



June 9th, 2023

WDC Finance & Administration Committee

Board Members Present (Virtual): Jane Broom, Caroline Chan, Angela Dunleavy (Chair), Jon Holden, Jiquanda Nelson

CLEO's Representatives Present (Virtual): Ashton Allison, John Lederer

Guest Present (Virtual): Allen Gilbert

Staff Present (Virtual): Shelan Aldridge, John Bowers, Beth Blanchard, Sheena Clarke, Mimi Getahun, Ana Gaeta, Marie Kurose (CEO), Laura Kapuscinski, Maureen Kartheiser, Leigha Paul, Bryan Pannell, Marisol Tapia Hopper, Abby Taft, Joe Taylor, Karina Valentines, Gyanendra Subba, Jeff Sikora

Materials Distributed:

- Agenda – FAC 06092023
- DRAFT FAC Minutes 02202023
- Workforce Development Council of Seattle-King County Audit Presentation to Governance
- WorkSource Site Certification
- WorkSource System One-stop Operator
- Program Year 2023 Annual Budget
- Workforce Development Council of Seattle-King County Memorandum
- Incumbent Worker Training
- TAA and WIOA Dislocated Worker Co-Enrollment
- Youth Incentives
- Adult and Dislocated Worker Incentive Payments Policy

I. INTRODUCTIONS

II. ACTION ITEMS

A. Audit Report

Chair Angela Dunleavy introduced Allen Gilbert, Signing Director from Clifton Larson Allen, LLP to provide information on the Audit Report. Mr. Allen Gilbert, reported on WDC's audit and explained material weakness findings to WDC board members. The audit found complications with how indirect costs had been billed, attributed to prior turnovers in the organization. Gilbert reiterated that all issues have been corrected.

Chair Dunleavy recommended to move motion to an e-vote for the following week after receiving a final audit presentation and audit summary.

B. Minutes Review & Approval

Chair Angela Dunleavy reviewed the draft minutes from February 20th, 2023:

- Nicole Trimble, WDC Consultant provided an update on the working draft of the Strategic Framework.
- Beth Blanchard, Strategic Advisor outlined The WorkSource Certification process.
- Marie Kurose, CEO provided information on:
 - 2023 Lookahead
 - State Funding Request
 - Staffing Update
 - The WDC Lease
 - Board & Retreat Planning Contd.
- Angela Dunleavy provided an announcement on the CEO Evaluation and Board Officer Nomination needs.

Chair Dunleavy opened the floor for a motion to approve the Consent Agenda: February 20th, 2023, Minutes & Mid-Year Budget & Funding. Ms. Jiquanda Nelson made a motion to approve; Caroline Chan seconded. The motion was unanimously approved.

C. WorkSource Certifications

WDC staff Beth Blanchard presented and engaged with board members about the PY-23 WorkSource Certification process and shared the recommendations that were made. The presentation included information on the WIOA requirements, recommendations made by the WDC certification team, and site specific CQI goals.

Chair Dunleavy opened the floor for a motion to approve the recommendation for WorkSource Site Certifications levels; upon approval site status will continue for the next three years, through June 30, 2026. Jane Broom made a motion to approve; Caroline Chan seconded. The motion was unanimously approved.

D. One-Stop Operator Procurement

WDC staff Shelan Aldridge presented on the WorkSource One Stop Operator Procurement. The Presentation included information on One-Stop Operator background and role and RFQ rating process and analysis.

Motion approval tabled for a special meeting on June 16, 2023, 9:30 am to 10:30 am

E. WIOA Contract Extensions, Modifications & Non-Renewals

Tabled for a special meeting on June 16, 2023, 9:30 am to 10:30 am

III. Adjournment

The WDC board unanimously agreed on adding additional meeting date on June 16, 2023, 9:30 am to 10:30 am to discuss final missed agenda items; PY-23 Budget, WIOA Contract Extensions, Modifications & Non-Renewals, Incumbent Worker Training, policy updates and report-out.