



**Executive Committee Meeting
MEETING MINUTES**

June 11, 2024, | 4:00 p.m.

Zoom

<https://us02web.zoom.us/j/83420836499?pwd=Y5BRirrwtQuXOJ78yrtu8c7mQsiXk.1>

Board Members Present

Leanne Liddicoat, Chair	Chelsea Rullie
Barbara Cosner, Treasurer	Jonathan Smith
Cathy Sterbenz	Linda Kaminski

Staff Present:

Amy Martinez	Meranda Smith
Travis Piatz	Patricia Padilla
Tim Hoerner	

Guests:

None

Call to Order

Leanne Liddicoat virtually called the meeting to order at 4:02 pm.

Approval of Minutes

Leanne Liddicoat virtually presented the meeting minutes from the April 9, 2024, Executive Committee meeting.

Barbara Cosner moved to approve the April 9, 2024, Executive Committee meeting minutes as virtually presented, seconded by Linda Kaminski. Motion carried

Consent Agenda

Leanne Liddicoat virtually presented the consent agenda, calling for any item to be removed for discussion. No discussion followed. Leanne called for a motion to approve the items listed below.

- 06-23-001 April 2024 Financial Statements
- 06-23-002 PY24 Federal EcSA
- 06-23-003 PY22 DVR Mod. 3
- 06-23-004 PY23 PFP's Community Reinvestment Funds Mod. 1

Jonathan Smith moved to approve the virtually presented items of the consent agenda, seconded by Linda Kaminski. Motion carried.

PY24 Adult, Dislocated Worker, and Youth Program Allocations

Meranda Smith virtually presented South Central Workforce has received WIOA allocations for Program Year 2024 (PY24) Adult, Dislocated Worker, and Youth programs to begin July 1, 2024, and end June 30, 2025. The PY24 WIOA Program allocations for the State of Washington saw over an 11.84% increase due to the Department of Labor reserving funds at the federal level. The South Central Region for PY24 WIOA Programs received an average of 33.1% increase in funds from the prior year's allocations. The Adult Program received a 42.7% increase, the Dislocated Worker Program an 18.2% increase, and the Youth Program a 39.7% increase. The increases reflect the overall federal allocations per program plus the economic conditions of the local workforce development area. The preliminary distributions to all four counties, for PY24 WIOA Adult, Dislocated Worker, and Youth Programs preliminary allocations to People for People and the SCW Administrative Cost Pool and holdback for WIOA-related activities were provided. Amy Martinez added that the PY24 WIOA allocations are the largest SCW has ever received. SCW was the only region, across the state, to get an increase in the Dislocated Worker program, which will aid the numerous layoffs that have recently happened.

Linda Kaminski moved to approve the PY24 Adult, Dislocated Worker, and Youth Program Allocations as virtually presented, seconded by Cathy Sterbenz. Motion carried.

PY24 Preliminary Budget

Barbara Cosner virtually presented the PY24 Preliminary Budget. The South Central Workforce needs the PY24 Preliminary Budget approved in order to spend funds on July 1st, 2024. The PY24 Preliminary Budget was presented to and approved by the SCW Finance Committee on June 10th, 2024. Major changes in the PY24 Preliminary Budget as compared to the PY23 Preliminary Budget are as follows:

- Grant/Contract Revenue increased \$3,186,162. This increase consists of the following:
 - \$1,929,425 estimated increase in the WIOA grants,
 - \$116,253 estimated decrease in the WorkFirst grant,
 - \$2,749,119 increase in the new Child Care, Community Reinvestment Funds (CRF), and MyJOB grants and the continuing Federal EcSA grant, and
 - \$1,376,129 decrease from State EcSA, DVR Youth, and QUEST grants ending in PY23 and PY24.
- Interest income increased \$24,700 due to the substantial increase in interest rates on the SCW's CD accounts.
- Salary expenses increased \$142,007 due to a new Project Manager position and anticipated annual increases.
- Staff fringe increased \$47,313 due to a new Project Manager position and anticipated annual salary increases.
- Communications increased \$11,860 due to CRF sponsorships and anticipated increases in technology costs.
- Equipment increased \$992 for CRF iPads.
- Insurance increased \$4,296 based off of the renewal invoice.

- Professional Services increased \$44,855 mainly due to CRF business training and a CRF conference.
- Training increased by \$5,500 for training related to the new Project Manager and CRF.
- Subcontractor/Incumbent Worker expenses increased \$2,743,035. This increase consists of the following:
 - \$1,409,183 estimated increase in WIOA subcontracts,
 - \$108,580 estimated decrease in WorkFirst subcontracts,
 - \$2,442,338 increase in the new Child Care, Community Reinvestment Funds (CRF), and MyJOB grants and the continuing Federal EcSA grants, and
 - \$999,905 decrease from State EcSA, DVR Youth, and QUEST grants ending in PY23 and PY24.
- Change in Net Assets of \$313,120 is unbudgeted funds. These funds will be used in the Final Budget or as carry-in for the next program year.
- The SCW projected fund balance at the beginning of PY24 is \$2,426,760 and is expected to increase by \$205,732 to \$2,632,492 by the end of the program year due to interest on the SCW investments, revenue generated from the WorkFirst and DVR grants, along with tenant improvement recovery.

Jonathan Smith moved to approve the PY24 Preliminary Budget as virtually presented, seconded by Linda Kaminski. Motion carried.

Meeting adjourned at 4:13 p.m.



Executive Committee Urgent Meeting
MEETING MINUTES
June 13, 2024, | 9:40 a.m.
Via Email

Board Members Present

Leanne Liddicoat, Chair	Cathy Sterbenz	Linda Kaminski
Dennis Flabetich, Vice Chair	Chelsea Rullie	
Barbara Cosner, Treasurer	Jonathan Smith	

Staff Present:

Amy Martinez	Meranda Smith
Travis Piatz	Patricia Padilla
Tim Hoerner	

Urgent Action Item – PY23 State Economic Security for All (EcSA) Mod. 2

Patricia Padilla electronically presented an urgent matter to the Executive Committee on June 13, 2024, for review and approval.

The South Central Workforce (SCW) has received an additional \$65,404 from the WA State Employment Security Department for the PY23 State Economic Security for All (EcSA) program. These funds have been reallocated from the business services budgets of other local workforce boards that are unable to utilize them by June 30, 2024. The funds are for Business Services staffing. The State EcSA funding is only available for one calendar year and does not allow the carrying over of unspent funds from year to year. Therefore, it is not uncommon with the State EcSA program for local workforce boards to transfer unspent funds to those areas that are spending at a faster rate. This methodology ensures that the statewide annual funds are fully expended. SCW will receive \$21,407 for a new total of \$162,662. People for People will receive \$43,997, for a new contract amount of \$658,539.

Linda Kaminski moved to approve the PY23 State Economic Security for All (EcSA) Modification 2, seconded by Cathy Sterbenz. Motion carried

Meeting adjourned on June 13, 2024, at 10:28 a.m.