

**Benton-Franklin Workforce Development Council (BFWDC)**  
**Quarterly Board Meeting**  
Tuesday, January 26, 2021  
4:00 p.m. – Zoom

**Present**

**Board Members**

Commissioner Mckay  
Commissioner Didier  
Todd Samuel  
Melanie Olson  
Adolfo de Leon  
Amanda Jones  
Alicia Perches  
Bob Legard  
Carol Moser  
David Phongsa  
Jamie Rasmussen  
Jennie Weber  
Karl Dye  
Lori Mattson  
Mary Mills  
Michael Bosse  
Michael Lee  
Richard Bogert

**Ex-Officio**

Cinthia Alvarez  
Paul Randall

**Excused**

Dennis Williamson  
Carlos Martinez  
Jim Smith  
Kate McAteer  
Lynn Ramos-Braswell

**Absent**

**Board Members**

**Ex-Officio Members**

Darryl Banks

**Staff**

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

**Guests**

Katie Condit, WF Central  
Cami Eakins, CPS  
Andy Dwonch, CPS  
Kayci Loftus, CPS  
Heather Woodruff, CPS  
Jasmine Smith, CPS  
Scott Koopman, CBC  
Daphne Larios, CBC  
Rebecca Williamson, ESD  
Amanda Fisher, LNI  
Israel Delamora, OIC  
Crystal Bright, OSM

**Call to Order**

Todd Samuel called the meeting to order at 4:00 p.m. and welcomed everyone. Becky read through the roll call.

**Consent Agenda:**

Todd presented the items on the Consent Agenda.

- **Approval of Board Minutes**  
To approve October 27, 2020, Quarterly Board Meeting Minutes as presented.
- **Finance Reports**  
To adopt the BFWDC Finance Reports as submitted for the period ending November 2020.
- **PY19 Rapid Response Increase Employment (RRIE) Modification**  
To increase the PY19 RRIE contract with Career Path Services from \$248,679 to \$259,679.
- **Employee Handbook Change**  
Motion to approve December 24 as an annual paid Benton-Franklin Workforce Development Council (BFWDC) Holiday effective December 24, 2020.

**Carol Moser moved to approve the Consent Agenda items as presented, second by Adolfo de Leon. Motion carried.**

**Quarter Two Chief Executive Officer Presentation** – Tiffany Scott

Tiffany summarized what has happened the past quarter and looked forward to the next quarter through a PowerPoint presentation. The presentation can be found in the online meeting packet

at <https://go.bf-wdc.org/Qtly Mtg Packet 1-26-2021>. Some of the highlights from the presentation include:

- Staff Highlights recognizing that staff has been busy with local and statewide activities. She recognized the service years of CFO, Jan Warren; Youth Manager/EO Officer, Cynthia Garcia; Workforce Programs Manager, Diana Hamilton; and CEO, Tiffany Scott.
- Some of the accomplishments by staff include:
  - Sub-Recipient Annual Fiscal Monitoring
  - Employment Security Department (ESD) Annual Report
  - Occupations in Demand Published
  - Quarterly Financial and Program Reports to Funding Source
  - Cost Allocation Plan Approval
  - 2021 Legislative Priorities Development and Brief
  - Inventory Review
  - Unemployment Insurance (UI) Data (Flat File) Application
  - Local and State Policy Development
- Workforce Progress
  - Families Forward Washington (FFW) Contract Modification
  - Economic Security for All (EcSA) Contract Modification
  - Memorandum of Understanding with ESD (Olympia) for Brazen Platform
  - LinkedIn Learning Contract Execution
  - TC Futures Americans with Disabilities Act (ADA) Compliance Review
  - System Staff Equal Opportunity Training
- Looking Forward
  - State Monitoring Management Letter and Report
  - Program Year (PY) 20 Annual Subrecipient Monitoring
  - Washington Workforce Association Leadership Summit
  - Convening of WorkSource Columbia Basin Partners
  - BFWDC Outreach Video
  - One-Stop Center Certification

She added that ESD Commissioner, Suzi Levine, would be leaving to join the Biden/Harris administration. Cami Feek will be the interim commissioner until a permanent person is named. She also shared that Mayor Walsh from Boston is the new Secretary of Labor.

### **Board Strategic Goal Progress**

- **STARSS** – Karl Dye  
Karl shared that STARSS stands for Strategically Targeting and Aligning Relationships for System Success. The BFWDC has a strong partnership with the other eleven workforce development councils across the state. Some of the Washington Workforce Association partnership benefits include resource sharing, encompassing subject matter expertise, technical assistance, best practices, policy development, and combined support of critical initiatives.

They have developed a partnership inventory spreadsheet to support their work. So far, seventy local, regional, state, and national partnerships have been captured. They have identified twenty partnership gaps. The next step is to discuss, prioritize and deploy efforts

around developing the top five partnership gaps. They seem to be ahead of their 2022 completion target date. They appreciate the engagement and time of the board members on the team and the staff support.

