

**August 12th, 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, John Lederer

**Staff Present (virtual):** Sheena Clarke, Ericka Cox, Michael Davie, Laura Kapuscinski, Marie Kurose (CEO), Bryan Pannell, Leigha Paul, Jeff Sikora, Abby Taft, Joe Taylor

**Guests Present (virtual):** Carol Padovan, Federal Project Officer, U.S. Department of Labor, Employment and Training Administration; Greg Ferland, Director, Monitoring Unit Washington State Employment Security Department; Kris Damalas, ESPI-Workforce Monitoring

### **Materials Distributed:**

- [FAC Agenda 08122022](#)
- [PY21 WIOA Management Letter](#)
- [Board Vacancies | WDC Composition](#)
- [DOL WIOA Training](#)
- [WIOA Guide for CLEOs](#)
- [WIOA Guide for LWDBs](#)
- [PY22 Budget Summary](#)

### **I. Introductions & Agenda Review**

Chair Angela Dunleavy welcomed the Committee and staff members and the group provided introductions. Next, Ms. Dunleavy reviewed Draft Agenda August 12, 2022, and requested additions or clarifications from the attendees, of which there were none.

#### **Action Item**

Minutes – June 3rd, 2022

Chair Dunleavy reviewed the Minutes and requested additions or clarifications from the attendees, of which there were none. Ms. Dunleavy opened the floor for a motion to approve the Minutes. Ms. Berit Erickson motioned to approve; Ms. Caroline seconded. The remaining members of the FAC unanimously approved the Minutes from June 3, 2022.

### **II. Board Strategic Plan**

Chair Angela Dunleavy led a discussion with the group on future strategic planning needed during the first half of the new fiscal year. The group determined this plan would focus on advanced framing of operationalization, execution, and implementation metrics and milestones for the current [Regional Strategic Plan](#) and fulfillment of the desired Workforce

Backbone organization. The group also determined that future messaging would not include strategic planning but instead focus on operationalization, execution, and implementation.

The discussion included three prompts for the group and resulted in the following discussion points:

1) What is the desired role of the board? The Board members would collaborate, based on the industry with staff members through thought partnership, promotion, and problem-solving efforts and removing barriers.

2) What is the desired role of staff? The WDC staff members would participate in action plan design and day-to-day implementation.

3) What is the desired role of CLEOs? The CLEO members would resource organizational efforts and integrate city workforce resources to support backbone efforts and maintain the federally mandated role and responsibilities.

In closing this discussion, the group determined an additional meeting of the Committee is needed before the full Board meeting scheduled on September 15 to define the next steps in refinement of the selection of a consultant and to identify additional stakeholders.

### **III. Information**

Ms. Marie Kurose, CEO, presented a summary on the PY-22 Fiscal Update & Priorities. The presentation included an update on a projected funding decline in PY-23 with private grants ending and an anticipated decline in the WIOA formula based on lower unemployment levels. Additionally, Ms. Kurose reported that the Good Jobs Challenge grant was not funded and provided updates on new and pending grants: Gates Foundation (Capacity Building), WA State Department of Commerce (Digital Navigator), and State Workforce Innovation Fund.

Next, Ms. Kurose outlined recent and upcoming board vacancies highlighting the responsibilities of CLEOs in Board member appointments to be consistent with composition criteria and optimum policy-making authority. The Committee engaged in a brief discussion regarding future Board member pipelines.

### **IV. PY-21 WIOA Monitoring Report**

Ms. Carol Padovan, Federal Project Officer, U.S. Department of Labor, Employment and Training Administration (DOL ETA) & Mr. Greg Ferland, Director, Monitoring Unit Washington State Employment Security Department (WA ESD), reviewed governance items to address from the PY-21 Monitoring review. The presentation included an overview of the DOL ETA; WA ESD, including the DOL ETA monitoring review; ESD responses to DOL findings; and bylaw and partnership agreement required changes.

### **V. Adjournment**

Chair Dunleavy adjourned the meeting at 10:33 am.