



NOVEMBER 5TH, 2021

WDC FINANCE & ADMINISTRATION COMMITTEE

Board Members Present (virtual): Caroline Chan, Angela Dunleavy (Chair), Berit Eriksson

CLEO's Representatives Present (virtual): Ashton Allison

Guests Present (virtual): Seth Klein, Min Song

Staff Present (virtual): Beth Blanchard, Ericka Cox, Michael Davie, Phouang Hamilton, Marie Kurose (CEO), Bryan Pannell, Leigha Paul, Willie Seals, Gyanendra Subba, Joe Taylor

Materials Distributed:

- Action Item 4.2 RFP-21-03-Employment Supports_WDC-SKC_110521
- Draft Accomodations Policy_WDC-SKC_110521
- Draft Adult & Dislocated Worker Incentive Payments Policy_WDC-SKC_110521
- Draft Agenda Finance Administration Committee_WDC-SKC_110521
- Draft On The Job Training Policy for WIOA Title I Programs_WDC-SKC_110521
- Draft Procurement Policy_WDC-SKC_110521
- Draft TAA & Dislocated Worker Co-Enrollment Policy_WDC-SKC_110521
- Slides_FA_WDC-SKC_110521

I. Introductions

Chair Angela Dunleavy welcomed Committee and guests with an introduction. All attendees provided an opening introduction with their name, title, and organization.

II. Structure, Goals, & Role of the Finance & Administration Committee

Ms. Marie Kurose (CEO) reviewed the transformation of the regional workforce development, governance recommendations (2018), the approved new governance structure (2021), and the Full Board and Finance & Administration Committee roles and responsibilities. Ms. Ericka Cox reviewed the WDC Seattle-King County's fiscal: internal backbone, focused on aligned financial and procurement systems, fiscal beyond WIOA requirements, building the team, recent audit, and mid-year budget. Ms. Marie Kurose concluded the review with a preview of the timeline for the 2021 program year for the Finance & Administration Committee.

III. Consent Agenda

Chair Angela Dunleavy 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, Mr. Ashton Allison

seconded. The motion was unanimously approved.

IV. Action Items

- Review and approve
 - i. Accommodations Policy
 - ii. On the Job Training Policy for WIOA Title I Programs
 - iii. TT & Dislocated Worker Co-Enrollment
 - iv. Adult & Dislocated Worker Incentive Payments Policy
 - v. Procurement Policy

Mr. Michael Davie introduced the WDC policy approach, including centering racial equity and a pro-eligibility approach by removing overly restrictive terms and documentation to benefit the maximum number of people. Next, Mr. Michael Davie reviewed the five policies to be approved and informed the group the policies were released for public comment, of which none were received. Mr. Davie presented the action before the Committee to consider the recommendation to approve the policies. Chair Dunleavy opened the floor for a motion to approve the five policy recommendations. Ms. Caroline Chan made a motion to approve, Ms. Berit Eriksson seconded. The motion was unanimously approved.

- Review and approve Request for Proposals #21-03 Employment supports for individuals impacted by the criminal legal system

Mr. Gyanendra Subba presented and reviewed the Request for Proposal #21-03, including background, process & timeline, funding information, analysis of top proposals, and recommendations. Mr. Gyanendra Subba requested action from the Finance & Administration Committee to approve the recommendations for the presented contract awards.

Mr. Michael Davie reviewed and displayed the conflict of interest statement to ensure there are no conflicts among the Finance & Administration Committee or employees of the Workforce Development Council of Seattle -King County.

Chair Dunleavy recused herself from the vote on Request for Proposal #21-03 because her organization, FareStart, submitted a bid to Proposal #21-03. The group discussed a conflict of interest for Mr. Ashton Allison, which resulted in no conflict of interest or need for his recusal.

Chair Dunleavy opened the floor for a motion to approve the action on Request for Proposal #21-03. Ms. Berit Eriksson made a motion to approve, Ms. Caroline Chan seconded. The Committee majority (including Mr. Ashton Allison) unanimously approved the motion with Chair Dunleavy as the one abstention.

V. Additional Items

- Good Jobs Challenge



Ms. Marie Kurose provided information on The Good Jobs Challenge grant opportunity from the U.S. Economic Development and reviewed the goals, awards, grant elections, and requirements. Additionally, Ms. Kurose emphasized the regional collaborative approach, sector focus, and approach.

VI. Adjournment

Chair Dunleavy adjourned the meeting at 10:31 am.