- **Keys to Success** – Melanie Olson

Melanie shared that they started working during the spring and summer of 2020, which was right when COVID began to escalate. They decided to develop a survey to address the needs of businesses during COVID. It was initially sent out to chamber members and then later in October to a list of 710 employers. We only received 83 responses. The WSCB Business Services Team reached out to those that responded and were able to help some employers. The breakdown of the questions and responses is provided in the report in the packet. They will be coming back together and working on a new survey.

**One-Stop Certification** – David Chavey-Reynaud

David walked everyone through the certification process of WSCB using a PowerPoint that can be found at <https://go.bf-wdc.org/Qtly Mtg Packet 1-26-2021>. We need to recertify the One-Stop Center (WorkSource Columbia Basin) this spring. Certification must take place every three years.

In 2018 WSCB received a Provisional On Year Certification identifying five areas of concern to be addressed by March 2019. They demonstrated that performance was raised in the five areas of concern, and the One-Stop Certification Committee recertified the center for the remaining two years.

Our goal is to have 6-8 board members to be on the One-Stop Certification Committee. An email will go out soon asking for volunteers. Once the committee is formed, they will meet and decide the tour and presentation format for this year. The presentation will include an overview of the one-stop center and a time to meet with team members to discuss the services they offer through partnership. There will then be a time for questions and debrief amongst the committee before voting. The team will then render a written determination within 30 days of this evaluation.

**One-Stop Procurement** – Tiffany Scott

The BFWDC must select a One-Stop Operator through a competitive process at least once every four years. The last procurement was in June of 2017. The winning entity was the Benton-Franklin Workforce Consortium, and the contract was executed on August 1, 2017. We want to target the Request for Proposal (RFP) release in the early spring of 2021 and allow 45 days for any bidders to respond. After the review period and determination of the winning bid, we would execute a contract to start on July 1, 2021.

A one-stop operator can be a single entity, public, private, non-profit, or consortium of entities. The types of entities that can be a one-stop operator include institutions of higher education, employment services from the state agencies that are established under Wagner-Peyser, community-based organizations, non-profit, private for-profit agencies, government agencies, and other organizations that have the capability to carry out the duties of the one-stop operator. The RFP will include specific language and a potential scope of work that will encompass a one-stop operator's day-to-day operations. The idea is to ensure the seamless provision of service to

our customers. We want to promote a culture of learning and development that is lead in a team atmosphere.

With COVID and the massive work that has ensued, we face the one-stop certification and the one-stop operator's procurement during the remaining months of this program year. We will be reaching out to the board to see who would like to participate on the review committee and determine who the one-stop operator will be.

Michael Lee asked if we certify under the old operator, would we have to recertify if a new operator is named. Tiffany answered, no, it is the center that is being certified and not the entity in the one-stop operator role.

### **Member Updates & Business Engagement** – All

Board members shared what they see in their businesses due to COVID and some upcoming events that would interest the group.

- Melanie Olson shared that many do not see how the pandemic is affecting us. We see a lot less tolerance. She reminded everyone to extend extra grace to others and themselves. Make sure you ask lots of questions to understand what is going on in a person's life before judging their performance.
- Carol Moser shared that Greater Columbia has embarked on a Community Resilience Campaign to overcome challenges and personal reactions to the pandemic. They have been working with a clinical phycologist who is on the behavioral health strike force team. She has come up with a tool kit to help children and adults deal with natural disasters. This pandemic is a natural disaster and has a cycle of behavior. The resulting consequences are tolerance, impatience, disappointment, and disillusionment. They are working on getting tool kits out to the school districts. The media campaign is entitled "Practice the Pause."
- Lori Mattson shared that the Chamber is partnering with WSU Tri-Cities, CBC, and the Association of Washington Business (AWB). We are one of the pilot sites for AWB's Washington Workforce Portal. It is meant to be a one-stop-shop for internships. If you go to <https://www.washingtonworkforceportal.org/>, there is a place for students, employers, and educators. The official launch will be on February 10.
- Michael Lee shared that CBC has hired a Career Center Director. They are re-establishing a career center to give students access to a job board and soft skill training. They have also added a new degree in Precision Ag.
- Amanda Jones shared that Community First Bank is processing the third round of PPP loans. The applications are down significantly from the first round due to most local businesses not making a 25% revenue reduction in any given required quarter.
- Todd Samuel shared that PNNL has been successful doing virtual/remote internships.

### **Other Business:** None

Todd encouraged members to participate in the upcoming opportunities to serve on a short-term committee and to read the information provided in the meeting packet.

### **Next Meeting**

Quarterly Board Meeting – Tuesday, April 27, 2021, at 4:00 p.m. at TBD

**Adjournment**

With no further business, Todd adjourned the meeting at 5:03 p.m.

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Todd Samuel, Chair  
5/7/2021  
Date

DocuSigned by:  
  
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Becky Smith, Office Manager  
5/7/2021  
Date