

MINUTES

December 8, 2022 • 3:00 – 4:30
Virtual via Zoom

Attendees: Irene Reyes, Deb Tuggle, Patty Rose, Nathe Lawver, Norton Sweet, April Lynne, Mandy Kipfer, Ann Medalia, Jolita Perez, Blaine Wolfe, Taliesha Garrett, Robin Baker, Lin Zhou, Kristina Maritzak, Dale King

Staff: Katie Condit, Jan Adams, Steve Grimstad Karen Downing, Kari Haugen, Josh Stovall, Teresa Delicino

- **Welcome**

- **Board Intros**

April called the meeting to order at 3:02 p.m. with all board members introducing themselves.

- **Public Comment**

None

- **Consent Agenda (*Board Vote*)**

- **November 2022 Minutes**

- **PY21-FY22 Financial Report October 2022**

Motion to approve the Consent Agenda made by Nathe; seconded by Patty; Steve noted a correction to change the title of the financial report to PY22/FY23 Financial Report October 22. Approved

- **Young Adult Provider Contract Update – Katie Condit**

- **Korean Women’s Association**

- **Northwest Education Association**

Katie notified the Board that two of the WIOA Title I YA provider contracts were terminated effective November 30, 2022. NWEA requested to be released from their contract citing the WIOA Title I youth program was not a good fit for their organization. KWA struggled to retain staff during their contract resulting in an inability to meet performance and requiring extensive WFC staff time to retrain new staff. After learning in early November that KWA’s sole, and still fairly new YA program staff, was leaving KWA, WFC determined it was time to end KWA’s contract. Seven (7) participants currently served by the two organizations and remaining YA budgets were transferred to Career Team. April asked what the process was to end a contract which Katie explained.

- **Young Adult RFP Recommendation – Kari Haugen (*Board Vote*)**

Kari gave an overview of the process and recommendation of CareerTeam as the core provider. Mandy and Ann provided some insight into the reasoning for the committee’s recommendation. Discussion continued around the contract amount and the costs per enrollment/placements. Motion to approve CareerTeam as the Young Adult core provider made by Taliesha; seconded by Mandy. Approved.

- **Strategic Plan Outcomes – Katie Condit & Board**

Katie gave an update on our progress for the strategic plan noting we are now looking at the outcomes/outputs. She asked for feedback and input on these outcomes from the board members. Discussion continued around the outcomes Katie presented.

- **Other Business**

- **Conflict of Interest Form – Karen Downing & Jan Adams**

Karen briefly reviewed the Conflict Of Interest Policy and the form that needs to be completed yearly. Jan will send out the form following the meeting for everyone to complete, sign and return to Jan.

- **WDC Strategy Committee – Katie Condit**

Katie gave a brief background on the committee noting it meets six times per year. Asking for volunteers to join the committee.

- **Public Comment Procedure- Katie Condit & Board (*Board Vote*)**

Katie discussed the public comment procedure based on the city's procedure. It was noted that two minutes might not be enough. Motion to approve with adjusting the time limit to "up to three minutes" per person made by Irene; seconded by Blaine. Approved.

- **Good of the Order**

Meeting adjourned at 4:09 p.m.