



March 4th, 2022

WDC FINANCE & ADMINISTRATION COMMITTEE

Board Members Present (virtual): Jane Broom, Caroline Chan, Angela Dunleavy (Chair), Berit Eriksson, Jiquanda Nelson

CLEO's Representatives Present (virtual): Ashton Allison

Guests Present (virtual): Allen D. Gilbert, Arlene Ho

Staff Present (virtual): Beth Blanchard, Michael Davie, Phouang Hamilton, Marie Kurose (CEO), Bryan Pannell, Tracey Patrick, Leigha Paul, Willie Seals, Jeff Sikora, Joe Taylor

Materials Distributed:

- [Draft FAC Minutes 11052021](#)
- [WDC Seattle Draft FS.pdf\(Review\)](#)
- [Slides FAC WDC-SKC 03042022](#)
- [Request for Proposals \(RFP\) #21-04](#)

I. Introductions & Agenda Review

Chair Angela Dunleavy welcomed the Committee, staff members and guests with an introduction. Chair Dunleavy announced the new members to the Committee, Jane Broom and Jiquanda Nelson, to the Finance & Administration Committee. All attendees provided an opening introduction with their name, title, and organization.

Chair Dunleavy reviewed the March 4th, 2022, Draft Agenda and requested additions or clarifications from the attendees, of which there were none. Chair Dunleavy opened the floor for a motion to approve the draft agenda. Ms. Berit Eriksson made a motion to approve. Ms. Caroline Chan seconded. The Draft Agenda was unanimously approved.

II. Action Items

A. Approve November 5th, 2021, FAC Meeting Minutes

Chair Dunleavy reviewed the November 5th, 2021, Minutes and requested additions or clarifications from the attendees, of which there were none. Chair Dunleavy opened the floor for a motion to approve the Minutes. Ms. Berit Eriksson made a motion to approve. Ms. Caroline Chan seconded. The November 5th, 2021, Minutes were unanimously approved.

B. PY-20 Audit Draft

Chair Dunleavy introduced Mr. Jeff Sikora and congratulated him on his Director of

Finance and Contracts promotion. Mr. Sikora introduced Ms. Arlene Ho, Director, and Mr. Allen D. Gilbert, Signing Director from Clifton Larson Allen, LLP, to present the PY-Audit Draft.

Mr. Gilbert presented the audit objectives, an overview of the audit process, deliverables, provided the financial statements, and reviewed the financial statement highlights. Ms. Ho explained the internal control communications, single auditing testing, required governance communication, steps to finalization, new upcoming pronouncements, and provided the financial statements.

Chair Dunleavy relayed that the Finance & Administration Committee would receive the financial statements and audit presentation following today's meeting and an e-vote to determine final approval via the Consent Agenda from the Full Board at the scheduled retreat on March 16th, 2022.

C. Mid-Year Budget Review

Mr. Jeff Sikora presented on Program Year 2021, Mid-Year Budget Review. The presentation reviewed the revenue analysis, expense analysis of salaries and benefits, occupancy costs, insurance, and savings, and concluded with historical funding trends.

Chair Dunleavy surveyed the Committee members on whether to vote or move the Mid-Year Budget Review to an e-vote along with the PY-20 Audit Draft. The members unanimously agreed to move this action item to an e-vote for the Consent Agenda at the Full Board meeting on March 16th, 2022.

III. Report Out

A. RFP Youth Unobligated Funds

Chair Dunleavy introduced Mr. Willie Seals, Project Manager – Youth, to present [Request for Proposals \(RFP\) #21-04](#). Mr. Seals outlined regional strategic plans and population-based strategies. Highlighting youth COVID-19 impact, alignment with regional efforts, co-investment and blended funding, racial equity, BIPOC, immigrant, and refugee communities, equitable recovery, and job quality. Next, Mr. Seals presented youth-targeted population-based strategies, including immigrant and refugee English language learners, homeless, and justice impacts.

B. Coordinated Housing & Employment Recovery Program (CHERP) & Recovery Corps

Next, Mr. Michael Davie reported on the Coordinated Housing & Employment Recovery Program (CHERP) and Recovery Corps programs. The presentation highlighted funding to the WDC, timeline, target population, design, and program goals.

IV. CEO Report Out

Due to time constraints, the CEO Report Out was omitted from the Committee meeting.

V. Adjournment

Chair Dunleavy adjourned the meeting at 10:21 am.