



April 29, 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): Beth Blanchard, Ericka Cox, Michael Davie, Phouang Hamilton, Marie Kurose (CEO), Bryan Pannell, Leigha Paul, Willie Seals, Jeff Sikora, Gyanendra Subba, Joe Taylor

Materials Distributed:

- Draft FAC Minutes 03042022
- Incumbent Worker Training Policy - 1 pager
- IWT.Policy.FINAL.FAC ActionItem.
- Operator
- P206.IWT.Policy.FINAL
- PY21 WIOA Monitoring Entrance Letter_Seattle King County WDC
- RFP-21-04 Recommendation-Action.Item.Final

I. Introductions & Agenda Review

Chair Angela Dunleavy welcomed the Committee and staff members. Mr. John Lederer let the Committee know he was joining on behalf of Markham McIntyre as a CLEO representative.

Chair Dunleavy reviewed April 29, 2022, Draft Agenda and requested additions or clarifications from the attendees, of which there were none.

II. Action Items

A. Approve March 4, 2022, FAC Meeting Minutes

Chair Dunleavy reviewed March 4, 2022, 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. Jiquanda Nelson made a motion to approve; Mr. Ashton Alison seconded. The Minutes from March 4, 2022 were unanimously approved.

B. Youth RFP Recommendations

Mr. Willie Seals, Youth Project Manager, presented the background, review process and timeline, funding information, analysis of top proposals, recommendations, and action requested for the Youth RFP. Mr. Seals emphasized the total of \$2.6 million requested

through the RFP process, with only \$950,000 available. The presentation concluded with the evaluation panel recommendations for funding by organization action request.

Chair Dunleavy opened the floor for a motion to approve the Youth RFP Recommendations to the Full Board for an upcoming E-vote due to the accelerated contract start date of June 1, 2022. Ms. Berit Eriksson made a motion to approve. Ms. Caroline Chan seconded. The Youth RFP Recommendations were unanimously approved to move to E-vote of the Full Board.

C. Incumbent Worker Training Policy

Mr. Gyanendra Subba, Project Manager, presented on Incumbent Worker Training Policy. The presentation reviewed the policy approach and process, including equity implications and the policy outline, and concluded with the action requested by the Committee. Mr. Subba requested the Committee approve \$30,000 reserved from WIOA Adult and Dislocated Worker Programs to fund the Incumbent Worker Training Program.

Chair Dunleavy opened the floor for a motion to approve the Incumbent Worker Training Policy to the Full Board Consent Agenda. Mr. John Lederer made a motion to approve. Ms. Jane Broom seconded. The Committee unanimously approved the Incumbent Worker Training Policy to the June 23, 2022, Full Board Consent Agenda.

D. Operator Extension

Ms. Beth Blanchard, WDC Director, presented the Operator Contract. The presentation reviewed the Operator's role, background, federal law, process, and monitoring. The presentation concluded with a recommendation of contracting with the Seattle Jobs Initiative through June 30, 2023.

Chair Dunleavy opened the floor for a motion to approve the Operator Extension to the Full Board Consent Agenda. Ms. Caroline Chan made a motion to approve. Ms. Berit Eriksson seconded. The Committee unanimously approved the Operator Extension to the June 23, 2022, Full Board Consent Agenda.

III. Forecast

A. WIOA 2022-Budget Cuts & Planning

Chair Dunleavy introduced Ms. Marie Kurose, CEO, to present on WIOA 2022-Budget Cuts & Planning. Ms. Kurose presented to the Committee on the WIOA allocation process, historical WIOA funding levels, historical revenue by source, and PY-22 WIOA Title IB -planning estimates.

B. PY-22 Grant Update

Next, Ms. Kurose reported on the PY-22 Grant Updates. The presentation highlighted Non-WIOA Formula Funds Grant Status' for PY-21 and PY-22 grants, along with PY-22 new grant funding.

C. Funding for Backbone Functions

Ms. Kurose concluded the Forecast section with a presentation on the Regional Backbone: Funding Capacity. Ms. Kurose provided background, including the expanded WDC role and responsibilities through the regional transformation. Additionally, Ms. Kurose highlighted that these efforts have been solely funded through private grant dollars and requested the Committee to raise funds to support the backbone organization. Next, Ms. Kurose spoke about the target operating model for the Regional Backbone Organization, including headcount costs, capacity assessments, and gaps. The presentation concluded with PY-22 Priorities, highlighting: Fundraising Capacity; Backbone Support Functions; Industry, Labor & Community Engagement; Data - Research, Innovation & Impact.

IV. Report Out

A. Grant Applications/Awards

- WorkRise

Ms. Beth Blanchard, WDC Director, presented on the WorkRise: Pilot Projects for Advancing Economic Mobility Grant. The grant was submitted in early April 2022 with an award amount of \$403,734 over two years, and full proposals will be due July 12, 2022. The grant is research-focused with partners WDC and UW Center for Women's Welfare, focusing on effective training models that best support economic self-sufficiency.

B. Fiscal Administration

- Monitoring

Mr. Jeff Sikora, WDC Director, reported to the Committee on WDC Monitoring activities. The presentation reviewed Federal regulations applicable to Uniform Administrative Requirements; Cost Principles; Audit Requirements for Federal Awards (2 CFR 200 or "Uniform Guidance"), §200.331, which requires pass-through entities to monitor the activities of the sub-recipient as necessary to ensure utilization of the sub-award for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the sub-awards are being met, including frequency, review, and WDC goals.

C. Board Member Reappointment Letters & Vacancies Posted

Ms. Kurose reported on Board Membership Updates, including reappointments (terms expired), new appointments, and current/upcoming vacancies. Additionally, Ms. Kurose reviewed Board Criteria and Term Date information. Ms. Kurose let the Committee know the forthcoming vacancies will be posted on the WDC website.

V. Adjournment

Chair Dunleavy adjourned the meeting at 10:32 am.