change the word “vet” to “determine” in the first paragraph; measures of success may include: board satisfaction, SAC membership compliance, and an increase of private/philanthropic funding.

#### **IV. Information**

##### **A. WorkSource Affiliate (WSA) Rainier Changes**

The current lease for WSA Rainier ends June 2021. The WDC met with ESD to discuss and plan for re-locating the WSA office to a new facility in South Seattle to provide staff and customers a modern and inviting environment that is safe and highly accessible for everyone. Mr. Tim McGann described ESD’s facilities RFP, targeted to the real estate community and has been released to find a new location by June 2021.

#### **V. Adjourned 11:03am**