

# Benton Franklin Workforce Development Council

## Executive Committee Minutes

September 29, 2020

4:00 p.m. p.m.

Zoom

### Present

Todd Samuel, Chairman  
Adolfo de Leon  
Dennis Williamson  
Melanie Olson  
Commissioner Clint Didier

Jennie Weber

### Excused

Amanda Jones

### Absent

Commissioner Jim Beaver

### Staff

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

### Guest

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

---

### Call to Order - Todd

Todd Samuel called the meeting to order at 4:00 p.m. and thanked everyone for attending. Becky read through the roll call while members and guests introduced themselves.

### Minutes – Todd

Minutes from August 25, 2020, Executive Committee Meetings were provided to members for review.

**Adolfo de Leon moved to approve August 25, 2020, Executive Committee Meeting minutes as presented, seconded by Melanie Olson. Motion carried.**

### Finance Reports – Jan

Jan provided the printed Finance Reports through July 2020

- **Corporate Entity:** There is very little change in this report; only a small amount of interest.
- **Main BFWDC Account:** The accounts/grants receivable line is much higher than we usually see due to the timing. The budget numbers are not included, as the budget has not been approved. She took the time to go through the line items and explain them.

Todd asked about the percentage of our support of TC Futures compared to the cost of the building. ESD123 is a significant contributor. We have increased our monthly payment to \$5,000. ESD123 is very healthy and happy with the partnership. We are fortunate to be partnered with them.

- **WorkSource:** There is very little difference from last year. This budget is approved by the WorkSource Partners. Historical data and input from the partnership helped set the numbers for the line items.

### PY20 Budget - Jan

Jan presented the PY20 Budget. She shared that the formula grants have increased substantially. There are two new grants; the Disaster Recovery National Dislocated Worker Grant and the Employment Recovery National Dislocated Worker Grant. Jan took the time to go through the budget line by line. She explained that funds were budgeted to help with the cost of re-opening the physical office when the time is right.

Todd asked about the sustainability of the current budget. Tiffany shared that the pandemic will continue. There is talk of it taking 3-5 years for the economy to recover fully. We can expect to get our formula allocation and possibly supplemental resources to help with this effort as we move forward. The decision to onboard additional staff has been timely in the increased amount of work. We need to keep working efficiently with the responsibilities we have and be as prepared as possible to respond to the community needs and deploy the resources we will potentially be getting to help them.

Todd asked about the capacity to increase our funding. Tiffany answered that as we stand right now with the team of eight, we don't have the capacity to grow beyond what we are currently getting, but we could have the interest. We want our growth to be intentional, deliberate, and at a time that would make sense to respond to a need. We want to be able to perform and do right by the money we do have, but we want to respond to the needs of the community.

**Dennis Williamson moved to approve the PY20 Budget as presented, seconded by Adolfo de Leon. Motion carried.**

**BFWDC Team Updates** – Tiffany

Tiffany shared that October is coming, and this is when we reach out to our board officers to see if they want to continue in their roles. We will also reach out to the full board to see if there is an interest. Officers will be approved at the October Quarterly Meeting.

Tiffany congratulated the team. All of the PY20 grants and sub-recipient contracts have all been fully executed. This was a big job this year. The team was on point and was able to get the agreements completed with the sub-contractors.

We are in the middle of our annual audit. The auditors have done some work at the office practicing social distancing. They will be back to complete their audit of the Families Forward Washington Grant. It should be concluded within the next few weeks. We plan on them reporting out at the October Executive Committee Meeting.

Welcome to David Chavey-Reynaud, our new COO. He is very professional and has gelled with the team. We are going to be doing some team building tomorrow at our first Quarterly Connect.

Todd asked what the most significant challenges have been around working remotely. Tiffany reported that technology has been a periodic issue, but our team is very resilient and hardworking and has surmounted all challenges. We miss seeing each other regularly in the office.

**PY20 Monitoring Plan** – Diana

Diana presented the PY20 Subrecipient Monitoring Plan. It contains all of the contracts that we are required to monitor throughout the year. Due to COVID-19, our area will be monitored virtually by the state in January instead of May as our participant files are paperless. The board has awarded over 4.6 million dollars this year to help with the employment and training needs of our community.

**Adolfo de Leon moved to approve the PY20 Monitoring Plan as presented, seconded by Melanie Olson. Motion carried.**

**EcSA Evaluation Report** – Jamilet

Jamilet presented the EcSA Evaluation Report and shared that the evaluation demonstrates all of the EcSA models in the state. The BFWDC report can be found between pages 9-16. This report shows the proposed model when we applied for the grant. EcSA is an initiative by the governor's office that included an evaluation by a third party. The first phase was to conduct an initial baseline data gathering. This shows the implementation plan and the challenges we have had due to COVID-19. It also includes some recommendations. These recommendations will play a part as we review the program and look for some flexibility within the contract to not only be able to provide resources to North Franklin County but also expand to other areas affected by COVID-19. She encouraged everyone to email her with any questions. The evaluation has no right or wrong; it helps us look at what we are doing and what can be adapted.

Todd mentioned that one positive outcome of this program is that it has brought partners together that have never worked together before. Jamilet shared that we have a long list of partners that meet together each month to see what they can do to help.

One of the struggles has been in getting participants. Todd asked if she would have done the kick-off event differently, knowing what we have gone through. Jamilet shared that after being in the community and learning from the partners, she would have had a longer event that included a job or resource fair to attract more partners and participants.

**PY19 Annual Report** – Cynthia/Becky

Cynthia shared her thanks to those board members on the Goal Team #1 team. This report started as a 1-page document and eventually evolved into a 5-page report. This is a result of the objectives of goal #1. Please review and share it with your staff or others that would benefit from knowing what the BFWDC does. Becky shared that it was sent out to board members, partners, WSCB staff, WWA Directors, community businesses, and chamber members. It has also been posted on our website and Facebook page. Todd encouraged people to give feedback on making it more impactful.

**Liaison Report** – Cynthia

Cynthia presented the August Liaison Report. She shared that in the future, there will be an attachment to this report giving information about TC Futures. Although our enrollment numbers are lower than our targets, our employed exits are higher than targets. Last month she talked about the Econovue platform. The purpose of this report is for business engagement. She had planned to use this report to gain information to include in the Liaison Report. She has not been able to do this as of yet. Currently, the ESD labor market information is the most up to date information to report. The Econovue platform information is being used by the Business Services team to do virtual job fairs. Becky said that this report is sent to board members, partners, WSCB staff, chambers, and placed on the website and Facebook page. Tiffany shared that it is also being shared with Chamber leadership. David, our new COO, will be working on how we can market this document.

**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, October 27, 2020, at 3:15 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 5:10 p.m.

Respectfully submitted

DocuSigned by:  
  
10/29/2020  
9AB17FD2F81D433...  
Todd Samuel, Board Chair      Date

DocuSigned by:  
  
10/29/2020  
B9CCD05E08634E3...  
Becky Smith, Office Manager      Date