



Bridging the gap between job seekers, employers, and community organizations

WFC Executive Board Meeting Minutes

April 11, 2025 • 12:30-2:00pm

WorkSource Center, 2121 South State St, Suite 300, Tacoma, WA

Mayor Victoria Woodards, presiding.

Attendees: Victoria Woodards, Ryan Mello, Kiara Daniels, Rosa Ayala, Irene Reyes

Staff: Katie Condit, Steve Grimstad, Debbie Lean, Josh Stovall

- **Welcome, Introductions**

Victoria called the meeting to order at 12:42pm. Introductions were made.

- **Public Comment**

There were no public comments.

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

- December 2024 Meeting Minutes
- February 2025 Financial Report
- December 2024, January 2025, and February 2025 Vouchers
- 2.5% COLA

Motion to approve the consent agenda as presented made by Rosa; seconded by Ryan; Approved

- **Funding Structure & Budget -Katie Condit & Steve Grimstad**

- Budget Visual
- Draft Budget
- Federal and State Landscape

Budget Visual: Katie presented an overview of the 2024-2025 funding sources and expectations for the upcoming fiscal year. Ryan expressed his strong support for two key initiatives in Pierce County and reaffirmed his commitment to advocate for them. Rosa expressed confidence in the initiatives, noting that she has received many positive comments from employers. Katie mentioned that early outcomes will be shared with the council at an upcoming meeting.

Draft budget: Steve presented the initial draft budget for June 2025 to June 2026. This budget outlines the funds we expect to receive during that period. It is the first of three drafts that the board will review before the final budget is approved in June 2025. Steve explained each line item, and discussions followed.

Federal and State Landscape – Katie and the board discussed the landscape of state and federal funding. Katie reported that funding levels vary each year, and we do not expect an increase in state funding. WIOA funding has bipartisan support, and we remain cautiously optimistic that this funding will be more stable than local state funding. Over the years, we have learned that it is best practice to maintain three to four layers of contingencies to ensure we can continue to provide core services in the event that we need to partially shut down.





Bridging the gap between job seekers, employers, and community organizations

- WorkForce Central Governance & Staff Structure
 - Executive Board & Workforce Development Board Members
 - Interlocal Agreement structure & organization designation
 - 501c3 model

Executive Board & Workforce Development Board Members: For the newly appointed executive board members, Katie provided an overview of the structure and the core roles of the executive board and the Workforce Development Board (WDB).

Interlocal Agreement structure & organization designation: Katie explained that our governance structure is unique because we operate under an interlocal agreement established in 1982 with Pierce County and the City of Tacoma. This agreement governs the organization and includes five executive board members, who hold fiduciary responsibilities and are tasked with appointing the WDB. The core responsibilities of this board also include evaluating the CEO. We undergo an annual audit conducted by the State Auditor's Office (SAO) and have consistently received clean audit reports. Our fiscal practices are stringent, thanks to Steve and his fiscal team, who have modeled our approach after city and county procedures. By law, the WDB must operate as a business-led board and is required to have a fully federally recognized board. We have worked hard to ensure that we meet these criteria. Irene noted that the WDB is a strong board with many differing opinions. Katie emphasized that this is a governance board, not an operational board. The board has significant power over strategic planning, with both boards overseeing the work. Board membership terms for the WDB are set for every two years, while members of the Executive Board will continue their roles as long as they hold positions as mayor and executive. There was a suggestion, which was agreed upon, to amend the interlocal agreement to include a provision for flexibility in changing the chair appointment annually in July. Executive Mello requested a detailed one-page summary outlining the proposed changes and their rationale. Katie will prepare this information for review in June.

501c3 model: Katie provided an update on our progress toward becoming a 501(c)(3) public entity. The board has formally voted to move forward with this initiative, but first, we needed to update and sign the interlocal agreement, which has taken two years. We are now reengaged with our 501(c)(3) attorneys. Achieving 501(c)(3) status will enhance our sustainability and open up additional avenues for financial funding. After discussing the requirements for this transition, Katie and the board agreed that a meeting with the 501(c)(3) attorney, as well as representatives from both the county and city attorney's offices, would be beneficial for addressing any questions. Mayor Woodards and Executive Mello will assist in coordinating the availability of the attorneys. Katie also mentioned that we need to establish a board and recommended that our current board serve in this capacity.





Bridging the gap between job seekers, employers, and community organizations

- Theory of Change- Impact Highlights
 - Jobseeker Services
 - Business Solutions
 - Regional Alignment

Katie distributed a document titled "Theory of Change" and guided the board through three main areas of focus: job seeker solutions, business solutions, and regional alignment. A discussion followed.

- Good of the Order

Motion to adjourn made by Kiara; seconded by Rosa; meeting adjourned at 2:04pm

