

Benton Franklin Workforce Development Council

Executive Committee Minutes

July 28, 2020

3:15 p.m.

Zoom

Present

Todd Samuel, Chairman
Adolfo de Leon
Dennis Williamson
Amanda Jones

Clint Didier, Commissioner

Excused

Melanie Olson

Absent

James Beaver, Commissioner

Staff

Tiffany Scott
Becky Smith
Jan Warren
Diana Hamilton
Jamilet Nerell
Cynthia Garcia

Guest

Crystal Bright

Call to Order - Todd

Todd Samuel called the meeting to order at 3:15 p.m. and thanked everyone for attending.

Minutes – Todd

Minutes from May 26, 2020, and June 30, 2020, Executive Committee Meetings were provided to members for review.

Dennis Williamson moved to approve May 26, 2020, and June 30, 2020, Executive Committee Meeting minutes as presented, seconded by Adolfo de Leon. Motion carried.

Finance Reports – Jan

Jan provided the printed Finance Reports through May 2020

- **Corporate Entity:** Jan shared that the only change was the added interest income.
- **Main BFWDC Account:** Jan reported that the cash line item is negative due to the A-19 payments received after the end of the month. She shared that because of the pandemic, there are some variances. She went through the line items explaining the reasons for them. There were some necessary expenses to accommodate the work at home needs of staff. For two year grants, the funds will be available next year. The usual performance requirement of 80% spent or obligated was waived for this year. The youth and adult programs exceeded 80% of the contract amount. The DW program spending was well below 80% of the total contract. There were a number of challenges related to the performance of the previous service provider.
- **WorkSource:** The WorkSource Account has two line items under budget due to the facility closure due to COVID-19. Several maintenance items have been delayed until next year. No supplies are currently being purchased. The Outreach budget will be spent by year-end.

Todd asked about carry-in for PY20. We are 80% spent on the Youth and Adult programs and 60% for DW that will carry over to next year. We also have administrative funds to help us be in a strong position for PY20.

Liaison Report – Cynthia

Cynthia shared the June Liaison Report. She welcomed everyone's input. The information on the top 5 occupations and employers has not been updated for June as of yet.

BFWDC Update – Tiffany

- The pandemic has caused many staff members to put travel on hold. We modified the annual leave accrual maximum from 300 to 450 hours temporarily. As always, employees are encouraged to take vacation time.
- We received the Draft Monitoring Report from the State. No findings were reported.
- The WSCB Partnership MOU was finalized through June 30, 2023. The IFA will be revised on an annual basis.

- We have received our Notice of Fund Availability for the Disaster Recovery grant for the amount of \$589,613. We have submitted our budget and Statement of Work and anticipate getting \$596,781 for Employment Recovery soon. Tiffany shared that we have received a \$1.18 million increase in the last three months, with an 18% increase in formula funds. These increased funds will help serve the community during this crisis. We will be utilizing the sole source component of the policy to award contracts to the Benton Franklin Workforce Consortium and Career Path Services.
- An application for a United Way grant has been submitted for \$40,000 to help 100 youth and young adults with their housing needs.
- CliftonLarsonAllen LLC has been working on our pre-audit. We anticipate the full audit to be conducted the week of September 14.
- The Families Forward Washington program has reached a milestone in that they have met their enrollment target of 56. They will continue to enroll as funds are available.
- We had board members attended the virtual NAWB conference.
- Tiffany attended an online economic recovery conference and moderated one of the breakout sessions.
- Board staff continues to serve on many statewide workgroups and committees.
- We are looking forward to hiring our Programs Coordinator in August. We will be making the next steps to hire a new COO.

Todd asked when we anticipate WorkSource being opened. Tiffany explained that we are still in Modified Phase 1 of the Governor’s Safe Start plan. Our priority is the safety of staff. Although the staff is working to secure the appropriate PPE, there is still work to be done before opening the building. There was a conversation on how and when to open the building to the public safely. It is a strong testament that our customers are now being served virtually. Resources and staff are positioned to help.

Tiffany shared that we are looking at purchasing the Brazen platform for future virtual job fairs. There is an ongoing conversation in the Business Services Unit about future job fairs.

Other Business - None

Roundtable:

Members were allowed a time to share things that are happening in their venues of work.

NEXT MEETING

Executive Committee Meeting – Tuesday, August 25, 2020, at 4:00 p.m. – Zoom

Quarterly Board Meeting – Tuesday, October 27, 2020, at 4:00 p.m. – Zoom

ADJOURNMENT

The meeting of the Executive Committee adjourned at 3:47 p.m.

Respectfully submitted

DocuSigned by:

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 Todd Samuel, Board Chair 9/2/2020 Date

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 B9CCD05F08034F3...
 Becky Smith, Office Manager 9/2/2020 Date