

OCTOBER 25, 2019
Systems Alignment Committee
Draft Minutes

Committee Members Present: Princess Ayers-Stewart (phone), John Bowers, Kristen Fox, Tim McGann (phone), Tom Peterson

Chief Local Elected Officials' Representatives Present: Shannon Harris, Nancy Yamamoto

Staff Present: Beth Blanchard, Mike Davie, Marie Kurose, Sean Morrin, Jason Petrait, Liesel Schilperoort, Aara Shaikh, Min Song, Joe Taylor, Cathy Wacker, Marcelle Wellington,

Guests Present: Jack Chapman, John Glynn, Seth Klein, Josephine Ko, Jenn Ramirez Robson, Wendy Watanabe

Materials Distributed:

- August 12, 2019 Draft Minutes
- November 14, 2019 Annual Board Retreat Draft Agenda
- Draft SAC Charter
- Board Orientation Notebook Table of Contents
- SAC Community Membership Background and Recommendations

I. Introductions

Chair Kristen Fox welcomed the committee and guests and asked for introductions.

II. Action Items

A. 1 & 2. Consent Agenda and Minutes

Chair Fox asked for a motion to approve the consent agenda. Mr. Tom Peterson so moved. Mr. John Bowers gave second. The agenda passed unanimously. Due to Wendy Watanabe's time constraints, section III. A. Discussion switched with B.

Mr. John Bowers reviewed the August 12, 2019 Draft Minutes. Chair Fox asked for a motion to approve. Mr. Tom Peterson so moved. Ms. Ayers-Stewart gave second. The motion carried unanimously.

III. Discussion

B. Board Retreat Planning

CEO Marie Kurose introduced Ms. Wendy Watanabe to review the draft agenda for the upcoming Annual Board Retreat. Key ideas for the retreat will include:

- Staff participation and discussion on the Workforce Development Council of Seattle-King County's (WDC) current state and visioning for the future
- Focus on engagement and education
- A better understanding of board member roles
- What WDC as a "backbone" organization means
- How board members can contribute with their experience and background
- How it all connects with upcoming work in 2020
- Clarification for board members on governance and their role in decision making
- Clarify staff work versus what the board members do

- Board members take away one or two things where they are completely comfortable in knowledge and ability to discuss
- Board members to have a more definable near future and their role
- Clarity of vision and strategy, ensuring alignment with what the board thinks
- Create a “safe place” for board members to learn and ask questions
- “Office hours” where board members can meet with staff to better understand the work done
- Understanding what transformation means for board and staff with a clear vision and actionable steps

A. Full Board Review

August 12, 2019 review. Chair Fox asked if there were any comments. Discussion focused on committee structures and memberships. Chair Fox mentioned if board members have comments or questions, she is available off-line as well.

Chair Fox updated the committee on the Industry Engagement Committee status. The committee membership isn't fully identified yet. Currently a search for a chair is underway. Committee chair should have knowledge of Industry backgrounds. The committee will use the “Next Gen” model of industry and sector partnerships.

The WDC's new Industry Strategic Director search is in process.

C. Staff Transformation Work

Ms. Min Song and Mr. Sean Morrin gave a brief overview of staff work on transformation. Staff has met regularly over the last several months to brainstorm ideas around five focus areas: Equity, Industry Engagement, Populations, Data, and Community Engagement. Ms. Liesel Schilperoort and Mr. Jason Petrait highlighted the current state, gaps and future state of each. Staff synthesized common themes from an anonymous poll. The outcome created actionable steps and process in the form of Racial Equity training, aligning industry engagement, procurement, building upon trust internally and externally, and further defining what “community” means and strategies for engagement.

D. Committees

- Systems Alignment Committee (SAC) Charter
Mr. Jason Petrait reviewed the draft charter which is taken directly from the bylaws. Every WDC committee, per the bylaws, requires a charter. The SAC charter is broken into five areas of focus:
 - Purpose
 - Clarify purpose of SAC
 - Strategic Plan is needed
 - Membership
 - Roles & Responsibilities
 - Procedures & Staffing
 - Measures of Success – SAC members will provide further input
- SAC Community Membership
SAC must be at least half but not more than two-thirds board members. Community partner membership ideas are:
 - King County Housing Authority

- One America
- Chamber of Commerce
- CCER/Roadmap
- College or K-12 representation beyond board members
- Fair Work Center
- Other organizations from communities of color
- Mr. Tom Peterson suggested CEO Marie Kurose make recommendations to the SAC to make decisions on the community members.

IV. Other Business and Adjournment

A. Board Orientation Notebook – Ms. Min Song reviewed proposed content

- Orientation Notebook Table of Contents
- Notebook will possibly be handed out during retreat – members suggested discussion at the retreat will help inform final notebook content
- Focus on helping board understand their role
- Provides foundation for further discussions

B. Adjourned 10:50 am