



Benton Franklin Workforce Development Council Executive Committee Minutes

May 25, 2021

4:00 p.m.

Zoom

Present

Todd Samuel
Melanie Olson
Amanda Jones

Excused

Adolfo de León
Dennis Williamson
Commissioner McKay

Absent

Commissioner Didier

BFWDC Staff

Tiffany Scott
Jan Warren
David Chavey-Reynaud
Diana Hamilton
Cynthia Garcia
Jamilet Nerell
Jessie Cardwell
DeAnn Bock
Becky Smith

Guests

Kayci Loftus, CPS
Amanda Fisher, LNI
Crystal Bright, WSO

Board Members

Jennie Weber

Call to Order - Todd

Todd Samuel called the meeting to order at 4:02 p.m. and thanked everyone for attending. Becky read through the roll call while members and guests responded. Jan introduced the Benton-Franklin Workforce Development Council's (BFWDC) new Fiscal Manager, DeAnn Bock. She comes to us with extensive experience as a senior accountant and auditor. Her credentials include auditing experience with non-profits. The BFWDC will benefit from her expertise as we strengthen our internal controls and strive for best practices in our fiscal operations.

Minutes – Todd

Minutes from April 27, 2021, Executive Committee Meetings were provided to members for review.

Amanda Jones moved to approve April 27, 2021, Executive Committee Meeting Minutes as presented, seconded by Melanie Olson. Motion carried.

Finance Reports – Jan

Jan provided printed Finance Reports through March 2021. She noted that we had completed 75% through the program year.

- **Corporate Entity (CE):** Jan shared that the CE Account holds our unrestricted funds. The March interest has been added to the Money Market and CD. One change is the addition of a line for accounts receivable. This is money owed from the BDWDC Main Account to the CE Account to cover the change in accrued vacation.
- **Main BFWDC Account:** She shared the balance sheet for the main account. The accounts receivable and grants receivable make up the March portion of the Draws processed in April. The transfer due to the CE account is included in the Accounts Payable line, so you won't see it listed separately. Several items are lagging. We budgeted some improvements to the BFWDC Office. Some of the improvements have been completed, and some are in process. We've added a workstation and made the conference room into two workspaces. We are also replacing the cabinets and countertops. Under the Salaries & Benefits, it shows over 100%. We are right on budget, but we can't account for the accrued vacation. The two line items that were affected the most by COVID were the Travel/Training and Supplies. We continue to offer training and development virtually when provided. We anticipate spending down the supply line item as we purchase supplies for moving back to the office.
- **WorkSource Columbia Basin (WSCB):** The Infrastructure Funding Agreement (IFA) credit adjustment is almost fully depleted. COVID and the facility being closed have impacted supplies and Dues/Fees. We do anticipate some costs to get the building ready for onsite services.

Jan shared that we remain underspent, which is to be expected. We've tried to retain our business as close to normal as possible. We are in a good position with both the WSCB and BFWDC accounts to target re-opening soon and ensure that everything is in place.

One-Stop Certification Recommendation - David

David shared that on May 11, there was a Question and Answer session with WSCB in which the WorkSource Leadership (TRIO) gave a presentation and answered a list of questions in response to the certification application. Following the presentation, the Review Committee is pleased to recommend that the BFWDC grant a 3-year certification to WSCB. The application was very strong. The Review Committee was pleased and impressed with how much the center has done.

There were a couple of areas of opportunity identified. They will be meeting with the Benton Franklin Workforce Consortium (BFWC), the Trio, and WorkSource leadership to discuss how these areas will be addressed moving forward.

The committee was made up of Karl Dye, Melanie Olson, Carol Moser, Michael Bossé, and Todd Samuel.

Melanie shared that WSCB continues to impress with integration. The hard work and adjustments to issues that were brought up at the last certification were appreciated. There are just a few areas that are to be addressed. The board is asking for measurables to make sure that these items are improved upon. Congratulations on all of the hard work.

