

WFC Executive Board Meeting
December 15, 2022 • 8:00 – 9:30 a.m.
Virtual via Zoom
Mayor Woodards Presiding

Attendees: Jani Hitchen, Bruce Dammeier, Kiara Daniels, April Lynne, Marty Campbell
Staff: Katie Condit, Jan Adams, Steve Grimstad, Karen Downing, Deborah Howell,

I. Call To Order

Bruce called the meeting to order at 8:03 a.m.

II. Public Comment

None

III. CONSENT AGENDA (*Board Vote*)

A. Approve September 23, 2022 Minutes

B. Approve September, October & November 2022 Voucher Payments

C. Approve FY22/FY22 Financial Report

Motion to approve the Consent Agenda as presented made by Kiara; seconded by Jani. Approved.

IV. Reappoint WDB Members for 2023 – 2024 Term (*Board Vote*)

Motion to approve reappointments made by April; seconded by Jani. Approved.

V. Public Comment Guidelines (*Board Vote*)

Katie gave an overview of the guidelines noting the requirements. Discussion continued around the length of time allowed, noting the change made by the WDB to of allowed time to be up to three minutes. Motion to amend the allowed time to up to three minutes made by Jani. seconded by April. Approved. Motion to approve as amended made by Jani; seconded by April. Approved

VI. Young Adult RFP Recommendation (*Board Vote*)

Katie overviewed the process and decision to recommend CareerTEAM as the Young Adult Provider Contract. Jani asked to extend our thanks to the committee for their work on this process. Kiara asked what the end date of the contract is. Katie noted it is a one-year contract with option to extend. Discussion continued around CareerTEAM and their experience with us. Motion to authorize entering into contract with CareerTEAM in the amount of \$825 k for one year with the option to extend up to 2024 made by April; second by Kiara. Approved.

VII. Quest Grant

Katie gave a brief overview and update on the Quest Grant in the amount of \$2 MM.



VIII. Wage Adjustment

Katie gave a background on the equitable salary scale adjustment made in July. Katie discussed a one-time wage adjustment of \$1,000 for all WorkForce Central employees, with the exception of the CEO, due to increase in cost of living and inflation over the past year. The one-time wage adjustment will be included and paid in the last payroll for calendar year 2022. Discussion continued around the wages for staff. The board is in favor of the one-time wage adjustment.

IX. Strategic Plan Outcomes- Final draft

Katie discussed the outcomes and outputs for the strategic plan. Discussion continued on the proposed outcomes and outputs with input from board members.

X. 501c3 Update

Katie gave a brief update on the process noting she is working with the attorneys on this and the process is moving forward.

XI. 2023 Board meeting schedule

Katie recommended we stay on the quarterly schedule and asked for comments. Board members all agreed to keep to the same schedule.

XII. Adjourn

Motion to adjourn made by Marty; seconded by April. Meeting adjourned at 9:09 a.m.

