

WFC Executive Board Meeting**MINUTES****September 23, 2022 • 9:00 – 10:30 a.m.****Virtual via Zoom****Mayor Woodards Presiding****Attendees:** Victoria Woodards, Bruce Dammeier, Marty Campbell, April Gibson, Kiara Daniels, Jani Hitchen**Staff:** Katie Condit, Jan Adams, Steve Grimstad, Karen Downing**I. CALL TO ORDER**

Victoria called the meeting to order at 9:03

II. PUBLIC COMMENT**III. CONSENT AGENDA (Board Vote)****A. Approve the June 22, 2022 Minutes****B. Approve the July 7, 2022 Special Session Minutes****C. Approve June, July & August 2022 Voucher Payments****D. Approve July 2022 Financial Report****E. Approve Surplus Equipment**

Motion to approve the Consent Agenda made by Jani; seconded by April. Approved

IV. HIRE Pierce: Next Gen Report

Katie provided an overview of the results of the program noting 196 young adults placed in paid internships with 61 employers and 35% of the young adults were hired by their internship sites.

Discussion continued around the results and tracking the participants going forward.

V. REGULAR AGENDA**A. 501c3 Transition****a. Public designation****b. Board structure****c. Interlocal agreement**

Katie gave an update on the transition process. She noted we want to maintain our public status and there is a category for a Public 501c3. She also discussed the proposed board structure. Discussion continued around the board structure and the interlocal agreement. Katie discussed next steps including working to include verbiage in the interlocal agreement and with a formal transition timeline of July 1 for completion. April asked what the cost of the legal work is for the transition. Katie noted it is \$7,500. It was noted that we are not voting on this now, but there are currently not objections to the transition.

B. Outside Work Policy (Board Vote)

Motion to approve made by April; seconded by Marty. Katie gave an overview of the policy noting we have some staff members who do other work within our community. Approved

C. WFC Travel Policy and Procedures (Board Vote)

Motion to approve made by Marty; seconded by April. Katie noted this is just an update to the policy to bring it to more current standards. Approved



D. Personnel Policies and Procedures (*Board Vote*)

Motion to approve made by Marty; seconded by April. Katie clarified the is to include the new salary structure previously approved by the board. Approved

E. ESD PY21 WIOA Management Letter – Karen Downing

Karen gave an overview of the ESD monitoring noting there were no findings.

F. PY21 WIOA Monitoring Report – Karen Downing

Karen reviewed the results of the monitoring report highlighting we were recognized for our noted practices.

VI. OTHER BUSINESS

Awards received by Pierce County and others were discussed.

VII. ADJOURN

Motion to adjourn made by Marty; seconded by April. Meeting adjourned at 9:47

Attachments

June 2022 Minutes

July 2022 Special Session Minutes

June, July & August 2022 Voucher Payments

PY22-FY23 Budget vs. Actual July 2022 Financial Report

Surplus Equipment List

HIRE Pierce: Next Gen Report

Outside Work Policy

WFC Travel Policy and Procedures

ESD PY21 WIOA Management Letter

PY21 Monitoring Report