Todd echoed Melanie's sentiment. There is a night and day difference from 18 years ago. The WSCB team is very strong. They have done an amazing job in meeting the needs of our community virtually. We will be glad to have the center re-opened safely and renew the momentum in providing essential services to the community.

Melanie mentioned that she and Tiffany were at WSCB the first time they went through the certification process. It has come a long way since that time. To evolve to this point in time is amazing. This is a testament to how far we have come and the good leadership.

Amanda Jones moved to approve the three-year Certification of WorkSource Columbia Basin as a One-Stop Center, seconded by Melanie Olson. Motion carried.

RFP #2021-001-WIOA-OSO Recommendation – David

David shared that on May 13, the One-Stop Operator (OSO) Proposal Committee met. The committee was made up of Richard Bogert, Mary Mills, Alicia Perches, and Todd Samuel.

There was only one bid to review. There were three entities at the bidder's conference. We had two letters of intent, but one of them withdrew. The bid received was by the BFWC. The proposal committee recommends granting the bid to the BFWC. They were scored on the answers to ten questions. A minimum of 70% was required to move forward, and their total score was 89%. It was a strong bid. It was a very efficient and positive meeting. There was some crossover for areas of opportunity with some areas that were brought up by the Certification. After this meeting, we will be scheduling debriefs and next steps with the BFWC and Trio.

Todd added that he thought the proposal was very responsive and reflected the priorities that the BFWDC has articulated. They had already identified areas that the board thought were areas to focus on. The BFWC has done an excellent job over the last three years. We are fortunate to have them and the WorkSource Manager that we have. He is excited about the potential of an even greater impact in the future.

Todd Samuel moved to award the Benton Franklin Workforce Consortium as the WorkSource Columbia Basin One-Stop Operator with the contract to begin July 1, 2021, through June 30, 2022, seconded by Melanie Olson. Motion carried.

David expressed his appreciation to the board members that volunteered their time to serve on these committees.

BFWDC/WSCB Facilities Reopening – Tiffany

Tiffany shared the letters that were in the packet. These state that WSCB and TC Futures will be opening on July 1, 2021. Customers will be able to come and receive services in person. This allows the leadership at TC Futures and WSCB to plan accordingly and make sure the return to the facilities is safe for staff. Both entities submitted a sound return plan that the BFWDC approved. We are looking forward to a change in a positive direction with the opening of the centers.

The BFWDC will also return to the facility on July 1, 2021. It will be a time to reestablish workspaces and return safely. There is a return-to-office plan in draft form that will be shared with the staff shortly so that everyone is prepared to come back. It has been a long 14 months, and we are excited for this to happen.

Todd expressed his excitement to be moving in this direction to help our region find employment and help businesses find employees.

BFWDC Workforce Innovation & Opportunity Act (WIOA) Procurement Timeframe - Tiffany

Tiffany shared about a conversation around procurement at the Adult & Employer Linkage Committee Meeting last month. There is no specific timeframe for procuring Title 1 Services outlined in the Workforce Innovation and Opportunity Act (WIOA). There is a very codified timeframe for procuring one-stop operators (every four years). Beyond this, we do not have any guidance. The BFWDC has had the standard practice of procuring every three to five years. At the Adult & Employer Linkage (AEL) Committee Meeting, staff brought up the idea of procuring every five years. Board members were interested in finding out more information because of the idea of fair and open competition. We want to make sure that everything is available to the public for those that would like to bid on the available work. The committee decided to carry this forward to the Executive Committee for their opinion and do some additional digging for more information.

Tiffany had an in-depth discussion with our Federal Officer, Carol Padovan, of the Department of Labor. Tiffany walked her through our current cadence for procurement. Every year following a proposal cycle, a detailed memo to the board captures the performance elements of the subrecipient contractor awarded the work and staff observations. This offers the option for board members to procure at any time. Usually, from year one to year four, they have decided to extend based on that information. Those decisions are board-driven, based on staff recommendations. Carol liked our model. She did have a recommendation. Instead of going from year three to four, we would offer a Request for Interest (RFI) to our community between those years. This would allow us to test the waters and see who might be interested in doing this scope of work. Depending on those results, we can determine whether to go out for procurement. Procurement is an administrative function that involves a lot of staff time and resources. We could put out the RFI between years three and four and then again between years four and five. We would then go out for procurement after year 5, with the caveat that we would terminate the contract if anything goes wrong with a contractor and not offer to extend. The board has this decision every year.

Todd expressed that it is about being good stewards of the taxpayers' money. He is in favor of this proposal. There were no further questions or comments. BFWDC Staff will move forward with this plan and issue an RFI before the next program year.

Todd expressed his appreciation for the research done on this request.

CEO Update – Tiffany

Tiffany announced that she is the Washington Workforce Association (WWA) vice-chair serving a two-year term. The chairman, Kevin Perkey of Southwest Workforce Development Council, is re-locating, and due to this, Tiffany will become the committee chair pending a June 2nd board election. She will serve a seven-month term rounding out her executive leadership commitment to the association. The executive director of the association will report to her. Pacific Mountain Workforce Development Council will continue to be the employer of record for the executive director.

The lease with Goodwill has been fully authorized through June 2024. She has been working with the Department of Enterprise Services (DES) to develop the subleases for our state partners, the Department of Vocational Rehabilitation (DVR), Labor and Industries (L&I), and the Employment Security Department (ESD). They are all in various stages of completion currently.

She shared that the Memorandum of Understanding (MOU) Partnership Meeting was held last week. The BFWDC is working to confirm the Full-Time Equivalent (FTE) counts with WorkSource Leadership and the space occupancy of the FTEs. There will be a significant focus on completing the IFA by July 1.

Staff to the board is actively preparing for the next program year. We anticipate the allocations to come out soon, and we will then start the internal budgeting and contract processes. Motions with the dollar amounts will be provided for approval at the next Executive Committee Meeting.

Todd expressed his appreciation to Tiffany for her work to have the leases completed before the following program year.

Todd asked about the occupancy level at WSCB. Do we have the space available to have new partners join us? Tiffany answered that she would have to review the FTE counts that are due on June 10. This will tell us who and how many will be in the building. Partnerships are an ongoing conversation within the consortium. Staff to the board is responsible for maturing those relationships and help support the system and onboard new partners. Before COVID, the building was full. Adding new partners would have to be done fairly and equitably because everyone that sits at the center pays to be there. We can always look for and develop new partners and even have a waiting list if necessary.

Todd expressed that there are potential community partners that aren't in our center or on our board. Is there an avenue to include more partners on our board? Tiffany answered that our WIOA board is compliant and meets the law's intent by having a business majority. If a partner is added that falls under one of the other criteria; you must balance the board with additional business seats. We don't want our board to get so large that it isn't beneficial. She recommends the possibility of ex-officio memberships. Todd would like to find the next steps for actively engaging new partners. What would it look like to take these relationships a step forward? Tiffany shared that the Strategically Targeting & Aligning Relationships for System Success (STARSS) Committee has created a very detailed spreadsheet of all the work they have been doing. Some of the entities mentioned already have an established relationship. This will be presented at the July Full Board Meeting.

Liaison Report – David

David quickly walked through the Liaison Report provided in the packet.

Roundtable - Members were allowed time to share what is happening in their venues of work.

Other Business – None

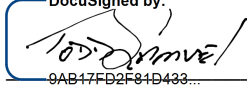
NEXT MEETING

Executive Committee Meeting – Tuesday, June 29, 2021, at 4:00 p.m. – Zoom

Quarterly Board Meeting – Tuesday, July 27, 2021, at 4:00 p.m. – Zoom

ADJOURNMENT The meeting of the Executive Committee adjourned at 5:06 p.m.

Respectfully submitted

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6/30/2021
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Todd Samuel, Board Chair Date

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6/30/2021
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Becky Smith, Office Manager Date